

## Evaluation Masterclass Series: 5 Expert Courses

Develop the skills, knowledge and confidence your organisation needs to deliver the best possible procurement outcomes in 2021 and beyond

## Introducing the Evaluation Masterclass from Commerce Decisions

Commerce Decisions is at the forefront of best practice procurement, having supported over \$500 billion of procurement spend globally. We have gained extensive experience on hundreds of strategic projects. We know what works, what doesn't, and what your teams should be focusing on this year.

This Masterclass Series is your unique chance to tap into our world-leading expertise and learn directly from our trusted team, who support some of the largest, most complex projects globally. With a combined 150+ years' experience supporting and developing public sector evaluation, our expert consultants know complex procurement inside out, and are ready to impart this knowledge to your organisation.

## Why book the Masterclass?

- The 5 component courses of the Masterclass Series have been hand-picked to equip you and your team with everything you need to deliver best possible outcomes in 2021
- Each course addresses a key area of focus, all of which are rarely implemented to full effect by public sector buying teams and can deliver significant benefits when successfully executed
- Access insight direct from the world-leading experts, across these 5 pivotal areas, so you can transform your project outcomes
- Learn the practical skills to deploy on your own projects and programmes, *and* how to put these into practice for maximum effect
- Discover how to work smarter, get better value from your budget, and understand how your organisation can benefit from better procurement outcomes
- Take the opportunity to upskill and align your key stakeholders on what it takes to deliver procurement excellence

## Each component course:

- Will be delivered remotely in sessions totalling 6 hours, unless arranged otherwise\*
- Is designed for up to 14 delegates from your organisation\*
- Is suitable for all key stakeholders involved in major procurement projects at any level, across any department – from Procurement to Legal, Project or Programme Managers/Directors, Category Management, Commercial, Services and Senior Leaders
- Provides a digital badge upon completion, to recognise and reflect the level of expertise achieved:



\*Please get in touch via the details below if you'd like to discuss booking individual courses or any other alternative training requirements



## Course 1: Principles of Tender Evaluation

This course provides a set of high-level principles to help you plan and deliver effective tender evaluations that produce robust competition results. You'll be able to support your organisation to run competitive tender evaluations based upon a set of repeatable key principles. These are proven to reduce the risk of legal challenge and increase the chance of better value for money outcomes.

The course discusses best practice guidance and methodologies, designed to help you make better supplier selection decisions. It focuses on helping you to improve value for money, make robust and defensible decisions and meet legislative and regulatory requirements during the strategic procurement process. The course addresses the entire evaluation and decision-making process and is based on our experience across a wide variety of procurements.

You'll understand how an evaluation model should be developed and learn techniques for defining and structuring key criteria, weighting these criteria and measuring them. Via our best practice evaluation methods, we'll show how you can optimise reporting and analysis to help deliver successful procurement project outcomes.

### Learning objectives:

- Learn the key elements of a procurement evaluation
- Understand how to improve value for money
- Know how to use criteria design, weighting, and MEAT (Most Economically Advantageous Tender) to control risk
- Identify what factors and challenges to consider when designing a procurement



## Course 2: Evaluator Preparation & Guidance

The evaluation phase is critical to the success of any procurement. Your team has worked hard to produce the tender documents and the bidders have submitted their responses - how your evaluators and moderators conduct the evaluation phase will make the difference between a successful or unsuccessful outcome.

This course provides practical, implementable, and clear advice to evaluators preparing to assess tenders. With content drawn from 20 years of experience supporting tender assessments globally, it offers best practice guidance to support a successful evaluation. Benefit from expert advice to help you become an effective evaluator and learn how to write strong and consistent rationale, ensuring your evaluation avoids bias and mitigates the risk of a successful challenge. You'll develop your skills to expertly evaluate your next complex procurement and select your winning bid with confidence.

### Learning objectives:

- Define the objectives and focus of your evaluation
- Write strong and consistent rationale
- Create an evaluation sign-off checklist
- Protect your evaluation from challenge



### Course 3: Weighting Workshop

This course examines what weighting is for and the common issues associated with the activity. It will look at some of the weighting methods that can be used to increase the likelihood of arriving at the best decision.

What is it that makes one factor more important to a decision than another? When trying to determine weight, how do you choose which criteria are more important? There are many methods available, each with its own pros and cons, and there are also legal implications to consider.

This course will help you understand the difference between various criteria weighting methodologies so that you'll be able to choose the most suitable approach for your tender evaluation strategy. The ability to select and manage a methodical approach to this challenging pre-publishing exercise will help you save time and improve engagement with stakeholders. Ultimately, you will learn how to develop the right set of weights to achieve your best possible outcome.

#### Learning objectives:

- Understand the importance of weighting in procurement
- Understand and overcome the challenges of weighting effectively
- Identify the key factors in determining a weighting approach
- Know how to implement a variety of weighting approaches



### Course 4: Value for Money

This course draws on contemporary practice from multiple sectors and is underpinned by technical analysis. It examines how to achieve best value for money using the MEAT formula. Projects may choose a MEAT formula without fully understanding the consequences, or the main additional factors to be considered for achieving optimal value for money.

The course will teach you how to make the right decision when choosing your MEAT method, focusing on achieving the best value for money outcome. It will also introduce our own Real Value for Money methodology (also known as Willingness to Pay), which ensures:

- A robust and efficient method for you to define and agree what you mean by value for money
- A transparent mechanism for articulating the value attributed to levels of capability
- A robust way of ranking each and every bid that does not change, irrespective of the other bidders' submissions
- The ability for each bidder to optimise their bid in order to deliver the best value for money solution possible

#### Learning objectives:

- Understand the Value for Money context
- Learn how Value for Money is typically evaluated
- Understand the different MEAT methods, their strengths and weaknesses and common pitfalls
- Learn how to address key procurement risks through the MEAT method



### Course 5: Evaluating Criteria and Effective Criteria Writing

Start with the end in mind. This course outlines the important decisions that need to be made early on in the evaluation criteria design process. Once you've discovered what needs to be assured to ensure success, you can identify what needs to be evaluated. Working from the evaluation aims, you can start to plan what evidence you would like to see from each bidder and write guidance to help your assessment team form opinions about the relative quality of the bidders' submissions.

The course will ensure that you understand the importance of writing effective evaluation criteria. You will learn the ideas, tools and approaches that can help you manage the development of a well-designed quality evaluation with effective criteria. You'll learn how to craft better questions to elicit better bidder responses that can be more easily evaluated against the question scoring guidance, which will help you improve your questions, reduce legal risk and improve tendering outcomes.

#### Learning objectives:

- Learn about Structured Criteria Development
- Learn what makes a good criterion
- Understand different styles of criteria and how each is best used
- Learn how scoring mechanisms impact evaluation outcomes

For more information on the  
Masterclass including how to  
book, please contact:

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