



Office for
**Environmental
Protection**

Invitation to Tender

**Assessment of protected wildlife
sites in England and Northern
Ireland**

Project code: **CRO043-01**

April 2023

1. Introduction

- 1.1 The Office for Environmental Protection (OEP) is a public body created under the Environment Act 2021. We protect and improve the environment by holding government and other public bodies to account.

Our work covers England and Northern Ireland. We also cover reserved matters across the UK (a matter on which only UK Parliament in Westminster can make legislation).

We are an independent non-departmental public body, funded by the Department for Environment, Food and Rural Affairs (Defra) in England and the Department of Agriculture, Environment and Rural Affairs (DAERA) in Northern Ireland, who oversee our use of public money.

However, we pursue our objectives and implement our functions independently and impartially, separately from government. Our judgements are our own, formed independently.

- 1.2 This document sets out the scope and parameters of work which the OEP wishes to commission and describes how tenderers may tender to undertake this work.
- 1.3 For guidance, this tendering opportunity has a budget in the range indicated below (NB. all values include VAT):

£10- £25k	£20k- £35k	£25k- £50k	£40k- £75k	£60k- £100k	£75k- £125k	£100k- £150k	£125k- £200k	£175k- £250k	£200k- £350k	£300k- £500k
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2. Timetable

The target timetable for this process is as follows:

- Deadline for receipt of questions relating to this ITT 23:45, 25/04/2023
- **Deadline for receipt of tender submissions 23:45, 04/05/2023**
- Notification of the OEP's decision 16/05/2023
- Commencement of work 22/05/2023
- Completion of work 31/08/2023

We reserve the right to change the timetable if deemed necessary.

3. Objectives

- 3.1 The overarching objective of this ITT is to support the OEP in developing an independent view of the effectiveness of the current legislation and its implementation in relation to the designation and management of protected sites for wildlife in England and Northern Ireland.
- 3.2 We would like the following to be delivered, as described further in section 5.
 - A. A literature review of publications relating to the designation and management of protected sites in England and Northern Ireland.
 - B. A comparison of the effectiveness of the current legislation and its implementation in England and Northern Ireland to examples elsewhere in the world.
- 3.3 The deliverables will enable us to report to Parliament and the Northern Ireland Assembly on the implementation of protected sites law in accordance with our statutory functions under the Environment Act 2021. OEP reports are intended to be independent, expert and strategic products, providing evidence and analysis that supports Parliament / the Assembly in scrutinising government and holding it to account.
- 3.4 Deliverables will also assist our development of wider advice and recommendations that inform and influence legislative or practical reforms to protect and enhance the natural environment in England and Northern Ireland. We set out how we will monitor and report on the implementation of environmental law on pages 29 and 30 of our [Strategy](#).

4. Background

- 4.1 The OEP's mission is to protect and improve the environment by holding government and other public authorities to account. Further information is detailed in our [Strategy](#)¹ and [Corporate Plan](#).²
- 4.2 To achieve our corporate objectives, we have four functions.
 - We review and report on progress in delivering environmental improvement plans (EIPs), goals, and targets.
 - We monitor and report on the implementation of environmental law.
 - We advise government on proposed changes to environmental law and other matters related to the natural environment.
 - We investigate suspected serious failures to comply with environmental law by public authorities and enforce compliance where needed.
- 4.3 Our work on protected sites will fulfil our Corporate Plan commitment to:
"Publish reports on the implementation of existing environmental law which protects nature in England and Northern Ireland."
- 4.4 The aim of the OEP's protected sites project is to review the laws for the designation and management of protected sites and their implementation.
 - 4.4.1 "Protected sites" means:

¹ www.theoep.org.uk/report/our-strategy-and-enforcement-policy

² www.theoep.org.uk/report/our-corporate-plan

- Areas of Special Scientific Interest (ASSIs) designated for flora and / or fauna under the Environment (Northern Ireland) Order 2002
- Sites of Special Scientific Interest (SSSIs) designated for flora and / or fauna under the Wildlife and Countryside Act 1981
- Special Areas of Conservation (SACs) and Special Protection Areas (SPAs) designated under the Conservation of Habitats and Species Regulations 2017 or Conservation (Natural Habitats, etc.) Regulations (Northern Ireland) 1995
- Ramsar sites to the extent that they are addressed in domestic legislation
- Other designations are outside the scope of this project except for the purposes of considering domestic comparators (see paragraph 5.11(e) below).

