

<b>Criterion ID</b>	
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	11.12.19
<b>Evaluation Rating Summary Word Picture</b>	<b>Exceptional</b> <small>s47E(d), s47C(1)</small> <b>Good</b> OR Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria) <b>Acceptable</b> <b>Poor</b> <b>Unsatisfactor</b> <b>Non-compilan</b>
<b>Evaluation Criterion Word Picture and Score Justification</b>	
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)
<b>Why a lower rating was not awarded...</b>	s47E(d), s47C(1)
<b>Evaluation Criterion Score</b>	s47E(d), s47C(1)
<b>Additional Comments</b> (if any)	

### Negotiation points

<b>Negotiating Points</b>	s47E(d), s47C(1)
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**Risk**

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<p><b>Likelihood:</b> Almost Certain <input type="checkbox"/> Unlikely <input type="checkbox"/></p> <p>Likely <input type="checkbox"/> Rare <input type="checkbox"/></p> <p>Possible <input type="checkbox"/></p> <p><b>Consequence:</b> Severe <input type="checkbox"/> Minor <input type="checkbox"/></p> <p>Major <input type="checkbox"/> Insignificant <input type="checkbox"/></p> <p>Moderate <input type="checkbox"/></p> <p><b>Risk Level:</b> Extreme <input type="checkbox"/> Minor <input type="checkbox"/></p> <p>High <input type="checkbox"/> Low <input type="checkbox"/></p> <p>Medium <input type="checkbox"/></p>

**Notes:**

1. If you need to capture more than one risk, please copy this page.

**Assessment Complete**

<b>Date</b>	
<b>Assessor Signature</b>	

**Moderation**

<b>Date</b>	
<b>Assessor</b>	<p>Agree to moderated finding <input type="checkbox"/></p> <p>Dissent to moderated finding <input type="checkbox"/></p>
<b>Signature</b>	

Weighted Criteria			
1.	<b>Organisational Capability</b>		70%
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.	<p><b>General</b></p> <p>(i) Organisational experience delivering expert business advisory and facilitation services; <small>s47E(d), s47C(1)</small></p> <p>(ii) ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services; <small>s47E(d), s47C(1)</small></p> <p>(iii) understanding of and ability to deliver expert business advisory and facilitation services (as relevant); <small>s47E(d), s47C(1)</small></p> <p>(iv) ability to deliver Programme services appropriate to the individual needs of businesses; <small>s47E(d), s47C(1)</small></p> <p>(v) ability to implement quality assurance systems and processes for consistent delivery of high quality services; <small>s47E(d), s47C(1)</small></p> <p>(vi) ability to deliver Programme services in a way that is flexible, adaptable and scalable; <small>s47E(d), s47C(1)</small></p> <p>(vii) ability to appropriately manage service delivery timeframes as specified by the Department; <small>s47E(d), s47C(1)</small></p> <p>(viii) ability to respond to significant increases or decreases in the level of services or changes to the</p>	

		<p>services resulting from changes to Commonwealth policy or the number of eligible businesses entering the Programme;</p> <p><small>s47E(d), s47C(1)</small></p> <p>(ix) ability to work with other Delivery Partners to form a state and/or national network;</p> <p><small>s47E(d), s47C(1)</small></p> <p>(x) ability to connect with and facilitate referrals of eligible businesses to other relevant Government programs including but not limited to Industry Growth Centres;</p> <p><small>s47E(d), s47C(1)</small></p> <p>(xi) have a service delivery model to comply with the delivery principle to ensure continuity of service to a business as outlined in <a href="#">item 2 of Schedule 1– Statement of Requirement</a>;</p> <p><small>s47E(d), s47C(1)</small></p> <p>(xii) ability to offer other ad hoc project services to further support the achievement of the Programme's objectives; and</p> <p><small>s47E(d), s47C(1)</small></p> <p>(xiii) ability to instil confidence for businesses entering the Programme, some of whom may be seeking expert business advisory assistance for the first time, including those from culturally and linguistically diverse, or Indigenous backgrounds.</p> <p><small>s47E(d), s47C(1)</small></p>	
		<p><b>Project Management</b></p> <p>(i) Ability to ensure quality assurance and performance management plans are in place and achievable;</p> <p><small>s47E(d), s47C(1)</small></p> <p>(ii) ability to manage workflow including effective resource allocation,</p>	



		<p>workload balancing and ensuring appropriate specialist skills are deployed in response to customer needs within required timeframes; s47E(d), s47C(1)</p> <p>(iii) ability to ensure ongoing professional development of tenderer's specified personnel; s47E(d), s47C(1)</p> <p>(iv) ability to manage resourcing (equipment and facilities including ICT); s47E(d), s47C(1)</p> <p>(v) ability to have adequate ICT security protocols in place to ensure customer information is stored securely and only accessed or used for the purpose of delivering Programme services; s47E(d), s47C(1)</p> <p>(vi) ability to manage any delays in providing the services; s47E(d), s47C(1)</p> <p>(vii) ability to comply with the Programme's administrative requirements; s47E(d), s47C(1)</p> <p>(viii) ability to transition in and transition out of the Programme; and s47E(d), s47C(1)</p> <p>(ix) ability to appropriately manage work health and safety issues. s47E(d), s47C(1)</p>	
		<p><b>Specified Personnel</b></p> <p>(i) Extent of specified personnel's first-hand business experience and knowledge of current issues affecting eligible businesses; s47E(d), s47C(1)</p> <p>(ii) suitability of specified personnel's</p>	

		<p>skills to fulfil the roles of Facilitators as outlined in <a href="#">Appendix B of Schedule 1 - Statement of Requirement</a>;</p> <p>s47E(d), s47C(1)</p> <p>(iii) tenderer's ability to replace specified personnel if positions become vacant during the course of the contract or additional specified personnel are required due to increased demand for Programme services;</p> <p>s47E(d), s47C(1)</p> <p>(iv) diversity of specified personnel.</p> <p><b>s47E(d), s47C(1)</b></p> <p>Note: If the tenderer does not currently have all specified personnel, please outline the methodology that will be applied to attract and appoint suitably skilled and qualified specified personnel.</p>	
2.	<b>Promotion and Marketing and Industry Knowledge</b>		<b>30%</b>
<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>		
<p>The overall ability of the tenderer to:</p> <ul style="list-style-type: none"> <li>promote the Programme to ensure adequate take up and demand for Programme services; and</li> <li>provide the Department with high-level market and business intelligence to support continuous improvement and delivery of services.</li> </ul>	<p><b>Promotion and Marketing ( overall 2)</b></p> <p>(i) Ability to promote Programme services to eligible businesses through marketing, communications and business development activities; and</p> <p>s47E(d), s47C(1)</p> <p>(ii) ability to promote Programme services to eligible businesses to ensure adequate demand for and take-up of Programme services is maintained.</p> <p>s47E(d), s47C(1)</p>		

		<p><b>Industry Knowledge</b></p> <p>(i) Industry knowledge, interaction and linkages with eligible businesses; s47E(d), s47C(1)</p> <p>(ii) connection with and understanding of what is occurring across the business landscape for SMEs, including start-ups; and s47E(d), s47C(1)</p> <p>(iii) ability to provide the Department with market and business intelligence relating to the Programme's eligible businesses, including any value-added services to support the Department's achievement of Programme objectives. s47E(d), s47C(1)</p>	
<b>Unweighted Criteria</b>			
3.	<b>Price</b>		<b>Not weighted</b>
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	Pricing proposed by the tenderer to deliver the Programme services and deliverables.	<p>(i) Pricing offered including all costs, fees, allowances and charges associated with the implementation and completion of obligations under the Draft Form Contract;</p> <p>(ii) pricing structure; and</p> <p>(iii) proposed payment schedules and life cycle costs.</p>	
4.	<b>Risk</b>		<b>Not weighted</b> s47E(d), s47C(1)
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	Any risks inherent in the tender.	<p>Any risks inherent in the tender which may include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• management of any actual, perceived or potential conflicts of</li> </ul>	

		<p>interest;</p> <ul style="list-style-type: none"> <li>• level of compliance with this RFT (including the Draft Form of Contract);</li> <li>• adequacy of the insurance proposed by the tenderer;</li> <li>• past performance of contractual obligations by the tenderer. For the purposes of this sub-criterion, tenderer also encompasses any related body corporate, proposed subcontractor or their related body corporate, or special purpose vehicle (in which any of these entities have been involved); and</li> <li>• the nature and health of the tenderer's or proposed subcontractors' previous contractual relationships with the Commonwealth and behaviour.</li> </ul>	
5.	<b>Corporate and Financial Viability</b>		<b>Not weighted</b>
		<ul style="list-style-type: none"> <li>(i) Proposed corporate structure and management structure, including senior management;</li> <li>(ii) tenderer's business size; locations and duration of operation;</li> <li>(iii) details of any litigation or any other relevant issues that may affect the tenderer's performance;</li> <li>(iv) financial reference checks;</li> <li>(v) the proposed corporate structure of the tenderer and proposed subcontractors, including for any related bodies corporate; and</li> <li>(vi) the financial and corporate viability of the tenderer and proposed subcontractors to fulfil the obligations set out in the Draft Form of Contract.</li> </ul>	<p>s47E(d), s47C(1)</p>
6.	<b>Commonwealth Policies</b>		<p>s47E(d), s47C(1)</p>

Key Criterion Column (a)	Sub-Criteria Column (b)	
<p>The tenderer's ability to sufficiently conform and provide the services in accordance with relevant Commonwealth Procurement Connected Policies.</p>	<p><b>Indigenous Procurement Policy</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to:</p> <ul style="list-style-type: none"> <li>(i) using Indigenous enterprises in its supply chain; and</li> <li>(ii) the employment of Indigenous Australians.</li> </ul>	
	<p><b>Requirement of Economic Benefit for Australia</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to providing benefits to the Australian economy including in the areas of employment, environmental sustainability and innovation.</p>	

## STAGE 2 TECHNICAL ASSESSMENT FORM

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	10 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <span style="color: red;">s47E(d), s47C(1)</span></p> <p>Good <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-compliant</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	<span style="color: red;">s47E(d), s47C(1)</span>

	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	s47E(d), s47C(1)
<b>Additional Comments</b> (if any)	

**Negotiation points**

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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## Risk

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<p><b>Likelihood:</b>    Almost Certain <input type="checkbox"/>                      Unlikely <input type="checkbox"/></p> <p>                         Likely <input type="checkbox"/>    Rare <input type="checkbox"/></p> <p>                         Possible <input type="checkbox"/></p> <p><b>Consequence:</b> Severe <input type="checkbox"/>                      Minor <input type="checkbox"/></p> <p>                         Major <input type="checkbox"/>    Insignificant <input type="checkbox"/></p> <p>                         Moderate <input type="checkbox"/></p> <p><b>Risk Level:</b>    Extreme <input type="checkbox"/>                      Minor <input type="checkbox"/></p> <p>                         High <input type="checkbox"/>    Low <input type="checkbox"/></p> <p>                         Medium <input type="checkbox"/></p>

### Notes:

1. If you need to capture more than one risk, please copy this page.

### Assessment Complete

<b>Date</b>	
<b>Assessor Signature</b>	

### Moderation

<b>Date</b>	
<b>Assessor</b>	<p><b>Agree to moderated finding</b> <input type="checkbox"/></p> <p><b>Dissent to moderated finding</b> <input type="checkbox"/></p>
<b>Signature</b>	

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	10 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <span style="color: red;">s47E(d)</span></p> <p>Good <span style="color: red;">s47C(1)</span> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-compliant</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	<span style="color: red;">s47E(d), s47C(1)</span>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	10 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	10 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/> <b>OR</b> s47E(d), s47C(1) [for unweighted criteria]</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Requirements addressed.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	10 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	10 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/> <b>OR</b> s47E(d), s47C(1) for unweighted criteria</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/>Yes/ <input type="checkbox"/>No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14.12.19
<b>Evaluation Rating Summary Word Picture</b>	s47E(d), s47C(1)
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)
<b>Why a lower rating was not awarded...</b>	s47E(d), s47C(1) 014524_027.doc 447-2234-1646, v. 1
<b>Evaluation Criterion Score</b>	s47E(d), s47C(1)

STAGE 2 TECHNICAL ASSESSMENT FORM

**Negotiation points**

<b>Negotiating Points</b>	s47E(d), s47C(1)
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**Risk**

<b>Evaluation Criterion Risk Identified</b>	s47E(d), s47C(1)																											
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]																											
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>Likelihood:</b></td> <td style="padding: 5px;">Almost Certain <input type="checkbox"/></td> <td style="padding: 5px;">Unlikely <input type="checkbox"/></td> </tr> <tr> <td></td> <td style="padding: 5px;">Likely <input type="checkbox"/></td> <td style="padding: 5px;">Rare <input type="checkbox"/></td> </tr> <tr> <td></td> <td style="padding: 5px;">Possible <input type="checkbox"/></td> <td></td> </tr> <tr> <td style="padding: 5px;"><b>Consequence:</b></td> <td style="padding: 5px;">Severe <input type="checkbox"/></td> <td style="padding: 5px;">Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td style="padding: 5px;">Major <input type="checkbox"/></td> <td style="padding: 5px;">Insignificant <input type="checkbox"/></td> </tr> <tr> <td></td> <td style="padding: 5px;">Moderate <input type="checkbox"/></td> <td></td> </tr> <tr> <td style="padding: 5px;"><b>Risk Level:</b></td> <td style="padding: 5px;">Extreme <input type="checkbox"/></td> <td style="padding: 5px;">Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td style="padding: 5px;">High <input type="checkbox"/></td> <td style="padding: 5px;">Low <input type="checkbox"/></td> </tr> <tr> <td></td> <td style="padding: 5px;">Medium <input type="checkbox"/></td> <td></td> </tr> </table>	<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>		Likely <input type="checkbox"/>	Rare <input type="checkbox"/>		Possible <input type="checkbox"/>		<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>		Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>		Moderate <input type="checkbox"/>		<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>		High <input type="checkbox"/>	Low <input type="checkbox"/>		Medium <input type="checkbox"/>	
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	High <input type="checkbox"/>	Low <input type="checkbox"/>																										
	Medium <input type="checkbox"/>																											

**Notes:**

1. If you need to capture more than one risk, please copy this page.

**Assessment Complete**

<b>Date</b>	
<b>Assessor Signature</b>	

**Moderation**



<b>Date</b>	
<b>Assessor</b>	<b>Agree to moderated finding</b> <input type="checkbox"/> <b>Dissent to moderated finding</b> <input type="checkbox"/>
<b>Signature</b>	

Weighted Criteria						
<b>1.</b>	<b>Organisational Capability</b>	<b>70%</b>				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Key Criterion Column (a)</th> <th style="text-align: center;">Sub-Criteria Column (b)</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.</p> </td> <td style="vertical-align: top;"> <p><b>General</b></p> <p>(i) Organisational experience delivering expert business advisory and facilitation services; <i>s47E(d), s47C(1)</i></p> <p>(ii) ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services; <i>s47E(d), s47C(1)</i></p> <p>(iii) understanding of and ability to deliver expert business advisory and facilitation services (as relevant); <i>s47E(d), s47C(1)</i></p> <p>(iv) ability to deliver Programme services appropriate to the individual needs of businesses; <i>s47E(d), s47C(1)</i></p> <p>(v) ability to implement quality assurance systems and processes for consistent delivery of high quality services; <i>s47E(d), s47C(1)</i></p> <p>(vi) ability to deliver Programme services in a way that is flexible, adaptable and scalable;</p> </td> </tr> </tbody> </table>	Key Criterion Column (a)	Sub-Criteria Column (b)	<p>The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.</p>	<p><b>General</b></p> <p>(i) Organisational experience delivering expert business advisory and facilitation services; <i>s47E(d), s47C(1)</i></p> <p>(ii) ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services; <i>s47E(d), s47C(1)</i></p> <p>(iii) understanding of and ability to deliver expert business advisory and facilitation services (as relevant); <i>s47E(d), s47C(1)</i></p> <p>(iv) ability to deliver Programme services appropriate to the individual needs of businesses; <i>s47E(d), s47C(1)</i></p> <p>(v) ability to implement quality assurance systems and processes for consistent delivery of high quality services; <i>s47E(d), s47C(1)</i></p> <p>(vi) ability to deliver Programme services in a way that is flexible, adaptable and scalable;</p>	
Key Criterion Column (a)	Sub-Criteria Column (b)					
<p>The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.</p>	<p><b>General</b></p> <p>(i) Organisational experience delivering expert business advisory and facilitation services; <i>s47E(d), s47C(1)</i></p> <p>(ii) ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services; <i>s47E(d), s47C(1)</i></p> <p>(iii) understanding of and ability to deliver expert business advisory and facilitation services (as relevant); <i>s47E(d), s47C(1)</i></p> <p>(iv) ability to deliver Programme services appropriate to the individual needs of businesses; <i>s47E(d), s47C(1)</i></p> <p>(v) ability to implement quality assurance systems and processes for consistent delivery of high quality services; <i>s47E(d), s47C(1)</i></p> <p>(vi) ability to deliver Programme services in a way that is flexible, adaptable and scalable;</p>					

		<p>s47E(d), s47C(1)</p> <p>(vii) ability to appropriately manage service delivery timeframes as specified by the Department;</p> <p>s47E(d), s47C(1)</p> <p>(viii) ability to respond to significant increases or decreases in the level of services or changes to the services resulting from changes to Commonwealth policy or the number of eligible businesses entering the Programme;</p> <p>s47E(d), s47C(1)</p> <p>(ix) ability to work with other Delivery Partners to form a state and/or national network;</p> <p>s47E(d), s47C(1)</p> <p>(x) ability to connect with and facilitate referrals of eligible businesses to other relevant Government programs including but not limited to Industry Growth Centres;</p> <p>s47E(d), s47C(1)</p> <p>(xi) have a service delivery model to comply with the delivery principle to ensure continuity of service to a business as outlined in <a href="#">item 2 of Schedule 1– Statement of Requirement</a>;</p> <p>s47E(d), s47C(1)</p> <p>(xii) ability to offer other ad hoc project services to further support the achievement of the Programme’s objectives; and</p> <p>s47E(d), s47C(1)</p> <p>(xiii) ability to instil confidence for businesses entering the Programme, some of whom may be seeking expert business advisory assistance for the first time, including those from culturally and linguistically diverse, or Indigenous backgrounds.</p>	
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		<p>s47E(d), s47C(1)</p> <p><b>Project Management</b></p> <p>(i) Ability to ensure quality assurance and performance management plans are in place and achievable; s47E(d), s47C(1)</p> <p>(ii) ability to manage workflow including effective resource allocation, workload balancing and ensuring appropriate specialist skills are deployed in response to customer needs within required timeframes; s47E(d), s47C(1)</p> <p>(iii) ability to ensure ongoing professional development of tenderer's specified personnel; s47E(d), s47C(1)</p> <p>(iv) ability to manage resourcing (equipment and facilities including ICT); s47E(d), s47C(1)</p> <p>(v) ability to have adequate ICT security protocols in place to ensure customer information is stored securely and only accessed or used for the purpose of delivering Programme services; s47E(d), s47C(1)</p> <p>(vi) ability to manage any delays in providing the services; s47E(d), s47C(1)</p> <p>(vii) ability to comply with the Programme's administrative requirements; s47E(d), s47C(1)</p> <p>(viii) ability to transition in and transition out of the Programme; and s47E(d), s47C(1)</p> <p>(ix) ability to appropriately manage work health and safety issues. s47E(d), s47C(1)</p>	
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		<p><b>Specified Personnel</b></p> <p>(i) Extent of specified personnel's first-hand business experience and knowledge of current issues affecting eligible businesses;  <small>s47E(d), s47C(1)</small></p> <p>(ii) suitability of specified personnel's skills to fulfil the roles of Facilitators as outlined in <a href="#">Appendix B of Schedule 1 - Statement of Requirement</a>;  <small>s47E(d), s47C(1)</small></p> <p>(iii) tenderer's ability to replace specified personnel if positions become vacant during the course of the contract or additional specified personnel are required due to increased demand for Programme services;  <small>s47E(d), s47C(1)</small></p> <p>(iv) diversity of specified personnel.  <b>s47E(d), s47C(1)</b></p> <p>Note: If the tenderer does not currently have all specified personnel, please outline the methodology that will be applied to attract and appoint suitably skilled and qualified specified personnel.</p>	
2.	<b>Promotion and Marketing and Industry Knowledge</b>		30%
<b>Key Criterion</b> <b>Column (a)</b>	<b>Sub-Criteria</b> <b>Column (b)</b>		
<p>The overall ability of the tenderer to:</p> <ul style="list-style-type: none"> <li>• promote the Programme to ensure adequate take up and demand for Programme services; and</li> <li>• provide the Department with high-level market and business intelligence to</li> </ul>	<p><b>Promotion and Marketing ( overall 2)</b></p> <p>(i) Ability to promote Programme services to eligible businesses through marketing, communications and business development activities; and  <small>s47E(d), s47C(1)</small></p> <p>(ii) ability to promote Programme</p>		

