



Schedule H

Business Advice Services

Award Criteria & Example Scorings

Criteria

All tenders will be marked according to the criteria below:

<u>Criteria - quality</u>	Weighting
<ul style="list-style-type: none">• Demonstrable relevant expertise, qualifications and experience	40
<ul style="list-style-type: none">• Proactive approach to client management and ensuring clients progress in a timely manner	20
<ul style="list-style-type: none">• Good paperwork and organisation	20
<ul style="list-style-type: none">• Awareness, understanding and knowledge of the issues facing businesses in Cumbria and any relevant sector/business type/topic issues (where relevant the issues facing female-led enterprise)	10
<ul style="list-style-type: none">• Availability	10

Tender Assessment Method *score will be multiplied by weighting**

Assessment	Score	Interpretation
Compliance with Significant Added Value	5	Exceeds the requirement. Exceptional demonstration by the applicant of the relevant ability, understanding, skills, resource and quality measures required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Compliance with partial added value	4	Satisfies the requirement with minor additional benefits. Above average demonstration by the applicant of the relevant ability, understanding, skills, resource and quality measures required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response.
Compliance	3	Satisfies the requirement. Demonstration by the applicant of the relevant ability, understanding, skills, and resource and quality measures required to provide the services, with evidence to support the response.
Partial Compliance but conflict in detail	2	Satisfies the requirement with major reservations. Considerable reservations of the applicant's relevant ability, understanding, skills, and resource and quality measures required to provide the services, with little or no evidence to support the response.
Non-compliance	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the applicant has the ability, understanding, skills, resource and quality measures required to provide the services, with little or no evidence to support the response.

Example Scorings

Bidders will be marked separately for each pool and lot.

In this example, for pool 1, lot 1, bidder 1 answered all questions adequately, with evidence, and answers indicated that he/she satisfied our base level requirement. So we scored 3 for all criteria, multiplied this by the weighting in each category and totalled the scores to give an overall score.

Criteria	Unweighted score	Weighting	Weighted score
Demonstrable relevant expertise, qualifications and experience	3	40	120
Proactive approach to client management and ensuring clients progress in a timely manner	3	20	60
Good paperwork and organisation	3	20	60
Awareness, understanding and knowledge of the issues facing businesses in Cumbria and any relevant sector/business type/topic issues (where relevant the issues facing female-led enterprise)	3	10	30
Availability	3	10	30
Total score			300

Bidder 2 showed that for experience, qualifications and experience they could offer more than the minimum requirement for the role and answered all other questions adequately. They were therefore scored 4 for this and 3 for all other criteria. Again these scores were multiplied by the appropriate weighting and added together to give an overall score.

Criteria	Unweighted score	Weighting	Weighted score
Demonstrable relevant expertise, qualifications and experience	4	40	160
Proactive approach to client management and ensuring clients progress in a timely manner	3	20	60
Good paperwork and organisation	3	20	60
Awareness, understanding and knowledge of the issues facing businesses in Cumbria and any relevant sector/business type/topic issues (where relevant the issues facing female-led enterprise)	3	10	30
Availability	3	10	30
Total score			340

Bidders 1 and 2 both scored above the cut off of 280 and scored at least 3 out of 5 for the first criteria so both would be appointed to pool 1 lot 1 (along with all other bidders in the same position).

Successful bidders are ranked within the pool in line with their total scores. So on this basis bidder 2, with a score of 340, would rank above bidder 1, with a score of 300.

Bidder 3 failed to provide sufficient evidence that he/she met the criteria but gave some indication that they may or showed that they did to an extent. He/she was acceptable on availability. We therefore scored him/her as 2 in all categories other than availability and 3 for availability then calculated a total score as above.

Criteria	Unweighted score	Weighting	Weighted score
Demonstrable relevant expertise, qualifications and experience	2	40	80
Proactive approach to client management and	2	20	40

ensuring clients progress in a timely manner			
Good paperwork and organisation	2	20	40
Awareness, understanding and knowledge of the issues facing businesses in Cumbria and any relevant sector/business type/topic issues (where relevant the issues facing female-led enterprise)	2	10	20
Availability	3	10	30
Total score			190

This score is less than the cut off of 280 so he/she would not be appointed to the pool.

Bidder 4 failed to evidence sufficient relevant expertise, qualifications and experience, but showed added value for the second question (proactive approach). We therefore scored him/her 2 for the first question and 4 for the second. He/she provided an adequate response for all the others so scored 3 for each of these. We multiplied each unweighted score by the appropriate weighting and totalled them to give an overall score.

Criteria	Unweighted score	Weighting	Weighted score
Demonstrable relevant expertise, qualifications and experience	2	40	80
Proactive approach to client management and ensuring clients progress in a timely manner	4	20	80
Good paperwork and organisation	3	20	60
Awareness, understanding and knowledge of the issues facing businesses in Cumbria and any relevant sector/business type/topic issues (where relevant the	3	10	30



issues racing female-led enterprise)			
Availability	3	10	30
Total score			280

He/she therefore achieved the cut off score of 280. However scoring only 2 out of 5 for the first question he/she would not be appointed to the pool.