

Annex E – Evaluation Criteria

This document accompanies the Invitation to Tender (ITT) for a Safeguards Information Management and Reporting System (SIMRS). This document outlines the evaluation criteria that will be used to assess Tender Responses. In particular it highlights the scoring mechanism (0-3), the criterion that will be assessed, respective weightings (as a %) and the calculation of final scores.

1) Criteria Scoring

The following table illustrates the range of marks that will be given to each criterion, along with a brief description of what that mark represents in terms of an assessment. This scale and these descriptions are those specified in the DOS framework.

Score	0	1	2	3
Description	Not met or no evidence	Partially met	Met	Exceeded

2) Evaluation Criteria and Weightings

The following table identifies the evaluation criteria by which Tender Responses will be assessed. Each criterion is given a number designator in the first column. The second column identifies what is being assessed, ie. the criteria. The third column identifies which assessment area this relates to, ie. technical competence, cultural fit or price.

Weightings for the assessment areas are as follows:

Technical Competence – 65%

Cultural Fit – 5%

Price – 30%

Each criterion within these assessment areas has equal weighting.

Criterion #	Summary	Assessment Area
EC1	Overall understanding of requirements and overall quality	Technical Competence
EC2	Functional Solution and understanding of scope	
EC3	Technical solution proposed, methodology and approach.	
EC4	Detailed Technical Design and process flow	
EC5	2 year support, maintenance and future development proposal	
EC6	Meeting SIMRS requirements	
EC7	Implementation / plan of delivery	
EC8	Supplier Capability / CVs / Mobilisation	
EC9	Previous Experience / Case Studies	
EC10	Addressing security requirements	
EC11	Data migration plan	
EC12	Draft system specification	
EC13	Handover process and IP rights	
EC14	Timescales and critical path	

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EC15	Risk Management	Cultural Fit
EC16	Proposed working arrangements	
EC17	Governance / relationship liaison plan	
EC18	Commercials, Contracts and Financials for company	Price
EC19	Costing for all phases of delivery	
EC20	Overall price for delivery of SIMRS by end of December 2018	
EC21	Overall price for 2 year ongoing support, maintenance and future development.	

3) Calculation of a Final Score

Once the assessment has been completed for a Tender Response, each criterion will have a score between 0-3. Should any of the criterion score a 0 or 1 the ONR reserve the right to disqualify that Tender Response.

For the three assessment areas, ie. technical competence, cultural fit and price, the individual criterion scores will be summed. This sum will then be divided by the total potential score (ie. the number of criterion multiplied by 3, the maximum score possible). This will then be multiplied by the weighting % for that assessment area. These three values will then be added to form a final score.

Below a short example is given to show this calculation process. Suppliers still unsure of this calculation can contact the Tender Response Contact.

Example Assessment:

Criterion #	Score (0-3)	Assessment Area
EC1	2	Technical Competence
EC2	3	
EC3	2	
EC15	3	Cultural Fit
EC18	1	Price
EC19	2	

Using the values in the table above the following calculations are performed:

$$Total\ Score = \left[65 * \left(\frac{2 + 3 + 2}{3 * 3} \right) \right] + \left[5 * \left(\frac{3}{3 * 1} \right) \right] + \left[30 * \left(\frac{1 + 2}{3 * 2} \right) \right]$$

In this instance, a Total Score of 70.55% is achieved.