

**User Guide**

Public authority instructions

* This template may be used for all procurements valued above $55,000.
* It is designed to meet the requirements of the *Sourcing Policy* and provides suggestions about the minimum details to be included in a Purchase Recommendation
* Your public authority may tailor this template to ensure it is fit-for-purpose and meets the requirements of its internal procurement framework.

User specific instructions

* All guidance notes for using this template and suggested considerations are provided as dot points and are written in *italics*. An example of this is shown below:
* The guidance notes and suggested considerations should be used as prompts for procurement officers to help finalise the sourcing process.
* All guidance notes and suggested considerations should be deleted before the Purchase Recommendation is finalised.
* The amount of detail you include in each section of the Purchase Recommendation, and the effort put into completing this template, should be commensurate to the complexity of the procurement.
* Parts of the template contain suggested wording or tables that can be used to input key information (e.g. weighted scoring table, estimated whole-of-life costs). These are only examples. You should update or amend each section as required to suit your procurement.
* If you would like assistance in preparing your Purchase Recommendation or a constructive peer review of your draft, please contact Procurement Services SA at [procurement@sa.gov.au](mailto:procurement@sa.gov.au).

Acknowledgement: Some parts of this template have been adapted with permission from the New Zealand Government Procurement’s ‘Evaluation panel recommendation template’.

## 2.1 Summary of procurement objective/s and outcome/s

* *Discuss the procurement objective/s identified in the acquisition plan and how these will be achieved by entering into the recommended contract.*
* *Confirm that the procurement process undertaken was in accordance with the approved Acquisition Plan (to be included as Attachment 1) and Evaluation Plan (to be included as Attachment 2, if applicable).*

## 2.1 Summary of procurement objective/s and outcome/s

* *Discuss the procurement objective/s identified in the acquisition plan and how these will be achieved by entering into the recommended contract.*
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*[Insert agency logo (optional)]*

**Purchase Recommendation**

**(Including Evaluation Report)**

*[Insert Name of Public Authority]*

*[Insert Procurement Title]*

*[Insert Date]*

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[2.1 Summary of procurement objective/s and outcome/s 1](file:///C:\Users\Cabbaj01\Director\Cache\objective-prod.treas.sa.gov.au%20uA3197\A2731293\Purchase%20Recommendation%20Template%20(A2731293).docx#_Toc127874271)

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# Executive Summary

|  |  |
| --- | --- |
| **Public Authority Contact Details** | |
| **Public Authority/Business Unit:** |  |
| **Contact Person Name:** |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |
| **Procurement Contact Person Name:** *(if different from above)* |  |
| **Title:** |  |
| **Phone:** |  |
| **Email:** |  |

|  |  |
| --- | --- |
| **Acquisition Details** | |
| **Procurement Description (brief)** |  |
| **File / Reference Number** |  |
| **Complexity Assessment** | Transactional  Routine  Complex  Strategic |
| **Risk Assessment** | Low  Medium  High |
| **Date Acquisition Plan was approved** |  |
| **Acquisition Plan approved by (Name and Position Title)** |  |
| **Approved Departures** | Were there any departures from the approved Acquisition Plan or Evaluation Plan?  Yes  No |
| Were there any departures from the *Procurement Planning Policy* or *Sourcing Policy* that were not identified in the Acquisition Plan?  ☐ Yes  ☐ No |

|  |  |
| --- | --- |
| **Recommended Supplier/s** | |
| **Recommended Supplier Entity Name and ABN or ACN** |  |
| **Is the recommended Supplier a South Australian Business?**  **in accordance with TI 18 definition)** | Yes, the recommended supplier is a South Australian business in accordance with the TI 18 definition.  No.  If No, is the supplier considered:  Other Australian States and New Zealand business  Overseas countries (excluding New Zealand) |
| ***If more than 1 recommended supplier, add additional rows as per above as required.*** | |

