If a procurement procedure has been carried out under National/EU Law, we will require the following documentation to demonstrate that the procedure was carried out in compliance with National/EU Regulations. Your attention is drawn to the EU Decision (attached below) that confirms the consequences of a procurement process that is not compliant.

The purpose of this form is to ensure all relevant documentation has been provided, however it is not exhaustive. You should ensure that all supporting documentation to support the process is provided to the MA for examination. Please provide a narrative of the process and decision making. If a section is not appropriate or the documentation has been supplied please insert appropriate comment.

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| **CONTRACT DOCUMENTATION REQUIRED** | | **COMMENTS** |
|  | **PLANNING** |  |
|  | **Your organisation’s Procurement instructions/Standing orders at time of contract if not already provided.** |  |
|  | **Your organisation’s annual Procurement strategy for the year of contract** |  |
|  | **Project plan/commodity strategy – This should include how you have considered the Planning, Sustainable Procurement and Risk Management of the contract.** |  |
|  | **Did you undertake any preliminary market consultations? If yes please provide details** |  |
|  | **Estimated Value of Contract.** |  |
|  | **ADVERTISING & RESPONSE** |  |
|  | **Evidence of how you advertised the contract, e.g. Published OJEU/National PIN/Contract Notice, national press etc.** |  |
|  | **Record of responses to the OJEU/National advert requesting the tender documents (in an open procedure) or expressing interest (in a restricted procedure, competitive dialogue procedure, competitive procedure with negotiation, or Innovation Partnership ).** |  |
|  | **PRE-TENDER** |  |
|  | **Copy of Pre-Qualification Questionnaires/European Single Procurement Document (ESPD) or Expressions of Interest received (in a restricted procedure, competitive dialogue procedure, competitive procedure with negotiation, or Innovation Partnership).** |  |
|  | **Pre-qualification/ESPD Evaluation - including evaluation of mandatory exclusion criteria, selection criteria, scoring matrix (with full details of how individual and amalgamated scores were arrived at) and evaluation report.** |  |
|  | **Details of the pre-qualification stage Evaluation Committee.** |  |
|  | **Pre-qualification stage notifications to successful/unsuccessful companies.** |  |
|  | **TENDERING** |  |
|  | **Provide copies of invitation to tender if applicable**  **Copies of all tender documentation made available to bidders including Specification/Evaluation criteria** |  |
|  | **Details of any requests for information received and responses issued - this should confirm dates of requests/responses and confirmation that all messages broadcast to all bidders** |  |
|  | **If an information meeting was held you should provide details of who was invited/attended including minutes/presentation and any additional information made available** |  |
|  | **A record of the tender opening procedure, including electronic opening log or similar (screen shot from PCS which shows the date the postbox was unlocked)** |  |
|  | **Details of the Tender Evaluation Committee.** |  |
|  | **Provide details to confirm what measures are in place to effectively prevent, identify and remedy any conflicts of interest within the procurement process?**  **Was there any potential or apparent conflict of interests? How were these addressed.?**  **Please provide signed conflict of interest declarations** |  |
|  | **Was any additional information requested for bids, where the information was incomplete, erroneous or documents missing? If so please provide copies of emails/responses** |  |
|  | **Tender Evaluation – Evidence to be provided to show how final scores were arrived at.**  **Provide full details of individual and amalgamated scores - This should include all individual panel members scoring sheets and justification. Minutes of Moderation meetings/ evidence/justification for revised scores**  **In addition to Price evaluation please provide either PCS screenshot confirming the price for each bid, or manual opening record where bid prices are recorded. If these are not available we will require copies of all submitted bids or submitted pricing schedules.**  **If the full evaluation process cannot be evidenced then a correction may be applied as per the COCOF guidance below** |  |
|  | **Did any interviews take place? If yes please provide full details including justification for holding interviews plus record of questions/answers.** |  |
|  | **Formal Tender Evaluation Report. - Regulation 83 of The Public Contracts (Scotland) Regulations 2015 reporting and documentation requirements (refer to previous regulations for what is required prior to April 2016) :**  **If there is no Tender Evaluation Report or it does not contain the relevant sections as per the regulation then a correction may be applied as per the COCOF guidance below** |  |
|  | **AWARD & IMPLEMENTATION** |  |
|  | **Approval of Tender Evaluation Report / award of contract eg Minutes of Committee or approval email in line with procurement policy.** |  |
|  | **Submitted Tender documents (can be known as Bill of Quantities) for the successful tenderer.**  **Do NOT send tender documents in the awarding of a framework as this could be multiple documents – to be discussed with Procurement Manager.** |  |
|  | **Notification to successful/unsuccessful tenderer(s) – should include reference to standstill period.** |  |
| 1. **.** | **The contracts drawn-up between the final beneficiary and contractor/signed acceptance** |  |
|  | **Agreed Contract Price.** |  |
|  | **Any complaints or appeals (at the Award Stage) and details of how these were dealt with.** |  |
|  | **A copy of the published Contract Award Notice.** |  |
|  | **Evidence of any variations and modifications to the Contract, if relevant.** |  |

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| **Additional Comments** |
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The attached embedded EU Decision provides an explanation of the consequences of a procurement that is not compliant.

