



SUPPLIER DEBRIEFING PROCESS ~ QUICK REFERENCE

PURPOSE

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| ✓ IMPORTANCE | <ul style="list-style-type: none">❖ Various trade agreements provide unsuccessful suppliers the right to an explanation of reasons why their proposal was not selected, also called a “debriefing”, following notification of the outcome of the procurement process.❖ A supplier debriefing is an efficient way for unsuccessful suppliers to understand why their proposal was not selected.❖ It can also be an opportunity to help suppliers understand the procurement process and to help improve a supplier’s chances of success the next time Kinetic solicits proposals. |
| ✓ TIMING | <ul style="list-style-type: none">❖ Unsuccessful suppliers should direct their debriefing requests to the contact person as identified in the solicitation document within sixty (60) days of the notification of the outcome of the procurement process. |

WHAT TO EXPECT

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| <p>✓ OVERVIEW</p> | <ul style="list-style-type: none"> ❖ Debriefings are intended to be informal. ❖ Teleconference or video conferencing options are available. ❖ A supplier debriefing meeting is not intended for participation by legal representation. ❖ Participants may take notes if they so choose. |
| <p>✓ BEFORE THE SESSION</p> | <ul style="list-style-type: none"> ❖ Before the debriefing, suppliers should review their proposal and prepare questions they would like answered. ❖ Note that debriefings only address the contents of the supplier's specific proposal. Kinetic will not address or reference the contents of other proposals received as these are confidential to the other suppliers. |
| <p>✓ WHAT'S COVERED</p> | <ul style="list-style-type: none"> ❖ Overview of the purpose of the debriefing. ❖ Explanation of the procurement process. ❖ Overview of the evaluation matrix. ❖ The unsuccessful supplier's average score in each of the published evaluation criteria. ❖ A review of the proposal's strengths & weaknesses. |
| <p>✓ INFORMATION PROVIDED</p> | <ul style="list-style-type: none"> ❖ The name of the successful supplier ❖ Value of the contract awarded (not applicable for Request for Standing Offer solicitations) ❖ Overall evaluation scores (i.e. average score amongst evaluators for each evaluation criteria published in the solicitation document) ❖ General comments from evaluators on strengths and weaknesses of the unsuccessful supplier's proposal |

WHAT NOT TO EXPECT

✓ WHAT A DEBRIEFING IS NOT INTENDED TO BE

- ❖ Not meant to be a formal complaint process
- ❖ Will not address individual scores and/or comments of evaluation committee members.
- ❖ Will not provide details on any other submitted proposals