

Scoring Guidance

Score	Rating	Description
0	Unacceptable	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> Builds very little or no confidence that the Potential Supplier's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution.
1	Reservations	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> Raises reservations that the Potential Supplier's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution. <p>Note: a response at this rating includes reservations which cannot be easily resolved with the Potential Supplier pre-Contract award (i.e. changes which would distort the competition) or during the Contract term without impacting time, quality or cost.</p>
2	Acceptable	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> Provides an acceptable approach/solution to delivering the requirements utilising standard strategies, plans, tools, methods or technologies. <p>Note: an acceptable response may include minor reservations that can easily be resolved with the Potential Supplier pre-Contract award (i.e. changes which would not distort the competition) or during the Contract term without impacting time, quality or cost.</p>
3	Good	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> Provides a good approach/solution to delivering the requirements utilising appropriately tailored strategies, plans, tools, methods or technologies. <p>Note: a good response may include a small number of minor reservations that can easily be resolved with the Potential Supplier pre-Contract award (i.e. changes which would not distort the competition) or during the Contract term without impacting time, quality or cost.</p>
4	Excellent	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> Provides an exceptional approach/solution to delivering the requirements utilising appropriately tailored and at times innovative strategies, plans, tools, methods or technologies. <p>Note: an excellent response should not include any reservations.</p>



Ministry of Housing,
Communities &
Local Government

ANNEX F

AWARD CRITERIA

INVITATION TO TENDER REF:
EVALUATOR'S NAME:
SUPPLIER'S NAME:

Mandatory Criteria	
Criterion	Threshold
Form of Tender	Completed, signed and included in tender response.
Terms and Conditions	Full acceptance of the contract terms and conditions issued in the ITT.

Quality Criteria						
Criterion (Total Weight)	Question No.	Sub-criterion	Weight (%)	Score (0-4)	Weighted Score	Minimum Threshold
Experience and expertise (30%)	1	Please provide details of your proposed teams's relevant, specialist expertise to deliver the requirements set out in the Specification (Annex B). This should include expertise in the use and requirements of the HHSRS, its assessment and enforcement processes. The proposed team must also have expertise in writing guidance to be used in public documents for use by environmental health professionals.	25		0	2
	2	Please provide a case study to demonstrate how your proposal team has delivered similar projects to the one described in the Specification (Annex B). This should be no more than 1 page of A4 (Arial, Font 11).	5		0	2
Understanding the requirement and quality of proposal (30%)	3	Please set out your understanding of the requirements and the deliverables, specifically the HHSRS assessment and enforcement process and what will need to be included in the guidance to deliver the outcomes set out in the Specification (Annex B).	25		0	2
	4	Please set out your approach to delivering the requirements set out in the Specification (Annex B).	5		0	2
Project methodology and management (10%)	5	Please provide details of your proposed management procedures, including team communication, quality assurance, issue resolution, reporting and reviews.	5		0	2
	6	Please provide a project plan which meets the timescales set out in the Specification (Annex B).	5		0	2
Weighting Sub-total			70			
TOTAL WEIGHTED QUALITY SCORE				0		

Price Criteria						
Price (30%)	7	<p>The Supplier with the lowest price shall be awarded the Maximum Score Available. The remaining Suppliers shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted.</p> <p>The calculation used is the following:</p> <p>$\frac{\text{Lowest Price Tendered}}{\text{Tender price}} \times \text{Maximum Score Available}$</p>	30		0	n/a
Weighting Sub-total			30			
TOTAL WEIGHTED PRICE SCORE				0		
TOTAL WEIGHTED SCORE				0		