

Appendix 5: Evaluation Roles and Responsibilities

Evaluation Panel	<p style="text-align: center;">Who should be on the panel?</p> <p>The panel should be made up of at least 2 scorers, consisting of:</p> <ul style="list-style-type: none">• At least 2 Council officers – one of these should be an officer who understands the technical detail of the contract. Both should understand the contract purpose and criteria.• Ideally at least 1 additional stakeholder who can bring relevant challenge/ additional perspective – this could be a service user/ end user, operational staff who will be impacted by the contract, elected member(s) and/ or relevant external partner(s) <p style="text-align: center;">Roles and Responsibilities</p> <ul style="list-style-type: none">• It is helpful for all scorers to prepare for the evaluation in advance (where possible) by reading the submissions alongside the evaluation criteria. When doing this, Council officers should ensure the bid information is made confidentially available for stakeholder(s) who will be part of the panel• Panel members should remain objective and will need to declare any conflicts of interest in relation to the evaluation before the process begins. If the conflict of interest is deemed to be significant by the facilitator, then an alternative panel member may be required to take part in the evaluation• Panel members must remain the same for the scoring of all bids in order to retain consistency of scoring• Panel members must only mark what has been written as part of the bid submission and not use knowledge of the bidders gained from elsewhere in the scoring
Facilitator	<p style="text-align: center;">Who?</p> <ul style="list-style-type: none">• For evaluations of goods, works and services over £25,000 there will be a facilitator present from Commissioning and Procurement (with the exception of Further 'mini-competitions'). <p style="text-align: center;">Roles and Responsibilities</p> <p>The facilitator will:</p> <ul style="list-style-type: none">• Ensure that compliant bid submissions are downloaded and circulated to members of the panel in advance of the evaluation• Brief the panel at the start of the evaluation to ensure all scorers are clear of their role(s) and responsibilities, and ensure that all conflicts of interest are declared• Prepare an evaluation matrix as determined by the evaluation criteria and record the scores within the matrix during the panel• Facilitate the scoring by challenging any scoring inconsistencies, and seeking to build a consensus amongst the panel• Summarise the results of the panel from the evaluation matrix and ensure this is communicated via the appropriate decision route and then inform bidding providers of the evaluation outcome