



School Property Procurement Evaluator's Guide

Procurement Principles

Evaluators must always:

1. **Seek value for money.** Identify the offer that presents the best balance of cost and benefit.
2. **Treat all suppliers fairly.** Be honest with suppliers and maintain their confidentiality.
3. **Conduct a transparent process.** Document the justification for making all decisions.
4. **Maintain impartiality.** Make all decisions without bias (such as a conflict of interest).
5. **Act reasonably.** All decisions must be reasonable and supported by justifying evidence.

Evaluators must not contact suppliers. All requests for clarification must be made through the procurement officer.

Scoring System

Each evaluator must individually, without consultation with another evaluator, score every nonprice criterion (see Evaluation Criteria) using the scale below. This must be done for every offer received.

Individual scores will be discussed at the evaluation team meeting. At the meeting, final scores for each criterion will be confirmed.

Score	Description	Detail
9-10	Excellent	Exceeds the criterion to provide substantial additional benefit and/or reduction of risk.
6-8	Good	Exceeds the criterion to provide some additional benefit and/or reduction of risk.

Score	Description	Detail
5	Acceptable	Meets the criterion.
3-4	Minor deficiency	Does not meet the criterion due to minor deficiency or additional risk.
1-2	Major deficiency	Does not meet the criterion due to major deficiency or additional risk.
0	Unacceptable	Does not comply, information is insufficient or there is unacceptable deficiency or risk.

Evaluators should try to use the full range of scores available (0-10) and avoid giving all offers the same, or similar scores.

An offer that receives a final (team) score of 4 or less for a non-price criterion may be excluded from further evaluation and/or selection.

Evaluation Criteria

Each evaluator must individually, without consultation with another evaluator, confirm a score for each of the non-price criteria below. This must be done for every offer received.

All evaluators must have a clear understanding of the school's requirements as stated in the tender document in order to evaluate non-price criteria effectively.

Criterion	Consideration
Proposed solution (Not included when evaluating ROIs)	The suitability of the supplier's proposed goods/services/works (solution). The proposed solution should be evaluated based on the: - comprehensiveness, deliverability and robustness of its methods, approaches, systems and processes - supplier's overall understanding of the school's requirement.
Capability	The supplier's skills and expertise. This includes the skills and expertise of the supplier's key named personnel. A supplier's capability is evidenced by: - their prior experiences - the quality of the solutions that they have previously delivered - the qualifications, accreditations and/or professional memberships that they hold.
Capacity	The supplier's ability to deliver their proposed solution. This addresses the limitations of the resources (such as key named personnel, vehicles and other devices) that the supplier has proposed to allocate to the school's contract. A supplier's capacity is evidenced by the: - sufficiency (quantity) of resources - availability of resources - sufficiency of back-up resources (contingency).

Criterion	Consideration
Where Economic Benefits are being included for evaluation Economic Benefits	Key considerations when evaluating the suitability of a Tenderer's economic benefit are: • Specificity – the ability to provide concrete information on what the supplier is offering • Transparency – identifying known or potential issues and challenges and providing a degree of realism in proposed initiatives and actions • Partnerships – working with others may strengthen the approach to realising economic benefits • Commitment – clarity of priorities, prior experience and existing strategies/policies and practice support a strong commitment to economic benefits • Impact – The likelihood and impact of the proposed initiative contributing positively to the New Zealand economy. This criteria will assist when comparing different types of economic benefits.

Price is evaluated by the procurement officer, not by individual evaluators. The procurement officer will present the results of their price evaluation at the evaluation team meeting.

Sources of Information

Evaluators must make decisions based on the information provided in supplier offers only.

Full due diligence checks take place after the evaluation team meeting. In due diligence checks, information can be obtained by methods such as referee checks, financial checks, media checks and New Zealand Police vetting.

This information is taken into consideration before the final selection of a supplier.