



## ATTACHMENT 3 – ITT EVALUATION CRITERIA

All responses will be evaluated and scored in accordance with these Evaluation Guidance.

All tenders received will be considered on the information contained in the tender or obtained by the Authority as a direct result of the tender process. Submissions will be assessed on the basis of most economically advantageous tender which will take into account the criteria below and in accordance with the detailed scoring methodology.

### Important Note

Unless identified as a mandatory requirement, Bidders are required to address ALL the requirements with details of how each requirement is met. Responses such as “noted”, “agreed”, “compliant” or similar do not provide sufficient information to form a reasoned evaluation of the proposed solution and consequently will be marked as non-compliant.

The most economically advantageous compliant tender will be determined by combining a Technical Evaluation of the proposed solution and a Commercial Evaluation of the proposed price according to the following weightings:

Technical Evaluation	70%
Commercial Evaluation	30%

### Selection Evaluation

Tenderers’ responses to the questions under the ‘Selection’ assessment will be evaluated first on a pass/fail and minimum pass mark basis and only in the event that tenderers pass all of these requirements will their responses to questions under the ‘Award’ assessment be evaluated.

### Award/ Technical Evaluation -

#### Quality - 70 %

The quality section will be assessed by reference to a number of answers prepared by the bidder, in response to questions posed.

There are a series of questions, with each of these having an individual weighting as shown alongside each question.

When completing the questions bidders must make sure that they answer what is being asked. Anything that is not directly relevant to the particular question should not be included, but wherever possible bidders should demonstrate how they will go further than what is being asked for, to add value.

Bidders should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give

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examples or provide evidence to support your responses. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.

Each question will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference to responses or information provided elsewhere in your tender submission.

#### Scoring Scale

Answers to questions will be assessed on a scale of 0 to 4 points, as detailed in the table below:

Score	Rating	Description
0	Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Tenderer has the understanding or suitable methodology, with little or no evidence to support the response.
1	Minor Reservations	Satisfies the requirement with minor reservations. Some minor reservations with the Tenderer's understanding and proposed methodology, with limited evidence to support the response.
2	Acceptable	Satisfies the requirement. Demonstration by the Tenderer of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services.
3	Good	Satisfies the requirement with additional benefits. Above average demonstration by the Tenderer of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.
4	Excellent	Satisfies the requirement in full and demonstrates excellent understanding and evidence in their ability/proposed methodology to deliver a solution for the Authority. Response identifies factors that will offer potential added value, with evidence to support the response.

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Questions

<b>Technical criterion</b> <b>Please limit responses to maximum page limit using Arial 11. Any bidders that exceed the limit will be marked as non compliant.</b>		<b>Weighting (%)</b>
<b>1</b>	<p><b>Methodology and Project Management</b></p> <p>i. Please provide details of the methodology and approaches proposed to meet the requirements of this contract; and how you propose to plan, manage and deliver this project within the limited timescales. (Maximum pages= 2)</p> <p>ii. Please provide a project plan referring to Terms of Reference including schedule of activities and timescales, detailing milestones, deliverables. (Maximum pages =1)</p>	30%
<b>2</b>	<p><b>Expertise</b></p> <p>i. Please present evidence of similar work where you have provided technical advice and logistic arrangements in areas of work relevant to the outputs of this TOR. (Maximum pages = 2)</p>	30%
<b>3</b>	<p><b>Risk Management</b></p> <p>i. Please provide a risk management strategy. Identify any key risks to the project and explain how they will be mitigated. Please explain who is responsible for managing each risk and escalation points. Indicate how the project will be monitored to ensure it is delivered in terms of quality, timelines and cost. (Maximum pages = 2)</p>	20%

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4	<p><b>Project Team / Resource Plan</b></p> <p>i. Please provide details of the team (including any sub-contractors, where appropriate) and key personnel who will be involved in delivering the project. (Maximum pages = 1)</p> <p>ii. The tender should indicate each person's role in the project, suitability, and value added to the project. Describe your proposed operational management for the service and provide a description of the key managerial roles and responsibilities, reporting relationships and accountabilities. (Maximum pages = 1).</p>	20%
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### **Commercial / Schedule of Prices and Rates Evaluation - 30%**

The commercial element equates to 30% of the overall mark. The commercial evaluation will be carried out in the following manner:

A score will be awarded to the TOTAL accumulative cost. The most competitively sustainable tender submitted will score 30 points and the remaining tenders are awarded consequent scores based on an inverse percentage of the difference between the most competitive tender received and the other tenders under consideration.

Example:

If the most competitively priced response is £15,000, this will score the full 30 points within the commercial evaluation.

A response priced at £30,000 would score 15 marks (or 50%: half the marks of the most competitive bid, under the inverse percentage method, since it is twice as expensive).

### **Final Award**

Bids will be evaluated via the quality/ technical and price/commercial submission to give the final overall score, the compliant bidder whose Tender has the highest Combined Score will be awarded the contract.

The technical and commercial evaluation scores will then be combined using the following methodology:

Technical Score = (Bidder's technical score / Best technical score)

Price Score = (Lowest price / Bidder's price)

Combined Score = (70% x Technical Score) + (30% x Price Score)

The compliant bidder whose Tender has the highest Combined Score will be awarded the contract.