

Procurement Tender Evaluation & Moderation

Essential event for public sector practitioners

Virtual Teams Event/ In-Person/ Tailored to your Requirements

In2
the bargain

Training to meet your needs

This course has been developed to provide a practical and detailed know-how to support UK public sector practitioners plan and manage effective tender evaluations that produce compliant and robust outcomes. Tender evaluation & moderation is one of the most critical stages in the procurement process and getting it right the first time will protect the contracting authority from costly and time-consuming challenge and litigation, as well as ensure that the contract is awarded to the best supplier to maximise opportunities to achieve your intended outcomes.

Course outline

The course will explain how evaluation & moderation fits into the overall procurement process, provide an explanation of legislative requirements, case law directions (which highlight the importance of establishing transparent award criteria and procedures to guard against allegations of improper evaluation and tender awards), as well as how to run the all-important moderation / consensus meeting and have a clear rationale for the final decision.

Who should attend

This training course is suitable for UK public sector procurement, legal staff and those involved with the procurement process. It will benefit practitioners who are involved in developing the procurement documents or managing and awarding tenders and quotations, or have line management responsibility for staff involved in tenders/ quotations.

Key learning outcomes

On completion of this course, delegates will:

- ✓ Understand the critical role of tender evaluation to support strategic goals.
- ✓ Develop a rational methodology for scoring against stated award criteria.
- ✓ Setting clear award criteria for deciding the best supplier.
- ✓ How to ensure compliance with procurement legislation and guidance.
- ✓ Having a clear evaluation plan and reducing risk of supplier challenge.
- ✓ Protect your evaluation process from legal challenge.
- ✓ Learn how to conduct consensus meetings.
- ✓ Understand how to draft compliant scoring matrixes.
- ✓ Avoiding conflicts of interest and outside influence.

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Training

09.30	Welcome, introductions and overview
09.45	Tender Evaluation & Moderation – Key Principles <ul style="list-style-type: none">• The big picture - where does it all fit into the procurement process• Why tender evaluation & moderation is the source of many legal challenges• Impact of the new Procurement Act 2023• What can go wrong? – examples from case law
10.40	The Evaluation Panel <ul style="list-style-type: none">• Roles & responsibilities• Key skills and experience of the panel• Panel training• The role of the procurement officer – chairperson, moderator, and record-keeper• Preparation – what to do before the panel meets
11.15	Comfort Break
11.30	Award Criteria, Weightings and Sub-Weightings <ul style="list-style-type: none">• Award criteria and price/ quality split using practical examples:• What guidance does the Procurement Act 2023 offer• Having the right method statements and marking schemes• Quality criteria and linked to the specification• Setting minimum/ mandatory requirements
12.00	Quality Questions and Price Evaluation <ul style="list-style-type: none">• Technical questions / method statements• Different methods of price evaluation
12.30	Lunch
13.20	The Tender Document and Marking Scheme <ul style="list-style-type: none">• Clear, transparent and proportionate marking schemes• Use of generic scoring matrix• Acceptable/ unacceptable examples• How to brief evaluators to score the tender responses
14.00	Moderation / Consensus Meetings <ul style="list-style-type: none">• Arriving at consensus for scores awarded• Averaging scores to reach consensus!• Preparing feedback for bidders• Too much information, or too little?• Conflicts of interest
15:00	Comfort Break
15:15	Dealing with Evaluation Problems <ul style="list-style-type: none">• Disgruntled bidders – complaints and challenges• Review and agreeing final record of moderation• Relevant case law
16.00	Discussion, questions & close

Booking Details

Please book your tickets here

[Training – In2 the bargain](#)

PA2023.org subscription member

Tickets: £99.00 + VAT

Free basic or non-member ticket

Price: £165.00 + VAT

PA2023 free discount codes apply

There is an additional booking fee if using Eventbrite

Interested in joining NetworkPA2023.org

Further details are available at:

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Tailored Events

This event can be tailored for your team. Please contact us for details.

This training is delivered online via TEAMS with a 9:30 am start and 4 pm close.

Attendance is by invitation only.

For further information, please email

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Membership Offer

Network PA2023.org - providing expert advice, guidance, support and fellowship in public procurement

Join our growing community today

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Contact:

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for details of benefits and pricing