Supplier Debrief – [Supplier Name]

Version [X.Y], last updated [date] by [name]

# Debrief Summary

### Instructions

This template is used to plan communications and record outcomes of a supplier debrief. For further details on when and how to conduct a debrief under the VGPB policy framework, see [Market approach: Goods and services policy and guides | buyingfor.vic.gov.au](https://www.buyingfor.vic.gov.au/market-approach-goods-and-services-policy-and-guides).

Edit the script as needed and complete any highlighted sections in advance of the debrief. During or immediately after the session, also record any minutes or actions. Save this document alongside the other procurement artefacts.

### Meeting Details

|  |  |
| --- | --- |
| ITS Details | [ITS name/description] ([reference number if applicable]) |
| Debrief Type | [Successful/Unsuccessful supplier] |
| Location | [In person or remote? Provide details, e.g. address + meeting room] |
| Time and Date | [start time]–[end time], [day month year] |
| Buyer Attendees | Debrief Lead: [name and title]Other Attendee(s): [name and title] |
| Supplier Attendees | [List all supplier attendees – name and title] |
| Supplier Contact Details | [name] | [email address] | [phone, if applicable] |

### Debrief Agenda

1. Introductions / roll call
2. Debrief overview: scope, objectives and rules
3. Invitation to Supply (ITS) overview
4. Overall impressions of the offer
5. Detailed feedback on the offer
6. Questions / discussion
7. Meeting close

### Key Reference Materials

* Supplier offer: [link/reference]
* Evaluation document/s: [link/reference]
* [List any other relevant items]

# Meeting Plan

### Introductions

* Welcome each attendee by name.
* Confirm that everyone is present.
* Introduce each person and explain their role.

### Debrief Overview

* The ITS process is now complete. The outcome was… [describe].
* The purpose of a debrief is to:
	+ Provide you with detailed feedback on your offer.
	+ Allow you to ask questions or provide any feedback of your own.
	+ Facilitate continuous improvement (for both parties).
* A debrief is not a chance to:
	+ Reopen negotiations.
	+ Discuss anything other than the ITS and our procurement process.
* We can only discuss your own submission, not any other suppliers.
* We will take notes but generally do not send written minutes.
* If you’re not satisfied with this debrief, you can… [insert escalation/complaints info]
* Any questions so far?

### ITS Overview

* The scope of the ITS was… [insert details]
* We assessed each offer on the basis of… [insert details of evaluation criteria and weightings]

### Overall Impressions

* Overall, your offer… [describe starting with the most important facts, e.g. did it meet the ITS requirements, did it represent value for money, why/why not?]
* The key strengths of your offer were… [list – or remove if not relevant]
* The major weaknesses in your offer were… [list – or remove if not relevant]

### Detailed feedback

* [Describe how the supplier performed against each criteria and/or specification, using words like “competitive/uncompetitive” or “compliant/non-compliant”]
* [Provide any other feedback, e.g. was the offer well/poorly structured or worded?]

### Questions / Discussion

* Do you have any questions?
* Do you have any feedback?

### Meeting Close

* Any final questions or comments?
* Thank you once again for participating in the ITS.

# Minutes and Actions

### Participants

Attendees: [list all people who actually attended the meeting]

Apologies: [list any people who were unable to attend]

### Minutes

* [List any key discussion points or supplier questions]

### Actions

* [List any agreed actions or state “Not applicable”]

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