

The CRESS Evaluation and Probity Plan (EPP) is a working draft due to the changing nature of the CRESS approach and delivery planning.

Project: Comingled Recycling Sustainability Solutions (CRESS) joint tender
EOI: EOI 2023-03
RFT: TBD
Updated: 24/10/2023

Contact details

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Host

Hosted by: SSROC
EOI Issued: 16/05/2023; Closing Date: 6/06/2023 (3 weeks)
RFX Issued: TBD

Participating Councils

SSROC is acting on behalf of its Member Councils:		
Bayside	Burwood	Canterbury-Bankstown
Canada Bay	Georges River	Inner West
Randwick	City Sydney	Strathfield
Sutherland	Waverley	Woollahra

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1. Aim

1.1 Purpose

The CRESS project comprises a staged tendering process:

- a. An EOI to establish baseline market information upon which to frame a Request for Proposal (RFP).
- b. RFT CRESS 1 and 2 – to build upon information given during EOI, establish scenarios for waste transfer and processing, develop frameworks for managing contracts and performance, and prepare suppliers with a format to consider pricing.
- c. RFT Best and Final Offer (BAFO) – pricing, assumptions, options and other contracting preferences

This CRESS Evaluation and Probity Plan (EPP) is the planning and control document in conducting the evaluation of Responses received from Participants to the EOI, the RFT, and BAFO phases. The CRESS EPP sets out the processes and principles to be followed when evaluating Responses to the EOI documentation, including:

- a. individual's and committee's responsibilities;
- b. the evaluation schedule; and
- c. reporting requirements.

2. Description of Requirement

The EOI seeks a supplier able and licensed to provide comingled recycling processing services in metro Sydney for CRESS councils. A range of services is sought to fulfil the requirements of SSROC as defined under the following categories.

The initial contract term is to be determined by SSROC and CRESS councils considering market capacity, performance and satisfaction. CRESS is considered to be 'one tender, with two contracting processes'. The term of authorisation sought for CRESS 1 is 5 years and for CRESS 2 is 10 years from the date of commencement of CRESS 1. The value of the project is between \$53 million (low estimate) and \$84 million (high estimate) over 10 years, based on \$80/tonne.

2.1 Desired Outcomes

The following outcomes have been identified for this engagement:

- a. Achieve cost effective recyclables processing services through regional procurement;
- b. Secure long-term processing capacity and price stability for CRESS Councils;

- c. Contribute to Council diversion and recycling targets through best practice recycling processes;
- d. Support and advocate for the growth of local recyclables processing capacity within the southern Sydney region including contingency capacity;
- e. Develop and maintain a strong partnership with a processor(s) that supports supply tonnage flexibility and data transparency;
- f. Encourage innovation of secondary downstream processing capacity for recycled materials (i.e. the output from MRFs).

