



CPO Bid Evaluation Guide

Evaluation Groups

A bid evaluation process is typically comprised of three (3) main groups:

1. **Mandatory Requirements:** the review and assessment of the compliance of submitted Bidder Proposals with Pass or Fail criteria
2. **Technical Evaluation:** the review and assessment of Rated Criteria i.e. non-pricing criteria to which points have been assigned
3. **Financial Evaluation:** the review and assessment of the pricing submitted by compliant Bidders.

Completion of evaluation against these three (3) components determines which Proposal(s) will be recommended for award of the contractual agreement.

Evaluation Team

A bid evaluation team should consist of a **minimum of three (3) people**, with a minimum of two (2) persons conducting the evaluation of Evaluation Group 1 and 3 above and a minimum of three (3) people conducting the evaluation of Evaluation Group 2 above.

Any person that makes up part of an evaluation team must fill out and sign a conflict of interest form prior to participation in the evaluation procedure. Should the potential for conflict of interest (real or perceived) arise an evaluator must recuse themselves from the process.

Evaluation Procedure

Evaluations should be conducted in a phased approach, with each group being done one at a time in the order listed in the Evaluation Group Section above.

The scoring methodology i.e. how bids are scored and how points are assigned, should be covered clearly in your tender documents and followed with no deviation. The overall process, must be fair, consistent, objective, unbiased, and impartial.

Each team member should review each submission independently first, followed by a team consensus review and deliberations. Committees should strive for consensus rather than averaging scores as results are more readily understood and defensible.

All scores should be supported by a thorough written rationale that covers all findings, including what was missing (if anything) and why. **All of the above can be set-up for easy execution in our E-Procurement Portal Bonfire.**

