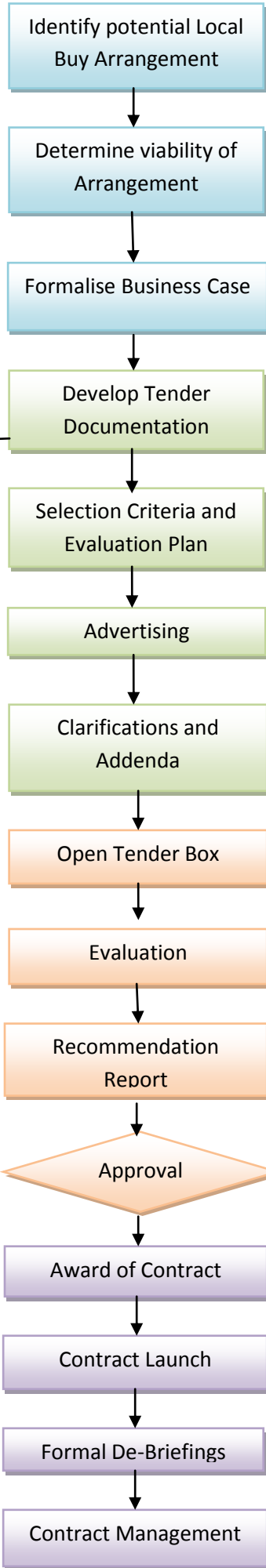


# LOCAL BUY'S TENDER PROCESS



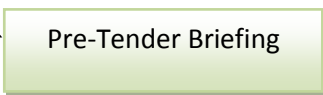
Local Buy's Category Managers will research the good/service areas and consult with local government purchasers and industry to determine the viability of establishing a Local Buy arrangement.

A business case is put together which outlines:

- Level of council interest
- Estimate of size of Local Government spend
- Key market players and industry dynamics
- Critical Success Factors

From the initial scoping, the Category Managers will have identified council officers/managers who are interested in participating in the tender process.

These officers review the tender documentation, establish evaluation parameters and take part in evaluating tender responses.



Local Buy uses a number of different frameworks to evaluate tender responses – depending upon the complexity and requirements of each contract.

Local Buy's Category Manager will usually assess all mandatory criteria and some of the non-core qualitative responses. The evaluation panel will assess all core criteria: the scores are weighted and graphed.

Once a contract is awarded, Local Buy either briefs contractors individually or holds a Contract Launch to brief successful suppliers on how to promote their status as a Local Buy supplier.

On most occasions, Local Buy will undertake formal de-briefing sessions with unsuccessful providers, supplying them with feedback on their tender response.

The Category Manager will establish a Contract Management framework and reporting system.