

APPENDIX C: Scoring Matrix



Partnership Opportunity: Invitation to Tender, April 2017

Progress: Building Better Opportunities for young people across Coventry & Warwickshire

Tender Reference: CovW/1/3/EV

Definitions of criteria types:

- **Required criteria** – tendering organisations must score above 0 for the tender submission to be considered
- **Selection criteria** – criteria used to assess the tendering organisation's capability and capacity to deliver the tender specification
- **Award criteria** – criteria used to assess the value and quality of the tendering organisation's proposal

Scoring Protocols:

- All tenders will be scored by 2 members of Groundwork UK staff and an average score will be taken.
- Where the two scores differ by more than 10 points, a third member of staff will moderate the tender assessments to ensure consistency.
- The highest scoring tenders may be invited to interview.

Question	Criteria Type	Scoring Guide	Max. Score
1) Your organisation (i) Please describe briefly the purpose and aims of your organisation, and how these align with the aims of BBO Progress	Selection criteria	0 – purpose and aims do not align with the aims of BBO Progress 1 – purpose and aims partially align with the aims of BBO Progress 2 – purpose and aims align with the aims of BBO Progress	2
1) Your organisation (ii) Please select the areas you are able to deliver in Must be able to deliver in at least one of the stated areas in order for the tender to progress.	Required criteria	0 – not able to deliver in any of the stated areas. Tender cannot progress. 1 – able to deliver in selected areas across Warwickshire 2 – able to deliver in either the north or the south of the county, but not county-wide 3 – able to deliver in all areas across Warwickshire (full delivery coverage)	3

2) Current Delivery (i) Please briefly describe any relevant projects you are currently delivering or have delivered in the past two years, and the areas you are delivering these in	Selection criteria	0 – no projects described 1 – limited information given and/or projects not relevant to the programme 2 – moderate information given, projects relevant to the programme 3 – detailed information given, projects relevant to the programme	3
3) Experience (i) Please describe your organisation's recent experience of working with vulnerable young people, including those who are NEET or at risk of becoming NEET. Please use examples of delivery within the last two years where possible	Award criteria	0 – no relevant experience and/or examples given; limited or no experience of relevant target group; historic (3 years +) limited experience and/or examples given 1 – limited recent experience and/or examples given; limited or no experience of relevant target group; historic (3 years +) moderate experience and/or examples given 2 – limited recent experience and/or examples given with relevant target group; historic (3 years +) moderate experience and/or examples given 3 – moderate recent experience and/or examples given with relevant target group; historic (3 years +) detailed experience and/or examples given 5 – detailed and/or examples given recent experience with relevant target group	5
3) Experience (ii) <i>Which of these groups do you have recent experience of working with?</i>	Selection criteria	0 – none; and/or have not selected 'young people'; 1 – one to three groups including 'young people' 3 – more than three groups including 'young people'	3
4) Partnerships Close working relationships with other delivery partners and external stakeholders is essential to the success of the programme. Please outline briefly if your organisation: (i) has existing partnerships with key organisations such local authorities, schools and training providers, employers; voluntary & third sector organisations etc.	Selection criteria	0 – no existing partnerships with these organisations 1 – limited evidence of relationships with the organisation types listed; 2 – evidence of relationships with a range of organisations across the majority of organisation types listed; 3 – evidence of relationships with a wide range of organisations across all organisation types listed.	3
4) Partnerships (ii) whether you do or do not have existing partnerships with the above organisations, please explain how you will work with these organisations to support young people to progress.	Award criteria	0 – no details of how these partnerships will support delivery 1 – some coherent ideas on how partnerships with these organisations will support delivery and benefit young people on programme 2 – clear ideas on how partnerships with these organisations will support delivery and benefit young people on programme	3

