1. **INTRODUCTION**
   1. This document provides an overview of the methodology which will be adopted by the Authority to evaluate Potential Provider responses to each question set out within the Bravo e-Sourcing event. It also sets out the marking scheme which will apply.
   2. The following information has been provided in relation to each question (where applicable);
      1. Weighting – highlights the relative importance of the question
      2. Guidance – sets out information for the Potential Providers to consider
      3. Marking Scheme – details the marks available to evaluators during evaluation
   3. The defined terms used in the ITT document shall apply to this document.
2. **OVERVIEW**
   1. The evaluation is broken down into the following Questionnaires:

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| **Questionnaire Reference** | **Questionnaire Title** |
| 1 | KEY PARTICIPATION REQUIREMENTS |
| 2 | CONFLICTS OF INTEREST |
| 3 | INFORMATION ONLY |
| 4 | PROJECT TEAM & ACCOUNT MANAGEMENT |
| 5 | METHODOLOGY |
| 6 | QUALITY ASSURANCE |
| 7 | PRICE |

* 1. Quality Evaluation Process
     1. The evaluation of each response to the Quality/Service Delivery Questionnaire(s) will be conducted and consensus checked in accordance with the Consensus Marking Procedure set out in paragraph 2.3 below.
     2. Each response to questions within the Quality/Service Delivery Questionnaire(s) will be marked in accordance with the table below:

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| Mark | Comment |
| 0 | Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations. |
| 25 | A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements. |
| 50 | Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark. |
| 75 | A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding. |
| 100 | An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence. |

* + 1. Each mark achieved will be multiplied by the corresponding weighting to provide an overall question score.
    2. When the score for each question has been determined they will be added together to provide an overall score for the Quality Evaluation (“Quality Score”).
  1. Consensus Marking Procedure
     1. Tenders that are scored and require evaluation will be evaluated in accordance with the procedure described in this paragraph.
     2. The Consensus Marking Procedure is a two-step process, comprising of:
        1. Independent evaluation; and
        2. Group consensus marking.
     3. During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by Potential Providers in their Tender. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question.
     4. The Procurement Lead will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.
     5. During the meeting, the evaluators will discuss the independent marks until they reach a consensus regarding the marks that should be attributed to each Potential Providers’ answer to the questions.
     6. Once all quality responses have been evaluated the weighted scores attributed to each question will be added together to provide a ‘Quality Score’.
  2. Price Evaluation Process
     1. Prices submitted by Potential Providers’ in the Price Schedule will be recorded and evaluated in accordance with the following process.
     2. Potential Providers’ are required to upload a completed pricing schedule to the Bravo e-Sourcing event.
     3. Prices offered will be evaluated against the range of prices submitted by all Potential Providers for that item.
     4. The Potential Provider with the lowest price the requirement shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted.
     5. The calculation used is the following:
     6. = Lowest Price Tendered x Maximum Score Available

Tender price

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| **Potential Provider** | **Price Submitted** | **Score Calculation** | **Maximum Score Available** | **Score Awarded** |
| Potential Provider A | £1,000 | £1,000/£1,000 \*100 | 100 | 100 |
| Potential Provider B | £2,000 | £1,000/£2,000 \*100 | 100 | 50 |
| Potential Provider C | £2,500 | £1,000/£2,500 \*100 | 100 | 40 |

* 1. Final score
     1. The Quality Score will be added to the Price Score to determine the final score for each Potential Provider (“Final Score”).

1. **EVALUATION CRITERIA**
   1. A summary of all the evaluation questions, along with; the minimum acceptable score, maximum score available and weighting (where applicable) are set out below:
   2. Questionnaires 1 and 2 contain ‘Pass/Fail’ questions and act as a doorway for progression to the following stages of the evaluation. Potential Providers are strongly advised to read and understand the specific guidance provided before responding to these questionnaires.
   3. Questionnaire 3 is for information only. Although this questionnaire does not form part of the evaluation process, Potential Providers are advised to complete it in full as any omissions could affect the award process.
   4. The Authority reserves the right to challenge any information provided in response to Questionnaire 3 and request further information in support of any statements made therein.

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| **QUESTIONNAIRE 1 – KEY PARTICIPATION REQUIREMENTS** | | | |
| **GUIDANCE** | The following questions are ‘Pass/Fail’ questions. If Potential Providers are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. | | |
| **Question Number** | **Question** | **Max Score** | **Weighting (%)** |
| 1.1 | Have you read, understood and agree with Attachment 1 - About The Procurement? | Pass/Fail | N/A |
| 1.2 | Have you read, understood and accepted the Invitation to Tender and all associated appendices, specifically Attachment 3 – Statement of Requirements? | Pass/Fail | N/A |
| 1.3 | Do you agree, without caveats or limitations, that in the event that you are successful the Terms and Conditions within Attachment 5 - Terms and Conditions, will govern the provision of this contract? | Pass/Fail | N/A |
| 1.4 | Do you confirm your Organisation’s Bravo e-Sourcing portal profile is complete and accurate at the time of Tendering and that any amendments made following acceptance of this event will be notified to the buyer in writing. | Pass/Fail | N/A |
| **QUESTIONNAIRE 2 – CONFLICTS OF INTEREST** | | |  |
| **GUIDANCE** | Question 2.1 is a ‘Yes/No’ question and will dictate whether or not question 2.2 needs to be answered.  Question 2.2 is a Pass / Fail question. Potential Providers are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore if Potential Providers cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and will be rejected. | | |
| **Question Number** | **Question** | **Max Score** | **Weighting (%)** |
| 2.1 | Please confirm whether you have any potential, actual or perceived conflicts of interest that may by relevant to this requirement. | None | N/A |
| 2.2 | We require that any potential, actual or perceived conflicts of interest in respect of this ITT are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services. | Pass/Fail | N/A |