|  |  |
| --- | --- |
| **Financial Details** | |
| **Approved Budget** | $(GST inclusive) |
| **Estimated Value of Procurement** | $(GST inclusive) *amount approved in Acquisition Plan* |
| **Actual Value of Procurement** | $(GST inclusive) *cost of the contract(s) over the total contract term (including any extension options)* |
| **Total Direct Financial Savings Achieved** | Total: $.......... |

|  |  |  |
| --- | --- | --- |
| **Contractual Arrangements** | | |
| **Base Contract Term** |  | |
| **Contract Term Extension Options** |  | |
| **Total Contract Term** |  | |
| **Base Contract Value** | $(GST inclusive) | |
| **Contract Extension Options Value** | $(GST inclusive) | |
| **Total Contract Value** | $(GST inclusive) | |
| **Pricing Information and Indexation** | Fixed Maximum  Exchange Rate Variable  Fixed  Consumer Price Index Variable  Government Indexation Variable  Not-For-Profit Sector Indexation Rate  Other *(please detail)* . . . . . . . . . . . . . . | |
| **Contract Type** | Standard Purchase Order  Standard Goods and Services Agreement  Standard Not-For-Profit Sector Funded Services Agreement  Bespoke contract developed by the Crown Solicitor’s Office  Other *(please detail)*: . . . . . . . . . . . . . . | |
| **Contract Arrangement** | One Off Purchase  One Off Purchase with maintenance options  Period Contract  Panel Contract  Pre-qualification  Other *(please detail)*:  . . . . . . . . . . . . . . | Single-Agency  Multi-Agency  Across-Government  Mandated Across-Government |
| **Contract Disclosure** | Is this contract subject to contract disclosure as per Premier and Cabinet Circular 27?  Yes  No | |
| **Contract Execution Delegate (Name and Position Title)** |  | |

# Acquisition Details

## Summary of procurement objective/s and outcome/s

* *Provide a description of the good or service being procured to meet the need identified in the Acquisition Plan.*
* *Discuss the procurement objective/s identified in the Acquisition Plan and how these will be achieved by entering into contract with the recommended supplier/s.*
* *Confirm the procurement process undertaken was in accordance with the approved Acquisition Plan (to be included as* ***Attachment 1****) and Evaluation Plan (to be included as* ***Attachment 2*** *if applicable).*

## Departures from Approved Acquisition Plan or Evaluation Plan

* *Provide a summary of any departures from the approved Acquisition Plan or Evaluation Plan, including (but not limited to) any changes in:*
* *the method of approaching the market;*
* *the composition of the evaluation team;*
* *the evaluation methodology, criteria or weightings;*
* *timeframes;*
* *procurement scope; and*
* *potential contractual term.*
* *Detail the assessed level of departure and relevant approval obtained for the departure. Refer to the Sourcing Policy for further details on the assessed level of departure.*
* *Are any of the departures related to departures from the Procurement Planning Policy or Sourcing Policy? If so, have those departures been recorded on the public authority’s departure register in accordance with Treasurer’s Instructions 18?*

# Supply Market Approach

## Approach to the Market

* *Describe the activities undertaken in the approach to the market, including:*
* *any pre-invitation meetings or briefings with suppliers;*
* *date and times bids were opened and closed;*
* *clarifications issued during the approach to the market; and*
* *any extensions to the tender open period, the reasons for this, and relevant approval obtained for the extension.*

## Supply Market Response

* *If a limited market approach was utilised, list the suppliers that were invited to provide a response.*
* *List the suppliers that submitted an offer.*
* *Document any late offers received and the outcome (e.g. detail of relevant approval obtained to accept the late offer or reasons for declining the late offer).*

The following supplierswere invited to submitan offer: *(Delete if not applicable i.e. if it was an open market approach)*

* *[insert supplier name]*

The following suppliers submittedan offer:

* *[insert supplier name]*

# Evaluation Process

## Conflict of Interest Declaration

* *Confirm that there were no conflicts of interest declared or detail how declared conflicts were managed.*

