**Document 6a**

**Award Criteria Methodology**

1. **Introduction**
   1. **Standard Selection Questionnaire (SSQ)**

Each Suppliers (Offerors) response will be evaluated in accordance with the Document 10 Standard Selection Questionnaire SQ Award Criteria Methodology**,** Suppliers (Offerors) must pass this stage before proceeding to the next stages

* 1. **Tender Specification Response**

The Authority will evaluate the Suppliers (Offerors) response set out in

* + 1. Document 8 Specification and Tender Response (PART A
    2. Document 8 Specification and Tender Response (PART B)
    3. Document 6 Commercial Schedule
  1. The Framework Agreement will be awarded based on the most economically advantageous tender criteria under the Regulations, judged based on the criteria and evaluation model set out in this document. The Authority will operate a staged evaluation. The stages are set out below. Reaching some of the stages is dependent on “passing” the preceding stage in terms of meeting all the stated requirements set out in this document. For those Offerors that proceed to the scored evaluation stages, a maximum score of 100% will be available for the Tender as a whole, based on the following Award Criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Stage** | **Award Criteria** | **Specification Point Requirement** | **Weighting** |
| **Stage 1** | **Mandated** | **SSQ** | **Pass/ Fail** |
| **Stage 2** | **Mandated** | **Technical and Quality** | **Pass/Fail** |
| **Stage 3** | **Adjudicated** | **Social Value Model**  *Fighting Climate Change 5%*  *Tackling Economic Inequality 5%* | **10%** |
| **Stage 4** | **Adjudicated/ Compliance** | **Technical and Quality** | **50%** |
| **Stage 5** | **Adjudicated** | **Commercial Schedule** | **40%** |
| **Information Points** | | **All specification sections that state for information are not evaluated and not scored** | |

* 1. The relevant sub-weightings relating to the different elements that are to be evaluated are set out below. Supplier (Offeror) will be evaluated in accordance with this document and Document 10 Award Criteria Methodology. All scores will undergo moderation.

1. **Stage 1 & Stage 2 Mandatory Specification Requirements**
   1. For the **Stage 1** Assessment of Standard Selection Questionnaire - Parts 1, 2 and 3 of the SSQ must be completed fully and will be assessed in accordance with Document 10 Award Criteria Methodology and completed via the Atamis e-tendering portal.
   2. Offerors who pass **Stage 1** will proceed to **Stage 2.**
   3. For mandated specification points **Stage 2** Technical & Quality the Supplier (Offerors) will be evaluated against the table below.
   4. Against mandated specification points in Documents 8 Tender Response (PARTS A & B where applicable) **Stage 2** the supplier must confirm that they comply with the specification point and where required either provide a statement or supporting documentation.
   5. Suppliers (Offerors) indicating that they 'disagree' with a specification point must provide details as to the reason why and offer an alternative or equivalent response. The alternative or equivalent response will be reviewed by the evaluators as to the suitability. These may be sourced via clarification question(s).
   6. If the provided response does not give the evaluators confidence that the specification requirement can be met, the Supplier (Offerors) will be scored a FAIL.
   7. Supplier (Offerors) who FAIL **Stage 2** will be rejected and those pass **Stage 2** will progress to **Stage 3**
2. **Stage 3 & Stage 4 Adjudicated, Information & Compliance Specification Requirements**
   1. Against adjudication and compliance specification points in Documents 8 Tender Response (PARTS A & B where applicable) **Stage 3 Social Value** and **Stage 4 Technical & Quality** the supplier must confirm that they comply with the specification point and where required either provide a statement and/or supporting documentation.
   2. Suppliers (Offerors) indicating that they 'disagree' with a specification point must provide details as to the reason why and offer an alternative or equivalent response.
   3. The alternative or equivalent response will be reviewed by the evaluators as to the suitability. These may be sourced via clarification question(s).
   4. For **Adjudicated & Compliance** specification points Suppliers (Offerors) will be scored in line with the standard scoring model criteria detailed below unless otherwise stated.

