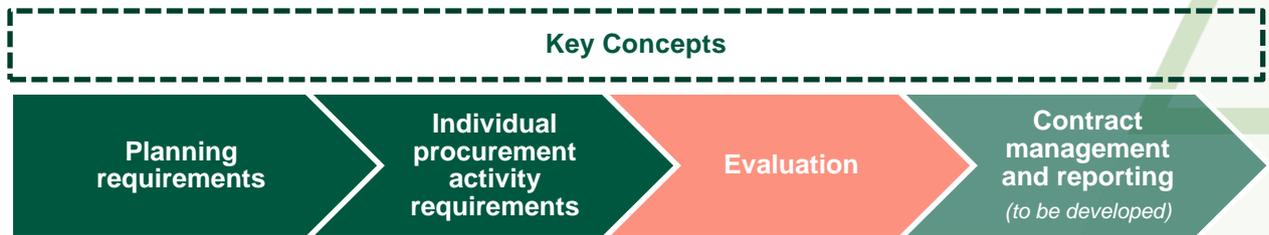


Victoria’s Social Procurement Framework – Buyer Guidance

Guide to evaluation



Purpose of this guide

The purpose of this guide is to provide practical direction to **government buyers**¹ in relation to incorporating Social Procurement Framework (SPF) objectives and outcomes into the evaluation, negotiation and selection processes for individual procurement activities.² These processes form part of the sourcing phase of the procurement lifecycle and involve identifying the supplier(s) that delivers an optimal value-for-money outcome for the department or agency.

The focus of this guide is on embedding requirements to deliver social and sustainable outcomes within existing evaluation processes, through weighted evaluation criteria. It also provides an example approach to scoring supplier responses against weighted SPF criteria.

Using this guide

This guide is issued by the Department of Treasury and Finance to provide further information to support departments and agencies in implementing the SPF.

The approaches detailed in the guide are **not prescriptive** and are provided for reference only. The guide complements the existing legislative and policy framework applicable to Victorian Government procurement.

	This guide explains how government buyers can incorporate SPF objectives and outcomes into evaluation processes for individual procurement activities.
	This guide focuses on evaluation processes for individual procurement activities that involve invitations to supply
	It is strongly recommended that any social and sustainable outcomes are specified as mandatory requirements and designated as weighted selection criteria
	The SPF recommends that a minimum weighting of 5 to 10 percent be allocated to SPF-related evaluation criteria, depending on the scale and complexity of the individual procurement activity
	Table 1 provides an example approach to incorporating social and sustainable outcomes into an evaluation process. It is up to the government buyer to determine the most appropriate approach to take in the circumstances of an individual procurement activity.

¹ For the purposes of the SPF, ‘government buyer’ means the individual(s) responsible for planning, sourcing and/or approving the goods, services or construction being procured by, or on behalf of, a department or agency. Note that this definition includes end users, project control boards and financial delegates.

² Evaluation, negotiation and selection (ENS) are important complementary processes that underpin selection of the most appropriate submission in response to an invitation to supply. The structure of the ENS processes should reflect the complexity and scope of the individual procurement activity, as well as the method of market approach used in the circumstances.

To the extent of any inconsistencies, the Supply Policies issued by the Victorian Government Purchasing Board under the *Financial Management Act 1994* (Vic), Supply Policies issued by Health Purchasing Victoria under the *Health Services Act 1998* (Vic) and the Ministerial Directions for Public Construction Procurement in Victoria issued under the *Project Development and Construction Management Act 1994* (Vic) take precedence over this guide.

This guide is current as at 1 September 2018. The suite of SPF guidance materials will be periodically reviewed and updated to reflect user feedback and any changes to the legislative and policy landscape.

Contents of this guide

This guide contains the following sections:

- Section 1 provides guidance on incorporating SPF-related evaluation criteria and weightings
- Section 2 provides an example approach to incorporating SPF-related evaluation criteria
- Section 3 provides an example approach to scoring against SPF-related evaluation criteria, based on the example approach in Section 2
- Appendix A provides a summary of evaluation criteria, weighting and scoring for each SPF objective, based on the examples approaches in Sections 2 and 3

Section 1 – Incorporating SPF-related content into evaluation processes

Evaluation processes

Where an individual procurement activity does not involve an invitation to supply³ – such as low value, intermittent purchases where verbal quotes are sought from suppliers – the evaluation process is simplified accordingly. In those circumstances, the selection of preferred supplier is based on an assessment of value for money, without the formalities of weighting and scoring against evaluation criteria.

In these circumstances, the direct approach to social procurement – that is, purchasing from a social benefit supplier⁴ – will often represent the greatest opportunity to deliver social and/or sustainable outcomes.

