Transgrid

People. Power. Possibilities.

EOI Evaluation Plan

HumeLink

August 2022

FINAL

Contents

1. General

1.1. Background

On 4 August 2022, Transgrid released the Invitations for Expressions of Interest (the 'Invitation') that invited Registrants to submit an EOI Application to:

(a) participate in an Early Contractor Involvement (ECI) procurement process for the design and construction of the HumeLink project (the 'Project'); and

(b) be considered for inclusion in the Delivery Partner Panel that Transgrid intends to establish to support the delivery of future major projects following HumeLink.

The HumeLink procurement process will involve the following key phases:

(c) EOI Phase;

(d) ECI Phase – comprising of:

    (i) ECI Stage 1;

    (ii) ECI Stage 2; and

    (iii) Contract Finalisation and Award.

This document deals exclusively with the evaluation procedure for the EOI Phase that results in the shortlist of Applicants to participate in the ECI Phase.

1.2. Evaluation Plan Objectives

The objectives of this plan are to:

(a) provide evaluation guidelines to the Evaluation Team and Transgrid personnel involved in the evaluation process;

(b) provide an outline of the evaluation process and procedures;

(c) ensure that probity and confidentiality is maintained throughout the evaluation process;

(d) provide an auditable process for the evaluation process; and

(e) ensure that each Applicant is assessed fairly and equitably.

1.3. Related Documents

This plan should be read in conjunction with the:

(a) Invitation, dated August 2022;

(b) HumeLink Probity Conduct Plan, dated July 2022; and

(c) Transgrid Code of Ethics and Conduct, dated March 2022.

1.4. Definitions

Terms used in this document (unless otherwise defined) have the same meaning as identical terms defined in the Invitation.

In this document:

Applicant means a company, joint venture, consortium or any other enterprise (including joint Participants) that submits an EOI Application.

EOI Application means a submission by an Applicant in the form prescribed in the EOI Invitation to register its interest to submit a Tender for the Project.

EOI Closing Dates and Times means the dates and times set out in section 5.5.1 of the Invitation.

Evaluation Criteria means the criteria set out in section 7.3 of the Invitation.

Evaluation Panel means the group of individuals established by Transgrid to conduct the evaluation of the EOI Applications. The role of the EOI Evaluation Panel is further outlined in section 2.3.

Evaluation Report means the report prepared and signed by the Evaluation Panel that contains its recommendation on the selection of the Applicants to submit Tenders.

Evaluation Sub-Panel means the group of individuals and organisations appointed to support the Evaluation Panel during the evaluation process. Further details are provided in section 2.4

Evaluation Team means the Transgrid team (including its internal and external advisors) engaged to undertake the evaluation activities set out in this plan, and which is further described in section 2.

Executive Review Panel means the group of individuals established to review the Evaluation Report produced by the Evaluation Panel and challenge, seek clarification and ultimately endorse the findings of the Evaluation Panel so that the Evaluation Report can be made final.

Invitation means the Invitations for Expressions of Interest document issued on 4 August 2022.

Mandatory Information means the mandatory information required to be submitted as part of the EOI Application set out in section 7.2 of the Invitation.

Project means the HumeLink project.

Transgrid Contact Officer means the person nominated in the Invitation to be the primary contact person between Transgrid and the Registrants, and Applicants.

2. Evaluation Team

2.1. Evaluation Team Structure

An Evaluation Team will be established by Transgrid prior to the EOI Closing Date and Time, and comprises of the following key groups:

(a) Executive Review Panel;

(b) Evaluation Panel;

(c) Evaluation Sub-Panels; and

(d) Internal and external advisors.

The Evaluation Team will be supported by the:

(a) Evaluation Convenor, who will facilitate the evaluation process and support the Evaluation Team to undertake its evaluation responsibilities; and

(b) the Probity Advisor, who will be an independent observer of the process and will not be involved in the actual evaluation of any EOI Application.

An overview of the Evaluation Team structure and support is provided in Figure 1 and **Error! Reference source not found.**. Further details of the role, composition and responsibilities of the Evaluation Team are outlined in the following sections. Details of the governance with respect to the EOI evaluation process is provided in section 6.5.8.
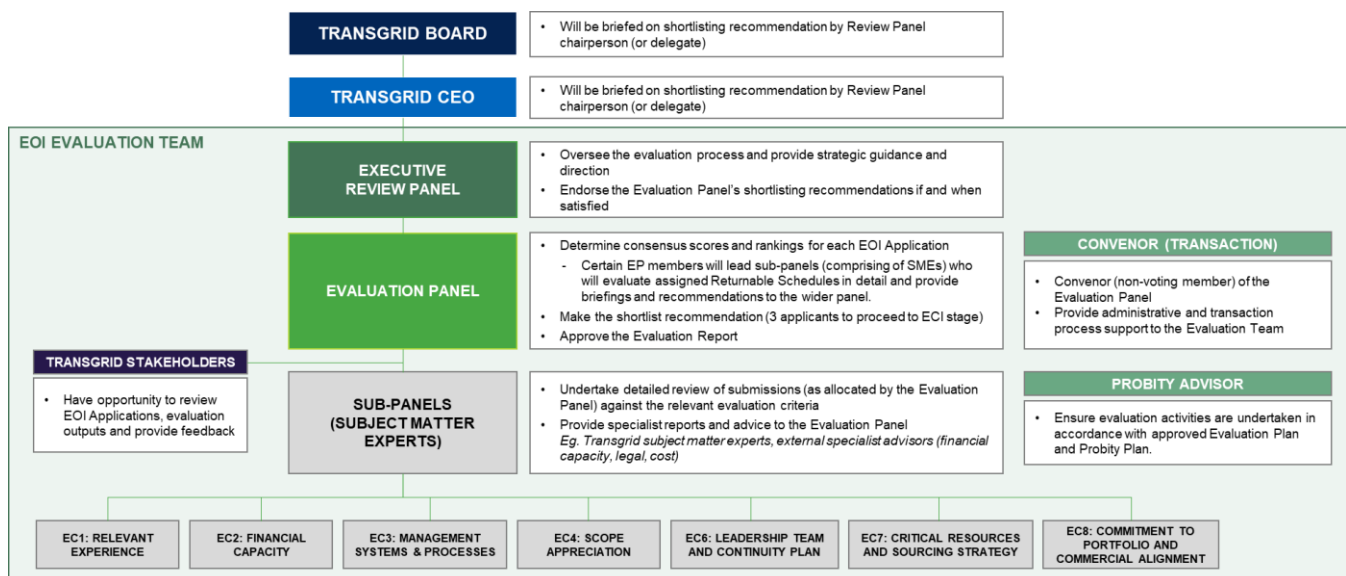
Figure 1: Evaluation Team Structure

EXECUTIVE REVIEW PANEL

| A. ▮▮▮▮▮ | Executive General Manager of Major Projects | C. ▮▮▮▮▮ | Chief Financial Officer |
| B. ▮▮▮▮▮ | Executive General Manager Delivery | D. [To be appointed by ERP Chairperson] | Independent Advisor |