|  |  |  |
| --- | --- | --- |
| **Scoring Model & Criteria** | | |
| Response meets specification point requirement | **PASS**  **(*Mandatory Points only*)** | **PASS** |
| Response does not meet specification point requirement | **FAIL**  **(*Mandatory Points only*)** | **FAIL** |
| Only relevant to specification points **C2, C3, C4 & F2.**  **C2, C3 -** Supplier has indicated they do not subcontract manufacturing & Distribution  **C4 -** Supplier has indicated they do not have multiple sites or use a subcontractor  **F2 -** Supplier has indicated they do not individually wrap multiples in no more than 10 products | **Not Applicable** | **N/A** |
| The proposals significantly fails to meet the standard required. | **Unsatisfactory Response** | **0** |
| The proposal mostly meets the requirements of the tender specification point however the overall response has failed to meet satisfactory standard in one or more areas, but the issues can be resolved. | **Partial Response** | **1** |
| The proposal meets the required standards in all material respects with enough detail to support and to demonstrate your ability to fulfil the specification point requirements. | **Satisfactory Response** | **5** |
| Superior response which demonstrates considerable added value to the service requirements. Exceeds the requirements of the specification point in all aspects. | **Superior Response** | **10** |

* 1. For **Compliance** specification points Documents 8 Tender Response (PARTS A & B) Suppliers (Offerors) will be scored with a positive response receiving 5 points and a negative response receiving 0 points.
  2. For **Information** specification points in Documents 8 Tender Response (PARTS A where applicable) the supplier must confirm that they have read understood and comply with the specification point and where required provide supporting information. Suppliers (Offerors) will not be scored or evaluated against these points.

1. **Stage 1: Standard Selection Questionnaire (SSQ)**

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| --- | --- | --- | --- | --- |
| **Section** | **Specification Point Requirement** | **Award Criteria** | **Specification Reference** | **Evaluation Method** |
| SSQ | Parts 1, 2 and 3 must be fully completed and assessed in accordance with Document 10 | Mandated | Atamis Requirement Envelope Selection Questionnaire SSQ | Absolute: PASS/FAIL |

1. **Stage 2: Mandated Points (Document 8 Part A & Part B)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section** | **Specification Point Requirement** | **Award Criteria** | **Specification**  **Reference** | **Evaluation Method** |
| **A:**  **Scope** | Manufacturers and /or Wholesale Distribution Authorisation - Human (WDA H) License(s) Status | Mandated | A1 | Absolute: PASS/FAIL |
| **C: Manufacturing Process & Quality Culture** | Additional Manufacturing Sites or Manufacturing sub-contractors (where applicable) | Mandated | C2, C4 | Absolute: PASS/FAIL |
| PN products manufactured to product specifications | C5 |
| Name, address, and MS number of the licence holder(s) Copy of MS and/or WDA(H) licence(s) | C6 |
| Evidence systems are in place to deal with any proposed changes (permanent or temporary) that may impact on the Aseptically Compounded Parenteral Nutrition product(s) supplied. These will be communicated to the Authority for approval. | C11 |
| Suppliers will not make any changes to product specifications and will not change any manufacturing or logistics sub-Suppliers without the prior agreement of the Authority | C12 |
| Policies and procedures for change management | C17 |
| **D:**  **Component Materials** | Syringe maximum fill volumes | Mandated | D1 | Absolute: PASS/FAIL |
| Individual PN bag label - critical information | D2 |
| Design of the label and its placement on the product | D3 |
| **F:**  **Outer Packaging** | Wrapping & labelling requirements (individual) | Mandated | F1 | Absolute: PASS/FAIL |
| Wrapping & labelling requirements  (Outer wrap - multipacks) | F3 |

1. **Stage 3: Environmental & Social Value Model**

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| **Section** | | **Specification Point Requirement** | **Award Criteria** | **Specification**  **Reference** | **Max points available**  **(Sub-Weighting)** |
| Social Value Model | | Fighting Climate Change | Adjudicated | M2 | 10 |
| Tackling Economic Inequality | M3 | 10 |
|  | **Environmental & Social Value Model Section Sub-total** | | | | **20** |

