

**Appendix 4**

Award Questionnaire

Management of Community Use (Lettings) for

Insert here the name of the Academy you are bidding for

one to be submitted for each Academy

**[Bidder Insert Your Company Name]**

**This Award Questionnaire should be completed by all bidders – one for each Academy being bid for.**

**Please ensure to add your company and Academy name to the front page of this document prior to its submission.**

The information provided herein will be considered as part of the evaluation process on which the decision for the award of the contract will be made. Enter your responses in the ‘response’ box provided or where asked to insert details.

The maximum score attached to each question is indicated within the following table:

|  |  |  |
| --- | --- | --- |
| **Question** | **Subject** | **Maximum score** |
| **Quality** | | |
| 1 | Mobilisation and implementation plan | 60 |
| 2 | Service provision | 60 |
| 3 | Effective management of contracted service | 60 |
| **Financial Submission** | | |
| 4 | Financial benefits to the academy | 130 |
| **Total Maximum Score** | | **310** | |

**The winning bidder for each Academy will be the one who achieves the highest Award score after evaluating this Award Questionnaire and considering the bidder’s performance at the presentation/interview.**

***If an abnormally high revenue bid is received, Harris Federation reserve the right to reject the bid.***

Bidders are required to provide responses and/or documentation to each question. Where separate documents have been provided, please ensure that they are appropriately cross-referenced in this Award Questionnaire and have been consolidated into one PDF.

Bidder, please confirm that you attended the compulsory site visit for the Academy that this Award Questionnaire refers to: **(please note, if you answer No your bid will be rejected)**

Insert name of Academy:

Yes ☐ No ☐

Insert name of Academy:

Yes ☐ No ☐

Please confirm the name of the person who attended the site visit:

|  |  |
| --- | --- |
| Insert name: |  |

**Bidders - please tick the box confirming that the following documents are submitted in your bid submission:**

1. MS Word version of your completed Selection Questionnaire ☐
2. MS Word version of your completed Award Questionnaire ☐
3. Completed MS Excel workbook of your Financial Submission ☐
4. One consolidated PDF with supporting documents mentioned in the above documents ☐

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| --- | --- |
| **Question 1** | **Mobilisation and implementation plan** |
| ***Maximum score achievable for this question is 60***  Please provide an outline mobilisation and implementation plan relevant to the requirement, ensuring you include all the following elements as a minimum:   * nomination of a single point of contact/mobilisation manager * timelines * roles/responsibilities * dependencies * risks * academy’s policies and procedures * access, security & keys * marketing strategy and plan * how you will ensure regular and meaningful two-way communication | |
| **Insert response to Question 1 here** | |

**Scoring guide - Evaluators may award intermediate scores.**

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| --- | --- |
| **Quality of response** | **Score allocated** |
| Response is comprehensive, relevant to the requirements, convincing and has detailed a robust approach. All requested information has been provided. | 60 |
| Response is of average quality but is relevant and requested information has been provided. There are areas of improvement. | 30 |
| Response is inadequate | 0 |

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| **Question 2** | | **Service provision** |
| Please complete this section by covering the following as a minimum: | | |
| 2.1 | ***Maximum score achievable for this question is 10***  Looking back at the scope in the ITT, and the questions in Appendix 3 Selection Questionnaire, please detail any amendments following the site visit. This amended scope should reflect the service that you propose to provide. Please include the following:   * How you intend to market the academy * Harris Federation requires an open book accounting method for this Contract. Please detail how your company will facilitate this in its operational and reporting process | |
| **Insert your answer to 2.1 here**  **Replicate the scope from the ITT here and detail any amendments (in red)**  **Provide reasons for your amendments/recommendations** | | |
| 2.2 | ***Maximum score achievable for this question is 8***  In adherence with our Hire of Academy Premises Policy, identify what community groups and lettings you expect and endeavour to achieve. | |
| **Insert your answer to 2.2 here** | | |
| 2.3 | ***Maximum score achievable for this question is 6***  Identify how potential hirers will be vetted to ensure they do not present any conflict with our policies, the proposed contract or the academy’s ethos. Also, identify to what extent and how the academy will be involved in this vetting process. | |
| **Insert your answer to 2.3 here** | | |
| 2.4 | ***Maximum score achievable for this question is 6***  Explain how bookings will be organised and made, and, how the academy will achieve access to this information when required. | |
| **Insert your answer to 2.4 here** | | |
| 2.5 | ***Maximum score achievable for this question is 6***  Identify how you will manage the bookings, ensuring that the hirer complies with the Federations Hire of Academy Premises policy and all other Academy policies, procedures and checklists provided in this tender. | |
| **Insert your answer to 2.5 here** | | |
| 2.6 | ***Maximum score achievable for this question is 6***  Indicate what arrangements you have in place and/or will put in place for dealing with staff absence/sickness and poor performance to ensure full and effective service provision on a day-to-day basis. A measurable plan is preferred in this response. | |
| **Insert your answer to 2.6 here** | | |
| 2.7 | ***Maximum score achievable for this question is 6***  Identify how you will ensure the key performance indicators (as stated in the Proposed Contract) will be met and what other performance measures would you suggest? | |
| **Insert your answer to 2.7 here** | | |
| 2.8 | ***Maximum score achievable for this question is 6***  Identify the process and control measures to ensure facilities/areas used for lettings will be left clean and tidy and then left in the required format/layout prescribed by the academy. | |
| **Insert your answer to 2.8 here** | | |
| 2.9 | ***Maximum score achievable for this question is 6***  Identify how you will deal with complaints or issues raised by hirers, the academy or local residents or others impacted by the lettings. Please confirm the time frame for resolution and that enabled staff members will be the first point of contact with the ability to redress complaints or issues. | |
| **Insert your answer to 2.9 here** | | |

