

P11 - USE OF EVALUATION CRITERIA FOR SUPPLIER SELECTION AND CONTRACT AWARD

LEVEL

Working /Practitioner

DURATION

1 day

METHOD

Training Course

OVERVIEW

The ability to define and use evaluation criteria legally and effectively is essential to achievement of value for money through the procurement process. The course examines the use of qualification criteria in the context of the Single Procurement Document, contract award criteria and evaluation models.

AUDIENCE & FORMAT

This course is ideal for procurement professionals and non–procurement contract users involved in supplier and tender evaluations who have a working knowledge of the tender process and wish to explore supplier selection and contract award criteria in depth.

OUTCOMES

On completion of this course attendees will:

- Able to distinguish between exclusion, selection, short listing and contract award criteria.
- Able to use the Single Procurement Document appropriately.
- Able to apply the range of criteria appropriately for all procurement procedures above and below European financial thresholds.
- Able to combine quality and price evaluations for a range of scoring systems.
- Aware of the consequences of non-compliance with legislative requirements

COURSE CONTENT

- Procurement process and the purpose of contract terms, specification, exclusion, selection, short listing and contract award criteria
- Ensuring that procurement decision making criteria are both legally compliant and effective in delivering the procurement objectives
- Relevant aspects of EU procurement legislation:
 - Basic principles
 - Exclusion, selection and short listing criteria in the context of the Single Procurement Document
 - Contract award criteria
 - Sustainability opportunities
 - Cost effectiveness and life cycle cost
 - De-briefing and the standstill period
 - Remedies for breaches of the rules (Remedies Directive 2007)
 - Relevant recent case law
 - Design of selection and award criteria
 - Assessment processes and methods of scoring
 - Quality price models

Relevant Competencies

- Building tender documents
- EU & regulated tender process
- Tender evaluation

PROCUREMENT JOURNEY

- Zone A (develop documents)
- Zone B (tender process)