For that reason, this guide focuses on individual procurement activities that involve invitations to supply and written responses from potential suppliers.

Requirements to deliver social and sustainable outcomes

It is critical that any requirements to deliver social and sustainable outcomes are clearly communicated to potential suppliers from the outset of the market approach.⁵

The invitation to supply and/or specification details the mandatory requirements of the individual procurement activity. A supplier must meet these requirements for their response to an invitation to supply to be considered as part of the evaluation process.⁶ Government buyers should provide a clear and accurate description of any social and sustainable outcomes to be delivered through the individual procurement activity.

Requirements to deliver social and sustainable outcomes should be functional and performance-based – that is, they should define ‘what’ outcome is required, rather than ‘how’ the outcome is to be delivered by suppliers. Framing these requirements in this way provides suppliers with the opportunity to innovate because the requirements are outcome-orientated. This will also simplify the evaluation process by making it easier to directly compare social procurement commitments made in suppliers’ responses.⁷ These requirements should also establish measurable performance indicators that enable progress against social procurement commitments to be monitored and verified.

It is essential that requirements to deliver social and sustainable outcomes are determined on a case-by-case basis, to ensure that the outcomes sought are proportionate to the circumstances (including scale and complexity) of the individual procurement activity. Requirements that are unduly onerous or inflexible may be unachievable or unnecessarily deter potential suppliers.

In response to invitations to supply, potential suppliers will have an opportunity to make social procurement commitments and explain how they will comply with, report on and verify compliance

³ An ‘invitation to supply’ is a process of inviting offers to supply goods, services or construction, which covers both requests for quotation (RFQs) and requests for tender (RFTs). Invitations to supply are often accompanied by an offer template, which is a standard form requesting information to be submitted by suppliers in response to the invitation to supply. An offer template should only seek information from suppliers that is necessary to undertake a comparative analysis for the purposes of the individual procurement activity and help clarify what the supplier has to offer – this should be scalable to reflect the circumstances (including scale and complexity) of the activity.

⁴ See definition of ‘social benefit supplier’ in section 5 of the SPF *Guide to key concepts*.

⁵ The ‘market approach’ is the process undertaken by an organisation to inform the market of an organisation’s procurement requirements, to obtain offers from potential suppliers that meet those requirements. There are a range of market approaches, such as expression of interest, quotation, tender and registers.

⁶ The evaluation process should only consider offers that meet the mandatory requirements of the procurement process. Non-conforming offers may be eliminated, for example, through a shortlisting process.

⁷ A ‘social procurement commitment’ is a commitment to deliver a social or sustainable outcome through a procurement activity.

with those commitments. When the preferred supplier has been selected, any social procurement commitments will form part of the contract between Government and the preferred supplier.

Evaluation criteria

Among other things, market approach documentation should outline the:

- scope and quantity of goods, services or construction required;
- conditions for participation;
- information and documents to be submitted by suppliers;
- criteria for evaluating responses and the evaluation process; and
- relative importance or weighting allocated to the evaluation criteria.

Evaluation criteria are standards of judgment, and rankings of priority, that are used by government buyers to assess offers and compare alternatives put forward by respondents to an invitation to supply. Evaluation criteria should reflect the objectives of the individual procurement activity. Mandatory requirements and evaluation criteria must be identified as such in the market approach documentation.⁸

These criteria are typically summarised in an **evaluation matrix**, which is a table that summarises the score or ranking of each offer made by potential suppliers against the requirements and evaluation criteria.

Although it is possible to incorporate SPF-related evaluation criteria that are not weighted,⁹ it is strongly recommended that any social and sustainable outcomes are incorporated into invitations to supply as mandatory requirements and designated as weighted selection criteria.

Weighting SPF-related evaluation criteria

The weighting allocated to evaluation criteria sends a clear signal to the market that the delivery of social and sustainable outcomes is important to Government.

Table 3 of the SPF recommends that a minimum weighting of 5 to 10 percent be allocated to SPF-related evaluation criteria, depending on the circumstances (including scale and complexity) of the individual procurement activity. The appropriate weightings should be assessed on a case-by-case basis and proportionate to the importance of delivering social and/or sustainable outcomes relative to other procurement requirements.

⁸ Note that some types of procurement have prescribed mandatory requirements. For example, the Ministerial Directions for Public Construction in Victoria (effective July 2018) require departments and agencies to disclose evaluation criteria in tender documentation and indicate which are mandatory criteria (e.g. in relation to occupational health and safety management).

⁹ For example, unweighted evaluation criteria may be preferable where the capability or capacity of suppliers to deliver a desired social or sustainable outcome is unknown. Unweighted criteria may also be used to convey the desirability of suppliers making social procurement commitments relating to other social and sustainable outcomes.

