NSW Evaluation Guidelines

Suppliers must:

* include **evaluation criteria** in the tender documents.
  + Feature: auto extract evaluation criteria from tender docs. Need to clarify if the evaluation criteria in the tender docs is detailed enough or will there be a more detailed version that is used by the evaluation team.
  + However “For general procurement tenders, including evaluation criteria in your tender documentation is optional.
  + ‘Covered’ procurements need to include weighting. Covered procurements are those from the list of agencies from here: <https://www.info.buy.nsw.gov.au/policy-library/policies/enforceable-procurement-provisions>
* Evaluation criteria are used to identify the supplier that can fulfil the procurement contract and provide the best value for money. At times, you may need to exclude suppliers who’ve engaged in certain conduct.
  + Feature: ‘value for money’ definition changes per state. We should be able to help the user understand what this means based on the procurement guidelines.
* You must sometimes also include criteria that support government priorities such as small to medium enterprises (SMEs), regional and Aboriginal businesses.
  + Should we have these as sections per tender? Need to identify if they are easy to identify or are interweaved into other requirements in the tender.
* For construction contracts, you may need to consider a suppliers’ commitment to training staff and engaging apprentices.
  + Feature: suppliers' commitment check for construction contracts.

Example Defence rubric:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Workload and proposed resources | 15% |
| Task appreciation and methodology | 50% |
| Previous performance | 15% |
| Program | 20% |
| Commercial position | (no weighting, the Tender will be evaluated with reference to whether value for money has been demonstrated). |
| Information security | (no weighting, the Tender will be evaluated with reference to whether value for money has been demonstrated). |
| local industry capability | (no weighting, the Tender will be evaluated with reference to whether value for money has been demonstrated). |
| Indigenous Procurement Policy | (no weighting, the Tender will be evaluated with reference to whether value for money has been demonstrated). |
| Contract Price | (no weighting, the Tender will be evaluated with reference to whether value for money has been demonstrated). |

Rubric:

* Ability to add weighting as percentage at a section level
* Ability to. Add weighting at a criteria level (question level)
* Show error when % does not meet 100%.
* Ability to support mixed criteria e.g. add non weighting criteria with weighted criteria
* Ability to add a banding to give the scorer’s guidance on how to score. This should be optional for each criteria.