



Invitation to Tender – Summative Assessment & Legacy Summary of Access to Finance

Annexe 2 – Scoring/Assessment Criteria

Tenders will be evaluated according to the following assessment criteria:

Scoring

Comment	Judgement	Marks available
Meets the requirements fully	Excellent	10
Meets the requirements substantially but not completely	Good	7-9
Meets half or more of the requirements but not all.	Satisfactory	5-6
Meets some of the requirements but fails to meet more than half	Unsatisfactory	3-4
Substantially fails to meet the requirements but meets some or meets some in part	Poor	1-2
Does not meet the requirements at all	Failed	0

Criteria & Weightings	Score 1-10	Category Total
Section A		
Supplier Questionnaire: For Information, with the exception of the following Pass / Fail questions: Q4) Supplier Financial check Q7) Insurance – Confirmation of Required Insurance Q8) Acceptance of OIA Terms and Conditions (see Appendix 4)	N/A – Pass / Fail	Pass / Fail
Section B		
Experience, Staff Resources and Project Management: 30% <ul style="list-style-type: none"> Do they have experience of successfully managing similar projects / developments? Have they provided similar, relevant, detailed examples? Are suitable references available*? 	Score 1-10	30%



<p><i>(OIA reserves the right to contact any references and request further clarifying information which may result in an adjustment to scoring in the event of negative feedback)</i></p> <ul style="list-style-type: none"> • Do they have adequate resources to meet current and ongoing requirements? • Are staff suitable experienced and qualified? • Do they demonstrate good communication and relationship management skills? • Has the supplier provided a clear, project management plan and approach? Do they have the capacity to meet or exceed the required timescales? <p>(Max 10 pages excluding CVS, font size 12)</p>		
<p>Methodology & Approach: 35% - including Quality and Code of Conduct, Understanding of Context, Relevance to Project, Confidentiality and Use of Personal Data</p> <p>(Max 12 pages, font size 12)</p>	Score 1 - 10	35%
<p>Added Value: 15%</p> <p>Quality of proposed evaluation/legacy document; designed and formatted in a way to maximise clear, attractive and concise delivery to current and potential future stakeholders target audience.</p> <p>(Max 5 pages, font size 12)</p>	Score 1 - 10	15%
<p>Pricing: 20%</p> <p>*Price scoring will be based on total price for the contract in comparison to other tendered prices. Scoring will be based on standard relative methodology, whereby the lowest priced bid is divided by the score of the bid being evaluated, multiplied by the maximum weighting (20%)</p> <p>(Max 1 page, font size 12, plus separately Excel Pricing spreadsheet)</p>	Score - see notes*	20%
Total		100%

(End of document)