

## Gold Coast 2018 Commonwealth Games Corporation (GOLDOC)

### GOLDOC/2015/258 Ceremonies Production Provider

#### Request for Tender Stage

#### Probity Advisor's Report

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To: GOLDOC

#### Introduction

BDO (QLD) Pty Ltd ("BDO") are the appointed probity advisors for the GOLDOC/2015/258 Ceremonies Production Provider Procurement. GOLDOC undertook an evaluation process in response to the Request for Tender (RFT).

The RFT was released to the four (4) shortlisted Proponents on 07 August 2015 and closed on 16 September 2015. Four (4) proposals were received.

#### Assessment

The composition of the Evaluation Panel was consistent throughout the process. The Evaluation Panel considered the 4 offers received in response to the RFT.

#### Scope of Probity Advisory Work

During the process we have performed the following:

- a) Reviewed the RFT documentation;
- b) Reviewed the Evaluation Plan and Probity Plan;
- c) Reviewed Confidentiality and Conflict of Interest Declarations;
- d) Briefed the Evaluation Panel on 02 July 2015;
- e) Attended Proponent presentations on 09 and 12 October 2015;
- f) Attended Evaluation Panel meeting on 23 October 2015;
- g) Attended Proponent clarification meeting on 06 November 2015;
- h) Attended Evaluation Panel meeting on 06 November 2015;
- i) Assistance with the resolution of probity and process issues; and
- j) Reviewed the Evaluation Report.

#### Probity Advisory Results and Summary

From the work performed above we confirm the following:

- a) A process has been established for the evaluation of the RFT stage for the GOLDOC/2015/258 Ceremonies Production Provider Procurement;

- b) The evaluation criteria were established and documented prior to submission of offers in response to the RFT;
- c) The evaluation plan was established in accordance with the evaluation criteria;
- d) Those involved in the evaluation process had completed declarations of confidentiality and conflicts of interests;
- e) From discussions, observations and review of documentation, equal opportunity was provided to all offerors;
- f) Based on our review, observations and discussions, the Evaluation Panel observed probity protocols throughout the process;
- g) From observation and discussion, adequate security and confidentiality procedures appeared to be followed by the Evaluation Panel;
- h) From observation and review, the evaluation criteria contained in the evaluation plan was followed by the Evaluation Panel during the evaluation process; and
- i) The evaluation and the results of the evaluation were documented to evidence the process followed and the conclusions reached.

In conclusion, we have reviewed the process associated with the Request for Tender for the GOLDOC2015/258 Ceremonies Production Provider Procurement for GOLDOC, and from a probity perspective, based on the scope of work performed as detailed above, we are satisfied that a fair and equitable process was followed in accordance with the documentation, and the evaluation process was carried out in accordance with the established criteria to reach the conclusions.

**BDO (Qld) Pty Ltd**

A handwritten signature in black ink, appearing to read 'Zoran Radosevic'.

**Zoran Radosevic**

Director

Dated this 09<sup>th</sup> day of December 2015