Section 2 – Example approach to SPF-related evaluation criteria

The example approach in Table 1 of this guide adopts indicative minimum weightings as follows:

- Individual procurement activities valued under \$20 million – assign a minimum total weighting of 5 percent in respect of evaluation criteria associated with ‘supplier attributes’ and/or ‘social or sustainable business practices’.¹⁰ Note that this example departs from the ‘described approach’ in Table 3 of the SPF in relation to ‘below threshold’ activities, which does not recommend weighted evaluation criteria.
- Individual procurement activities valued at or above \$20 million – assign a minimum total weighting of 10 percent, which includes an additional 5 percent allocated in respect of evaluation criteria associated with ‘social and sustainable outputs’ also being achieved from the individual procurement.¹¹

Importantly, it may be appropriate for government buyers to:

- allocate higher weightings than the recommended 5 to 10 percent for SPF-related evaluation criteria in some procurement activities; and
- set performance standards, requirements or targets for individual procurement activities valued under \$20 million (i.e. focus on social and sustainable outputs, rather than supplier attributes and/or business practices as recommended in Table 3 of the SPF).

For example, in an individual procurement activity valued under \$20 million, it may be appropriate to set targets on labour hours to be performed by Victorians with disability, notwithstanding that the recommended action for ‘lower band’ activities in Table 3 of the SPF is to seek opportunities to procure from Victorian social enterprises/ADEs or ask suppliers to demonstrate inclusive employment practices.

Proposed application of weightings

Table 1 below sets out:

- an indicative total weighting for each of the four value bands specified in Table 3 of the SPF;
- the key focus area(s) for each band;¹²
- how the full weighted score for SPF outcomes may be derived for each band; and
- a risk discount mechanism, where an assessment of risk that a social procurement commitment made by a supplier will not be met, results in the application of a discount / reduction to the supplier’s score.

The indicative total weightings, and the proposed application of those weightings, provides **one example** of an approach to incorporating social and sustainable outcomes into an evaluation process:

- for individual procurement activities that are ‘below threshold’, a maximum score may be achieved by adopting a direct approach to social procurement (i.e. purchasing from a social benefit supplier) or, alternatively, an indirect approach to social procurement where the mainstream supplier is required to involve a social benefit supplier through the supply chain (e.g. by way of subcontracting);
- for individual procurement activities that fall within the ‘lower band’, a maximum score may be achieved by:

¹⁰ The definitions of ‘supplier attributes’ and ‘social or sustainable business’ practices are provided in Section 2 of the SPF *Guide to key concepts* (under the heading ‘Key focus areas’).

¹¹ The definition of ‘social or sustainable outputs’ is provided in Section 2 of the SPF *Guide to key concepts* (under the heading ‘Key focus areas’).

¹² See Section 2 of the SPF *Guide to key concepts*.

- a direct approach to social procurement;
 - an indirect approach to social procurement *plus* one social or sustainable business practice; or
 - an indirect approach to social procurement involving two social or sustainable business practices; and
- for individual procurement activities that fall within the ‘middle band’ or ‘upper band’, a maximum score may be achieved through a combination of supplier attributes, social or sustainable business practices and/or social or sustainable outputs.

In preparing for the market approach, government buyers are responsible for determining which SPF objectives and outcomes are to be pursued and prioritised in the individual procurement activity.

NB: This example approach is not prescriptive – it is up to the government buyer to determine the most appropriate approach based on the circumstances of the individual procurement activity. It should be read in conjunction with Table 2 (see Section 3 of this guide), which examines scoring against SPF evaluation criteria.