1. **Stage 4 Adjudication & Compliance Points**

| **Section** | **Specification Point Requirement** | **Award Criteria** | **Specification**  **Reference** | **Max points available**  **(Sub-Weighting)** |
| --- | --- | --- | --- | --- |
| **A:**  **Scope** | Specification Compliance | Compliance | A2 | 5 |
| Specification Non-compliance response | Compliance | A2 | 0 |
|  | **A: Scope Section Sub-total** | | | **5** |
| **B:**  **Capacity and Contingency** | Contingency / Business Continuity Arrangements | Adjudicated | B1 | 10 |
|  | **B: Capacity and Contingency Section Sub-total** | | | **10** |
| **C: Manufacturing Process & Quality Culture** | Description of the supply chain for the manufacturing and distribution of aseptically compounded Parenteral Nutrition products | Adjudicated | C1 | 10 |
| Copy of the Quality/Technical Agreement between all relevant parties and their supplier/sub-contractor approval policy | Adjudicated | C3 | 10 |
| Please note: Where a supplier does not subcontract manufacturing or distribution scores will be adjusted accordingly. | | C3 | 0 |
| Date of most recent MHRA inspection report, and statement from Head of Quality summarising the main findings. | Adjudicated | C7 | 10 |
| Future NHS Inspection - Specification Compliance | Compliance | C8 | 5 |
| Future NHS Inspection - Specification Non-compliance response | Compliance | C8 | 0 |
| Product change approval - Specification Compliance | Compliance | C10 | 5 |
| Product change approval - Specification Non-compliance response | Compliance | C10 | 0 |
| Quality culture - Specification Compliance | Compliance | C13 | 5 |
| Quality culture - Specification Non-compliance response. | Compliance | C13 | 0 |
| Copies of Site Master File and Quality Policy | Adjudicated | C14 | 10 |
| Brief description of how quality incidents are investigated and managed, plus the relevant SOPs and policies that provide evidence | Adjudicated | C15 | 10 |
| Out of specification results procedure or description of how retrospective out of specification results (such as end of session media fills) are managed for products already released. | Adjudicated | C16 | 10 |
| Description of arrangements for order receipt and approval, plus the relevant SOPs and policies that provide evidence. | Adjudicated | C18 | 10 |
| Policies and procedures for final checking and release for all products offered under this framework. | Adjudicated | C19 | 10 |
| Policies and procedures for assessment of pharmaceutical quality of unlicensed medicines & suitability of medical devices. | Adjudicated | C20 | 10 |
| Head of Quality statement re Manufacturing Process | Adjudicated | C22 | 10 |
| Copy of Contamination Control Strategy | Adjudicated | C23 | 10 |
| Training and Competence polices for staff | Adjudicated | C25 | 10 |
| Confirmation statement from Head of Quality regarding Validation Master Plan and associated policies and procedures | Adjudicated | C26 | 10 |
| Details of the programme for physical environmental monitoring & microbiological monitoring, plus the relevant SOPs and policies that provide evidence. | Adjudicated | C27 | 10 |
| Policies and procedures for on-going process verification to assure continuing compliance with relevant current BP Monographs and product specification | Adjudicated | C28 | 10 |
| Policies, procedures, and reports for temperature-controlled storage (ambient & refrigerated) at the manufacturing site(s) | Adjudicated | C29 | 10 |
| Policies, procedures, and reports for temperature-controlled distribution (ambient & refrigerated) of finished product from the manufacturing site(s) to the Participating Authority's premises | Adjudicated | C30 | 10 |