4.4.2 The “designation” of protected sites includes:

- the criteria for identifying and designating these sites and their application
- the role of the designating authority (this will be government or the statutory nature conservation body depending on the type of designation)
- the process for designation, including in relation to the role of the decision-making body/bodies and the involvement of landowners, the public and other interested parties
- the process for keeping the network of designated sites under review to ensure it is achieving its objectives and keeping pace with environmental change
- whether these laws have resulted in a sufficient number and area of protected sites being designated to halt and reverse biodiversity decline
- the above issues as they apply to the designation of protected sites in England and Northern Ireland that span national boundaries, including boundaries within the UK or between Northern Ireland and the Republic of Ireland.

4.4.3 The “management” of protected sites includes:

- do owners and occupiers of protected sites receive what they need to be able to appropriately manage these sites? Do others such as public authorities receive what they need to deliver their responsibilities to conserve and restore protected sites? For example, including the provision of information, advice, support and financial assistance.
- the laws that restrict how land is managed inside protected sites, including the consenting process for operations likely to damage ASSIs and SSSIs
- compliance with, and the enforcement of, protected sites laws. This could relate to any obligations in the law, for example those on owners and occupiers and those on statutory nature conservation bodies or other public bodies

- the statutory tools that are available to statutory nature conservation bodies to secure the appropriate management and condition of protected sites. This could relate to the statutory tools themselves or how they have been implemented, for example have these tools been effective and are there any barriers to using them?
 - the use of agri-environment schemes and other public funding to support the appropriate management and condition of protected sites
 - the monitoring of protected sites and the communication and reporting of the results of monitoring
 - the identification, allocation and delivery of actions to improve protected site condition. This includes actions (or remedies) for ASSIs and SSSIs and actions included in Site Improvement Plans for SACs and SPAs in England and Conservation Management Plans for SACs in Northern Ireland
 - the use of national and site-specific targets to drive improvements in protected site management and condition. At a site-level, this includes how condition categories are defined and applied in practice
 - the above issues as they apply to the management of protected sites in England and Northern Ireland that span national boundaries, including boundaries between nations within the UK or between Northern Ireland and the Republic of Ireland.
- 4.5 The laws relating to environmental assessment (i.e. Environmental Impact Assessment (EIA), Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA)) are outside the scope of this project as they are being considered in a separate OEP project.
- 4.6 We intend to carry out the following work on protected sites internally and will share the outputs with the supplier.
- A call for evidence on protected sites.
 - Synthesis of the results of the call for evidence.
 - An assessment of the effectiveness of the current legislation and its implementation in relation to the designation and management of protected sites in England and Northern Ireland.

5. Requirements and services

Project inception

- 5.1 Attend a project inception meeting to confirm the scope, project requirements delivery approach and deliverables. We will also share an explanation of our wider work activities for context. Our preference is for the inception meeting to be held at our office in Worcestershire County Hall.
- 5.2 Produce minutes setting out the key outcomes, conclusions and action points within three working days.

