**Attachment 2**

Evaluation Criteria

The objective of the award stage is to evaluate the technical and pricing proposals of Suppliers in response to an ITT detailing specific requirements. The contracts will be awarded to the Suppliers offering the most economically advantageous tender (MEAT), up to a maximum of 12 contracts.

The most economically advantageous tender will be determined by the combined scores of the technical and commercial evaluations.

Technical and commercial evaluations will be afforded the following weightings:

Technical Proposal evaluation 70%

Commercial Proposal evaluation 30%

**Technical Evaluation**

### **Marking scheme**

Responses to questions in the ITT will be scored based on the below marking scheme.

|  |  |  |
| --- | --- | --- |
| **Score** | **Acceptability** | **Description** |
| 100 | **Exceptional** | In the opinion of the evaluator the response is of a quality and level of detail that provides a high degree of confidence that the Potential Supplier has the capacity and capability to meet all of the response requirements against the question, demonstrating a very good understanding of the issues and what is being asked for. |
| 75 | **Good** | In the opinion of the evaluator the response is of a quality and level of detail that provides a good level of confidence that the Potential Supplier has the capacity and capability to meet the response requirements against the question.  The response to the question is clear and detailed (with only minor omissions), demonstrating a good understanding of the issues and what is being asked for. |
| 50 (minimum threshold) | **Satisfactory** | In the opinion of the evaluatorthe response is of a quality and level that provides some confidence that the Potential Supplier has the capacity and capability to meet the response requirements against the question, demonstrating a reasonable understanding of the issues but in some areas demonstrating misunderstanding.  The response provides a low level of detail, and/or provides more of a ‘model’ or standard answer. |
| 25 | **Poor** | In the opinion of the evaluator the response is of a quality and level that lacks any convincing evidence to provide confidence in the capacity and capability of the Potential Supplier to meet the response requirements against the question, demonstrating some misunderstanding and/or failing to meet the response requirements against the question in many ways and/or materially in one or more ways. |
| 0 | **Nil or Inadequate** | In the opinion of the evaluator the response fails to provide any confidence that the Potential Supplier has the capacity or capability to meet any of the requirements against the question, demonstrating a failure to understand the requirements.  Alternatively, the Potential Supplier has provided no response. |

**Technical Envelope (70%)**

Technical proposals will be sub-weighted and scored as shown below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ID | Section Overview | Question | Minimum threshold | **Weight % (out of 70%)** |
|  |  |  |  |  |
| 1 | Background and Experience | Question 1 - Technical - Bidders to demonstrate their expertise in managing local authority finances. (250 words maximum) | 50 | **14%** |
| 2 | Background and Experience | Question 2 - Technical - Bidders to set out their knowledge of the Safety Valve Programme. (250 words maximum) | 50 | **14%** |
| 3 | Background and Experience | Question 3- Technical - Bidders to detail experience of providing consulting services to local authorities. (250 words maximum) | 50 | **14%** |
| 4 | Role | Question 4 - Technical - Bidders to explain how they would manage the following hypothetical scenario: In their most recent monitoring report, a local authority is shown to not be meeting the conditions of their agreement; what steps do you take next? (250 words maximum) | 50 | **14%** |
| 5 | Capability to Deliver | Question 5 - Technical – Do you have capacity to deliver up to the maximum specified days in the contract?  A total of 104 days, split into 24 in 24-25 and 40 in 25-26 and 26-27.  If no, what could you deliver?  (Score methodology:  A score of 100 will be awarded to bidder who confirms capacity to deliver 104 days.  A score of 75 will awarded to bidder who confirms capacity to delivery between 78-103 days.  50 to be awarded to bidder who confirms capacity to deliver between 52-77 days.  25 to be awarded to bidder who confirms capacity to deliver between 26-51 days.  0 to be awarded to bidder who confirms capacity to deliver 25 days or less.) | 0 | **14%** |

### **Consensus**

Once the evaluators have independently assessed your answers to the questions, we will arrange for the evaluators to meet. Commercial will facilitate the discussion.

At this meeting, the evaluators will discuss the technical responses and review their scores and reasons for that score. The discussion will continue until they reach a consensus regarding the score, and reason for that score, for each question. These final scores will be used to calculate your technical score.

If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via the e-sourcing suite on an individual basis.

### **Technical Envelope Evaluation**

When the consensus meeting has taken place and the final score for each question has been agreed by the evaluators, your final score for each question will be multiplied by that question’s weighting to calculate your weighted score for that question.

Each weighted score for each question will then be added together to calculate your technical score.

### **Technical threshold**

A minimum score threshold of 50 will be applied to question 1 to 4. Suppliers who score below a 50 in these questions will be excluded from proceeding further in the competition.

**Commercial evaluation**

The commercial evaluation will be undertaken separately to the technical evaluation process.

We will consider your commercial response and conduct compliance checks, review for abnormal bids and conduct any clarifications required to formally evaluate your submission. This will be conducted in tandem with the technical evaluations and completed by a commercial evaluation panel.

However, if you failed to meet the minimum acceptable score during the technical evaluation you will not receive a score for the Commercial Envelope.

If we wish to clarify any areas of your bid, bid clarification questions will be issued via the e-sourcing suite on an individual basis.

Commercial proposals will be evaluated by assessing the daily rate proposed by the bidder.

The Bidder with the lowest price for each question will be awarded the maximum score available for that question.

All other Bidders will get a score relative to the lowest total price for that question, calculated using the formula below:

The calculation we will use to evaluate your total price, is as follows:

Price Score = Lowest total price X maximum score available (30%) Bidder’s total price

**Commercial Envelope (30%)**

|  |  |  |
| --- | --- | --- |
| Question number | Question | Weighting |
| * + 1. 1 | Daily rate proposed by the bidder | 30% |

### **Final score**

Your technical score will be added to your commercial score, to create your final score.

The contract will be awarded to the Supplier passing the minimum score threshold where required with the highest Combined Score.