5) Staffing (i) What will be the structure of your BBO Progress staff team?	Award criteria	0 – no staffing structure given 1 – limited information provided and/or not all bullet points addressed; key staff not currently in place – recruitment required; staffing arrangements inadequate for proposed delivery / funding 3 – good level of detail provided; staffing arrangements adequate for proposed delivery; some recruitment may be required. 5 – good level of detail provided; staffing arrangements adequate for proposed delivery; key staff are already employed by the organisation - no recruitment required	5
5) Staffing (ii) Additional staffing comments	n/a	Considered as part of assessment for (i)	n/a
6) Your Delivery Offer Please describe your proposed delivery offer, including: <ul style="list-style-type: none"> the structure and content of your delivery, how and where you will deliver your offer / young people will access your offer, how your offer will meet the needs of this cohort of young people and add value to existing support, and the envisaged outcomes for young people. 	Award criteria	0-2 – no or very poor delivery offer submitted, no reference to the relevant client group's needs or existing local delivery. 3-5 – limited delivery offer submitted, little reference to the relevant client group's needs or existing local delivery 5-7 – fair delivery offer submitted, some reference to the relevant client group's needs or existing local delivery 7-9 – good delivery offer submitted, good reference to the relevant client group's needs or existing local delivery 10 – excellent detailed and clear proposed delivery offer, with clear indication of how the delivery methodology relates to the client group's needs and local delivery landscape	10
6) Your Delivery Offer (ii) When are you able to start delivery? Please be as specific as possible.	Award criteria	0 – not able to start delivery until 1 st August 2017 or thereafter 3 – able to start delivery between 2 nd May to 1 st June 2017 inclusive 5 – able to start delivery on 1 st May 2017	5
7) Delivery Capacity (i) Please outline the maximum number of young people you envisage being able to support in each area (costings can be found in the tender briefing) Value for Money will be assessed by reviewing the average 'cost per head' (Grant requested /Delivery Capacity (overall number to be engaged) and the Delivery Offer score. This will not produce a VfM 'score', but will assist Groundwork UK in making a judgement on the balance between the strength of your delivery offer against the volume of participants you are able to support. The highest scores for this question will be awarded to those who are able to provide a high quality	Award criteria	0-2 – no volumes stated / volumes do not align with tender requirements; weak delivery offer to a low to medium number of participants; tender represents very poor value for money 3-5 – volumes align with tender requirements; fair delivery offer to a low to medium number of participants; tender represents poor value for money 5-7 – volumes align with tender requirements; good delivery offer to a low to medium number of participants OR fair delivery offer to a high number of participants; tender represents adequate value for money 7-9 – volumes align with tender requirements; good delivery offer to a medium to high number of participants; tender represents good value for money 10 – volumes align with tender requirements; excellent delivery offer to high number of participants; tender represents excellent value for money	10

and intensive service to a high number of participants.			
7) Delivery Capacity (ii) Please confirm the address of the locations or premises you will be delivering 'Progress' from	Selection criteria	0 – no planned delivery premises or locations; delivery not available in the programme locations stated in question 1) (ii); delivery not flexible to suit the needs of the programme or clients 1 – limited information but some evidence of identified delivery premises in the programme locations stated in question 1) (ii) and/or demonstration of flexible delivery based on the needs of individuals 2 – detailed information given of delivery locations / premises in the programme locations stated in question 1) (ii) and/or robust demonstration of flexible delivery based on the needs of individuals	2
8) Delivery Costings (i) Please state the total grant you are tendering for to deliver the offer outlined in question 6 to the number of young people stated in question 7	Required criteria	0 – no total grant amount entered; grant amount exceeds the total grant available. Tender cannot progress. 1 – grant amount tendered for is within the total grant available	1
8) Delivery Costings (ii) Please give an estimated breakdown of costs against the headings given	Selection criteria	0 – costings not completed; total costings do not match the amount in question 8) (i) 1 – costings match the total requested in question 8) (ii); costings to be further queried 2 – costings match the total requested in question 8) (ii); costings clear and directly relatable to the delivery offer and staffing structure	2
9) Supporting Statement Please enter any additional information or evidence to add in support of your application	n/a	This question is not scored	n/a
10) Referees Please provide contact details for two suitable referees who can be contacted prior to the award of the tender	n/a	This question is not scored	n/a
TOTAL			57