Statement of Methodology

Contract Reference: PN-01-23

**ECITB Registration Awarding and Certification System (RACS) Tender**

Chris Mann

**Project Manager**

**M** +44 (0) 7485 399130

**E** email [chris.mann@ecitb.org.uk](mailto:chris.mann@ecitb.org.uk)

**Engineering Construction Industry Training Board**

Office F15, Kings House Business Centre

Home Park Estate, Station Road

Kings Langley, Hertfordshire, WD4 8LZ

# Statement of Methodology and Criteria

Adopted in evaluating tenderers’ submissions.

## Evaluation of PQQ’s

The ECITB’s PQQ process is designed to be fair, transparent, and equitable and to generate a shortlist of applicants who will be invited to tender.

On receipt of PQQ’s, ECITB will conduct administrative checks to ensure the applicant has:

• Submitted the PQQ in the correct format and within the deadline applicable.

• Responded to all questions asked; provided all copy documents requested.

Following on from the above, the evaluative process deployed by ECITB is designed to determine whether a potential supplier:

* Can host all of ECITB’s data in the UK preferably, or within the EU
* Is certified to the Cyber essentials plus standard

Applicants at PQQ stage must respond satisfactorily to all questions asked. A pass/fail will be recorded against the response to each question by way of a ‘tick list’ and maintained on file.

## Evaluation of Tenders

ECITB will evaluate all tenders on the basis of the following criteria:

The following are pass/fail requirements:

1. Suitability – the proposal must meet, at a minimum, the full specification
2. Evidence of understanding the brief

The following will be scored:

1. Project proposal [Weight 30%]
2. Expected total contract cost [Weighted 30%]
3. Ability to deliver to a high quality [Weighted 30%]
4. Social Value [Weighted 10%]