	<p>support continuous improvement and delivery of services.</p>	<p>services to eligible businesses to ensure adequate demand for and take-up of Programme services is maintained.</p> <p>s47E(d), s47C(1)</p>	
		<p><b>Industry Knowledge</b></p> <p>(i) Industry knowledge, interaction and linkages with eligible businesses;</p> <p>s47E(d), s47C(1)</p> <p>(ii) connection with and understanding of what is occurring across the business landscape for SMEs, including start-ups; and</p> <p>s47E(d), s47C(1)</p> <p>(iii) ability to provide the Department with market and business intelligence relating to the Programme’s eligible businesses, including any value-added services to support the Department’s achievement of Programme objectives.</p> <p>s47E(d), s47C(1)</p>	
<b>Unweighted Criteria</b>			
<p>3.</p>	<b>Price</b>		<b>Not weighted</b>
<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>		
<p>Pricing proposed by the tenderer to deliver the Programme services and deliverables.</p>	<p>(i) Pricing offered including all costs, fees, allowances and charges associated with the implementation and completion of obligations under the Draft Form Contract;</p> <p>(ii) pricing structure; and</p> <p>(iii) proposed payment schedules and life cycle costs.</p>		

4.	<b>Risk</b>		<b>Not weighted</b> s47E(d), s47C(1)
<b>Key Criterion</b> <b>Column (a)</b>	<b>Sub-Criteria</b> <b>Column (b)</b>		
Any risks inherent in the tender.	<p>Any risks inherent in the tender which may include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• management of any actual, perceived or potential conflicts of interest;</li> <li>• level of compliance with this RFT (including the Draft Form of Contract);</li> <li>• adequacy of the insurance proposed by the tenderer;</li> <li>• past performance of contractual obligations by the tenderer. For the purposes of this sub-criterion, tenderer also encompasses any related body corporate, proposed subcontractor or their related body corporate, or special purpose vehicle (in which any of these entities have been involved); and</li> <li>• the nature and health of the tenderer's or proposed subcontractors' previous contractual relationships with the Commonwealth and behaviour.</li> </ul>		
5.	<b>Corporate and Financial Viability</b>		<b>Not weighted</b>
		<ul style="list-style-type: none"> <li>(i) Proposed corporate structure and management structure, including senior management;</li> <li>(ii) tenderer's business size; locations and duration of operation;</li> <li>(iii) details of any litigation or any other relevant issues that may affect the tenderer's performance;</li> <li>(iv) financial reference checks;</li> <li>(v) the proposed corporate structure of the tenderer and proposed</li> </ul>	s47E(d), s47C(1)

		<p>subcontractors, including for any related bodies corporate; and</p> <p>(vi) the financial and corporate viability of the tenderer and proposed subcontractors to fulfil the obligations set out in the Draft Form of Contract.</p>	
6.	<b>Commonwealth Policies</b>		647E(D), 647C
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	The tenderer's ability to sufficiently conform and provide the services in accordance with relevant Commonwealth Procurement Connected Policies.	<p><b>Indigenous Procurement Policy</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to:</p> <p>(i) using Indigenous enterprises in its supply chain; and</p> <p>(ii) the employment of Indigenous Australians.</p>	
		<p><b>Requirement of Economic Benefit for Australia</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to providing benefits to the Australian economy including in the areas of employment, environmental sustainability and innovation.</p>	

## STAGE 2 TECHNICAL ASSESSMENT FORM



<b>Criterion ID</b>	i. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	13 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>s47E(d), s47C(1) <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Exceptional</p> <p>Good</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-compliant</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/>Yes/ <input type="checkbox"/>No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)

	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

**Negotiation points**

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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**Risk**

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]																											
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]																											
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<table> <tr> <td><b>Likelihood:</b></td> <td>Almost Certain <input type="checkbox"/></td> <td>Unlikely <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Likely <input type="checkbox"/></td> <td>Rare <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Possible <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Consequence:</b></td> <td>Severe <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Major <input type="checkbox"/></td> <td>Insignificant <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Moderate <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Risk Level:</b></td> <td>Extreme <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>High <input type="checkbox"/></td> <td>Low <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Medium <input type="checkbox"/></td> <td></td> </tr> </table>	<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>		Likely <input type="checkbox"/>	Rare <input type="checkbox"/>		Possible <input type="checkbox"/>		<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>		Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>		Moderate <input type="checkbox"/>		<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>		High <input type="checkbox"/>	Low <input type="checkbox"/>		Medium <input type="checkbox"/>	
<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>																										
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	Possible <input type="checkbox"/>																											
<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>																										
	Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>																										
	Moderate <input type="checkbox"/>																											
<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>																										
	High <input type="checkbox"/>	Low <input type="checkbox"/>																										
	Medium <input type="checkbox"/>																											

**Notes:**

1. If you need to capture more than one risk, please copy this page.

**Assessment Complete**

<b>Date</b>	
<b>Assessor Signature</b>	

**Moderation**

<b>Date</b>	
<b>Assessor</b>	<b>Agree to moderated finding</b> <input type="checkbox"/> <b>Dissent to moderated finding</b> <input type="checkbox"/>
<b>Signature</b>	

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	13 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional s47E(d)</p> <p>Good s47C(1) <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-compliant</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	
<b>Evaluation Rating Summary Word Picture</b>	<b>Exceptional</b> <input type="checkbox"/> <b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria) <b>Acceptable</b> <input type="checkbox"/> <b>Poor</b> <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Non-compliant</b> <input type="checkbox"/>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	13 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p> <b>Exceptional</b> <input type="checkbox"/>  <b>Good</b> <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)  <b>Acceptable</b> <input type="checkbox"/>  <b>Poor</b> <input type="checkbox"/>  <b>Unsatisfactory</b> <input type="checkbox"/>  <b>Non-compliant</b> <input type="checkbox"/> </p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	
<b>Evaluation Rating Summary Word Picture</b>	<b>Exceptional</b> <input type="checkbox"/> <b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria) <b>Acceptable</b> <input type="checkbox"/> <b>Poor</b> <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Non-compliant</b> <input type="checkbox"/>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [inser first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	



<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	13 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<b>Exceptional</b> <input type="checkbox"/> <b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria) <b>Acceptable</b> <input type="checkbox"/> <b>Poor</b> <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Non-compliant</b> <input type="checkbox"/>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [inset first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	



## STAGE 2 TECHNICAL ASSESSMENT FORM

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	6 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d), s47C(1)</p> <p><b>Good</b> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-complan</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/>Yes/ <input type="checkbox"/>No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)

	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

**Negotiation points**

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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**Risk**

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<p><b>Likelihood:</b>    Almost Certain <input type="checkbox"/>                      Unlikely <input type="checkbox"/></p> <p>                         Likely <input type="checkbox"/>    Rare <input type="checkbox"/></p> <p>                         Possible <input type="checkbox"/></p> <p><b>Consequence:</b> Severe <input type="checkbox"/>                      Minor <input type="checkbox"/></p> <p>                         Major <input type="checkbox"/>    Insignificant <input type="checkbox"/></p> <p>                         Moderate <input type="checkbox"/></p> <p><b>Risk Level:</b>    Extreme <input type="checkbox"/>                      Minor <input type="checkbox"/></p> <p>                         High <input type="checkbox"/>    Low <input type="checkbox"/></p> <p>                         Medium <input type="checkbox"/></p>

**Notes:**

1. If you need to capture more than one risk, please copy this page.

*Assessment Complete*

<b>Date</b>	
<b>Assessor Signature</b>	

*Moderation*

<b>Date</b>	
<b>Assessor</b>	<p><b>Agree to moderated finding</b> <input type="checkbox"/></p> <p><b>Dissent to moderated finding</b> <input type="checkbox"/></p>
<b>Signature</b>	

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	6 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d), s47C(1)</p> <p><b>Good</b> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	6 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<u>Not assessed as part of this stage.</u>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	



<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	6 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/> <b>OR</b> <span style="color: red;">s47E(d), s47C(1)</span> <span style="float: right;">(for unweighted criteria)</span></p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<span style="color: red;">s47E(d), s47C(1)</span>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	6 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No <input type="checkbox"/> [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	6 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/> <span style="margin-left: 100px;">s47E(d), s47C(1)</span></p> <p>Good <input type="checkbox"/> <b>OR</b> <span style="margin-left: 100px;">(for unweighted criteria)</span></p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No <input type="checkbox"/> [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	



<b>Criterion ID</b>	
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	7.12.19
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d), s47C(1)</p> <p><b>Good</b> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – (see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions)</b>	<p>s47E(d), s47C(1)</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	s47E(d), s47C(1)
<b>Additional Comments</b>	

### Negotiation points

<b>Negotiating Points</b>	s47E(d), s47C(1)
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### Risk

<b>Evaluation Criterion Risk Identified</b>	s47E(d), s47C(1)
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<p><b>Likelihood:</b>    Almost Certain   <input type="checkbox"/>                      Unlikely                      <input type="checkbox"/></p> <p>                                 Lively                      <input type="checkbox"/>                      Rare                      <input type="checkbox"/></p> <p>                                 Possible                      <input type="checkbox"/></p> <p><b>Consequence:</b> Severe                      <input type="checkbox"/>                      Minor                      <input type="checkbox"/></p> <p>                                 Major                      <input type="checkbox"/>                      Insignificant                      <input type="checkbox"/></p> <p>                                 Moderate                      <input type="checkbox"/></p> <p><b>Risk Level:</b>    Extreme                      <input type="checkbox"/>                      Minor                      <input type="checkbox"/></p> <p>                                 High                      <input type="checkbox"/>                      Low                      <input type="checkbox"/></p> <p>                                 Medium                      <input type="checkbox"/></p>

**Notes:**

- If you need to capture more than one risk, please copy this page.

**Assessment Complete**

<b>Date</b>	
<b>Assessor Signature</b>	

**Moderation**

<b>Date</b>	
<b>Assessor</b>	<b>Agree to moderated finding</b> <input type="checkbox"/> <b>Dissent to moderated finding</b> <input type="checkbox"/>
<b>Signature</b>	

<b>Weighted Criteria</b>						
<b>1.</b>	<b>Organisational Capability</b>	<b>70%</b>				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><b>Key Criterion Column (a)</b></th> <th style="text-align: center;"><b>Sub-Criteria Column (b)</b></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.</p> </td> <td style="vertical-align: top;"> <p><b>General</b></p> <p>(i) Organisational experience delivering expert business advisory and facilitation services; <i>s47E(d), s47C(1)</i></p> <p>(ii) ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services; <i>s47E(d), s47C(1)</i></p> <p>(iii) understanding of and ability to deliver expert business advisory and facilitation services (as relevant); <i>s47E(d), s47C(1)</i></p> <p>(iv) ability to deliver Programme services appropriate to the individual needs of businesses; <i>s47E(d), s47C(1)</i></p> <p style="text-align: center;">(Noting diversity and that there is a number of roles to fill)</p> <p>(v) ability to implement quality assurance systems and processes</p> </td> </tr> </tbody> </table>	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	<p>The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.</p>	<p><b>General</b></p> <p>(i) Organisational experience delivering expert business advisory and facilitation services; <i>s47E(d), s47C(1)</i></p> <p>(ii) ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services; <i>s47E(d), s47C(1)</i></p> <p>(iii) understanding of and ability to deliver expert business advisory and facilitation services (as relevant); <i>s47E(d), s47C(1)</i></p> <p>(iv) ability to deliver Programme services appropriate to the individual needs of businesses; <i>s47E(d), s47C(1)</i></p> <p style="text-align: center;">(Noting diversity and that there is a number of roles to fill)</p> <p>(v) ability to implement quality assurance systems and processes</p>	
<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>					
<p>The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.</p>	<p><b>General</b></p> <p>(i) Organisational experience delivering expert business advisory and facilitation services; <i>s47E(d), s47C(1)</i></p> <p>(ii) ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services; <i>s47E(d), s47C(1)</i></p> <p>(iii) understanding of and ability to deliver expert business advisory and facilitation services (as relevant); <i>s47E(d), s47C(1)</i></p> <p>(iv) ability to deliver Programme services appropriate to the individual needs of businesses; <i>s47E(d), s47C(1)</i></p> <p style="text-align: center;">(Noting diversity and that there is a number of roles to fill)</p> <p>(v) ability to implement quality assurance systems and processes</p>					

		<p>for consistent delivery of high quality services;</p> <p>s47E(d), s47C(1)</p> <p>(vi) ability to deliver Programme services in a way that is flexible, adaptable and scalable;</p> <p>s47E(d), s47C(1)</p> <p>(vii) ability to appropriately manage service delivery timeframes as specified by the Department;</p> <p>s47E(d), s47C(1)</p> <p>(viii) ability to respond to significant increases or decreases in the level of services or changes to the services resulting from changes to Commonwealth policy or the number of eligible businesses entering the Programme;</p> <p>s47E(d), s47C(1)</p> <p>(ix) ability to work with other Delivery Partners to form a state and/or national network;</p> <p>s47E(d), s47C(1)</p> <p>(x) ability to connect with and facilitate referrals of eligible businesses to other relevant Government programs including but not limited to Industry Growth Centres;</p> <p>s47E(d), s47C(1)</p> <p>(xi) have a service delivery model to comply with the delivery principle to ensure continuity of service to a business as outlined in <a href="#">item 2 of Schedule 1– Statement of Requirement</a>;</p> <p>s47E(d), s47C(1)</p> <p>(xii) ability to offer other ad hoc project services to further support the achievement of the Programme’s objectives; and</p> <p>s47E(d), s47C(1)</p> <p>(xiii) ability to instil confidence for</p>	
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		<p>businesses entering the Programme, some of whom may be seeking expert business advisory assistance for the first time, including those from culturally and linguistically diverse, or Indigenous backgrounds.</p> <p>s47E(d), s47C(1)</p>	
		<p><b>Project Management</b></p> <p>(i) Ability to ensure quality assurance and performance management plans are in place and achievable;</p> <p>s47E(d), s47C(1)</p> <p>(ii) ability to manage workflow including effective resource allocation, workload balancing and ensuring appropriate specialist skills are deployed in response to customer needs within required timeframes;</p> <p>s47E(d), s47C(1)</p> <p>(iii) ability to ensure ongoing professional development of tenderer's specified personnel;</p> <p>s47E(d), s47C(1)</p> <p>(iv) ability to manage resourcing (equipment and facilities including ICT);</p> <p>s47E(d), s47C(1)</p> <p>(v) ability to have adequate ICT security protocols in place to ensure customer information is stored securely and only accessed or used for the purpose of delivering Programme services;</p> <p>s47E(d), s47C(1)</p> <p>(vi) ability to manage any delays in providing the services;</p> <p>s47E(d), s47C(1)</p> <p>(vii) ability to comply with the Programme's administrative requirements;</p> <p>s47E(d), s47C(1)</p>	

	<p>(viii) ability to transition in and transition out of the Programme; and s47E(d), s47C(1)</p> <p>(ix) ability to appropriately manage work health and safety issues. s47E(d), s47C(1)</p>		
		<p><b>Specified Personnel</b></p> <p>(i) Extent of specified personnel's first-hand business experience and knowledge of current issues affecting eligible businesses; s47E(d), s47C(1)</p> <p>(ii) suitability of specified personnel's skills to fulfil the roles of Facilitators as outlined in <a href="#">Appendix B of Schedule 1 - Statement of Requirement</a>; s47E(d), s47C(1)</p> <p>(iii) tenderer's ability to replace specified personnel if positions become vacant during the course of the contract or additional specified personnel are required due to increased demand for Programme services; s47E(d), s47C(1)</p> <p>(iv) diversity of specified personnel. s47E(d), s47C(1)</p> <p>Note: If the tenderer does not currently have all specified personnel, please outline the methodology that will be applied to attract and appoint suitably skilled and qualified specified personnel.</p>	
2.	<b>Promotion and Marketing and Industry Knowledge</b>		30%
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	

	<p>The overall ability of the tenderer to:</p> <ul style="list-style-type: none"> <li>• promote the Programme to ensure adequate take up and demand for Programme services; and</li> <li>• provide the Department with high-level market and business intelligence to support continuous improvement and delivery of services.</li> </ul>	<p><b>Promotion and Marketing ( overall 2)</b></p> <p>(i) Ability to promote Programme services to eligible businesses through marketing, communications and business development activities; and  <small>s47E(d), s47C(1)</small></p> <p>(ii) ability to promote Programme services to eligible businesses to ensure adequate demand for and take-up of Programme services is maintained.  <small>s47E(d), s47C(1)</small></p>	
<b>Industry Knowledge</b>			
<b>Unweighted Criteria</b>			
<b>3.</b>	<b>Price</b>		<b>Not weighted</b>
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	Pricing proposed by the tenderer to deliver the Programme services and deliverables.	(i) Pricing offered including all costs, fees, allowances and charges associated with the implementation and completion of obligations under	

		<p>the Draft Form Contract;</p> <p>(ii) pricing structure; and</p> <p>(iii) proposed payment schedules and life cycle costs.</p>	
4.	<b>Risk</b>		Not weighted ?
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	Any risks inherent in the tender.	<p>Any risks inherent in the tender which may include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• management of any actual, perceived or potential conflicts of interest;</li> <li>• level of compliance with this RFT (including the Draft Form of Contract);</li> <li>• adequacy of the insurance proposed by the tenderer;</li> <li>• past performance of contractual obligations by the tenderer. For the purposes of this sub-criterion, tenderer also encompasses any related body corporate, proposed subcontractor or their related body corporate, or special purpose vehicle (in which any of these entities have been involved); and</li> <li>• the nature and health of the tenderer's or proposed subcontractors' previous contractual relationships with the Commonwealth and behaviour.</li> </ul>	
5.	<b>Corporate and Financial Viability</b>		Not weighted
		<p>(i) Proposed corporate structure and management structure, including senior management;</p> <p>(ii) tenderer's business size; locations and duration of operation;</p> <p>(iii) details of any litigation or any other</p>	s47E(d), s47C(1)

		<p>relevant issues that may affect the tenderer's performance;</p> <p>(iv) financial reference checks;</p> <p>(v) the proposed corporate structure of the tenderer and proposed subcontractors, including for any related bodies corporate; and</p> <p>(vi) the financial and corporate viability of the tenderer and proposed subcontractors to fulfil the obligations set out in the Draft Form of Contract.</p>	
6.	<b>Commonwealth Policies</b>		s47E(d), s47C(1)
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	The tenderer's ability to sufficiently conform and provide the services in accordance with relevant Commonwealth Procurement Connected Policies.	<p><b>Indigenous Procurement Policy</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to:</p> <p>(i) using Indigenous enterprises in its supply chain; and</p> <p>(ii) the employment of Indigenous Australians.</p> <p><b>Requirement of Economic Benefit for Australia</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to providing benefits to the Australian economy including in the areas of employment, environmental sustainability and innovation.</p>	

## STAGE 2 TECHNICAL ASSESSMENT FORM

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii) up
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d), s47C(1)</p> <p><b>Good</b> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)

	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

**Negotiation points**

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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## Risk

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<p><b>Likelihood:</b>    Almost Certain <input type="checkbox"/>                      Unlikely <input type="checkbox"/></p> <p>                             Likely <input type="checkbox"/>                                      Rare <input type="checkbox"/></p> <p>                             Possible <input type="checkbox"/></p> <p><b>Consequence:</b> Severe <input type="checkbox"/>                      Minor <input type="checkbox"/></p> <p>                             Major <input type="checkbox"/>                                      Insignificant <input type="checkbox"/></p> <p>                             Moderate <input type="checkbox"/></p> <p><b>Risk Level:</b>    Extreme <input type="checkbox"/>                      Minor <input type="checkbox"/></p> <p>                             High <input type="checkbox"/>                                      Low <input type="checkbox"/></p> <p>                             Medium <input type="checkbox"/></p>

### Notes:

- If you need to capture more than one risk, please copy this page.

