

		Bidder # 1		
	(100 total)	Score (out of 5)	Weighted Score	Notes/feedback
METHOD STATEMENT - Part 1) Demonstrate a clear understanding of the aims, objectives and main concerns of the research.	20	5	100	[ evaluator to insert feedback]
METHOD STATEMENT - Part 2) Demonstrate that the methods selected are appropriate to the research requirements set out in this brief	20	5	100	[ evaluator to insert feedback]
PREVIOUS EXPERIENCE - ideally three examples - demonstrating a record of producing high quality research reports to support strategy development in the Heritage and/or Cultural sector.	20	5	100	[ evaluator to insert feedback]
PROJECT PLAN & MEETING THE DEADLINE - should show all the key phases of the research, tasks for each phases and roles and responsibilities for each member of the team	10	5	50	[ evaluator to insert feedback]
STAFFING PLAN - details of staff allocated to the project, together with experience of the contractor and staff members in carrying out similar projects. The project manager / lead contact should be identified	10	5	50	[ evaluator to insert feedback]
SUFFICIENT RESOURCES ARE ALLOCATED - a detailed model must be provided as a spreadsheet, and include details of staff, and allocation of days / hours.	10	5	50	[ evaluator to insert feedback]
CARBON NET ZERO & sustainability	10	5	50	[ evaluator to insert feedback]
<b>TOTAL PERCENTAGE:</b>	<b>100</b>	<b>35</b>	<b>500</b>	