The project comprises the following two areas of study:

A: Literature review

- 5.3 Conduct a literature review of publications relating to the designation and management of protected sites in England and Northern Ireland. The aim of the literature review is to identify, synthesise and analyse the key published literature that has considered the effectiveness of the laws governing the designation and management of protected sites in England and Northern Ireland and their implementation. The literature review should be confined to the definition of protected sites set out in paragraph 4.4.1 and have regard to the issues outlined in paragraphs 4.4.2 – 4.4.3.
- 5.4 The literature review should:
- be conducted by someone with experience of completing literature reviews (including information from academic journals and policy reports), and
 - include an overview of the key issues, conclusions and recommendations set out within the literature together with examples of best practice in the UK and the Republic of Ireland.
- 5.5 In identifying publications for review, the following should be taken into consideration.
- The priority should be to include publications that focus on the designation and management of protected sites in England and / or Northern Ireland.
 - Although our protected sites work only covers England and Northern Ireland, UK-wide publications, and those relating to the island of Ireland are acceptable and encouraged to be used to the extent they are relevant to protected sites in England and Northern Ireland.
 - The review should cover publications from the year 2000 to the present time. This date range is suggested due to there being little change to protected sites legislation since the Countryside and Rights of Way Act 2000.
 - The review should include a mix of academic journals, official/Parliamentary/Assembly reports, NGO reports and any other sources the supplier deems appropriate.
- 5.6 Develop research questions for the literature review and agree these and the methodology with the OEP project team.
- 5.7 A two-stage methodology for identifying publications is suggested as follows.
- a) A long list of sources is identified by the supplier where the abstracts, key findings, conclusions and recommendations are assessed. The OEP may contribute to the long list and both parties shall agree criteria to select the short list.
 - b) A short list of the sources of greatest relevance to the OEP project team is selected by applying the agreed criteria and agreed with the OEP.
- 5.8 The main output for this area of study will be a structured report in accordance with the requirements set out at paragraph 5.18 below.

B: International comparisons

5.9 Compare the effectiveness of protected sites legislation and its implementation in England and Northern Ireland to examples elsewhere in the world. The aim is to identify potential lessons from other countries for improving the laws and their implementation in England and / or Northern Ireland.

For example, are there examples of where other countries have taken a different approach, where this has had positive results and where this could provide a useful lesson for England and / or Northern Ireland? This should be confined to the definition of protected sites set out in paragraph 4.4.1 and have regard to the issues outlined in paragraphs 4.4.2 – 4.4.3.

5.10 We expect a longlist and recommendations for a shortlist of international examples which would be the most suitable for specific study as comparators. The approach for identifying the longlist and recommended shortlist of international examples must be based on clear and robust criteria and methodology so there is robust and demonstrable justification for their selection. The international examples selected, and the criteria and methodology for selecting them, will need to be agreed with us.

5.11 In the tender the supplier should provide a brief methodology for compiling long and short lists and how they will then carry out an assessment of the effectiveness of the laws and their implementation in the short-listed countries. The tender should include a small number of countries that the supplier thinks may be suitable for the long list.

5.12 The number of international examples chosen in the short list for comparative review should be between 5 – 10 countries and include:

- Scotland, Wales and the Republic of Ireland, and
- a mixture of EU and non-EU countries.

5.13 Develop research questions and a methodology for the comparative review and agree this with the OEP project team.

5.14 The comparative review should consider the following.

- The aim is to identify examples of best practice though we would also like to learn lessons from countries where protected sites laws and their implementation have not successfully led to environmental improvement where this is relevant to England and / or Northern Ireland.
- International examples will need to be sufficiently comparable to the political, social, environmental and economic background in England and Northern Ireland to make the analysis relevant.
- The possible transferability of protected sites legislation from international examples to the context of England and Northern Ireland and how it might reform current domestic legislation or provide a different approach.

5.15 The main output for this area of study will be a structured report in accordance with the requirements set out at paragraph 5.18 below.