### Assessment Complete

<b>Date</b>	
<b>Assessor Signature</b>	

### Moderation

<b>Date</b>	
<b>Assessor</b>	<p><b>Agree to moderated finding</b> <input type="checkbox"/></p> <p><b>Dissent to moderated finding</b> <input type="checkbox"/></p>
<b>Signature</b>	

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d), s47C(1)</p> <p><b>Good</b> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)
<b>Why a lower rating was not awarded...</b>	s47E(d), s47C(1)
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0

<b>Additional Comments</b> (if any)	
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<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

## STAGE 2 TECHNICAL ASSESSMENT FORM

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <span style="color: red;">s47E(d)</span></p> <p>Good <span style="color: red;">s47C(1)</span> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-compliant</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/>Yes/ <input type="checkbox"/>No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	<span style="color: red;">s47E(d), s47C(1)</span>



	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

### Negotiation points

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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### Risk

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]																																																						
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]																																																						
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Likelihood:</b></td> <td style="width: 20%;">Almost Certain</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 20%;"></td> <td style="width: 20%;">Unlikely</td> <td style="width: 15%; text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Likely</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td>Rare</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Possible</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Consequence:</b></td> <td>Severe</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td>Minor</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Major</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td>Insignificant</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Moderate</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Risk Level:</b></td> <td>Extreme</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td>Minor</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td>High</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td>Low</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Medium</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> <td></td> </tr> </table>	<b>Likelihood:</b>	Almost Certain	<input type="checkbox"/>		Unlikely	<input type="checkbox"/>		Likely	<input type="checkbox"/>		Rare	<input type="checkbox"/>		Possible	<input type="checkbox"/>				<b>Consequence:</b>	Severe	<input type="checkbox"/>		Minor	<input type="checkbox"/>		Major	<input type="checkbox"/>		Insignificant	<input type="checkbox"/>		Moderate	<input type="checkbox"/>				<b>Risk Level:</b>	Extreme	<input type="checkbox"/>		Minor	<input type="checkbox"/>		High	<input type="checkbox"/>		Low	<input type="checkbox"/>		Medium	<input type="checkbox"/>			
<b>Likelihood:</b>	Almost Certain	<input type="checkbox"/>		Unlikely	<input type="checkbox"/>																																																		
	Likely	<input type="checkbox"/>		Rare	<input type="checkbox"/>																																																		
	Possible	<input type="checkbox"/>																																																					
<b>Consequence:</b>	Severe	<input type="checkbox"/>		Minor	<input type="checkbox"/>																																																		
	Major	<input type="checkbox"/>		Insignificant	<input type="checkbox"/>																																																		
	Moderate	<input type="checkbox"/>																																																					
<b>Risk Level:</b>	Extreme	<input type="checkbox"/>		Minor	<input type="checkbox"/>																																																		
	High	<input type="checkbox"/>		Low	<input type="checkbox"/>																																																		
	Medium	<input type="checkbox"/>																																																					

**Notes:**

1. If you need to capture more than one risk, please copy this page.

### Assessment Complete

<b>Date</b>	
<b>Assessor Signature</b>	

**Moderation**

<b>Date</b>	
<b>Assessor</b>	Agree to moderated finding <input type="checkbox"/> Dissent to moderated finding <input type="checkbox"/>
<b>Signature</b>	

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <span style="color: red;">s47E(d), s47C(1)</span> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Good</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-compliant</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	<span style="color: red;">s47E(d), s47C(1)</span>
<b>Why a higher rating was not awarded...</b>	<span style="color: red;">s47E(d), s47C(1)</span>
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/> <b>OR</b> s47E(d), s47C(1) or unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/> <b>OR</b> s47E(d), s47C(1) or unweighted criteria</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	



## STAGE 2 TECHNICAL ASSESSMENT FORM

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d), s47C(1)</p> <p><b>Good</b> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)

	s47E(d), s47C(1)
Why a higher rating was not awarded...	
Why a lower rating was not awarded...	
Evaluation Criterion Score	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
Additional Comments (if any)	

### Negotiation points

Negotiating Points	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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**Risk**

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<p><b>Likelihood:</b>    Almost Certain   <input type="checkbox"/>                      Unlikely                      <input type="checkbox"/></p> <p>   Llikely                      <input type="checkbox"/>                      Rare                      <input type="checkbox"/></p> <p>   Possible                      <input type="checkbox"/></p> <p><b>Consequence:</b> Severe                      <input type="checkbox"/>                      Minor                      <input type="checkbox"/></p> <p>   Major                      <input type="checkbox"/>                      Insignificant                      <input type="checkbox"/></p> <p>   Moderate                      <input type="checkbox"/></p> <p><b>Risk Level:</b>    Extreme                      <input type="checkbox"/>                      Minor                      <input type="checkbox"/></p> <p>   High                      <input type="checkbox"/>                      Low                      <input type="checkbox"/></p> <p>   Medium                      <input type="checkbox"/></p>

**Notes:**

1. If you need to capture more than one risk, please copy this page.

*Assessment Complete*

<b>Date</b>	
<b>Assessor Signature</b>	

*Moderation*

<b>Date</b>	
<b>Assessor</b>	<p><b>Agree to moderated finding</b>   <input type="checkbox"/></p> <p><b>Dissent to moderated finding</b>   <input type="checkbox"/></p>
<b>Signature</b>	

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d), s47C(1)</p> <p><b>Good</b> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)
<b>Why a lower rating was not awarded...</b>	s47E(d), s47C(1)
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0

<b>Additional Comments</b> (if any)	
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<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<b>Exceptional</b> <input type="checkbox"/> <b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria) <b>Acceptable</b> <input type="checkbox"/> <b>Poor</b> <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Non-compliant</b> <input type="checkbox"/>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	



<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	14/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

## STAGE 2 TECHNICAL ASSESSMENT FORM

<b>Criterion ID</b>	2. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d),  <b>Good</b> s47C(1) <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)  <b>Acceptable</b>  <b>Poor</b>  <b>Unsatisfactory</b>  <b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)

	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

### Negotiation points

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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### Risk

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]																											
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]																											
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 150px;"><b>Likelihood:</b></td> <td>Almost Certain <input type="checkbox"/></td> <td>Unlikely <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Likely <input type="checkbox"/></td> <td>Rare <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Possible <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Consequence:</b></td> <td>Severe <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Major <input type="checkbox"/></td> <td>Insignificant <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Moderate <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Risk Level:</b></td> <td>Extreme <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>High <input type="checkbox"/></td> <td>Low <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Medium <input type="checkbox"/></td> <td></td> </tr> </table>	<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>		Likely <input type="checkbox"/>	Rare <input type="checkbox"/>		Possible <input type="checkbox"/>		<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>		Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>		Moderate <input type="checkbox"/>		<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>		High <input type="checkbox"/>	Low <input type="checkbox"/>		Medium <input type="checkbox"/>	
<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>																										
	Likely <input type="checkbox"/>	Rare <input type="checkbox"/>																										
	Possible <input type="checkbox"/>																											
<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>																										
	Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>																										
	Moderate <input type="checkbox"/>																											
<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>																										
	High <input type="checkbox"/>	Low <input type="checkbox"/>																										
	Medium <input type="checkbox"/>																											

**Notes:**

7. If you need to capture more than one risk, please copy this page.

### Assessment Complete

<b>Date</b>	
<b>Assessor Signature</b>	

### Moderation

<b>Date</b>	
<b>Assessor</b>	<b>Agree to moderated finding</b> <input type="checkbox"/> <b>Dissent to moderated finding</b> <input type="checkbox"/>
<b>Signature</b>	

<b>Criterion ID</b>	8. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d), s47C(1)</p> <p><b>Good</b> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	9. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	



<b>Criterion ID</b>	10. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<b>Exceptional</b> <input type="checkbox"/> <b>OR</b> s47E(d), s47C(1) <b>Good</b> <input type="checkbox"/> (for unweighted criteria) <b>Acceptable</b> <input type="checkbox"/> <b>Poor</b> <input type="checkbox"/> <b>Unsatisfactory</b> <input type="checkbox"/> <b>Non-compliant</b> <input type="checkbox"/>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	11. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	12. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> s47E(d), s47C(1) (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	On-Market Book Builds Pty Ltd
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	12 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input checked="" type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/>Yes/ <input type="checkbox"/>No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	<p>General</p> <ol style="list-style-type: none"> <li>i. Have organisational experience delivering commercialisation advice.</li> <li>ii. Identifies and shows ability to engage a minimum of 5 specified personnel of suitable skills and quality. At p30 indicates a clear strategy for recruitment, renewal and diversity.</li> <li>iii. Tender shows an understanding of commercialisation, shows ability to deliver as currently delivering advisory services.</li> <li>iv. Ability is evident.</li> <li>v. Discursive addressing of QA and performance management, but establishes ability adequately.</li> <li>vi. Adaptability, flexibility, not very clearly addressed. Scalability addressed under responsiveness to demand etc., adequately described.</li> <li>vii. Ability adequately described.</li> <li>viii. Ability adequately described.</li> <li>ix. Good mindset shown on collaboration.</li> <li>x. Sketchy, referrals to programs not clearly addressed, describes commercial referrals.</li> <li>xi. Service model appears well considered.</li> <li>xii. Does not specify ad hoc offers, but articulates strong ability in commercialisation.</li> </ol>

	<p>xiii. Credibility of existing business supports ability to instil confidence.</p> <p><b>Project Management</b></p> <ul style="list-style-type: none"> <li>i. Detailed plans provided, supports good ability.</li> <li>ii. Good ability indicated to manage workflows.</li> <li>iii. Good evidence of professional development ability.</li> <li>iv. Basic description of resources management, but appears adequate.</li> <li>v. Detailed info on ICT security management ability.</li> <li>vi. Sketchy coverage of managing delays.</li> <li>vii. Adequate ability to comply with admin requirements.</li> <li>viii. Detailed transition-in and transition out plans.</li> <li>ix. Good ability to manage WHS indicated.</li> </ul> <p><b>Specified Personnel</b></p> <ul style="list-style-type: none"> <li>i. Strong experience and knowledge, particularly in commercialisation.</li> <li>ii. Strong skills, particularly in commercialisation.</li> <li>iii. Well-articulated recruitment, renewal and diversity strategy.</li> <li>iv. 2 women of 8 specified. However, diversity strategy for recruitment.</li> </ul>
<b>Why a higher rating was not awarded...</b>	Some criteria light on detail, e.g. referrals. Doesn't show understanding of Growth.
<b>Why a lower rating was not awarded...</b>	Strong in many areas.
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

### Negotiation points

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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### Risk

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]																											
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]																											
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Likelihood:</b></td> <td style="width: 35%;">Almost Certain <input type="checkbox"/></td> <td style="width: 35%;">Unlikely <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Likely <input type="checkbox"/></td> <td>Rare <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Possible <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Consequence:</b></td> <td>Severe <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Major <input type="checkbox"/></td> <td>Insignificant <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Moderate <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Risk Level:</b></td> <td>Extreme <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>High <input type="checkbox"/></td> <td>Low <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Medium <input type="checkbox"/></td> <td></td> </tr> </table>	<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>		Likely <input type="checkbox"/>	Rare <input type="checkbox"/>		Possible <input type="checkbox"/>		<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>		Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>		Moderate <input type="checkbox"/>		<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>		High <input type="checkbox"/>	Low <input type="checkbox"/>		Medium <input type="checkbox"/>	
<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>																										
	Likely <input type="checkbox"/>	Rare <input type="checkbox"/>																										
	Possible <input type="checkbox"/>																											
<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>																										
	Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>																										
	Moderate <input type="checkbox"/>																											
<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>																										
	High <input type="checkbox"/>	Low <input type="checkbox"/>																										
	Medium <input type="checkbox"/>																											

**Notes:**

1. If you need to capture more than one risk, please copy this page.

**Assessment Complete**

<b>Date</b>	
<b>Assessor Signature</b>	

**Moderation**

<b>Date</b>	
<b>Assessor</b>	<b>Agree to moderated finding</b> <input type="checkbox"/> <b>Dissent to moderated finding</b> <input type="checkbox"/>
<b>Signature</b>	

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	On-Market Book Builds Pty Ltd
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	12 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input checked="" type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<p>Promotion and Marketing</p> <p>i. Well connected channels to commercialisation environment – channels with currency/future thinking.</p> <p>ii. Well connected channels to commercialisation environment – channels with currency/future thinking.</p> <p>Industry Knowledge</p> <p>i. Light on description for intelligence offerings, but suggests their place in the commercialisation ecosystem gives them the ability.</p>
<b>Why a higher rating was not awarded...</b>	Lacks detail about intelligence capabilities.
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	



<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	On-Market Book Builds Pty Ltd
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	12 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<u>Not assessed as part of this stage.</u>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	On-Market Book Builds Pty Ltd
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	12 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Criteria addressed.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	On-Market Book Builds Pty Ltd
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	12 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	On-Market Book Builds Pty Ltd
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	12 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<p>Indigenous Procurement</p> <p>i. States fully support, and have strategy to increase diversity, but little detail re indigenous strategies.</p> <p>ii. States fully support, and have strategy to increase diversity, but little detail re indigenous strategies.</p> <p>Economic benefit for Australia</p> <p>Show sustainability, innovation and economic benefit credentials.</p>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>																											
<b>Tenderer Name</b>	On-Market Book Builds Pty Ltd																										
<b>Assessor Name</b>	s22(1)(a)(ii)																										
<b>Date or period of Criterion Assessment</b>	14.12.19																										
<b>Evaluation Rating Summary Word Picture</b>	<b>AC : Good</b> <input checked="" type="checkbox"/> <b>Growth : Poor</b> <input checked="" type="checkbox"/>																										
<b>Evaluation Criterion Word Picture and Score Justification</b>	<p>Commercialisation &amp; Growth Australia wide. Have noted flexibility to upscale or downscale. Syd office and accommodate 20 FTE. 4 Senior (State Heads) who manage workflow/QA/performance would manage 4 Facilitators in each region. One the 4 State Heads would be appointed National Head and report to the CEO and also be the departmental contact. An additional person will manage administration support. On signing of the Contract, we will have 20 Facilitators to be available for training from March and (full-time) from 1 July 2020, resourced as follows:</p> <p>We have 6 FTE executives that have meet or exceed the expertise and experience requirements described in the Request for Tender. These FTE can be deployed on 'as-needs basis' for training from March 2020 in the workflow management tools and quality assurance requirements of the Program.</p> <p>We will employ 9 senior facilitators from the 20 existing Accelerating Commercialisation facilitators. 50% of those will be offered to stay on permanently as leadership positions, 50% will be recruited to transition-out to make way for a more age-diverse and gender balanced AC program delivery; and</p> <p>We will employ 5 new mid-level facilitators from our industry networks (also to be available for training from March).</p> <p><b>Additional recruitment if awarded tender (by location) (prior to 1 July 2020)</b></p> <table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Tender outcome:</th> </tr> <tr> <th>Accelerating Commercialisation</th> <th>Growth - NSW</th> </tr> </thead> <tbody> <tr> <td>Current FTE Executives (NSW)*</td> <td>6</td> <td>6</td> </tr> <tr> <td>ACT/NT/QLD</td> <td>1</td> <td>14</td> </tr> <tr> <td>SA/NT</td> <td>5</td> <td></td> </tr> <tr> <td>SAME</td> <td>3</td> <td></td> </tr> <tr> <td>UTM</td> <td>3</td> <td></td> </tr> <tr> <td>WA</td> <td>2</td> <td></td> </tr> <tr> <td><b>FTE</b></td> <td><b>20</b></td> <td><b>20</b></td> </tr> </tbody> </table> <p><small>* Current FTE Executives are current FTE executives meeting the skills, experience requirements described in the Request for Tender, includes support staff and "Innovation Facing" (not SME facing) executives and technology team.</small></p> <p><b>Recruitment:</b> OnMarket have noted a lack of diversity of current AC facilitators and put forward an approach to change this to reach a gender balance and diversity of age. They also intend to recruit for full time employees to fulfil these roles and utilise their extensive network through their platform, LinkedIn and Advisory companies they work with the attract candidates for Facilitation roles.</p> <p><b>Comments:</b> OnMarket have a large reach and provided information about their involvement and understanding of the innovation ecosystem with a long list of events provided. Their submission positions them as an adaptive organisation that presents innovative and fresh thinking. They have highlighted their novel world first adaption for a capital raising facility, launched Oct 2013. Overall, OnMarket have strong commercialisation expertise and a unique value proposition suggesting that:</p> <p>"One of the merit criteria of the Accelerating Commercialisation programme is that the customer raises matching funding equal to the grant amount. Infrastructure that assists customers to satisfy Programme Criteria does not conflict with the role of Delivery Partner. It enhances it. OnMarket's novel approach will enable the Department to leverage our existing experienced executive team, infrastructure and reach to 49,000 investors. It can improve customer outcomes while enhancing the promotion and marketing of the Program. This provides the Department with significant value-for-money.</p> <p>Their submission provides a range of information and general examples or inferences of their capacity and capacity to deliver EP's services. There was limited specific examples of who and how and what impact the advice from OnMarket has had for businesses. Case studies, references and specific examples would have added evidence and strength to their submission. For example how has an interest in engaging with Indigenous people delivered Indigenous businesses results? (Reference page 21). The experience of the current team of Senior Managers is extensive and highlight applicable for commercialisation. OnMarket offer expertise and experience that could provide very complementary services to the programme for Accelerating Commercialisation. The pitch for Growth services was much weaker with no outline for where and how facilitators would service eligible customers.</p> <p><b>Project management:</b> Workflow systems utilised and regularly reporting and tracking called a Quality Compliance Monitoring &amp; Supervision (ICMS) Report.</p> <p><b>Quality Assurance ( policy attached):</b> The policy has been focused on the strategic principles of the operating model being client centred, business intelligence, targeted ad tailored, simple, outcomes focused and informed and collaborative. Peer review processes are not outlined.</p> <p><b>Promotion and Marketing:</b> OnMarket have a very wide reach and mechanisms in place to promote programme services through digital platforms and traditional media. They have tested a wide range of media and can provide insights into what is effective for marketing the Programme. Overall, their ability to promote Programme services is sound and offers extensive reach. Propose to have a separate website section for EP.</p> <p><b>BI:</b> OnMarket have outlined very generally what insights they can provide, but could have strengthen this with analysis and to demonstrate their capacity within this criterion. They have however, provided analysis of a current AC portfolio across to underpin their proposed footprint for AC Advisers.</p> <p>Transition in/out plans were attached and were robust. Including a schedule and outlined their approach for recruitment, expected turnover, training etc.</p> <p><b>ICT/Security:</b> Practices appear sound with a focus on security and a clear disaster recovery plan. <b>It is not clear where information is hosted and whether they meet Government security requirements with on-shore data storage.</b></p> <p><b>Insurance - a reduction is proposed to 5 million total or 2.5million claim limit.</b></p>		Tender outcome:		Accelerating Commercialisation	Growth - NSW	Current FTE Executives (NSW)*	6	6	ACT/NT/QLD	1	14	SA/NT	5		SAME	3		UTM	3		WA	2		<b>FTE</b>	<b>20</b>	<b>20</b>
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<b>FTE</b>	<b>20</b>	<b>20</b>																									
<b>Why a higher rating was not awarded...</b>	Overall, OnMarket's response outlining their capability and capacity to deliver EP services was good for Commercialisation. Business and industry intelligence is an area they could have provided more analysis to strengthen their claims. The pitch for Growth services was much weaker with no outline for where and how facilitators would service eligible customers.																										
<b>Why a lower rating was not awarded...</b>	All criterion were met.																										

## Negotiation points

<b>Negotiating Points</b>	Peer review Contract terms Insurance requirements Recruitment plan for transition in of cohorts
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## Risk

<b>Evaluation Criterion Risk Identified</b>	<b>Shortlist questions /Review:</b> <b>Risks</b> <b>Credibility</b>																											
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]																											
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<table> <tr> <td><b>Likelihood:</b></td> <td>Almost Certain <input type="checkbox"/></td> <td>Unlikely <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Likely <input type="checkbox"/></td> <td>Rare <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Possible <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Consequence:</b></td> <td>Severe <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Major <input type="checkbox"/></td> <td>Insignificant <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Moderate <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Risk Level:</b></td> <td>Extreme <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>High <input type="checkbox"/></td> <td>Low <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Medium <input type="checkbox"/></td> <td></td> </tr> </table>	<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>		Likely <input type="checkbox"/>	Rare <input type="checkbox"/>		Possible <input type="checkbox"/>		<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>		Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>		Moderate <input type="checkbox"/>		<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>		High <input type="checkbox"/>	Low <input type="checkbox"/>		Medium <input type="checkbox"/>	
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	Medium <input type="checkbox"/>																											

### Notes:

7. If you need to capture more than one risk, please copy this page.

### Assessment Complete

<b>Date</b>	
<b>Assessor Signature</b>	

**Moderation**

<b>Date</b>	
<b>Assessor</b>	<b>Agree to moderated finding</b> <input type="checkbox"/>  <b>Dissent to moderated finding</b> <input type="checkbox"/>
<b>Signature</b>	

<b>Weighted Criteria</b>						
<b>1.</b>	<b>Organisational Capability</b>	<b>70%</b>				
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;"><b>Key Criterion Column (a)</b></th> <th style="text-align: center;"><b>Sub-Criteria Column (b)</b></th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;"> <p>The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.</p> </td> <td style="vertical-align: top;"> <p><b>General</b></p> <p>(i) Organisational experience delivering expert business advisory and facilitation services; 3</p> <p>(ii) ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services; 5</p> <p>(iii) understanding of and ability to deliver expert business advisory and facilitation services (as relevant); 4</p> <p>(iv) ability to deliver Programme services appropriate to the individual needs of businesses; 3</p> <p>(v) ability to implement quality assurance systems and processes for consistent delivery of high quality services; 4</p> <p>(vi) ability to deliver Programme services in a way that is flexible, adaptable and scalable;</p> </td> </tr> </tbody> </table>	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	<p>The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.</p>	<p><b>General</b></p> <p>(i) Organisational experience delivering expert business advisory and facilitation services; 3</p> <p>(ii) ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services; 5</p> <p>(iii) understanding of and ability to deliver expert business advisory and facilitation services (as relevant); 4</p> <p>(iv) ability to deliver Programme services appropriate to the individual needs of businesses; 3</p> <p>(v) ability to implement quality assurance systems and processes for consistent delivery of high quality services; 4</p> <p>(vi) ability to deliver Programme services in a way that is flexible, adaptable and scalable;</p>	
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		4	
		(vii) ability to appropriately manage service delivery timeframes as specified by the Department;	
		4	
		(viii) ability to respond to significant increases or decreases in the level of services or changes to the services resulting from changes to Commonwealth policy or the number of eligible businesses entering the Programme;	
		4	
		(ix) ability to work with other Delivery Partners to form a state and/or national network;	
		4	
		(x) ability to connect with and facilitate referrals of eligible businesses to other relevant Government programs including but not limited to Industry Growth Centres;	
		4	
		(xi) have a service delivery model to comply with the delivery principle to ensure continuity of service to a business as outlined in <a href="#">item 2 of Schedule 1– Statement of Requirement</a> ;	
		5	
		(xii) ability to offer other ad hoc project services to further support the achievement of the Programme’s objectives; and	
		2	
		(xiii) ability to instil confidence for businesses entering the Programme, some of whom may be seeking expert business advisory assistance for the first time, including those from culturally and linguistically diverse, or Indigenous backgrounds.	



