

SBRI: “Reducing Public Sector Risk through Culture Change: Phase One” Guidance for Assessors

This document accompanies the scoresheet for this SBRI competition and provides notes on the assessment criteria for proposals submitted. Assessors should refer to this document to help them mark the proposals they have been assigned. Assessors are required to assess each proposal according to the questions detailed in the scoresheet. Paying particular notice to the issue of value for money i.e. does the proposed cost for effort and deliverables reflect a fair market price.

Assessors are advised to read the competition brief before looking at the applications they are asked to assess.

**Assessor guidance**

Applicants have been asked to present a response for their proposed idea within the spaces available on the application form. The applicants were directed to the “guidance for applicants” document which described the information required for each section.

You have been selected as an assessor because of your recognised technical and/or business knowledge in this area. If you are, or become, aware of a conflict of interest between yourself and the applicant then you should stop reading the application and inform us immediately, you should also destroy all electronic and/or paper copies of the application. You are considered to have a conflict of interest if:

* you have been directly involved in the writing of the proposal;
* you work for or have a material interest in an organisation involved in the application; and,
* you feel in any way that you are not able to independently and objectively assess an application.

Remember that the applications should be treated confidentially and should not be shared with others.

Each application form should have been completed using a font size no smaller than 10 (Arial). Use of acronyms should have been kept to a minimum and applicants should not have assumed that the reader knows what they mean. Applicants have been told to define acronyms, bearing in mind that individual sections of the application may be read separately during the selection process.

Applicants have been instructed that the costs quoted must reflect actual costs at a “fair market value” and profit should not be included.

Please be mindful of the appendices that applicants may have appended to the application. You should not assess any more than the number of pages allowed as this could potentially give an unfair advantage over applicants that have complied with the rules stated.

Assessors should ensure they use the full range of scores available. If an applicant’s response to a question is really good and meets the assessment criteria, do not be afraid to award it maximum marks, if you feel it warrants the score. Likewise if the response to a question has not met any of the assessment criteria, do not be afraid to mark it with 1 or 2. This is the basis for the marking scheme presented below. The total number of marks available is 70, please do not mark zero.

Please provide constructive feedback in the comments areas on the scoresheet. Comments should reflect the score you are awarding for each question. Please refrain from asking questions in your comments. Additionally, do not refer to a specific company or people, or projects, or anything which may identify you to others. Please remember that all comments recorded on the scoresheet, may, under the Freedom of Information Act, be disclosed to other parties.

# Marking Scheme

The scoring guide below gives indicative marks, you are free to use the full range up to the maximum per question.

Please select from the drop down list or enter a numerical value as appropriate.