| Internal audit policies and procedures | Adjudicated | C31 | 10 |
|  | **C: Manufacturing Process & Quality Culture Section Sub-total** | | | **195** |
|  | **C: Manufacturing Process & Quality Culture Section Sub-total excluding points where a supplier does not subcontract manufacturing or distribution** | | | **185** |
| **D:**  **Component Materials** | Machine readable bar code - Specification Compliance | Compliance | D4 | 5 |
| Machine readable bar code Specification Non-compliance response | Compliance | D4 | 0 |
|  | **D: Component Materials Section Sub-total** | | | **5** |
| **E:**  **Shelf Life** | Minimum residual shelf life - Specification Compliance | Compliance | E1 | 5 |
| Minimum residual shelf life - Specification Non-compliance response | Compliance | E1 | 0 |
| Approach to assigning shelf lives, providing Policies and SOPs for assigning stability of aseptically compounded medicines. | Adjudicated | E2 | 10 |
|  | **E: Shelf-Life Section Sub-total** | | | **15** |
| **F:**  **Outer Packaging** | Wrapping & labelling requirements (multiples) - Specification Compliance | Compliance | F2 | 5 |
| Wrapping & labelling requirements (multiples) - Specification Non-compliance response | Compliance | F2 | 0 |
| Please note: Where a Supplier has indicated they do not individually wrap multiples in no more than 10 products is not applicable the scores will be adjusted accordingly | | F2 | 0 |
| Health & Safety Handling of Loads - Specification Compliance | Compliance | F4 | 5 |
| Health & Safety Handling of Loads - Specification Non-compliance response | Compliance | F4 | 0 |
|  | **F: Outer Packaging Section Sub-total** | | | **10** |
| G:  Delivery | Ordering and Delivery Arrangements - Specification Compliance | Compliance | G1 | 5 |
| Ordering and Delivery Arrangements Specification Non-compliance response | Compliance | G1 | 0 |
| Damaged Product - Specification Compliance | Compliance | G4 | 5 |
| Damaged Product - Specification Non-compliance response | Compliance | G4 | 0 |
|  | **G: Delivery Section Sub-total** | | | **10** |
| H:  Product Shortages | Shortages - Specification Compliance | Compliance | H1 | 5 |
| Shortages - Specification Non-compliance explanation | Compliance | H1 | 0 |
|  | **H: Product Shortages Section Sub-total** | | | **5** |
| I: Communications | Contact Details - Specification Compliance | Compliance | I2 | 5 |
| Contact Details - Specification Non-compliance explanation | Compliance | I2 | 0 |
|  | **I: Communications Section Sub-total** | | | **5** |
| J:  Orders & Invoices | Transmission of ordering and invoicing - Specification Compliance | Compliance | J1 | 5 |
| Transmission of ordering and invoicing - Specification Non-compliance explanation | Compliance | J1 | 0 |
| Order Processing - Specification Compliance | Compliance | J2 | 5 |
| Order Processing - Specification Non-compliance explanation | Compliance | J2 | 0 |
| Price Variations - Specification Compliance | Compliance | J3 | 5 |
| Price Variations - Specification Non-compliance explanation | Compliance | J3 | 0 |
|  | **J: Orders & Invoicing Section Sub-total** | | | **15** |
| K:  Contract Management | Specification Compliance | Compliance | K2 | 5 |
| Specification Non-compliance explanation | Compliance | K2 | 0 |
|  | **K: Contract Management Section Sub-total** |  |  | **5** |
|  | | | | |
| **Technical & Quality Total** | | | | **280**  **(100%)** |
| **Technical & Quality Total (Excluding F2)** | | | | **275**  **(100%)** |
| **Technical & Quality Total (Excluding point C3)** | | | | **270**  **(100%** |
| **Technical & Quality Total (Excluding points C3 & F2)** | | | | **265**  **(100%)** |

