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| **PROCUREMENT & EVALUATION PLAN (PEP)** |
|  |
| **PROJECT NUMBER:**  **PROJECT NAME:**  **LOCATION & STATE:** |
| **ESTIMATE PROJECT VALUE: $X.YYm** |
| **Prepared by:**  Name:  Position:  Date:  Sign: |
|  |
| **Procurement & Evaluation Plan Endorsement:**  This Procurement & Evaluation Plan is endorsed for submission to the approving authority.  Name:  Position:  Date:  Sign: |
|  |
| **Procurement & Evaluation Plan Approval:**  This Project is approved for further development in accordance with the boundaries described.  Name:  Position:  Date:  Sign: |

**PROCUREMENT AND EVALUATION PLAN (PEP)**

### PURPOSE

**1.** The purpose of this Procurement and Evaluation Plan (PEP) is to provide the basis of a definitive record of all project related activities and include justification and endorsement for the procurements required for the project to proceed. This document will identify to the approving authority the procurement process and evaluation strategy.

### SCOPE OF SERVICES

1. The Consultant is to provide services below in relation to the project. The services to be procured are identified as follows:

[…INSERT DETAILED DESCRIPTION OF THE SERVICES BEING PROCURED…]

### PROCUREMENT METHOD

1. The following procurement method has been identified as the most appropriate method to follow for this procurement.

[…PROVIDE DETAILS ON HOW THE SERVICES WILL BE ACQUIRED. FOR EXAMPLE:

* USING THE DEFENCE INFRASTRUCTURE PANEL (DIP) or DEFENCE ENVIRONMENTAL AND HERITAGE PANEL or OTHER PANEL ARRANGEMENT
* IS IT OPEN TENDER OR A SELECT TENDER – CONSIDERATION OF THE CPR MUST BE OUTLINED HERE. IF THE PROCUREMENT EXCEEDS THE THRESHOLD YOU WILL NEED TO ENSURE THE METHOD COMPLIES TO THIS POLICY OR IDENTIFY TO THE APPROVING AUTHORITY THAT THE PEP SEEKS APPROVAL TO DEVIATE.
* IF THE PROCUREMENT IS NOT VIA A PANEL ARRANGEMENT THEN IDENTIFY THE FORM OF CONTRACT THAT WILL BE USED (For example – Short Form Consultancy Agreement, Minor New Works Contract or other)
* IN THIS AREA, JUSTIFY YOUR METHODOLOGY AND REASONS FOR SELECTION...]

### EVALUATION PLAN AND CRITERIA

1. Responses will be evaluated in accordance with the CFI Tender Evaluation Protocol available on the Defence Website. This defines the detail of the evaluation strategies and methodologies to be applied for this procurement identified in this PEP. When distributing submissions for evaluation, the Chair will ensure the CFI Tender Evaluation Protocol is also distributed to the relevant evaluation board members.
2. The Tender Evaluation Board (TEB) will follow the Evaluation Process contained in the CFI Tender Evaluation Protocol and will comprise three distinct stages:

* Conformance Check by the Chair or their delegate;
* Individual Board Member Assessments of conforming submissions; and
* Evaluation Board Assessments of conforming submissions.

1. The relevant evaluation criteria and weightings are set out in Annex A to this Procurement and Evaluation Plan (PEP).
2. The Commonwealth will issue the Request for Proposal (RFP) (or equivalent Request documentation\_ to […PROVIDE DETAILS ON HOW THE RFP WILL BE SENT OUT. FOR EXAMPLE, SENDING VIA EMAIL TO ALL COMPANIES ON THE DIP…] and will follow the Capital Facilities and Infrastructure (CFI) Tender Evaluation Protocol available on the Defence Website in managing the probity during the tendering period.

### PROBITY

1. (delete as applicable)  
   A Probity Advisor has not been engaged. [...INSERT EXPLANATION AS TO WHY A PROBITY ADVISOR HAS NOT BEEN ENGAGED…Probity Advice can be sought from DPA if the procurement is within CFI Branch, if outside this Branch the Non-Material Procurement and Contracting area can assist.]

Given the value/risk of the project [Insert additional detail about the value or risk which justifies engaging a Probity Adviser], the services of a Probity Adviser will be sought to review, report and sign-off on the conduct of the tender.

Probity for this procurement will adhere to the CFI Probity Policy.