EOI EVALUATION PANEL

A. ▮▮▮▮▮	Major Project Delivery Director	D. ▮▮▮▮▮	Project Delivery and Integration Manager, HumeLink
B. ▮▮▮▮▮	Major Project Delivery Director VNI West	E. ▮▮▮▮▮	General Manager of Land Property and Approvals
C. ▮▮▮▮▮	Commercial Manager, HumeLink	F. ▮▮▮▮▮	General Manager of Supply Chain, Transgrid

Internal Advisors: ▮▮▮▮▮ General Manager of Origination) | ▮▮▮▮▮ (Major Project Delivery Director PEC) ▮▮▮▮▮ (Senior Legal Counsel) | ▮▮▮▮▮ Stakeholder and Communications Manager) ▮▮▮▮▮ Enviro Planning and Approvals Manager)

External Advisors: Evaluation Panel Convenor: **ConnellGriffin** (Transaction Advisor) | Probity: **O'Connor Marsden** (Probity Advisor) | **E3 Advisory** (Commercial Advisor) | ▮▮▮▮ Legal Advisors)

EOI EVALUATION SUB-PANELS

EC1: RELEVANT EXPERIENCE	EC2: FINANCIAL CAPACITY	EC3: MANAGEMENT SYSTEMS & PROCESSES	EC4: SCOPE APPRECIATION	EC5: LEADERSHIP TEAM AND CONTINUITY PLAN	EC6: CRITICAL RESOURCES AND SOURCING STRATEGY	EC7: COMMITMENT TO PORTFOLIO AND COMMERCIAL ALIGNMENT

TRANSGRID STAKEHOLDERS

- ▮▮▮▮▮ (General Manager of Network Planning)
- ▮▮▮▮▮ (General Manager of Infrastructure Delivery)
- ▮▮▮▮▮ (General Manager of Maintenance)

- ▮▮▮▮▮ (General Manager of Network Planning)
- ▮▮▮▮▮ (General Manager of Infrastructure Delivery)
- ▮▮▮▮▮ (General Manager of Maintenance)
- ▮▮▮▮▮ (General Manager of Media and Communications)
- ▮▮▮▮▮ (General Manager of Community Indigenous Engagement and Sustainability)

- ▮▮▮▮▮ General Manager of Infrastructure Delivery)

- ▮▮▮▮▮ (General Manager of Strategy and Transformation)
- ▮▮▮▮▮ General Manager of Regulation)
- ▮▮▮▮▮ Chief Risk Officer)
- ▮▮▮▮▮ (General Counsel)

Figure 2: Evaluation Team Resourcing

2.2. Executive Review Panel

The role of the Executive Review Panel will be to oversee the evaluation process and provide strategic direction to the Evaluation Panel.

The Executive Review Panel will ultimately endorse the findings and recommendations of the Evaluation Panel (as documented in the Evaluation Report) once it is satisfied that:

(a) the processes as described in this plan have been followed;

(b) all submissions have been given comprehensive, fair and reasonable consideration;

(c) each of the short-list of applicants is capable of participating in the ECI phase and delivering the Project; and

(d) no unresolved probity issues exist.

The Executive Review Panel Chairperson (or authorised delegate) will provide confidential briefings to the Transgrid Chief Executive and Board as required during the process.

The Executive Review Panel members are:

Name	Role	Position
███████████	Executive Review Panel Chairperson	Executive General Manager of Major Projects
███████████	Executive Review Panel member	Executive General Manager of Delivery
███████████	Executive Review Panel member	Chief Financial Officer
To be appointed by Executive Review Panel Chairperson	Non-voting Member	Independent Advisor

A quorum for Executive Review Panel meetings is the presence of a minimum of two (2) Review Panel members.

2.3. Evaluation Panel

The Evaluation Panel is responsible for evaluating the EOI Applications and recommending the overall ranking and shortlisting of Applicants.

The Evaluation Panel is responsible for:

(a) undertaking the evaluation process through:

  (i) determining whether any Applicant should be excluded from further consideration in the evaluation process, including due to that Applicant's EOI Application failure to provide the required Mandatory Information and or fail to satisfy one or more of the Evaluation Criteria;

  (ii) reviewing and evaluating EOI Applications;

(iii) seeking clarifications from Applicants where their EOI Applications are ambiguous or unclear, or where the Evaluation Panel has raised an issue or question (including as advised by the Evaluation Advisors);

(iv) overseeing the activities of the relevant Evaluation Sub-Panel throughout the evaluation process, including ensuring their timely completion of their evaluation;

(v) arriving at a consensus view regarding findings, rationale, strengths, weaknesses and risks for inclusion in the Evaluation Report (with dissenting views and reasons for these views documented where necessary) in relation to each EOI Application;

(vi) arriving at a consensus view of the scoring and ranking of the EOI Applications (with dissenting views and reasons documented where necessary);

(vii) providing ongoing briefings to the Executive Review Panel throughout the evaluation process;

(viii) arriving at a consensus recommendation of the short-list of Applicants to be invited to participate in the ECI Phase (or if consensus cannot be reached then similarly for a majority recommendation but with any with dissenting views and reasons documented where necessary); and

(b) work with the Evaluation Convenor to prepare and submit the Evaluation Report, including a recommended ranking and shortlisting of Applicants, for the Executive Review Panel's endorsement.

The Evaluation Panel will be supported by the Evaluation Sub-Panels (refer to section 2.4) in undertaking the responsibilities identified above, and provide any other assistance required by the Evaluation Panel.

The Evaluation Panel members are:

Name	Role	Position
███████████	Evaluation Panel Chairperson	Major Project Delivery Director
███████████████	Evaluation Panel member	Major Project Delivery Director VNI West
████████████	Evaluation Panel member	Commercial Manager, HumeLink
██████████	Evaluation Panel member	Project Delivery and Integration Manager, HumeLink
████████████	Evaluation Panel member	General Manager of Supply Chain
█████████ ████	Evaluation Panel member	General Manager of Land Property and Approvals
█████████████	Convenor (Non-Voting Member)	HumeLink Transaction Advisor

A quorum for Evaluation Panel meetings is the presence of a minimum of four (4) Evaluation Panel members.

2.3.1. Evaluation Panel Chairperson

In addition to the requirements set out in section 2.3, the Evaluation Panel Chairperson will also be responsible for:

(a) co-coordinating the activities and deliverables of the Evaluation Panel;

(b) compiling and approving any clarifications the Evaluation Panel may seek from each Applicant and providing these to the Evaluation Convenor for communication to the relevant Applicants. The Evaluation Chairperson may delegate responsibility for this activity to a designated Evaluation Panel member;

(c) meeting the evaluation process timetable; and

(d) debriefing of Applicants.

The Evaluation Panel chairperson may delegate, or obtain support, from any of the Evaluation Panel members or advisors in undertaking the above responsibilities.

2.4. Evaluation Sub-Panel

To assist the Evaluation Panel in the evaluation process, the Evaluation Sub-Panels will be responsible for assessing EOI Applications against specific Evaluation Criteria as directed by the Evaluation Panel and for providing the Evaluation Panel with reports and presentations on Returnable Schedules that relate to these criteria.

