




**ICT category**

<b>Meeting Title</b>	<b>Multi-Functional Devices and Document Solutions Tender Evaluations, Lot 2 Print Consumables</b>	
<b>Meeting Date and Time</b>	19/04/2021, 10:00am 20/04/2021, 10:00am	
<b>Venue</b>	Teams Meeting	
<b>Attendees</b>	<ul style="list-style-type: none"> <li>• [REDACTED];</li> <li>• [REDACTED];</li> <li>• [REDACTED]; and</li> <li>• [REDACTED], Moderator.</li> </ul>	
<b>Overall Meeting Objectives</b>	Review Evaluation Scores Agree final moderation scores and comments	
<b>Agenda</b>		
<b>Moderation Report to be signed-off</b>	 <small>NPS - ICT - MFD2 - Moderation Exercise</small>	
<b>General</b>		
1	Admin, Domestic, Fire Alarms & Exits etc.	
2	Introductions/apologies	
<b>Discussion/Decision Topics</b>		<b>Decision/ Action</b>
3	<ul style="list-style-type: none"> <li>• Evaluators are required to check the scores and comments prior to approving the final moderated score.</li> </ul>	
4	Supplier_A [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	<b>Scores attributed as per attached Moderation Report</b>  <b>Evaluator to check and Sign-off/ Comment</b>



ICT category

	<p>[Redacted content]</p>	
5	<p>Supplier_E</p> <p>[Redacted content]</p>	<p>Scores attributed as per attached Moderation Report</p> <p>Evaluator to check and Sign-off/ Comment</p>



ICT category

	<p>[Redacted content]</p>	
6	<p>Supplier_H</p> <p>[Redacted content]</p>	<p>Scores attributed as per attached Moderation Report</p> <p>Evaluator to check and Sign-off/ Comment</p>



ICT category

	<p>[Redacted content]</p>	
7	<p>Supplier_K</p> <p>[Redacted content]</p>	<p>Scores attributed as per attached Moderation Report</p> <p>Evaluator to check and Sign-off/ Comment</p>



ICT category

	<p>[Redacted content]</p>	
8	<p>Supplier_N</p> <p>[Redacted content]</p>	<p>Scores attributed as per attached Moderation Report</p> <p>Evaluator to check and Sign-off/ Comment</p>



### ICT category

	<p>[REDACTED]</p> <ul style="list-style-type: none"><li>[REDACTED]</li></ul>	
9	<p>Supplier_O</p> <ul style="list-style-type: none"><li>[TQ.2.2.1] Customer Support<ul style="list-style-type: none"><li>[REDACTED]: Thorough response, although it exceeded page count, met all criteria.</li><li>[REDACTED]: The response covered all criteria well, account management, technical pre-sales and complaints.</li><li>[REDACTED]: A thorough response.</li><li>A final moderated score of Confidence was agreed by the panel.</li></ul></li><li>[TQ.2.2.2] Product Selection<ul style="list-style-type: none"><li>[REDACTED]: Broad high level response that would have benefitted from greater detail.</li><li>[REDACTED]: The response has covered the criteria.</li><li>[REDACTED]: Thorough response providing sufficient detail to give confidence. Discuss current and future needs of customers.</li><li>A final moderated score of Confidence was agreed by the panel.</li></ul></li><li>[TQ.2.2.3] Delivery<ul style="list-style-type: none"><li>[REDACTED]: Evidenced by accreditations and ISO certifications. Covered circular economy. Very thorough response, next day delivery included as standard.</li><li>[REDACTED]: Covered the requirements very well.</li><li>[REDACTED]: Concerns that it excluded delivery to desk. But very well detailed response.</li></ul></li></ul>	<p>Scores attributed as per attached Moderation Report</p> <p>Evaluator to check and Sign-off/ Comment</p>



### ICT category

	<ul style="list-style-type: none"><li>- A final moderated score of Confidence was agreed by the panel.</li><li>• [TQ.2.3.1] Social and Environmental<ul style="list-style-type: none"><li>- [REDACTED]: Have covered question criteria.</li><li>- [REDACTED]: Met the requirements, covered ethical supply chains. Could have been clearer on decarbonisation element.</li><li>- [REDACTED]: Covers carbon emissions briefly.</li><li>- [REDACTED]: Does mention Carbon Smart</li><li>- A final moderated score of Confidence was agreed by the panel.</li></ul></li><li>• [TQ.2.3.2] Socio Economic<ul style="list-style-type: none"><li>- [REDACTED]: It is a brief response but covers the criteria. Have an office in Wales creating employment opportunities and covers Future Generations Act.</li><li>- [REDACTED]: A good response with sufficient detail, good Welsh focus.</li><li>- [REDACTED]: Section on diversity a positive.</li><li>- A final moderated score of Confidence was agreed by the panel.</li></ul></li></ul>	
10	Supplier_P <ul style="list-style-type: none"><li>• [REDACTED]</li></ul>	<p>Scores attributed as per attached Moderation Report</p> <p>Evaluator to check and Sign-off/ Comment</p>



ICT category

	<p>- [REDACTED]</p>	
11	<ul style="list-style-type: none"><li>PR to send out moderated scores. If the panel agrees then acceptance in e-mail. Alternatively, evaluators to highlight any issues.</li></ul>	<b>PR to issue moderation report &amp; minutes</b>