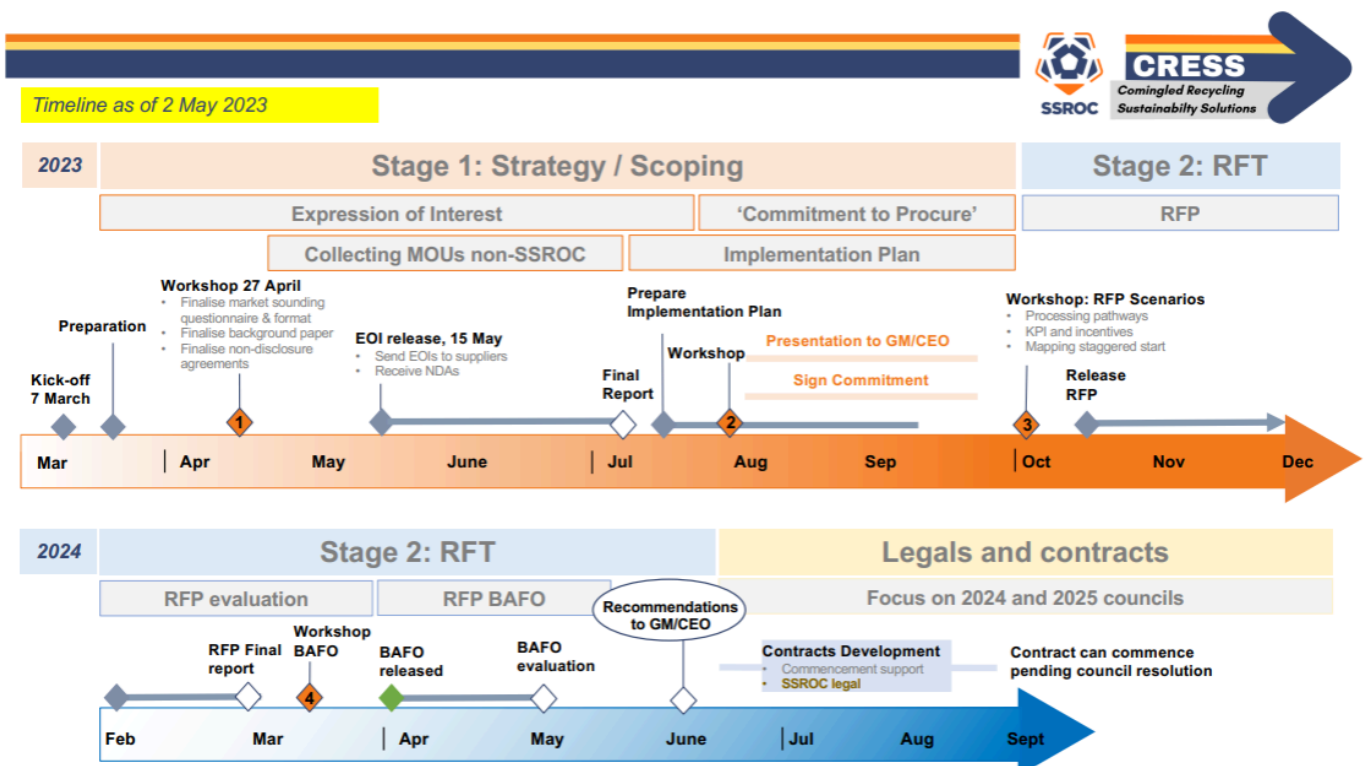
2.2 Background

SSROC is an association of 12 local government councils (Member Councils), originally established in 1986. SSROC is the forum through which Member Councils work together to achieve solutions to the challenges facing the southern Sydney region.

One of the primary roles of SSROC is to coordinate the collective contracting for goods and/or services that enables suppliers to take advantage of aggregation of supply and results in a range of offsets and benefits that will, in turn, provide cost effective and high-quality supply management solutions for the Member Councils and their customers.

2.3 Purpose of CRESS

The purpose of a procurement process that aggregates CRESS councils' materials is to seek competitive commercial pricing for recycling processing services, achieve positive environmental outcomes, mitigate risk, and to grow and encourage market investment in waste processing and transfer facilities within or in closer geographic proximity to the SSROC region.



3 Probity and Accountability

3.1 Probity

Promoting probity is an integral element of this tendering and contracting process and is the responsibility of all staff members associated with the EOI and RFP processes. The broad objectives of the probity process are to:

- a. ensure conformity to processes that are designed to achieve best value for money;
- b. demonstrate on the face of the record, compliance with applicable law, policy and practice;
- c. improve accountability;
- d. encourage commercial competition on the basis that all Responses will be assessed against the same criteria;
- e. preserve public and Participants confidence in government processes; and
- f. improve defensibility of decisions to potential administrative and legal challenge.

These probity objectives are underpinned by six essential principles as follows:

- a. fair, impartial and open competitive process,
- b. transparency of process,
- c. identification and resolution of conflicts of interest,
- d. accountability,
- e. monitoring and evaluating performance, and
- f. ensuring a clear audit trail to confirm that there has been overall compliance with the CRESS EPP.