		<p style="text-align: center;">3</p> <p><b>Project Management</b></p> <p>(i) Ability to ensure quality assurance and performance management plans are in place and achievable; 4</p> <p>(ii) ability to manage workflow including effective resource allocation, workload balancing and ensuring appropriate specialist skills are deployed in response to customer needs within required timeframes; 4</p> <p>(iii) ability to ensure ongoing professional development of tenderer's specified personnel; 4</p> <p>(iv) ability to manage resourcing (equipment and facilities including ICT); 4</p> <p>(v) ability to have adequate ICT security protocols in place to ensure customer information is stored securely and only accessed or used for the purpose of delivering Programme services; 4</p> <p>(vi) ability to manage any delays in providing the services; 4</p> <p>(vii) ability to comply with the Programme's administrative requirements; 4</p> <p>(viii) ability to transition in and transition out of the Programme; and 4</p> <p>(ix) ability to appropriately manage work health and safety issues.</p>	
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		4	
		<p><b>Specified Personnel</b></p> <p>(i) Extent of specified personnel’s first-hand business experience and knowledge of current issues affecting eligible businesses; 4</p> <p>(ii) suitability of specified personnel’s skills to fulfil the roles of Facilitators as outlined in <a href="#">Appendix B of Schedule 1 - Statement of Requirement</a>; 4</p> <p>(iii) tenderer’s ability to replace specified personnel if positions become vacant during the course of the contract or additional specified personnel are required due to increased demand for Programme services; 4</p> <p>(iv) diversity of specified personnel. 5</p> <p>Note: If the tenderer does not currently have all specified personnel, please outline the methodology that will be applied to attract and appoint suitably skilled and qualified specified personnel.</p>	
2.	<b>Promotion and Marketing and Industry Knowledge</b>		30%
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	

	<p>The overall ability of the tenderer to:</p> <ul style="list-style-type: none"> <li>• promote the Programme to ensure adequate take up and demand for Programme services; and</li> <li>• provide the Department with high-level market and business intelligence to support continuous improvement and delivery of services.</li> </ul>	<p><b>Promotion and Marketing ( overall 2)</b></p> <p>(i) Ability to promote Programme services to eligible businesses through marketing, communications and business development activities; and 4</p> <p>(ii) ability to promote Programme services to eligible businesses to ensure adequate demand for and take-up of Programme services is maintained. 5</p>	
<b>Industry Knowledge</b>			
<p>(i) Industry knowledge, interaction and linkages with eligible businesses; 4</p> <p>(ii) connection with and understanding of what is occurring across the business landscape for SMEs, including start-ups; and 5</p> <p>(iii) ability to provide the Department with market and business intelligence relating to the Programme’s eligible businesses, including any value-added services to support the Department’s achievement of Programme objectives. 3</p>			
<b>Unweighted Criteria</b>			
<b>3.</b>	<b>Price</b>		<b>Not weighted</b>
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	Pricing proposed by the tenderer to deliver the Programme services and deliverables.	(i) Pricing offered including all costs, fees, allowances and charges associated with the implementation and completion of obligations under	

		<p>the Draft Form Contract;</p> <p>(ii) pricing structure; and</p> <p>(iii) proposed payment schedules and life cycle costs.</p>	
4.	<b>Risk</b>		<b>Not weighted meets</b>
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	Any risks inherent in the tender.	<p>Any risks inherent in the tender which may include (but is not limited to):</p> <ul style="list-style-type: none"> <li>• management of any actual, perceived or potential conflicts of interest;</li> <li>• level of compliance with this RFT (including the Draft Form of Contract);</li> <li>• adequacy of the insurance proposed by the tenderer;</li> <li>• past performance of contractual obligations by the tenderer. For the purposes of this sub-criterion, tenderer also encompasses any related body corporate, proposed subcontractor or their related body corporate, or special purpose vehicle (in which any of these entities have been involved); and</li> <li>• the nature and health of the tenderer's or proposed subcontractors' previous contractual relationships with the Commonwealth and behaviour.</li> </ul>	
5.	<b>Corporate and Financial Viability</b>		<b>Not weighted</b>
		<p>(i) Proposed corporate structure and management structure, including senior management;</p> <p>(ii) tenderer's business size; locations and duration of operation;</p> <p>(iii) details of any litigation or any other</p>	<b>Meets</b>

		<p>relevant issues that may affect the tenderer's performance;</p> <p>(iv) financial reference checks;</p> <p>(v) the proposed corporate structure of the tenderer and proposed subcontractors, including for any related bodies corporate; and</p> <p>(vi) the financial and corporate viability of the tenderer and proposed subcontractors to fulfil the obligations set out in the Draft Form of Contract.</p>	
6.	<b>Commonwealth Policies</b>		<input checked="" type="checkbox"/>
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	The tenderer's ability to sufficiently conform and provide the services in accordance with relevant Commonwealth Procurement Connected Policies.	<p><b>Indigenous Procurement Policy</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to:</p> <p>(i) using Indigenous enterprises in its supply chain; and</p> <p>(ii) the employment of Indigenous Australians.</p>	
		<p><b>Requirement of Economic Benefit for Australia</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to providing benefits to the Australian economy including in the areas of employment, environmental sustainability and innovation.</p>	

## STAGE 2 TECHNICAL ASSESSMENT FORM

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional s47E(d),</p> <p>Good s47C(1) <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-compliant</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)

	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

**Negotiation points**

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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**Risk**

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<p><b>Likelihood:</b>    Almost Certain <input type="checkbox"/>                      Unlikely <input type="checkbox"/></p> <p>                             Likely <input type="checkbox"/>    Rare <input type="checkbox"/></p> <p>                             Possible <input type="checkbox"/></p> <p><b>Consequence:</b> Severe <input type="checkbox"/>                      Minor <input type="checkbox"/></p> <p>                             Major <input type="checkbox"/>    Insignificant <input type="checkbox"/></p> <p>                             Moderate <input type="checkbox"/></p> <p><b>Risk Level:</b>    Extreme <input type="checkbox"/>                      Minor <input type="checkbox"/></p> <p>                             High <input type="checkbox"/>    Low <input type="checkbox"/></p> <p>                             Medium <input type="checkbox"/></p>

**Notes:**

1. If you need to capture more than one risk, please copy this page.

**Assessment Complete**

<b>Date</b>	
<b>Assessor Signature</b>	

**Moderation**

<b>Date</b>	
<b>Assessor</b>	<p><b>Agree to moderated finding</b> <input type="checkbox"/></p> <p><b>Dissent to moderated finding</b> <input type="checkbox"/></p>
<b>Signature</b>	

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <sup>s47E(d), s47C(1)</sup></p> <p>Good <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-compliant</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p> <b>Exceptional</b> <input type="checkbox"/>  <b>Good</b> <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)  <b>Acceptable</b> <input type="checkbox"/>  <b>Poor</b> <input type="checkbox"/>  <b>Unsatisfactory</b> <input type="checkbox"/>  <b>Non-compliant</b> <input type="checkbox"/> </p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<u>Not assessed as part of this stage</u>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
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<b>Evaluation Criterion Word Picture and Score Justification</b>	
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<u>Not assessed as part of this stage</u>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

## STAGE 2 TECHNICAL ASSESSMENT FORM

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	13 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <span style="color: red;">s47E(d), s47C(1)</span></p> <p>Good <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-complan</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<span style="color: red;">s47E(d), s47C(1)</span>



	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

**Negotiation points**

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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## Risk

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]																																													
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]																																													
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<table> <tr> <td><b>Likelihood:</b></td> <td>Almost Certain</td> <td><input type="checkbox"/></td> <td>Unlikely</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Likely</td> <td><input type="checkbox"/></td> <td>Rare</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Possible</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><b>Consequence:</b></td> <td>Severe</td> <td><input type="checkbox"/></td> <td>Minor</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Major</td> <td><input type="checkbox"/></td> <td>Insignificant</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Moderate</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td><b>Risk Level:</b></td> <td>Extreme</td> <td><input type="checkbox"/></td> <td>Minor</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>High</td> <td><input type="checkbox"/></td> <td>Low</td> <td><input type="checkbox"/></td> </tr> <tr> <td></td> <td>Medium</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>	<b>Likelihood:</b>	Almost Certain	<input type="checkbox"/>	Unlikely	<input type="checkbox"/>		Likely	<input type="checkbox"/>	Rare	<input type="checkbox"/>		Possible	<input type="checkbox"/>			<b>Consequence:</b>	Severe	<input type="checkbox"/>	Minor	<input type="checkbox"/>		Major	<input type="checkbox"/>	Insignificant	<input type="checkbox"/>		Moderate	<input type="checkbox"/>			<b>Risk Level:</b>	Extreme	<input type="checkbox"/>	Minor	<input type="checkbox"/>		High	<input type="checkbox"/>	Low	<input type="checkbox"/>		Medium	<input type="checkbox"/>		
<b>Likelihood:</b>	Almost Certain	<input type="checkbox"/>	Unlikely	<input type="checkbox"/>																																										
	Likely	<input type="checkbox"/>	Rare	<input type="checkbox"/>																																										
	Possible	<input type="checkbox"/>																																												
<b>Consequence:</b>	Severe	<input type="checkbox"/>	Minor	<input type="checkbox"/>																																										
	Major	<input type="checkbox"/>	Insignificant	<input type="checkbox"/>																																										
	Moderate	<input type="checkbox"/>																																												
<b>Risk Level:</b>	Extreme	<input type="checkbox"/>	Minor	<input type="checkbox"/>																																										
	High	<input type="checkbox"/>	Low	<input type="checkbox"/>																																										
	Medium	<input type="checkbox"/>																																												

### Notes:

1. If you need to capture more than one risk, please copy this page.

### Assessment Complete

<b>Date</b>	
<b>Assessor Signature</b>	

### Moderation

<b>Date</b>	
<b>Assessor</b>	<b>Agree to moderated finding</b> <input type="checkbox"/> <b>Dissent to moderated finding</b> <input type="checkbox"/>
<b>Signature</b>	

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d), s47C(1)</p> <p><b>Good</b> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p> <b>Exceptional</b> <input type="checkbox"/>  <b>Good</b> <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)  <b>Acceptable</b> <input type="checkbox"/>  <b>Poor</b> <input type="checkbox"/>  <b>Unsatisfactory</b> <input type="checkbox"/>  <b>Non-compliant</b> <input type="checkbox"/> </p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<b><u>Not assessed as part of this stage</u></b>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p> <b>Exceptional</b> <input type="checkbox"/>  <b>Good</b> <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)  <b>Acceptable</b> <input type="checkbox"/>  <b>Poor</b> <input type="checkbox"/>  <b>Unsatisfactory</b> <input type="checkbox"/>  <b>Non-compliant</b> <input type="checkbox"/> </p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	,
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p> <b>Exceptional</b>    <input type="checkbox"/>  <b>Good</b>            <input type="checkbox"/>        <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)  <b>Acceptable</b>    <input type="checkbox"/>  <b>Poor</b>              <input type="checkbox"/>  <b>Unsatisfactory</b> <input type="checkbox"/>  <b>Non-compliant</b> <input type="checkbox"/> </p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [inject first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<u>Not assessed as part of this stage</u>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	15 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p> <b>Exceptional</b>    <input type="checkbox"/>  <b>Good</b>            <input type="checkbox"/>        <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)  <b>Acceptable</b>    <input type="checkbox"/>  <b>Poor</b>              <input type="checkbox"/>  <b>Unsatisfactory</b> <input type="checkbox"/>  <b>Non-compliant</b> <input type="checkbox"/> </p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [inject first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3 December 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d)</p> <p><b>Good</b> s47C(1) <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p>s47E(d), s47C(1)</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	s47E(d), s47C(1)
<b>Additional Comments</b> (if any)	



## Stage 2 Technical Assessment Form

### Negotiation points

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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### Risk

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]			
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]			
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>	
		Likely <input type="checkbox"/>	Rare <input type="checkbox"/>	
		Possible <input type="checkbox"/>		
	<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>	
		Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>	
		Moderate <input type="checkbox"/>		
	<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>	
		High <input type="checkbox"/>	Low <input type="checkbox"/>	
		Medium <input type="checkbox"/>		

**Notes:**

1. If you need to capture more than one risk, please copy this page.

### Assessment Complete

<b>Date</b>	
<b>Assessor Signature</b>	

### Moderation

## Stage 2 Technical Assessment Form

<b>Date</b>	
<b>Assessor</b>	<b>Agree to moderated finding</b> <input type="checkbox"/> <b>Dissent to moderated finding</b> <input type="checkbox"/>
<b>Signature</b>	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3 December 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <span style="color: red;">s47E(d), s47C(1)</span></p> <p>Good <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactor</p> <p>Non-compila</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><span style="color: red;">s47E(d), s47C(1)</span></p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	<span style="color: red;">s47E(d), s47C(1)</span>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<span style="color: red;">s47E(d), s47C(1)</span>
<b>Additional Comments</b> (if any)	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3 December 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	<b><u>Not assessed as part of this stage.</u></b>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3 December 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional s47E(d)</p> <p>Good s47C(1) <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-compliant</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3 December 2019
<b>Evaluation Rating Summary Word Picture</b>	<p> <b>Exceptional</b> <input type="checkbox"/>  <b>Good</b> <input type="checkbox"/>      <b>OR</b>    Yes / No <input type="checkbox"/> (for unweighted criteria)  <b>Acceptable</b> <input type="checkbox"/>  <b>Poor</b> <input type="checkbox"/>  <b>Unsatisfactory</b> <input type="checkbox"/>  <b>Non-compliant</b> <input type="checkbox"/> </p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p>s47E(d), s47C(1)</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3 December 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/> <span style="margin-left: 100px;">s47E(d), s47C(1)</span></p> <p>Good <input type="checkbox"/> <b>OR</b> <span style="margin-left: 100px;">(for unweighted criteria)</span></p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p>s47E(d), s47C(1)</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3 December 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d)</p> <p><b>Good</b> s47C(1) <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p>s47E(d), s47C(1)</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	s47E(d), s47C(1)
<b>Additional Comments</b> (if any)	



## Stage 2 Technical Assessment Form

### Negotiation points

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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### Risk

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]																											
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]																											
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>Likelihood:</b></td> <td style="padding: 5px;">Almost Certain <input type="checkbox"/></td> <td style="padding: 5px;">Unlikely <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Likely <input type="checkbox"/></td> <td style="padding: 5px;">Rare <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Possible <input type="checkbox"/></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><b>Consequence:</b></td> <td style="padding: 5px;">Severe <input type="checkbox"/></td> <td style="padding: 5px;">Minor <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Major <input type="checkbox"/></td> <td style="padding: 5px;">Insignificant <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Moderate <input type="checkbox"/></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><b>Risk Level:</b></td> <td style="padding: 5px;">Extreme <input type="checkbox"/></td> <td style="padding: 5px;">Minor <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">High <input type="checkbox"/></td> <td style="padding: 5px;">Low <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Medium <input type="checkbox"/></td> <td style="padding: 5px;"></td> </tr> </table>	<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>		Likely <input type="checkbox"/>	Rare <input type="checkbox"/>		Possible <input type="checkbox"/>		<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>		Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>		Moderate <input type="checkbox"/>		<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>		High <input type="checkbox"/>	Low <input type="checkbox"/>		Medium <input type="checkbox"/>	
<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>																										
	Likely <input type="checkbox"/>	Rare <input type="checkbox"/>																										
	Possible <input type="checkbox"/>																											
<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>																										
	Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>																										
	Moderate <input type="checkbox"/>																											
<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>																										
	High <input type="checkbox"/>	Low <input type="checkbox"/>																										
	Medium <input type="checkbox"/>																											

#### Notes:

1. If you need to capture more than one risk, please copy this page.

#### Assessment Complete

<b>Date</b>	
<b>Assessor Signature</b>	

#### Moderation

## Stage 2 Technical Assessment Form

<b>Date</b>	
<b>Assessor</b>	<b>Agree to moderated finding</b> <input type="checkbox"/> <b>Dissent to moderated finding</b> <input type="checkbox"/>
<b>Signature</b>	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3 December 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <span style="color: red;">s47E(d), s47C(1)</span></p> <p>Good <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactor</p> <p>Non-compila</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><span style="color: red;">s47E(d), s47C(1)</span></p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	<span style="color: red;">s47E(d), s47C(1)</span>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<span style="color: red;">s47E(d), s47C(1)</span>
<b>Additional Comments</b> (if any)	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3 December 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	<b><u>Not assessed as part of this stage.</u></b>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3 December 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional s47E(d)</p> <p>Good s47C(1) <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-compliant</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3 December 2019
<b>Evaluation Rating Summary Word Picture</b>	<p> <b>Exceptional</b>    <input type="checkbox"/>  <b>Good</b>            <input type="checkbox"/>        <b>OR</b>    Yes / No <input type="checkbox"/> (for unweighted criteria)  <b>Acceptable</b>    <input type="checkbox"/>  <b>Poor</b>              <input type="checkbox"/>  <b>Unsatisfactory</b> <input type="checkbox"/>  <b>Non-compliant</b> <input type="checkbox"/> </p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p>s47E(d), s47C(1)</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3 December 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/> <span style="margin-left: 100px;">s47E(d), s47C(1)</span></p> <p>Good <input type="checkbox"/> <b>OR</b> <span style="margin-left: 100px;">(for unweighted criteria)</span></p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p>s47E(d), 47C(1)</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

Stage 2 Technical Assessment Form

**STAGE 2 TECHNICAL ASSESSMENT FORM**



## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s47E(d), s47C(1)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	05/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d), s47C(1)</p> <p><b>Good</b> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactor</b></p> <p><b>Non-compilan</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p>s47E(d), s47C(1)</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)

## Stage 2 Technical Assessment Form

	s47E(d), s47C(1)
Why a higher rating was not awarded...	s47E(d), s47C(1)
Why a lower rating was not awarded...	s47E(d), s47C(1)
Evaluation Criterion Score	s47E(d), s47C(1)
Additional Comments (if any)	

## Negotiation points

Negotiating Points	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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## Stage 2 Technical Assessment Form

### Risk

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<p><b>Likelihood:</b>    Almost Certain   <input type="checkbox"/>                      Unlikely                      <input type="checkbox"/></p> <p>                                 Likely                      <input type="checkbox"/>                      Rare                      <input type="checkbox"/></p> <p>                                 Possible                      <input type="checkbox"/></p> <p><b>Consequence:</b> Severe                      <input type="checkbox"/>                      Minor                      <input type="checkbox"/></p> <p>                                 Major                      <input type="checkbox"/>                      Insignificant                      <input type="checkbox"/></p> <p>                                 Moderate                      <input type="checkbox"/></p> <p><b>Risk Level:</b>    Extreme                      <input type="checkbox"/>                      Minor                      <input type="checkbox"/></p> <p>                                 High                      <input type="checkbox"/>                      Low                      <input type="checkbox"/></p> <p>                                 Medium                      <input type="checkbox"/></p>

**Notes:**

- If you need to capture more than one risk, please copy this page.

