Appendix 1: Tender Submission Adjudication

Submission will be assessed on the basis of quality and price.
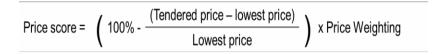
Submissions should set out:

•   Staff and previous experience in providing the services required

•   Fixed fee

In the event that additional work is necessary, that work being over and above the fixed budget output, the client and contractor can agree by letter that this work can be carried out and be based upon the agreed daily rate fee schedule without further procurement being necessary.

The balance of scoring will be price 40% and quality 60% (the weighting is set out below).

For price, each submission will be assessed on the total cost of delivering the project using the following equation:

$$\text{Price score} = \left(100\% - \frac{(\text{Tendered price} - \text{lowest price})}{\text{Lowest price}} \right) \times \text{Price Weighting}$$

For quality, the evaluation will use a standard scoring range of 0-5; 0 is poor and 5 is excellent, using the following matrix:

Scoring Matrix		
Score	Rating	Description
0	No response	No proposal has been received
1	Unacceptable	A proposal at this rating: • Builds very little or no confidence that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures; • Builds very little or no confidence that the Tenderer's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution.
2	Poor	A proposal at this rating: • Raises reservations that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures; • Raises reservations that the Tenderer's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution. Note: a response at this rating includes reservations which cannot be easily resolved with the Tenderer pre-contract award (i.e. changes which would distort the competition) or during the contract term without impacting time, quality or cost.

3	Acceptable	A proposal at this rating: • Confirms that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures; • Provides an acceptable approach/solution to delivering the requirements utilising standard strategies, plans, tools, methods or technologies. Note: an acceptable response may include minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost.
4	Good	A proposal at this rating: • Builds confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures; • Provides a good approach/solution to delivering the requirements utilising appropriately tailored strategies, plans, tools, methods or technologies. Note: a good response may include a small number of minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost.
5	Excellent	A proposal at this rating: • Builds a high level of confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures; • Provides an exceptional approach/solution to delivering the requirements utilising appropriately tailored and at times innovative strategies, plans, tools, methods or technologies. Note: an excellent response should not include any reservations.

The following tender evaluation score sheet, including weightings, is proposed:

#	CRITERIA	WEIGHT	SCORE	TOTAL
1	Staff and experience • Considerable previous experience gives confidence in team's track-record and ability to deliver the commission objectives and is appropriate to the requirements of the service • Skills selection of the team is clearly aligned with the services required for the project, and clear evidence of their skills is provided	20	5	100
Highest Possible Score for Quality				**100**