The Evaluation Sub-Panel members are identified in Table 1, including an assigned member of the Evaluation Panel (or delegate) who will be the lead representative from the Evaluation Panel responsible for overseeing the relevant Evaluation Sub-Panel activities.

Table 1 - Evaluation Sub-Panel Members

Returnable Schedule		Sub-Panel Members	EP Lead
EOI APPLICATION – PART 1			
RS1:	**DETAILS OF THE APPLICANT, PARTICIPANT AND PROVIDERS**		
B.1.1	Applicant Details	• Equifax (Financial Advisor)	All
B.1.2	Applicant Contact Person	• ConnellGriffin (Transaction Advisor)	All
B.1.3	Guarantor Details	• ██████████ • Corrs (Legal Advisor)	████████
B.1.4	Related Entities	• OCM (Probity Advisor)	██████████
B.1.5	Probity and Competition		
RS2:	**RELEVANT EXPERIENCE**		
B.2.1	Past Experience – Delivery	• ██████████ • ██████████ • ████████	██████████
B.2.2	Past Experience - Design	• ██████████ • ████████	
B.2.3	Applicant experience working together	• ██████████	

Returnable Schedule		Sub-Panel Members	EP Lead
		• ▮▮▮▮▮▮	
RS3:	**FINANCIAL CAPACITY**		
B.3.1	Each Participant	• Equifax	▮▮▮▮▮▮
B.3.2	Each Guarantor	• ▮▮▮▮▮	
RS4:	**MANAGEMENT SYSTEMS AND PROCESSES**		
B.4.1(a)(i)	Health and Safety Management System	• ▮▮▮▮▮▮▮▮	
B.4.1(a)(ii)	Quality Management System	• ▮▮▮▮▮	▮▮▮▮▮▮▮
B.4.1(a)(iii)	Environmental Management System	• ▮▮▮▮▮	
EOI APPLICATION – PART 2			
RS5:	**SCOPE APPRECIATION**		
B.5.1	General	• ▮▮▮▮▮▮ • ▮▮▮▮▮▮ • ▮▮▮▮	
B.5.2	Proposed Approach	(Refer below)	
	(a) Design	• ▮▮▮▮▮▮▮ • ▮▮▮▮	
	(b) Construction/Testing/Commissioning	• ▮▮▮▮▮ • ▮▮▮▮▮ • ▮▮▮▮	
	(c) Managing changes	• ▮▮▮▮ • ▮▮▮▮ • ▮▮▮▮ • ▮▮▮▮▮	▮▮▮▮▮
	(d) Community and stakeholder engagement	• ▮▮▮▮ • ▮▮▮ • ▮▮▮▮▮	
	(e) Leveraging HumeLink for Future Projects	• ▮▮▮▮▮ • ▮▮▮ • ▮▮▮▮▮	
B.5.3	Program Acceleration Opportunities	• ▮▮▮▮▮▮ • ▮▮▮▮▮▮	
B.5.4	Community Investment (Social Legacy)	• ▮▮▮▮ • ▮▮▮▮▮ • ▮▮▮▮▮	
RS6:	**CAPABILITY OF LEADERSHIP TEAM AND CONTINUITY PLAN**		
B.6.1	Team Structure - Applicant	• ▮▮▮▮▮▮ • ▮▮▮▮▮	▮▮▮▮▮▮
B.6.2	Design Team Structure	• ▮▮▮▮▮▮	

	Returnable Schedule	Sub-Panel Members	EP Lead
		• ▉▉▉▉▉▉	
B.6.3	Delivery Partner's Key Personnel	(Refer below)	
	(a) Project Director	• ▉▉▉▉▉▉▉	
	(b) Construction Lead	• ▉▉▉▉ • ▉▉▉▉▉▉	
	(c) Engineering Design Lead	• ▉▉▉▉ • ▉▉▉▉▉▉▉▉	
	(d) Design Lead – Substations	• ▉▉▉▉ • ▉▉▉▉▉▉▉▉	
	(e) Design Lead – Transmission Lines	• ▉▉▉▉ • ▉▉▉▉▉▉▉▉	
	(f) Commercial Lead	• ▉▉▉▉▉ • ▉▉▉ ▉▉▉▉	
	(g) Environment and Planning Approval Lead	• ▉▉▉ ▉▉▉	
	(h) Community and Stakeholder Engagement Lead	• ▉▉▉▉▉▉ • ▉▉▉▉ • ▉▉▉▉▉▉ • ▉▉▉▉	
	(i) Health and Safety Lead	• ▉▉▉▉▉▉▉▉	
	(j) Community Investment (Social Legacy and Workforce Development) Lead	• ▉▉▉▉▉▉ • ▉▉▉▉▉ • ▉▉▉▉▉▉ • ▉▉▉▉	
	(k) Project Controls Lead	• ▉▉▉▉▉▉	
B.6.4	Key Personnel and Expertise Continuity Plan	• ▉▉▉▉▉	
RS7:	**APPROACH TO CRITICAL RESOURCES AND SOURCING SECURITY**		
B.7.1	Resourcing Strategy	• ▉▉▉▉▉ • ▉▉▉▉▉ • ▉▉▉▉▉ • ▉▉▉▉▉▉	▉▉▉ ▉▉
RS8:	**COMMITMENT TO PANEL OBJECTIVES AND COMMERCIAL ALIGNMENT**		
B.8.1	Portfolio Partnership	• ▉▉▉▉▉▉	
B.8.2	Commercial Alignment	• ▉▉▉▉▉▉▉ • ▉▉▉▉▉▉ • ▉▉▉▉▉▉▉	▉▉ ▉▉▉

Additional Sub-Panel members may be required by the Evaluation Team during the course of the evaluation process. The Evaluation Panel Chairperson (or delegate) may appoint additional Sub-Panel members to provide expert advice to the Evaluation Panel, as deemed appropriate throughout the evaluation process. Upon their appointment, any such Sub-Panel members will become part of the Evaluation Team and hence subject to the same probity requirements as set out in this plan (including the secure evaluation protocols outlined in section 7).

2.5. Evaluation Convenor

The Evaluation Convenor will be **ConnellGriffin**.

The Evaluation Convenor will support the Evaluation Team by co-ordinating and facilitating the evaluation process, including:

(a) managing and facilitating the activities of the Evaluation Team, which includes:

    (i) managing the receipt and secure distribution of the EOI Applications; and

    (ii) managing the sending of any requests for clarification and distribution of responses;

(b) providing the Evaluation Team with assistance during the evaluation process;

(c) facilitating the Evaluation Panel and Executive Review Panel meetings;

(d) preparing drafts of the Evaluation Report; and

(e) managing all communications with Applicants on behalf of the Evaluation Team.

