

# Tender Conformity Evaluation - Professional Services Contractor

## Introduction

The following matrix provides guidance on the approach to be taken by the tender evaluation panel when issues of conformity with the tender documents arise in the tenders submitted. Where the evaluation panel is unsure, the matter should be referred to the Manager Strategic Sourcing.

## Tender Conformity Resolution Matrix

### Definitions

Refer to panel	No discussion with tenderer – the tender as submitted is evaluated by the tender evaluation panel.
Non conforming	No discussion with the tenderer – the tender is not considered further.
Opportunity to conform	The tenderer is given an opportunity to clarify the tender/withdraw any tender qualifications provided the submitted total price is unchanged.
Price adjustment by Principal	The Principal adjusts the price used in tender evaluation to exclude unspecified (and priced) services.
Price adjustment by Tenderer	The tenderer is given an opportunity to correct the price
Information	The tenderer is requested to provide missing information

Issue	Refer to panel	Non-conforming	Opportunity to conform	Price adjustment by Principal	Price adjustment by Tenderer	Information	Comment
Addenda not acknowledged						✓	Tenderer to confirm in writing.
Additional disbursements included				✓			Additional disbursements to be excluded from tender price before evaluation.
Additional information offered	✓						
Additional services outside of specification offered	✓						
Additional services outside of specification offered with additional price identified				✓			Additional services to be excluded from tender price before evaluation. (May be an alternative)
Alternative(s) offered as well as specified services	✓						All alternatives submitted assessed in accordance with policy before further evaluation of tenders.
Alternative(s) offered instead of		✓					

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Issue	Refer to panel	Non-conforming	Opportunity to conform	Price adjustment by Principal	Price adjustment by Tenderer	Information	Comment
specified services							
Arithmetic error in price					✓		Evaluation panel to satisfy itself that the error appropriately rectified.
Disbursement costs include some services costs			✓				Price to be correctly represented to evaluation panel.
Disbursements high in cost	✓						
Hourly rate high	✓						
Hourly rate not provided			✓				
Hours and price comparison inconsistent						✓	e.g. high hours for low cost.
Hours not submitted			✓				
Incorrect division of hours or price into service phases			✓				e.g. higher hours in Concept than in Documentation.
Industry Participation Plan not submitted			✓				Must ensure that this does not result in an advantage to the Tenderer.
Late tender		✓					Refer <a href="#">PR361</a>
Lead professional service contractor personnel CV's not submitted			✓				
Percentage (%) time of team members involvement not provided			✓				
Price not submitted		✓					
Price outside Departmental benchmark	✓						Evaluation panel to determine whether tender should be discarded.
Price submitted as % rather than \$			✓				Request conversion from % to \$.
Price submitted is incomplete		✓					e.g. price for Concept services but no indicative price for later services.
Program not submitted (if requested)			✓				
Qualified tender - contract conditions amendment proposed			✓				
Qualified tender - public liability or professional indemnity insurance varied from that specified			✓				
Qualified tender - tender documents are ambiguous or incorrect					✓		
Schedule of Rates (for additional services) not submitted		✓					This is a component of the tender price and no price adjustment is permitted post tender close.
Schedule of Separate Services (e.g. specialist consultants) not submitted		✓					This is a component of the tender price and no price adjustment is permitted post tender close.

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Issue	Refer to panel	Non-conforming	Opportunity to conform	Price adjustment by Principal	Price adjustment by Tenderer	Information	Comment
Services criteria not addressed		✓					
Services criteria partially addressed	✓						
Services costs include some disbursement costs			✓				Price to be correctly represented to evaluation panel.
Services specified excluded from tender – major		✓					
Services specified excluded from tender – minor			✓				No price adjustment permitted.
Site visit numbers not submitted						✓	
Subcontractor details not						✓	
Subcontractor is not prequalified as specified		✓					
Subcontractor services specified not tendered – major		✓					
Subcontractor services specified not tendered – minor			✓				
Subcontractor significantly varies in services and/or price compared with others in the tender field	✓						
Subcontractor team member details not provided						✓	
Tender evaluation criteria ignored – major		✓					
Tender evaluation criteria ignored – minor	✓						
Written text differs from numerical tender price						✓	