## Evaluation Summary

* *Provide a summary description of the evaluation outcomes and refer to the detailed Evaluation Report (to be included as Attachment 3).*
* *Update the details and table below as required.*

Below is a summary of the consensus evaluation for each supplier that met the mandatory criteria. A more detailed evaluation report with consolidated scoring and comments, per criterion, is included in the Evaluation Report in Attachment 3.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Weighted Scoring Table** | |  | |  | |  | |  | |  | |
|  | | **Supplier 1** | | **Supplier 2** | | **Supplier 3** | | **Supplier 4** | | **Supplier 5** | |
| **Evaluation Criteria** | **Weighting %** | Consen-sus | Weighted Score % | Consen-sus | Weighted Score % | Consen-sus | Weighted Score % | Consen-sus | Weighted Score % | Consen-sus | Weighted Score % |
| *Criteria 1* |  |  |  |  |  |  |  |  |  |  |  |
| *Criteria 2* |  |  |  |  |  |  |  |  |  |  |  |
| ***Sub-Criteria*** |  |  |  |  |  |  |  |  |  |  |  |
| *Sub-Criteria 2.1* |  |  |  |  |  |  |  |  |  |  |  |
| *Sub-Criteria 2.2* |  |  |  |  |  |  |  |  |  |  |  |
| *Sub-Criteria 2.3* |  |  |  |  |  |  |  |  |  |  |  |
| **Total weighted score (out of 100)** |  |  | |  | |  | |  | |  | |

* *Provide a shortlist of suppliers, scores and reasons for shortlisting. Also provide reasons for not shortlisting suppliers, where applicable.*

## Value for Money Assessment

* *Provide an overview of how whole-of-life costs were calculated and how value for money was assessed.*

## Evaluation outcome and recommended supplier/s

* *Detail the outcome of the evaluation.*
* *Identify the recommended supplier/s and reasons for recommending.*
* *If a recommended supplier/s is not a South Australian business (in accordance with the TI 18 definition) provide rationale as to why a non-South Australian business is being recommended over a South Australian business.*

# Negotiations

* *Describe any negotiations undertaken, and the outcome of these discussions, including:*
* *post-market approach risks identified and mitigation strategies developed.*
* *terms and conditions negotiated.*
* *a summary of final offer costs and benefits (for example, savings, cost reductions or value adds) negotiated.*
* *Refer final detailed Price List (to be included as Attachment 4), if applicable.*

# Contractual Development, Implementation and Management

## Contract term

* *Identify the contract term, including base term and extension options.*
* *Identify the contract commencement and expiry dates.*

## Type of Contractual Arrangement

* *Identify the contractual arrangement i.e. one-off, term, panel, pre-qualification.*
* *Identify the type of contractual document to be used i.e. Standard Purchase Order, Standard Goods and Services Agreement, Standard Not-For-Profit Funded Services Agreement or bespoke contract developed by the Crown Solicitor’s Office.*

## Contract Governance

* *Outline contract management structure/arrangements/governance arrangements and whether a contract management plan has been/is to be developed.*
* *Document person(s) responsible for managing the contract. Consider whether the person(s) responsible for managing the contract is/are adequately skilled and resourced to manage the contract.*
* *Confirm that funds are available including for any contingencies.*
* *Outline the panel rules for a secondary procurement process (if applicable)*

## Performance Measures

* *Outline how deliverables are to be managed and implemented.*
* *Detail the performance indicators and how they will be measured*
* *Describe how poor performance will be managed.*

## Transition / Implementation

* *Consider how implementation will be managed. Consider whether an implementation plan should be included as part of the Contract Management Plan.*
* *Outline communication strategies with key stakeholders and users.*
* *Detail the transition in and out arrangements. Consider the transition risks identified in the Acquisition Plan, if any, and consider whether a Transition Plan is required.*