2.6. Transgrid CEO and Transgrid Board

Following the Executive Review Panel's endorsement of the Evaluation Panel's findings and recommendations and prior to the announcement of the Applicants shortlisted to proceed to the next stage of the procurement process, the Executive Review Panel Chairperson and Evaluation Panel Chairperson (or authorised delegates) will provide briefings to the Transgrid CEO, and the Transgrid Board regarding the outcome of the EOI evaluation process.

If required, the Executive Review Panel Chairperson and Evaluation Panel Chairperson may provide updates and briefings to the Transgrid executive team, Transgrid CEO and the Transgrid Board during the course of the EOI evaluation process.

2.7. Changes to the Evaluation Team

Any change to the composition of Executive Review Panel must be authorised by the Evaluation Review Panel Chairperson (or authorised delegate).

Any change to the composition of Evaluation Panel must be authorised by the Evaluation Panel Chairperson (or authorised delegate).

3. Probity Requirements

3.1. HumeLink Project Probity and Conduct Plan

The EOI evaluation process will be undertaken in accordance with Appendix A (HumeLink Probity Conduct Plan) and Appendix B (Transgrid Code of Ethics and Conduct) to ensure that the probity principles of integrity, confidentiality and impartially are maintained at all times.

3.2. Probity Advisor

The Probity Advisor is not a part of the Evaluation Team but an independent observer of the EOI evaluation process and will not be involved in the actual evaluation of any EOI Application. The Probity Advisor's role in the EOI evaluation process will include the following:

(a) providing assurance that the procedures adopted in the receipt of the EOI Applications and the EOI evaluation process is fair and equitable and that the probity of the process is independently validated;

(b) providing confidence to all interested Applicants that appropriate processes are fully adhered to and that no Applicants are given an unfair advantage or are unfairly discriminated against;

(c) providing guidance to the Evaluation Team in relation to mitigating and resolving any probity issues associated with the EOI Applications;

(d) attending Evaluation Team meetings where relevant;

(e) attending any Applicant meetings and presentations;

(f) monitoring communication between Transgrid and the Applicants during the period between submission of EOI Applications and the announcement of the shortlisted Applicants;

(g) attending debriefing meetings of successful and unsuccessful Applicants, where applicable; and

(h) preparing a report outlining the work performed, any issues that arose during the process and confirming that the evaluation process and procedures have been followed.

Any member of the Evaluation Team who has any concerns about the conduct or probity of the selection process should promptly bring their concerns to the attention of the Probity Advisor and the Evaluation Convenor.

The Probity Advisor is ▮▮▮▮▮▮▮▮ from O'Connor Marsden & Associates (OCM). In respect of probity issues, Applicants and the Evaluation Team members may contact the Probity Advisor as follows:

Name: ▮▮▮▮▮▮▮▮
Email: ▮▮▮▮▮▮▮▮▮▮▮▮
Phone: ▮▮▮▮▮▮

3.3. Evaluation Team – Probity Requirements

All Evaluation Team members must comply with the following requirements prior to being granted access to any EOI Applications or evaluation materials:

(a) complete and sign a Statement of Interests and Associations (SIA) Disclosure Form (at Appendix C); and

(b) attend an EOI evaluation establishment meeting (which will include details of secure evaluation and confidentiality protocols).

Evaluation Team members may also be required to update their Statement of Interests and Associations Disclosure Form during the evaluation process, if an Applicant, including its Participants and Providers (who was not included in the initial SIA Disclosure Form) submits a EOI Application or new information on the Applicant comes to light. Notwithstanding, Evaluation Team members are obliged to update their SIA Disclosure Form if they become aware of any change to their circumstances.

The Evaluation Panel Chairperson, after consultation with the Probity Advisor and the Project Director, will determine appropriate mitigation measures in response to any identified conflicts of interests. Identified conflicts of interest and any mitigation measures implemented will be recorded in the Conflict and Probity Register.

4. Evaluation Program

The key milestones of the EOI response period and EOI evaluation period are outlined in Table 2.

Table 2: Evaluation Program - Key Milestones

Key Milestone	Target Date
EOI Response Period	
Commence Registration of Interest process for Expressions of Interest	19 July 2022
Release of Invitation by Transgrid	4 August 2022
EOI Closing Date and Time	
• EOI Application - Part 1 Due	23 August 2022
• EOI Application - Part 2 Due	9 September 2022
EOI Evaluation Period	
EOI Evaluation – Part 1	
Briefing for Evaluation Team (Part 1)	12 August 2022
Evaluation Team provided access to the HumeLink EOI Evaluation Data Room (subject to attendance at briefing and submitting SIA Disclosure Form)	24 August 2022
Evaluation Panel Check-In	25 August 2022
Evaluation Panel Meeting 1 - PASS/FAIL consensus	29 August 2022
Evaluation Panel Meeting 2 - COMPARATIVE consensus scoring criterion 1	5 September 2022
Evaluation Panel Meeting 3 - COMPARATIVE consensus scoring criterion 2	13 September 2022
EOI Evaluation – Part 2	
Evaluation Panel Meeting 4 - PROGRESS CHECK	16 September 2022
Evaluation Panel Meeting 5 - COMPARATIVE consensus scoring criterion 4, 5, 6 and 7	22 September 2022
Evaluation Report	
Draft for Part 1 complete	21 September 2022
Draft for Part 2 complete	27 September 2022
Final Evaluation Report complete	27 September 2022
Governance	
Executive Review Panel Meeting 1 - PASS/FAIL Briefing	1 September 2022
Executive Review Panel Meeting 2 - COMPARATIVE Briefing Part 1	16 September 2022
Executive Review Panel Meeting 3 - COMPARATIVE Briefing Part 2	23 September 2022
Executive Review Panel Meeting - RECOMMENDATION Briefing	26 September 2022
Evaluation Report submitted to Executive Review Panel for endorsement	27 September 2022
Target ECI Request for Tender release	3 October 2022

A detailed EOI evaluation program is provided in Figure 3.