Table 1 – Example approach to application of weightings

	Below threshold	Lower band	Middle band	Upper band
Total SPF-related criteria weighting	5%	5%	10%	10%
Application of weighting	SPF-related evaluation criteria included in evaluation matrix	SPF-related evaluation criteria included in evaluation matrix	SPF-related evaluation criteria included in evaluation matrix	SPF-related evaluation criteria included in evaluation matrix
Key focus area	Supplier attributes (5%)	Supplier attributes / social or sustainable business practices (5%)	Supplier attributes / social or sustainable business practices (5%) PLUS Social or sustainable outputs (5%)	Supplier attributes / social or sustainable business practices (5%) PLUS Social or sustainable outputs (5%)
Achieving full weighted score	Purchasing from a social benefit supplier (5%) OR Purchasing from a mainstream supplier that involves a social benefit supplier through the supply chain (5%)	Purchasing from a social benefit supplier (5%) OR Purchasing from a mainstream supplier that involves a social benefit supplier through the supply chain (2.5%) + social or sustainable business practice x 1 (2.5%)	Purchasing from a social benefit supplier (5%) OR Purchasing from a mainstream supplier that involves a social benefit supplier through the supply chain (2.5%) + social or sustainable business practice x 1 (2.5%) OR Social or sustainable business practice x 2 (2.5% x 2) AND Social or sustainable outputs x 2 (2.5% x 2)	Purchasing from a social benefit supplier (5%) OR Purchasing from a mainstream supplier that involves a social benefit supplier through the supply chain (2.5%) + social or sustainable business practice x 1 (2.5%) OR Social or sustainable business practice x 2 (2.5% x 2) AND Social or sustainable outputs x 2 (2.5% x 2)
Risk discount	Government buyer may apply a risk discount adjustment based on any risk(s) identified in the evaluation process which is expected to impact on the supplier's ability to meet its social procurement commitment(s)	Government buyer may apply a risk discount adjustment based on any risk(s) identified in the evaluation process which is expected to impact on the supplier's ability to meet its social procurement commitment(s)	Government buyer may apply a risk discount adjustment based on any risk(s) identified in the evaluation process which is expected to impact on the supplier's ability to meet its social procurement commitment(s)	Government buyer may apply a risk discount adjustment based on any risk(s) identified in the evaluation process which is expected to impact on the supplier's ability to meet its social procurement commitment(s)

Section 3 – Scoring against SPF evaluation criteria

Table 2 below examines weightings and scoring against SPF-related evaluation criteria, based on the example approach set out in Table 1 of this guide. This example approach is not prescriptive – it is up to the government buyer to determine the most appropriate approach based on the circumstances of the individual procurement activity.

Table 2 – Example approach to scoring against SPF evaluation criteria

Criteria	Weighting	Supplier responses	Scoring
Direct approach to social procurement (Supplier attribute)	<ul style="list-style-type: none"> For individual procurement activities valued under \$20 million, the total available weighted score for the social procurement component of the evaluation matrix For individual procurement activities valued at or above \$20 million, half of the total available weighted score for the social procurement component of the evaluation matrix 	Supplier must meet the definition of a social benefit supplier	<ul style="list-style-type: none"> If the supplier's response demonstrates that they meet the definition of a social benefit supplier, then the maximum score can be given against this criterion

Criteria	Weighting	Supplier responses	Scoring
Indirect approach to social procurement where mainstream supplier involves a social benefit supplier through the supply chain <i>(Supplier attribute)</i>	<ul style="list-style-type: none"> For individual procurement activities that fall within the 'below threshold' band, the total available weighted score for the social procurement component of the evaluation matrix For individual procurement activities that fall within the 'lower band', up to half of the total available weighted score for the social procurement component of the evaluation matrix For individual procurement activities that fall within the 'middle band' or 'upper band', up to one quarter of the total available weighted score for the social procurement component of the evaluation matrix 	The mainstream supplier must demonstrate that they have involved a social benefit supplier in the delivery of the required goods, services or construction	<ul style="list-style-type: none"> Up to the total weighted score for 'below threshold' activities, up to half of the total weighted score for 'lower band' activities, or up to a quarter of the total weighted score for 'middle band' or 'upper band' activities, can be gained by the supplier's response demonstrating that a social benefit supplier is involved through the supply chain in the delivery of the required goods, services or construction Scoring may take account of the proportion of the overall value of the individual procurement activity that is allocated to the social benefit supplier (i.e. the higher the proportion, the higher the score) For 'lower band' activities, a mainstream supplier that involves a social benefit supplier in their supply chain will need to rely on additional scoring available for demonstrating a social or sustainable business practice to achieve a maximum weighted score for the social procurement component of the evaluation matrix For 'middle band' or 'upper band' activities, a mainstream supplier that involves a social benefit supplier in their supply chain will need to rely on additional scoring available for demonstrating a social or sustainable business practice and social or sustainable outputs to achieve a maximum weighted score for the social procurement component of the evaluation matrix

