

**User Guide**

This Supplier Debrief Template (‘Template’) will assist public authorities to plan and undertake a supplier debrief in accordance with the Supplier Debrief Guideline.

Public Authority instructions.

* Your public authority may tailor this template to ensure it is fit-for-purpose and meets the requirements of your internal procurement framework.
* This Template / User Guide should be read in conjunction with the *Supplier Debrief Guideline.*

User specific instructions

* The yellow highlighted text indicates where you should insert details relevant to the specific procurement.
* The amount of detail you include in each section and the effort put into completing this process 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. These are only examples and should be updated or amended as required to suit.
* This User Guide text box should also be deleted.

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| **Supplier Debrief Template** |

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| --- | --- | --- | --- |
| **Project Name:** | | | |
| **Supplier** |  | **Meeting Date, Time, Location** |  |
| **Public Authority Attendees** |  | | |
| **Supplier Attendees** |  | | |
| **Welcome, Acknowledgement of Country, and Introductions** | | | |
|  | | | |
| **Purpose of the Debrief** | | | |
| Purpose of this debrief meeting is to discuss the process undertaken in regards to selecting a supplier for Invitation…………... …….. and to provide feedback on your offer and an opportunity for us to also receive feedback.  First and foremost, we would like to thank you for your response and appreciate the time, effort and cost involved in responding to requests of this nature.  This debrief relates specifically to your response to this approach to market and is not a reflection of your overall capability or service provision.  Things we will not be discussing:   * Weightings of individual evaluation criteria * Scores against the evaluation criteria * Ranking of responses * Commercial in confidence information * Other respondents’ information (e.g. their offer, price etc) | | | |
| **Selection Process** | | | |
| The evaluation process was undertaken by an evaluation team comprising……..  Responses were assessed against the criteria outlined in the evaluation plan which was approved prior to approaching the market.  The evaluation comprised the following stages…….  There were non-weighted criteria and weighted criteria as follows.   |  |  | | --- | --- | | **Weighted criteria** | **Non-weighted criteria** | |  |  |   **Value for Money**  From a value for money perspective, a……. approach was utilised. | | | |
| **Feedback on Offers received** | | | |
| Overall, the responses received were……………………………… | | | |
| **Feedback on the quality of the Supplier’s Offer, and areas for improvement** | | | |
| For each weighted evaluation criteria and non-weighted criteria:   * …. * .. * … * …   In relation to Value for Money:   * …. * ….   Overall strengths and areas for improvement   * …. * …. | | | |
| **Any questions?** | | | |
| Do you have any questions? | | | |
| **Feedback to the Public Authority** | | | |
| Do you have any feedback? | | | |
| **Meeting Close** | | | |
| Thank you once again for your response. We appreciate the time you have taken to attend this debrief meting and wish you all the best for the future. | | | |