HumeLink - EOI Detailed Evaluation Program

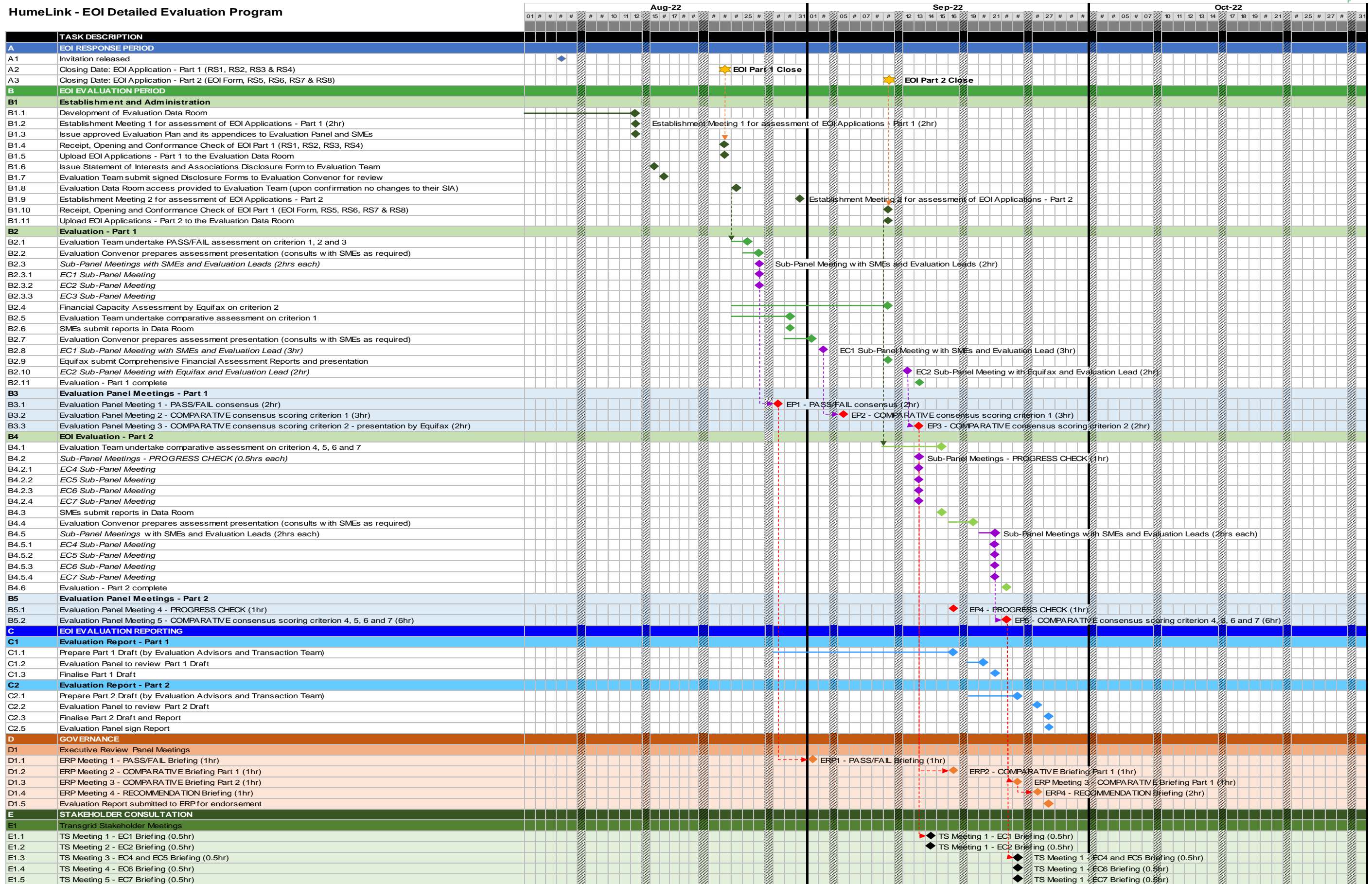| ID	TASK DESCRIPTION
A	**EOI RESPONSE PERIOD**
A1	Invitation released
A2	Closing Date: EOI Application - Part 1 (RS1, RS2, RS3 & RS4)
A3	Closing Date: EOI Application - Part 2 (EOI Form, RS5, RS6, RS7 & RS8)
B	**EOI EVALUATION PERIOD**
B1	**Establishment and Administration**
B1.1	Development of Evaluation Data Room
B1.2	Establishment Meeting 1 for assessment of EOI Applications - Part 1 (2hr)
B1.3	Issue approved Evaluation Plan and its appendices to Evaluation Panel and SMEs
B1.4	Receipt, Opening and Conformance Check of EOI Part 1 (RS1, RS2, RS3, RS4)
B1.5	Upload EOI Applications - Part 1 to the Evaluation Data Room
B1.6	Issue Statement of Interests and Associations Disclosure Form to Evaluation Team
B1.7	Evaluation Team submit signed Disclosure Forms to Evaluation Convenor for review
B1.8	Evaluation Data Room access provided to Evaluation Team (upon confirmation no changes to their SIA)
B1.9	Establishment Meeting 2 for assessment of EOI Applications - Part 2
B1.10	Receipt, Opening and Conformance Check of EOI Part 1 (EOI Form, RS5, RS6, RS7 & RS8)
B1.11	Upload EOI Applications - Part 2 to the Evaluation Data Room
B2	**Evaluation - Part 1**
B2.1	Evaluation Team undertake PASS/FAIL assessment on criterion 1, 2 and 3
B2.2	Evaluation Convenor prepares assessment presentation (consults with SMEs as required)
B2.3	Sub-Panel Meetings with SMEs and Evaluation Leads (2hrs each)
B2.3.1	EC1 Sub-Panel Meeting
B2.3.2	EC2 Sub-Panel Meeting
B2.3.3	EC3 Sub-Panel Meeting
B2.4	Financial Capacity Assessment by Equifax on criterion 2
B2.5	Evaluation Team undertake comparative assessment on criterion 1
B2.6	SMEs submit reports in Data Room
B2.7	Evaluation Convenor prepares assessment presentation (consults with SMEs as required)
B2.8	EC1 Sub-Panel Meeting with SMEs and Evaluation Lead (3hr)
B2.9	Equifax submit Comprehensive Financial Assessment Reports and presentation
B2.10	EC2 Sub-Panel Meeting with Equifax and Evaluation Lead (2hr)
B2.11	Evaluation - Part 1 complete
B3	**Evaluation Panel Meetings - Part 1**
B3.1	Evaluation Panel Meeting 1 - PASS/FAIL consensus (2hr)
B3.2	Evaluation Panel Meeting 2 - COMPARATIVE consensus scoring criterion 1 (3hr)
B3.3	Evaluation Panel Meeting 3 - COMPARATIVE consensus scoring criterion 2 - presentation by Equifax (2hr)
B4	**EOI Evaluation - Part 2**
B4.1	Evaluation Team undertake comparative assessment on criterion 4, 5, 6 and 7
B4.2	Sub-Panel Meetings - PROGRESS CHECK (0.5hrs each)
B4.2.1	EC4 Sub-Panel Meeting
B4.2.2	EC5 Sub-Panel Meeting
B4.2.3	EC6 Sub-Panel Meeting
B4.2.4	EC7 Sub-Panel Meeting
B4.3	SMEs submit reports in Data Room
B4.4	Evaluation Convenor prepares assessment presentation (consults with SMEs as required)
B4.5	Sub-Panel Meetings with SMEs and Evaluation Leads (2hrs each)
B4.5.1	EC4 Sub-Panel Meeting
B4.5.2	EC5 Sub-Panel Meeting
B4.5.3	EC6 Sub-Panel Meeting
B4.5.4	EC7 Sub-Panel Meeting
B4.6	Evaluation - Part 2 complete
B5	**Evaluation Panel Meetings - Part 2**
B5.1	Evaluation Panel Meeting 4 - PROGRESS CHECK (1hr)
B5.2	Evaluation Panel Meeting 5 - COMPARATIVE consensus scoring criterion 4, 5, 6 and 7 (6hr)
C	**EOI EVALUATION REPORTING**
C1	**Evaluation Report - Part 1**
C1.1	Prepare Part 1 Draft (by Evaluation Advisors and Transaction Team)
C1.2	Evaluation Panel to review Part 1 Draft
C1.3	Finalise Part 1 Draft
C2	**Evaluation Report - Part 2**
C2.1	Prepare Part 2 Draft (by Evaluation Advisors and Transaction Team)
C2.2	Evaluation Panel to review Part 2 Draft
C2.3	Finalise Part 2 Draft and Report
C2.5	Evaluation Panel sign Report
D	**GOVERNANCE**
D1	**Executive Review Panel Meetings**
D1.1	ERP Meeting 1 - PASS/FAIL Briefing (1hr)
D1.2	ERP Meeting 2 - COMPARATIVE Briefing Part 1 (1hr)
D1.3	ERP Meeting 3 - COMPARATIVE Briefing Part 2 (1hr)
D1.4	ERP Meeting 4 - RECOMMENDATION Briefing (1hr)
D1.5	Evaluation Report submitted to ERP for endorsement
E	**STAKEHOLDER CONSULTATION**
E1	**Transgrid Stakeholder Meetings**
E1.1	TS Meeting 1 - EC1 Briefing (0.5hr)
E1.2	TS Meeting 2 - EC2 Briefing (0.5hr)
E1.3	TS Meeting 3 - EC4 and EC5 Briefing (0.5hr)
E1.4	TS Meeting 4 - EC6 Briefing (0.5hr)
E1.5	TS Meeting 5 - EC7 Briefing (0.5hr)