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| **QUESTIONNAIRE 3 – INFORMATION ONLY** | | | |
| **GUIDANCE** | The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any ommissions may delay completion of this Tender exercise. | | |
| Question Number | Question | Max Score | Weighting (%) | |
| 3.1 | Please provide the contact name, company name, office address, telephone number and email address for your organisations Tender point of contact. | None | N/A |
| 3.2 | Please confirm whether your organisation is an SME as defined within [EU recommendation 2003/361](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32003H0361) | None | N/A |
| 3.3 | Please confirm whether your organisation is a voluntary, community or social enterprise (VCSE) organisation.  *The VCSE sector comprises of “Non-governmental organisations that are value driven and which principally reinvest their surpluses to further social, environmental or cultural objectives”. VCSEs include Charities, Voluntary and Community organisations and Social Enterprises.* | None | N/A |
| 3.4 | Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their;   * Trading Name(s) * Registered Address(es) and contact details * Goods/Services to be provided | None | N/A |

* 1. The following Quality/Service Delivery Questionnaires are designed to test Potential Providers’ ability to deliver the requirement as set out in Attachment 3 - Statement of Requirements. Potential Providers *MUST* answer all Quality/Service Delivery questions.
  2. Where only one (1) submission is received which does not meet the minimum acceptable Quality Score, the Authority reserves the right to enter into dialogue and seek assurances regarding the delivery of the requirement.
  3. Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
  4. Potential Providers’ responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalised statements and providing information not relevant to the topic.
  5. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
  6. Potential providers will be marked in accordance with the marking scheme at Section 2.
  7. The page limit is set per question which excludes the data sample requested in question 5.1. Attachments can be submitted in Microsoft Word, Excel or PDF format and must be in Arial font, size 11.

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| **QUESTIONNAIRE 4 - PROJECT TEAM & ACCOUNT MANAGEMENT** | | | **Weighting 15 %** | |
| **All Potential Providers MUST answer ALL the following questions** | | | | |
| Question Number | Question | Max Page Count (A4) | Maximum Available Score | Weighting % |
| 4.1 | Please describe your acccount management / project team approach proposed to deliver the services detailed in the Attachment 3 - Statement of Requirements  Your answer should include:   * The roles and responsibilities of individuals (including sub contractors if relevant). * Resource allocation (broken down by staff/grade level). | 2 pages A4 max | 100 | 50 |
| 4.2 | Please describe your acccount management approach is respect to the following:   * Your approach to stakeholder engagement. * A draft mobilisation and account management plan. * Key risks with supporting mitigations. | 3 pages A4 max | 100 | 50 |

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| **QUESTIONNAIRE 5 – METHODOLOGY** | | | **Weighting 45 %** | |
| **All Potential Providers MUST answer ALL the following questions** | | | | |
| Question Number | Question | Max Page Count | Maximum Available Score | Weighting % |
| 5.1 | Please describe the proposed database layout and data dictionary as detailed in Attachment 3 – Statement of Requirement for the purpose of meeting the reporting and data requirements.  Please also include the data dictionary and sample report that covers a minimum of 5% of the proposed dataset.  Your response must:   * Describe the format and delivery method. * Detail the date range of the historic element for the proposed dataset. * Include a minimum of 5% sample of the proposed dataset as a separate attachement. * Include all of the mandatory data. * Include the geographic locater. | 5 pages A4 max | 100 | 60 |
| 5.2 | Please provide examples of data enhancement that will be provided as part of the delivery to the Authority.  Your response must:   * Identify the enhanced data available. * Identify the benefit this will bring to the Authority in achieving its objectives. | 5 pages A4 max | 100 | 40 |

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| **QUESTIONNAIRE 6 – QUALITY ASSURANCE** | | | **Weighting 20 %** | |
| **All Potential Providers MUST answer ALL the following questions** | | | | |
| Question Number | Question | Page Count | Maximum Available Score | Weighting % |
| 6.1 | High quality data is vital to the Authority. Please detail your approach to quality assurance to ensure data is accurate and up to date.  Your response should include:   * An overview and details of your proposed formal quality assurance process. * Preventative measures employed to maintain quality assurance. * Proposed actions for handling errors in data internally. * Proposed corrective actions and turnaround times in the event an error is identified by the Authorty. | 3 pages A4 max | 100 | 100 |

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| **QUESTIONNAIRE 7 – PRICE** | | **Weighting 20 %** |
| **GUIDANCE** | Potential Providers must upload their completed Attachment 4 - Price Schedule to the Bravo e-Sourcing event.  Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.  Potential Providers will be marked in accordance with the marking scheme at Section 2. | |
| Question Number | Question | Max Score |
| 7 | By uploading Attachment 4 - Price Schedule you are confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for a period of 90 days following the Deadline for Submission. | N/A |
| 7.1 | Total Price:  Score = Lowest Total Price x 16  Total Price | 16 |
| 7.2 | Average Day Rate:  Score = Lowest Average Day Rate x 4  Average Day Rate | 4 |