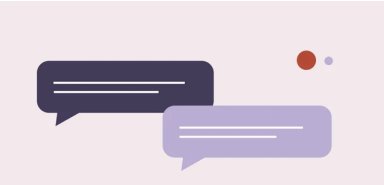
Supplier selection workshop



We facilitate a two-hour remote scoring meeting for four bidders and document the decision rationale.

Who it helps

Buyers, bid managers and SME suppliers

The problem to solve

A scoring meeting can lose the rationale for a selection if it records only the final rankings.

Working through the brief

1. **Prepare the four bidder records**

   Gather the agreed inputs. The specification, decision criteria, relevant quotes and authorised buying contact.

2. **Facilitate the scoring discussion**

   Track “Bidder score” and “Evidence discussed” together so the reviewer can connect the source information to the result.

3. **Document the decision rationale**

   Use the decision notes to retain the evidence, scoring differences and reasons for the buyer’s decision.

4. **Check the scope at handover**

   Supplier contracts, tender submission and commercial approval stay with the client.

Worked example

Reviewers favour different suppliers. Use the agreed criteria to distinguish an evidence gap from a judgement about trade-offs.

Read the service scope / BID-011

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