Evaluation

This section provides guidance to assist you in maintaining transparency and impartiality throughout the tender evaluation process.

The evaluation of tenders must be robust. This is because you must be able to provide a full justification and an audit trail for your resulting award decision.

Tender evaluation and contract award documentation can be made available under the **Freedom of Information (Scotland) Act 2002**, if requested. You must ensure that your procurement process can withstand scrutiny.

You must consider **planning**, **sustainable procurement** and **risk management** throughout this stage of the journey.