

VENDOR DEBRIEFING PREPARATION DOCUMENT

Date: []

Project Title and RO #: []

Vendor Name: []

PURPOSE

- To improve vendors' understanding of the procurement process, obtain feedback on their bids/proposals, and identify areas for improvement while encouraging their participation in future proposals.

TIPS

- Evaluations are conducted on the merits of a vendor's proposal against the published criteria not against other proposals;
- Do not disclose information concerning other suppliers, other than their names;
- Organize the feedback you will provide;
- Review the evaluation committees comments and prepare speaking notes;
- Consider what questions may be asked and how you might respond; and
- Address questions and issues raised by the vendor in relation to their submission only.

SUGGESTED FORMAT

- Welcome and introduce the meeting participants;
- Explain the purpose of the debriefing;
- Outline the tendering and evaluation process;
- Describe the evaluation strategy and criteria (e.g. weighting and scoring);
- Discuss how the vendor scored against main criteria (strengths and weaknesses);
- Offer constructive criticism and ways to improve future bids;
- Assess the overall performance;
- Provide opportunity to suppliers to comment or ask questions;
- Wrap up.

SELECTION PROCESS REVIEW

Review the evaluation criteria and process with the vendor, provide a general overview of the evaluation process and scoring as set out in the procurement documents.

Example:

- Selection of the preferred proponent was based on the highest ranked scores resulting from the evaluation criteria identified in the procurement documents.
- A total of [3] proposals were received.
- Your evaluation score was [] and you ranked [2nd overall - 2st on technical, 2nd on price]

DETAILED REVIEW OF THE VENDOR'S PROPOSAL

No.	CRITERIA	Evaluation Scale	Weighted Score %	Vendor's Rank
1	Evaluation Criteria 1	1 - 10		
2	Evaluation Criteria 2	1 - 10		
3	Evaluation Criteria 3	1 - 10		
4	Evaluation Criteria 4	1 - 10		
5	Evaluation Criteria 5	1 - 10		
Average Weighted Score & Rank				

VENDOR SUBMISSION STRENGTHS AND WEAKNESSES

1. [Evaluation Criteria 1]

○ Strengths

○ Weaknesses

2. [Evaluation Criteria 2]

- Strengths

- Weaknesses

3. [Evaluation Criteria 3]

- Strengths

- Weaknesses

4. [Evaluation Criteria 4]

- Strengths

- Weaknesses

5. [Evaluation Criteria 5]

- Strengths

- Weaknesses

VENDOR COMMENTS

(Summarize any feedback or other comments received from the vendor).