The Evaluation Committee will consider these principles throughout all stages of the EOI and RFP processes to achieve compliance with the CRESS EPP and will:

- a. Ensure that all meetings, conversations and calls are minuted and filed securely;
- b. ensure to report any approach by any supplier during the course of the process to the Evaluation Committee so that the appropriate action can be taken in consultation with the independent probity advisor (as needed), and the integrity of the process maintained;
- c. Review and discuss any process decisions that are not covered in this CRESS EPP in consultation with the independent Probity Advisor and Evaluation Committee to ensure that they are in keeping with the principles of the process to ensure fairness and transparency;
- d. Maintain confidentiality of all Participants information during the process; and

- e. Respond to all Participants with consistent information and not provide any real or perceived advantage to any one Participant.

3.2 Probity and Confidentiality Agreement and Conflict of Interest Declaration

Members of the Evaluation Committee, advisors and other staff directly involved in the evaluation processes must;

- a. sign a Confidentiality and Conflict of Interest Declaration prior to the commencement of their first meeting, or commencing the duties of their role, whichever occurs first.
- b. declare any relationships or connections they currently have, or previously had, to potential Participants or their employees.
- c. throughout the EOI and RFP process, members of the Evaluation Committee or advisors to the Committee cannot accept offers of gifts, meals etc from any interested party and/or prospective Participant. If offers of gifts, hospitality or other benefits are made to them, they must inform the Probity Advisor and Evaluation Committee.
- d. members of the Evaluation Committee and advisors will be expected to declare the existence of any real or perceived conflict of interest as soon as they become aware of it during the EOI or RFP evaluation process, the Evaluation Committee will include a standing agenda item on the status of members' conflict of interests.
- e. In the case where a nominee to, or a Member of the Evaluation Committee has declared a conflict of interest with a prospective Participant and due to the nature of the conflict, either the nominee/member or the Evaluation Committee or the Probity Advisor feel that the person could not continue their involvement without potentially compromising the process, that person may be replaced on the Evaluation Committee.
- f. All Confidentiality and Conflict of Interest Declarations are filed in the folder on the SSROC server.

3.3 Security and Confidentiality

It is essential for the integrity of the process that security and confidentiality are maintained. Participants have a right to expect that commercial information will be treated in confidence. Lapses in security on the part of any Evaluation Committee member may seriously jeopardise the evaluation process. Similarly, the Evaluation Committee must maintain the confidentiality and physical security of evaluation reports and other information generated during the evaluation. Reference can be made to your department's specific processes.

While it is understood that requests under 'Right to Information' legislation could ultimately lead to the disclosure of 'confidential' information, this does not diminish the need for the evaluation process to be conducted in a secure manner.

Physical security: The hard copy information from any submissions will be stored at the SSROC offices at 139-145 Beamish Street Campsie NSW 2194. All documents will be stored in a locked file in secure office with the key being held by the chair of the Evaluation Committee. The physical reading of the submissions will take place in the SSROC offices at Campsie, in a designated, secure reading room. No documents relating to the submissions or the scoring will be removed from the SSROC offices.

Electronic security: All tender-related information which is held electronically by SSROC is to be stored on a dedicated computer directory, access to which is password controlled and available only to Evaluation Committee members and systems administrators, <https://ssroc-my.sharepoint.com/>

3.4 Authorised Contact Officer

As stated in the tender documentation, all enquiries relating to this tender should be directed in writing via the

<https://www.vendorpanel.com.au/PublicTenders.aspx?emcc=2F89CAC784F5&mode=all>.

The only departmental officers (Authorised Contact Officers) who are authorised to deal with enquiries from the commencement of the process are:

Cathy Dizon on (02) 8396 3800 or David Kuhn on (02) 8396 3800.

Should any other officer receive an enquiry, which relates to the tendering process, that officer must decline to respond and refer the enquiry immediately to the Authorised Contact Officer(s) detailed above.

All contact with prospective Participants is to be documented, transparent and unbiased. The Authorised Contact Officer(s) is not to verbally respond to any questions relating to the EOI or RFP process, but is to direct the enquirer to the nominated website:

www.vendorpanel.com.au/ssroc/tenders or query to be submitted in writing and responded to via the website.

Consistent information is to be provided and supplied uniformly to all prospective Participants via the nominated website.

Evaluation Committee members will not be disclosed to Participants under any circumstances. This will minimise the likelihood of Participants contacting Evaluation Committee members in an attempt to solicit information and/or influence the evaluation process.

