Recommendation Report

Checklist

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Recommendation Report Checklist

The report should contain reference to the following:

Item	Included?
Summary of the process to date	
Document decisions for any supplier disqualification. (All paperwork should be available for inspection)	
Recommendation of award and request for approval	
Selection Stage evaluation results (if not contained within a previous report)	
Technical and commercial evaluation (including whole life costing)	
Any clarifications conducted	
Benefits and savings available	
Details of any risks still present and mitigation plans	
Sustainability considerations (life-cycle impact mapping, economic, social and environmental)	

Community Benefits considerations	
Detail how the tender outcome will meet the requirements identified in the Commodity/Service Strategy	

Blank rows are provided for your use e.g. to add additional checklist items.