



# School Property Procurement Evaluator's Guide

## Procurement Principles

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Evaluators must always:

- **Seek value for money.** Identify the offer that presents the best balance of cost and benefit.
- **Treat all suppliers fairly.** Be honest with suppliers and maintain their confidentiality.
- **Conduct a transparent process.** Document the justification for making all decisions.
- **Maintain impartiality.** Make all decisions without bias (such as a conflict of interest).
- **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

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Each evaluator must individually, without consultation with another evaluator, score every non-price 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.
<b>5</b>	<b>Acceptable</b>	<b>Meets the criterion.</b>
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

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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: <ul style="list-style-type: none"><li>• comprehensiveness, deliverability and robustness of its methods, approaches, systems and processes</li><li>• supplier's overall understanding of the school's requirement.</li></ul>
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: <ul style="list-style-type: none"><li>• their prior experiences</li><li>• the quality of the solutions that they have previously delivered</li><li>• the qualifications, accreditations and/or professional memberships that they hold.</li></ul>
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: <ul style="list-style-type: none"><li>• sufficiency (quantity) of resources</li><li>• availability of resources</li><li>• sufficiency of back-up resources (contingency).</li></ul>

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

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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.