

Commission 1: The Future of Our Local Economy

London Borough of Barking and Dagenham

Tender Evaluation Criteria and Scoring Matrix

1. Tender Evaluation Criteria

An Evaluation Panel will consider tender submissions in accordance with the following criteria and associated weightings:

Quality <i>Consisting of:</i>	70%
<ul style="list-style-type: none">Understanding the brief and its requirements	40%
<ul style="list-style-type: none">Organisational structure, management and supervisionAny relevant technical skills and resources to be made available for supplying the services	20%
<ul style="list-style-type: none">Examples of similar services/contracts undertaken with contact details for seeking references	20%
<ul style="list-style-type: none">Ability to deliver the contract in accordance with the timetable outlined	20%
Cost/Financial Proposals	30%

2. Scoring Matrix

The scoring matrix on page 3 will be used to mark the quality aspect of the tender submission (worth 70%). Tender submissions will be marked according to how well they meet each of the sub-categories on the quality evaluation criteria, with a maximum of five points available for each sub-category:

5 points	Excellent response, fully meets and expands upon the expected requirements
4 points	Good response, meets the expected requirements and requires no additional information
3 points	Satisfactory response and generally meets requirements, may require additional clarification or information
2 points	Does not meet the expected standard, would require significant further clarification or additional information
1 point	Unsatisfactory response, has not addressed the question / method statement, suggests the supplier would have difficulty meeting Council standards
0 points	No information provided

The quality evaluation of each tender submission will be marked and assessed by officers representing or linked with the London Borough of Barking and Dagenham Council. Each assessor will score the tender submission individually, before collectively agreeing on a mediated score for each sub-category. This will decide the overall quality score. The financial evidence will be marked separately to the quality aspect of the submission based on the most economically advantageous tender. This is explained in more detail on Page 7.

Please note that the sub-categories within each of the four quality criteria are subject to change or amendment by the evaluation panel. If any such changes or amendments occur before the submission deadline, all consultants on the framework panel will be notified and given suitable time to resubmit their tender or send any additional information, should they wish to do so. If any changes or amendments occur after the submission deadline, only consultants who have submitted a tender will be notified.

Quality (70%) Matrix

Name of person scoring:		
Name of tender:		
1. Understanding the brief and its requirements (40%)	Notes	Total Score 1-5
<p><u>Comprehensive Understanding of the Existing Local Economy</u></p> <p>The bid sets out a comprehensive and analytical approach to understanding the existing borough economy and its capabilities. This should set out a convincing approaches to meeting work streams 1, 2 and 3, which includes; the economic review (work stream 1), borough atlas (work stream 2) and an understanding of our existing strengths and capabilities (work stream 3).</p> <p>High marks will be awarded to those bids that set out innovative methods to keep costs optimal especially with regards to the business survey which forms part of the borough economic atlas (work stream 2). High marks will also be awarded to those bids that set good engagement techniques with economic stakeholders (work stream 3, sub task 1). High marks will also be awarded to those bids which provide approaches that can demonstrate strong analytical skills.</p>		
<p><u>Demand Side Scenarios and Projections to the year 2045</u></p> <p>The bid sets out a compelling approach to work stream 4 of the brief growth projections and scenarios and its six sub tasks). These should be set within the economic context of Barking and Dagenham, understanding that the borough is witnessing significant change and that growth in the future is not necessary likely to reflect the past.</p> <p>High marks will be awarded to those bids that demonstrate an innovative approach to develop labour market growth scenarios and projections.</p>		

<p><u>Future Supply of Employment Floor Space/ Land to 2045</u></p> <p>The bid clearly sets out a good understanding of converting labour market demand projections to the year 2045 to supply side floor space and land requirements (as per work stream 5). This should set out a compelling approach to the three sub tasks that form part of work stream 5. Bids should also set out how they intend to work with those consultants undertaking Commission 2 – Future of Our Employment Land.</p> <p>High marks will be given to those bids that set out a convincing method of how they will work with the Council and the successful bidders of Commission 2 in undertaking this work stream.</p>		
<p><u>Skills Needed for the Future</u></p> <p>Bidders should set out a clear approach to developing this section of the study (work stream 6). This should set out an innovative approach to understanding and providing recommendations for future skills policies.</p> <p>High marks will be awarded to those bids that set out a convincing method for dealing with all sections of this part of the study (work stream 6). High marks will also be awarded to those bids that deal positively with asks set out in the independent Growth Commission (recommendations; 88, 89 and 90).</p>		
<p><u>Policy Recommendations to Harness Future Growth</u></p> <p>Bidders should set out a clear approach to developing this section of the study (work stream 7). This should set out an innovative approach to how recommendations on future growth should be developed.</p>		

High marks will be awarded to those bids that suggest innovative methods regarding how they would set out key recommendations to harness future growth.		
2. Organisational structure, management and supervision Any relevant technical skills and resources to be made available for supplying the services (20%)	Notes	Total Score 1-5
Identified an experienced and successful team relevant to the brief's requirements.		
Assigned experienced individuals to key project deliverables.		
3. Examples of similar services/contracts undertaken with contact details for seeking references (20%)	Notes	Total Score 1-5
Proven track record of successful, high quality characterisation studies or similar work.		
4. Ability to deliver the contract in accordance with the timetable outlined (20%)	Notes	Total Score 1-5
Outlined a clear, organised and realistic schedule of work in line with the brief's requirements.		
Identified how and when key outputs can be achieved, instilling confidence in the ability to deliver the project to a suitably high standard within a justifiable budget.		

- The scores for each aspect of the quality criteria will be multiplied as necessary to achieve their correct weightings. These will be added up to give a score out of 100:

Quality Criteria	Weighting	Tender Score	Multiplier (to achieve weighting)	Total
Understanding the brief and its requirements	40 %	/25	1.60	
Organisational structure, management and supervision Any relevant technical skills and resources to be made available for supplying the services	20%	/10	2	
Examples of similar services/contracts undertaken with contact details for seeking references	20%	/5	4	
Ability to deliver the contract in accordance with the timetable outlined	20%	/10	2	
TOTAL SCORE				/100

- The total score will be multiplied by 0.7 to achieve the 70% quality weighting attached to the overall tender evaluation. The maximum quality score available is therefore 70%.

3. Cost / Financial Proposal (30%)

- Please note that this section carries an evaluation score of 30% and will be the maximum value on offer to each submission.
- The submission with the lowest overall cost for the project will received the full 30%. The lowest cost will then be divided by each corresponding bidder's cost and multiplied by 30 to give a composite score. The example below is not indicative of any expected costs in the financial proposal.

e.g. Lowest score = £100 and therefore scores a maximum of 30%

The second lowest score = £125

$$100/125 = 0.8$$

$$0.8 \times 30\% = 24\%$$