### Assessment Complete

<b>Date</b>	
<b>Assessor Signature</b>	

### Moderation

<b>Date</b>	
<b>Assessor</b>	<p><b>Agree to moderated finding</b>   <input type="checkbox"/></p> <p><b>Dissent to moderated finding</b>   <input type="checkbox"/></p>
<b>Signature</b>	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	8. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	05/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <span style="color: red;">s47E(d), s47C(1)</span></p> <p>Good <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-compliant</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	<span style="color: red;">s47E(d), s47C(1)</span>
<b>Why a higher rating was not awarded...</b>	<span style="color: red;">s47E(d), s47C(1)</span>
<b>Why a lower rating was not awarded...</b>	<span style="color: red;">s47E(d), s47C(1)</span>
<b>Evaluation Criterion Score</b>	<span style="color: red;">s47E(d), s47C(1)</span>

## Stage 2 Technical Assessment Form

<b>Additional Comments</b> (if any)	
<b>Criterion ID</b>	9. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	05/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No  [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<b><u>Not assessed as part of this stage.</u></b>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	10. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	05/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	11. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	05/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

## Stage 2 Technical Assessment Form

<b>Criterion ID</b>	12. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	05/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments (if any)</b>	



## STAGE 2 TECHNICAL ASSESSMENT FORM

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	05/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d), s47C(1)</p> <p><b>Good</b> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactor</b></p> <p><b>Non-compilan</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	s47E(d), s47C(1)
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)

	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	s47E(d), s47C(1)
<b>Evaluation Criterion Score</b>	s47E(d), s47C(1)
<b>Additional Comments</b> (if any)	

**Negotiation points**

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
---------------------------	--

**Risk**

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<b>Likelihood:</b> Almost Certain <input type="checkbox"/> Unlikely <input type="checkbox"/>
	Lively <input type="checkbox"/> Rare <input type="checkbox"/>
	Possible <input type="checkbox"/>
	<b>Consequence:</b> Severe <input type="checkbox"/> Minor <input type="checkbox"/>
	Major <input type="checkbox"/> Insignificant <input type="checkbox"/>
	Moderate <input type="checkbox"/>
	<b>Risk Level:</b> Extreme <input type="checkbox"/> Minor <input type="checkbox"/>
High <input type="checkbox"/> Low <input type="checkbox"/>	
Medium <input type="checkbox"/>	

**Notes:**

1. If you need to capture more than one risk, please copy this page.

**Assessment Complete**

<b>Date</b>	
<b>Assessor Signature</b>	

**Moderation**

<b>Date</b>	
<b>Assessor</b>	<b>Agree to moderated finding</b> <input type="checkbox"/>
	<b>Dissent to moderated finding</b> <input type="checkbox"/>
<b>Signature</b>	

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	05/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> s47E(d)</p> <p><b>Good</b> s47C(1) <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/> Yes/ <input type="checkbox"/> No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)
<b>Why a lower rating was not awarded...</b>	s47E(d), s47C(1)
<b>Evaluation Criterion Score</b>	s47E(d), s47C(1)
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	05/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<u>Not assessed as part of this stage.</u>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	05/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	05/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	



<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	05/12/2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b> <input type="checkbox"/></p> <p><b>Good</b> <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b> <input type="checkbox"/></p> <p><b>Poor</b> <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	3.12.19
<b>Evaluation Rating Summary Word Picture</b>	<p>s47E(d), s47C</p> <p>Exceptional</p> <p>Good <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable</p> <p>Poor</p> <p>Unsatisfactory</p> <p>Non-compliant</p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p>s47E(d), s47C(1)</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)
<b>Why a lower rating was not awarded...</b>	s47E(d), s47C(1)
<b>Evaluation Criterion Score</b>	s47E(d), s47C(1)
<b>Additional Comments</b> (if any)	

**Negotiation points**

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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**Risk**

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<p><b>Likelihood:</b>    Almost Certain <input type="checkbox"/>                      Unlikely <input type="checkbox"/></p> <p>                                 Lively <input type="checkbox"/>    Rare <input type="checkbox"/></p> <p>                                 Possible <input type="checkbox"/></p> <p><b>Consequence:</b> Severe <input type="checkbox"/>                                      Minor <input type="checkbox"/></p> <p>                                 Major <input type="checkbox"/>    Insignificant <input type="checkbox"/></p> <p>                                 Moderate <input type="checkbox"/></p> <p><b>Risk Level:</b>    Extreme <input type="checkbox"/>                                      Minor <input type="checkbox"/></p> <p>                                 High <input type="checkbox"/>    Low <input type="checkbox"/></p> <p>                                 Medium <input type="checkbox"/></p>

**Notes:**

1. If you need to capture more than one risk, please copy this page.

**Assessment Complete**

<b>Date</b>	
<b>Assessor Signature</b>	

Moderation

Date	
Assessor	Agree to moderated finding <input type="checkbox"/>  Dissent to moderated finding <input type="checkbox"/>
Signature	

Weighted Criteria		
1.	<b>Organisational Capability</b>	70%
	<b>Key Criterion</b> <b>Column (a)</b>	<b>Sub-Criteria</b> <b>Column (b)</b>
	<p>The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.</p>	<p><b>General</b></p> <p>(i) Organisational experience delivering expert business advisory and facilitation services; <i>s47E(d), s47C(1)</i></p> <p>(ii) ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services; <i>s47E(d), s47C(1)</i></p> <p>(iii) understanding of and ability to deliver expert business advisory and facilitation services (as relevant); <i>s47E(d), s47C(1)</i></p> <p>(iv) ability to deliver Programme services appropriate to the individual needs of businesses; <i>s47E(d), s47C(1)</i></p> <p>(v) ability to implement quality assurance systems and processes for consistent delivery of high quality services; <i>s47E(d), s47C(1)</i></p> <p>(vi) ability to deliver Programme services in a way that is flexible, adaptable and scalable;</p>

		<p>s47E(d), s47C(1)</p> <p>(vii) ability to appropriately manage service delivery timeframes as specified by the Department;</p> <p>s47E(d), s47C(1)</p> <p>(viii) ability to respond to significant increases or decreases in the level of services or changes to the services resulting from changes to Commonwealth policy or the number of eligible businesses entering the Programme;</p> <p>s47E(d), s47C(1)</p> <p>(ix) ability to work with other Delivery Partners to form a state and/or national network;</p> <p>s47E(d), s47C(1)</p> <p>(x) ability to connect with and facilitate referrals of eligible businesses to other relevant Government programs including but not limited to Industry Growth Centres;</p> <p>s47E(d), s47C(1)</p> <p>(xi) have a service delivery model to comply with the delivery principle to ensure continuity of service to a business as outlined in <a href="#">item 2 of Schedule 1– Statement of Requirement</a>;</p> <p>s47E(d), s47C(1)</p> <p>(xii) ability to offer other ad hoc project services to further support the achievement of the Programme’s objectives; and</p> <p>s47E(d), s47C(1)</p> <p>(xiii) ability to instil confidence for businesses entering the Programme, some of whom may be seeking expert business advisory assistance for the first time, including those from culturally and linguistically diverse, or Indigenous backgrounds.</p>	
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		<p style="text-align: center;">s47E(d), s47C(1)</p> <hr/> <p><b>Project Management</b></p> <p>(i) Ability to ensure quality assurance and performance management plans are in place and achievable; s47E(d), s47C(1)</p> <p>(ii) ability to manage workflow including effective resource allocation, workload balancing and ensuring appropriate specialist skills are deployed in response to customer needs within required timeframes; s47E(d), s47C(1)</p> <p>(iii) ability to ensure ongoing professional development of tenderer's specified personnel; s47E(d), s47C(1)</p> <p>(iv) ability to manage resourcing (equipment and facilities including ICT); s47E(d), s47C(1)</p> <p>(v) ability to have adequate ICT security protocols in place to ensure customer information is stored securely and only accessed or used for the purpose of delivering Programme services; s47E(d), s47C(1)</p> <p>(vi) ability to manage any delays in providing the services; s47E(d), s47C(1)</p> <p>(vii) ability to comply with the Programme's administrative requirements; s47E(d), s47C(1)</p> <p>(viii) ability to transition in and transition out of the Programme; and</p> <p>(ix) ability to appropriately manage work health and safety issues.</p> <p style="text-align: center;"><b>s47E(d), s47C(1)</b></p>	
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		<p><b>Specified Personnel</b></p> <p>(i) Extent of specified personnel's first-hand business experience and knowledge of current issues affecting eligible businesses;  <small>s47E(d), s47C(1)</small></p> <p>(ii) suitability of specified personnel's skills to fulfil the roles of Facilitators as outlined in <a href="#">Appendix B of Schedule 1 - Statement of Requirement</a>;  <small>s47E(d), s47C(1)</small></p> <p>(iii) tenderer's ability to replace specified personnel if positions become vacant during the course of the contract or additional specified personnel are required due to increased demand for Programme services; and</p> <p>(iv) diversity of specified personnel.  <small>s47E(d), s47C(1)</small></p> <p>Note: If the tenderer does not currently have all specified personnel, please outline the methodology that will be applied to attract and appoint suitably skilled and qualified specified personnel.</p>	
2.	<b>Promotion and Marketing and Industry Knowledge</b>		30%
	<p><b>Key Criterion</b> Column (a)</p>	<p><b>Sub-Criteria</b> Column (b)</p>	
	<p>The overall ability of the tenderer to:</p> <ul style="list-style-type: none"> <li>• promote the Programme to ensure adequate take up and demand for Programme services; and</li> <li>• provide the Department with high-level market and business intelligence to support continuous improvement and delivery</li> </ul>	<p><b>Promotion and Marketing ( overall 2)</b></p> <p>(i) Ability to promote Programme services to eligible businesses through marketing, communications and business development activities; and</p> <p>(ii) ability to promote Programme services to eligible businesses to ensure adequate demand for and take-up of Programme services is maintained.</p>	

	of services.	<p><b>Industry Knowledge</b></p> <p>(i) Industry knowledge, interaction and linkages with eligible businesses;  <small>s47E(d), s47C(1)</small></p> <p>(ii) connection with and understanding of what is occurring across the business landscape for SMEs, including start-ups; and  <small>s47E(d), s47C(1)</small></p> <p>(iii) ability to provide the Department with market and business intelligence relating to the Programme's eligible businesses, including any value-added services to support the Department's achievement of Programme objectives.  <small>s47E(d), s47C(1)</small></p>	
<b>Unweighted Criteria</b>			
3.	<b>Price</b>		<b>Not weighted</b>
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	Pricing proposed by the tenderer to deliver the Programme services and deliverables.	<p>(i) Pricing offered including all costs, fees, allowances and charges associated with the implementation and completion of obligations under the Draft Form Contract;</p> <p>(ii) pricing structure; and</p> <p>(iii) proposed payment schedules and life cycle costs.</p>	
4.	<b>Risk</b>		<b>Not weighted</b>  <small>s47E(d), s47C(1)</small>
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	Any risks inherent in the tender.	<p>Any risks inherent in the tender which may include (but is not limited to):</p> <ul style="list-style-type: none"> <li>management of any actual, perceived or potential conflicts of</li> </ul>	



		<p>interest;</p> <ul style="list-style-type: none"> <li>• level of compliance with this RFT (including the Draft Form of Contract);</li> <li>• adequacy of the insurance proposed by the tenderer;</li> <li>• past performance of contractual obligations by the tenderer. For the purposes of this sub-criterion, tenderer also encompasses any related body corporate, proposed subcontractor or their related body corporate, or special purpose vehicle (in which any of these entities have been involved); and</li> <li>• the nature and health of the tenderer's or proposed subcontractors' previous contractual relationships with the Commonwealth and behaviour.</li> </ul>	
5.	<b>Corporate and Financial Viability</b>		<b>Not weighted</b> s47E(d), s47C(1)
		<ul style="list-style-type: none"> <li>(i) Proposed corporate structure and management structure, including senior management;</li> <li>(ii) tenderer's business size; locations and duration of operation;</li> <li>(iii) details of any litigation or any other relevant issues that may affect the tenderer's performance;</li> <li>(iv) financial reference checks;</li> <li>(v) the proposed corporate structure of the tenderer and proposed subcontractors, including for any related bodies corporate; and</li> <li>(vi) the financial and corporate viability of the tenderer and proposed subcontractors to fulfil the</li> </ul>	

		obligations set out in the Draft Form of Contract.	
6.	<b>Commonwealth Policies</b>		<b>Not weighted</b> s47E(d), s47C(1)
	<b>Key Criterion</b> <b>Column (a)</b>	<b>Sub-Criteria</b> <b>Column (b)</b>	
	The tenderer's ability to sufficiently conform and provide the services in accordance with relevant Commonwealth Procurement Connected Policies.	<p><b>Indigenous Procurement Policy</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to:</p> <ul style="list-style-type: none"> <li>(i) using Indigenous enterprises in its supply chain; and</li> <li>(ii) the employment of Indigenous Australians.</li> </ul> <p><b>Requirement of Economic Benefit for Australia</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to providing benefits to the Australian economy including in the areas of employment, environmental sustainability and innovation.</p>	

## STAGE 2 TECHNICAL ASSESSMENT FORM

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p><b>Exceptional</b>    <input type="checkbox"/></p> <p><b>Good</b>            <input type="checkbox"/>            <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b>    <input type="checkbox"/></p> <p><b>Poor</b>             <input type="checkbox"/></p> <p><b>Unsatisfactory</b> <input type="checkbox"/></p> <p><b>Non-compliant</b> <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No  [inject first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

**Negotiation points**

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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**Risk**

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<p><b>Likelihood:</b>    Almost Certain <input type="checkbox"/>                      Unlikely <input type="checkbox"/></p> <p>                         Likely <input type="checkbox"/>    Rare <input type="checkbox"/></p> <p>                         Possible <input type="checkbox"/></p> <p><b>Consequence:</b> Severe <input type="checkbox"/>                      Minor <input type="checkbox"/></p> <p>                         Major <input type="checkbox"/>    Insignificant <input type="checkbox"/></p> <p>                         Moderate <input type="checkbox"/></p> <p><b>Risk Level:</b>    Extreme <input type="checkbox"/>                      Minor <input type="checkbox"/></p> <p>                         High <input type="checkbox"/>    Low <input type="checkbox"/></p> <p>                         Medium <input type="checkbox"/></p>

**Notes:**

1.        If you need to capture more than one risk, please copy this page.

**Assessment Complete**

<b>Date</b>	
<b>Assessor Signature</b>	

*Moderation*

<b>Date</b>	
<b>Assessor</b>	Agree to moderated finding <input type="checkbox"/> Dissent to moderated finding <input type="checkbox"/>
<b>Signature</b>	

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	



<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

Criterion ID	
Name	s22(1)(a)(ii)
Assessor	s22(1)(a)(ii)
Date	16.12.19
Evaluation Rating Summary Word Picture	s47E(d), s47C(1)
Evaluation Criterion Word Picture and Score Justification	s47E(d), s47C(1)
Why a higher rating was not awarded...	s47E(d), s47C(1)
Why a lower rating was not awarded...	s47E(d), s47C(1)
Evaluation Criterion Score	s47E(d), s47C(1)
Additional Comments (if any)	

### Negotiation points

<b>Negotiating Points</b>	
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### Risk

<b>Evaluation Criterion Risk Identified</b>	s47E(d), s47C(1)																											
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]																											
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><b>Likelihood:</b></td> <td style="padding: 5px;">Almost Certain <input type="checkbox"/></td> <td style="padding: 5px;">Unlikely <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Likely <input type="checkbox"/></td> <td style="padding: 5px;">Rare <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Possible <input type="checkbox"/></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><b>Consequence:</b></td> <td style="padding: 5px;">Severe <input type="checkbox"/></td> <td style="padding: 5px;">Minor <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Major <input type="checkbox"/></td> <td style="padding: 5px;">Insignificant <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Moderate <input type="checkbox"/></td> <td style="padding: 5px;"></td> </tr> <tr> <td style="padding: 5px;"><b>Risk Level:</b></td> <td style="padding: 5px;">Extreme <input type="checkbox"/></td> <td style="padding: 5px;">Minor <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">High <input type="checkbox"/></td> <td style="padding: 5px;">Low <input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">Medium <input type="checkbox"/></td> <td style="padding: 5px;"></td> </tr> </table>	<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>		Likely <input type="checkbox"/>	Rare <input type="checkbox"/>		Possible <input type="checkbox"/>		<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>		Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>		Moderate <input type="checkbox"/>		<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>		High <input type="checkbox"/>	Low <input type="checkbox"/>		Medium <input type="checkbox"/>	
<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>																										
	Likely <input type="checkbox"/>	Rare <input type="checkbox"/>																										
	Possible <input type="checkbox"/>																											
<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>																										
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	Moderate <input type="checkbox"/>																											
<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>																										
	High <input type="checkbox"/>	Low <input type="checkbox"/>																										
	Medium <input type="checkbox"/>																											

**Notes:**

1. If you need to capture more than one risk, please copy this page.

### Assessment Complete

<b>Date</b>	
<b>Assessor Signature</b>	

## Moderation

Date	
Assessor	Agree to moderated finding <input type="checkbox"/>  Dissent to moderated finding <input type="checkbox"/>
Signature	

Weighted Criteria		
1.	<b>Organisational Capability</b>	70%
	<b>Key Criterion</b> <b>Column (a)</b>	<b>Sub-Criteria</b> <b>Column (b)</b>
	<p>The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.</p>	<p><b>General</b></p> <p>(i) Organisational experience delivering expert business advisory and facilitation services; <small>s47E(d), s47C(1)</small></p> <p>(ii) ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services; <small>s47E(d), s47C(1)</small></p> <p>(iii) understanding of and ability to deliver expert business advisory and facilitation services (as relevant); <small>s47E(d), s47C(1)</small></p> <p>(iv) ability to deliver Programme services appropriate to the individual needs of businesses; <small>s47E(d), s47C(1)</small></p> <p>(v) ability to implement quality assurance systems and processes for consistent delivery of high quality services; <small>s47E(d), s47C(1)</small></p> <p>(vi) ability to deliver Programme services in a way that is flexible, adaptable and scalable;</p>

		<p style="text-align: center;"><small>s47E(d), s47C(1)</small></p> <p>(vii) ability to appropriately manage service delivery timeframes as specified by the Department;</p> <p style="text-align: center;"><small>s47E(d), s47C(1)</small></p> <p>(viii) ability to respond to significant increases or decreases in the level of services or changes to the services resulting from changes to Commonwealth policy or the number of eligible businesses entering the Programme;</p> <p style="text-align: center;"><small>s47E(d), s47C(1)</small></p> <p>(ix) ability to work with other Delivery Partners to form a state and/or national network;</p> <p style="text-align: center;"><small>s47E(d), s47C(1)</small></p> <p>(x) ability to connect with and facilitate referrals of eligible businesses to other relevant Government programs including but not limited to Industry Growth Centres;</p> <p style="text-align: center;"><small>s47E(d), s47C(1)</small></p> <p>(xi) have a service delivery model to comply with the delivery principle to ensure continuity of service to a business as outlined in <a href="#">item 2 of Schedule 1– Statement of Requirement</a>;</p> <p style="text-align: center;"><small>s47E(d), s47C(1)</small></p> <p>(xii) ability to offer other ad hoc project services to further support the achievement of the Programme’s objectives; and</p> <p style="text-align: center;"><small>s47E(d), s47C(1)</small></p> <p>(xiii) ability to instil confidence for businesses entering the Programme, some of whom may be seeking expert business advisory assistance for the first time, including those from culturally and linguistically diverse, or Indigenous backgrounds.</p>	
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		<p style="text-align: center;">s47E(d), s47C(1)</p> <p><b>Project Management</b></p> <p>(i) Ability to ensure quality assurance and performance management plans are in place and achievable; s47E(d), s47C(1)</p> <p>(ii) ability to manage workflow including effective resource allocation, workload balancing and ensuring appropriate specialist skills are deployed in response to customer needs within required timeframes; s47E(d), s47C(1)</p> <p>(iii) ability to ensure ongoing professional development of tenderer's specified personnel; s47E(d), s47C(1)</p> <p>(iv) ability to manage resourcing (equipment and facilities including ICT); s47E(d), s47C(1)</p> <p>(v) ability to have adequate ICT security protocols in place to ensure customer information is stored securely and only accessed or used for the purpose of delivering Programme services; s47E(d), s47C(1)</p> <p>(vi) ability to manage any delays in providing the services; s47E(d), s47C(1)</p> <p>(vii) ability to comply with the Programme's administrative requirements; s47E(d), s47C(1)</p> <p>(viii) ability to transition in and transition out of the Programme; and s47E(d), s47C(1)</p> <p>(ix) ability to appropriately manage work health and safety issues.</p>	
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		<p>s47E(d), s47C(1)</p>	
		<p><b>Specified Personnel</b></p> <p>(i) Extent of specified personnel's first-hand business experience and knowledge of current issues affecting eligible businesses;</p> <p>s47E(d), s47C(1)</p> <p>(ii) suitability of specified personnel's skills to fulfil the roles of Facilitators as outlined in <a href="#">Appendix B of Schedule 1 - Statement of Requirement</a>;</p> <p>s47E(d), s47C(1)</p> <p>(iii) tenderer's ability to replace specified personnel if positions become vacant during the course of the contract or additional specified personnel are required due to increased demand for Programme services;</p> <p>s47E(d), s47C(1)</p> <p>(iv) diversity of specified personnel.</p> <p><b>s47E(d), s47C(1)</b></p> <p>Note: If the tenderer does not currently have all specified personnel, please outline the methodology that will be applied to attract and appoint suitably skilled and qualified specified personnel.</p>	
<p>2.</p>	<p><b>Promotion and Marketing and Industry Knowledge</b></p>		<p>30%</p>
	<p><b>Key Criterion</b> <b>Column (a)</b></p>	<p><b>Sub-Criteria</b> <b>Column (b)</b></p>	



