EVALUATION HANDBOOK CUAGNICT2015

ORDER TITLE:

Insert Order Title Here

ORDER NUMBER:

Insert the Order Number Here

ISSUED BY:

Agency Name

***Text Legend*** *Delete this legend before finalising the document*

*Red text is for instruction only and must be deleted before sending to the contractors*

*Blue text should be edited or deleted as required.*  *Change Blue text to Black if keeping*

*Black text should generally be considered as fixed text*

*Yellow highlighted should be replaced with customer requirements.*

**TABLE OF CONTENTS**

[1. Overview 3](#_Toc70932698)

[1.1 Background 3](#_Toc70932699)

[1.2 Evaluation pane key objectives 3](#_Toc70932700)

[1.3 Evaluation Panel members 4](#_Toc70932701)

[1.4 Quotes Received 4](#_Toc70932702)

[2. The Evaluation Process 5](#_Toc70932703)

[2.1 Summary 5](#_Toc70932704)

[2.2 Timetable 5](#_Toc70932705)

[3. PROCEDURES & PRINCIPLES FOR EVALUATION 5](#_Toc70932706)

[3.1 Introduction 5](#_Toc70932707)

[3.2 BIAS and perceptions of Bias 6](#_Toc70932708)

[3.3 CONFIDENTIALITY 6](#_Toc70932709)

[3.4 COMMENTING DURING THE EVALUATION PROCESS 6](#_Toc70932710)

[3.5 Scoring the evaluation of quotes 7](#_Toc70932711)

[3.6 Pricing Evaluation of Quotes 7](#_Toc70932712)

[4. Declaration of INTEREST & Confidentiality 14](#_Toc70932713)

# Overview

## Background

The purpose of this CUAGNICT2015 evaluation handbook is to assist members of the evaluation panel assess the quotes. The evaluation handbook provides information in relation to:

1. The evaluation process and timetable of events;
2. Evaluating the quotes and procedural fairness;
3. Scoring sheets; and
4. The declaration of interest and confidentiality form (if required).

## Evaluation pane key objectives

The key objectives of the evaluation panel are to:

1. Make a recommendation, to the Accountable Authority or delegate, as to the quotethat best represents value for money;
2. Ensure the assessment of quotes is undertaken fairly;
3. Ensure adherence to relevant WA Procurement Rules and other Government Procurement Policies; and
4. Ensure that the quotes are evaluated in a way that can be measured and documented.

The evaluation panel does not make the acceptance of the quote decision. The Accountable Authority or delegate makes the final decision and accepts the quote. If the Accountable Authority or delegate does not agree with the evaluation panel recommendation, then:

* The recommendation can be referred back to the evaluation panel to review/reconsider; or
* The Accountable Authority or delegate can ignore the recommendation and accept/reject the quote on the basis of what they believe represents better value for money. Detailed supporting documentation on why the Accountable Authority or delegate believes the recommendation should change should be recorded.

## Evaluation Panel members

The evaluation panel should include a range of skills and experience relevant to the nature of the purchase.

For each panel member, a role is to be identified. Some examples of roles include but are not limited to:

* As voting members: chairperson, technical and/or specialist expert, procurement representative, independent member, business area expert/representative, contract manager, and
* As non-voting members: facilitator, technical and/or specialist advisor, observer, scribe.

The members of this evaluation panel are:

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **JOB TITLE** | **AGENCY / ORGANISATION** | **ROLE** |
| **VOTING MEMBERS** | | | | |
|  |  |  | Chairperson |
|  |  |  | [Technical Expert, Subject Matter Expert etc] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **NON-VOTING MEMBERS** | | | | |
|  |  |  | Facilitator |
|  |  |  | [Procurement Advisor, Probity Advisor etc] |
|  |  |  |  |

*Note: Non-public servants engaged to provide technical and/or specialist expertise and/or advice to the evaluation pane should be designated as a ‘technical and/or specialist advisor’ and not have voting rights*

## Quotes Received

The Following Prime Contractors submitted a quote.

1. Atos Australia Pty Ltd, Subiaco WA.
2. Datacom Systems (AU) Pty Ltd, East Perth WA.
3. NEC Australia Pty Ltd, Perth WA.

