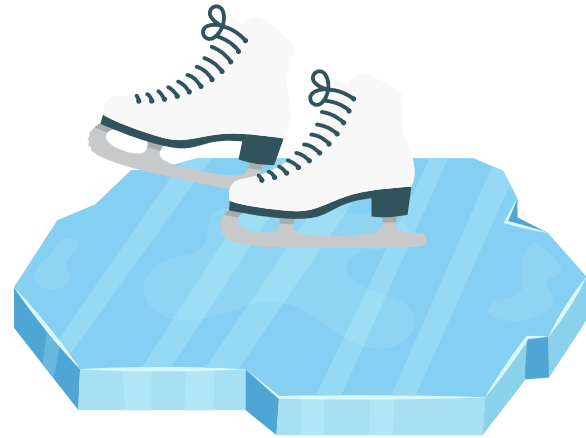


Skating on Thin Ice



→ Common Mistakes in Public Procurement Evaluation Processes

MISTAKE 01

Not Picking the Low-Hanging Fruit

① **Perfect and follow** your own procurement policies and procedures

② **Verify** formulas and pricing instructions on existing templates for consistency

③ **Double-check** that the math works with the formulas

MISTAKE 02

Lack of Transparency

① **Make** the evaluation approach and methodology clear in the RFP

② **Disclose** weighting, sub-weighting, and a clear scoring scale

③ **Disclose** all evaluation criteria

MISTAKE 03

Not Setting Up the Evaluation Process for Success

① **Create** realistic timelines for individual and consensus

② **Determine and manage** any biases that might affect evaluation

③ **Review** the qualifications and make-up of the evaluation team, with clear roles, responsibilities, and expectations, then give them proper evaluation training

MISTAKE 04

Not Using Proper Consensus Method in Evaluation

⊗ Consensus IS NOT a straight average of a group of individual scores (or of individual scores within a range) and keeping of individual comments

✓ Consensus IS a discussion of individual scores, the outcome of which is a single consensus score and a supporting consensus comment(s)

Mishandling of the Three C's

Confidentiality

- Make sure everyone understands what's allowed and not allowed
- Ensure confidentiality of proposals, evaluation documents and process, including evaluation discussions

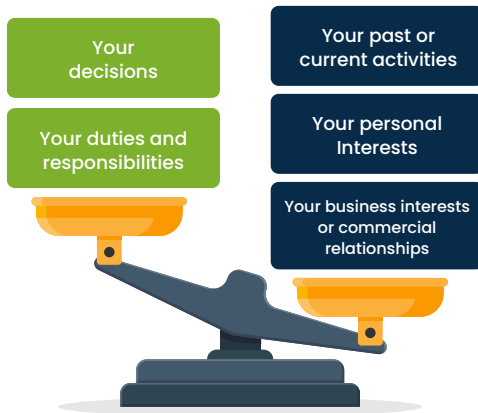
Communication

- Appropriate protocols in the evaluation process should outline who is the "go to" for questions, how day-to-day dealings with existing vendors should proceed, what level of discussion is allowed between evaluators, and communication with vendors about their proposals
- Ensure that requested bidder clarifications do not open the door to bid repair

Conflict of Interest (COI)

- Evaluators should be clear about what situations require disclosure of a conflict
- **Actual COI:** Where given your personal or private interest(s), you are in a position to be influenced
- **Potential COI:** Where your personal or private interests are not, but could come into direct conflict with your official duties and responsibilities in the future
- **Perceived COI:** Where it appears or could be perceived that your personal or private interests are improperly influencing the performance of your official duties, whether or not that is actually the case

Tips in Declaring, Assessing, and Handling COIs



Internal

- Not just "me, myself and I" – consider friends, family, and other connections
- Not just financial, not just gain
- Not just a one-timer
- Silence is not golden!

External

- Bidders should carefully review and understand COI declarations
- Agencies should carefully assess bidder declared conflicts
- Involve your fairness monitor and/or legal counsel when necessary

Rules of Procurement

01 strict guidelines

02 cost-value ratio

03 dependable performance



FAIR
OPEN
TRANSPARENT