

## Tender Evaluation Scoring Sheet for Grounds Maintenance Contract

### Overview:

- **Scoring Criteria:** 60% Method and 40% Price.
- Each Method Statement will be evaluated based on clarity, comprehensiveness, and relevance to the contract requirements. Price will be scored separately.
  - Total points available: 25 (20 for Method and 5 for Price).
  - Each Method Statement shall be scored 1-5

| Method Statement Scoring |  |   |
|--------------------------|--|---|
| Score                    | Description                              | Explanation   |
| 1                        | Fails to Meet Criteria                   | The response does not meet the requirements, lacks evidence, and is insufficient or irrelevant.                                 |
| 2                        | Partially Meets Criteria                 | The response addresses some aspects of the requirements but is incomplete, weak, or supported by limited evidence.              |
| 3                        | Meets Criteria                           | The response meets the requirements adequately, provides sufficient evidence, and addresses the key points of the criteria.     |
| 4                        | Meets Criteria and Exceeds in Some Areas | The response goes beyond the basic requirements in some areas, is clear, detailed, and supported by good evidence.              |
| 5                        | Exceeds Criteria                         | The response significantly exceeds the requirements, is exceptionally clear, detailed, and supported by comprehensive evidence. |

- Each point within the Price Score is worth 8% making a total of 40% available for the total price section.

### Method Evaluation (20 Points)

#### Section 1: Lead Contact

##### Question:

- Has the tenderer provided the name, title, and contact details of the primary lead contact responsible for the management and delivery of the contract?
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#### Section 2: Health & Safety Manual

##### Question:

- Has the tenderer included an indexed Health & Safety manual covering policies, procedures, and risk assessments relevant to this contract?
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#### Section 3: References (Max 5 Points / Max 5%)

##### Question:

- Has the tenderer listed three previous customers with similar-sized and complexity contracts, including customer name, contact details, scope of services, and notable achievements? **Scoring Criteria:**
    - Full marks: Complete details for all three references provided with examples of success.
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#### **Section 4: Sub-Criterion 1 - Infrastructure Plans (Max 5 Points / Max 15%)**

##### **MS1 - Systems:**

1. **Works Programme and Tick Sheets:** Are clear scheduling and documentation of tasks provided?
  2. **Inspection Procedures:** Are regular audits and compliance checks outlined?
  3. **First-Line Control:** Are immediate response protocols for emerging issues detailed?
  4. **Management Control:** Is the oversight structure and accountability well-defined?
  5. **Monitoring and Corrective Actions:** Are procedures to identify, report, and rectify issues explained?
  6. **Contractor Best Practices:** Are strategies for delivering industry-leading services included?
  7. **Management Reporting:** Are templates and timelines for reporting to FTC provided?
  8. **Quality Control Inspections:** Are systematic reviews to ensure standards described?
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#### **Section 5: Sub-Criterion 2 - Operational Delivery (5 Points / Max 20%)**

##### **MS2 - Contract Resources:**

1. **Staffing:** Are roles, numbers, and seasonal/part-time staff details clearly outlined?
2. **Vehicles and Equipment:** Are types, quantities, and details (e.g., ride-on mowers) provided, including breakdown contingencies?
3. **Productivity Metrics:** Is performance data from comparable contracts included?
4. **Service Delivery:** Are methodologies for grounds maintenance, landscaping, and inspections detailed, including green waste recycling?
5. **Contingency Planning:** Are protocols for service disruption outlined?

##### **MS3 – Integration of Services**

- Plans for aligning services such as grass cutting, inspections, pavilion cleaning, and sports bookings.
  - Proposals for collaboration with:
    - Community events and initiatives.
    - Friends of Groups.
    - Other contractors, e.g., tree surgeons and maintenance teams.
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#### **Section 6: Sub-Criterion 3 - Mobilisation, Innovation, and Added Value (5 Points / Max 20%)**

##### **MS4 - Monitoring, Management, Supervision, and H&S Management:**

- Are monitoring systems, H&S policies, and procurement plans described? (5 Points)

##### **MS5 - Mobilisation Programme:**

- Does the plan include resource procurement, TUPE transitions, social value initiatives, and a detailed timeline? (5 Points)

##### **MS6 - Innovation and Added Value:**

- Are proposals for environmental innovations, community engagement, and service improvements included, with examples of previous successes? (5 Points)

##### **MS7 - Overall Management of the Contract:**

- Does the strategy include formal collaboration with FTC, meeting schedules, and a Business Continuity Plan? (5 Points)
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#### **Price Evaluation (5 Points / Max 40%)**

##### **Price Scoring Formula:**

- Highest tendered price receives 1 point.

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**Total Score Calculation:**

- Method: Total points from Sections 1-5 (maximum 5 points).
- Price: Total points from the Price Scoring Formula 1 point =8% of total scoring (maximum 5 points).
- **Overall Total:** Method Score + Price Score = 25 points maximum = 100%.