

For Use by Public Bodies

Record of Supplier Debriefing

Evaluation Team	
Purchasing Organization:	
Debrief Facilitator:	
Procurement Lead:	
Evaluation Lead:	
Other Evaluators Present:	
Supplier Representatives:	

Supplier Information	
Supplier:	
Procurement Lead	
Evaluation Lead	

Debriefing Specifics	
Debriefing Date:	
Debriefing Time:	
Medium / Location:	

Pre-Debriefing Checklist	
Review Public Procurement Policy 22 - Supplier Debriefing	
Review Public Procurement Policy 23 - Supplier Complaint and Review Process	
Review Technical Evaluation Results (where applicable)	
Review Pricing Evaluation and Final Ranking	
Review Contract Award Notice	
Prepare Strengths, Weaknesses, Future Improvements Summary	

Summary of Strengths and Weaknesses	
Stronger Performing Criteria:	
Weaker Performing Criteria:	

Areas for Future Improvement:

Supplier Identified Issues and Concerns

Other Notes

At the conclusion of the debriefing, the Procurement Lead, or where the debriefing is completed without the Procurement Lead present, a PPA representative present, then the GNL Evaluation Lead must advise the supplier of the Supplier Complaint and Review Process and the option to pursue this process if they are not satisfied with the information provided at the debriefing.

As Procurement Lead and Debrief Facilitator, I advised the supplier of the Supplier Complaint and Review Process.

As Evaluation Lead and Debrief Facilitator, I advised the supplier of the Supplier Complaint and Review Process.

Additional Comments