Figure 3: Detailed EOI Evaluation Program

5. Evaluation Criteria

Table 3 outlines the Evaluation Criteria against which the EOI Applications will be evaluated, the key applicable Returnable Schedule, and the method of assessment for each Evaluation Criterion.

Table 3: Evaluation Criteria

No	Evaluation Criteria	Key Applicable Returnable Schedule	Method of Assessment
1	**Relevant Experience** Demonstrate the Applicant's capability and relevant experience in the successful design and delivery of comparable and relevant major energy infrastructure projects.	Returnable Schedule 2	**Pass/fail** (if pass then subject to comparative evaluation)
2	**Financial Capacity** Demonstrate sufficient financial capacity and liquidity to successfully undertake the Project, and other portfolio projects if awarded.	Returnable Schedule 3	**Pass/fail** (if pass then subject to comparative evaluation)
3	**Management Systems** Demonstrate suitable key management processes and systems (Health and Safety, Environmental Management and Quality Management) to successfully deliver the Project.	Returnable Schedule 4	**Pass/fail**
4	**Scope Appreciation** Demonstrate understanding of the key requirements and challenges associated with the Project, and its approach and strategies to ensure the successful delivery of the Project and Transgrid's wider portfolio.	Returnable Schedule 5	**Comparative**
5	**Capability of Leadership Team and Continuity Plan** Capability and experience of the Applicant's proposed leadership team, and approach to ensuring continuity in capability for the duration of the Project.	Returnable Schedule 6	**Comparative**
6	**Approach to identify Critical Resources and Sourcing Security** Demonstrate effective strategies to identify and secure sourcing of critical resources required to successfully deliver the Project.	Returnable Schedule 7	**Comparative**
7	**Commitment to Delivery Partner Panel Objectives and Commercial Alignment** The Applicant's proposed approach to collaboration and commitment to Delivery Partner Panel objectives, and feedback and acceptance of the proposed commercial model.	Returnable Schedule 8	**Comparative**

6. Evaluation of EOI Applications

6.1. Introduction

This section sets out the methodology for the evaluation of EOI Applications.

The primary objective of the EOI evaluation process is to select Applicants that have demonstrated the best experience and capability to deliver the contractor's scope for HumeLink and suitability for inclusion in Transgrid's proposed Delivery Partner Panel, as evaluated against the Evaluation Criteria and the requirements of the Invitation.

The EOI Application will be submitted in two separate parts as set out below. The evaluation process outlined in this section 6 applies to both parts.

Returnable Schedule	Description
EOI Application – Part 1 (Closing Date and Time: 23 August 2022 at 2:00pm AEST)	
Returnable Schedule 1	Details of Applicant, Participant and Providers
Returnable Schedule 2	Relevant Experience
Returnable Schedule 3	Financial Capacity
Returnable Schedule 4	Management Systems and Processes
EOI Application – Part 2 (Closing Date and Time: 9 September 2022 at 2:00pm AEST)	
	EOI Form
Returnable Schedule 5	Scope Appreciation
Returnable Schedule 6	Capability of Leadership Team and Continuity Plan
Returnable Schedule 7	Approach to Critical Resources and Sourcing Security
Returnable Schedule 8	Commitment to Delivery Partner Panel Objectives and Commercial Alignment

6.2. Evaluation Phases

The process of evaluating the EOI Applications will involve the following key steps:

Step	EOI Application – Part 1	EOI Application – Part 2
Step 1 – Compliance Check	✔	✔
Step 2 – Pass / Fail Assessment	✔	–
Step 3 – Comparative Evaluation and Recommendation	✔ (EC1 & 2)	✔

6.3. Step 1 – Compliance Check

The objective of Step 1 of the evaluation process is to confirm that all EOI Applications conform to the requirements of the Invitation prior to the wider Evaluation Team commencing the detailed analysis and evaluation.

Step 1 will be led by the Evaluation Convenor, with input from other Evaluation Team members as required, and will consider whether the EOI Application:

(a) was submitted in accordance with the requirements of section 5.5 (EOI Application Lodgement) of the Invitation;

(b) complies with the format and information requirements set out in section 6.1 (EOI Application Format) of the Invitation; and

(c) includes satisfactory response to the Mandatory Information set out in section 7.2 (Mandatory Information) of the Invitation.

The Evaluation Convenor will present the Step 1 findings and recommendations to the Evaluation Panel who will subsequently make a determination on whether an EOI Application should proceed to Step 2 and 3 of the evaluation process or be excluded (if it considered as non-conforming). The reasons supporting any exclusions are to be documented.

The following principles will be applied in undertaking the Step 1 assessment:

- The quality and content of the EOIs will not be considered at this phase of the evaluation process.

- Applicants may be required to provide additional information to clarify any ambiguous issues or obvious omissions. In doing so, Applicants will not be allowed to use clarifications to obtain an unfair advantage by revising or enhancing their EOI Applications.

- In accordance with section 6.2 (Non-Conforming EOI Application) of the Invitation, Transgrid (at its absolute discretion) may evaluate or not evaluate any EOI Application that has been deemed to be non-conforming.

- Transgrid, in its absolute discretion, may inform an Applicant that its EOI Application is deemed to be non-conforming and may invite that Applicant to submit a conforming EOI Application within a nominated timeframe.

6.4. Step 2 – Pass / Fail Evaluation Criteria

Conforming EOI Application – Part 1 submissions will be evaluated against the pass / fail Evaluation Criteria 1, 2 and 3 outlined in section 5 (Evaluation Criteria) of this plan.

