Invitation to Tender

Measuring the grants portfolio carbon footprint and a pathway to Decarbonisation

Schedule 4

Evaluation Process

Ref: NHMF 312

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1 Overarching Award Criteria

Your proposal for undertaking the work will be evaluated as follows –

- Price = 30%
- Quality = 70%
- The scores for quality and price will be added together to obtain the overall score for each Bidder.

2 Price

Your bid price will be evaluated as follows –

- 100% will be awarded to the lowest priced bid
- All remaining bidders will be allocated scores based on their deviation from this figure. Your fixed and total costs figures (if any) will be used to score this question.
- For example, if the lowest price is £50 and the second lowest price is £100 then the lowest priced bidder gets 100% (full marks) for price and the second placed bidder gets 50% (see schedule 6a for a worked example).
- The scores for price will be multiplied by the weighting (30%) (see schedule 6a for a worked example) .

3 Quality

3.1 There are a total of 7 quality questions. Each will be scored out of 5. The maximum score for all 7 questions would therefore be 35 marks.

3.2 The following percentage weightings will then be applied -

3.3 Please refer to Schedule 6a and 6b for a worked example.

Selection Criteria	Weighting
Demonstrates an awareness of the different policy contexts, research and issues relating to climate change and environmental sustainability and demonstrates experience of measuring a wide range of scope 3 emissions and working with complex organisational structures such as multiple affiliated organisations.	35%
Demonstrates a record of producing high quality research outputs in a range of formats for both expert and non-expert audiences. With a track record of communicating findings in a creative and concise way, appropriate to their intended audiences. The Heritage Fund will award additional marks to suppliers who can show that they have experience of creating research outputs which meet government standards on accessibility[1].	20%
Demonstrates experience of producing user-centred data collection tools and guidance and of conducting and presenting high quality data analysis.	15%
Demonstrates a clear and realistic project plan, showing phases of the research, tasks for each phase and roles and responsibilities for each member of the team.	15%
Demonstrates the suitability of the team, assigned roles and responsibilities and approach to performance and risk management	10%
Demonstrates a commitment to environmental sustainability and carbon net zero	5%

[1] Understanding accessibility requirements for public sector bodies: https://www.gov.uk/guidance/accessibility-requirements-for-public-sector-websites-and-apps

3.4 The 0 to 5 scores for each question will be awarded as follows -

Score	Word descriptor	Description
0	Poor	No response or partial response and poor evidence provided in support of it. Does not give the Fund confidence in the ability of the Bidder to deliver the Contract.
1	Weak	Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract.
2	Satisfactory	Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract.
3	Good	Response is comprehensive and supported by good standard of evidence. Gives the Fund confidence in the ability of the Bidder to deliver the contract. Meets the Fund's requirements.
4	Very good	Response is comprehensive and supported by a high standard of evidence. Gives the Fund a high level of confidence in the ability of the Bidder to deliver the contract. May exceed the Fund's requirements in some respects.
5	Excellent	Response is very comprehensive and supported by a very high standard of evidence. Gives the Fund a very high level of confidence the ability of the Bidder to deliver the contract. May exceed the Fund's requirements in most respects.