

APPENDIX C: Scoring Matrix



Partnership Opportunity: Invitation to Tender, September 2017

Progress: Building Better Opportunities for young people across Coventry & Warwickshire

Tender Reference: CovW/1/3/ES – Employer Engagement and Employment Support (Warwickshire)

Definitions of criteria types:

- **Required criteria** – tendering organisations must score above 0 for the tender submission to be considered
- **Selection criteria** – criteria used to assess the tendering organisation’s capability and capacity to deliver the tender specification
- **Award criteria** – criteria used to assess the value and quality of the tendering organisation’s proposal

Scoring Protocols:

- All tenders will be scored by 2 members of Groundwork UK staff and an average score will be taken.
- Where the two scores differ by more than 10 points, a third member of staff will moderate the tender assessments to ensure consistency.
- The highest scoring tenders may be invited to interview.

Question	Criteria Type	Scoring Guide	Max. Score
1) Your organisation (i) Please describe briefly the purpose and aims of your organisation, and how these align with the aims of BBO Progress	Selection criteria	0 – purpose and aims do not align with the aims of BBO Progress 1 – purpose and aims partially align with the aims of BBO Progress 2 – purpose and aims align with the aims of BBO Progress	2
1) Your organisation (ii) Please select the areas you are able to deliver in Must be able to deliver in at least one of the stated areas in order for the tender to progress.	Required criteria	0 – not able to deliver in any of the stated areas. Tender cannot progress. 1 – able to deliver in selected areas across Warwickshire 2 – able to deliver in either the north or the south of the county, but not county-wide 3 – able to deliver in all areas across Warwickshire (full delivery coverage)	3

<p>2) Current Delivery (i) Please give examples of projects you have delivered within the last two years (where possible) which demonstrate your organisation's experience of engaging employers and providing employment support to vulnerable young people, including those who are NEET or at risk of becoming NEET, and those with learning differences or physical disabilities.</p>	<p>Selection criteria</p>	<p>0 – no projects described</p> <p>1 – limited information given and/or projects do not demonstrate organisation's experience of engaging employers <u>and</u> providing employment support to vulnerable young people, or projects demonstrate experience of engaging employers <u>or</u> providing employment support to vulnerable young people and those with learning differences or physical disabilities.</p> <p>2 – moderate information given, projects demonstrate organisation's experience of engaging employers <u>and</u> providing employment support to vulnerable young people and those with learning differences or physical disabilities.</p> <p>3 – detailed information given, projects clearly demonstrate organisation's experience of engaging employers <u>and</u> providing employment support to vulnerable young people and those with learning differences or physical disabilities.</p>	<p>3</p>
<p>3) Experience (i) Using examples of your current or recent delivery, please describe:</p> <ul style="list-style-type: none"> • how you have engaged employers and sourced employment opportunities • how you have supported young people – particularly those who are vulnerable and/or with complex needs and significant barriers to engaging with employment, and who may have a learning difference or physical disability. <p>Please give examples which are specific to Warwickshire where you are able to.</p> <p><i>Value for Money will be assessed using this question. Please refer to Question 7 below for details.</i></p>	<p>Award criteria</p>	<p>0 – no examples given of how organisation has engaged employers and sourced employment opportunities <u>nor</u> of how organisation has supported young people.</p> <p>1 – limited examples given of how organisation has engaged employers and sourced employment opportunities <u>or</u> of how organisation has supported young people;</p> <p>2 - limited examples given of how organisation has engaged employers and sourced employment opportunities <u>and</u> how organisations has supported young people; moderate examples given of how organisation has engaged employers and sourced employment opportunities <u>or</u> how organisations has supported young people</p> <p>3 – moderate examples given of how organisation has engaged employers and sourced employment opportunities <u>and</u> of how organisations has supported young people</p> <p>5 – detailed examples given of how organisation has engaged employers and sourced employment opportunities <u>and</u> of how organisations has supported young people</p>	<p>5</p>
<p>3) Experience (ii) <i>Which of these groups do you have recent experience of working with?</i></p>	<p>Selection criteria</p>	<p>0 – none; and/or have not selected 'young people';</p> <p>1 – one to three groups including 'young people'</p> <p>3 – more than three groups including 'young people'</p>	<p>3</p>