In any situation where an Evaluation Committee member is concerned, he or she may have been compromised, or that such a perception may exist, they should document details promptly and raise the matter with the Chair of the Evaluation Committee. Advice on how best to address the matter will be sought from the SSROC Strategic Procurement and Contracts Manager.

3.5 Critical Issues or Risks

Risk management is the process of identifying risks, analysing their consequences, and devising appropriate responses. An assessment of risk should be undertaken to provide greater certainty that this tendering and contracting process will produce a successful outcome. Dependent on the nature, cost and complexity of the procurement, the Evaluation Committee may need to develop a risk management plan.

It is intended that financial and operational advantages will accrue to councils from the aggregation of demand and from the harmonisation of requirements. SSROC is working very hard to ensure that the process is fully transparent and that all aspects of governance of the process are documented to alleviate any concerns that may be held by respondents.

Two points of contact have been provided to respondents to ensure that any issues/questions which arise during the process can be responded to quickly and efficiently and no respondent will be unduly disadvantaged. In addition, respondents will be made aware of the appointment of an independent Probity Adviser whom they can contact directly with any concerns or issues arising through the tender process.

The following table identifies potential risk for the process.

Risk Name	Owner	Likelihood	Impact	Risk Rating	Risk Treatment Actions
Risk 1: Appropriate waste managers unable to serve on the project steering group or are unavailable when feedback is needed.	SSROC	Unlikely	Minor	Moderate	Expand steering group membership to five members and allow them to delegate an appropriate senior waste officer in their place when necessary. Consultant to allow for a Request for Information during inception from each Council to structure information/research gathering activities and prepare waste managers to provide input
Risk 2: Lack of Responses	SSROC	Unlikely	Moderate	Low	Adequate notice provided to industry and promotion of EOI through appropriate industry channels. Implementation of two-stage tendering process that does not exclude SSROC from seeking open tenders following the EOI process.
Risk 3: Non-compliant or poor Responses to EOI or RFT	SSROC	Unlikely	Moderate	Low	Implementation of two-stage procurement process that does not exclude SSROC from seeking open tenders following the EOI process.
Risk 4: Lack of interest in providing a solution for CRESS on a regional basis or lack of capacity in the market to provide a solution for CRESS	SSROC	Unlikely	High	Moderate	SSROC is open to considering contracts with multiple contractors to ensure adequate capacity within the market to process all CRESS tonnes.
Risk 5: Lack of planning or approvals	Market	Possible	Major	High	Communication with marketplace and timing of CRESS 2 is critical.

for new facilities					Contingency processing arrangements will be required if processing is not operational.
Risk 6: Lack of interest in providing interim solutions.	SSROC	Likely	High	High	Two stage procurement process provides SSROC flexibility in relation to tonnes on offer, if Councils requiring interim solution need to seek arrangements outside of CRESS. Flexibility requested in relation to accepting tonnes throughout the course of the contract will enable participating councils to enter the agreement when existing contracts expire.
Risk 7: Local politics / resident concerns about facility location and operations	Council, market	Possible	Medium	Moderate	Project implementation Plan to be provided. Multiple contractors in CRESS 2.
Risk 8: Contract is not long enough for marketplace satisfaction	SSROC	Unlikely	Low	Low	Two-phase contract offered: 5 and 10-year.
Risk 9: Diversion rate is low or variable, landfill costs rise	Councils	Unlikely	Medium	Low	KPI on resource recovery rates. Ability of Participating councils to audit facilities and loads.
Risk 10: Risk allocation – failure to share risks fairly between contractor and council; procurement fails or contract is subsequently breached	SSROC	Possible	Medium	Moderate	Risk sits with who can manage it best. KPIs – ensure continuous improvement as well as penalty arrangements for poor performance (potential to termination).

3.6 Advertising the EOI

The EOI and RFP will be hosted on Vendor Panel.
www.vendorpanel.com.au/ssroc/tenders.

SSROC will seek additional promotion of the EOI on industry newsletters such as Waste Management and Resource Recovery (WMRR).

