

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

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 set out below.

(a) Quality Criteria

70% 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 the table 1 below.

Your responses should be supported by evidence/previous successful implementation of proposed solution for meeting our requirements.

Your overall score for each question will be calculated by multiplying the quality score you receive with the weighting for that question, set out below. This score will then be divided by the total maximum available score for the Quality Criteria (350) and multiplied by 70% to get your final score for that question.

Example: Bidder A scores 3 for Question 1: the formula is 3×18 (question weighting) = 54 ÷ 350 (total marks available for all scored questions) x 70 (total weighting) = 11% (rounded up to largest whole figure)

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 ACE 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 (30 marks)

30 marks will be awarded to the lowest priced bid 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 bid is £10,000 p.a. and the highest bid is £16,000 p.a. then the lowest priced bidder gets 30% (full marks) for price and the highest bidder gets 18.75%. ($10,000/16,000 \times 30 = 18.75\%$)

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

Stage 3 Assessment – Interview

The top scoring bidders from Stage 2 assessment will be invited to interview and will be required to provide a short presentation, of approximately 20 minutes, of their proposal, followed by short question and answer session of approximately 20 minutes.

As result of the presentation – 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 – the bidders with the highest combined score of quality and price will be given preferred bidder status.

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

Contract Award

ACE's intention is to award this contract to a single service provider based on the MEAT assessment. In the event ACE identifies there is a risk of conflict of interest or risk to undertake the volume of work required under this contract – then ACE reserves the right to award a second contract based on allocate work across both contracts according to the outcome of the ACE review of these risks.

Appendix 1 – Pass/Fail Questionnaire

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

No.	Evaluation criteria	Answer Y/N
A	Compliance with ITT Please confirm that you are able to comply with the requirements of the ITT by completing and returning attachment 7	
B	Previous Experience Please confirm that you are an accredited conservator/restorer and/or you have a minimum of 3 years previous experience of providing similar services	
C	Procedures Please confirm you have necessary procedures in place to ensure assessments are undertaken in accordance with the scheme conditions.	
E	Price Submission Please provide a complete price schedule, your total price for delivery of this service should not exceed the maximum budget of £20k p.a. for 300 items of work.	
F	Key Personnel Please confirm that you will not change the main point of contact for the duration of the contract without approval from the ACE.	

Signed:

Print Name:

Position:

Company:

Date:

Appendix 2 – Scored Quality Questions

Instructions for Completion

You must provide a response to every question. The response to each must no more than 500 words and submitted in Arial font, no less than size 11.

You must submitted 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 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 500 word limit shall also be excluded from the evaluation process.

Question No.	Evaluation criteria	Weighting
1	<p>Method Statement</p> <p>Please provide a written proposal (no more than 500 words) detailing how you will deliver the service in accordance with our requirements identifying how you would manage any potential conflicts of interest.</p>	18
2	<p>Process & Procedures</p> <p>Please provide a written statement (no more than 500 words) detailing you/your team have the right experience and how you would ensure you/your team maintain your knowledge to the latest standards.</p>	18
3	<p>Value for Money</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 etc. please see attachment 5a and 5b.</p>	14
4	<p>Capacity</p> <p>Please provide a written statement (no more than 500 words) detailing what available capacity you have to undertake the work, what scope you have got to increase your capacity if required and how would you mitigate risk that may impact your capacity to deliver the work.</p>	14
5	<p>Our Values</p> <p>Please provide a written statement (no more than 500 words) outlining your understanding of Arts Council England and the Government Indemnity Scheme, how you will ensure you embrace good working practices and adapt your style to work with people and groups from diverse backgrounds and culture.</p>	6