**NFNPA /SSF ADVIce AND DELIVERY SUPPORT assessment document**

1. **price criteria – 30%**

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| **Required** **outpus/deliverables (refer to Invitation to Tender Document)** | **Total Price** (£, excluding VAT) | **Variations** *(such as weekend work, services required next day etc.)* |
| 1.1 Brief inception report |  |  |
| 1.2 Final report |  |  |
| 1.3 Communication of results |  |  |
| Inception, interim and dissemination meetings |  |  |
| One-to-one stakeholder meetings |  |  |
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| Total, all-inclusive price for submitted methodology and outputs |  |  |

**Any Additional PRICING comments:**

Please provide your pricing structure for each part of the required outputs plus individual prices for meetings required.

Your submission should include proposed methods and quantities for meetings over and above those within the Instructions to Tenderers section of the Invitation to Tender document (such as one-to-one stakeholder meetings) with a total price for your proposed submission.

The ‘Total, all-inclusive price for submitted methodology and outputs’ will be the primary price used to evaluate tender submissions, with the additional price breakdowns providing further detail if required.

1. **Quality criteria – 70% (SUB WEIGHTINGS FOR EACH SECTION ARE SHOWN BELOW)**

**Section A - company information**

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| **Item** | **Information required**  | **Please complete or attach information requested** | **Maximum mark**  |
| 2.1 | Name of legal entity or sole trader in whose name the Tender/Quote is submitted |  | No Score |
| 2.2 | Registered Business Address/Head Office |  | No Score |
| 2.3 | Main Contact Name |  | No Score |
| 2.4 | Email address |  | No Score |
| 2.5 | Web address (if any)  |  | No Score |
| 2.6 | Telephone Number(s) |  | No Score |
| 2.7 | VAT Registration Number |  | No Score |
| 2.8 | [D-U-N-S](http://www.dnb.co.uk/dandb-duns-number/request-a-duns-number) Number |  | No Score |
| 2.9 | Company Registration Number if registered with Companies House or equivalent |  | No Score |
| 2.10 | Name of Parent or Holding Company (if applicable) |  | No Score |
| 2.11 | Type of Business | Choose from:* Sole Proprietor
* Partnership
* Private Company
* PLC
* Limited Company
* Local Authority
* Other (please specify)
 | No Score |
| 2.12 | If Type of Business is “Other,” please state  |  | No Score |
| 2.13 | Are you a Small or Medium Enterprise (under 250 employees)? | Yes / No | No Score |
| 2.14 | Are you a Voluntary, Community or Social Enterprise? | Yes / No  | No Score |
| 2.15 | Please provide details of all relevant professional qualifications and/or memberships (organisation and individuals)  |  | No Score |
| 2.16 | Please give details of all insurances held and attach copies of certificates, which should state, where applicable:* Policy No
* Limit of indemnity
* Excess
* Limit for a single event
* Expiry date
 | * Employers liability insurance
* Public liability insurance
* Professional indemnity insurance
* Contractors all risk insurance
 | **Pass/Fail**Levels required as described in Part 10.4 of the Terms & Conditions of Contract, for the Authority  |

**Section b – YOUR APPROACH – 40%**

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| Suppliers should provide an outline of how you will draw on your experience and expertise to fulfil the requirements.If applicable, please also give a brief outline of your policy regarding the use of sub-contractors and, if appropriate, the extent to which you might envisage using them for this contract. |
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**Section C – SCOPE OF SERVICES – 30%**

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| Suppliers should provide information on whether they can fulfil all the requirements and highlighting reasons for any gaps in service offered. |
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**Section D – YOUR Experience / references – 30%**

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| In this section suppliers should provide details of any qualifications/memberships held by your organisation/individual staff – this can include CVs of relevant staff members.Suppliers should also provide details of at least 2 recent contracts / case studies that are relevant to our requirements (formal references are not required at this stage). |
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