

# HOW TO USE THE EXCEL WORKSHEET “SELECTING BEST VALUE”

*Tip:*

*Always use this worksheet in combination with the manual on Selecting Best Value. This explains the methodology behind the worksheets and more importantly provides guidance on the quality criteria.*

*To get started:*

Click on “enable macros” to run the worksheets

*Define the parameters for bid on the worksheet:*

1. Navigate to the data entry tab
2. Enter the name of the bidder, the price of the bid and the points allocated to price and quality criteria. The accumulated number of points for price and quality cannot be higher than 100. Otherwise an error message will be displayed in the following summary tab (#value!) in red.
3. Press on the button entitled “continue to summary section”  
*The points allocated to price and quality will transfer to the appropriate section of this page.*
4. Allocate points available to each of the five quality criteria categories. The points need to add up to the total points attributed to quality criteria.
5. Allocate points available for each quality criteria within a category.  
*Example: In the Private Security Personnel Category 10 available points need to be distributed to quality criteria from screening and vetting to civil liability arrangements.*
6. Repeat this step for each quality criteria category.  
*You can use the blue boxes to navigate.*

*Assessment of each bid*

1. In the initial data entry screen, enter the name of the company being assessed
2. Enter the currency you are working in
3. Enter the price of this bid
4. Enter the price of the cheapest bid received (this will provide the factoring for the price score calculation). The price factor is transferred to the summary sheet and the number of points given to price is automatically calculated.
5. Save the worksheet under a name appropriate to the respective bid.
6. On the worksheets “Private Security Personnel, Contract Management, Contract Operations, Contract Infrastructure, Private Security Services Company click on the buttons which represent your evaluation of the bid received (i.e. non-compliant, supposed compliant, compliant, excellent) for each of the criteria deemed relevant.

The worksheet will then automatically calculate the weighted price score (only one box can be ticked or else shows up as error).

7. When this process has been completed for all worksheets, you will get a quality criteria score for the bid on the summary page.
5. Save under the name for this bidder.

Start the same process again for each bid with the file initially created, saving under different names each time.

To compare all bids received print out the summary page for each bidder to find the best value bid.