

TECH SKILLS REFRESH: EVALUATION QUESTIONS FOR CONTRACTOR SELECTION

Introduction

This document sets out the questions and criteria that will be evaluated as part of the Procurement for the Provision of the proposed replacement of the kitchens in the Enderby Building, as well as the lighting replacement in the IT Classrooms within the Tamworth Building, and the accessible bathroom refurbishment in the Kenilworth Accommodation Block.

All answers submitted against the evaluation questions will be used to select a preferred contractor, and the Client will work with this contractor to finalise the contract programme, methodology and specification prior to entering into contract.

Any costs associated with undertaking any activities outlined in your evaluation question returns will have been deemed to have been included within your tender return price.

The following information has been provided in relation to each question (where applicable):

- Weighting – highlights the relative importance of the question. The weighted scores achieved by each Tenderer within the Quality criteria and sub criterion, will be added to the score achieved on Price
- Scoring - details the marks available to evaluators during evaluation.
- For this Procurement the ratio in terms of Price and Quality is 90:10.

Document Completion

- You **must** provide a response to every question as part of your tender submission. The College of Policing is content to accept one document as long as the document addresses each of the questions.
- All responses must be provided as either Microsoft Word, Excel or PDF format documents using Arial font, no less than size 10.
- There is a maximum of 500 words allowed for each question.
- Where project sheets are submitted in support of providing the evidence of previous experience, these can be in addition to the 500 words allocated for each question but must be on no more than two sides of an A4 sheet.
- You **must not** submit any additional information with your Tender other than that specifically requested.

Contract Sum – Scoring method

Ninety per cent (90%) of the available mark will be awarded for price. The marks for price will be awarded for the tender's price that appears on the tenderer's submitted priced Schedule of Works.

The lowest bid will receive maximum marks and all other bids will receive marks in proportion to how far they exceed the lowest bid.

Lowest bid divided by bid x 90

For example:

Price 1 - £125.00

Price 2 - £150.00

Price 3 - £100.00 = Lowest bid

Example scoring:

$£100 / £100 \times 90 = 90\%$

$£100 / £125 \times 90 = 72\%$

$£100 / £150 \times 90 = 60\%$

Assessment Criteria Matrix

Criteria	Sub Weighting Criteria	Overall Criteria Weighting
Tendering Contractor Details		
The successful contractor needs to have correctly answered all questions	N/A	Not applicable Pass/ Fail
Evaluation Questions		
Each of these questions will be scored on a discretionary basis in line with the scoring criteria outlined below.		
Quality		
Social Value	10%	
Section Total		10%
Contract Sum		
Overall Price		90%
Total Score		100%

Scoring

Score	Description	Definition
0-2	Unsatisfactory	Answer is incomplete or there is serious concern proposals can not be delivered.
3-4	Below Expectations	Answer does not meet all criteria or lack of detail in some areas.
5-6	Meets minimum expectations	Answer meets all minimum requirements.
7-8	Exceeds Expectations	Some elements of the answer exceed the minimum requirements
9-10	Innovative	Answer provides innovative ideas or solutions.

EVALUATION QUESTIONS

Social Value	Score	Weighting	Total Weighted Score	Overall %
1) Please describe how your organisation will reduce your negative environmental impacts in the delivery of this contract. Include as part of your response: <ul style="list-style-type: none"> • Your approach to sustainable production and consumption • How you will reduce your carbon footprint and improve air quality • How you will minimise waste within your organisation and supply chain 	10	0.5	5	5%
2) Please outline the workplace scheme and training opportunities that your organisation will provide in the delivery of this contract inclusive of any: <ul style="list-style-type: none"> • Apprenticeships • Traineeships • Work placements 	10	0.5	5	5%
Total				10%