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| **OFFICER REPORT AND DECISION FORM**  **TO BE RETAINED FOR 3 YEARS**  **PROCUREMENT OF GOODS, SERVICES or WORKS**  **THROUGH THE eTenderwales PORTAL** |

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| **TO BE COMPLETED PRIOR TO ADVERTISING** |

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| **1. CONTRACT ACCEPTANCE** | |
| Contract / Project Title |  |
| Brief Summary of Goods/Services or Works |  |
| Name of Successful Contractor(s) |  |
| Value of Contract |  |
| Anticipated Commencement Date of Contract |  |
| Contract Duration |  |
| Extension Period (if applicable) |  |
| Lead Officer |  |
| Department Name and Address |  |
| Corporate Procurement Unit (CPU) Officer |  |

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| **2. PRE TENDER DECISIONS** | |
| Pre-market engagement – detail any pre-market engagement activity and communications with economic operators |  |
| Tender Procedure | Open  (please double click box and select ‘checked’, against appropriate answer)  Restricted  EU OJEU  CD  Light Regime  Negotiated  Mini Comp |
| Justification of procedure selected |  |
| Price/Quality split – reasons and justifications for the award criteria and weightings selected. |  |
| Scoring methodology to be used for quality criteria and pricing methodology. |  |
| Preparation of procurement documents – provide details of where the draft documents, emails and internal deliberations are held on file |  |
| Contract Broken up into Lots | Yes  No |
| If ‘No’ please explain why not |  |
| Conflict of Interest – have any conflicts of interest been declared.  If yes, detail please the remedial measures taken |  |

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| **AUTHORISATION PRIOR TO ADVERT** | | | |
| **Name** | **Title** | **Signature** | **Date** |
| **Lead Officer** |  |  |  |
| **CPU OFFICER** |  |  |  |
| **PROCUREMENT MANAGER** |  |  |  |

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| **TO BE COMPLETED POST ADVERTISING** |

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| **3a. EVALUATION – SELECTION STAGE** | |
| **Qualification Envelope (Selection Stage)** – the questions in this section were Pass/Fail and determined whether a supplier proceeded to the evaluation stage. Please see the Qualification Questionnaire section of the eTenderwales Final Evaluation Report for details on the questions included in this exercise. | |
| Date of Evaluation of Qualification Envelope |  |
| Number of Tenders/PQQ’s Received |  |
| Qualification Envelope Evaluation Panel Members |  |
| Qualification Envelope Evaluation Panel CPU Representative(s) |  |
| List of Suppliers who failed the Qualification Envelope (did not proceed to the Technical/Commercial Envelope) |  |
| Reasons for their rejection |  |
| List of Suppliers who passed the Qualification Envelope and proceeded to the Technical/Commercial Envelope |  |
| Reasons for their selection |  |
| Please see the Scoresheet for breakdown of Supplier Pass/Fail results for each question | |

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| **3b. EVALUATION – TENDER STAGE** | | | | | |
| Cost Weighting % |  | | Quality Weighting % |  | |
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| **Technical Envelope (Quality)** – the questions in this section assessed the quality element of each tender. Please see the Technical Questionnaire section of the eTenderwales Final Evaluation Report for details on the questions included in this exercise, their weighting and if a minimum score threshold was used. | | | | | |
| Date of Evaluation of Technical Envelope | |  | | | |
| Technical Envelope Evaluation Panel Members | |  | | | |
| Technical Envelope Evaluation Panel CPU Representative(s) | |  | | | |
| The overall Technical score awarded to each supplier is recorded on the eTenderwales Final Evaluation Report in the Received Offers section. Please see the Scoresheet for breakdown of Supplier scores for each question. | | | | | |
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| **Commercial Envelope (Cost)** –this section will assess the cost element of each tender. Please see the Commercial Questionnaire section of the eTenderwales Final Evaluation Report for details on the breakdown of costs included in this exercise. | | | | | |
| Date of Evaluation of Commercial Envelope | |  | | | |
| Commercial Envelope Evaluation Panel Members | |  | | | |
| Commercial Envelope Evaluation Panel CPU Representative(s) | |  | | | |
| The Total Cost score awarded to each supplier is recorded on the eTenderwales Final Evaluation Report in the Received Offers section. Please see the Scoresheet for breakdown of Supplier costs. | | | | | |
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| Were any tenders rejected because an abnormally low price was submitted? | | Yes  No | | | |
| If yes, please list Supplier(s) rejected and the reasons why | |  | | | |
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| Conflicts of Interest detected/declared during tender process | | Yes  No | | | |
| If yes, please give details and measures taken | |  | | | |
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| Subcontracting | | Yes  No | | |
| If yes , please provide the share of the contract to be subcontracted | |  | | |

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| **4. PRIOR TO AWARD** | | | | | |
| Appropriate checks will need to be undertaken on the successful Contractor prior to the award of the contract. | | | | | |
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| **Financial Assessment** | | | | Yes  No | |
| If yes: | Name of Financial Assessor | | |  | |
| Pass / Fail | | | Pass  Fail | |
| Comments | | |  | |
|  | | | | | |
| **Health & Safety Assessment** | | | | Yes  No | |
| If yes: | Name of Health & Safety Assessor | | |  | |
| Pass / Fail | | | Pass  Fail | |
| Comments | | |  | |
|  | | | | | |
| **Insurance Details** | | | | | |
| Type | | | Applicable | Value (£m) | Expiry Date |
| Public Liability | | | Yes  No |  |  |
| Employers Liability | | | Yes  No |  |  |
| Professional Indemnity | | | Yes  No |  |  |
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| **Post Tender Negotiation / Bid Clarification** | | | | Yes  No | |
| If yes, please provide details | |  | | | |
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| **Decision to Award** | | | | Yes  No | |
| If no, please provide details | |  | | | |

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| **5. AUTHORISATION** | | | |
| **Evaluation Panel Member Name** | **Title** | **Signature** | **Date** |
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| **6. CONTRACT AWARD** | | |
| Date Award Decision Notification letters sent | |  |
| Standstill Period end date, if applicable | |  |
| Challenge | | Yes  No |
| If yes, please provide details |  | |
| Date of Contract Award letter | |  |
|  | | |
| Community Benefits included in Tender | | Yes  No |
| If yes, please provide details to Clare Jones, CPU | | |
|  | | |
| The CPU will place a Contract Award Notice on OJEU within 30 days of Contract Award | | |

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| **Please print and attach the eTenderwales Final Evaluation Report from the portal and the Scoresheet detailing individual Supplier scores.** |

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| **7. LESSONS LEARNED** | |
| **Aspect** | * **Problem/Success** * **Impact** * **Recommendation** |
| Timescales: | |
| When was the CPU involved?  Was this at the appropriate time? |  |
| Was the timeline for the procurement exercise met? |  |
| Evaluation Criteria: | |
| Were you satisfied with the questions in both the Qualification and Technical Envelopes?  Do any of the questions need re-wording for future tenders? |  |
| Were the weightings correct? |  |
| If applicable, did the minimum score threshold work for each question? |  |
| Were you satisfied with the structure of the Commercial Envelope? |  |
| Were you satisfied with the Quality/Cost Ratio? |  |
| Corporate Procurement Unit: | |
| Did you receive adequate support from the CPU? |  |
| Any aspects of the procurement process that could be improved? |  |
| Further Comments: | |
| Please include any other comments or recommendations for future procurement exercises |  |