



Coordination of the Spring Place Office Reconfiguration

Contract Reference: TCA 3-7-1736

Schedule 6 – Quality

1. Documents for Completion

Tenderers must complete the response form under the Technical Envelope on Jaggaer.

2. Quality Evaluation Process

- 2.1 The questions asked within the Quality Questionnaire are designed to test a Tenderer's ability to deliver the requirements as set out in Schedule 2 (Requirements Specification) and against the Sub-Criteria set out at section 4 of this Schedule 6 (Quality). Tenderers must answer all questions.
- 2.2 Responses submitted to the Quality Questionnaire will be assessed in accordance with the process and criteria set out below.
- 2.3 Each response provided to each question within the Quality Questionnaire will be awarded a score in accordance with the Scoring Matrix set out below.
- 2.4 Each mark achieved will be multiplied by the corresponding weighting to provide an overall question score.
- 2.5 When the score for each question has been determined they will be added together to provide an overall score for the Quality Evaluation ("Quality Score").
- 2.6 **Consensus Marking Procedure-** The Consensus Marking Procedure is a two-step process, comprising of:
 - Independent evaluation; and
 - Group consensus marking.
- 2.7 During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by Tenderers in their Tender. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question
- 2.8 During the meeting, the evaluators will discuss the independent marks until they reach a consensus regarding the marks that should be attributed to each Tenderer's answer to the questions.



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- 2.9 Once all quality responses have been evaluated the individual scores attributed to each response will be added together to provide a 'Quality Score'.

3. Scoring Matrix

Score	Definition of Score
5	A score of 5 will be achieved by demonstrating a robust understanding and methodology that specifically meets the requirement. The response provided will have full and comprehensive supporting evidence and examples.
3	A score of 3 will be achieved where the proposed approach meets the basic requirement with the exception that the supporting commentary and/or evidence does not fully explain, justify, or provide a fully comprehensive response or examples.
1	A score of 1 will be achieved as per the criteria for achieving a score of 3 with the exception that the supporting commentary and/or evidence does not fully explain or justify the approach, experience of allocated resource and only some aspects of the MCA's requirements are fully met.
0	A score of 0 will be achieved for any answer that does not meet the level required to score a 1 or above.

4. Quality Factors

Primary Criteria	Primary Criteria Weighting (%)
Programme of Works	60



Maritime &
Coastguard
Agency

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Primary Criteria	Primary Criteria Weighting (%)
Previous Case Study	30
Social Value	10
Total = 100%	



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Appendix 1 – Quality Questionnaire

Technical Score Weight = 60%		
Question Section: Programme of Works - Section Weight = 60%		
Question	Description	Sub-Weighting
Programme of Works	<p>Provide a detailed programme of works for the estimated time on site. The Programme must detail how the tenderer will minimise disruption to the operational site.</p> <p>Provide details of lead time until the works can commence.</p> <p>Tenderers are requested to submit the programme in Gantt chart format with a supporting statement.</p> <p>Documents should be attached under General Attachments in the Technical envelope and the document title clearly referenced in the relevant response box.</p>	65%
Programme of Works	<p>Describe approach to be taken to establish the MCA requirement and design and how this would comply with the relevant standards.</p> <p>Any supporting information should be attached under General Attachments in the Technical envelope and the document title clearly referenced in the relevant response box.</p>	35%
Question	Question Section: Case Study – Section Weight 30%	Sub-Weighting
Case Study/Confirmation of Qualification	<p>Provide a case study with details of relevant experience.</p> <p>Please provide examples of all qualifications applicable to this requirement.</p> <p>Documents should be attached under General Attachments in the Technical envelope and the document title clearly referenced in the relevant response box.</p>	100%
Question	Question Section: Social Value – Section Weight 10%	Sub-Weighting
Social Value – Equal Opportunity	<p>Describe the action taken by your organisation to identify and tackle inequality in employment, skills and pay in the contract workforce.</p>	50%
Social Value - Wellbeing	<p>Describe the action taken by your organisation to support health and wellbeing, including physical and mental health, in the contract workforce</p>	50%