# **Supplier debriefing template**

The Supplier debriefing template details the information that should be collected and recorded during the debriefing.

| Content | What should be included |
| --- | --- |
| Cover page | * Supplier name
* Location
* Date
* Department details
 |
| Agenda | * Introduction: attendees
* Overview: debriefing purpose and objectives
* Tender governance process
* Overview: evaluation criteria, weightings and score guide
* Evaluation committee findings – overview and evaluation results
* Questions
* Information about escalation process
* Supplier feedback on procurement process
* Closing statements
 |
| Introduction: attendees | * Departmental representatives: names and job titles
* Legal advisor details (if in attendance)
* Probity adviser details (if in attendance)
* Supplier representatives: names and job titles
 |
| Debriefing purpose | Recommended text:* Purpose: To provide suppliers with specific feedback on their submission, which may assist them in the development of competitive submissions in the future, and opportunity for suppliers to provide feedback on their experience in participation in the procurement process
* The debrief will be limited to the supplier’s submission and will not include discussion of other submissions
* Details of individual scores or rankings will not be provided
* All discussions in today’s briefing will be minuted and will be used to inform improvements in the department’s future procurement processes
* Details of the escalation process will be provided
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| Tender governance process | * Detail the name of each governance body, their role and responsibilities
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| Evaluation criteria and weightings | * Provide a table that lists the evaluation criteria and weightings of each
 |
| Evaluation scoring guide | * Provide a table that lists the evaluation scoring and ranking guidelines
 |
| Evaluation team findings | Provide a broad overview of the evaluation team’s findings. Recommended text:* [Insert company name]: tender submission was/was not compliant with the terms and conditions of the tender and contract
* [Insert company name]: scored highly in the following criteria (provide details)
* [Insert company name]: did not score highly in the following criteria (provide details)
 |
| Evaluation team: sample results | * Provide a table that lists the evaluation and comments on the areas of strength/areas for improvement) listed against each
 |
| Questions | * Opportunity for suppliers to ask further questions about the evaluation team’s findings
 |
| Escalation process | * Provide a copy of the department’s complaints management process (which should also be made available on the department’s website)
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| Supplier feedback regarding procurement process | * Invite supplier to provide general feedback on their experience with the procurement process, including suggestions/opportunities to improve supplier engagement in the future
 |
| Closing statements | * Opportunity for both parties to provide closing statement
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## Using this tool

This tool accompanies the [Supplier feedback over the procurement process - Goods and services procurement guide](https://buyingfor.vic.gov.au/supplier-feedback-over-procurement-process-goods-and-services-procurement-guide).

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