

EVALUATION METHODOLOGY AND CRITERIA

The Contract will be awarded on the basis of the most economically advantageous response. That is to say, when considering all the factors, the proposal that enables the Authority to achieve best value for money.

The evaluation procedure is divided into the following key stages, which the Authority may nevertheless decide to run concurrently:

Quality Evaluation – An Evaluation Panel provided by the Authority will assess the bidders' proposal.

Price Evaluation – The Authority will make a commercial assessment of prices offered and award scores.

The Quality Score awarded for a Lot will be added to the Price Score for the same Lot to determine the final score for each bidder ("Final Score").

A summary of the total scores available for each question is as follows:

Method Statement Number	Title	Total Available Score	Weighting (%)
MS1	Project Methodology	5	20%
MS2	Skills & Relevant Experience	5	15%
MS3	Sector Knowledge and experience	5	10%
MS4	Service Knowledge and Experience	5	15%
Total Quality Score			60%
Total Price			40%
		TOTAL	100 %

Bidders written proposals will be scored using the below scoring matrix:

Score	Rating	Description
0	No Response	No proposal has been received Note: The response is deemed unacceptable.
1	Unacceptable	A proposal at this rating: <ul style="list-style-type: none">Builds very little or no confidence that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures;

		<ul style="list-style-type: none"> Builds very little or no confidence that the Tenderer's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution. <p>Note: The response is deemed unacceptable.</p>
2	Poor	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> Raises reservations that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures; Raises reservations that the Tenderer's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution. <p>Note: a response at this rating includes reservations which cannot be easily resolved with the Tenderer pre-contract award (i.e. changes which would distort the competition) or during the contract term without impacting time, quality or cost.</p> <p>The response is unacceptable.</p>
3	Acceptable	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> Confirms that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures; Provides an acceptable approach/solution to delivering the requirements utilising standard strategies, plans, tools, methods or technologies. <p>Note: an acceptable response may include minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost.</p>
4	Good	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> Builds confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures; Provides a good approach/solution to delivering the requirements utilising appropriately tailored strategies, plans, tools, methods or technologies. <p>Note: a good response may include a small number of minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost.</p>

5	Excellent	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> • Builds a high level of confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures; • Provides an exceptional approach/solution to delivering the requirements utilising appropriately tailored and at times innovative strategies, plans, tools, methods or technologies. <p>Note: an excellent response should not include any reservations.</p>
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The price score will be evaluated as follows:

The lowest single inclusive rate will be awarded the full 40% of the price score. All other bids will be evaluated using the formula **Price Score = (Lowest inclusive rate/Tendered inclusive rate) x 40%**

