

Assignment 2 (Value 40%) Evaluation and Supplier Selection

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1 Introduction

This assignment, worth 40% of your final mark, is designed to embed your learnings from the second four weeks of the course, specifically to:

- To develop evaluation criteria;
- Develop an evaluation plan; and
- Undertake an evaluation to select a supplier.

2 Learning Outcomes

This assignment addresses learning outcome 2.

3 Assignment Question

This assignment is in two parts:

Part 1 - Evaluation Planning

For this part you are preparing the evaluation plan and evaluation criteria to support the selection of an airline (or airlines) by your organisation for Regular Passenger Transport Services (RPT flights) for personnel (and where relevant, contractor personnel).

Historical data shows the following return travel patterns:

From	To	Number of passenger flights per annum
Perth	Broome	10,000
Perth	Sydney	500
Perth	Other Australian Capital Cities	100
Perth	Singapore	300
Perth	London	100
Perth	Other International Capital Cities	Negligible

For this assignment assume the following:

- Airlines provide discount off list price according to percentage of organisational travel on that route on their airline. Thus having more than one airline used on a route reduces the potential for discount;
- Travel bookings must all be made using the organisation's online Travel Management System. General internet bookings are not permitted. All travel must be authorised by the traveller's manager in the TMS before the bookings will be confirmed;
- Due to the changing nature of the organisation's business all fares must be fully refundable;
- The organisation's travel policy mandates best fair of the day, but only for airlines in the TMS for that route; and
- Travel up to and including 6 hours is economy class, otherwise business class.

When choosing weightings remember they need to reflect the relative importance of the items against the historical data and your organisation's values. This will drive the resulting negotiation strategy.

You are required to:

- Produce an evaluation plan for this supplier selection, including an evaluation process that incorporates Total Cost of Ownership (TCO) and Value for Money (VfM) principles;
- Design the evaluation criteria and weightings; and
- Provide, to be cited in the evaluation plan, at least two academic, professional or corporate references to support your material

Part 2 - Conducting an Evaluation

For the international flights **only** you are to:

- Select three suitable airlines and using information available on their websites give each airline a score against each of the qualitative evaluation criteria; and
- Provide a statement (or statements) justifying each allocated score.

Note:

- You will need to provide a scoring system to support the allocation of scores. Samples will be available on the internet; and
- For this question you are **not** required to conduct a TCO or VfM analysis; and
- References to support your material must be included.

4 Marking Scheme

Topic	Criterion	Details	Marks Available
Evaluation Plan	Structure, depth and breadth.	Includes all necessary headings, and information in a logical order.	25
Evaluation Criteria	A reasonable set of evaluation criteria with sensible weightings	Contains sufficient information to unambiguously describe the criteria and rationale for their inclusion and weightings.	25
TCO and VfM Analysis	A description of the process and/or a set of calculations.	A reasonable representation of the steps or calculations that will result in the best long term result.	25
Scoring and Justification	Sensible scoring that is appropriately justified.	Must relate to information sourced from their websites. Must include a logical scoring system.	25
TOTAL			100