Deliverables / Reporting Requirements

- 5.16 For the protected sites literature review and international comparisons we would like the following to be delivered.
- 5.16.1 Workshops to agree the research questions and methodology.
 - 5.16.2 Formal reports in accordance with the requirements at 5.18 below.
 - 5.16.3 Separate document listing all sources reviewed to inform this work, and which publications/example were key to developing the reports.
 - 5.16.4 Presentation(s) to the OEP project team and Executive Directors on the key findings and conclusions.
- 5.17 Our preference is for the two areas of study to be completed by 31 August 2023.
- 5.18 All reports must:
- a) include a non-technical summary as well as technical documents for findings and recommendations of the review work above
 - b) fully document and reference all supporting information as the project will rely strongly on published evidence and data
 - c) be provided initially in draft form on a timescale to enable the OEP to undertake sufficient review, and for comments and amendments to be agreed with the supplier for finalising the report
 - d) be produced in accordance with the OEP's style guide which will be provided to the supplier
 - e) be of suitable content, format and standard for publication on the OEP's website. It must provide good accessibility, with appropriate use of tables and graphics
 - f) be accurate and quality checked.

Project and team management

- 5.19 The supplier shall:
- 5.19.1 apply appropriate project management techniques to ensure that all activities are undertaken on time, on budget and to a high standard of quality; manage budget and risks; and resolve issues promptly
 - 5.19.2 if any services or elements of the delivery are subcontracted:
 - agree each subcontractor with us in advance
 - manage the subcontractor's activity and performance as if they were part of your own team.
 - 5.19.3 provide a single point of contact of appropriate seniority with whom we will liaise on all day-today matters throughout the duration of the contract
 - 5.19.4 maintain oversight of all work and propose opportunities for improved coordination and efficiency where possible to reduce overall costs and improve value for money
- 5.20 Provide regular progress reporting and arrange weekly progress meetings.

6. Tendering procedure

Tender submissions

- 6.1 This procurement is being undertaken through an Open procedure, i.e. any interested company can submit a tender.
- 6.2 The process the OEP uses to select its suppliers is a competitive one. You should keep your tender focussed on the specific requirements and objectives of the work, and we recommend that you also consider the assessment criteria.

6.3 **Tenders will only be accepted by email attachment to procurement@theoep.org.uk**

In the email subject line state:

CRO043-01 Protected Sites – Tender submission – YOUR COMPANY NAME

Tenders submitted by any other route, including postal, will not be accepted.

- 6.4 To constitute a compliant tender it is essential that all required information and documentation is fully completed, in the correct format, and your tender is received in our email inbox by the deadline date and time. It is your responsibility to ensure your tender arrives with us before the deadline date and time. We will not accept any tenders that arrive late.

Ensure you allow sufficient time before the deadline to submit your tender and for it to reach us.

- 6.5 Details not provided or not fully completed may constitute an admission of unsuitability/inability to fulfil requirements and may result in the tender being rejected at the OEP's absolute discretion.
- 6.6 We accept tenders from individuals, companies and from consortiums. Should you decide to tender as part of a consortium you will need to identify one member of the consortium (the "Lead Contractor") to act as the contracting party. All other consortium members will be sub-contractors to the Lead Contractor.
- 6.7 Your tender and all accompanying documents are to be in English.
- 6.8 All tenders will be treated on a confidential basis by the OEP and its advisers, subject to the provisions of the Freedom of Information Act 2000.
- 6.9 All tenders must remain valid for a minimum period of 90 days following the deadline for receipt.
- 6.10 Information in this ITT is offered in good faith for the guidance of interested parties, but no warranty or representation is given as to the accuracy or completeness of any of it. The OEP and its advisors shall not be liable for any error, misstatement or omission. No aspect of this procedure shall constitute a contract or part of a contract. Tenderers participate in this process on the strict understanding that the procedure may be altered or that the OEP may not proceed for any reason. The OEP reserves the right not to follow up this ITT in any way and in particular not to enter into any contractual arrangement with any

of the tenderers. The OEP does not bind itself to enter into negotiations or proceed with or accept any tender. Any decision to tender is at the sole discretion of the tenderer and the OEP excludes all liability in respect of any tendering costs incurred.

