**Expressions of Interest – Report and Recommendation**

#### **This document contains GUIDE NOTES IN RED HIDDEN TEXT. If the Guide Notes are not visible, click on the Show/Hide button** .  **Insert relevant information where indicated by square brackets with [highlighting]. Some sample text is provided for guidance. Delete this note before printing.**

|  |
| --- |
| **DETAILS File No:** [insert] |
| NAME OF PROPOSED CONTRACT: | [insert] |
| EOI/RFT NO. | [insert] |
| BUDGET ESTIMATE (incl. GST): | $[insert]  |
| CLIENT AGENCY: | [insert] |
| Recommending Officer / Contact No: | [insert name and contact number/s] |

# BACKGROUND

**insert a brief description of the proposed work, e.g.:**

Maitland City Council has received Federal Government funding to improve infrastructure within central Maitland. This Expressions of Interest process invites construction contractors to apply for consideration to tender for upgrading work at the Maitland Transport Interchange. The work will involve upgrading Maitland Railway Station Carpark and improvements to Athel D’Ombrain Drive.

[insert details]

Expressions of Interest (EOIs) were invited from organisations interested in tendering for the contract, with a view to inviting the most suitable applicants to participate in the tendering process for the proposed contract.

# PRE-EVALUATION ACTIONS

The EOI Evaluation Plan was endorsed by the Evaluation Team before applications closed.

The Evaluation Plan stated that the Evaluation Team would select and recommend between three and five applicants to participate in the tendering process.

include the paragraph below if any Addenda were issued before applications closed.

During the period before applications closed, [insert number] addenda were issued clarifying the requirements [insert details, eg. ‘of the project’ or ‘for applications’].

add extra paragraphs if necessary to describe any unusual circumstances that occurred.

# APPLICATIONS RECEIVED

EOIs closed on [date] and applications were received as follows:

insert each applicant’s name and ABN.

| **Applicant’s Name** | **A.B.N.** |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# INITIAL EVALUATION

include the following paragraph if applicable.

All applicants acknowledged the addenda that were issued.

All the applications met the requirements of the EOI Documents, with the following exceptions.

include relevant information on:

* late applications;
* information not provided;
* acknowlegement of addenda;
* any application to be passed over for non-compliance.

include the following paragraph, amended as required, if a late application was received and has been evaluated.

The application from [insert name] was received at [insert the exact time, e.g. 9.43 am] on [date], while the Opening Committee was meeting. It was considered that the integrity and competitiveness of the process would not be compromised by including this application in the evaluation.

include the following paragraph, amended as required, if additional information was requested from an applicant after the closing time.

The application from [insert name] did not include [insert details, e.g ‘the Schedule of WHS Management Information’]. [insert name] was requested to provide this information and did so on [date]. The Evaluation Team considered that using the information would not compromise the integrity of the process.

include the following paragraph if applicable. Amend as required.

The application of [insert name] did not acknowledge receipt of Addendum No. [#]. [insert name] confirmed by [insert details, eg email dated 27/3/15] that this Addendum was received and the application allowed for its requirements (See **Appendix [#]**).

# EVALUATION OF APPLICATIONS

## **Scoring and Weighting of evaluation criteria**

The information submitted in the applications was evaluated against the specified evaluation criteria, in accordance with the Evaluation Plan. A summary of the agreed scores, signed by all members of the Evaluation Team, is at **Appendix [#]**.

The scores were weighted, totaled and normalized as shown in the spreadsheet at **Appendix [#]**. The scores and rankings are summarized in the table below:

|  |  |  |
| --- | --- | --- |
| **Applicant** | **Total normalized evaluation score** | **Rank** |
|  |  | 1 |
|  |  | 2 |
|  |  | 3 |
|  |  | 4 |
|  |  | 5 |
|  |  | … |

## **Mandatory Criteria**

The Evaluation Plan identified a number of mandatory criteria that successful applicants were required to meet. These included demonstrated satisfactory past performance and acceptable management systems.

provide details of the checks carried out. Example text is given below.

