

## STC Neighbourhood Plan Refresh: Template for scoring and selecting a consultant

Criteria Evidence	Comments	Comments	Score out of 10	Weighting	Final Score
<b>Approach</b>	1.1. Has the consultant understood the project and the key issues? 1.2. Has the consultant understood the requirements and demonstrated a clear approach to the scope of services? 1.3. Has the consultant clearly described their approach and are we happy with? 1.4. Does the submitted statement clearly convey the consultant's technical capability?			30%	
<b>Skills and professional /technical capability (including the ability to communicate clearly)</b>	2.1. Check for range of expertise in the CVs against requirements in brief. 2.2. Check the CVs for the relevant qualifications. 2.3. Is the information clear and concise (on paper and in interview as appropriate)? 2.4. If interviewed, was the consultant able to answer questions clearly and succinctly, demonstrating appropriate level of expertise?			20%	
<b>Experience of the consultant and relevant track record</b>	3.1. Check for range of expertise in the CVs against requirements in brief. 3.2. Has the consultant given relevant examples of their track record? How do these compare? 3.3. Does the approach demonstrate an understanding of the neighbourhood planning process? 3.4. If interviewed, was the consultant able to answer questions clearly and succinctly, demonstrating appropriate level of expertise?			20%	
<b>Cost</b>				30%	