# The Evaluation Process

## Summary

The proposed evaluation process is as follows:

1. Following the closing date, panel members will receive a copy of each quote along with this evaluation handbook;
2. Panel members will individually evaluate each quote;
3. The panel will then meet and discuss or reach a consensus on each quote;
4. If identified as part of the evaluation process and required, clarifications on the quote(s) may be conducted;
5. If required negotiations and/or implementation planning will be conducted with the contractor(s);
6. The contractor(s) will then submit an updated quote which includes any amendments resulting from the workshop(s), negotiations or implementation planning;
7. The panel shall evaluate final quote(s) and reach a consensus as to the recommended quote;
8. An evaluation summary or report will then be written to summarise the evaluation process;
9. Panel members, once satisfied with the content of the evaluation summary/report, shall sign the report;
10. The evaluation report and quote will then be considered for approval by the Accountable Authority or delegate and incorporated (quote signed) under the Enrolment Agreement.

## Timetable

For this evaluation, the proposed timetable of events is as follows:

|  |  |
| --- | --- |
| **TASK** | **DATE** |
| Handout of quotes and evaluation handbooks |  |
| Evaluation panel members individually assess quote(s) |  |
| Evaluation panel consensus meeting to discuss quote(s) |  |
| Negotiations or workshops |  |
| Evaluation report prepared |  |

# PROCEDURES & PRINCIPLES FOR EVALUATION

## Introduction

Public authorities engaged in purchasing services from CUAGNICT2015 must ensure that their evaluation process meets appropriate standards of probity.

Evaluation panels, as part of this process must be aware of the principles underlying probity.

## BIAS and perceptions of Bias

The evaluation process must be free of bias and any perception of bias. Any connections between an evaluation panel member and a contractor must be disclosed to the evaluation panel chairperson. Evaluation panel members and supplementary members should not accept gifts from the contractors and should coordinate and document contact with the contractors during the evaluation process.

Any possible issue of bias should be discussed with the evaluation panel chairperson as soon as it arises.

## CONFIDENTIALITY

Evaluation panel members engaged in evaluating quotes are required to understand the content of each quote is commercial in confidence and its contents must not be disclosed to any party outside the evaluation panel.

By entering into the Enrolment Agreement the agency agrees to the confidentiality obligation set out in the Customer Relationship Terms Clause 30. This obligation is applicable to all agency staff and contractors involved in the evaluation.

The use of the declaration of confidentiality form in Section 4 can be used to formalise this acknowledgement and should be used at the agency’s discretion.

## COMMENTING DURING THE EVALUATION PROCESS

The evaluation panel chairperson is the only person permitted to comment to outside parties about the evaluation process and outcome. The evaluation panel and any supplementary members should not discuss any element of the evaluation process with work colleagues or any other party.

## Scoring the evaluation of quotes

|  |  |
| --- | --- |
| **SCORE** | **DESCRIPTION** |
| **0** | The quote provides an unsatisfactory level of detail in relation to the delivery of the proposed services.  The evaluation panel are not confident in the proposed services. |
| **1** | The quote provides a poor level of detail in relation to the delivery of the proposed services.  The evaluation panel are have concerns regarding the proposed services. |
| **2** | The quote provides a satisfactory level of detail in relation to the delivery of the proposed services.  The evaluation panel are satisfied with the proposed services. |
| **3** | The quote provides a good level of detail in relation to the delivery of the proposed services.  The evaluation panel are confident in the proposed services. |
| **4** | The quote provides a very good level of detail in relation to the delivery of the proposed services.  The evaluation panel are very confident in the proposed services. |

## Pricing Evaluation of Quotes

Quotes should be ranked in pricing order from lowest cost to highest cost e.g.

Lowest cost quote = 1

Middle cost quote = 2

Highest cost quote = 3

|  |  |
| --- | --- |
| **Panel Member’s Name:** |  |
| **Respondent’s Name:** | Atos Australia Pty Ltd |

* 1. **PROPOSED SERVICES EVALUATION**

|  |  |  |
| --- | --- | --- |
| **(a)** | **PROPOSED SERVICES**   * Do the proposed services meet the requirements? * Are there any additional options proposed as part of the service offering? * Is there additional cost for the value add services? | **Score (0 - 4)**  **[ ]** |

Comments:

|  |  |  |
| --- | --- | --- |
| **(b)** | **TRANSITION PLAN**   * Does the plan articulate the stages and process for transition? * Can the contractor meet the proposed timeline for implementation of the services? * Are the roles and responsibilities clear? * Are the specified personnel outlined in the transition plan suitably qualified, experienced and available during the transition timeline? | **Score (0 - 4)**  **[ ]** |