- 6.11 To be considered for assessment, suppliers must have sufficient and suitable insurance covers in place at the time of tendering or must include (as part of the tender submission) a commitment to take out such cover in the event of being appointed.
- 6.12 We reserve the right to reject tenders from suppliers where there are circumstances which in our reasonable opinion could impact upon the supplier's ability to deliver the services required. Such circumstances could include:
- A financial report or other financial information about a tenderer suggesting it is at risk of insolvency;
 - A tenderer is subject to relevant legal proceedings;
 - A tenderer has a conflict of interest for which there is no feasible remedy.
- We would initially seek to clarify the circumstances with the tenderer.
- 6.13 We reserve the right to reject any tender if any information provided is found to be false, misleading, incomplete or inaccurate.

Enquiries about this ITT

If you wish to submit questions relating to this ITT please do so by email to procurement@theoep.org.uk In the email subject line state:

CRO043-01 Protected Sites – ITT query – YOUR COMPANY NAME

Questions submitted in any other way will not receive a response.

- 6.14 Responses and the nature of the questions will be shared with all tenderers (unless we decide there is a specific reason not to) without disclosing the name of the tenderer who raised the question.
- 6.15 At our discretion, questions/requests for clarification on any element of this ITT or the procurement process submitted after the deadline stated in paragraph 2 will not be responded to.

Tender assessment and award of contract

- 6.16 All tenders will be assessed against the evaluation criteria set out in section 8 of this ITT.
- 6.17 All tenderers will receive written notification of our decision.
- 6.18 Any contract entered into as a result of this procurement process shall be in accordance with the OEP's standard contract terms available at www.theoep.org.uk/suppliers. We will not negotiate on these terms or accept any additional terms so by submitting a tender you are accepting that our standard contract terms will apply to any contract awarded to you.
- 6.19 Following award we will issue to the successful tenderer a contract. Once signed by both parties we will issue a purchase order to instruct the commencement of

the work. The successful tenderer shall not undertake any work on this contract unless and until instructed by the purchase order.

We reserve the right to extend the contract to include additional work within or closely related to the original scope.

If additional work is required the specification and price will be agreed between us and the Supplier, the work will then be contracted by us issuing a variation to the contract and/or a variation to the purchase order or a separate purchase order(s) prior to that work commencing.

- 6.20 We also reserve the right to direct award further contracts to the successful tenderer (the Supplier) for additional services related to the subject of this project.

If further contracts are required the specification and price for each will be agreed between us and the Supplier, the work will then be contracted by us issuing a contract and purchase order to instruct the work; the OEP Standard Contract Terms will apply, and we may require additional specific terms where necessary for the contract services.

- 6.21 If the successful tenderer operates through an 'intermediary' (e.g. a personal service company or a partnership) and has conditions of liability as defined at [HMRC ESM10003](#), or is a sole trader, we will undertake a determination of IR35 applicability or employment status for tax using the HMRC CEST tool.

If our determination concludes that IR35 applies or the contract is employment for tax purposes, we may require an alternative contracting method so that the required tax and National Insurance Contributions can be deducted from our contract payments.

- 6.22 Tenderers taking part in this process acknowledge and accept that we may publish contract information about the winning tender (including the contract value and the name and contact details of the winning tenderer) on the OEP website and any mandatory registers (e.g. Contracts Finder and Find a Tender Service as applicable) or elsewhere, as required of Contracting Authorities by legislation, government, our funders, or in line with recognised industry good practice.

7. Please provide the following in your tender

- 7.1 Your tender shall comprise the following elements:

- A written proposal
- Quotation & rates schedule
- Supporting documents:
 - Quality management policy
- Tenderer information and declaration

Details about each of these are given in the sections below.

- 7.2 Ensure that you provide ALL of the information and documents requested.
- Documents must be separate not as a single combined document.