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| **Does the Proposal meet the scope as detailed in the brief?**  |
| **Scoring Guide** |   |   |   |   |   |   |  |
| Yes | You feel that the proposal sufficiently meets the scope.  |   |
| No | You feel that the proposal does NOT sufficiently meet the scope. |   |
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| **1. How well does the proposal meet the challenge detailed in the Brief?**  |
| **Scoring Guide** |   |   |   |   |   |   |  |
| 1 | There is no evidence that the proposal will meet the challenge  |   |
| 2 | There is very little evidence that the proposal is likely to meet the challenge |   |
| 4 | There is little evidence that the proposal will meet the challenge |   |
| 6 | There is some evidence that the proposal is likely to meet the challenge |   |
| 8 | There is evidence that the proposal will meet the challenge |   |
| 10 | There is clear evidence that the proposal is likely to meet the challenge in the brief  |   |
|   |   |   |   |   |   |   |   |   |
| **2. How valid is the technical approach that will be adopted?**  |
| **Scoring Guide** |   |   |   |   |   |   |  |
| 1 | There is no information given on the technical approach |   |
| 2 | The technical approach is poorly described  |   |
| 4 | The technical approach described is unlikely to be valid for this technical challenge |   |
| 6 | The technical approach is valid but may not be sufficient to meet the technical challenge |   |
| 8 | The technical approach described is valid and is likely to meet the technical challenge |   |
| 10 | The technical approach described is highly valid and shows a strong likelihood to meet the challenge |   |
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| **3. How innovative is this project? To what extent does the project develop or employ novel concepts, approaches, methodologies, tools or technologies for this area?**  |
| **Scoring Guide** |   |   |   |   |   |   |  |
| 1 | The project shows no innovation  |   |
| 2 | The proposal shows little innovation |   |
| 4 | The proposal shows limited innovation |   |
| 6 | The proposal shows some use of novel, innovative approaches |   |
| 8 | The proposal shows some promising new concepts, approaches, methodologies, tools or technologies |   |
| 10 | The proposed project is highly innovative, showing use of novel concepts, approaches, methodologies, tools or technologies |   |
|  |  |  |  |  |  |  |  |  |
| **4.**  **To what extent does the proposal show a clear plan for establishing technical and commercial feasibility and the development of a working prototype?****How does the proposal demonstrate that there is a clear management plan What are the risks (technical, commercial and environmental) to project success? How effectively will these be managed? How appropriate are the milestones and evaluation procedures?**  |
| **Scoring Guide** |   |   |   |   |   |   |  |
| 1 | The proposal does not contain a plan or milestones for the development of a working prototype. There is no Management plan or risks  |   |
| 2 | The proposal goes some way to describe a management plan and risks for the development of a working prototype |   |
| 4 | The proposal contains a brief description of management plan and risks for the development of a working prototype,  |   |
| 6 | The proposal contains a relatively clear description of management plan and risks for the development of a working prototype  |   |
| 8 | The proposal contains a clear description of management plan and risks for the development of a working prototype  |   |
| 10 | The proposal contains a very clear description of management plan and risks for the development of a working prototype  |   |
|   |   |   |   |   |   |   |   |   |
| **5. To what extent does the applicant appear to have the right skills, capabilities and experience to deliver the intended benefits?** |
| **Scoring Guide** |   |   |   |   |   |   |  |
| 1 | There is no information that describes the skills, capabilities and experience of the applicant or any sub-contractor(s) |   |
| 2 | There is minimal information concerning the skills, capabilities and experience of the applicant or any sub-contractor(s), therefore it is very difficult to make an assessment |   |
| 4 | There is information regarding the skills etc. of the applicant or any sib-contractor(s), but they are unlikely to be suitable for this project without the addition of others  |   |
| 6 | There is sufficient information regarding the skills etc. of the applicant or any sub-contractor(s) which indicates that they are likely to be able to deliver the project |   |
| 8 | There is very good information given on the applicant or any sub-contractor(s) to confirm that they are experienced and capable  |   |
| 10 | There is full information provided that confirms the applicant or any sub-contractor(s) has suitable skills, capabilities and experience to deliver the project |   |
|   |   |   |   |   |   |   |   |   |
| **6. How appropriate is the proposal financially? Is the overall budget realistic and justified in terms of the aims and methods proposed? Are the costs appropriate and justified?** |
| **Scoring Guide** |   |   |   |   |   |   |  |
| 1 | No cost information is provided |   |
| 2 | There is no information regarding justification of costs  |   |
| 4 | The costs are not justified |   |
| 6 | The costs are somewhat justified but there is not enough detail in the explanation of breakdown |   |
| 8 | The costs are justified and appropriate (reflecting fair market value), but there is not enough detail in the explanation of breakdown |   |
| 10 | The costs are fully justified and appropriate (reflecting fair market value), there is sufficient detail in the explanation of their breakdown |   |
|   |   |   |   |   |   |   |   |  |
| **7. Is there a clear commercial potential to lead to a marketable product, process or service and a clear plan to deliver that and route to market? How significant is the competitive advantage which this technology affords over existing/alternate technologies that can meet the market needs?**  |
| **Scoring Guide** |   |   |   |   |   |   |  |
| 1 | The proposal gives no indication that the solution will be commercially feasible. There is no plan to deliver that and no indication of competitive advantage |   |
| 2 | The proposal gives little or no confidence that the solution will be commercially feasible. There is little in the way of a plan to deliver that or competitive advantage |   |
| 4 | The proposal gives some indication that the solution may be commercially feasible, with a brief plan to deliver that and outline of competitive advantage however, there is little confidence in the approach |   |
| 6 | The proposal gives some indication that the solution will be commercially feasible, with a brief plan to deliver that and an outline of competitive advantage  |   |
| 8 | The proposal gives indication and confidence that the solution will be commercially feasible, with a plan to deliver that and details of good competitive advantage  |   |
| 10 | As described the proposed outcome shows strong promise of commercial feasibility with a clear plan to deliver that, and details of a strong competitive advantage  |   |
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