

ATTACHMENT C - EVALUATION PROCESS AND EVALUATION CRITERIA

1. INTRODUCTION

- 1.1. Following the Closing Time, the Department will evaluate REOI Responses in accordance with the process set out in this Attachment C.
- 1.2. REOI Responses will be evaluated based on the Evaluation Criteria as set out in Part 3 of this Attachment C to identify successful Respondents.

2. THE EVALUATION PROCESS

- 2.1. The Department will evaluate Responses in accordance with the process and Evaluation Criteria set out in this Attachment C.
- 2.2. Respondents must submit evidence to meet the Evaluation Criteria in Part 3 of this Attachment C.
- 2.3. Respondents must provide their responses to Evaluation Criteria for each proposed test using the format as set out in Attachment B.
- 2.4. The following steps outline the Evaluation Process. The steps may be conducted concurrently and/or sequentially.

Step 1 – Registration of EOI Responses

- 2.5. As soon as practicable after the Closing Time, all REOI Responses will be compiled and sent to the Department's Evaluation Committee.
- 2.6. All REOI Responses received before the Closing Time will be registered on a response register.
- 2.7. Any REOI Responses received after the Closing Time and any disputes or issues regarding receipt of EOI Responses will be managed in accordance with the Terms and Conditions of the REOI as specified in Part 2 of this REOI.

Step 2 - Screening Against the Content and Format Requirements

- 2.8. All REOI Responses will be screened to identify any REOI Response that:
 - fail to comply with any Content and Format Requirements identified in this Part 1 of this REOI;
 - contain unintentional errors of form; or
 - are otherwise incomplete or non-compliant with the REOI.
- 2.9. Subject to clause 15 in the Terms and Conditions of Part 2 of this REOI (Unintentional Errors of Form), any REOI Response which fails to comply with the Content and Format requirements will be excluded from further consideration.
- 2.10. The Department may also exclude a REOI Response from further consideration where, in the Department's reasonable opinion, the REOI Response is incomplete or deficient (for example it fails to address technical details, or demonstrate a reasonable understanding of the

Requirement or fails to provide relevant, complete and accurate information).

- 2.11. Screening is an ongoing process and the Department may decide during any stage of the Evaluation Process that a REOI Response falls within the categories described in this step and should therefore be excluded from further consideration.

Step 3 - Evaluation

- 2.12. For each REOI Response that passes Steps 1 and 2 above, the Department will consider all relevant information for each Evaluation Criterion provided in each REOI Response and provided in response to one Evaluation Criterion in the evaluation of other Evaluation Criteria.
- 2.13. Respondents should provide enough detail in their REOI Response against each Evaluation Criterion to ensure that the Department has a clear understanding of their proposal and that all requirements have been addressed. Respondents are advised that unclear or contradictory statements may negatively affect assessment of the REOI Response.
- 2.14. After reviewing the REOI Responses, the Department may decide to:
- seek presentation(s) by Respondents on their Response;
 - require the Respondent(s) to attend an interview;
 - discuss with customers of subcontractors of the Respondent; and
 - conduct independent enquiries about any matter that may be relevant to the evaluation of a Response.
- 2.15. Following the conclusion of any presentations, interviews and obtaining of further independent enquiries, the Department will, in light of the further information received, review and where applicable revise scores for the Evaluation Criteria.

Step 4 - Comprehensive Assessment

- 2.16. The Department will conduct a comprehensive assessment that takes into account the following:
- 2.16.1. the evaluation under Step 3; and
 - 2.16.2. assessment of any risks not factored into the Evaluation Criteria.

Step 5 – Evaluation Report

- 2.17. An Evaluation Report will be drafted which will include the outcomes of the Evaluation Process and recommendations.

Step 6 – Notification and Debriefing

- 2.18. Respondents may notify the Contact Officer, to arrange a debriefing in accordance with clause 20 of the Terms and Conditions of this REOI.

3. EVALUATION CRITERIA AND THE OCS

Evaluation Criteria

- 3.1. Respondents should provide enough detail in their REOI Response to be evaluated upon without further information being requested. Responses will be evaluated against Evaluation Criteria as set out in Attachment A - Statement Of Requirement.
- 3.2. The Department will assess the extent to which the REOI Response demonstrates that it understands and is able to meet or exceed the nature and scope of the Requirement as specified in this REOI.
- 3.3. Proposed courses will be assessed against the current OCS and the extent to which the Respondent has demonstrated that the proposed course addresses the performance criteria set out in the OCS.

The OCS

- 3.4. The Department notes that some terms and references in the OCS may be out of date. References to the Department of Immigration and Border Protection should be interpreted as Home Affairs and any references to 'Underpinning knowledge for all standards' on pages 18-19 must reflect updated legislation, which can be found on the Federal Register of Legislation.
- 3.5. The Department is working to revise the OCS over the next year after decisions about accreditation are made. Providers are encouraged to share suggestions to modernise standards set out in the OCS. Any such suggestions would not form part of the assessment of proposed courses for inclusion in the new instrument. After this round of accreditation, Providers may be invited to discuss their ideas on the OCS further with the Department.