

Evaluator Preparation and Guidance - Training Course

It's time to prepare the assessment team

Course Objectives

The tender assessment phase is critical to the success of any procurement.

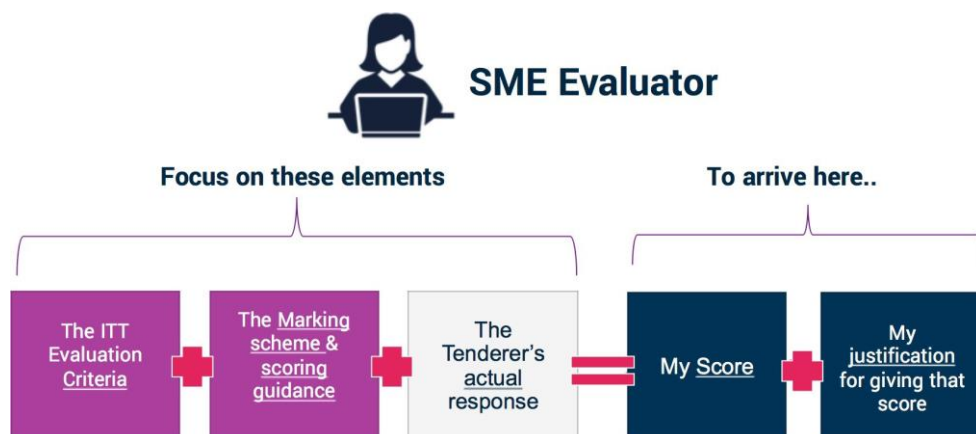
Your team has worked hard to produce the tender documents, the bidders have worked all hours to produce their responses, the submission deadline and assessment phase are imminent.

How your evaluators and moderators conduct the assessment phase will make the difference between a successful or unfavourable outcome - it's time to prepare the assessment team.

The Evaluator Preparation and Guidance Course is designed to provide excellent, usable, practical advice to assessors preparing to evaluate tenders. With content drawn from 20 years of experience supporting tender assessments globally, this course offers best practice guidance and advice to support a successful evaluation. The course can be tailored on a project-by-project basis or delivered across an organisation.

The course, tailored to your requirements, covers:

1. The role of Public and Defence contract regulations (where applicable)
2. The Assessment Process
 - Methodology
 - Conflicts of interest
 - Evaluation guidance
 - Approach to Questions and Scoring
 - Effective rationale
 - Rationale rules
 - Justifying your scores
 - Keeping accurate records
3. The Assessor's Check List
4. Lessons learnt from other Projects' Mistakes
 - Tips and advice for avoiding pitfalls
5. How to use the AWARD evaluation software (live demo)
6. Review of Key Messages



This course is available to projects not using AWARD® and to organisations wishing to standardise processes and roll out best practice

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Style and method

The course delivers its objectives through a formal presentation to the entire evaluation team. For a project delivery, the trainer will tailor the core briefing to reflect the specifics of the project. This facilitated session is an opportunity for the evaluation team to come together, either online or face to face, and prepare for their upcoming evaluation.

Your instructor

The course is delivered by an experienced trainer who has in-depth knowledge and experience of assessor best practice and AWARD®. All our trainers are practising consultants with in-depth hands-on knowledge of the strategic procurement process.

Duration

One day

Price

Please refer to your Commerce Decisions Account Director. The briefing can be combined with an 'AWARD® Dry-run' which enables attendees to practise what they have learned in an instructor-facilitated environment.

Related courses

Principles of Tender Evaluation.

This course is solution-agnostic. It summarises best practice and methodologies for making supplier selection decisions. It focuses on improving value for money, making robust and defensible decisions and meeting legislative and regulatory requirements during the strategic procurement process.

Further information and bookings

Please email the Commerce Decisions team at: contact@commercedecisions.com

