



Purchaser Nominated Price (ATPNP) evaluation procedure

Steps	ATPNP process
Step 1 Procurement open tender box	<ul style="list-style-type: none">• Compliance check undertaken.• Procurement provide Tender Evaluation Panel (TEP) with responses.
Step 2 TEP grade the non-price attributes	<ul style="list-style-type: none">• Conformance check to determine response is within the tenders scope and requirements.• Evaluate any pre-conditions.• TEP grade non-price attributes for each response from 0 to 100 or pass/fail.• Reject any response that fails against a precondition or graded attribute.
Step 3 (optional) TEP shortlist based on non-price attributes	<ul style="list-style-type: none">• Shortlist to be undertaken in accordance with tender conditions.
Step 4 (optional) Presentations by suppliers	<ul style="list-style-type: none">• Re-grade non-price attributes where appropriate.• Resubmission of price by supplier if needed.
Step 5 TEP finalise the non-price attribute grades	<ul style="list-style-type: none">• Enter grades into ATPNP evaluation sheet.• Calculate the non-price attribute weighted sum.
Step 6 TEP identify preferred supplier(s) and negotiate	<ul style="list-style-type: none">• Produce weighted sum rank.• Select supplier(s) to be involved in negotiation process (preferred supplier(s)).• Negotiation to be undertaken in accordance with tender conditions.
Step 7 TEP identify successful supplier	<ul style="list-style-type: none">• The successful supplier will be the one that presents the response that is within the tender scope and requirements, passes on all non-price attributes and has the highest weighted sum of the non-price attribute grades, and/or offers the best Value for Money outcome after negotiation.• Tender Evaluation Report completed and approved.• Advise and debrief successful and unsuccessful suppliers.