



## CREDITON GROUNDS MAINTENANCE CONTRACT

### EVALUATION CRITERIA

The Town Council outsources several services to outside contractors. To ensure the Council receives value for money whilst meeting its core objects it uses a standardised evaluation template and scoring criteria to support its decisions.

#### Evaluation

To ensure this is achieved it is proposed to adopt a weighted scoring system based on Quality, Price and Local Economic Benefit.

#### Quality & Technical Capability (weighting 50%)

- Background – including quality accreditation
- Qualified Staff
- Level of detail in submission i.e. all points covered
- Assessment of final quality based on submission

#### Price (weighting 40%)

To ensure affordability and award the contract in line with the Town Council's financial regulations.

#### Local Economic Benefit (weighting 10%)

To ensure the effects of the expenditure will have a secondary benefit in the local economy through the multiplier effect and increase the effectiveness of the spend within the local community.

#### Total 100%

The weighted score for each question is calculated by taking the final average score which is multiplied by the question weighing and divided by the maximum available score. Each evaluation question will be scored between 0 and 5 according to the following scoring system:

5	Meets exactly the specified standard.	Excellent
4	Meets the standard well but not completely.	Good
3	Mostly meets standard but fails in parts.	Fair
2	Mostly fails standard but meets in some.	Doubtful
1	Significantly fails to meet standard.	Poor
0	Completely fails to meet standard.	Reject

To work out the adjusted weighting on price, the lowest price submitted is divided by actual price submitted, multiplied by price weighting of 40.

## Evaluation Form

**Applicant Name**\_\_\_\_\_

**Trading Name (if any)**\_\_\_\_\_

All tender applications will be evaluated on the Evaluation Criteria set out below. Each evaluation question will be scored between 0 and 5 according to the following scoring system:

5	Meets exactly the specified standard.	Excellent
4	Meets the standard well but not completely.	Good
3	Mostly meets standard but fails in parts.	Fair
2	Mostly fails standard but meets in some.	Doubtful
1	Significantly fails to meet standard.	Poor
0	Completely fails to meet standard.	Reject

Evaluation Criteria	Score
<b>Quality &amp; Technical Capability (50%)</b>	
<ul style="list-style-type: none"><li>• Background &amp; quality accreditation</li><li>• Qualified Staff</li><li>• Level of detail in submission i.e. all points covered</li><li>• Assessment of final quality based on submission</li></ul>	
<b>Local Economic Benefit (10%)</b>	
To ensure the effects of the expenditure will have a secondary benefit in the local economy through the multiplier effect and increase the effectiveness of the spend within the local community.	
<b>Price (40%)</b>	£
To ensure affordability and award the contract in line with the Town Council's financial regulations.	