

## AWARD CRITERIA

Quotes will be evaluated using the following price scoring and non-price scoring methods to determine the most economically advantageous tender.

Each quotation is evaluated on the following criteria with weightings as follows:-

1. **Ability to meet 100% of Essential Specification** = Yes/No
2. **Non Price** = 50%
3. **Price** = 50%

The total Price Score added to the Non Price Score will give the Grand Total of points scored and the contract will be awarded to the quote/s with the highest points.

### NON-PRICE EVALUATION 50%

The non-price evaluation will be based upon three Factors which are listed below:-

- 1) Design
- 2) Warranty/guarantees
- 3) Presentation Factors

Each of the three Factors has a different weighting and contributes to an overall number of points available of 50. The design factors, their weightings and the associated criteria are shown overleaf.

**This Specification Compliance Checklist outlines the essential criteria that must be met for quotes to be considered by the Council.**

**Ability to meet 100% of essential criteria of Product Specification is required**

FACTORS	MAXIMUM POINTS AVAILABLE = 50	CRITERIA
<b>1. Design (Key Award Criteria):</b>	<b>(35)</b>	
1.1 CREATIVITY AND AESTHETICS	<b>35</b>	<ul style="list-style-type: none"><li>• Imaginative and engaging design.</li><li>• Creativity of play area design in concept, layout and use of materials.</li><li>• Good-looking appearance and recognisable design values</li><li>• Reference to and sensitive placement within the conservation area (heritage), natural, historic and cultural locality of Ely Country Park and Ely Riverside</li><li>• Ability to meet Desired Criteria outlined in the Product Specification Compliance Checklist</li></ul>
<b>2. Warranty//Guarantees</b>	<b>(10)</b>	
2.1 Guarantees/warrantees	<b>5</b>	<ul style="list-style-type: none"><li>• Age of any guarantees/warranties that will be provided on equipment and furniture, demonstrating durability of parts and materials.</li></ul>

2.2 Parts replacement response times and previous experience	5	<ul style="list-style-type: none"> <li>Evidence provided to demonstrate the contractor response times in supplying, delivering and installing replacement parts during the snagging and retention period, and for the life of the product.</li> <li>Examples similar products being delivered</li> </ul>
<b>3. Presentation Factors (Key Award Criteria):</b>	(5)	
3.1 Marks will be deducted if drawings are not submitted.		<p>Marks will be deducted if any of the following are not submitted as a minimum:</p> <ul style="list-style-type: none"> <li>Drawing one: Electronic image of product (without dimensions) – 2 points deducted</li> <li>Drawing two: Electronic image of product (with dimensions) – 2 points deducted</li> <li>Drawing three: Electronic image to scale in relation to the existing features and equipment in the Country Park (ideally superimposed In Ely Country Park) – 1 point deducted</li> </ul>
3.2 CLARITY OF WRITTEN QUOTATION	5	<ul style="list-style-type: none"> <li>Clarity of the written quotation and illustrations in terms of how well they portray the offer and meet all of the essential items within the Specification Compliance Checklist.</li> </ul>

Scoring table and Marks Awarded:-

Each response to the criteria will be awarded a separate score out of 5, with 0 being the lowest and 5 the highest score. The definitions of each level of scoring are as follows:

0	<b>Non-compliant response.</b> No answer or not relevant information.
1	<b>Poor response.</b> Partially compliant, but with serious deficiencies.
2	<b>Weak response.</b> Partially compliant but with significant shortfalls.
3	<b>Acceptable response.</b> Compliant with the basic requirement met, but not exceeded.
4	<b>Good response.</b> Compliant and the answer/solution offers some limited benefits beyond the stated requirement.
5	<b>Excellent Response.</b> Compliant and shows a comprehensive understanding of the requirement with significant additional benefits beyond the stated requirement.

A worked example is set out below of the scoring of the non-price evaluation:-

<b>METHOD STATEMENTS</b>				
<b>Factor 1 – Design</b>	<b>Maximum points available (35)</b>	<b>Tenderers score out of 5 (Using Scoring Table i.e. 0 to 5)</b>	<b>Weighting</b>	<b>Marks awarded (out of 35)</b>
<b><u>KEY AWARD CRITERIA</u></b>				
<b>1.1 CREATIVITY AND AESTHETICS</b>	35	5	x 7	35
<b>Factor 2 – Warranty//Guarantees</b>	<b>Maximum points available (10)</b>	<b>Tenderers score out of 5 (Using Scoring Table i.e. 0 to 5)</b>	<b>Weighting</b>	<b>Marks awarded (out of 10)</b>
<b>2.1 GUARANTEES/WARRANTIES</b>	5	5	x 1	5
<b>2.2 PARTS REPLACEMENT RESPONSE TIMES AND PREVIOUS EXPERIENCE</b>	5	4	x 1	4
<b>Factor 3 – PRESENTATION FACTORS</b>	<b>Maximum points available (5)</b>	<b>Tenderers score out of 5 (Using Scoring Table i.e. 0 to 5)</b>	<b>Weighting</b>	<b>Marks awarded (out of 10)</b>
<b><u>KEY AWARD CRITERIA</u></b>				
<b>3.2 CLARITY OF WRITTEN QUOTATION</b>	5	5	x 1	5
			<b>Example Overall Score out of possible max 50</b>	

## PRICE EVALUATION 50%

The price score will be calculated using the price scoring method detailed below and calculated as maximum 50 points (100% - % above lowest price).

A price score will be calculated for each lot.

A worked example for illustrative purposes only as per the example below:-

Price	% above lowest price (price – lowest price) / lowest price x 100	100% - % above lowest price	Points calculation Maximum points x (100% - % above lowest price)	Points
£225k	$0/225 \times 100 = 0$	$100\% - 0\% = 100\%$	$60 \times 100\%$	60
£250k	$(250-225)/225 \times 100 =$ 11%	$100\% - 11\% = 89\%$	$60 \times 89\%$	53
£275k	$(275-225)/225 \times 100 = 22\%$	$100\% - 22\% = 78\%$	$60 \times 78\%$	46
£300k	$(300-225)/225 \times 100 =$ 33%	$100\% - 33\% = 67\%$	$60 \times 67\%$	40
£325k	$(325-225)/225 \times 100 =$ 44%	$100\% - 44\% = 56\%$	$60 \times 56\%$	33
£350k	$(350-225)/225 \times 100 =$ 55%	$100\% - 55\% = 45\%$	$60 \times 45\%$	27

## Method Statement and Risk Assessment

Upon appointment, the successful contractor will be required to supply a Method Statement and Risk Assessment.