	<p>The overall ability of the tenderer to:</p> <ul style="list-style-type: none"> <li>• promote the Programme to ensure adequate take up and demand for Programme services; and</li> <li>• provide the Department with high-level market and business intelligence to support continuous improvement and delivery of services.</li> </ul>	<p><b>Promotion and Marketing ( overall 2)</b></p> <p>(i) Ability to promote Programme services to eligible businesses through marketing, communications and business development activities; and <small>s47E(d), s47C(1)</small></p> <p>(ii) ability to promote Programme services to eligible businesses to ensure adequate demand for and take-up of Programme services is maintained. <small>s47E(d), s47C(1)</small></p>	
<b>Industry Knowledge</b>			
<b>Unweighted Criteria</b>			
3.	<b>Price</b>		<b>Not weighted</b>
<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>		
Pricing proposed by the tenderer to deliver the Programme services and deliverables.	(i) Pricing offered including all costs, fees, allowances and charges associated with the implementation and completion of obligations under		

		<p>the Draft Form Contract;</p> <p>(ii) pricing structure; and</p> <p>(iii) proposed payment schedules and life cycle costs.</p>	
4.	<b>Risk</b>		<b>Not weighted</b> s47E(d), s47C(1)
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	Any risks inherent in the tender.	Any risks inherent in the tender which may include (but is not limited to): <ul style="list-style-type: none"> <li>• management of any actual, perceived or potential conflicts of interest;</li> <li>• level of compliance with this RFT (including the Draft Form of Contract);</li> <li>• adequacy of the insurance proposed by the tenderer;</li> <li>• past performance of contractual obligations by the tenderer. For the purposes of this sub-criterion, tenderer also encompasses any related body corporate, proposed subcontractor or their related body corporate, or special purpose vehicle (in which any of these entities have been involved); and</li> <li>• the nature and health of the tenderer's or proposed subcontractors' previous contractual relationships with the Commonwealth and behaviour.</li> </ul>	
5.	<b>Corporate and Financial Viability</b>		<b>Not weighted</b>
		<p>(i) Proposed corporate structure and management structure, including senior management;</p> <p>(ii) tenderer's business size; locations and duration of operation;</p> <p>(iii) details of any litigation or any other</p>	s47E(d), s47C(1)

		<p>relevant issues that may affect the tenderer's performance;</p> <p>(iv) financial reference checks;</p> <p>(v) the proposed corporate structure of the tenderer and proposed subcontractors, including for any related bodies corporate; and</p> <p>(vi) the financial and corporate viability of the tenderer and proposed subcontractors to fulfil the obligations set out in the Draft Form of Contract.</p>	
6.	<b>Commonwealth Policies</b>		s47E(d), s47C(1)
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>	
	The tenderer's ability to sufficiently conform and provide the services in accordance with relevant Commonwealth Procurement Connected Policies.	<p><b>Indigenous Procurement Policy</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to:</p> <p>(i) using Indigenous enterprises in its supply chain; and</p> <p>(ii) the employment of Indigenous Australians.</p> <p><b>Requirement of Economic Benefit for Australia</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to providing benefits to the Australian economy including in the areas of employment, environmental sustainability and innovation.</p>	

<b>Criterion ID</b>	
<b>Name</b>	s22(1)(a)(ii)
<b>Assessor</b>	s22(1)(a)(ii)
<b>Date</b>	16.12.19
<b>Evaluation Rating Summary Word Picture</b>	s47E(d), s47C(1)
<b>Evaluation Criterion Word Picture and Score Justification</b>	
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)
<b>Why a lower rating was not awarded...</b>	s47E(d), s47C(1)
<b>Evaluation Criterion Score</b>	s47E(d), s47C(1)
<b>Additional Comments</b> (if any)	

Negotiation points

<b>Negotiating Points</b>	
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Risk

<b>Evaluation Criterion Risk Identified</b>	Financial viability - no statements																		
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]																		
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<table border="0"> <tr> <td><b>Likelihood:</b></td> <td>Almost Certain <input type="checkbox"/></td> <td>Unlikely <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Likely <input type="checkbox"/></td> <td>Rare <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Possible <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Consequence:</b></td> <td>Severe <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Major <input type="checkbox"/></td> <td>Insignificant <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Moderate <input type="checkbox"/></td> <td></td> </tr> </table>	<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>		Likely <input type="checkbox"/>	Rare <input type="checkbox"/>		Possible <input type="checkbox"/>		<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>		Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>		Moderate <input type="checkbox"/>	
<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>																	
	Likely <input type="checkbox"/>	Rare <input type="checkbox"/>																	
	Possible <input type="checkbox"/>																		
<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>																	
	Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>																	
	Moderate <input type="checkbox"/>																		

	<b>Risk Level:</b>	Extreme	<input type="checkbox"/>	Minor	<input type="checkbox"/>
		High	<input type="checkbox"/>	Low	<input type="checkbox"/>
		Medium	<input type="checkbox"/>		

**Notes:**

1. If you need to capture more than one risk, please copy this page.

*Assessment Complete*

<b>Date</b>	
<b>Assessor Signature</b>	

*Moderation*

<b>Date</b>	
<b>Assessor</b>	<b>Agree to moderated finding</b> <input type="checkbox"/> <b>Dissent to moderated finding</b> <input type="checkbox"/>
<b>Signature</b>	

<b>Weighted Criteria</b>		
<b>1.</b>	<b>Organisational Capability</b>	<b>70%</b>
	<b>Key Criterion Column (a)</b>	<b>Sub-Criteria Column (b)</b>
	The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.	<b>General</b> (i) Organisational experience delivering expert business advisory and facilitation services; <small>s47E(d), s47C(1)</small> (ii) ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services; <small>s47E(d), s47C(1)</small>

		<p>(iii) understanding of and ability to deliver expert business advisory and facilitation services (as relevant); s47E(d), s47C(1)</p> <p>(iv) ability to deliver Programme services appropriate to the individual needs of businesses; s47E(d), s47C(1)</p> <p>(v) ability to implement quality assurance systems and processes for consistent delivery of high quality services; s47E(d), s47C(1)</p> <p>(vi) ability to deliver Programme services in a way that is flexible, adaptable and scalable; s47E(d), s47C(1)</p> <p>(vii) ability to appropriately manage service delivery timeframes as specified by the Department; s47E(d), s47C(1)</p> <p>(viii) ability to respond to significant increases or decreases in the level of services or changes to the services resulting from changes to Commonwealth policy or the number of eligible businesses entering the Programme; s47E(d), s47C(1)</p> <p>(ix) ability to work with other Delivery Partners to form a state and/or national network; s47E(d), s47C(1)</p> <p>(x) ability to connect with and facilitate referrals of eligible businesses to other relevant Government programs including but not limited to Industry Growth Centres; s47E(d), s47C(1)</p> <p>(xi) have a service delivery model to comply</p>	
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		<p>with the delivery principle to ensure continuity of service to a business as outlined in <a href="#">item 2 of Schedule 1– Statement of Requirement</a>;</p> <p>s47E(d), s47C(1)</p> <p>(xii) ability to offer other ad hoc project services to further support the achievement of the Programme’s objectives; and</p> <p>s47E(d), s47C(1)</p> <p>(xiii) ability to instil confidence for businesses entering the Programme, some of whom may be seeking expert business advisory assistance for the first time, including those from culturally and linguistically diverse, or Indigenous backgrounds.</p> <p>s47E(d), s47C(1)</p>	
		<p><b>Project Management</b></p> <p>(i) Ability to ensure quality assurance and performance management plans are in place and achievable;</p> <p>s47E(d), s47C(1)</p> <p>(ii) ability to manage workflow including effective resource allocation, workload balancing and ensuring appropriate specialist skills are deployed in response to customer needs within required timeframes;</p> <p>s47E(d), s47C(1)</p> <p>(iii) ability to ensure ongoing professional development of tenderer’s specified personnel;</p> <p>s47E(d), s47C(1)</p> <p>(iv) ability to manage resourcing (equipment and facilities including ICT);</p> <p>s47E(d), s47C(1)</p> <p>(v) ability to have adequate ICT security protocols in place to ensure customer</p>	

		<p>information is stored securely and only accessed or used for the purpose of delivering Programme services;  <small>s47E(d), s47C(1)</small></p> <p>(vi) ability to manage any delays in providing the services;  <small>s47E(d), s47C(1)</small></p> <p>(vii) ability to comply with the Programme's administrative requirements;  <small>s47E(d), s47C(1)</small></p> <p>(viii) ability to transition in and transition out of the Programme; and  <small>s47E(d), s47C(1)</small></p> <p>(ix) ability to appropriately manage work health and safety issues.  <small>s47E(d), s47C(1)</small></p>	
		<p><b>Specified Personnel</b></p> <p>(i) Extent of specified personnel's first-hand business experience and knowledge of current issues affecting eligible businesses;  <small>s47E(d), s47C(1)</small></p> <p>(ii) suitability of specified personnel's skills to fulfil the roles of Facilitators as outlined in <a href="#">Appendix B of Schedule 1 - Statement of Requirement</a>;  <small>s47E(d), s47C(1)</small></p> <p>(iii) tenderer's ability to replace specified personnel if positions become vacant during the course of the contract or additional specified personnel are required due to increased demand for Programme services;  <small>s47E(d), s47C(1)</small></p> <p>(iv) diversity of specified personnel.  <b>s47E(d), s47C(1)</b></p> <p>Note: If the tenderer does not currently have all</p>	



		specified personnel, please outline the methodology that will be applied to attract and appoint suitably skilled and qualified specified personnel.	
2.	<b>Promotion and Marketing and Industry Knowledge</b>		<b>30%</b>
	<b>Key Criterion</b> <b>Column (a)</b>	<b>Sub-Criteria</b> <b>Column (b)</b>	
	<p>The overall ability of the tenderer to:</p> <ul style="list-style-type: none"> <li>• promote the Programme to ensure adequate take up and demand for Programme services; and</li> <li>• provide the Department with high-level market and business intelligence to support continuous improvement and delivery of services.</li> </ul>	<p><b>Promotion and Marketing ( overall 2)</b></p> <p>(i) Ability to promote Programme services to eligible businesses through marketing, communications and business development activities; and <small>§47E(d), §47C(1)</small></p> <p>(ii) ability to promote Programme services to eligible businesses to ensure adequate demand for and take-up of Programme services is maintained. <small>§47E(d), §47C(1)</small></p> <p><b>Industry Knowledge</b></p> <p>(i) Industry knowledge, interaction and linkages with eligible businesses; <small>§47E(d), §47C(1)</small></p> <p>(ii) connection with and understanding of what is occurring across the business landscape for SMEs, including start-ups; and <small>§47E(d), §47C(1)</small></p> <p>(iii) ability to provide the Department with market and business intelligence relating to the Programme’s eligible businesses, including any value-added services to support the Department’s achievement of Programme objectives. <small>§47E(d), §47C(1)</small></p>	

Unweighted Criteria			
3.	<b>Price</b>		<b>Not weighted</b>
	<b>Key Criterion</b> <b>Column (a)</b>	<b>Sub-Criteria</b> <b>Column (b)</b>	
	Pricing proposed by the tenderer to deliver the Programme services and deliverables.	(i) Pricing offered including all costs, fees, allowances and charges associated with the implementation and completion of obligations under the Draft Form Contract;  (ii) pricing structure; and  (iii) proposed payment schedules and life cycle costs.	
4.	<b>Risk</b>		<b>Not weighted</b> s47E(d), s47C(1)
	<b>Key Criterion</b> <b>Column (a)</b>	<b>Sub-Criteria</b> <b>Column (b)</b>	
	Any risks inherent in the tender.	Any risks inherent in the tender which may include (but is not limited to): <ul style="list-style-type: none"> <li>• management of any actual, perceived or potential conflicts of interest;</li> <li>• level of compliance with this RFT (including the Draft Form of Contract);</li> <li>• adequacy of the insurance proposed by the tenderer;</li> <li>• past performance of contractual obligations by the tenderer. For the purposes of this sub-criterion, tenderer also encompasses any related body corporate, proposed subcontractor or their related body corporate, or special purpose vehicle (in which any of these entities have been involved); and</li> <li>• the nature and health of the tenderer's or proposed subcontractors' previous contractual relationships with the Commonwealth and behaviour.</li> </ul>	

5.	<b>Corporate and Financial Viability</b>		<b>Not weighted</b>
		<ul style="list-style-type: none"> <li>(i) Proposed corporate structure and management structure, including senior management;</li> <li>(ii) tenderer's business size; locations and duration of operation;</li> <li>(iii) details of any litigation or any other relevant issues that may affect the tenderer's performance;</li> <li>(iv) financial reference checks;</li> <li>(v) the proposed corporate structure of the tenderer and proposed subcontractors, including for any related bodies corporate; and</li> <li>(vi) the financial and corporate viability of the tenderer and proposed subcontractors to fulfil the obligations set out in the Draft Form of Contract.</li> </ul>	s47E(d), s47C(1)
6.	<b>Commonwealth Policies</b>		s47E(d), s47C(1)
	<b>Key Criterion</b> <b>Column (a)</b>	<b>Sub-Criteria</b> <b>Column (b)</b>	
	The tenderer's ability to sufficiently conform and provide the services in accordance with relevant Commonwealth Procurement Connected Policies.	<p><b>Indigenous Procurement Policy</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to:</p> <ul style="list-style-type: none"> <li>(i) using Indigenous enterprises in its supply chain; and</li> <li>(ii) the employment of Indigenous Australians.</li> </ul>	
		<p><b>Requirement of Economic Benefit for Australia</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to providing benefits to the Australian economy including in the areas of employment, environmental sustainability and innovation.</p>	



## STAGE 2 TECHNICAL ASSESSMENT FORM

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	16 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p style="text-align: right; margin-right: 100px;">s47E(d), s47C(1)</p> <p><b>Exceptional</b></p> <p><b>Good</b> <span style="margin-left: 200px;"><b>OR</b></span> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p><b>Acceptable</b></p> <p><b>Poor</b></p> <p><b>Unsatisfactory</b></p> <p><b>Non-compliant</b></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/>Yes/ <input type="checkbox"/>No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)

<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

**Negotiation points**

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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**Risk**

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]																											
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]																											
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Likelihood:</b></td> <td style="width: 35%;">Almost Certain <input type="checkbox"/></td> <td style="width: 35%;">Unlikely <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Likely <input type="checkbox"/></td> <td>Rare <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Possible <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Consequence:</b></td> <td>Severe <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Major <input type="checkbox"/></td> <td>Insignificant <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Moderate <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Risk Level:</b></td> <td>Extreme <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>High <input type="checkbox"/></td> <td>Low <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Medium <input type="checkbox"/></td> <td></td> </tr> </table>	<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>		Likely <input type="checkbox"/>	Rare <input type="checkbox"/>		Possible <input type="checkbox"/>		<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>		Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>		Moderate <input type="checkbox"/>		<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>		High <input type="checkbox"/>	Low <input type="checkbox"/>		Medium <input type="checkbox"/>	
<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>																										
	Likely <input type="checkbox"/>	Rare <input type="checkbox"/>																										
	Possible <input type="checkbox"/>																											
<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>																										
	Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>																										
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<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>																										
	High <input type="checkbox"/>	Low <input type="checkbox"/>																										
	Medium <input type="checkbox"/>																											

**Notes:**

1. If you need to capture more than one risk, please copy this page.

*Assessment Complete*

<b>Date</b>	
<b>Assessor Signature</b>	

*Moderation*

<b>Date</b>	
<b>Assessor</b>	Agree to moderated finding <input type="checkbox"/> Dissent to moderated finding <input type="checkbox"/>
<b>Signature</b>	



<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	16 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	16 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	16 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	16 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	16 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/> <b>OR</b> Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

## STAGE 2 TECHNICAL ASSESSMENT FORM

<b>Criterion ID</b>	1. Organisational Capability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	16 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<p><input type="checkbox"/>Yes/ <input type="checkbox"/>No</p> <p>[insert first draft of possible question]</p>
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	s47E(d), s47C(1)

<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

**Negotiation points**

<b>Negotiating Points</b>	<ul style="list-style-type: none"> <li>• [insert]</li> <li>• [insert]</li> </ul>
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**Risk**

<b>Evaluation Criterion Risk Identified</b>	[describe the risk]																											
<b>Evaluation Criterion Risk Comments and mitigations</b>	[describe potential management approaches and risk mitigations]																											
<b>Evaluation Criterion Preliminary Risk Assessment</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;"><b>Likelihood:</b></td> <td style="width: 35%;">Almost Certain <input type="checkbox"/></td> <td style="width: 35%;">Unlikely <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Likely <input type="checkbox"/></td> <td>Rare <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Possible <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Consequence:</b></td> <td>Severe <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Major <input type="checkbox"/></td> <td>Insignificant <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Moderate <input type="checkbox"/></td> <td></td> </tr> <tr> <td><b>Risk Level:</b></td> <td>Extreme <input type="checkbox"/></td> <td>Minor <input type="checkbox"/></td> </tr> <tr> <td></td> <td>High <input type="checkbox"/></td> <td>Low <input type="checkbox"/></td> </tr> <tr> <td></td> <td>Medium <input type="checkbox"/></td> <td></td> </tr> </table>	<b>Likelihood:</b>	Almost Certain <input type="checkbox"/>	Unlikely <input type="checkbox"/>		Likely <input type="checkbox"/>	Rare <input type="checkbox"/>		Possible <input type="checkbox"/>		<b>Consequence:</b>	Severe <input type="checkbox"/>	Minor <input type="checkbox"/>		Major <input type="checkbox"/>	Insignificant <input type="checkbox"/>		Moderate <input type="checkbox"/>		<b>Risk Level:</b>	Extreme <input type="checkbox"/>	Minor <input type="checkbox"/>		High <input type="checkbox"/>	Low <input type="checkbox"/>		Medium <input type="checkbox"/>	
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	High <input type="checkbox"/>	Low <input type="checkbox"/>																										
	Medium <input type="checkbox"/>																											

**Notes:**

1. If you need to capture more than one risk, please copy this page.



*Assessment Complete*

<b>Date</b>	
<b>Assessor Signature</b>	

*Moderation*

<b>Date</b>	
<b>Assessor</b>	Agree to moderated finding <input type="checkbox"/> Dissent to moderated finding <input type="checkbox"/>
<b>Signature</b>	

<b>Criterion ID</b>	2. Promotion and Marketing and Industry Knowledge
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	16 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	s47E(d), s47C(1)
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	3. Price
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	16 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	<u>Not assessed as part of this stage.</u>
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	4. Risk
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	16 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
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<b>Evaluation Criterion Word Picture and Score Justification</b>	
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	5. Corporate and Financial Viability
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	16 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
<b>Evaluation Criterion Word Picture and Score Justification</b>	Not assessed here.
<b>Why a higher rating was not awarded...</b>	
<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	

<b>Criterion ID</b>	6. Commonwealth Policies
<b>Tenderer Name</b>	s22(1)(a)(ii)
<b>Assessor Name</b>	s22(1)(a)(ii)
<b>Date or period of Criterion Assessment</b>	16 Dec 2019
<b>Evaluation Rating Summary Word Picture</b>	<p>Exceptional <input type="checkbox"/></p> <p>Good <input type="checkbox"/>      <b>OR</b>    Yes <input type="checkbox"/> / No <input type="checkbox"/> (for unweighted criteria)</p> <p>Acceptable <input type="checkbox"/></p> <p>Poor <input type="checkbox"/></p> <p>Unsatisfactory <input type="checkbox"/></p> <p>Non-compliant <input type="checkbox"/></p>
<b>Is a clarification question required – if so do a first draft question – {see Tender Evaluation Plan and RFT for process to be followed in issuing clarification questions}</b>	<input type="checkbox"/> Yes/ <input type="checkbox"/> No [insert first draft of possible question]
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<b>Why a lower rating was not awarded...</b>	
<b>Evaluation Criterion Score</b>	<input type="checkbox"/> 5, <input type="checkbox"/> 4, <input type="checkbox"/> 3, <input type="checkbox"/> 2, <input type="checkbox"/> 1, <input type="checkbox"/> 0
<b>Additional Comments</b> (if any)	



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# Australian Government

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## Department of Industry, Science, Energy and Resources