3.7 Receipt of EOI Proposals

Proposals will be submitted by Participants via the Vendorpanel portal only before the closing date and time stated in the EOI. Vendorpanel functionality does not allow for late proposals to be submitted.

The electronic tender box can only be opened after the closing date and time and via electronic keys forwarded by Vendorpanel to SSROC after the closing date and time.

Members of the public can request from SSROC whether a particular tender has been received and the number of proposals received. **This information will be displayed on the SSROC website after the closing date.**

A submission log from Vendorpanel confirming the entities that successfully submitted a proposal, applicable dates and times will be provided to SSROC as part of its responsibilities post tender close.

Following the opening and receipt of the Responses from host council electronic documents will be saved to the server at the following address: <https://ssroc-my.sharepoint.com/>

Only the nominated members of the Evaluation Committee and the technical consultants will have access to the Participants Responses.

3.8 Late Responses

Vendorpanel functionality does not allow for late Responses. Exactly upon the closing date, day and time, the electronic box will close. Participants wishing to be considered for late Response status will be treated in accordance with the 'Late Tenders' guidance provided in the EOI and Regulation 177 of the Local Government (General) Regulation 2005.

A proposal not received as specified before the closing time will not be admitted for consideration unless there is evidence satisfactory to the Evaluation Committee, that such proposal was unable to be uploaded to the electronic tender box due to a technical fault of the electronic tender box.

The Evaluation Committee in its discretion may reject a proposal delivered after the closing time regardless of the reason for late delivery.

3.9 Evaluation Scoring

The Evaluation Committee will individually evaluate each proposal and will then hold a consensus meeting to discuss their findings and recommendations for consideration to short list and/or engage with suppliers based on evaluated scores.

EOI evaluation

The technical non-price scoring of Responses will be based on a rating (1-100) as per the rating sheet below reflecting the assessed level of achievement by the Participants of the requirements set out in the EOI. A maximum score for each criterion will be given if the achievement of the criterion is fully compliant, with no risks and weaknesses. The score will be reduced proportionate to the extent of non-conformities, discrepancies, errors, omissions, and risks for SSROC and Nominated Participating Councils.

RFT evaluation

The technical non-price scoring of tenders will be based on a rating (1-100) as per the rating sheet below on the degree of achievement by the tenderer of the requirements set out in the RFT. A maximum score for each criterion will be given if the achievement of the criterion is fully compliant, with no risks and weaknesses. The score will be reduced

proportionate to the extent of non-conformities, discrepancies, errors, omissions, and risks for SSROC and Nominated Participating Councils.

Non-Price Scoring will be based on the following allocation:

<p>Excellent Response with Added Value & Innovation</p> <p>Goes far beyond simply answering the criteria, adding innovative approaches and value-added knowledge that is over and above the requirements of the criteria. All proposals carefully developed and clearly explained. Considerable and effective use of information, beyond that supplied as part of the invitation, which demonstrates clear evidence of critical thinking and originality in meeting the criteria. Proposal and claims are comprehensively detailed and substantiated with evidence that the bidder will excel in the proposed engagement.</p>	<p>90 - 100</p>
<p>Excellent Response</p> <p>Responds to all requirements of the criteria and provides added value. A comprehensive, complete and well-written Response that shows a deep understanding of the requirements. Full achievement of an original, worthwhile aim and completion of stated objectives. Proposal and claims are comprehensively detailed and substantiated.</p>	<p>80 - 89</p>
<p>Very Good Response</p> <p>Well-structured approach with relevant supporting evidence to all aspects of the criteria. Sound appreciation of requirements and objectives with a generally logical response to meeting the needs of the criteria. Reasonable evidence of wider use of information beyond that which was provided as part of the invitation demonstrating independent thinking and originality. Provides demonstrated evidence of the proposed service at an acceptable level although no added value or innovation provided. Minor issues in relation to non-key points with no strategies required to manage issues.</p>	<p>70 - 79</p>
<p>Good Response</p> <p>A highly satisfactory Response, good understanding and analysis of the requirements. Did not show enough relevant evidence to exceed the criteria but enough to demonstrate that the levels of service can be provided at an acceptable level. Minor issues in relation to non-key points, strategy required to manage issues</p>	<p>60 - 69</p>
<p>Acceptable / Fair Response</p> <p>Response based largely on the information we provided the bidder and very little evidence of independent thinking or originality to the objectives. Little detail, but an adequate Response and sound outcome that meets all the requirements as stated in the invitation. Reasonable understanding of requirements, but some flaws in the logic of approach</p>	<p>50 - 59</p>

