

**FLEET/00541 – TECHNICAL, COMMERCIAL & INSURANCE EVALUATION MATRIX FOR THE PROVISION OF RNAS YEOVILTON INTERNATIONAL
AIRDAY 2017/19 WITH 2 POSSIBLE OPTIONS YEARS FOR 2020/21**

EVALUATION MATRIX

1. Assessments are determined by awarding a score out of 5 against responses to each component in the Evaluation Matrix at Part 1 below and as follows:

Criterion Scores*:

Each individual criterion will be evaluated against the following scoring mechanism.

- 0 Not Answered** Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
- 1 Poor** The response addresses some of the elements of the requirement but does not fully detail or explain how the requirement will be fulfilled.
- 2 Partially Acceptable** The response addresses half of the elements of the requirement but contains insufficient / limited detail or explanation how the requirement will be fulfilled.
- 3 Acceptable** The response addresses the majority of the elements of the requirement but does not fully detail or explain how the requirement will be fulfilled.
- 4 Good** The response is sufficiently detailed and demonstrates a good understanding and provides details of how the requirements will be fulfilled.
- 5 Excellent** The response is comprehensive, unambiguous and demonstrates a thorough understanding of requirement and provides details of how the requirement will be met in full

All scores will require formal comment on the reasoning behind the mark given.

2. These scores are then weighted against the figure stated in this matrix
3. Where stated, a **Pass/Fail Criteria** will apply (**any FAIL on a Pass/Fail question will result in rejection of the ITT**).
4. Any question not answered will be awarded a score of zero.

5. **The evaluation is out of 100** (as this represents 100% of the total score) and the split is 80/20 technical / pricing. A score of 80 is allocated to the best technically compliant tender and the technical scores of the other tenders are calculated using a percentage (%) difference method. A score of 20 is allocated to the highest Concession priced compliant tender is calculated for the price on the remaining tenders using a percentage (%) difference method.

PART ONE – TECHNICAL QUALITY EVALUATION QUESTIONS 1 - 14

SOR COMPONENTS	Score (0-5)	Weight	TOTAL MARKS	Level of Importance	COMMENTS
Understanding the requirement					
Does the proposed Draft Business Plan address the specific individual needs of the RNAS YEOVILTON AIRDAY, are all draft plans requested in Annex D included		5		1	
Do the examples of past experience, show that the contract or has suitable/similar recent past experience of Air Show Provision, planning and execution.		5		2	
Management proposals and plans to provide staff coverage. Ensuring that the European Working Time Directives (EWTD) are met.		3		8	
Management proposals and plans to cover short notice demands specifically to support RNAS YEOVILTON Air Day .		3		7	
Management proposals and detailed Vehicle Management plans for RNAS YEOVILTON Air Day as per SoR - Schedule 5 and Annexes A-D		4		4	
Management proposals and plans to provide medical facilities including emergency medical cover as per the SOR		4		3	
Management proposals and plans to provide mobile catering, trading stands and local businesses as per the SOR, ensuring that RNAS Yeovilton Air day is a sustainable event		4		6	
Management proposals and plans to		4		5	

provide all marquees, tents, portable toilet facilities, and other miscellaneous facilities as per the SOR					
Management structures/Communications					
Mechanisms to ensure effective & efficient communication between its management and staff under taking the contract requirements and between the Authority as well as MOD DEF Comrcl Staff		3		11	
Mechanisms for effective & efficient use of staff to ensure they are an integrated element of RNAS YEOVILTON Air Day		3		10	
Mechanisms for effective and efficient use of sub-contractors and management of sub-contracted tasks		3		12	
Staffing levels and training/Qualifications					
Confirmation that all staff (including sub-contractors) have all appropriate training and have obtained the necessary accreditation for all contracted tasks as per SOR Annexes A - D		4		13	
Mechanisms which are effective & efficient to ensure all staff and sub-contractors have Baseline Personnel Security Standard (BPSS) approval and Counter Terrorist Check (CTC) Clearance where required		5		9	This is required for all personnel entering the Base
That all staff are given appropriate initial & site specific joining instructions and training to undertake contracted tasks		3		14	

PART TWO COMMERCIAL QUALITY EVALUATION QUESTIONS 1 - 3

Submission Requirements	DF47 REF No.	Score (0-5)	Weight	TOTAL MARKS	COMMENTS
1. Written Unqualified Acceptance of All Mandatory Terms & Conditions of Contract.	DF47 refers.	NA	Pass/ Fail		
2. Provision of Budget forecast (revenue and expenditure)for the provision of RNAS Yeovilton Airday for year 17 in accordance with Schedule 5 and Annexes A-D of SOR	DF47 F.20.	0-5	5		
3. The Firm price of the Concession to be paid to the Authority on an annual basis for the duration of the Contract.	Annex A to FLEET/00541 - Special Conditions Paragraph10.5 and Paragraph 10.6 apply.	0-5	5		
Total				/330	

PART 3 - SCORING**FINAL TECHNICAL, COMMERCIAL & INSURANCE ITT SCORING TABLES**

Tenderer	Commercial Compliance Y/N	Technical Score	Insurance Mark	Pricing Score	Overall Score	Overall Result

* The total Technical Marks have been recalculated to show the Final Technical Score, as in accordance with paragraph 5 above.

FINAL TECHNICAL, QUALITY COMMERCIAL & INSURANCE ITT ASSESSMENT SIGNATURES

TECHNICAL ASSESSMENT: Name: Grade/Rank: Cdr RN Appointment: Date: xx xx 2016	COMMERCIAL ASSESSMENT: Name: M Lazar Grade/Rank: C2 Appointment: DEF Comrcl CC-Navy 3 Date: xx xx 2016
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