Criteria	Weighting	Supplier responses	Scoring
Suppliers demonstrate social or sustainable business practice <i>(Social or sustainable business practices)</i>	<ul style="list-style-type: none"> ● Social or sustainable business practices are a focus in seven SPF objectives: <ul style="list-style-type: none"> ○ opportunities for Victorian Aboriginal people; and ○ opportunities for Victorians with disability; ○ women's equality and safety; ○ supporting safe and fair workplaces; ○ opportunities for disadvantaged Victorians ○ sustainable Victorian regions ○ environmentally sustainable business practices. ● For individual procurement activities that fall within the 'lower band', up to half of the total available weighted score for the social procurement component of the evaluation matrix ● For individual procurement activities that fall within the 'middle band' or 'upper band', up to one quarter of the total available weighted score for the social procurement component of the evaluation matrix 	<ul style="list-style-type: none"> ● Suppliers need to submit self-assessment checklists and other information schedules contained in the invitation to supply ● Suppliers may need to submit relevant documentation and data to evidence that desired practices are in place / commitments have been made to adopt desired practices 	<ul style="list-style-type: none"> ● For 'lower band' activities, if the supplier has included a social benefit supplier within their supply chain and attained half of the total available weighted score, they can achieve a maximum weighted score by attaining a maximum score for whichever one of the social and/or sustainable business practices is addressed in the supplier's response ● For 'middle band' or 'upper band' activities, a supplier can achieve half of the total available weighted score by attaining the maximum score for each of two social and/or sustainable business practices addressed in the supplier's response ● For 'middle band' or 'upper band' activities, if the supplier has included a social benefit supplier within their supply chain and attained a quarter of the total available weighted score, they can achieve a maximum weighted score by attaining a maximum score for whichever one of the social or sustainable business practices is addressed in the supplier's response as well as maximum scores for each of two social and/or sustainable outputs addressed in the supplier's response

Criteria	Weighting	Supplier responses	Scoring
Delivering a social output	<p>SPF objectives in which social outputs can be sought include:</p> <ul style="list-style-type: none"> opportunities for Victorian Aboriginal people; opportunities for Victorians with disability; women's equality and safety; opportunities for disadvantaged Victorians; sustainable Victorian social enterprise and Aboriginal business sectors; and sustainable Victorian regions. <p>Four recommended approaches are included in Table 3 of the SPF for seeking the social outputs:</p> <ul style="list-style-type: none"> setting targets for supplier project expenditure with social benefit suppliers; setting performance standards or targets for labour hours to be performed by women; setting performance standards or targets for Victorians with disability; and setting targets for employment and training outcomes for disadvantaged Victorians. <p>These represent examples of the approaches available to government buyers. For individual procurement activities valued at or above \$20 million, it is recommended that government buyers seek two social outputs, or one social output plus one sustainable output, or two sustainable outputs</p>	<p>All criteria</p> <ul style="list-style-type: none"> The supplier will need to demonstrate that an output can be achieved and how this will occur Suppliers may need to provide evidence that any social benefit supplier / cohort / region will be effectively engaged to achieve the output 	<ul style="list-style-type: none"> For 'middle band' or 'upper band' activities: <ul style="list-style-type: none"> A social benefit supplier can achieve the total available weighted score for the social procurement component of the evaluation matrix by attaining a maximum score for each of two social and/or sustainable outputs addressed in the supplier's response a mainstream supplier can achieve half of the total available weighted score by attaining a maximum score for each of two social and/or sustainable outputs addressed in the supplier's response To obtain a maximum weighted score for these bands, a mainstream supplier would need to rely on additional scoring available for demonstrating social and/or sustainable business practices or involving a social benefit supplier in the supply chain to achieve a maximum weighted score for the social procurement component of the evaluation matrix

Criteria	Weighting	Supplier responses	Scoring
Delivering a sustainable output	<p>SPF objectives in which sustainable outputs can be sought include:</p> <ul style="list-style-type: none"> environmentally sustainable outputs; and implementation of the Climate Change Policy Objectives. <p>For each of these SPF objectives, there are two approaches identified for seeking the sustainable outputs:</p> <p>Environmental sustainability</p> <ul style="list-style-type: none"> Project-specific requirements to use sustainable resources and to manage waste and pollution; and Use of recycled content in construction. <p>Climate change</p> <ul style="list-style-type: none"> Project-specific requirements to minimise greenhouse gas emissions; and Procurement of outputs that are resilient against the impacts of climate change. 	<p>All criteria</p> <ul style="list-style-type: none"> The supplier will need to demonstrate that an output can be achieved and how this will occur The supplier will need to provide appropriate evidence that it can achieve any outputs 	<ul style="list-style-type: none"> For 'middle band' or 'upper band' activities: <ul style="list-style-type: none"> A social benefit supplier can achieve the total available weighted score for the social procurement component of the evaluation matrix by attaining a maximum score for each of two social and/or sustainable outputs addressed in the supplier's response a mainstream supplier can achieve half of the total available weighted score by attaining a maximum score for each of two social and/or sustainable outputs addressed in the supplier's response To obtain a maximum weighted score for these bands, a mainstream supplier would need to rely on additional scoring available for demonstrating social and/or sustainable business practices or involving a social benefit supplier in the supply chain to achieve a maximum weighted score for the social procurement component of the evaluation matrix

Appendix A – Putting it all together within the evaluation matrix

This appendix provides a summary of evaluation criteria, weighting and scoring for each SPF objective, based on the examples approaches in Tables 1 and 2 of this guide. This example approach is not prescriptive – it is up to the government buyer to determine the most appropriate approach based on the circumstances of the individual procurement activity.