The pass / fail Evaluation Criteria are considered minimum requirements by Transgrid and are identified in Appendix D (EOI Scoring Guidelines . An Applicant must demonstrate compliance with each pass / fail Evaluation Criterion to the satisfaction of the Evaluation Panel for it to be considered further in the evaluation process.

The Evaluation Panel should review and evaluate the Conforming EOIs and assign a pass or fail score against each pass / fail Evaluation Criterion. The Evaluation Panel will be supported by relevant Evaluation Sub-Panel during this step of the evaluation.

If the Evaluation Panel deems that a Conforming EOI does not comply with one or more of the pass / fail Evaluation Criteria, the Evaluation Panel may determine that this EOI be set aside and excluded from further consideration in the evaluation process. Subject to the Review Panel subsequently endorsing the Evaluation Panel's determination, the Evaluation Team Facilitator should notify that Applicant of the decision without delay.

Evaluation Criteria 1 and 2

Evaluation Criteria 1 and 2 will be initially evaluated on a pass/fail basis (in accordance with this section 6.4) and then, if the Applicant achieves a pass, evaluated on a comparative basis.

6.5. Step 3 – Comparative Evaluation and Recommendation

6.5.1. General

The objective of Step 3 of the evaluation process is to identify the Applicants that have demonstrated the best experience and capability to deliver the contractor's scope for HumeLink. Consequently, as a general principle, the evaluation process will focus on undertaking a comparative evaluation to identify or accentuate the differences between Applicants.

All EOI Applications which pass Step 1 and 2 of the evaluation process will be subject to Step 3 evaluation.

Step 3 will be undertaken by the Evaluation Panel supported by the Evaluation Sub-Panels.

6.5.2. Step 3 – Evaluation Guidelines

Step 3 will involve a detailed analysis, assessment, and comparative evaluation of the EOI Applications against the Evaluation Criteria as set out in the Invitation. In undertaking the detailed evaluation the Evaluation Team should identify any aspect of the EOIs that requires clarification.

In evaluating the EOI Applications:

(a) each Evaluation Panel member is required to arrive at their own individual assessment of each EOI Application, and to note their reasons for this assessment against each evaluation criterion;

(b) at meeting times nominated by the Evaluation Panel Chairperson, the Evaluation Panel will convene to discuss each Evaluation Panel member's assessment of each EOI Application in respect of each comparative Evaluation Criterion;

(c) where consensus between Evaluation Panel members can be achieved on the assessment for a particular Evaluation Criterion, that result will become the agreed Evaluation Panel assessment;

(d) where the Evaluation Panel is unable to unanimously assign a score, ranking or commentary to an EOI Application against a comparative Evaluation Criterion, the majority score, ranking or commentary may be assigned as the Evaluation Panel assessment, with the dissenting position separately noted; and

(e) where the Evaluation Panel considers that further specialist advice is desirable or necessary to conduct its evaluation of the EOI Applications, the Evaluation Panel Chairperson will arrange such advice through the Evaluation Convenor.

Further details are provided in the following sections.

6.5.3. Minimum Number of Applicants – Abridged Evaluation

Where the number of Applicants is less than or equal to the number of shortlisted Applicants needed to ensure a competitive procurement process based on probity, fairness and innovation, the Evaluation Panel may elect not to proceed with the full comparative evaluation and ranking process.

In this case the Evaluation Panel will review each EOI Application to decide if the Applicant is considered capable of participating in the ECI procurement process and undertaking the contractor's scope for HumeLink satisfactorily and proceed immediately to shortlisting.

6.5.4. Scoring Methodology

Pass / Fail Assessment

The Evaluation Criterion that have been designated to be assessed on a 'Pass/Fail' will be carried out in accordance with the framework outlined in Table 4. A detailed pass/fail assessment guideline is provided Appendix D (EOI Scoring Guidelines.

Table 4 – Pass/Fail Assessment Framework

Score	Guidelines
PASS	Meets or exceeds Transgrid's requirements for HumeLink and the Delivery Partner Panel.
PASS (CONDITIONAL)	Does not fully meet Transgrid's requirements but can be made satisfactory should certain reasonable measures be implemented by Transgrid or the Applicant during the subsequent stages of the procurement process. The deficiencies in the response are not considered major and can be resolved without significant risk to Transgrid or the Project.
FAIL	Does not satisfy Transgrid's minimum requirements and presents a significant risk to the successful procurement or delivery of HumeLink.

Comparative Assessment

Applicants will be ranked as part of the evaluation process against each of the Evaluation Criterion, and scored accordingly. Scoring of each Evaluation Criterion is to be carried out in accordance with the high-level scoring guidelines outlined in Table 5. A detailed guide is provided in Appendix D (EOI Scoring Guidelines.

Table 5 – Comparative Evaluation Scoring Framework

Score	Guidelines
10 – 9	Demonstrated Excellence (best industry standards and far exceeding basic requirements)
8 – 7	Very Good (in the upper tier of industry and exceeds basic requirements)

7 – 6	Good (better than industry average and meets basic requirements)
5 – 4	Adequate (barely meets basic requirements)
3 – 1	Marginally Adequate (success possible but not assured, would require measures by Transgrid and the Applicant to make adequate)
0	Totally Inadequate (fails to meet any requirements or no response provided)
Note: The Evaluation Team should generally allocate scores in increments of not less than 1 to differentiate between Applicants.	

6.5.5. Variance in Scores

After the scoring is complete, the Evaluation Panel members are to meet and review and discuss the scores. Where there is a variance in proposed scores between Evaluation Panel members, each member must outline his or her reasons for their score.

Following discussion, the Evaluation Panel members are to agree by consensus on the score for each Evaluation Criterion (Consensus Criterion Score). The Consensus Criterion Scores are to be documented in the Evaluation Report.

6.5.6. Final Review

The analytical process outlined above provides a means of comparing responses and highlighting differences between Applicants with respect to the Evaluation Criteria. The evaluation and scoring process will also identify any deficiencies where subsequent clarifications from the Applicants may be beneficial.

If the Evaluation Panel agrees that the scores reflect the Evaluation Panel members' conclusions, then no additional assessment is required.

If the resultant scores are contrary to the conclusions of one or more of the members of the Evaluation Panel or if the scores are very close, the Evaluation Panel should re-assess the overall results after scoring. If necessary, a sensitivity analysis on the allocation of weightings and a review of risks should be carried out.

If this further review results in any changes from that produced by the analytical scoring, then the details of both the analytical assessment and the further review are to be fully documented. In this instance, the Evaluation Panel shall re-assess the outcomes of the individual assessments and reconfirm the Applicants to be recommended to be shortlisted and invited to proceed to the next stage of the procurement process.

6.5.7. Reporting

The Evaluation Panel must prepare an Evaluation Report addressing the evaluation process and each EOI Application. The reasons and decision processes involved in ranking the Applicants must be documented. The Evaluation Report will ensure an auditable process, and the information may be used for de-briefing sessions with successful and unsuccessful Applicants.