## Contract Value, Pricing and Payment

* *Provide details of costs including the cost structure of the preferred supplier’s offer and a final contract cost/s over the total contract term, including any extension options.*
* *Describe the pricing and payment arrangements including indexation, price variation clauses and processes.*
* *Compare the final contract value, whole-of-life cost of the procurement and the budget for the procurement as per the acquisition plan. Discuss implications including discrepancies or savings negotiated or additional value achieved.*

## Insurance

As identified in the Acquisition Plan, the supplier/s will be required to maintain the following levels of insurance throughout the term of the contract:

|  |  |
| --- | --- |
| **Type of Insurance** | **Required Cover** |
| Public Liability | *Not less than $1million* |
| Product Liability | *Insert required cover or delete if not applicable* |
| Professional Indemnity | *Insert required cover or delete if not applicable* |

## Limitation of Liability

* *Identify the agreed liability limit. Provide details and an explanation if the agreed liability limit is different from the liability limit approved in the Acquisition Plan.*

## Contract Extensions and Variations

* *Detail the proposed contract adjustment mechanisms and provision for variations to scope during the life of the contract.*

## Special Conditions

* *Outline if any special conditions clauses will be included in the contract*
* *Outline how intellectual property and the use of proprietary products be dealt with in the contract*
* *Document* [*SAIPP*](https://industryadvocate.sa.gov.au/policy-and-resources/) *requirements, if applicable.*
* *Outline if securities are required and details (e.g. bank guarantees, retention sums).*
* *Document legal advice received, if any, particularly for bespoke contracts.*

# Lessons Learned / Continuous Improvement

* *Document the lessons learnt through the procurement process, from planning through to sourcing.*
* *Describe how those lessons learned be carried through into the contract management stage or future procurements.*

# Public Authority Additional Requirements or Information

* *This section can be used to detail any additional requirements or information that has not been already been addressed in the document (e.g. any critical issues and risks associated with the recommendation/s).*

# Recommendation

* *Summarise the recommendation to award a contract/s, including:*
* *purpose of the contract;*
* *scope and type of contract;*
* *brief description of the goods and or/services;*
* *recommended supplier/s and parties to the contract; and*
* *contract value and term.*

# Sign-off

**Purchase Recommendation Prepared by:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_         Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Evaluation Team Endorsement and Confirmation of Conflict of Interest Declarations:**

Signed (Chair): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_        Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Team Member Name** | **Signature** | **Date** |
|  |  |  |
|  |  |  |
|  |  |  |

**Work Unit Director – Endorsement:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Central Procurement Unit – Endorsement:**

***(delete if not applicable)***

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Procurement Governance Committee – Endorsement:**

***(delete if not applicable)***

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approval of Purchase Recommendation:**

Approved

Conditions related to approval:

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Not approved

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_          Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Attachments

* Attachment 1: Approved Acquisition Plan and
* Attachment 2: Approved Evaluation Plan *(delete attachment if not applicable)*
* Attachment 3: Evaluation Report
* Attachment 4: Detailed Price List *(delete attachment if not applicable)*

# Attachment 1: Approved Acquisition Plan

# Attachment 2: Approved Evaluation Plan

*(delete attachment if not applicable)*

# Attachment 3: Evaluation Report

## **Stage 1: Mandatory Criteria *(Delete if not applicable)***

All supplier offers/quotes were initially assessed against the following mandatory criteria:

* *Insert mandatory criteria if applicable.*
* *Provide a summary of suppliers that met the mandatory criteria and progressed to the next stage of the evaluation.*
* *Identify any suppliers that did not meet the mandatory criteria and therefore did not progress further in the evaluation.*

## **Stage 2: Weighted Criteria *(update stage as required)***

Supplier offers/quotes were assessed using the following weighted evaluation criteria and sub-criteria:

|  |  |
| --- | --- |
| **Criteria** | **Weighting (%)** |
| *Criteria 1* |  |
| *Criteria 2* |  |
| ***Sub-criteria*** | ***Sub weighting (%)*** |
| *Sub-criteria 2.1* |  |
| *Sub-criteria 2.2* |  |
| *Sub-criteria 2.3* |  |
| **TOTAL** | **100%** |

The tables below provide a detailed overview of the consensus evaluation with consolidated scoring and comments, per criterion/sub-criterion.