### GOVERNANCE ARRANGEMENTS

1. Formal governance arrangements have been established to ensure the process is compliant with relevant laws and policies, and is managed according to accepted quality standards. Procurement Officers will adhere to the Tender Evaluation Protocol available on the Defence Website.

### RISK

1. […PROVIDE A BRIEF OUTLINE OF THE RISK TO THE PROJECT AND THE RISKS IN RELATION TO THE SELECTION OF THE SELECTED EVALUATION PROCESS FOR THE PROJECT. FOR EACH RISK OUTLINE A MITIGATION MEASURE.
2. THE FOLLOWING ARE EXAMPLES OF RISK THAT MAY NEED TO BE CONSIDERED (THIS IS NOT COMPREHENSIVE. RISK TYPES WILL VARY BETWEEN PROJECTS…]:

* Budget
* Client Needs
* Heritage Issues/Environmental Compliance
* Design Risk
* Commercial Risk
* Construction Risk
* Location
* Nature of Work
* Services
* WH&S
* Contract
* Supervision

### stakeholders AND evaluation board MEMBERSHIP

1. The Stakeholders for this procurement and the Tender Evaluation Board membership is as defined in Annex B.

### timelines

1. A list of key milestones and the expected date of accomplishing each milestone is identified below. Planned dates may be subject to change owing to a range of factors including the availability of resources and issues that may arise from potential suppliers when their responses are under development.

|  |  |
| --- | --- |
| Select tender | 06 FEB |
| Submissions Close | 19 FEB |
| Evaluation Board meets | 23-25 FEB |
| Evaluation Report Submitted for approval | 27 FEB |
| Delegate approval of recommendation | 1 MAR |
| Preferred Tenderer advised | 2 MAR |
| Unsuccessful Tenderers notified | 2 MAR |
| Unsuccessful Tenderers debriefed | 2 MAR |
| Contract established | 3 MAR |

**Recommendations**

1. It is recommended that approval for this Procurement and Evaluation Plan (PEP) is now sought, including the proposed:

* method of procurement;
* tender evaluation criteria and weighting; and
* membership of the TEB.

**Annexures:**

A. Evaluation Criteria and Weightings

B. Stakeholders and Evaluation Board Memberships

**EVALUATION CRITERIA AND WEIGHTINGS**

| **Criteria** | **Weighting** |
| --- | --- |
| **CONFORMANCE CHECK**   * The Respondent must submit its Proposal in the tender box (location as specified) by [insert time and date] at the location of the tender box; * the Proposal must remain valid for 90 days; and * the Respondent must accept (without departure, qualification, amendment, limitation or exclusion) the Panel Agreement and Terms of Engagement. | YES/NO |
| **UNDERSTANDING OF AND APPROACH TO DELIVERING THE SERVICES**  The extent to which the Respondent understands the Services, and the suitability of the Respondent’s proposed approach to delivering the Services. | **X %** |
| **KEY PERSONNEL**  The suitability of proposed key personnel, including:  (a) roles and percentage of time on the Services;  (b) nature and extent of their experience in carrying out similar work;  (c) capacity to perform the specified task in respect of other commitments; and  (d) suitability of any proposed sub-consultants. | **X %** |
| **FEES**  The extent to which the Respondent has demonstrated that its fees, when considered in conjunction with all other evaluation criteria and information taken into account (including insurances held or proposed to be procured, referee reports and any alternative offers made, if invited), constitutes value for money. | VFM |

**Stakeholders and evaluation board memberships**

**1. STAKEHOLDERS**

Key stakeholders for the project are identified in the table below. The Stakeholder Register will be maintained and updated throughout the development of the project.

**Table 1: Project Stakeholders**

|  |  |  |
| --- | --- | --- |
| Organisation | Name | Position |
|  |  |  |
|  |  |  |
|  |  |  |
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**2. EVALUATION BOARD MEMBERSHIPS**

Table 2 describes the composition of Evaluation Board Members for each RFP

**Table 2: - Evaluation Board Memberships**

| **Board Membership** | **Project A** | **Project B** | **Project C** | **Project D** | **Project E** |
| --- | --- | --- | --- | --- | --- |
| Chair |  |  |  |  |  |
| Member |  |  |  |  |  |
| Member |  |  |  |  |  |

[Insert details of whether there will be a Probity Adviser or any scribe or observer attending the Board].

[**Note:** *Do not include the Probity Adviser or any scribe or attending observer in Table 2, as they are not Board members*]

| **Probity Adviser** |  |
| --- | --- |
| **Scribe** |  |
| **Observer** |  |