

Working for Carers 2019-2022 evaluation: Appendix D – Tender Evaluation Procedure

Introduction

This document sets out how we will evaluate tender responses in order to ensure an open, fair and transparent assessment of tenders. It outlines the evaluation criteria and respective weightings, as well as the evaluation methodology to be applied. The evaluation procedure is divided into the following key stages:

- Compliance/Validation Stage
- Selection Stage
- Award Stage

A panel of Working for Carers and Carers Trust staff will carry out the review of submitted tenders to this evaluation. We reserve the right to amend the evaluation criteria and the weightings. We will only do so upon prior written notification being given to participating Potential Providers.

Compliance/validation stage

We will check your Tender to ensure it is compliant with the requirements of this Procurement and to ensure that your responses are valid.

We may exclude Potential Providers that do not provide full and accurate information.

Selection Stage and the Selection Questionnaire

The purpose of the selection stage is to assess your suitability and capability to perform the contract.

You must complete the Selection Questionnaire provided. Some questions ask for essential details about your organisation. Other questions seek to find out about your financial health and your technical and professional ability.

All responses in the Selection Questionnaire will be scored on a pass/fail basis. If you score a **"fail"** for any question, your bid will be non-compliant and will not be considered further.

Tender for the evaluation of Working for Carers programme

Award Stage and the award questionnaire

All tenders that pass the Selection Stage will go forward to the Award Stage. The Award Stage will consist of an evaluation of your response to the Award Questionnaire, together with an evaluation of the price tendered in your Pricing Schedule.

Award of this contract will be on the basis of “Most Economically Advantageous Tender” (MEAT). This will consist of a quality / price ratio to determine the outcome of the evaluation. Quality and price are weighted and will be scored individually before being combined.

The maximum possible consolidated score is 100 points which is broken down as follows:

Maximum Quality Score	Maximum Price Score	Maximum Combined Score
80	20	100

Scoring Descriptors

The scoring during the Award Stage Evaluation will determine the degree of confidence that the proposals are deliverable and the required results achievable. A higher degree of confidence will be gained where there is a detailed explanation and provision of examples that reduce an evaluator’s perception of performance risk.

In addition, the greater that the proposals are certain and detailed so that they can be relied on from a contractual point of view, the higher the score.

Consensus Marking

Tenders will be evaluated in accordance with the procedure described in this paragraph. Consensus Marking Procedure is a two-step process consisting of independent evaluation followed by group consensus marking.

Each evaluator will independently assess the response to each question to determine their mark for the answer and will provide a justification for the mark attributed. The evaluators will then meet and discuss the marks they have allocated, to reach a consensus regarding the final mark to be given to each question.

Determining the Quality Score

The Award Stage questions will be scored as follows, with the available score indicating the importance of the question.

Q no.	Question	Max score available
1	Company profile	Not scored
2	Experience	16
3	Understanding of carers	8
4	Understanding of barriers to employment	8
5	Use of relevant IT	4
6	Methodology (i)	20
7	Methodology (ii)	8
8	Staffing	12
9	Social Value	4
	TOTAL	80

Tender for the evaluation of Working for Carers programme

Minimum Quality Threshold

An agreed consensus score of zero (0) in any of the evaluated Award stage questions shall constitute a failure to evidence satisfactory delivery of the Procurement and will automatically disqualify the Potential Provider.

Potential Providers must also meet an overall minimum Quality Score of 40, consisting of 50% of the Maximum Quality Score of 80.

Tender Clarification Meeting

Following the assessment of the tender proposals, we may invite you to a clarification meeting. If required this will take place between receipt of tenders and announcement of successful tender. It is anticipated you will be provided with at least two days' notice if a meeting is to be required.

If we decide to hold a clarification meeting the number of Potential Providers to be invited will be determined by us (at our sole discretion).

The purpose of the meeting is to gain a greater understanding of proposals and you will generally be asked to deliver a short presentation followed by a question and answer session. Although not scored on a separate basis, the session will be used to confirm the quality score assessments of the tender evaluation.

Clarification

We may need to clarify aspects of the tender, particularly where there are aspects that are unclear or appear to contain minor errors. In this case, we may request further information from you. The evaluators may adjust the scores given in any section following clarification.

We are required to seek an explanation from Potential Providers where a price appears to be abnormally low in relation to the supplies and services being offered. We may reject any tender where the explanations given and any evidence supplied do not satisfactorily account for the low level of price concerned.

Price Evaluation Process

You are required to submit a price and to complete the Pricing Schedule, showing how you have arrived at that price.

The maximum contract price is **£25,000**. Any tenderer submitting a price higher than this will be automatically disqualified.

The Potential Provider with the lowest price will be awarded the Maximum Score Available. The remaining Potential Providers will be awarded a percentage of the Maximum Score Available relative to the lowest price submitted. The Price Score will be rounded to two decimal places.

Tender for the evaluation of Working for Carers programme

For example:

	Price	Calculation	Price Score
Bidder A	£1,000 (lowest price tendered)	$\text{£1,000} / \text{£1,000} \times 20$	20.00
Bidder B	£2,000	$\text{£1,000} / \text{£2,000} \times 20$	10.00
Bidder C	£2,500	$\text{£1,000} / \text{£3,000} \times 20$	6.67

Consolidated Score

The Quality Score will be added to the Price Score to determine the final score for each Potential Provider.

CONTRACT AWARD

The Potential Provider that achieves the highest Consolidated Score will be awarded the Contract provided that they have achieved the minimum quality score for every question score required.

If two or more Potential Providers obtain an equal Consolidated Score, the Potential Provider with the highest score for the quality score element will be deemed the winner and awarded the Contract.

If the Authority receives only one Tender in relation to this Procurement, the Potential Provider will be awarded the Contract provided that they meet the Minimum Quality Score and the Price is deemed affordable.