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria 1:** *Specify* | | | **Criteria Weighting:** % |
| **Sub-Criteria 1.1:** *Specify or delete row if not applicable* | | | **Sub-Criteria Weighting:** % |
| **Supplier Name** | **Consensus Score** | **Weighted Score** | **Comments (reason for score)** |
| *Supplier One* |  |  |  |
| *Supplier Two* |  |  |  |
| *Supplier Three* |  |  |  |
| *Supplier Four* |  |  |  |
| *Supplier Five* |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria 2:** *Specify* | | | **Criteria Weighting:** % |
| **Sub-Criteria 2.1:** *Specify or delete row if not applicable* | | | **Sub-Criteria Weighting:** % |
| **Supplier Name** | **Consensus Score** | **Weighted Score** | **Comments (reason for score)** |
| *Supplier One* |  |  |  |
| *Supplier Two* |  |  |  |
| *Supplier Three* |  |  |  |
| *Supplier Four* |  |  |  |
| *Supplier Five* |  |  |  |
| **Sub-Criteria 2.2:** *Specify or delete row if not applicable* | | | **Sub-Criteria Weighting:** % |
| **Supplier Name** | **Consensus Score** | **Weighted Score** | **Comments (reason for score)** |
| *Supplier One* |  |  |  |
| *Supplier Two* |  |  |  |
| *Supplier Three* |  |  |  |
| *Supplier Four* |  |  |  |
| *Supplier Five* |  |  |  |
| **Sub-Criteria 2.3:** *Specify or delete row if not applicable* | | | **Sub-Criteria Weighting:** % |
| **Supplier Name** | **Consensus Score** | **Weighted Score** | **Comments (reason for score)** |
| *Supplier One* |  |  |  |
| *Supplier Two* |  |  |  |
| *Supplier Three* |  |  |  |
| *Supplier Four* |  |  |  |
| *Supplier Five* |  |  |  |
| *Supplier Five* |  |  |  |

* *Add tables for additional evaluation criteria, as required. This can be done by copying and pasting the applicable rows from the tables above.*
* *Summarise information related to any requests for clarification, site visits, referee checks, demonstrations or any other discussions with suppliers.*
* *Based on the assessment detailed above, identify the suppliers that were shortlisted / progressed to the next stage of the evaluation.*

### **Stage 3: *Identify relevant stage of the evaluation process***

* *Add additional stages, as required.*
* *Provide a summary of what was evaluated at each stage and the outcome of that stage of the evaluation.*

### **Stage #: Value for money assessment**

* *Provide an overview (using the table below) of the whole-of-life costs associated with each of the shortlisted suppliers’ offers.*
* *Detail how value for money was evaluated, considering the whole-of-life.*

| **Cost Element/Cost Category** | **Shortlisted Supplier 1** | **Shortlisted Supplier 2** | **Shortlisted Supplier 3** |
| --- | --- | --- | --- |
| **1 Acquisition Costs** |  |  |  |
| *Identify relevant cost element* |  |  |  |
| **2 Lifetime Maintenance Costs** |  |  |  |
| *Identify relevant cost element* |  |  |  |
| **3 Lifetime Operating Costs** |  |  |  |
| *Identify relevant cost element* |  |  |  |
| **4 Disposal Costs** |  |  |  |
| *Identify relevant cost element* |  |  |  |
| **5 Income from Residual Value** |  |  |  |
| **TOTALS** |  |  |  |

### \**Add or delete rows or columns as required.*

### **Stage #: Supplier Selection**

* *Detail the outcome of the evaluation considering the evaluation process discussed above.*
* *Identify the recommended supplier/s and reasons for recommending.*

# Attachment 4: Detailed Price List

*(delete attachment if not applicable)*