RSHE Subject Experts - Quality evaluation

The method of scoring the quality evaluation questions will be based on the 4 point scale set out below. Evaluators will use this to assign a score to each response and that will be multiplied by the appropriate weighting to produce a total score for each question. The weighted scores will be added together to determine a final “Quality Score” out of 60. Bidders’ scores for criteria 1 and 2 will account for 70% of the overall marks available. The remaining 30% will be awarded on the basis of prices submitted.

Evaluators will use their own judgement and discretion when scoring responses. The individual scores from each evaluator will then be moderated. All bids will be treated fairly and assessed on merit only. Higher scores will be awarded when the evidence provided demonstrates and provides high confidence in reliable delivery of the required services. Lower scores will be given when the evidence provided does not demonstrate and/or provide confidence in reliable delivery of the requirement as specified.

The Authority reserve the right to exclude any bidder that scores 1 or below on any individual question.

The Authority reserve the right to not assess any word provided in excess of the applicable word limit. The Authority will not consider any cross references to the responses. The Authority will only assess textural responses- the Authority will not assess weblinks, diagrams, graphs etc.

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| **Assessment** | **Marks** | **Criteria** |
| Excellent | 3 | A comprehensive response that answers the question in full, addresses the key points and provides evidence to demonstrate that the bidder has the knowledge, experience, capability, resources and/or capacity to meet or exceed the requirement.  Demonstrates an excellent understanding and high level of confidence with no concerns or omissions identified. |
| Met the requirement | 2 | A good response that answers the question, addresses the key points and provides evidence to demonstrate that the bidder has the knowledge, experience, capability, resources and/or capacity to meet the requirement.  Demonstrates a good understanding and level of confidence. The response may include some minor concerns or omissions but are not considered to present a risk or have an impact on service delivery. |
| Minor Omissions | 1 | The response answers the question but may not have fully addressed the key points or provided enough evidence to fully demonstrate that the bidder has the knowledge, experience, capability, resources and/or capacity to meet the requirement.  Demonstrates a satisfactory understanding and level of confidence. The response may include some concerns or omissions that are considered to present an element of risk or may have an impact on service delivery, but can be reasonably managed or resolved. |
| No Answer Provided | 0 | No evidence provided. The response fails to answer the question, does not address the key points or provide evidence to demonstrate that the bidder has the required knowledge, experience, capability, resources and/or capacity and the requirement is unlikely to be met.  Demonstrates a lack of understanding or confidence. The response includes significant concerns or omissions that are considered to represent an unacceptable level of risk and/or would have a detrimental impact on service delivery. |

The tables below detail the total number of points available for each criteria within questions 1 and 2, and the weightings for each criteria.

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| **Q1 Criteria- Subject expertise and training experience** | **Max score** | **Weighting** | **Max weighted score** |
| Demonstrate your specialist subject knowledge of one or more of the main modules at paragraph 10 of the specification and any relevant legislation covering the topic area. (word limit 300) | 3 | 3 | 9 |
| Demonstrate your expertise and experience of how schools deliver in-house training to meet the needs of their teachers. This includes, but is not limited to, delivering a whole curriculum subject, how to develop complete curriculum plans including plans for individual lessons. (word limit 300) | 3 | 3 | 9 |
| Demonstrate your expertise and experience in designing training modules to support peer to peer training. (word limit 300) | 3 | 3 | 9 |
| Demonstrate your expertise and experience of designing training to enable teachers to teach about the key knowledge and facts about the modules specified at paragraph 10 of the specification. (word limit 300) | 3 | 3 | 9 |
| **Total score** | **12** |  | **36** |

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| **Q2 Criteria – Work approach and working as part of a team** | **Max score** | **Weighting** | **Max weighted score** |
| Demonstrate your organisation skills and being able to deliver outputs to time and budget (word limit 300) | 3 | 3 | 9 |
| Approach to working collaboratively and openly in a complex political and delivery environment(word limit 200) | 3 | 2 | 6 |
| Approach to working as part of a multi-layered delivery team and any previous public sector experience. (word limit 300) | 3 | 3 | 9 |
| **Total score** | **9** |  | **24** |

**Price assessment**

Tenderers are required to submit their day rate for the Services. Prices will be assed proportionally to the lowest cost day rate.

Example:

Bidder A proposes a day rate of £500. This is the cheapest bid. Bidder A receives all 30% available for price.

Bidder B’s day rate is £1000. This is twice as expensive as Bidder A. Bidder B therefore receives half the score given to Bidder A – in this case, 15%.

Bidder C’s rate if £750. Bidder C therefore receives 22.5%.

Please confirm your proposed day rate inclusive of all costs, as a firm price charge. Your day rate should assume 7.5 hours per day working, excluding a unpaid half hour lunch break.

Mandatory criteria:

1. Please confirm you accept the Authority’s Terms and Conditions
2. Please confirm you are able to provide the services within one week’s notice as per Annex A to Terms and Conditions.

Exclusions:

1. The Authority shall be in no way liable for any costs you incur in submitting your tender.
2. The Authority may cancel or amend this tender at any time at its sole discretion.

Additional information

1. Please direct any clarification questions prior to close of the tender to [Ade.ALAO@education.gov.uk](mailto:Ade.ALAO@education.gov.uk)
2. Please submit your tender to Ade.ALAO@education.gov.uk
3. Please submit your tender by no later than 15:00 on 05/12/2019
4. Where there is more than one subject expert to cover all of the training modules specified in this tender document, the Authority shall select a subject expert for each of the topics to work with the Authority to create the relevant training module. The training modules will be created in succession in the order of priority stated above.