<p>4) Partnerships Strong relationships with key stakeholders will be key to the success.</p> <p>(i) Please outline briefly key stakeholders and networks you currently have a relationship with, and the nature of that relationship</p> <p>You should aim to include examples of:</p> <ul style="list-style-type: none"> • employers, • local enterprise partnerships • employment focussed networks and organisations (e.g. Chamber of Commerce, Enterprise Adviser Network) • local authorities 	<p>Selection criteria</p>	<p>0 – no existing relationships with the types of organisations listed;</p> <p>1 – limited evidence of relationships with the organisation types listed; no evidence of relationships with employers</p> <p>2 – evidence of relationships with a fair range of organisations across the majority of organisation types listed; majority of organisations are not based in Coventry & Warwickshire; no evidence of relationships with employers</p> <p>3 – evidence of relationships with a wide range of organisations across all organisation types listed; some of organisations are not based in Coventry & Warwickshire; no evidence of relationships with employers</p> <p>4 – evidence of relationships with a fair range of organisations across the majority of organisation types listed; most of organisations are based in Coventry & Warwickshire and relevant to Progress; limited evidence of relationships with employers</p> <p>5 – evidence of relationships with a fair range of organisations across the majority of organisation types listed; most organisations are based in Coventry & Warwickshire and relevant to Progress; fair evidence of relationships with employers</p> <p>6 – evidence of relationships with all organisations across the types listed; some evidence that the organisation has current access to employers and employment opportunities; all organisations are based in Coventry & Warwickshire and relevant to Progress</p> <p>7 – evidence of relationships with all organisations across the types listed; good evidence that the organisation has current access to employers and employment opportunities; all organisations are based in Coventry & Warwickshire and relevant to Progress</p> <p>8 – strong evidence of relationships with all organisations across the types listed; strong evidence that the organisation has current access to employers and employment opportunities; all organisations are based in Coventry & Warwickshire and relevant to Progress</p> <p>10 – very strong evidence of relationships with all organisations across the types listed; very strong evidence that the organisation has current access to employers and employment opportunities; all organisations are based in Coventry & Warwickshire and relevant to Progress</p>	<p>10</p>
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<p>4) Partnerships Building Better Opportunities: Progress is a partnership of 16 organisations working closely together to achieve shared targets and outcomes.</p> <p>(ii) Please indicate what you anticipate the key challenges of delivering as part of a partnership will be, and how you may overcome them</p>	Award criteria	<p>0 – no exploration of key challenges of partnership working</p> <p>1 – some exploration of key challenges, but with no or limited ideas on how to overcome them</p> <p>2 – some exploration of key challenges, with some attempt to develop ideas on how to overcome them</p> <p>3 – clear idea of the key challenges of partnership working, with some detail on actions required to overcome them; limited idea of the key challenges of partnership working, but with detailed actions required to overcome them; some answers relate to recent delivery experience</p> <p>5 – detailed the exploration of key challenges, with well thought through ideas on how to overcome them which are embedded in recent delivery experience</p>	5
<p>5) Staffing (i) What will be the structure of your BBO Progress staff team?</p>	Award criteria	<p>0 – no staffing structure given</p> <p>1 – limited information provided and/or not all bullet points addressed; key staff not currently in place – recruitment required; staffing arrangements inadequate for proposed delivery / funding</p> <p>3 – good level of detail provided; staffing arrangements adequate for proposed delivery; some recruitment may be required.</p> <p>5 – good level of detail provided; staffing arrangements adequate for proposed delivery; key staff are already employed by the organisation - no recruitment required</p>	5
<p>5) Staffing (ii) Additional staffing comments</p>	n/a	Considered as part of assessment for (i)	n/a

