**Method**

**Tender for:**

**Ice Cream Concession**

**Appendix A – Scoring Method**

The tender responses will be scored after the official closing date for tender submissions.

Each response will be scored based on the following:

* Proposal & Quality Response
* Financial Response
* Equality, Diversity, Inclusion Form Response

Tenders will be evaluated according to the following criteria:

|  |  |  |
| --- | --- | --- |
| Evaluation | Criteria | Weight*(to be determined for each specific tender)* |
| 1. Qualitative
 | Proposal & Quality Response | 40% |
| 1. Financial
 | Financial Response | 55% |
| 1. Social value
 | EDI Form (Equality, Diversity, Inclusion)  | 5% |

1. **Qualitative Scoring**

Each answer within the submission will be scored using the following system:

|  |  |
| --- | --- |
| **Score** | **Guidance** |
| 5 – Excellent | The Tenderer has provided a thorough response, addressing all requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions |
| 4 – Good | The Tenderer has provided a strong response addressing most of the requirements in detail, providing confidence that the requirements can be met in full. |
| 3 – Satisfactory | The Tenderer has provided a satisfactory response addressing most of the requirements in sufficient detail, providing confidence that most requirements can be met. |
| 2 – Acceptable | The Tenderer has provided an acceptable response addressing some of the requirements with partial detail. There are a few concerns about whether or not the requirements can be met, which require further clarification. |
| 1 – Unsatisfactory | The Tenderer has provided a minimal response addressing some of the requirement with very little detail. The response provided does not provide full confidence that the requirements can be met. |
| 0 – Major Concerns | The Tenderer has failed to address the question, submitted a nil response or any element of the response gives cause for major concern that requirements will not be met. |

1. **Financial**

|  |  |
| --- | --- |
| **Score** | **Guidance** |
| 5 – Excellent | Over expected budget by 16 – 25% |
| 4 – Good | Over expected budget by 0 - 15 % |
| 3 – Satisfactory | Meets expected budget |
| 2 – Acceptable | Under expected budget by 0 -15% |
| 1 – Unsatisfactory | Under expected budget 16- 25%. Concerns of unrealistic financials provided |
| 0 – Major Concerns | Is under budget by 25+% . |

1. Social value

|  |  |
| --- | --- |
| **Score** | **Guidance** |
| 5 – Excellent |  All sections completed and all evidence provided  |
| 4 – Good | All Polices & training provided  |
| 3 – Satisfactory | Two Polices provided or One Policy + Training  |
| 2 – Acceptable | One policy or training provided |
| 1 – Unsatisfactory | No Policies or Training provided  |
| 0 – Major Concerns |  Form not completed  |