

## Award Criteria

All tenders must be addressed to the Parish Clerk and will be opened and scored in their presence, along with an agreed panel. The Parish Council will review the cost of each tender submission, separate to the qualitative scores below.

In accordance with the Parish Council's Financial Regulations:

- All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council. (this also applies to emailed tenders)
- if less than three tenders are received for contracts over £30,000 or if all the tenders are identical, the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

The following criteria and weightings will be applied in the evaluation of the questions asked of Applicants.

	Evaluation Criteria Breakdown	Means of Evaluation	
		Sub Criteria	Main Criteria
1	Method Statements		100%
2	Quality	37%	
3	Work Programme (Output and Results)	25%	
4	Locality	20%	
5	Financial Assessment	9%	
6	Health and Safety Assessment	7%	
7	Equality and diversity	2%	

### Scoring Guidelines

The questions asked of Applicants within this section shall be scored using the marking system described within this section. Applicants should refer to West Parley Parish Council's minimum requirements to ensure that they meet or exceed the minimum requirements wherever possible.

Applicants should be aware that the responses provided to the questions will be evaluated in such a way that the highest scores will be awarded to Applicants who show extensive and detailed information that could potentially enhance the Applicant's proposal. It should be noted that to achieve the highest scores available the Applicant must not only meet but exceed the Parish Council's minimum requirements, where these are stated.

All scored question shall be evaluated in accordance with the guidelines below:

<b>Score 0</b>	No response	No response	
<b>Score 1</b>	Extremely Weak	Very poor proposal/response; does not cover the associated requirements, major deficiencies in thinking or detail, significant detail missing, unrealistic or impossible to implement and manage	<b>Weak</b>
<b>Score 2</b>	Very Weak	Poor proposal/response, only partially covers the requirements, deficiencies in thinking or detail apparent, difficult to implement and manage	
<b>Score 3</b>	Weak	Mediocre proposal/response, moderate coverage of the requirements, minor deficiencies either in thinking or detail, problematic to implement and manage	
<b>Score 4</b>	Fair - Below Average	Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it	<b>Fair - Good</b>
<b>Score 5</b>	Fair - Average	Satisfactory proposal/response, would work to deliver all of the Parish Council's requirements to the minimum level	
<b>Score 6</b>	Fair - Above Average	Satisfactory proposal/response, would work to deliver the majority of the Parish Council's requirements to the minimum level with some evidence of where the Applicant could exceed the minimum requirements	
<b>Score 7</b>	Good	Good proposal/response that convinces the Parish Council of its suitability, response slightly exceeds the minimum requirements with a reasonable level of detail	
<b>Score 8</b>	Strong	Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid and provides a great deal of detail	<b>Strong - Excellent</b>
<b>Score 9</b>	Very Strong	Proposal/response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed	
<b>Score 10</b>	Outstanding/ Excellent	Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted due to the complete level of detail provided	

## Award Questions

Question Number	Question
<b>Method Statement</b>	
1.	The Applicant shall provide a method statement detailing how it would plan, manage and deliver the Project
<p><b>Council's minimum requirements:</b> Please note that the Parish Council is looking for evidence of the Applicant's previous experience in relation to managing and delivering projects of a similar nature to that required here, as well as detail of how that experience will be used during the delivery of this Contract.</p>	
<p><b>Response:</b></p>	
<b>Quality 37%</b>	
2	The Applicant shall provide a method statement detailing how it proposes to deliver a high quality build that delivers on time and compliant with any relevant building regulations.
<p><b>Council's minimum requirements:</b> Please note that the Parish Council is looking for evidence that the Applicant fully understands the project. The Parish Council require two references from previous clients and two reports on similar projects to demonstrate the Applicants quality of work.</p>	
<p><b>Response:</b></p>	
<b>Work Programme (Output and Results) 25%</b>	
3	The Applicant shall provide an outline plan for delivering the requirements of the project.
<p><b>Council's minimum requirements:</b> The Parish Council is looking for the submission of realistic programme and completeness of services offered. They would like to see a timeline of works and would also like to see an indication of any plans to sub-contract work. The Parish Council would require that a proposal for maintaining security onsite during the project is submitted. Please note the Parish Council would also like to see the project management structure in place and the means by which they will communicate with the Parish Council throughout the project.</p>	
<p><b>Response:</b></p>	

Locality 20%	
4	The Applicant shall provide details of the locality which the company is based including any companies that will be used to sub contract to.
<b>Council's minimum requirements:</b> Please note that the Council is looking details of the locality of the business and sub-contractors who will be involved in the project.	
Response:	
Financial Assessment 9%	
5.	The Applicant shall provide a financial statement including its trading history.
<b>Council's minimum requirements:</b> The Parish Council require the Applicant to provide its trading history and any other financial information to evidence the financial security of the business, for example two years previous accounts.	
Response:	
Health and Safety Assessment 7%	
6.	The Applicant shall provide a full and detailed Health and Safety Assessment for the project.
<b>Council's minimum requirements:</b> Please note that the Parish Council is looking for a Contractor that ensures the safety of those on-site and the general public throughout the project. The Parish Council requires proof of Public Liability and Employers Liability Insurance to be provided.	
Response:	
Equality and Diversity 2%	
7.	The Applicant should provide details of their equal opportunity objectives and specification.
<b>Council's minimum requirements:</b> The Parish Council would like to see the Applicants equal opportunity and diversity specification.	
Response:	