**Scoring guide - Evaluators may award intermediate scores.**

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| --- | --- | --- |
| **Quality of response** | **Question no** | **Maximum Score achievable for the section is 60** |
| Responses are comprehensive, relevant to the requirements, convincing and has detailed a robust approach. All requested information has been provided. Bidders have covered each question and detailed how they would broach each area. All answers meet with our satisfaction. | 2.1 | 10 |
| 2.2 | 8 |
| 2.3 | 6 |
| 2.4 | 6 |
| 2.5 | 6 |
| 2.6 | 6 |
| 2.7 | 6 |
| 2.8 | 6 |
| 2.9 | 6 |
| Responses are of average quality but there are areas that could be improved. | 2.1 | 5 |
| 2.2 | 4 |
| 2.3 | 3 |
| 2.4 | 3 |
| 2.5 | 3 |
| 2.6 | 3 |
| 2.7 | 3 |
| 2.8 | 3 |
| 2.9 | 3 |
| Responses are inadequate | All questions | 0 |

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| --- | --- | --- | --- |
| **Question 3** | | **Effective management of contracted service** | |
| 3.1 | ***Maximum score achievable for this question is 17***  How will you performance manage the contract on a day-to-day basis for operational effectiveness and efficiency and ensuring you comply with the academy’s policies, procedures and checklists? | |
| **Insert your answer to 3.1 here** | | |
| 3.2 | ***Maximum score achievable for this question is 17***  How do you intend to ensure that the contract will be effectively managed in adherence with the Key Performance Indicators, the Terms and Conditions and the Hire of Academy Premises Policy? | |
| **Insert your answer to 3.2 here** | | |
| 3.3 | ***Maximum score achievable for this question is 17***  How will you ensure revenue projections are met? | |
| **Insert your answer to 3.3 here** | | |
| 3.4 | ***Maximum score achievable for this question is 9***  Please advise on initiatives/actions that your Organisation undertakes to secure social value and/or added value into your services? Examples may include and are not limited to:   * Voluntary work/apprenticeships for local people and disadvantaged groups, supporting them to gain access into employment * Supporting local charities, local community groups, local resident engagement, culture and heritage * Promoting the safeguarding and welfare of children, young people and vulnerable adults * As part of your service delivery please list the unique deliverables that you can offer as part of the service. Examples can be training opportunities for pupils, work experience addition alignment and improvements for academic outcomes or pupil life enhancement. * Including equality and diversity in the provision/operation of services. Eg ensuring the workforce is representative of the communities served as part of this contract * Improving the health and wellbeing of local residents and employees * Environmental objectives to improve environmental performance during the duration of the contract, e.g. recycling, reduced waste, reduced carbon footprint | |
| **Insert your answer to 3.4 here** | | |

**Scoring guide - Evaluators may award intermediate scores.**

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| --- | --- | --- |
| **Quality of response** | **Question no** | **Maximum Score achievable for the section is 60** |
| Response is convincing and acceptable and has detailed a robust approach. All requested information has been provided. All answers meet with our satisfaction. | 3.1 | 17 |
| 3.2 | 17 |
| 3.3 | 17 |
| 3.4 | 9 |
| Response is of average quality but is relevant and requested information has been provided. There are areas of improvement. | 3.1 | 9 |
| 3.2 | 9 |
| 3.3 | 9 |
| 3.4 | 5 |
| Response lacks conviction | All questions | 0 |

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| **Question 4** | **Financial Submission (all financial elements must be specified)** |
| **Rate Card, Projected Revenue; Revenue Share,**  **and, multi academy benefits** | Bidders must complete the Financial Submission template (keeping it in an MS Excel format when submitted) outlining the following information:   * Name of Academy * Proposed rate card for all facilities/areas to be let (if this differs to what was provided in the ITT/Scope then explain why) * Projected revenue for all facilities/areas for the first full year of operation * Projected revenue for the first three years of the contract * Projected revenue share – Lettings Provider versus Academy |
| **Commentary** | If you have any commentary or explanation with regards to your financial submission, please state them on the spreadsheet. |

**Scoring guide - Evaluators may award intermediate scores.**

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| --- | --- |
| **Financial Submission** | **Score allocated** |
| The most financially advantageous bid whilst being viable and sustainable will be awarded maximum marks | 130 |
| All other bidders will be evaluated relatively in order to reach a score up to the maximum marks | Relative score |

The Bidder providing a combination of the highest percentage share and greatest projected realistic revenue will be scored the maximum of **130** and other bidders will be scored relative to this.

Harris Federation is not bound to accept the highest priced Tender Submission regarding revenue and reserves the right at its absolute discretion to accept or not accept any Tender Submission. In addition to the scoring, an assessment will be undertaken as to how realistic the bid price is.

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide any documentary evidence referred to in this document.

I understand that the information will be used in the process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

I declare that to the best of my knowledge no conflicts of interest exist in our decision to submit a bid.

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| --- | --- |
| **Contact details and declaration** | |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |
| Signature (electronic is acceptable) |  |
| Date |  |