The Evaluation Report shall contain the Evaluation Panel's recommendation on the shortlist of Applicants to be invited to proceed to the next stage of the procurement process. The report must include the following:

(a) rationale for the determination that any EOI Application or Applicant be excluded from the evaluation process;

(b) a summary of outcomes of the evaluation process, clarifications raised, referee checks conducted, and any Applicant meetings, presentations, and interviews;

(c) comments on the evaluation of each EOI Application against the comparative Evaluation Criteria;

(d) identification of key features, potential risks, and the relative strengths and weaknesses of each EOI Application;

(e) a score and ranking of Applicants based on the evaluation methodology (with dissenting views and reasons for these views documented where necessary);

(f) names of the shortlisted Applicants; and

(g) key reasons for selection of the shortlisted Applicants.

The Evaluation Convenor is responsible for compiling the Evaluation Report on behalf of the Evaluation Panel Chairperson, with input from the Evaluation Panel. Each member of the Evaluation Panel must sign the final recommendation. The Evaluation Report must be submitted to the Executive Review Panel for its endorsement.

6.5.8. Review and Endorsement of Findings

The Evaluation Report (including an Evaluation Summary Report) will be submitted to the Review Panel. The Review Panel will ultimately endorse the findings and recommendations of the EOI Evaluation Panel once it is satisfied that:

(a) the processes described in this EOI Evaluation Plan have been followed;

(b) all submissions have been given comprehensive, fair and reasonable consideration;

(c) each of the short-list of applicants is capable of delivering the Project; and

(d) no unresolved probity issues exist.

7. Secure Evaluation Protocols

7.1. Requirements Prior to the Closing Date and Time

Prior to the relevant EOI Closing Date and Time, the Evaluation Convenor will arrange a briefing for all Evaluation Team members on the evaluation process, including roles and responsibilities, protocols and probity requirements.

All Evaluation Team members and any other individual provided access to confidential information relating to the EOI Applications and this evaluation process must sign and update as appropriate Statement of Interests and Associations Disclosure Form to ensure all potential conflicts of interest are known and appropriately managed.

Once the Evaluation Team has completed the briefing session and completes the Statement of Interests and Associations Disclosure Form, the Evaluation Convenor will provide access to the HumeLink EOI Evaluation Data Room which will contain the EOI Applications (after the EOI Closing Date and Time) and other relevant information relating to the evaluation process.

7.2. Receipt and Opening of EOI Applications

EOI Applications will be submitted electronically by each Applicant to the HumeLink EOI Data Room prior to the relevant EOI Closing Date and Time.

The Evaluation Convenor will:

(a) be responsible for receiving and opening the EOI Applications received; and

(b) complete an inventory of EOI Applications received, with all material clearly labelled for identification purposes. Opening and recording shall be recorded using the form set out in Appendix E.

7.3. Secure Evaluation Protocols during Evaluation Period

During the period from the EOI Closing Date and Time until communication to all Applicants of the outcome of the EOI evaluation process, the following secure evaluation protocols will apply:

(a) all enquiries or communications between Applicants and Transgrid must be in accordance with the Invitation;

(b) Applicants will be limited to the terms of their EOI Applications when providing any information requested by Transgrid to demonstrate satisfaction of the criteria, and shall not be allowed to use clarifications or presentations/meetings to Transgrid to obtain an unfair advantage by revising or enhancing their EOI Applications, unless the same opportunity is provided to all Applicants with the same or similar characteristics:

(c) Meetings with, or presentations by, Applicants during the evaluation process must be:

    (i) formally recorded, including copies of any documents which are tabled. This may consist solely of detailed minutes of meetings, but may extend to video or tape recording of meetings; and

    (ii) conducted in the presence of the Probity Advisor;

(d) A register of all meetings, clarifications, responses and the like shall be kept by the Evaluation Convenor;

(e) Electronic copies of the EOI Application and other evaluation materials will be made available to personnel involved in the evaluation via a secure online data room;

(f) Access to the above information during the evaluation process will be limited to Evaluation Panel members, Review Panel members, the Probity Advisor and Evaluation Advisors only (unless authorised by the Evaluation Panel Chairperson);

(g) all computer and word processing work relation to the evaluation shall be carried out on secure, password-protected devices;

(h) wherever possible, all electronic working files relating to the evaluation must be stored in the individual team member's folders in the secure online data room. Where working files are stored on other devices, they must be password protected; and

(i) any hard copies of papers, worksheets, reports or other documents generated from the evaluation by an Evaluation Team member must be kept in a locked place outside of working hours.

7.4. Referee interviews

(a) Reference checks may be conducted in relation to any prior experience which an Applicant refers to in its EOI Application or in relation to any other matter. Referee interviews may be conducted with a referee provided by the Applicant in its EOI Application or via subsequent clarification, or with any other Referee that the Evaluation Panel Chairperson deems appropriate.

(b) Referee interviews, if required, will be facilitated by the Evaluation Convenor.

(c) The details of referee interviews will be provided to the Evaluation Team to validate issues and may be used by the Evaluation Team in their evaluation.

(d) Each Referee interview may be recorded and a file note may be attached to the Evaluation Report. These file notes will not be made available to Applicants.

Appendix A HumeLink Probity Conduct Plan

Appendix B Transgrid Code of Ethics and Conduct

Appendix C Statement of Interests and Associations Disclosure Form

Appendix D EOI Scoring Guidelines

Appendix E EOI Receipt and Opening Forms

E.1 EOI Application – Part 1 Receipt Log

EOI Application – Part 1 Receipt Log
Project: HumeLink
Expression of Interest
Transgrid Limited

Applicant Name:	
Date Received:	
Time Received:	
Number of Items:	
Transgrid Receiving Officer:	

E.2 EOI Application – Part 2 Receipt Log

EOI Application – Part 2 Receipt Log

Project: HumeLink

Expression of Interest

Transgrid Limited

Applicant Name:	
Date Received:	
Time Received:	
Number of Items:	
Transgrid Receiving Officer:	

E.3 EOI Application – Part 1 Opening Form

EOI Application – Part 1 Opening Form
Project: HumeLink
Expression of Interest
Transgrid Limited

Applicant Name:	
Participant Name(s):	
Provider Name(s):	
Opening Location:	
Date:	
Time:	

Receipt Details	Original	Numbers of Copies	Document Identifier
Returnable Schedule 1	Yes/No		
Returnable Schedule 2	Yes/No		
Returnable Schedule 3	Yes/No		
Returnable Schedule 4	Yes/No		

Transgrid Receiving Officer:	

E.4 EOI Application – Part 2 Opening Form

EOI Application – Part 2 Opening Form
Project: HumeLink
Expression of Interest
Transgrid Limited

Applicant Name:	
Participant Name(s):	
Provider Name(s):	
Opening Location:	
Date:	
Time:	

Receipt Details	Original	Numbers of Copies	Document Identifier
EOI Form	Yes/No		
Returnable Schedule 5	Yes/No		
Returnable Schedule 6	Yes/No		
Returnable Schedule 7	Yes/No		
Returnable Schedule 8	Yes/No		

Transgrid Receiving Officer:	