Individual procurement activities ‘below threshold’

Key focus area: Supplier attributes

NB: Weighted score for social procurement component will form part of total score available for all components of the evaluation matrix

Objective / Strategy	Comment	Score	Scoring	Weighting	Weighted score
Sustainable Victorian social enterprise and Aboriginal business sectors Purchasing from Victorian social enterprise, ADE or Aboriginal business	Invitation to supply may enable procurement from any of three eligible types of social benefit suppliers or limit to procurement from specific type(s) of social benefit supplier	0–10	If the direct approach to social procurement is used and the responding supplier complies with any specific type(s) of social benefit supplier, then score as 10. If so, then the other criterion is not required to be assessed. If the direct approach to social procurement is not used or a social benefit supplier is involved but is not a required type of social benefit supplier, then score as 0.	100%	0–10
Sustainable Victorian social enterprise and Aboriginal business sectors Purchasing from mainstream supplier that involves Victorian social enterprise, ADE or Aboriginal business through the supply chain	Invitation to supply may enable procurement from any of three eligible types of social benefit suppliers or limit to procurement from specific type(s) of social benefit supplier	0–10	If the indirect approach to social procurement is used and the responding supplier complies with requirement to involve any specific type(s) of social benefit supplier (and any minimum percentage of the procurement activity to be allocated to a social benefit supplier has been met), then score as 10. If the indirect approach to social procurement is not used, or an indirect approach is used but the responding supplier failed to meet any minimum percentage of the procurement activity to be allocated to a social benefit supplier, or a social benefit supplier is involved but is not a required type of social benefit supplier, then score as 0.	100%	0–10

Individual procurement activities in ‘lower band’

Key focus area(s): Supplier attributes and social or sustainable business practices

NB: Weighted score for social procurement component will form part of total score available for all components of the evaluation matrix

Objective / Strategy	Comment	Score	Scoring	Weighting	Weighted score
Sustainable Victorian social enterprise and Aboriginal business sectors Purchasing from Victorian social enterprise, ADE or Aboriginal business	Invitation to supply may enable procurement from any of three eligible types of social benefit suppliers or limit to procurement from specific type(s) of social benefit supplier	0–10	If the direct approach to social procurement is used and the responding supplier complies with any specific type(s) of social benefit supplier, then score as 10. If so, then the other criterion is not required to be assessed. If the direct approach to social procurement is not used or a social benefit supplier is involved but is not a required type of social benefit supplier, then score as 0.	100%	0–10
Sustainable Victorian social enterprise and Aboriginal business sectors Purchasing from mainstream supplier that involves Victorian social enterprise, ADE or Aboriginal business through the supply chain	Invitation to supply may enable procurement from any of three eligible types of social benefit suppliers or limit to procurement from specific type(s) of social benefit supplier	0–10	If the indirect approach to social procurement is used and the responding supplier complies with the requirement to involve any specific type(s) of social benefit supplier (and any minimum percentage of the procurement activity to be allocated to a social benefit supplier has been met), then score as 10. If the indirect approach to social procurement is not used (or is used but the responding supplier failed to meet any minimum percentage of the procurement activity to be allocated to a social benefit supplier) or a social benefit supplier is involved but is not a required type of social benefit supplier, then score as 0.	50%	0–5

Objective / Strategy	Comment	Score	Scoring	Weighting	Weighted score
Women's equality and safety Gender equitable employment practices Adoption of family violence leave	This objective and its focus on business practices is one of several SPF objectives containing this key focus area and has a 50% weighting. The buyer / supplier can specifically focus on this objective and related business practices as one of two with a 50% weighting to be evaluated	0–10	If this objective and related business practices is used, then assessor rates the supplier according to response provided (e.g. details provided in response to self-assessment checklist or other response schedules)	50%	0–5
Supporting safe and fair workplaces Compliance with Industrial Relations laws Promotion of secure employment	This objective and its focus on business practices is one of several SPF objectives containing this key focus area and has a 50% weighting. The buyer / supplier can specifically focus on this objective and related business practices as one of two with a 50% weighting to be evaluated	0–10	If this objective and related business practices is used, then assessor rates the supplier according to response provided (e.g. details provided in response to self-assessment checklist or other response schedules)	50%	0–5