- Provide your *Quotation & Rates Schedule* in Microsoft Excel format and all other documents in PDF format.
- You are not required to submit any other information than that requested. Any information that is not specifically requested will be disregarded.

Written proposal

- 7.3 Your written proposal should be limited to no more than **15** x A4 sides at minimum 10pt font (excl. cover page, index, executive summary and appendices). You should keep your responses focussed on the requirements and specific objectives, and we recommend you also consider the assessment criteria.

The assessment panel may not assess beyond the stated maximum number of sides, so if your submission exceeds that number, this may result in your tender being deemed non-compliant.

- 7.4 Do not provide information by linking to websites or external sources as the assessors will not refer to these.

- 7.5 Include the following in your written proposal:

(1) Briefly describe your organisation. You may wish to highlight relevant services you provide and outline how you are differentiated from other organisations.

(2) Demonstrate your understanding of the project, what we are trying to achieve and why.

(3) Describe the project team that would manage and deliver the work.

- Identify your proposed key personnel and provide a short pen portrait for each.

As an appendix provide concise professional CVs. Do not include personal information (e.g. contact details, age, nationality etc).

- Demonstrate their relevant experience and expertise, supported by examples of previous similar work they have undertaken, including:
 - providing analysis to organisations similar to the OEP
 - literature reviews of academic articles, policies and other written materials
 - comparing laws and their implementation from different countries
 - accessing and analysing information from different countries.

Where you cite examples, it would be useful to include comment on how you would translate your experience of these to our project.

- Identify your proposed team structure and the allocation of roles and responsibilities within the project. Identify any subcontractors.

(4) Explain your approach for delivering the work.

- Your approach for undertaking each of the areas of study, each explained separately.

- A: Literature review of publications relating to the designation and management of protected sites in England and Northern Ireland.
- B. Comparison of the effectiveness of the current legislation and its implementation in England and Northern Ireland to examples elsewhere in the world.

In your response for B include:

- explanation of your methodology for identifying and shortlisting international examples to be proposed as comparators
- an indication of specific international examples you anticipate proposing for inclusion and why you consider these are the most appropriate.

- The outputs you would deliver.

(5) Explain your approach for project management. Include:

- Ensuring delivery on time and to budget.
- Quality management.
- Risk management.
- Team and subcontractor management.

(6) A project schedule of work, showing tasks and timescales.

(7) Identify any conflicts of interest which might arise if you were selected to undertake the work and, if such a conflict were to arise, an indication of how this conflict would be addressed.

7.6 Do not state your quotation or day rates in your written proposal.

Quotation & rates schedule

7.7 You must provide your pricing by completing the template *Quotation & Rates Schedule*

Tenders not using this template or which have reformatted or modified the template may be deemed non-compliant and may not be assessed. However, you may add additional lines to the tables if there are insufficient for your number of tasks or roles being proposed.

7.8 All price values must be stated **both exclusive and inclusive of VAT**, and the applicable VAT amount shown.

7.9 Provide your **quotation** by completing the template worksheet *Quotation*.

- Enter a full breakdown of your fixed price quotation showing your price for each activity/task and deliverable. This should include mobilisation and project management. If expenses (travel etc) are not included in your task costs then include an estimate as a separate cost item.

(NB: Quotations using a payment model other than fixed price will not be accepted.)

7.10 Summarise your **proposed team** by completing the template worksheet *Personnel Involvement and Rates*.

- Enter the role titles and names of the individuals you are proposing for this project, and your estimate for the percentage of the total time each role/individual will be involved in delivering this project.
- This will assist the assessors with understanding how your project team is structured and the likely allocation of resources into the project.
- Your proposed team should be described in full in your written bid.
- Also enter your day rate for each person. We require this information for reference if we consider extending the contract to include additional related work. If your tender is successful the individuals and day rates you have submitted in the Rates Schedule will form part of the contract and will apply to any further quotation we request for a contract variation.