Comments:

|  |  |  |
| --- | --- | --- |
| **(c)** | **ACCEPTANCE TESTING PLAN**   * Does the acceptance testing plan articulate the criteria for acceptance testing? * Does the plan articulate the stages, process and procedures for acceptance testing? * Are the roles and responsibilities clear? * Is there sufficient detail on the proposed test environment(s)? | **Score (0 - 4)**  **[ ]** |

Comments:

* 1. **PRICE EVALUATION**

|  |  |  |
| --- | --- | --- |
| **(a)** | **PRICE OF OFFERED SERVICES**   * Does the price proposed meet the anticipated budget estimate? * Is this the lowest price quote received? * Does the quote represent value for money? | **Ranking**  **(1 – 3)**  **[ ]** |

Comments:

|  |  |
| --- | --- |
| **Panel Member’s Name:** |  |
| **Respondent’s Name:** | Datacom Systems (AU) Pty Ltd, East Perth WA. |

1. **PROPOSED SERVICES EVALUATION**

|  |  |  |
| --- | --- | --- |
| **(a)** | **PROPOSED SERVICES**   * Do the proposed services meet the requirements? * Are there any additional options proposed as part of the service offering? * Is there additional cost for the value add services? | **Score (0 - 4)**  **[ ]** |

Comments:

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| --- | --- | --- |
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Comments:

|  |  |  |
| --- | --- | --- |
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Comments:

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Comments:

|  |  |
| --- | --- |
| **Panel Member’s Name:** |  |
| **Respondent’s Name:** | NEC Australia Pty Ltd, Perth WA. |

1. **PROPOSED SERVICES EVALUATION**

|  |  |  |
| --- | --- | --- |
| **(a)** | **PROPOSED SERVICES**   * Do the proposed services meet the requirements? * Are there any additional options proposed as part of the service offering? * Is there additional cost for the value add services? | **Score (0 - 4)**  **[ ]** |

Comments:

|  |  |  |
| --- | --- | --- |
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Comments:

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Comments:

1. **PRICE EVALUATION**

|  |  |  |
| --- | --- | --- |
| **(a)** | **PRICE OF OFFERED SERVICES**   * Does the price proposed meet the anticipated budget estimate? * Is this the lowest price quote received? * Does the quote represent value for money? | **Ranking**  **(1 – 3)**  **[ ]** |

Comments:

# Declaration of INTEREST & Confidentiality

|  |  |
| --- | --- |
| **Order Title** |  |
| **Order Number** |  |

I (please print full name)

of (please print organisation details)

**Declaration of Interest**

1. Declare that neither I nor any of my immediate family have any interests, pecuniary or otherwise, other than that mentioned below or described in the attached sheet(s), which could reasonably be construed as having any influence on the proper and objective performance by me of my duties in relation to the above specified quote. Note: Interests to be declared include but are not limited to: affiliations; conference funding; equipment donations; financial assistance; travel assistance; rebates; hospitality; relationships; shares; company ownership; training and development; consultancy services; gifts; and/or sponsorships.

Declared Interest:

Additional Information attached …. Yes / No…. (Please circle and initial as applicable)

1. Agree to truthfully declare, in writing to the Accountable Authority or delegate, any changes which may occur that relate to the matters stated in clause 1 of this Declaration, as soon as practicable after I become aware of the same;

**Declaration of Confidentiality**

1. Agree to keep all information and documents relating to the quote planning / development or evaluation process confidential, and not to disclose or communicate to any person or persons except as outlined in the Customer Relationship Terms Clause 30;
2. Agree not to make copies of, or take any extracts of information except as may be necessary and essential for the due and proper performance of my duties;
3. Agree to comply with all processes and protocols established by the [Insert the name of the Public Authority] from time to time to maintain the confidentiality of information and documentation relating to this project. The processes and protocols will include those for the security of documentation, communications between the [Insert the name of the Public Authority] (and its officers, employees and consultants/contractors) and other parties;
4. Agree to return all documents, papers and other materials given to me relating to this project to the nominated panel facilitator immediately when requested to do so; and
5. Acknowledge that conflicts of interests, breach of confidentiality and unauthorised disclosure are subject to the provisions and penalties contained in the *Public Sector Management Act 1994* and *The Criminal Code*. Unlawful disclosure of official information is a criminal offence punishable by up to 3 years’ imprisonment.

This declaration is made by me on the understanding that I will not be taken to have breached its terms if I am legally required to disclose the information referred to.

|  |  |
| --- | --- |
| Signed:............................................................................... | Dated: ………………… |
| Witnessed by: ....................................................................  Signed:............................................................................... | Dated:………………… |