1. **Technical, Quality and Social Value Envelope Evaluations**
   1. All sections and specification points within the Technical and Quality envelope are weighted accordingly.
   2. All sections and specification points within the Social Value Model envelope are weighted accordingly.
   3. The Suppliers (Offerors) overall scores shall be calculated:
      1. Technical and Quality - Suppliers (Offerors) achieved score / Maximum available unweighted score \* 50%
      2. Social Value Model **-** Suppliers (Offerors) achieved score / Maximum available unweighted score \* 10%
   4. Any Supplier (Offeror) failing to achieve a technical and quality score greater than 50% of the available weighted score (25%) may be disqualified at the total discretion of the Authority.
   5. Any Supplier (Offeror) failing to achieve a Social Value Model score greater than 50% of the available weighted score (5%) may be disqualified at the total discretion of the Authority.
   6. Where a Supplier (Offeror) is not disqualified in accordance with Stage 2 and point 4.3 above, the final scores for the responses will be added together.
   7. The weighting of the Social Value Model will form 10% of the overall tender score. (As referred to in paragraph 1.3 above).
   8. The weighting of the Technical and Quality scores will form 50% of the overall Tender score.

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| **SUPPLIER B - EXAMPLE CALCULATION Stage 3 & Stage 4** | | | | | | | |
| **Stage** | **Weighting** | **Score Achieved** | **Max Score Available** | **Calculation** | **Supplier must achieve a score greater than** | **Score Outcome** |
| **Stage 3 -** Social Value | 10% | 15 | 20 | 15/20 = 0.75\*10 = **7.5%** | >5% | PASS |
| **Stage 4** - Technical & Quality | 50% | 160 | 270 | 160/270=0.59\*50 **= 29.62%** | >25% | PASS |

1. **Stage 5 Commercial Evaluation**
   1. Commercial evaluation will be assessed as per the below (Basket of Goods).

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| --- | --- | --- |
| **TABLE 1** | | |
| **Section** | **Sub-section** | **Percentage Weighting** |
| Commercial Schedule | Activity Based Income (ABI) of 1% | Pass/Fail  Included within Stage 5 Review |
| Basket of Goods | 40% |
| **Total** | | **40%** |

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| --- | --- | --- | --- | --- | --- |
| **Basket of Goods** | | | | | |
| **Lot** | **Description** | **Qty** | **Offered Price** | **Value** |
| Lot 1 | Multichamber parenteral nutrition bag with trace elements & vitamins, additions | 9500 | Offered prices will be obtained from Commercial Schedule Document 6 | This will be calculated based on Qty \* Offered price |
| Lot 2 | Lipid Syringe with Additives / Additions | 5400 |
| Lot 3 | Batch manufactured trust bespoke parenteral nutrition containing amino acids and glucose with ≤4 additives | 2400 |
| Lot 4 | Named Patient manufactured trust bespoke parenteral nutrition containing amino acids and glucose ≤4 additives | 800 |
| Lot 5 | Starter Bag (non-Compounded Fluid Bag) - START UP | 900 |
| Starter Bag (non-Compounded Fluid Bag) - MAINTENANCE | 2400 |
| *We will utilise the lowest cost option you offer in this range for lot 5* |

* 1. The lowest basket score for each lot offered against will achieve a 100% of the overall score of 40%. All other offers will be allocated a score relative to their percentage deviation from the lowest ‘Basket of Goods’ submitted down to 0%. Please refer to table 2 below for a worked example.

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| **Table 2**  **Example Calculations** | | |
| **Stage** | **Supplier A** | **Supplier B** |
| Basket of Goods Value | £9,000 | £8,500 |
| Calculation for deviation | £9,000-£8,500 = £500  £500/£8,500 = 0.059\*100 = 5.88  100-5.88 = 94.12 | 100% (lowest cost) |
| percentage deviation from the lowest cost ‘Basket of Goods’ | 94.12 | 0% |
| Calculation out of total achievable score 40% | = 40 \* 94.12/100 =37.648 | =40\*100%/100 = 40 |
| % Score (Highest % score is lowest offer) | 37.65% | 40% (lowest cost) |

* 1. Where a supplier offers against multiple lots the percentage score will be averaged against the number of lots submitted. See Table 3.

1. **All Stages - Overall Score**
   1. The scores for the Technical and Quality, Social Value Model and Commercial will be combined to give Suppliers (Offerors) a percentage score out of 100%
   2. All Suppliers (Offerors) achieving a weighted score over 30% for combined Technical and Quality and Social Value will achieve a place on the Framework. Suppliers (Offerors) scoring less may be disqualified at the discretion of the Authority. It is intended that this will be an unranked Framework Agreement

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| **Example of Final Results ALL Stages** | | | | | |
|  | | | | **Actual Score Achieved** | |
| **Stage** | **Mandated** | **Specification** | **Max Score achievable** | **Supplier A** | **Supplier B** |
| Stage 1 | Mandated | SSQ | PASS / Fail | PASS | PASS |
| Stage 2 | Mandated | Technical and Quality | PASS / Fail | PASS | PASS |
| Stage 3 | Adjudicated | Social Value | 10% | 10% | 7.5% |
| Stage 4 | Adjudicated/ Compliance | Technical and Quality | 50% | 40% | 29.62% |
| **Sub Total stage 3 & 4** | | | **60%** | **50%** | **37.12%** |
| Stage 5 | Adjudicated | Commercial Schedule | 40% | 38% | 33% |
| **Grand Total** | | | **100%** | **88%** | **70.12%** |