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| **TENDER DOCUMENT REVIEW: Committee Report and Recommendations** *(For projects with a procurement value of one hundred thousand dollars or greater in value in value)* |
| **Project Title:**  | **Ministry/Public Authority:**  | **Estimated Value of Project: $** |
| **Name of Tender Document Developer(s):**  | **Date Tender Documents submitted for Review:**  |
| ***Review Question*** | ***Findings (Please elaborate on answers, especially where corrective action is needed)*** | ***Findings Reference Page & Section*** |
| *Is the contract length included in the tender document and does it match the funding commitment period in the business case?* |  |  |
| *Is the amount of time between the open and close dates a minimum of 15 full working days? Do not count the day of release and remember to exclude public holidays.* |  |  |
| *Is the amount of time provided for tender responses suitable for the complexity of the project? 15 working days is only a minimum and the CPO recommends a minimum of 20 working days for complex procurements.* |  |  |
| *Does the Pricing Form have a clear total that will be used to compare submissions? Does this total cover the full contract period?*  |  |  |
| *Does the Pricing Form require a breakdown of the total by milestones/deliverables? A breakdown is important to understanding resourcing and value for money. Please list any aspects of the project that you would like to see priced separately.*  |  |  |
| *Does each Deliverable have a clear description that details the following (as applicable):** *Physical characteristics (sizes, shapes, materials, etc)*
* *Functional Characteristics (what the deliverable needs to be able to do or needs to enable us to do)*
* *Quality Characteristics (standards that must be met or complied with or Key Performance Indicators that will be used to judge quality)*
* *Compatibility Requirements (with any existing or related systems)*

*If not, what needs more clarity?* |  |  |
| *Are all non-technical risk mitigation requirements (e.g. insurance requirements) listed under the “Pre-conditions of Award” section only? How appropriate are these requirements for the value of the project? Each requirement adds cost to a project so please consider what benefit each is providing.*  |  |  |
| *Do the rated criteria include a breakdown of how submissions will be scored per criteria? How does the weighting of points match the important factors for project success? The CPO advises that pricing should comprise 35-60% for the procurement of services and 80-100% for procurements of goods.*  |  |  |
| *Does the tender include a Local Industry Impact Statement? (only required for projects valued at $250,000 or more)* |  |  |
| **PANEL DECISIONS AND RECOMMENDATIONS**In assessing the tender document quality, the committee has evaluated the tender against the above criteria and the information provided in the business case and all associated documentation. As such, it is deemed that the tender documents meet requirements in **(some/all)** key respects and is therefore **(approved/not approved)** for publication. (*list key justifications/improvements required before publication, including references to sections and page numbers for ease of correction).* |
| **DATE OF REVIEW:**  |
| **ENTITY PROCUREMENT COMMITTEE:** |
| **Name**  | **Signature**  | **Title/Employer**  |
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