Objective / Strategy	Comment	Score	Scoring	Weighting	Weighted score
Opportunities for Victorians with disability Inclusive employment practices for people with disability	This objective and its focus on business practices is one of several SPF objectives containing this key focus area and has a 50% weighting. The buyer / supplier can specifically focus on this objective and related business practices as one of two with a 50% weighting to be evaluated	0–10	If this objective and related business practices is used, then assessor rates the supplier according to response provided (e.g. details provided in response to self-assessment checklist or other response schedules)	50%	0–5
Opportunities for Victorian Aboriginal people Inclusive employment practices for Victorian Aboriginal people	This objective and its focus on business practices is one of several SPF objectives containing this key focus area and has a 50% weighting. The buyer / supplier can specifically focus on this objective and related business practices as one of two with a 50% weighting to be evaluated	0–10	If this objective and related business practices is used, then assessor rates the supplier according to response provided (e.g. details provided in response to self-assessment checklist or other response schedules)	50%	0–5

Objective / Strategy	Comment	Score	Scoring	Weighting	Weighted score
Opportunities for disadvantaged Victorians Inclusive employment practices for disadvantaged Victorians	This objective and its focus on business practices is one of several SPF objectives containing this key focus area and has a 50% weighting. The buyer / supplier can specifically focus on this objective and related business practices as one of two with a 50% weighting to be evaluated	0–10	If this objective and related business practices is used, then assessor rates the supplier according to response provided (e.g. details provided in response to self-assessment checklist or other response schedules)	50%	0–5
Sustainable Victorian regions Inclusive employment practices for people in regions with entrenched disadvantage	This objective and its focus on business practices is one of several SPF objectives containing this key focus area and has a 50% weighting. The buyer / supplier can specifically focus on this objective and related business practices as one of two with a 50% weighting to be evaluated	0–10	If this objective and related business practices is used, then assessor rates the supplier according to response provided (e.g. details provided in response to self-assessment checklist or other response schedules)	50%	0–5

Objective / Strategy	Comment	Score	Scoring	Weighting	Weighted score
Environmentally sustainable business practices	This objective and its focus on business practices is one of several SPF objectives containing this key focus area and has a 50% weighting. The buyer / supplier can specifically focus on this objective and related business practices as one of two with a 50% weighting to be evaluated	0–10	If this objective and related business practices is used, then assessor rates the supplier according to response provided (e.g. details provided in response to self-assessment checklist or other response schedules)	50%	0–5

Individual procurement activities in ‘middle band’ or ‘upper band’

Key focus area(s): Supplier attributes and social or sustainable business practices plus social or sustainable outputs

NB: Weighted score for social procurement component will form part of total score available for all components of the evaluation matrix

Objective / Strategy	Comment	Score	Scoring	Weighting	Weighted score
----------------------	---------	-------	---------	-----------	----------------

SOCIAL OUTPUTS

<p>Sustainable Victorian social enterprise and Aboriginal business sectors</p> <p>Targets for supplier project expenditure to be directed through social benefit suppliers</p>	<p>This objective is one of the social procurement objectives in which social outputs can be sought within procurement options for these value bands. It has a 25% weighting. The government buyer can use this option as one of two outputs to be evaluated</p>	0–10	<p>Scoring will initially be dependent upon whether the government buyer’s approach has been prescriptive or non-prescriptive.</p> <p>If prescriptive then scoring will be based on the supplier’s compliance with the prescribed target, and evidence provided that the output target can be achieved.</p> <p>If non-prescriptive then differences in targets proposed by suppliers, and associated evidence that the output target can be achieved, will be compared to determine scoring.</p>	25%	0-2.5
<p>Women’s equality and safety</p> <p>Performance standards or industry-appropriate targets for labour hours performed by women</p>	<p>This objective is one of the social procurement objectives in which social outputs can be sought within procurement options for these value bands. It has a 25% weighting. The government buyer can use this option as one of two outputs to be evaluated</p>	0–10	<p>Scoring will initially be dependent upon whether the government buyer’s approach has been prescriptive or non-prescriptive.</p> <p>If prescriptive then scoring will be based on the supplier’s compliance with the prescribed target, and evidence provided that the output target can be achieved.</p> <p>If non-prescriptive then differences in targets proposed by suppliers and associated evidence that the output target can be achieved, will be compared to determine scoring.</p>	25%	0-2.5