<p>and factual errors. Approach to the requirements not particularly ambitious or innovative and only limited evidence to support understanding, proposal and approach. Provided some evidence where the proposed services are being provided or have previously been provided. Response has minor deficiencies and shortcomings, minor strategies required to manage issues.</p>	
<p>Marginal Response</p> <p>Engages with the criteria and questions and meets most of the requirements as stated in the invitation, but poorly structured Response based entirely on the material provided to the bidder. Response also contains several important errors of concept and facts. Overall, approach is disordered or flawed, understanding is poorly presented and there is only shallow consideration of the requirements. Somewhat deficient in effort, little attention to detail and some errors in the interpretation of the outcomes. No clear programme of work and insufficiently clear objectives. Provided some evidence where similar services to those being offered are being provided, or have been provided previously. Some issues unworkable and strategies required to manage issues.</p>	<p>40 - 49</p>
<p>Barely Acceptable Response</p> <p>Adequate effort but Response is shallow and poorly presented and the approach is very basic. Lacking in sustained lines of understanding with approach that is not supported with evidence and has considerable factual errors demonstrated. Virtually no new information beyond what was provided in the invitation or evidence of independent thinking and originality. Serious errors of interpretation and lack of critical thought to our requirements. Provided limited evidence of where similar services/goods are being provided or have been previously provided. Detailed strategies required to manage non-critical elements that are unworkable.</p>	<p>30 - 39</p>
<p>Very Poor Response</p> <p>Poor attempt to engage with the criteria, with significant errors in addressing the criteria. Minimal understanding of requirements; serious factual errors; general lack of any logical approach that makes the response unworkable. Virtually no inclusion of any evidence to resolving the important elements of the criteria, even with clarifications. Insufficient information and inadequate response.</p>	<p>20 - 29</p>
<p>Unacceptable / Poor Response</p> <p>Response does not engage with the criteria, with little information that is relevant. Virtually no evidence of understanding the requirement and a minimal attempt to provide a structured Response, even with</p>	<p>10 - 19</p>

clarification. Entirely unacceptable as a Response.	
Extreme Risk and Unacceptable or No Response No relevant information, or no Response to criteria, and a clear absence of effort or understanding to what is required. Little or nothing of any relevance, entirely unacceptable Response.	1 - 9

Price Scoring will be ranked lowest to highest with the lowest pricing achieving the highest scoring. The preliminary scores on price prepared by the SSROC officers will be submitted to the Contact Officer but not disseminated to the Evaluation Committee before the evaluation of non-price criteria is agreed.

3.10 RFT BAFO Requests for Firm Pricing/Clarifications

In line with tendering norms, a firm price will be submitted by all Tenderers in the BAFO stage. This will be evaluated by the Evaluation Committee. Clarifications will be made where it is unclear to the Evaluation Committee what a Participant has submitted, or where contract terms require negotiation.

4 Evaluation Panel

The Evaluation Committee will consist of representatives listed as per below and their discussions will be supported by the presence of the Technical Panel:

For the EOI:

Name	Organisation	Role
Gemma Dawson	City Sydney Council	Waste Strategy Manager
Lucas Atkinson	Waverley Council	
Joe Logiaccio	Bayside Council	
David Kuhn	SSROC	Senior Coordinator, Circular Economy
Cathy Dizon	SSROC	Procurement Manager
Courtney Williams	Talis Consultants	

5 Evaluation Schedule

The following table outlines the key activities and tasks underpinning this evaluation process.

