



Evaluation Planning Guide

Effective evaluation planning should address the requirements for accountability, transparency, consistency objectivity, and fair dealing during the evaluation and selection.

An Evaluation must always be consistent with what is stated in the request for tender; and the Evaluation Plan should always be a written plan which should address at least the following matters:

- Authorisations, endorsements, and approvals.
- The Objective of the evaluation:
 - Reference to associated key documents, in particular:
 - Procurement Plan,
 - Probity Plan (if applicable), and
 - Request for tender document(s),
 - The expected outcome, e.g.:
 - Single or multiple contracts, or
 - A supplier panel, or
 - Other supply delivery arrangement; and
 - Actions if the outcome cannot be achieved.
 - the rationale or analysis,
 - any related procurement or projects, and
 - any special terminology.
- The Governance, e.g:
 - Steering/selection committee,
 - The Evaluation Panel, and if relevant the structure of the evaluation panel, and
 - Any advisory panel.
- The Roles, e.g. roles of:
 - high level committee appointments,
 - evaluation panel members, and any evaluation sub-group members, and
 - Advisors.
- Evaluation timetable/schedule:
 - By Milestone descriptor and date.
- Late tender/submission requirements and process.
- Evaluation Criteria:
 - Each criterion, and
 - An brief explanation of what each means.
- The Evaluation Process:
 - Evaluation stages,
 - Evaluation method(s) including the method to be applied to each Evaluation Criterion,
 - Scoring or rating method(s) and any related table or matrix related to each or all Evaluation Criteria, including assessment moderation and group rating;
 - Any applicable weightings,



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- Qualitative or subjective components and assessment,
- Any iteration of evaluation and/or stages.
- Completeness and conformance checking:
 - Completeness of submissions,
 - Compliance with Terms and conditions including departures,
 - Mandatory requirements checking, and
 - Responsibilities and Management of these processes (procurement and legal).
- Communications:
 - Designated Contact,
 - Clarification of information,
 - Fair handling of 'new' information, and
 - Communications protocols and flow.
- Documentation:
 - Forms to be used,
 - Evaluation records – individual and group records,
 - Justification/defensibility statements,
 - Evaluation Reports, and
 - Meeting records.
- Process/es for ranking and shortlisting.
- Interviews, demonstrations, tests, and/or site visits.
- References:
 - Referee checks,
 - Reference site processes where applicable.
- Vendor viability/due diligence checking.
- Selection and recommendation:
 - Stages if applicable,
 - Negotiation planning, and
 - Compliance verification.
 - Any Contract matters including contract management responsibilities.
- Probity requirements:
 - Probity risks in the evaluation, selection, and negotiation,
 - Probity briefings,
 - Conflicts of interest disclosures,
 - Security of information, and
 - Confidentiality applicability, requirements and awareness.