**Project Proposal Proforma**

**This proforma is to be returned by suppliers.** This information will be used to select the successful supplier during the tender assessment process on the basis of a 60:40 price:quality evaluation model.

**Contractors, please use the response form attached to this proforma,** in addition to your PSC and request for quotation documents, and any other documentation specified in this invitation to bid.

Your response must contain the information requested in the questions below. Do not use generic attachments such as sections of process manuals as your main reply unless specifically requested. Any attachments returned must be clearly referenced to the question they relate to or they will not be considered. Information submitted over any maximum limit specified may not be considered.

**If you are planning to subcontract any of the work**, your reply should detail what work will be subcontracted, to whom, and it must provide confidence that methodologyand standards will be delivered to the same level that you would apply.

Where a minimum quality threshold has been specified, submissions assessed as not having met the threshold will be deemed non-compliant.

**Quality (40% overall), comprising:**

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| 1. **Your Approach and Methodology (inc. programme and risk) (40%) -** Minimum quality threshold 2/10
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| Please demonstrate how you will ensure delivery of this requirement, as specified in the PSC document. Your response should include:1. Detailed methodology of how you intend to carry out the works, including the mitigations for any key risks involved;
2. A programme for the package of work including: key milestones, review points, time for client approvals and workshops;
3. Prioritisation and how you will fit to the timescales given;
4. How you will manage communications with the project team;
5. Your confidence to meet the project objectives;
6. Details of the literature review you will conduct of previous work investigating barriers to collaboration;
7. How you will engage with water companies, water resources regional groups and third parties, including who you will engage with; and
8. Confirmation of any subcontractors that will be required in order to deliver the programme of works. Details are to include:

-name; -task/role; -an outline of how they have been selected; and -a summary of how they will be managed throughout the contract. |

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| 1. **Team, Experience and Technical skill of those involved in the contract (30%) -** Minimum quality threshold 2/10
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| Please demonstrate that your proposed project team is appropriately experienced, trained and/or qualified for delivering this work. Your reply should include:1. An organogram for the project team, showing names and roles;
2. CVs of key personnel to be involved in works, supported by a skills matrix or equivalent to illustrate the relevant skills/experience/qualifications of individual members of the proposed team, noting that evidence of professional competency training may be required prior to the commencement of the contract; and
3. If you anticipate using sub-contractors for some or all of the works, please explain how you will ensure that any personnel are of an equivalently high standard and how their performance will be managed.
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| 1. **Understanding of the project (20**%) **-** Minimum quality threshold 2/10
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| Please demonstrate that you have an in-depth understanding of this project, your reply should include:1. An understanding of the need and importance for the project;
2. An understanding of the background of the project and how it fits into the National Framework and Water resources planning; and
3. Show how you will achieve the objectives of the project.
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| 1. **Project Management (10%) -** Minimum quality threshold 2/10
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| Please demonstrate how you will manage the project. Your reply should include:1. Details of the assigned project manager including any relevant accreditations;
2. Identification of risks and proposed mitigation including the need to work within tight timescales; and
3. Track record of proven project management.
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**Contractor Response Form**

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| 1. **Your Approach and Methodology (inc. programme and risk) (40%)**
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| 1. **Team, Experience and Technical skill of those involved in the contract (30%)**
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| 1. **Understanding of the project (20**%)
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| 1. **Project Management (10%)**
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Evaluation Information

The following table provides the quality/price and sub-criteria for this procurement, which will be used as a basis for evaluation of tenders.

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| Evaluation criteria | Criteria weighting | Sub-criteria (quality) | Sub-criteria weighting |
| Quality | 40% | Your Approach and Methodology (inc. programme and risk)  | 40% |
| Team, Experience and Technical skill of those involved in the contract  | 30% |
| Understanding of the project  | 20% |
| Project Management  | 10% |
| Price | 60% |  |  |

Each criterion will be allocated a score of between 0-10 for the documented response, based on the following table:

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| --- | --- |
| **Rating of Response****The tenderer provides a response which in the opinion of the evaluators is:**  | **Score** |
| **Excellent:** *Addresses all of the requirements* and provides a response with relevant supporting information which *does not contain any weaknesses*, giving the Agency *complete confidence* that the requirements will be met. | 10 |
| **Very Good:** *Addresses all of the requirements* and provides a response with relevant supporting information, *which contains very minor weaknesses*, giving the Agency *high confidence* that the requirements will be met. | 8 |
| **Good:** *Addresses all of the requirements* and provides a response with relevant supporting information, which *contains minor weaknesses*, giving the Agency *reasonable confidence* that the requirements will be met.  | 6 |
| **Satisfactory:** *Substantially addresses the requirements* andprovides a response with relevant supporting information which *may contain* *moderate weaknesses,* but gives the Agency *some confidence* that the requirements will be met.  | 4 |
| **Weak:** *Partially addresses the requirements,* or provides supporting information that is of limited relevance or contains *significant weaknesses,* and therefore gives the Agency *low confidence* that the requirements will be met. | 2 |
| **Nil:** No response or provides a response that gives the Agency *no confidence* that the requirements will be met.  | 0 |