### TENDER EVALUATION REPORT

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#### EVALUATION REPORT SUMMARY

**Procurement Title:** *Engagement of Delivery Partners for the Entrepreneurs' Programme*

**Tender Reference:** PRI-00004142

**Project Officer:** s22(1)(a)(ii)

**Ph.:** s22(1)(a)(ii)

**Division:** AusIndustry – Support for Business

Tender Evaluation Report – RFT PRI-00004142 (Sensitive – Legal)

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Tender Evaluation Report – RFT PRI-00004142 (Sensitive – Legal)



- 
- Attachment A – Approval Minute
  - Attachment B – Procurement and Probity Plan
  - Attachment C – Request for Tender Document
  - Attachment D – RFT Addenda
  - Attachment E – Tender Evaluation Plan
  - Attachment F – EP DP Tender Assessment Tracker
  - Attachment G – TAP Division of Responses
  - Attachment H – Consolidated Stage 2 Technical Assessment Forms (TAFs)
  - Attachment I – Consolidated Technical Assessment (Shortlisted Tenderers)
  - Attachment J – Stage 3 Initial Pricing Evaluation (completed by s22(1)(a)(ii) )
  - Attachment K – Consolidated VFM Analysis
  - Attachment L – Evaluation Report – Pricing and Financial Viability (completed by s22(1)(a)(ii))
  - Attachment M – Specified Personnel Distribution Matrix (Consolidated Footprint)
  - Attachment N – Tenderer Interview write-up
  - Attachment O – Consolidated Referee Reports (Shortlisted Tenderers)
  - Attachment P – Draft Contract for Services
  - Attachment Q – Stage 4 non-compliance with Draft Contract (Shortlisted Tenderers)

Tender Evaluation Report – RFT PRI-00004142 (Sensitive – Legal)

## 1 EVALUATION SUMMARY

Item	Response
<b>Procurement Title:</b>	<b>Engagement of Delivery Partners for the Entrepreneurs' Programme</b>
<b>Division:</b>	AusIndustry – Support for Business
<b>Procurement Overview:</b>	<p>A comprehensive national network of suitably qualified organisations (referred to as <b>Delivery Partners</b>) will be engaged to deliver services for all Programme elements. Service delivery will require collaboration and cooperation between Delivery Partners for customers where this will deliver the best outcome for those businesses. A delivery partnership also provides the opportunity to support the Programme's ongoing improvements in design and delivery across all Programme elements.</p> <p>See '<b>Scope of Procurement</b>' at <b>Section 2</b> for further information</p>
<b>Contract Term:</b>	<ul style="list-style-type: none"> <li>• Initial: 3 years</li> <li>• Anticipated Contract Commencement: 01 July 2020</li> <li>• Anticipated Contract Completion: 30 June 2023</li> <li>• Extension options: Two one-year extension options</li> </ul>
<b>Recommended or Preferred Tenderers:</b>	See ' <b>Final Selection</b> ' at <b>Section 5</b>
<b>Total Contract(s) Value:</b> <b>Pre-Tender Estimate:</b>	The estimated value of the procurement was \$182 million for the maximum contract term of 5 years. This amount has been determined based on the funding available in the Entrepreneurs' Programme appropriation for service delivery and the previous Industry Partner contract spend.
<b>Price Basis:</b>	<ul style="list-style-type: none"> <li>• Fixed charges based on an Annual Fee. The Annual Fee is comprised of an all-inclusive cost per Specified Personnel multiplied by the number of Specified Personnel from each Delivery Partner. Fees are paid quarterly in arrears, except in year one where an instalment payment is made one month in arrears and quarterly thereafter. The Department may discuss specific payment terms with Delivery Partners to ensure they can meet obligations as and when they fall due under the contract terms and potentially to align with market/industry standard approaches to payment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Additional services (if required) are charged hourly, daily, or monthly as required.</li> </ul>
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## 2 SCOPE OF PROCUREMENT

### 1. Procurement Scope

The Department is seeking to engage Delivery Partners to deliver expert business advisory and facilitation services to eligible businesses for the Programme. It is expected that approximately 10 Delivery Partners will be engaged and are each able to employ a minimum of five specified personnel. The network of Delivery Partners must enable the Programme to reach eligible businesses Australia wide.

To ensure adequate take up and maintain demand for Programme services, Delivery Partners will be required to promote services to eligible businesses through business development activities.

Delivery Partners will also provide the Department with market and business intelligence relating to eligible businesses and business more broadly, through their understanding of and linkages to businesses and international trends and opportunities.

It is proposed that this procurement of services from multiple Delivery Partners be through a fee for service contract model. Delivery Partners engaged through this procurement will be offered a contract to 30 June 2023, with an option for the Commonwealth to extend the contract for up to two one-year extension options.

### 2. Background

The Entrepreneurs' Programme (the **Programme**) is the Australian Government's initiative for business productivity and competitiveness at the firm level. The Programme delivers expert advice, networking and matched grants to help businesses grow, innovate and commercialise nationally and globally. This helps to drive economic growth and jobs, and improve broader community outcomes.

The Programme is designed to deliver the following outcomes:

- Businesses grow by understanding their potential and how to reach it.
- Businesses and researchers innovate by building productive and collaborative relationships.
- Businesses with new-to-market opportunities commercialise successfully into global markets.

Support for the key outcomes of growth, innovation and commercialisation is delivered through four aligned Programme elements:

**Business Management** —helps small and medium businesses to grow by improving their business practices and management capability so they are more competitive nationally and globally and can take advantage of growth and collaboration opportunities. Supporting matched grants of up to \$20,000 help businesses to implement recommendations.



Incubator Support — helps innovative start-ups to develop business capabilities to achieve commercial success in international markets. Funding is provided to new and existing incubators to support their development, boost their effectiveness and expand their services through access to experts in residence.

Innovation Connections — helps businesses to innovate by collaborating with researchers to develop new ideas with commercial potential. Research needs are reviewed and businesses are connected with the research sector. Advice and connections are supported by matched grants of up to \$50,000 to support research project collaborations.

Accelerating Commercialisation — helps businesses, entrepreneurs and researchers to commercialise novel products, services and processes. Expert guidance and connections are complemented by competitive matched grants of up to \$1 million for commercialisation.

The Programme was established in 2014. Having achieved a level of maturity, the Department of Industry, Science, Energy and Resources (the **Department**) has undertaken a customer-centred approach to identify areas for improvement in its design and delivery. This process has identified opportunities for the Programme to build on its strengths to support businesses.

### 3. Estimated Value

The proposed contract term is three years from 1 July 2020 to 30 June 2023 with two one-year extension options. The estimated value of the procurement is \$182 million (incl GST). This figure is based on the contract values for the 10 Industry Partners (employing approximately 120 Advisers/Facilitators), 21 Accelerating Commercialisation Advisers and two Regional Incubator Facilitators over the past five year period. The below funding has been allocated to the Entrepreneurs' Programme (across the existing Programme elements) over the next three year period:

2020-21 (\$m ex GST)	2021-22 (\$m ex GST)	2022-23 (\$m ex GST)
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s47E(d), s47C(1)

This funding comes from a number of appropriations which can be moved from one category to another.

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#### 4. Business Case

The contractual arrangements with the Programme's current service delivery partners expire on 30 June 2020. All extension options available in the contracts (as outlined in the original tender processes) have been exercised. New arrangements are required to ensure continuity of service delivery from 1 July 2020.

As part of a re-design process that commenced in July/August 2018, AusIndustry has undertaken a refresh of the Programme's service offering and delivery model with the aim of adopting a customer centric approach to tailor services to meet customers' needs. As part of the refresh, existing delivery arrangements are being streamlined to ensure greater flexibility and more emphasis on outcomes. The re-design process informed the development of the tender specifications.

The Entrepreneurs' Programme aims to support strong and self-reliant Australian businesses that are competitive in a global environment. The Programme is targeting diverse, high growth potential businesses to improve management capability and research collaboration, and to commercialise novel products, processes and services.

The Programme's strategy is focused on the primary outcomes of *growth*, *innovation* and *commercialisation* with the current four elements contained in this approach.

Specifically, the Programme wants:

- Businesses to grow by understanding their potential and how to reach it.
- Businesses and researchers to innovate by building productive and collaborative relationships.
- Businesses with new-to-market opportunities to commercialise successfully into global markets.

To continue to improve the delivery of services to small and medium-sized enterprises (SMEs) a strong partnership that captures relevant business intelligence, and makes the most of all learning mechanisms to help achieve program outcomes is required. With this in mind, the Programme wants to create strong and equitable partnerships in which the networks, resources and knowledge of private sector Delivery Partners can be better leveraged to target and deliver assistance to eligible SMEs. The new partnership model will work collaboratively with a national network of suitably qualified organisations (referred to as Delivery Partners) to promote and build SME networks and capabilities and encourage high value innovation to improve business growth, innovation and commercialisation opportunities.

In conjunction with Delivery Partners, the Programme will access the diversity within the cohort of specified personnel and associated business intelligence to continue to refine a program that is sustainable into the future. Delivery Partners are a means by which the Programme can develop and support systems (locally and nationally) to contribute more directly and effectively to SMEs.

The Department recognises Delivery Partners are key to the delivery of services to business. The Department will consult and collaborate with successful tenderers with the design of the delivery model and new services which are expected to be implemented from 1 July 2020.

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The Programme is therefore seeking Delivery Partners who are open minded, customer and partner focused, collaborative and committed to implementing and supporting the changes to the service offering.

The requirement for Delivery Partners aligns with an open tender procurement process. This assessment is supported by the Procurement and Financial Policy section and Legal Services based on requirements detailed in the Commonwealth Grant Rules and Guidelines (CGRGs) and Commonwealth Procurement Rules (CPRs).

## 5. Procurement Methodology

The following procurement methodology has been selected for this procurement:

### Open public tender

An **open tender** is a procurement procedure where a request for tender (RFT) is published inviting all businesses that satisfy the conditions for participation to submit tenders.

The RFT was released on AusTender on 27 September 2019. See [Attachment C – RFT](#)

Several addenda to the RFT were issued prior to the closing date. See [Attachment D – PRI-00004142 Addenda History](#)

The Stage 1 Approval Minute was approved by **s22(1)(a)(ii)** on 25 September 2019 and is attached as [Attachment A – Approval Minute](#)

The Procurement Plan is attached as [Attachment B – Procurement Plan](#) and [Attachment B – Probity Plan](#)



### 3 PROCUREMENT DEVELOPMENT

Item	Response
Procurement Plan	At Attachment B
Risk Rating	See Procurement Risk Assessment in the Procurement Plan at Attachment B.
Technical Selection Criteria	<p><b>1. Organisational Capability (70%)</b></p> <p>The overall organisational ability of the tenderer to deliver and support the delivery of the requirements, including meeting contractual obligations and having the financial capacity to deliver the requirements (services), and demonstrate that proposed specified personnel have the ability and skills to deliver the Programme services and provide the deliverables.</p> <ol style="list-style-type: none"> <li>i. Organisational experience delivering expert business advisory and facilitation services;</li> <li>ii. ability to provide a minimum of five full time equivalent specified personnel of suitable quality and experience to deliver Programme services;</li> <li>iii. understanding of and ability to deliver expert business advisory and facilitation services (as relevant);</li> <li>iv. ability to deliver Programme services appropriate to the individual needs of businesses;</li> <li>v. ability to implement quality assurance systems and processes for consistent delivery of high quality services;</li> <li>vi. ability to deliver Programme services in a way that is flexible, adaptable and scalable;</li> <li>vii. ability to appropriately manage service delivery timeframes as specified by the Department;</li> <li>viii. ability to respond to significant increases or decreases in the level of services or changes to the services resulting from changes to Commonwealth policy or the number of eligible businesses entering the Programme;</li> <li>ix. ability to work with other Delivery Partners to form a state and/or national network;</li> <li>x. ability to connect with and facilitate referrals of eligible businesses to other relevant Government programs including but not limited to Industry Growth Centres;</li> <li>xi. have a service delivery model to comply with the delivery principle to ensure continuity of service to a business as outlined in <a href="#">item 2 of Schedule 1– Statement of Requirement</a>;</li> </ol>

	<p>xii. ability to offer other ad hoc project services to further support the achievement of the Programme's objectives; and</p> <p>xiii. ability to instil confidence for businesses entering the Programme, some of whom may be seeking expert business advisory assistance for the first time, including those from culturally and linguistically diverse, or Indigenous backgrounds.</p> <p><b>Project Management</b></p> <p>i. Ability to ensure quality assurance and performance management plans are in place and achievable;</p> <p>ii. ability to manage workflow including effective resource allocation, workload balancing and ensuring appropriate specialist skills are deployed in response to customer needs within required timeframes;</p> <p>iii. ability to ensure ongoing professional development of tenderer's specified personnel;</p> <p>iv. ability to manage resourcing (equipment and facilities including ICT);</p> <p>v. ability to have adequate ICT security protocols in place to ensure customer information is stored securely and only accessed or used for the purpose of delivering Programme services;</p> <p>vi. ability to manage any delays in providing the services;</p> <p>vii. ability to comply with the Programme's administrative requirements;</p> <p>viii. ability to transition in and transition out of the Programme; and</p> <p>ix. ability to appropriately manage work health and safety issues.</p> <p><b>Specified Personnel</b></p> <p>i. Extent of specified personnel's first-hand business experience and knowledge of current issues affecting eligible businesses;</p> <p>ii. suitability of specified personnel's skills to fulfil the roles of Facilitators as outlined in <a href="#">Appendix B of Schedule 1 - Statement of Requirement</a>;</p> <p>iii. tenderer's ability to replace specified personnel if positions become vacant during the course of the contract or additional specified personnel are required due to increased demand for Programme services; and</p> <p>iv. diversity of specified personnel.</p>
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	<p>Note: If the tenderer does not currently have all specified personnel, please outline the methodology that will be applied to attract and appoint suitably skilled and qualified specified personnel.</p> <p><b>2. Promotion and Marketing and Industry Knowledge (30%)</b></p> <p>Key Criterion</p> <p>The overall ability of the tenderer to:</p> <ul style="list-style-type: none"> <li>• promote the Programme to ensure adequate take up and demand for Programme services; and</li> <li>• provide the Department with high-level market and business intelligence to support continuous improvement and delivery of services.</li> </ul> <p>Sub-criteria Promotion and Marketing</p> <ol style="list-style-type: none"> <li>i. Ability to promote Programme services to eligible businesses through marketing, communications and business development activities;</li> <li>ii. ability to promote Programme services to eligible businesses to ensure adequate demand for and take-up of Programme services is maintained.</li> </ol> <p>Sub-criteria Industry Knowledge</p> <ol style="list-style-type: none"> <li>iii. industry knowledge, interaction and linkages with eligible businesses;</li> <li>iv. connection with and understanding of what is occurring across the business landscape for SMEs, including start-ups; and</li> <li>v. ability to provide the Department with market and business intelligence relating to the Programme's eligible businesses, including any value-added services to support the Department's achievement of Programme objectives.</li> </ol> <p><b>3. Price (unweighted criteria)</b></p> <p>Key Criterion</p> <p>Pricing proposed by the tenderer to deliver the Programme services and deliverables.</p> <p>Sub-Criteria</p>
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	<ul style="list-style-type: none"> <li>i. Pricing offered including all costs, fees, allowances and charges associated with the implementation and completion of obligations under the Draft Form Contract;</li> <li>ii. pricing structure; and</li> <li>iii. proposed payment schedules and life cycle costs.</li> </ul> <p><b>4. Risk (unweighted criteria)</b></p> <p>Any risks inherent in the tender which may include (but is not limited to):</p> <ul style="list-style-type: none"> <li>i. management of any actual, perceived or potential conflicts of interest;</li> <li>ii. level of compliance with this RFT (including the Draft Form of Contract);</li> <li>iii. adequacy of the insurance proposed by the tenderer;</li> <li>iv. past performance of contractual obligations by the tenderer. For the purposes of this sub-criterion, tenderer also encompasses any related body corporate, proposed subcontractor or their related body corporate, or special purpose vehicle (in which any of these entities have been involved); and</li> <li>v. the nature and health of the tenderer's or proposed subcontractors' previous contractual relationships with the Commonwealth and behaviour.</li> </ul> <p><b>5. Corporate and Financial Viability (unweighted criteria)</b></p> <ul style="list-style-type: none"> <li>i. Proposed corporate structure and management structure, including senior management;</li> <li>ii. tenderer's business size; locations and duration of operation;</li> <li>iii. details of any litigation or any other relevant issues that may affect the tenderer's performance;</li> <li>iv. financial reference checks;</li> <li>v. the proposed corporate structure of the tenderer and proposed subcontractors, including for any related bodies corporate; and</li> <li>vi. the financial and corporate viability of the tenderer and proposed subcontractors to fulfil the obligations set out in the Draft Form of Contract.</li> </ul> <p><b>6. Commonwealth Policies (unweighted criteria)</b></p> <p>Key Criterion</p> <p>The tenderer's ability to sufficiently conform and provide the services in accordance with relevant Commonwealth Procurement Connected Policies.</p>
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	<p><b>Indigenous Procurement Policy</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to:</p> <ol style="list-style-type: none"> <li>i. using Indigenous enterprises in its supply chain; and</li> <li>ii. the employment of Indigenous Australians.</li> </ol> <p><b>Requirement of Economic Benefit for Australia</b></p> <p>In evaluating tenders, the Department will take into consideration the tenderer's proposed approach to providing benefits to the Australian economy including in the areas of employment, environmental sustainability and innovation.</p>
	<p><b>Weighting of criteria:</b></p> <ul style="list-style-type: none"> <li>• Organisational Capability – 70%</li> <li>• Promotion and Marketing and Industry Knowledge – 30%</li> <li>• All other criteria unweighted</li> </ul>
<b>RFT Open and Closing Dates</b>	<p>RFT Release Date: 27 September 2019</p> <p>RFT Closing Date: 27 November 2019</p>
<b>Offer Validity Expiry Date:</b>	<p>Clause 15.2 of the RFT is listed as 12 months from the Closing Time.</p>

## 4 THE EVALUATION –

### 4.1 TENDER ASSESMENT PANEL (TAP) PARTICIPANTS

Name and Position	Division/Agency	Role
s22(1)(a)(ii) – Entrepreneurs' Programme Operations	AusIndustry – Support for Business	Chairperson
s22(1)(a)(ii) – Entrepreneurs' Programme Strategy	AusIndustry – Support for Business	TAP Member
s22(1)(a)(ii)	AusIndustry – Support for Business	TAP Member

Internal expert assessors were also selected to support the TAP. Their selection was based on their knowledge of the particular element/s and/or their experience within policy. Responses were allocated accordingly and the expert assessors were provided with a specific set of questions from the TAP as well as questions relevant to each

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shortlisted response. The TAP were interested in the service delivery model proposed, the credibility, reputation and past performance of specified personnel (if known), the Tenderer's capacity to adapt and deliver in line with the recommendations from the reform/re-design process, their ability to collaborate and any potential policy implications the TAP should consider.

Internal expert assessors did not allocate a score or comment against the full evaluation criteria contained in the RFT and the Stage 2 Assessment template.

The internal expert assessors included:

Name and Position	Division/Agency	Role
s22(1)(a)(ii) s22(1)(a)(ii) – Innovation Connections Entrepreneurs' Programme	AusIndustry – Support for Business	Internal expert
s22(1)(a)(ii) – Innovation Connections Entrepreneurs' Programme	AusIndustry – Support for Business	Internal expert
s22(1)(a)(ii) – Sectoral and Place Based Policy	Industry Growth	Internal expert
s22(1)(a)(ii) – Accelerating Commercialisation Entrepreneurs' Programme	AusIndustry – Support for Business	Internal expert

#### 4.2 SPECIALIST ADVICE AND SUPPORT

ROLE	APPOINTEE
<b>Probity Advisor</b> (non-voting)	s22(1)(a)(ii)    s22(1)(a)(ii) s22(1)(a)(ii)
<b>Probity Auditor</b> (non-voting)	As above or to be appointed independently if appropriate or necessary
<b>Financial Auditor</b> (non-voting)	s22(1)(a)(ii)    (s22(1)(a)(ii) )
<b>Technical Adviser(s)</b> (non-voting)	Procurement and Financial Policy Section, Portfolio Budget, Accounting and Financial Policy  Program Operations Section (Pricing), AusIndustry – Support for Business  Program Operations Section (Contracts), AusIndustry – Support for Business
<b>Legal Adviser</b> (non-voting)	s22(1)(a)(ii)  A/g Senior Legal Counsel, Resources, AusIndustry and Corporate Section, Legal, Audit and Assurance Branch

#### 4.3 RESPONSES RECEIVED

The Tender Support Team was provided probity training prior to opening tenders on 28 November 2019 by s22(1)(a)(ii)

55 responses were received to the RFT and were evaluated in accordance with the Tender Evaluation Plan (TEP).

