

AWARD

Save time, save effort, save money! Make the right procurement decisions every time. Debrief bidders effectively, defend your decisions and demonstrate that they deliver value for money with AWARD, the bid evaluation solution.

The bid evaluation solution

Bid evaluation for products and services can be time consuming, costly and difficult to perform thoroughly. Supplier proposals can be huge and every page of every proposal needs to be evaluated. Analysis is often under aggressive timescales and with limited and disparate resources.

Inadequate bid evaluation can result in the wrong procurement decision, which could cost millions, damage your organisation's credibility, and lose customer or shareholder confidence.

Now SureStock can offer you a solution that addresses the problems associated with bid evaluation.

AWARD is a web-enabled solution designed to support the bid evaluation process for product or service procurement. From needs analysis and bid assessment through negotiation and bid improvement, to bidder debriefing, decision review and audit, AWARD can significantly enhance the quality of your procurement decision-making processes.

This user-friendly system enables collaboration between all bid assessment team members, facilitates selection of the right suppliers quickly and objectively and has been demonstrated to reduce bid evaluation times by up to 40%. The robust audit trail enables defence of your procurement decisions to bidding suppliers and senior management. Furthermore, AWARD demonstrates that your procurement decisions deliver value for money.

Applicable to all competitive procurements from PFIs down to the most basic competitive procurement, the system meets all the requirements of public sector bid evaluation and is fully EU compliant. To date, AWARD has successfully supported procurement projects worth over £15 billion.

SYSTEM FEATURES

AWARD has the following features that support the bid evaluation process.

- ◆ Configuration of Assessment Criteria
- ◆ Questionnaire Generation
- ◆ Assessment Team Assignment
- ◆ Bid Scoring Functionality
- ◆ Bid Comparison Functionality
- ◆ Management Reporting
- ◆ Audit Trail
- ◆ System Administration
- ◆ Security
- ◆ On line help

Configuration of Assessment Criteria

AWARD enables the Bid Assessment Manager to create a hierarchy of criteria against which each bid will be measured. Criteria are organised at the top level by the bid evaluators area of expertise e.g. IT vs finance vs operations. Below the top levels of the hierarchy are further branches, which lead to the criteria that the relevant evaluators actually score. Collaboration between areas of expertise ensures sufficient criteria are evaluated.

Criteria can also be weighted to reflect their relative importance to the project stakeholders. In addition, to ensure measurement is on a common value scale, appropriate scoring values (units) for each criterion are configured during the project set up. e.g. track record of supplier – excellent, good, satisfactory, poor, or percentage for depreciation.

Furthermore scoring can be configured to include a 'What if' scenario. This could include bid value (what bid says), likely value (most likely outcome in our opinion), best-case scenario and worst-case scenario.

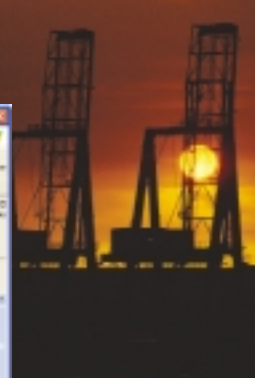
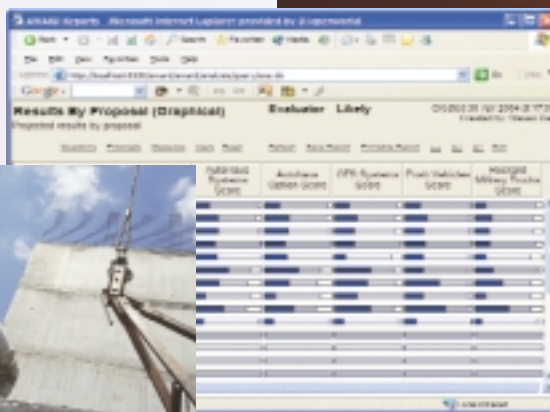
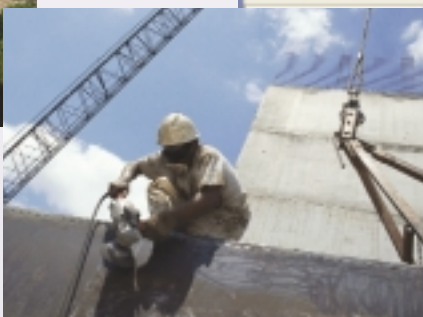
Comments from AWARD Users

