

Appendix 2 to DEFFORM 47 Annex A (Offer) for ITT SENSOR CHANNEL HEALTH

SENSOR CHANNEL HEALTH CHECK

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Executive Summary

1. Tender proposals to meet the Sensor Channel Health Statement of Requirement (SoR) are being sought via the issue of Invitation to Tender (ITT) of which this CoA forms part. Tenderers are being asked to respond to a structured set of criteria, set out in Appendix 1 to this CoA.
2. The criteria set addresses the key elements of the SoR and will be evaluated by a team of subject matter and site related experts to assess the level of confidence in each tenderer's response against the selection criteria.
3. The evaluation will seek to identify a Tender that the MOD can progress to contract based on the Most Economically Advantageous Tender using the process outlined in the DEFFORM 47 and this CoA.

Introduction

1. This document defines the CoA for the conduct of the Sensor Channel Health tender evaluation. The document addresses the drivers for the evaluation, the processes selected and other key information such that it forms the single source of information relating to the evaluation process for the project.
2. The purpose of this document is to enable the Authority to demonstrate that the contract award decisions are made in a planned, objective and non-discriminatory manner. Compliance with this document and the commercial/financial evaluation in section D of the DEFFORM 47 together will assist in the identification of the Most Economically Advantageous Tender (MEAT).

Evaluation Strategy

3. The evaluation strategy has been designed to –
 - a. Assess the compliance against the Sensor Channel Health Statement of Requirement (SoR) and provide confidence in the capability of the Tenderer
 - b. Enable the selection of a technically compliant proposal
 - c. Deliver an auditable process
 - d. Involve all key identified stakeholders
 - e. Ensure clarity and fairness in the selection of a Supplier
 - f. Provide information to enable effective debriefing
 - g. To identify issues that need to be addressed during transition

Statement of Requirement (SoR)

4. The Sensor Channel Health Support requirements are represented by the SoR which describes the Contractor deliverables of the resulting contract and are provided as part of the ITT to inform the total requirement.
5. A critical part of the CoA is an assessment of the Tender responses against the Sensor Channel Health SoR to ensure that the proposals provide enough confidence that they can meet requirements, as far as is reasonably possible.

Assessment Criteria

6. Criteria have been weighted as summarised in the table below. The weightings have been determined by the CSG team to identify the level of differentiation in the criteria and the rationale for these weighting is based on subject matter experts (SME) input.

Technical Assessment		Weighting
[T1] Unique Ref	Technical Evaluation	80
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[T2]	Project Management	10
[T2.1]	Project Management Plan	10
[T3]	Social value	10
[T3.1]	Tackling economic inequality	5
[T3.2]	Fighting climate change	2.5

[T3.3]	Equal opportunity	2.5
Total Weighting		100

Scoring

7. For each criterion, specific scoring guidance has been identified that defines the level of confidence required from the responses to be awarded a specific score. This is also provided at Appendix 1 to this CoA to enable openness and understanding.

Lowest Acceptance Technical Score

8. Tenderers must demonstrate confidence to a minimum score of 5 in each area of the technical assessment. The purpose of this is to ensure technical confidence across all aspects of the requirement has been obtained.

Scoring

9. Each criterion will be assessed using a five-point confidence scale as shown below:

Confidence Scale	General Characteristic (specific characteristics are detailed in Appendix 1)	Score
High Confidence	The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.	10
Good Confidence	The response is sufficiently detailed to demonstrate a good understanding and provides details of how the requirements will be fulfilled. There are minor gaps in the criteria that should be readily addressed with minor effort. Key risks and issues have been identified and the bidder has provided the Authority with confidence that they can be managed.	7
Confidence	The response is sufficiently detailed to demonstrate an understanding and provides details of how the requirements will be fulfilled. There are some gaps in the criteria that the Authority considers could be addressed, with effort, to deliver a satisfactory outcome. The bidder has identified a significant number of key risks and issues and provided some confidence that they can be managed.	5
Low Confidence	The response addresses some elements of the requirement but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled. Several key risks and issues have not been identified and/or covered.	2
Concerns	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.	0

10. The score for each criterion will be supported by a rationale statement that explains the reasoning and indicates what was required to score higher. This information will ensure that the strengths and weaknesses of each Tender are clearly identified, thus enabling comparisons to be made across the criteria set and to be used to form part of any debriefing required.