	What	When	How
EOI 1	Prior to EOI Evaluation - Agreement and signoff on the Evaluation Plan including assessment criteria.	Before EOI closes on 13 June 2023	Via email
EOI 2	Prior to EOI Evaluation - Sign and return to SSROC the Conflict of Interest/Pecuniary Interest	Before EOI closes on 13 June 2023	Via email

SSROC CRESS Project, Evaluation and Probity Plan: EOI, RFT and BAFO



	Declaration form (COI) that will be issued after the EOI closing date.		
EOI SSROC	SSROC send out the evaluation form and summaries to the Panel	w/o 13 June	Via email
EOI SSROC	SSROC facilitate the evaluation meeting	21 June, 1:30-2:45 pm	Online meeting
EOI SSROC	SSROC submit notes and materials to Talis	After 21 June	Via email
EOI 3	A recommendation and analysis report will be provided by Talis (approved by SSROC) summarising the findings from the EOI.	July TBD	Via email
EOI 4	Report distributed to all CRESS councils, with preview of presentation to GM/CEOs	19 July	Online meeting
Implementation Plan	Ongoing. Prepare and feedback SSROC and CRESS councils.	Ongoing June- July	
Preso Executive	Talis draft presentation to SSROC with feedback from CRESS managers. Finalise presentation Presentation date/s TBD	GM/CEO meetings: 3 August	Via email
RFT Workshop	Councils meet to adapt strategy and develop RFT	10 August, 9:30- 1:30	Burwood Library
Commitment to procure	SSROC draft Commitment	Aug 2023	Via email
Commitment SSROC	SSROC circulate Commitment to participating councils for signature	Sept/Oct 2023	Via email
Documents review	Legal, technical and administrative review of RFT, Specification, PSMA and PSA	Oct-Nov	Via email
Documents feedback	Workshop with councils online to review and agree documents	25 Oct 2023	Online
Finalise documents	Work through, agree and finalise	Nov/Dec	Via emails
RFT 1	Release RFT	TBD Feb 2024	Vendor panel
CRESS 1 & 2 RFT 2	CRESS Tender briefing - SSROC	Within 2 weeks of release of RFT	Online / in person TBD
RFT CRESS 1	Panel members will score submissions in their own time against the agreed criteria in the Evaluation Plan and the Scoring sheet for Non-Price criteria. The RFT will be attached.	Mar 2024 TBD	Via email
RFT CRESS 1	Once each panel member has scored the Non-Price criteria the panel will need to meet.	Mar 2024 TBD	Meet in person
RFT and BAFO CRESS 2	A meeting date will be sent for panel to fill in your availability for the Evaluation Finalisation Meeting.	Mar 2024 TBD	Via email
RFT and BAFO CRESS 2	Panel members will meet (online or in person) to evaluate the BAFO stage.	2024 TBD	Online / in person

RFT and BAFO CRESS 2	An Evaluation / Recommendation Report will be provided summarising the findings from the RFP + BAFO stage. This will be distributed to all CRESS councils.	2024 TBD	Via email
RFT and BAFO CRESS 2	Presentations to councils will be developed by Talis (presented and/or approved by SSROC) and delivered to GM/CEOs, executive and other management.	March/Apr 2024 TBD	Online / in person

6 Evaluation

6.1 Evaluation Methodology

The Evaluation Committee will evaluate all Responses in accordance with the evaluation methodology specified in the documentation and reproduced in this document.

6.2 EOI Criteria

Proposals will have been initially assessed for compliance with the requirements set out in the EOI document. Compliance with the EOI documents are taken to mean:

1. Submission of the Participants Response by the closing date and in accordance with all other lodgement instructions,
2. Provision of all the information requested in the EOI, and
3. Demonstrated ability to meet all mandatory criteria.

The criteria for the EOI included:

4. Evidence of relevant qualifications of key personnel
5. Demonstrated experience and capacity
6. Successful projects

References for the Participant will be checked only if the Participant is successfully shortlisted. Where any referee states that the Participant has provided unsatisfactory goods and/or services, the Participant may be eliminated from the EOI and subsequent tendering processes.

Participants that submit a Non-Conforming Response may be excluded from consideration or may be considered by the Evaluation Committee, at its discretion. The Evaluation Committee will determine this based on the initial assessment report prepared by the Contact Officer.