7.11 Provide an **invoicing schedule** by completing the template worksheet *Invoicing Schedule*.

- Propose what the payment milestones would be and when. These must be linked to defined deliverables (e.g. "Completion of X").
- We cannot accept invoice milestones defined by percentage split (e.g. 20%, 40%, 40%) unless the percentages are close to the value of the milestone deliverables.
- We cannot accept milestones that make payments up front (e.g. X% on contract signing) – milestones must be in arrears for deliverables successfully completed.

Tenderer information and declaration

7.12 Use the *OEP Tenderer Information and Declaration* template.

7.13 Fully complete all sections of the template.

7.14 The declaration must be confirmed by a person in your organisation with appropriate and sufficient authority.

Supporting documents

7.15 Provide your quality management policy. This will support your description (in your written proposal) of approaches you will use to ensure quality of deliverables.

8. Assessment criteria

8.1 We must be satisfied that each potential Supplier has the appropriate capabilities and resources available to undertake the work to our requirements and provide the necessary services.

8.2 The *Tenderer Information and Declaration* template required you to make statements about exclusions and corporate requirements. These will be assessed on a pass/fail basis.

Receipt of a 'Fail' may result in your tender being excluded at our complete discretion. To inform our decision we will consider any self-cleansing or mitigation you have presented, and may seek further clarification from you.

Your tender will be assessed using the assessment criteria below. We may use information from any part of your tender when assessing any criterion.

Criteria • <i>Sub-criteria</i>	% weighting	Maximum possible score
Your understanding of the project, what we are trying to achieve and why	15%	105
Your project team that would manage and deliver the work	25%	175
• <i>Their relevant experience and expertise</i>	15%	105
• <i>Effective team structure and allocation of roles and responsibilities</i>	10%	70
Approach and methodology (including allocation of time and resources) that will most effectively deliver the objectives, requirements and value to the OEP	40%	280
• <i>A: Literature review of publications relating to the designation and management of protected sites in England and Northern Ireland</i>	15%	105
• <i>B. Comparison of the effectiveness of the current legislation and its implementation in England and Northern Ireland to examples elsewhere in the world.</i>	15%	105
• <i>The outputs you would deliver</i>	5%	35
• <i>Project and team management that ensures delivery on time, on budget and to a high quality</i>	5%	35
Price	20%	140
	100%	700

8.3 Price will each be assessed relative to the lowest compliant tender using the formula:

Lowest compliant tender price / tender price x maximum score available.

All other criteria will be assessed by being marked in the range 0 – 7, with 0 being non-compliant and 7 being Excellent.

8.4 Scoring guide for assessment criteria

7: Excellent	The response demonstrates a complete understanding of the work requirements and meets them in full
6: Very good	The response is relevant and very good. It is well detailed, demonstrates a very good understanding of the work and provides robust details on how the requirements will be fulfilled.
5: Good	The response demonstrates a good understanding of the work and aligns well with the requirements and there are no concerns.
4: Acceptable	The response demonstrates an acceptable understanding of the work and aligns sufficiently with the requirements and although it may raise some queries, there are no notable concerns
3: Poor	The response is partially relevant but generally poor. It addresses some elements of the work requirements but contains insufficient detail or explanation to demonstrate how the requirements will be fulfilled. Tender may be rejected
2: Very poor	The response demonstrates very limited understanding of the work and/or has a very poor alignment with the requirements and/or raises strong concerns. Tender may be rejected
1: unacceptable	The response fails to demonstrate any real understanding of the work and/or does not align with the requirements and/or raises very strong concerns. Tender may be rejected
0: Non-compliant	The response provides insufficient information such that it is not possible to make an assessment of the suppliers' understanding of the work or demonstration of meeting the requirements. Tender may be rejected

8.5 During assessment of tenders we may request further information or evidence from the tenderers, or from other sources, to support statements made or to conduct sufficient due diligence.