Include the following paragraph, amended to suit. insert the number of proposed recommended applicants.

Contractor Performance Reports were checked and confirmed that the recent performance of the [insert number] highest scoring applicants was satisfactory. There is no record that any of these applicants has breached the Code of Practice for Procurement.

include the following paragraph, amended to suit, if one of the highest scoring applicants failed to meet a mandatory criterion such as satisfactory whs performance.

The WHS performance of [insert name] has been recorded as [insert details, eg. ‘*Marginal* on two occasions’]. The Evaluation Team determined that the applicant had failed to comply with the mandatory criteria and the application was excluded from further consideration.

include the following paragraph if applicable. Insert the name of the relevant financial assessor.

Financial assessments carried out by [insert financial assessor’s name] confirm that the [insert applicable number] highest scoring applicants have adequate financial capacity to undertake the proposed construction contract.

## **Recommended Applicants**

Based on the above evaluation, the Evaluation Team considers that the [insert applicable number] highest scoring applicants have adequate capacity and capability to be included in the tender panel for the proposed construction contract.

# MISCELLANEOUS

The evaluation process followed the agreed EOI Evaluation Plan*.*

# RECOMMENDATION

It is recommended that the following organisations be invited to submit tenders for [insert the name of the proposed contract];

Insert the names of the recommended applicants.

* »
* »
* ……

amend the list of signatories as required. the recommending and reviewing officers must have appropriate authority.

1. **Recommending Officer**

……………………………………. …………………………………….…. ………..

*Signature* *Name (print)* *Date*

1. **Reviewing Officer**

……………………………………. …………………………………….…. ………..

*Signature* *Name (print)* *Date*

1. **Approving Officer**

……………………………………. …………………………………….…. ………….

*Signature* *Name (print)* *Date*

**ATTACHMENT 1 - EVALUATION REVIEW CHECKLIST**

**EOI NUMBER .......................................................**

**PROPOSED CONTRACT NAME** ……………..………..........................………………………………..

.......................................................................................................................................

**I support this Recommendation and confirm, from evidence I have sighted and which has been placed on file, that:**

❑ The Recommendation correctly identifies the applications received by the closing time and any late applications.

❑ All members of the Evaluation Team signed the Tender Process Code of Conduct included in the Evaluation Plan and any declared conflict of interest was managed satisfactorily.

❑ Any applications withdrawn after the closing time were withdrawn in writing.

❑ Performance Reports or referee reports confirm the satisfactory past performance of the recommended applicants.

* The recommended applicants have demonstrated satisfactory WHS management (if applicable).
* The recommended applicants have demonstrated satisfactory environmental management (if applicable).
* The financial assessments for the recommended applicants have been sighted (if applicable). The Recommendation accurately reflects the results and any concerns have been addressed.

❑ The evaluation process followed the Evaluation Plan.

❑ I have read and understand the Tender Process Code of Conduct included in the Evaluation Plan and have complied with it in performing this review.

the reviewing officer cannot be the person who signed the recommendation.

Reviewing officer’s signature: ........................................…………….............

Name (Print): .......................................................................

Position: .......................................................................

Date: ……………………………………………………

##### Appendix [#]: Evaluation Scoresheet

|  |  |
| --- | --- |
| **Respondent:……………………………………………………………..** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Criterion/element | **Score**(out of 100) | **Weighted Score** | **Comments** |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
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**Evaluation Team sign-off:**

………………………………… ……………………………..…..……. ………..

Signature Name (print) Date

………………………………… ……………………………..…..……. ………..

Signature Name (print) Date

………………………………… ……………………………..…..……. ………..

Signature Name (print) Date

##### Appendix [#]: Scores Calculations Spreadsheet

**insert details applicable to your RFT. examples are provided in the table below.**

**Double click inside the worksheet area to open the excel spreadheet and make changes**