The following tender(s) were received in alphabetical order:

Id #	Name	Location (Suburb)	State or Territory	Outcome Tendered
1	s22(1)(a)(ii)	s47E(d)		
2				
3				
4				

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Id #	Name	Location (Suburb)	State or Territory	Outcome Tendered
5	s22(1)(a)(ii)	s47E(d)		
6		-		
7		-		
8		-		
9		-		
10		-		
11		-		
12		-		
13		-		
14		-		
15		-		
16		-		
17		-		
18		-		
19		-		
20		-		
21		-		
22		-		

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Id #	Name	Location (Suburb)	State or Territory	Outcome Tendered
23	s22(1)(a)(ii)	s47E(d)		
24				
25				
26				
27				
28				
29				
30				
31				
32				
33				
34				
35				
36				
37				
38	On-Market Book Builds Pty Ltd	Sydney	NSW	Commercialisation (national) and Growth (NSW and ACT)
39	s22(1)(a)(ii)	s47E(d)		
40				



Id #	Name	Location (Suburb)	State or Territory	Outcome Tendered
41	s22(1)(a)(ii)	s47E(d)		
42				
43				
44				
45				
46				
47				
48				
49				
50				
51				
52				
53				
54				
55				

#### 4.4 REGISTRATION AND SCREENING

Tenders were registered and screened in accordance with the processes outlined in part 16 of the Tender Evaluation Plan (TEP). See [Attachment E – Tender Evaluation Plan](#)

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All relevant data and actions were recorded in the Tender Register and Screening spreadsheet. See [Attachment F – EP DP Tender Assessment Tracker](#)

The Conditions for Participation and Minimum Content and Format Requirements are as follows:

### Conditions for Participation

To submit a tender, the tenderer must satisfy the Conditions for Participation (i.e. mandatory requirements). If a tenderer did not satisfy the Conditions for Participation, the tender was excluded from consideration (see RFT clause 11).

The Conditions for Participation are set out in the following table:

No.	Condition for Participation
1.	The tenderer and any subcontractors proposed in the tender must not be named as not complying with the <i>Workplace Gender Equality Act 2012</i> (Cth).
2.	<p><b>Black Economy</b></p> <p>a) The tenderer either:</p> <ul style="list-style-type: none"> <li>(i) holds a Valid and Satisfactory Statement of Tax Record by the Closing Time of this RFT; or</li> <li>(ii) has a receipt demonstrating that a Statement of Tax Record has been requested from the Australian Taxation Office by the Closing Time of this RFT and holds a Valid and Satisfactory Statement of Tax Record no later than four (4) business days from the Closing Time of this RFT; and</li> </ul> <p>b) the tenderer holds a Valid and Satisfactory Statement of Tax Record for any first tier subcontractor that it proposes, as part of its tender, to engage to deliver services with an estimated value of over \$4 million (GST inclusive).</p>

### Satisfy the Minimum Content and Format Requirements

- a) Tenders must satisfy the Minimum Content and Format Requirements (i.e. mandatory requirements). Subject to RFT clause 17.1 (c), if a tender does not satisfy the Minimum Content and Format Requirements, it will be excluded from consideration (see RFT clause 12.1 (b)).

b) The Minimum Content and Format Requirements are set out in the following table:

No.	Minimum Content and Format Requirement
1.	The tenderer must complete the Tenderer Response Form in the form of Attachment 2, duly signed by the tenderer.
2.	<p><b>Black Economy</b></p> <p>Tenders must include either:</p> <ul style="list-style-type: none"> <li>a) a Valid and Satisfactory Statement of Tax Record for the tenderer; or</li> <li>b) a receipt demonstrating that a Statement of Tax Record has been requested from the Australian Taxation Office for the tenderer and the tenderer then provides a Valid and Satisfactory Statement of Tax Record no later than four (4) business days from the Closing Time of this RFT.</li> </ul>
3.	<p><b>Language</b></p> <p>Tenders (including all Attachments, annexes, and supporting documentation) are to be written in English.</p>
4.	<p><b>Measurement units</b></p> <p>Unless otherwise specified in this RFT, all measurements must be expressed in Australian legal units of measurement.</p>
5.	<p><b>Electronic files</b></p> <p>Electronic files comprising the tender must:</p> <ul style="list-style-type: none"> <li>a) be readable and un-encrypted; and</li> <li>b) not contain a virus, worm, malicious code, other disabling feature, or anything else that might compromise the integrity or security of AusTender and/or the Department's computing environment.</li> </ul>
6.	<p><b>Legibility of price</b></p> <p>Prices in tenders must be clearly and legibly stated.</p>
7.	<p><b>Completeness</b></p> <p>Tender responses must be complete.</p>

The following Tenderers did not satisfy the Conditions for Participation **and/or** Minimum Content and Format Requirements and did not proceed further:

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Id #	Name	Location (Suburb)	State or Territory	Outcome Tendered
s47E(d)	s22(1)(a)(ii)	s47E(d)		

s47E(d), s47C(1)

All other Tenderers progressed for further evaluation.

#### 4.5 STEP 2 – TECHNICAL EVALUATION

Probity and evaluation methodology training was provided to the TAP by the Probity Advisor on 28 November 2019, in accordance with the TEP.

At this meeting, the TAP decided that individual panel member assessments and their resulting scores would be moderated and averaged into a consolidated Technical Assessment. See [Attachment H – Consolidated Stage 2 Technical Assessment Forms](#)

A Stage 2 Technical Assessment Form (TAF) template was developed by the Tender Support Team (TST) in conjunction with the Probity Advisor for use by TAP members to uniformly document relevant evaluation comments and scores.

Access to the approved Stage 1 reviewed RFT responses were subsequently provided to TAP members to commence evaluations from 2 December 2019. All responses had pricing removed (Attachment 10) to ensure pricing was not factored into the evaluation until the Value for Money (VFM) assessment and to prevent the possibility of price influencing the technical assessment. Separated responses were saved to the

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Department's secure files (DocHub) with restricted access managed by the TST. Pricing information and full responses were saved to a separate DocHub folder (also with restricted access).

Initial individual technical evaluations were conducted by the Tender Assessment Panel (**TAP**) in accordance with the procedures outlined in Part B: Evaluation Process, Step 2: Technical Evaluation (part 14) of the **Tender Evaluation Plan (TEP)**. See [Attachment E – Tender Evaluation Plan](#)

Tender responses were evaluated against the **Evaluation Criteria** (see Part C – Evaluation Criteria of the TEP).

#### Division of Responses for Technical Evaluation

After commencement of the technical evaluation and as a result of the large number of responses received, the TAP Chair determined (in consultation with the Probity Advisor) that a division of the remaining responses for technical evaluation was required to expedite the evaluation process. See [Attachment G – TAP Division of Responses](#)

The TAP met with the Probity Advisor on 12 December 2019 and remaining responses were randomly divided amongst the three panel members with each allocated a tranche. The TAP agreed that that at least two Stage 2 Technical Assessments would be completed across each response. Accordingly, each response was reviewed by two of the three technical assessors

This approach is a variation of the approach outlined in the TEP (see part 17 of the TEP), and was endorsed by both the TAP Chair and Probity Advisor (Attachment G).

Initial technical assessments were completed by 19 December 2019.

Once a shortlist had been determined, the TAP Individual technical assessments were then moderated by the Tender Support Team, sent to relevant evaluation teams for review and comment, and subsequently saved as Consolidated Technical Assessments contained in [Attachment I – Consolidated Technical Assessment \(Shortlisted Tenderers\)](#)

NOTE: Detailed individual and consolidated Technical Assessments for each Tenderer are available in the following folder [TAFs](#). Hard-copies are available if required (nominally Attachment H).

After completion of the Technical Evaluation, a final technical score was agreed and the following Tenderers were evaluated as technically **unsuitable** and not progressed for further evaluation:

Tender #	Organisation Name	Technical Score
s47E(d)	s22(1)(a)(ii)	s47E(d), s47C(1)

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The following Tenderers were evaluated as technically **suitable** and were progressed for further evaluation and discussion amongst the TAP for possible shortlisting:

Tender #	Organisation Name	Technical Score
s47E(d)	s22(1)(a)(ii)	s47E(d), s47C(1)
38	On-Market Book Builds Pty Ltd	3 (Acceptable)
s47E(d)	s22(1)(a)(ii)	s47E(d), s47C(1)

#### 4.6 OUTCOMES FROM STAGE 2 TECHNICAL ASSESSMENTS – SHORTLISTING

The TAP met on 17 December 2019 to review the shortlisted Tenderers. Individual scores and comments from the Stage 2 Technical Assessments were discussed. The TAP agreed that a combined individual score of 5 or below (a rating of 2 and 3 from individual TAP members) was regarded as an uncompetitive response and accordingly

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these were determined as not suitable. Shortlisted Tenderers <sup>s47E(d)</sup> were excluded from further evaluation on this basis. Each Tenderer presented some <sup>s47E(d), s47C(1)</sup>

<sup>s47E(d), s47C(1)</sup>

Tenderers 38 and <sup>s47E(d)</sup> each received a score of 6 (a rating of 3 and 3 from individual TAP members) for their response to the Growth outcome. After further discussion, the TAP agreed the responses did not indicate they fully understood the types of businesses the Programme works with and the TAP were not convinced they would be able to sufficiently meet reporting requirements, or provide the level of business intelligence the Programme will expect under new arrangements from July 1 2020.

Tenderers <sup>s47E(d)</sup> were progressed to the next stage. The TAP agreed this would include an opinion from internal panel experts which would be reviewed by the TAP and any relevant elements included in the final Stage 2 Technical Assessment, together with the findings from an interview presentation conducted by shortlisted tenderers to the TAP.

The shortlisted responses were divided amongst the internal panel experts according to each assessor's knowledge of the particular outcome/s and/or their experience within relevant and applicable policy. A set of specific questions from the TAP as well as questions relevant to each shortlisted response was provided by the TAP to the internal panel experts. This included commentary on the service delivery model proposed, the credibility, reputation and past performance of specified personnel (if known), the Tenderer's capacity to adapt and deliver in line with the recommendations from the reform/re-design process, their ability to collaborate and any potential policy implications the TAP should consider.

The TAP did not require internal expert assessors to allocate a score or comment against the full evaluation criteria contained in the RFT and the Stage 2 Technical Assessment template, only those criteria relevant to the internal panel expert's expertise.

The above information was provided to the internal panel experts on 20 December 2019 with responses received by 15 January 2020. More detail on the consolidated assessments of the shortlisted Tenderers is included in (Attachment I).

The process applied throughout this stage was conducted with support from the independent Probity Advisor <sup>s22(1)(a)(ii)</sup>. The approach ensured the Department can have a high level of confidence that the Stage 2 Technical Assessment process, ranking, shortlisting and internal expert assessment of Tenderer responses for the RFT was conducted fairly and equitably and in accordance with all probity requirements.

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Shortlisted Tenderers fully met the Technical Selection Criteria and the TAP agreed the shortlist was complete.

#### 4.7 OUTCOMES FROM THE STAGE 2 TECHNICAL ASSESSMENTS – PRESENTATION INTERVIEW PREPARATION

The TAP utilised the information from the Stage 2 Technical Assessment and the internal expert assessors to develop questions for the presentation interview stage. There were a set of standard questions asked regarding each Tenderers' approach to:

- collaboration within a national network;
- scalability and adaptability of the proposed service delivery offering;
- programme re-design, reform and continuous improvement; and
- managing performance (including ability to manage workload allocation, quality, conditions and expectations).

Additional questions were both specific to the Tenderers' response and outcome. At the request of the TAP, questions were not provided to shortlisted Tenderers prior to interview.

Interviews were scheduled over 21, 22, 23 and 28 January 2020. The findings are contained in [Attachment N – Tenderer interview write-up](#)

#### 4.8 STAGE 3 – PRICING AND FINANCIAL CAPABILITY EVALUATION

s22(1)(a)(ii) was engaged on 23 December 2019 to conduct the Pricing and Financial Capability Evaluation. Their detailed analysis and findings are contained in [Attachment J – Stage 3 Initial Pricing Evaluation](#)

This was a separate, partially parallel process to the Stage 2 Technical Assessment and was substantially completed prior to the presentation interviews so that any additional information required could be obtained from that part of the Stage 2 process.

s22(1)(a)(ii) completed a review of the pricing, corporate and financial information of the 14 shortlisted Tenderers in accordance with the procedures outlined in part 19 Step 3: Pricing Evaluation of the **Tender Evaluation Plan (TEP)** – see (Attachment F). This was the most effective, efficient and economical use of accountable agency resources in the circumstances and the approach was approved by the Probity Advisor.

The review included an analysis of all financial information submitted by each Tenderer in Attachment 10 of the Response Schedules to gain an understanding of the relationship between the prices quoted and the approach to service delivery, particularly with regards to program management and travel assumptions, as well as ad-hoc consultancy services. Variations associated with these costs were dependent on the geography and size of the service delivery model and were not compared across Tenderers as part of this analysis.

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Tenderers were separated according to the outcome/s and ranked by price (best to least best). Price was based on the adjusted tendered price per Facilitator (ex GST)  
The Adjusted Tendered Price = Total Tendered Price + Evaluation adjustments.

<u>Growth</u>		<u>Innovation</u>		<u>Commercialisation</u>	
<i>Tenderer #</i>	<i>Ranking (price) – best to least best</i>	<i>Tenderer #</i>	<i>Ranking (price) – best to least best</i>	<i>Tenderer #</i>	<i>Ranking (price) – best to least best</i>
s22(1)(a)(ii)				s47E(d), s47C(1)	

s47E(d), s47C(1)

#### 4.9 STAGE 5 – VALUE FOR MONEY ASSESSMENT – INITIAL ASSESSMENT AND CONFIRMATION OF THE SHORTLISTING

The value for money (VFM) assessment was conducted in accordance with the procedures outlined in part 21 Stage 5: Value for Money assessment of the Tender Evaluation Plan (TEP) – (see Attachment E).

The TAP met on 3 February 2020 to conduct the first stage of the Value for Money (VFM) assessment.

Based on the VFM and interview response, the shortlist of 14 Tenderers was reduced to 11. s47E(d), s47C(1)

s47E(d), s47C(1)

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s47E(d), s47C(1)

The TAP requested to seek further financial information on the following Tenderers:

Id #	Name	Outcome Tendered
s47E(d), s22(1)(a)(ii) )		s47E(d)

s22(1)(a)(ii) recommended the TAP request additional information from the Tenderers on the Programme management and overhead costs included in their response and detail on how these have been calculated.

s47E(d), s47C(1)

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s47E(d), s47C(1)

The TAP met with the Probity Advisor and s22(1)(a)(ii) on 10 February 2020 to discuss the additional analysis, pricing and financial viability. These were separated according to outcomes (Growth, Innovation and Commercialisation). See **Attachment L – Evaluation Report – Pricing and Financial Viability: Growth, Innovation and Commercialisation**

Across Growth and Innovation, the TAP were comfortable with the level of detail provided in the evaluation. However, the TAP agreed more information was required for the Commercialisation outcome and additional detail was requested from Tenderers s47E(d) s47E(d)

s47E(d), s47C(1)

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s47E(d), s47C(1)

Information was received and the TAP met on 17 February 2020 to discuss and make a determination on final recommendations.

A Programme specific spreadsheet (footprint) detailing roles, outcomes and geographic spread of specified personnel (Facilitators) was also developed to assist the TAP with determining the overall distribution of service delivery and approximate costs. See [Attachment M – Specified Personnel Distribution Matrix \(Consolidated Footprint\)](#)

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#### 4.10 SITE VISITS

The TAP determined that site visits were not required as they would not assist in the circumstances of this tender evaluation.

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#### 4.11 TENDERER PRESENTATIONS

At the conclusion of the interview stage and the shortlisting meeting held on 3 February 2020, the TAP decided that additional presentations from shortlisted Tenderers were not required.

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#### 4.12 CONTACTING REFEREES

Referee checks were conducted for all of the shortlisted tenderers as per the procedures outlined in parts 18.12(c) and (e), 18.15, and 18.16 of the Tender Evaluation Plan (TEP). See [Attachment O – Consolidated Referee Reports \(Shortlisted Tenderers\)](#)

Referee reports were provided to TAP members for review following the shortlisting process.

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#### 4.13 STEP 4 – CONTRACT COMPLIANCE

The draft contract was issued with the release of the RFT. See [Attachment P – EP Delivery Partners Draft Contract](#)

Identified instances of draft contract non-compliance and requests for confidentiality for shortlisted Tenderers were recorded and actioned in accordance with the procedures outlined in part 19 of the **Tender Evaluation Plan (TEP)**. This is contained in the Non-Compliance with contract – shortlist table. See [Attachment Q – Stage 4 non-compliance with Draft Contract \(Shortlisted Tenderers\)](#)

All outstanding instances of contract non-compliance and confidentiality for preferred Tenderers, were reviewed by the Legal team. The Legal Team has prepared a negotiation version of the contracts. Any remaining issues will be addressed through contract negotiations with preferred Tenderers.

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#### 4.14 STEP 5 – COMPLETION OF THE VALUE FOR MONEY ASSESSMENT

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The value for money (VFM) assessment was completed in accordance with the procedures outlined in part 20 Step 5: Value for Money assessment of the **Tender Evaluation Plan (TEP)**.

The TAP decided to rank preferred Tenderers in bands as follows: competitive (and recommended/not recommended); and uncompetitive against each of the outcomes (Growth, Innovation and Commercialisation).

The ranking assisted the TAP with determining the spread and allocation of positions by state/region (for the Growth outcome) as well as the most suitable tenderers across all outcomes, noting that others could also be ranked as 'competitive' but not recommended.

After the TAP meeting and group deliberations the following four Tenderers were **not** selected as preferred Tenderers:

**Growth:**  
s22(1)(a)(ii)

s22(1)(a)(ii)

**Innovation:**

s22(1)(a)(ii)

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s22(1)(a)(ii)

**Commercialisation:**  
s47E(d), s47C(1)

**Summary of VFM assessment for Growth –**  
s22(1)(a)(ii)

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s22(1)(a)(ii)

**Summary of VFM assessment for Innovation –**  
s22(1)(a)(ii)

**Summary of VFM assessment for Commercialisation –**

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The table below shows a ranking of each Tenderer in respect of price and corporate and financial viability for the Commercialisation outcome.

Rank	Tenderer Name	Total Tender Price \$ Per Facilitator (incl GST)	Total Tender Price \$ (incl GST)	Corporate Risk	Price Risk	Preferred Tenderer Yes / No
1	s22(1)(a)(ii)	s22(1)(a)(ii)		s47E(d), s47C(1)		
2						

## RECOMMENDATION

### 4.15 FINAL SELECTION

The Tender Assessment Panel has selected the following preferred Tenderers as best suited to meet the requirements at a competitive price and therefore, representing overall best Value for Money: **Growth (by state/region):**

s22(1)(a)(ii)

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s22(1)(a)(ii)

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s22(1)(a)(ii)

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s22(1)(a)(ii)

**Innovation (national provider):**  
s22(1)(a)(ii)

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s22(1)(a)(ii)

**Commercialisation (national provider):**  
s47E(d), s47C(1)

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s47E(d), s47C(1)

#### 4.16 RECOMMENDATION TO APPROVER

The Tender Assessment Panel recommends that:

1/ this Tender Evaluation Report be approved by the relevant Section 23 Approver of the *Public Governance, Performance and Accountability Act 2013*, and

2/ this procurement proceeds to negotiation and contract(s).

#### 4.17 ISSUES TO BE RESOLVED AND NEGOTIATION ISSUES TO BE RAISED WITH THE PREFERRED TENDERER

See section 4.13 Contract Compliance.

#### 4.18 BUDGET

See Section 1 'Total Contract(s) Value' of the TER for the total expected costs.

Costs and budgets for the 2020/21, 2021/22, and 2022/23 financial years are:

2020-21 (\$m ex GST)	2021-22 (\$m ex GST)	2022-23 (\$m ex GST)

s47E(d), s47C(1)

**4.19 TENDER ASSESSMENT PANEL ENDORSEMENT**

TAP Chairperson s22(1)(a)(ii)	s22(1)(a)(ii)	_____	/ /
Panel Member s22(1)(a)(ii)	s22(1)(a)(ii)	_____	/ /
Panel Member s22(1)(a)(ii)	s22(1)(a)(ii)	_____	/ /

**5 ENDORSEMENT**

**5.1 SECTION 23 APPROVER OF THE PUBLIC GOVERNANCE, PERFORMANCE AND ACCOUNTABILITY ACT 2013**

I understand this procurement may proceed to contract(s) unless it is in the public interest to cancel the procurement in accordance with the Commonwealth Procurement Rules.

The Tender Evaluation Report has been **approved/not approved**.

s22(1)(a)(ii)

3 / 3 / 2020

s22(1)(a)(ii) Signature

Entrepreneurs'  
Programme Branch,  
AusIndustry – Support  
for Business