Evaluation

11. A team of Authority SMEs will use the criteria and scoring guidance as the basis for scoring the responses. Each criterion will be evaluated by SMEs who will have been specifically nominated by the project manager.

12. Each evaluator will undertake an independent assessment of each proposal for their nominated criteria against the agreed scoring guidance. A confidence score will then be given by each evaluator for each of their nominated criteria, with an associated rationale statement supporting the score.

13. Evaluators will award scores for the response to each question based wholly on the contents of the tender, and any associated clarifications and responses.

Consensus score

14. Following the completion of the technical evaluation, the scores and rationale statements for each criterion will be reviewed. The evaluation team will have visibility of the Tenderers proposal and the evaluator scores and rationale to inform the final consensus score. The final consensus score will be agreed by the evaluators.

15. This will be the final overall Authority score that will be used for results and reporting. This method will ensure a balanced judgment on the awarded score and concise reasoning behind that score.

Commercial Assessment

16. This phase will be a formal evaluation of the Firm prices offered and be carried out in accordance with the DEFFORM 47 (Section D) and Appendix 3 to DEFFORM 47 – Compliance Matrix.

17. The evaluation will be undertaken by the Commercial team independent from the technical evaluation.

Reporting and Selection

18. A report will be produced to enable the overall position to be described and summarised to enable the preferred Sensor Channel Health Tender to be identified. This tender evaluation report will contain:

- a. Confirmation that the assessment has been undertaken in accordance with the processes above
- b. Technical Evaluation Scores – down to criteria level
- c. Overall Assessment Score – considering all award criteria
- d. Key Strengths and Weaknesses

19. This report shall form the key evidence for consideration by the approval board.

List of Appendix

Appendix 1 – Selection Criteria

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Appendix 2 to DEFFORM 47 Annex A (Offer)

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Appendix 1 to SENSOR CHANNEL HEALTH CONCEPT OF ASSESSMENT

T1 – Technical Evaluation

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Project Management Plan**[T2.1] Project Management Plan (PMP)****Aim**

To Evaluate the Tenderer's Project Management Plan.

Weight

10

Evidence Required for evaluators**Does the plan include:**

1. Information on roles, responsibilities and levels of delegated authority, clearly stating the rules, limits and tolerances for the component projects.
2. Information on how they will implement their strategies / plans for acceptance.
3. Information on how they will manage risk.
4. Information on how they will resolve issues occurring.
5. Information on how they will manage assumptions.
6. Information on how they will manage cost.
7. Information on stakeholder engagement and their communications.
8. Information on how they will monitor and control the project and as change occurs, how they will manage change.
9. Information on project reporting and information management.
10. Information on a project management plan on how this work will be delivered to a schedule.

Please identify relevant response within the Project Management Plan as [T2.1]

Scoring Guidance

Confidence Scale	General Characteristic (specific characteristics are detailed in Appendix 1)	Value
High Confidence	The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.	10
Good Confidence	The response is sufficiently detailed to demonstrate a good understanding and provides details of how the requirements will be fulfilled. There are minor gaps in the criteria that should be readily addressed with minor effort. Key risks and issues have been identified and the bidder has provided the Authority with confidence that they can be managed.	7
Confidence	The response is sufficiently detailed to demonstrate an understanding and provides details of how the requirements will be fulfilled. There are some gaps in the criteria that the Authority considers could be addressed, with effort, to deliver a satisfactory outcome. The bidder has identified a significant number of key risks and issues and provided some confidence that they can be managed.	5
Low Confidence	The response addresses some elements of the requirement but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled. Several key risks and issues have not been identified and/or covered.	2
Concerns	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.	0

[T3.1] Tackling economic inequality**Aim**

Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors.