<p>6) Your Delivery Offer (i) Please describe your proposed delivery offer, including:</p> <ul style="list-style-type: none"> the structure and content of your delivery, how you will engage employers and source employment opportunities how young people will access your offer <p>Please also include information on:</p> <ul style="list-style-type: none"> how your offer will meet the needs of this cohort of young people and add value to existing support, and the envisaged outcomes for young people. <p><i>Value for Money will be assessed using this question. Please refer to Appendix C Scoring Matrix for information.</i></p>	Award criteria	<p>0-2 – no or very poor delivery offer submitted, no reference to local employer engagement nor the relevant client group’s needs and existing local Progress delivery.</p> <p>3-5 – limited delivery offer submitted, little reference to local employer engagement, nor the relevant client group’s needs and existing local Progress delivery</p> <p>5-7 – fair delivery offer submitted, some reference to the client group’s needs or existing local delivery; some evidence of flexibility in delivery location and responsiveness to need</p> <p>7-9 – good delivery offer submitted, good reference to the relevant client group’s needs or existing local delivery; good evidence of flexibility in delivery location and responsiveness to need</p> <p>10 – excellent detailed and clear proposed delivery offer, with clear indication of how the delivery methodology relates to the client group’s needs and local delivery landscape; excellent evidence of flexibility in delivery location and responsiveness to need</p>	10
<p>6) Your Delivery Offer (ii) When are you able to start delivery? Please be as specific as possible.</p>	Award criteria	<p>0 – not able to start delivery until 20th October 2017 or thereafter</p> <p>3 – able to start delivery between 2nd October and 19th October inclusive</p> <p>5 – able to start delivery week commencing 25th September 2017</p>	5
<p>7) Delivery Capacity (i) Please outline the maximum number of young people you envisage being able to support in each area (costings can be found in the tender briefing)</p> <p>Value for Money (VfM) will be assessed by reviewing the appropriateness of the offer (flexibility of delivery offer (Q6) and experience working with the cohort (Q3)) alongside the average ‘cost per head’ (Grant requested /Delivery Capacity (overall number to be engaged). This will not produce a VfM ‘score’, but will assist Groundwork UK in making a judgement on the balance between the strength of your delivery offer against the volume of participants you are able to support. The highest scores for this question will be awarded to those who are able to provide a high quality and intensive service to the number of participants stated in the tender.</p>	Award criteria	<p>0-2 – no volumes stated / volumes do not align with tender requirements; weak delivery offer to a low to medium number of participants; tender represents very poor value for money</p> <p>3-5 – volumes align with tender requirements; fair delivery offer to a low to medium number of participants; tender represents poor value for money</p> <p>5-7 – volumes align with tender requirements; good delivery offer to a low to medium number of participants OR fair delivery offer to a high number of participants; tender represents adequate value for money</p> <p>7-9 – volumes align with tender requirements; good delivery offer to a medium to high number of participants; tender represents good value for money</p> <p>10 – volumes align with tender requirements; excellent delivery offer to high number of participants; tender represents excellent value for money</p>	10

<p>7) Delivery Capacity</p> <p>(ii) Please confirm the address of the locations or premises you will be delivering 'Progress' from</p>	<p>Selection criteria</p>	<p>0 – no planned delivery premises or locations; delivery not available in the programme locations stated in question 1) (ii); delivery not flexible to suit the needs of the programme or clients</p> <p>1 – limited information but some evidence of identified delivery premises in the programme locations stated in question 1) (ii) and/or demonstration of flexible delivery based on the needs of individuals</p> <p>2 – detailed information given of delivery locations / premises in the programme locations stated in question 1) (ii) and/or robust demonstration of flexible delivery based on the needs of individuals</p>	<p>2</p>
<p>8) Delivery Costings</p> <p>(i) Please state the total grant you are tendering for to deliver the offer outlined in question 6 to the number of young people stated in question 7</p>	<p>Required criteria</p>	<p>0 – no total grant amount entered; grant amount exceeds the total grant available. Tender cannot progress.</p> <p>1 – grant amount tendered for is within the total grant available</p>	<p>1</p>
<p>8) Delivery Costings</p> <p>(ii) Please give an estimated breakdown of costs against the headings given</p>	<p>Selection criteria</p>	<p>0 – costings not completed; total costings do not match the amount in question 8) (i)</p> <p>1 – costings match the total requested in question 8) (ii); costings to be further queried</p> <p>2 – costings match the total requested in question 8) (ii); costings clear and directly relatable to the delivery offer and staffing structure</p>	<p>2</p>
<p>9) Supporting Statement</p> <p>Please enter any additional information or evidence to add in support of your application</p>	<p>n/a</p>	<p>This question is not scored</p>	<p>n/a</p>
<p>10) Referees</p> <p>Please provide contact details for two suitable referees who can be contacted prior to the award of the tender</p>	<p>n/a</p>	<p>This question is not scored</p>	<p>n/a</p>
TOTAL			<p>60</p>