"The contracts were placed a month ahead of schedule as a direct result of using a novel software tool called AWARD"

"The tool also provides hard evidence to justify the selection of preferred contractors and is an excellent source of data to support the debriefing of unsuccessful bidders"

"We have been able to use AWARD to increase the speed and efficiency of the scoring and evaluation of bids"

SURESTOCK
...the Procurement Solutions People



Questionnaire Generation

Once the configured scoring criteria are agreed between all evaluation stakeholders, questionnaires can be generated and exported in word format e.g. pre-qualification and capability-based questionnaires, invitations to tender or negotiate and requests for quotation. AWARD contains a range of templates, however we can create bespoke templates if required.

Assessment Team Assignment

The assessment manager assigns scoring of criteria to the most appropriate assessors e.g. technical issues to the technical team who can be sited at different locations and within separate organisations. An assessor can be a member of more than one team and a team can have more than one assessor.

Bid Scoring Functionality

AWARD supports a clear, transparent, best practice scoring mechanism and ensures consistency of bid evaluation and scoring from different team members. Scorecards are generally completed online and each user has their own specific desktop configuration for quick and easy scoring. Scorecards can also be down loaded or emailed from the system for completion off line if the assessor does not have Internet access. These can then be uploaded once Internet access is available. Functionality is also available for movement between the scorecards of various bidders.

Scores for each criterion are selected from a predefined drop down menu and a rationale for the selection must be input onto the scorecard. Team leaders enter a consensus score and rationale based on the team results. All information input is automatically recorded on AWARD to provide a full audit trail.

Management Information

AWARD provides an overview of bid evaluation progress in real time and can generate online management reports.

Visual representation of team scoring is available at a glance. Graphs show which areas are completed, and where additional resources need to be focused. Using this information, team leaders can then make consensus decisions based on the scores of individual assessors.

AWARD's comparison functionality enables bid assessment managers to know early in an evaluation which suppliers to down select. Analysis of highest priority criteria can give an early indication of the results, and once enough evidence is available a losing bid can be disregarded and wasted time reduced. In addition, potential areas for negotiation can be highlighted, which could increase value for money.

Audit Trail

AWARD records all data input and therefore provides a full transparent audit trail of the bid evaluation process. The system functionality facilitates interpretation of recorded data, enabling comprehensive supplier debriefings, defence of procurement decisions, and proof that value for money was obtained.

System Administration

Your AWARD System Administrator can amend a range parameters that were configured when AWARD was first installed. Special training is provided for this role.

Security

User access is password protected. Password configuration is the responsibility of your AWARD system administrator.

Online Help

AWARD contains an online help facility. However, if a question can still not be answered users can contact your AWARD System Administrator who has access to the SureStock help desk.

DELIVERY OPTIONS

AWARD can be delivered in two ways: either as a hosted service that is accessed using the Internet or as a software licence for your organisation to run in-house.

RELATED SERVICES

SureStock provides a range of services that complement the day-to-day use of AWARD

- ◆ AWARD Training Services
- ◆ AWARD Technical Support
- ◆ AWARD Consultancy
- ◆ STR, the e-tendering and reverse auction system.

FUTURE ENHANCEMENTS

This flyer describes AWARD version 3.0. SureStock has a policy of continually enhancing its products to add functionality and embrace new technology.



commerce decisions

AWARD is licensed from Commerce Decisions Ltd.

AWARD Pdf Flyer 1.0

FURTHER INFORMATION

For further information, please contact the SureStock team:
Unipart House, Garsington Road, Cowley, Oxford OX4 2PG

T: 01865 384538 F: 01865 383361 W: www.surestock.co.uk E: sales@surestock.co.uk