Weight

5

Evidence Required for evaluators

Using a maximum of 1,000 characters describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Award Criteria. Please include:

1. Delivery of training schemes and programmes to address any identified skills gaps and under-representation in the workforce for the contract (e.g. prison leavers, disabled people).
2. Other activities to support relevant sector related skills growth and sustainability such as delivering the following, in relation to the contract. Illustrative examples: careers talks, curriculum support, literacy support and safety talks.
3. Delivery of apprenticeships, traineeships and T Level industry placement opportunities (Level 2, 3, and 4+) in relation to the contract.
4. Measures to ensure equality and accessibility, without discrimination, to employment and workforce related opportunities on the contract, and promote them so as to be fully accessible.

Please identify relevant response as [T3.1]

Scoring Guidance

Confidence Scale	General Characteristic (specific characteristics are detailed in Appendix 1)	Value
High Confidence	The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.	10
Good Confidence	The response is sufficiently detailed to demonstrate a good understanding and provides details of how the requirements will be fulfilled. There are minor gaps in the criteria that should be readily addressed with minor effort. Key risks and issues have been identified and the bidder has provided the Authority with confidence that they can be managed.	7
Confidence	The response is sufficiently detailed to demonstrate an understanding and provides details of how the requirements will be fulfilled. There are some gaps in the criteria that the Authority considers could be addressed, with effort, to deliver a satisfactory outcome. The bidder has identified a significant number of key risks and issues and provided some confidence that they can be managed.	5
Low Confidence	The response addresses some elements of the requirement but contains insufficient / limited detail or explanation to	2

	demonstrate how the requirement will be fulfilled. Several key risks and issues have not been identified and/or covered.	
Concerns	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.	0

[T3.2] Fighting climate change**Aim**

Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement.

Weight

2.5

Evidence Required for evaluators

Using a maximum of 1,000 characters describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria. Please include:

1. Understanding of how to influence staff, suppliers, customers, communities and/or any other appropriate stakeholders through the delivery of the contract to support environmental protection and improvement.
2. Activities to reconnect people with the environment and increase awareness of ways to protect and enhance it.

Scoring Guidance

Confidence Scale	General Characteristic (specific characteristics are detailed in Appendix 1)	Value
High Confidence	The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.	10
Good Confidence	The response is sufficiently detailed to demonstrate a good understanding and provides details of how the requirements will be fulfilled. There are minor gaps in the criteria that should be readily addressed with minor effort. Key risks and issues have been identified and the bidder has provided the Authority with confidence that they can be managed.	7
Confidence	The response is sufficiently detailed to demonstrate an understanding and provides details of how the requirements will be fulfilled. There are some gaps in the criteria that the Authority considers could be addressed, with effort, to deliver a satisfactory outcome. The bidder has identified a significant number of key risks and issues and provided some confidence that they can be managed.	5
Low Confidence	The response addresses some elements of the requirement but contains insufficient / limited detail or explanation to demonstrate how the requirement will be fulfilled. Several key risks and issues have not been identified and/or covered.	2
Concerns	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.	0

[T3.3] Equal opportunity**Aim**

Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce.

Weight

2.5

Evidence Required for evaluators

Using a maximum of 1,000 characters describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria. Please include:

1. Understanding of the issues affecting inequality in employment, skills and pay in the market, industry or sector relevant to the contract, and in the tenderer's own organisation and those of its key sub-contractors.
2. Measures to tackle inequality in employment, skills and pay in the contract workforce.

Please identify relevant response as [T3.3]

Confidence Scale	General Characteristic (specific characteristics are detailed in Appendix 1)	Value
High Confidence	The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.	10
Good Confidence	The response is sufficiently detailed to demonstrate a good understanding and provides details of how the requirements will be fulfilled. There are minor gaps in the criteria that should be readily addressed with minor effort. Key risks and issues have been identified and the bidder has provided the Authority with confidence that they can be managed.	7
Confidence	The response is sufficiently detailed to demonstrate an understanding and provides details of how the requirements will be fulfilled. There are some gaps in the criteria that the Authority considers could be addressed, with effort, to deliver a satisfactory outcome. The bidder has identified a significant number of key risks and issues and provided some confidence that they can be managed.	5
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Concerns	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.	0