Evaluation

The **Freedom of Information Act (Scotland) 2002** has led to an increase in the amount of tender evaluation and contract award documentation being publicly released. It is your responsibility to ensure any procurement process can withstand scrutiny.

The activities at this stage must be carried out in a carefully managed manner that supports the **Principles of Procurement.**

It is the responsibility of your Organisation to make sure that these requirements are met.

The tender evaluation criteria must be disclosed to tenderers. The assessment must be clear and robust, providing a full justification and audit trail for the resulting award decision.

Consideration must also be given to **Planning**, **Sustainable Procurement** and **Risk Management** throughout this stage of the Journey.