

## Arts Council England Invitation to Tender

### Contract Award Criteria

The Tender shall be awarded on the basis of Most Economically Advantageous Tender (MEAT). This is an assessment of both quality criteria and price.

The evaluation will be undertaken in three stages:

Stage 1 – Response to pass/fail questions

Stage 2 – Desktop Assessment (response to scored quality questions and price submission)

Stage 3 – Interview (optional)

### Stage 1 Assessment – Response to Pass/Fail Questions:

Stage 1 assessment will be an evaluation of your response to a number of pass/ fail questions that require a simple yes or no response. A 'No' response to any of the pass/fail questions will mean that you have failed the Stage 1 assessment and you will be deselected from further involvement in the evaluation process.

A list of the Pass/Fail questions are given in Appendix 1 to this document. You should complete Appendix 1 and return it as part of your ITT submission.

### Stage 2 Assessment – Desktop Assessment

If you pass all of the pass/fail criteria set out above, we will evaluate your tender response out of a maximum score of 100% using the quality and price criteria which is set out below.

#### (a) Quality Criteria

**80% of the weighting** will be allocated to your response to the Quality Questions (Appendix 2 below). Each question will be scored using the scoring methodology in table 1 below.

Your overall score for each question will be calculated as follows:

Step 1: Multiply Question Score by Question Weighting

Step 2: Multiply Maximum Question Score (5) by Total Quality Weighting (80)

Step 3: Divide result Step 1 by result Step 2

Step 4: Multiply Result Step 3 to give Total Weighted Question Score

Example A: Bidder scores 5 for Question 1 (maximum marks) the calculation is:  
 $(5 \times 30) / (5 \times 80) = 0.375 \times 80 = 30$

Example B: Bidder scores 3 for Question 2, the calculation is:  
 $(3 \times 15) / (5 \times 80) = 0.1125 \times 80 = 9$

0	Very Poor	No response or partial response and poor evidence provided in support of it. Does not give ACE confidence in the ability of the Bidder to deliver the Contract and/or our requirements are not met in most respects.
1	Weak	Response is supported by a weak standard of evidence in some areas giving rise to concern about the ability of the Bidder to deliver the Contract and/or our requirements are not met in some respects.
2	Satisfactory	Response is satisfactory and supported by a satisfactory standard of evidence. Gives ACE confidence in the ability of the bidder to deliver the contract, meets the requirements in most respects.
3	Good	Response is comprehensive and supported by good standard of evidence. Gives ACE a high level confidence in the ability of the Bidder to deliver the contract and meets ACEs requirements.
4	Very Good	Response is comprehensive and supported by a very good standard of evidence meeting ACE requirements and may exceed them in some respects. Gives ACE a very good level of confidence in the ability of the Bidder to deliver the contract.
5	Exceptional	Response is very comprehensive and supported by a high standard of evidence. Gives ACE a very high level of confidence in the ability of the Bidder to deliver the contract. May exceed ACE's requirements in several respects.

(b) Price criteria

**20% of the weighting** will be awarded to the lowest priced bid based on the fixed price per assessment and the remaining bidders will be allocated scores based on their deviation from this figure. Your fixed and firm total costs figure including VAT and expenses in the schedule of charges below will be used to score this question.

For example, if the lowest price is £100 and the second lowest price is £125 then the lowest priced bidder gets 20% (full marks) for price and the second placed bidder gets 16% and so on.  $(100/125 \times 20 = 16\%)$

The top bidders with the highest scores when the quality and price marks are added up will be invited to Stage 3 assessment - Interview.

**Stage 3 Assessment – Interview (optional)**

The top scoring bidders from Stage 2 assessment may be invited to participate in a phone interview. This will be a competency based phone interview and will be approximately 30 minutes in length.

ACE will review the scores it gave for Stage 2 quality assessment. Scores may be revised up or down based on information received at interview. At the end of this process – bidders with the highest combined score of quality and price will be given preferred bidder status.

Arts Council England reserves the right to negotiate with the preferred bidder to agree final contract. In the event there is failure to reach agreement then Arts Council reserves the right to negotiate with the second highest scoring bidder and so forth.

**Appendix 1 – Pass/Fail Questionnaire**

Please complete and return this Appendix as part of your tender submission.

<b>No.</b>	<b>Evaluation criteria</b>	<b>Answer Y/N</b>
<b>A</b>	<p><b>Compliance with ITT</b></p> <p>Please confirm that you are able to comply with the requirements of the ITT, see Attachment 7 – Form of Tender including Annexes A – D.</p>	
<b>B</b>	<p><b>Experience</b></p> <p>Please confirm that you meet the requirements of the Accreditation Standard for a ‘museum professional’ and have both established knowledge of and experience of working under the auspices of the 2011 Museum Accreditation Standard’ delivering museum assessments.</p>	
<b>C</b>	<p><b>Price Submission</b></p> <p>Please confirm your daily rate will not exceed £400 per day</p>	
<b>D</b>	<p><b>Capacity</b></p> <p>Please confirm you can meet the minimum capacity requirement of delivering 10 assessments per year.</p>	

**Signed:**

**Date:**

## Appendix 2 – Scored Quality Questions

### Instructions for Completion

You must provide a response to every question. The response to each question should be within the stated word limits and submitted in Arial font, no less than size 11.

You must submit each answer on a separate sheet, the sheet must be clearly referenced to the question number it is seeking to address, with the question number and first line of the question clearly printed at the top of the page (please note – this additional wording is excluded from the word count limit)

You are advised not to submit any additional information with your Tender other than that specifically requested in this ITT, as any additional documentation will be excluded from the evaluation process. Furthermore, any words over and above the stated word limits shall also be excluded from the evaluation process.

Question No.	Evaluation criteria	Weighting
1	<p><b>Methodology</b></p> <p>Please provide a written proposal (no more than 1000 words) detailing how you will deliver the service in accordance with the requirements set out in Attachment 3 Scope of Requirements. Outline your knowledge of the current Accreditation Standard, its guidance and its use, giving recent examples of working with it.</p>	30
2	<p><b>Value for Money</b></p> <p>Please provide a written proposal (no more than 500 words) detailing how you might provide additional value for money in the delivery of this service i.e. volume discounts, additional services at no extra charge, ways of limiting impact on ACE budget, continuous improvement etc. Please see Attachment 5a and 5b.</p>	15
3	<p><b>Capacity</b></p> <p>Please provide a written proposal (no more than 500 words) detailing what available capacity you have to undertake the work, outlining how many maximum assessments you and/or your delivery team are able complete within the timeframe and to our budget. Detail what scope you have to increase your capacity if required and how you would mitigate risk that may impact your capacity to deliver the work.</p>	20
4	<p><b>Our Values</b></p> <p>Please provide a written statement (no more than 500 words) outlining your understanding of Arts Council England and the Museums Accreditation Scheme. Outline how you will ensure you embrace good working practices when dealing with challenging situations and overall. Demonstrate how you will act as an effective representative of Arts Council England when liaising with internal and external stakeholders and how you will adapt your style and communication to work with people from diverse backgrounds and cultures.</p>	15