

Tender Evaluation Scoring Sheet for Grounds Maintenance Contract

Overview:

- **Scoring Criteria:** 60% Method and 40% Price.
- Each Method Statement will be evaluated based on clarity, comprehensiveness, and relevance to the contract requirements. Price will be scored separately.
 - Total points available: 25 (20 for Method and 5 for Price).
 - Each Method Statement shall be scored 1-5

Method Statement Scoring		
Score	Description	Explanation
1	Fails to Meet Criteria	The response does not meet the requirements, lacks evidence, and is insufficient or irrelevant.
2	Partially Meets Criteria	The response addresses some aspects of the requirements but is incomplete, weak, or supported by limited evidence.
3	Meets Criteria	The response meets the requirements adequately, provides sufficient evidence, and addresses the key points of the criteria.
4	Meets Criteria and Exceeds in Some Areas	The response goes beyond the basic requirements in some areas, is clear, detailed, and supported by good evidence.
5	Exceeds Criteria	The response significantly exceeds the requirements, is exceptionally clear, detailed, and supported by comprehensive evidence.

- Each point within the Price Score is worth 8% making a total of 40% available for the total price section.

Method Evaluation (20 Points)

Section 1: Lead Contact

Question:

- Has the tenderer provided the name, title, and contact details of the primary lead contact responsible for the management and delivery of the contract?
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Section 2: Health & Safety Manual

Question:

- Has the tenderer included an indexed Health & Safety manual covering policies, procedures, and risk assessments relevant to this contract?
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Section 3: References (Max 5 Points / Max 5%)

Question:

- Has the tenderer listed three previous customers with similar-sized and complexity contracts, including customer name, contact details, scope of services, and notable achievements? **Scoring Criteria:**
 - Full marks: Complete details for all three references provided with examples of success.
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Section 4: Sub-Criterion 1 - Infrastructure Plans (Max 5 Points / Max 15%)

MS1 - Systems:

1. **Works Programme and Tick Sheets:** Are clear scheduling and documentation of tasks provided?
 2. **Inspection Procedures:** Are regular audits and compliance checks outlined?
 3. **First-Line Control:** Are immediate response protocols for emerging issues detailed?
 4. **Management Control:** Is the oversight structure and accountability well-defined?
 5. **Monitoring and Corrective Actions:** Are procedures to identify, report, and rectify issues explained?
 6. **Contractor Best Practices:** Are strategies for delivering industry-leading services included?
 7. **Management Reporting:** Are templates and timelines for reporting to FTC provided?
 8. **Quality Control Inspections:** Are systematic reviews to ensure standards described?
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Section 5: Sub-Criterion 2 - Operational Delivery (5 Points / Max 20%)

MS2 - Contract Resources:

1. **Staffing:** Are roles, numbers, and seasonal/part-time staff details clearly outlined?
 2. **Vehicles and Equipment:** Are types, quantities, and details (e.g., ride-on mowers) provided, including breakdown contingencies?
 3. **Productivity Metrics:** Is performance data from comparable contracts included?
 4. **Service Delivery:** Are methodologies for grounds maintenance, landscaping, and inspections detailed, including green waste recycling?
 5. **Contingency Planning:** Are protocols for service disruption outlined?
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Section 6: Sub-Criterion 3 - Mobilisation, Innovation, and Added Value (5 Points / Max 20%)

MS4 - Monitoring, Management, Supervision, and H&S Management:

- Are monitoring systems, H&S policies, and procurement plans described? (5 Points)

MS5 - Mobilisation Programme:

- Does the plan include resource procurement, TUPE transitions, social value initiatives, and a detailed timeline? (5 Points)

MS6 - Innovation and Added Value:

- Are proposals for environmental innovations, community engagement, and service improvements included, with examples of previous successes? (5 Points)

MS7 - Overall Management of the Contract:

- Does the strategy include formal collaboration with FTC, meeting schedules, and a Business Continuity Plan? (5 Points)
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Price Evaluation (5 Points / Max 40%)

Price Scoring Formula:

- Highest tendered price receives 1 point.
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Total Score Calculation:

- **Method:** Total points from Sections 1-5 (maximum 5 points).
- **Price:** Total points from the Price Scoring Formula 1 point = 8% of total scoring (maximum 5 points).
- **Overall Total:** Method Score + Price Score = 25 points maximum = 100%.