



Invitation to Tender

Strategy Development Research

Schedule 6

Evaluation Process

Ref: NHMF 308

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1 Overarching Award Criteria

Your proposal for undertaking the work will be evaluated as follows –

- Price = 30%
- Quality = 70%
- The scores for quality and price will be added together to obtain the overall score for each Bidder.

2 Price

Your bid price will be evaluated as follows –

- 100% will be awarded to the lowest priced bid
- All remaining bidders will be allocated scores based on their deviation from this figure. Your fixed and total costs figures (if any) will be used to score this question.
- For example, if the lowest price is £50 and the second lowest price is £100 then the lowest priced bidder gets 100% (full marks) for price and the second placed bidder gets 50% (see schedule 6a for a worked example).
- The scores for price will be multiplied by the weighting (30%) (see schedule 6a for a worked example) .

3 Quality

- 3.1 There are a total of 7 quality questions. Each will be scored out of 5. The maximum score for all 7 questions would therefore be 35 marks.

3.2 The following percentage weightings will then be applied -

METHOD STATEMENT - Part 1) Demonstrate a clear understanding of the aims, objectives and main concerns of the research.	20
METHOD STATEMENT - Part 2) Demonstrate that the methods selected are appropriate to the research requirements set out in this brief	20
PREVIOUS EXPERIENCE - ideally three examples - demonstrating a record of producing high quality research reports to support strategy development in the Heritage and/or Cultural sector.	20
PROJECT PLAN & MEETING THE DEADLINE - should show all the key phases of the research, tasks for each phases and roles and responsibilities for each member of the team	10
STAFFING PLAN - details of staff allocated to the project, together with experience of the contractor and staff members in carrying out similar projects. The project manager / lead contact should be identified	10
SUFFICIENT RESOURCES ARE ALLOCATED - a detailed model must be provided as a spreadsheet, and include details of staff, and allocation of days / hours.	10
CARBON NET ZERO & sustainability	10
TOTAL PERCENTAGE:	100

3.3 Please refer to Schedule 6a and 6b for a worked example.

3.4 The 0 to 5 scores for each question will be awarded as follows -

Score	Word descriptor	Description
0	Poor	No response or partial response and poor evidence provided in support of it. Does not give the Fund confidence in the ability of the Bidder to deliver the Contract.
1	Weak	Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract.
2	Satisfactory	Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract.
3	Good	Response is comprehensive and supported by good standard of evidence. Gives the Fund confidence in the ability of the Bidder to deliver the contract. Meets the Fund's requirements.
4	Very good	Response is comprehensive and supported by a high standard of evidence. Gives the Fund a high level of confidence in the ability of the Bidder to deliver the contract. May exceed the Fund's requirements in some respects.
5	Excellent	Response is very comprehensive and supported by a very high standard of evidence. Gives the Fund a very high level of confidence the ability of the Bidder to deliver the contract. May exceed the Fund's requirements in most respects.