Objective / Strategy	Comment	Score	Scoring	Weighting	Weighted score
Opportunities for disadvantaged Victorians Targets for employment and training for disadvantaged Victorians	This objective is one of the social procurement objectives in which social outputs can be sought within procurement options for these value bands. It has a 25% weighting. The government buyer can use this option as one of two outputs to be evaluated	0-10	Scoring will initially be dependent on whether the government buyer's approach has been prescriptive or non-prescriptive. If prescriptive then scoring will be based on the supplier's compliance with the prescribed target/s, and evidence provided that the output target/s can be achieved. If non-prescriptive then differences in targets proposed by suppliers, and associated evidence that the output target/s can be achieved, will be compared to determine scoring.	25%	0-2.5
Sustainable Victorian regions Targets for employment and training for people in regions with entrenched disadvantage	This objective is one of the social procurement objectives in which social outputs can be sought within procurement options for these value bands. It has a 25% weighting. The government buyer can use this option as one of two outputs to be evaluated	0-10	Scoring will initially be dependent on whether the government buyer's approach has been prescriptive or non-prescriptive. If prescriptive then scoring will be based on the supplier's compliance with the prescribed target/s, and evidence provided that the output target/s can be achieved. If non-prescriptive then differences in targets proposed by suppliers, and associated evidence that the output target/s can be achieved, will be compared to determine scoring.	25%	0-2.5
Opportunities for Victorians with disability Performance standards or targets for labour hours performed by Victorians with disability	This objective is one of the social procurement objectives in which social outputs can be sought within procurement options for these value bands. It has a 25% weighting. The government buyer can use this option as one of two outputs to be evaluated	0-10	Scoring will initially be dependent on whether the government buyer's approach has been prescriptive or non-prescriptive If prescriptive then scoring will be based on the supplier's compliance with the prescribed target/s, and evidence provided that the output target/s can be achieved If non-prescriptive then differences in targets proposed by suppliers, and associated evidence that the output target/s can be achieved, will be compared to determine scoring	25%	0-2.5

Objective / Strategy	Comment	Score	Scoring	Weighting	Weighted score
Opportunities for Victorian Aboriginal people Targets for purchasing from Aboriginal businesses	This objective is one of the social procurement objectives in which social outputs can be sought within procurement options for these value bands. It has a 25% weighting. The government buyer can use this option as one of two outputs to be evaluated		Scoring will initially be dependent on whether the government buyer's approach has been prescriptive or non-prescriptive If prescriptive then scoring will be based on the supplier's compliance with the prescribed target/s, and evidence provided that the output target/s can be achieved If non-prescriptive then differences in targets proposed by suppliers, and associated evidence that the output target/s can be achieved, will be compared to determine scoring	25%	0-2.5

SUSTAINABLE OUTPUTS

Environmentally sustainable outputs Requirements on recycled content, waste management and/or energy consumption, as relevant	This objective is one of the sustainable procurement objectives in which sustainable outputs can be sought within procurement options for these value bands. It has a 25% weighting. The government buyer can use this option as one of two outputs to be evaluated	0-10	Scoring will initially be dependent on whether the government buyer's approach has been prescriptive or non-prescriptive If prescriptive then scoring will be based on the supplier's compliance with the prescribed target/s, and evidence provided that the output target/s can be achieved If non-prescriptive then differences in targets proposed by suppliers, and associated evidence that the output target/s can be achieved, will be compared to determine scoring	25%	0-2.5
---	---	------	--	-----	-------

Objective / Strategy	Comment	Score	Scoring	Weighting	Weighted score
Implementation of the Climate Change Policy Objectives Requirements on greenhouse gas emissions and climate change resilience, where a design component is involved in procurement activity	This objective is one of the sustainable procurement objectives in which sustainable outputs can be sought within procurement options for these value bands. It has a 25% weighting. The government buyer can use this option as one of two outputs to be evaluated	0-10	Scoring will initially be dependent on whether the government buyer's approach has been prescriptive or non-prescriptive If prescriptive then scoring will be based on the supplier's compliance with the prescribed target/s, and evidence provided that the output target/s can be achieved If non-prescriptive then differences in targets proposed by suppliers, and associated evidence that the output target/s can be achieved, will be compared to determine scoring	25%	0-2.5

Note:

For these value bands, in addition to the weighted score for demonstrating each of two social or sustainable outputs, the supplier may attain additional scores for demonstrating:

- that they are a social benefit supplier;
- that they are a mainstream supplier that will involve a social benefit supplier through the supply chain, as well as demonstrate a social or sustainable business practice;
- that they are a mainstream supplier that demonstrates two social or sustainable business practices.

Authorised and published by the Victorian Government

1 Treasury Place, Melbourne 3002

© The State of Victoria 2018

ISBN 978-1-925551-08-2 (pdf/online)



This work is licensed under a Creative Commons Attribution 4.0 International licence. You are free to re-use the work under that licence, on the condition that you credit the State of Victoria as author. The licence does not apply to any images, photographs, or branding, including the Victorian Coat of Arms and the Victorian Government logo. To view a copy of this licence, visit creativecommons.org/licenses/by/4.0/.

Copyright queries may be directed to IPpolicy@dtf.vic.gov.au.