6.3 RFT Mandatory Evaluation Criteria

Proposals will have been initially assessed for compliance with the requirements set out in the EOI document. Compliance with the EOI documents are taken to mean:

1. Submission of the Participants Response by the closing date and in accordance with all other lodgement instructions,
2. Provision of all the information requested in the EOI, and
3. Demonstrated ability to meet all mandatory criteria.

References for the Participant will be checked only if the Participant is successfully shortlisted. Where any referee states that the Participant has provided unsatisfactory goods and/or services, the Participant may be eliminated from the EOI and subsequent tendering processes.

Participants that submit a Non-Conforming Response may be excluded from consideration or may be considered by the Evaluation Committee, at its discretion. The Evaluation Committee will determine this based on the initial assessment report prepared by the Contact Officer.

RFT evaluation criteria will be established by the Evaluation Committee, but indicatively may include:

- Experience across relevant areas of tendering and operation of MRFs in Australia
- Capability & capacity to deliver
- Resources, e.g. labour and materials, plant and equipment, systems and technology
- Methodology & scheduling
- WHS
- Sustainability
- Innovation
- Social procurement
- Quality assurance systems

6.4 RFT Qualitative Evaluation Criteria

Qualitative criterion will be point scored 0-100.

Compliant tenders, or those that the Evaluation Committee chooses to consider further, will then be individually discussed based on their submissions and the scores provided by the Evaluation Panel including their report. This discussion will cover the strengths and weaknesses of individual Participants and will precede any reference to weightings per criteria. The agreed scores for each submission in each category will be entered into a scoresheet which ranks the submissions prior to the consideration of price.

For the RFT, only the submissions that have scored an average of 60% or more will be considered for further evaluation.

6.5 Alternative Tenders

The Evaluation Committee will evaluate alternative tenders in accordance with the evaluation methodology specified in the RFP. Alternative tenders will be considered if the Evaluation Committee expects that this will provide a positive financial outcome for Participating Councils.

6.6 Tenderer Presentations

As stated in the RFP, tenderers may be requested to make a formal presentation to the Evaluation Committee to clarify their tender and provide the opportunity for the Evaluation Committee to ask clarifying questions. No new or additional information will be requested or permitted at this point (see section 4.10 – Requests for Clarification).

6.7 Evaluation Report

On completion of the evaluation process, the final results will be documented in an Evaluation Report, which will detail (as a minimum):

- a. a comprehensive record of the evaluation method;
- b. the number of Responses received;
- c. names of all Respondents;
- d. the relative ranking of the Respondents;
- e. a recommendation as to the preferred Respondent(s); and
- f. the rationale used to select the preferred Respondent(s).

The Evaluation Report will also highlight any key issues that must be addressed via negotiation and/or require ongoing scrutiny once the contract has been commenced.

The acceptance of the successful Respondent(s) will be carried out by SSROC.

7 Critical Dates

It is preferable that the new CRESS 1 contract be commenced on or before April 2024 TBD, taking into account the earliest starting councils, subject to negotiated agreement by councils.

8 Debriefing of Unsuccessful Participants in the RFT

All unsuccessful Participants in the RFT will be offered the opportunity to be debriefed. The purpose of the debriefing is to assist Participants to offer more competitive responses in the future by identifying ways in which the Participant's offer could have been improved. The debriefing process will be conducted by a member or members of the Evaluation Committee and may be carried out by telephone, letter or by interview.

Advice on debriefing arrangements will be included in the documentation. Participants will be advised via the RFT that the debriefing process will be limited to the unsuccessful Participant's offer. No comparisons will be made with the winning Participant and the debriefing process will not be used to justify the selection of the successful Participant(s).

9 Contract Management

The contract will be managed by SSROC: Cathy Dizon, Procurement Manager with technical assistance from David Kuhn, Senior Coordinator, Circular Economy.

I understand accept the conditions and restrictions of this CRESS Project Evaluation and Probity Plan. I agree with the Evaluation weightings.

SIGNATURE OF EVALUATOR

Signature of Authorised signatory:

Name of authorised signatory:

Position of authorised signatory:

Date: