

OFFICIAL

Attachment 3 - Evaluation Criteria

Tender Criteria Evaluation

The purpose of this section is to provide information to Bidders on the evaluation process and the criteria that will be used to select a successful Bidder.

The overall aim of the evaluation process is to select the Tender that is the most economically advantageous to the Authority, having regard to the Authority's overall objectives. To achieve value for money the evaluation criteria are split in two main parts: Quality and Price. Overall Qualitative Criteria has been allocated 80% and the Price has been allocated 20% of the total weighting. The split of **80:20** recognises the nature of the services as being business critical and the importance placed on price. The table below provides further distribution of the weighting among the high level qualitative criteria.

Table 1: Evaluation Criteria

Quality Tender Components	
Technical Requirement Methodology <i>Sampling</i> <ul style="list-style-type: none">- a proposal for sample design; <i>Engagement</i> <ul style="list-style-type: none">- how they will engage child victims of human trafficking in the research, with due respect to practical and ethical considerations;- how they will include children in the research without English as a first language. <i>Data collection</i> <ul style="list-style-type: none">- how they would approach data collection with each of the relevant groups of research subjects, including the methods of data collection that they will seek to use. <i>Data Analysis</i> <ul style="list-style-type: none">- how the data collected will be recorded and coded and what software will be used (e.g NVivo/ NUDIST) to ensure themes are triangulated. <i>Ethics/Risks</i> <ul style="list-style-type: none">- how they plan to mitigate key ethical concerns and/or risks for working with participants who might be vulnerable,	50%

OFFICIAL

whose first language may not be English, and who might be from hard-to-reach groups.	
<p>Experience/Expertise, and capacity of the proposal team</p> <ul style="list-style-type: none"> - Extensive skills of designing, conducting qualitative research and analysing in-depth qualitative data. - Experience of working in the topic area, and/or with vulnerable groups as research participants. - The tenderers' availability and their ability to ensure continuity of service and to meet the specified timetable. - Evidence of and/or skills in producing high quality presentations and written reports. 	30%
Quality Tender Sub-Total	80%
Price Component	
Pricing – Value for Money	20%
Total	100%

OFFICIAL

Scoring Mechanism

The core principle of the quality scoring mechanism is that a Bidder is able to achieve the maximum score. To ensure this each quality question has a maximum score for “Fully Meets All Requirements” and the highest mark of 80% will be awarded the Bidder with the highest score. The following sets out the Quality scoring mechanism to be applied:

Assessment	Score	Explanation
Fully Meets All Requirements (Full Evidence Provided)	100	Meets the requirement in full. Complete demonstration by the Bidder of the relevant ability, understanding, skills, resources and quality measures required to provide the Services in full, with strong evidence to support delivery of the full requirement in the response.
Fully Meets Requirements (Some Evidence Provided)	80	Meets the requirement in full. Demonstration by the Bidder of the relevant ability, understanding, skills, resources and quality measures required to provide the services in full, with some evidence to support most of the full requirement in the response.
Meets the requirements to an acceptable level (With Minor Reservations)	50	Meets the requirement to an acceptable level but with minor reservations. Response with minor but acceptable reservations about the Bidder's relevant ability, understanding, experience, skills, resource and/ or quality measures required; with insufficient supporting evidence.
Meets the requirement to an acceptable level (With Major Reservations)	25	Meets the requirement to an acceptable level but with major reservations. Response with major but acceptable reservations about the Bidder's relevant ability, understanding, experience, skills, resource and/ or quality measures required; with insufficient supporting evidence, and that would need to be addressed and resolved to the Authority's satisfaction prior to commencement of operations.
Does Not Meet Requirements	0	Does not meet the requirements. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the relevant ability, understanding, experience, skills, resource and quality measures required. Little or no evidence to support the response.

OFFICIAL

The Bidders quality score will be calculated out of 80 by applying the following equation:

The Bidders Quality Score X 0.80 (the Overall Quality Criteria allocation of 80% / 100) (the total Overall Quality Criteria score).

Please note that the examples in the table below are for illustration purposes only.

Bidder	A	B	C
Quality Score	77.5	57.5	85.00
Quality Score (Out of 80)	62%	46%	68%

*Box highlighted in Blue is the lead bidder in this example.

The Quality Score calculated using the formula above will then be used to calculate the Adjusted Quality score.

The Adjusted Quality Score will be calculated using the following formula:

The Bidder's Quality Score/The Highest Quality Score X 80 = Adjusted Quality Score (i.e. The Final Available Quality Score).

An example of the application of this formula as set out in this paragraph in the table below.

Please note that the examples in the table below are for illustration purposes only.

The highest Quality Score will be given the maximum award of 80% and all other Bidder's will be awarded a score relative to this. The application of this is set out in the table below.

Please note that the example below is for illustration purposes only.

Bidder	A	B	C
Quality Score	62%	46%	68%
Highest Quality Score	68%		
Max Quality Score	80%		
Final Available Quality Score	72.94%	54.12%	80%

OFFICIAL

All Final Available Quality Scores will be rounded down to two decimal places (for example the Final Available Quality Score of Bidder A has been rounded down from 72.941176% to 72.94%).

This method will ensure that the Bidder that submits a bid with the highest evaluated quality is able to achieve the maximum available Quality Score.

Price Score

The price element will be calculated on basis that the lowest price will become the 'base price' and will be awarded the highest score of '20'. Other price proposals will then be scored using the following formula.

$$\text{Price Score} = (\text{Lowest Price} / \text{Tenderer Price}) \times \text{Maximum Price Score (20)}$$

An example of the application of this formula as set out in this paragraph in the table below.

Please note that the example below is for illustration purposes only

Price & Price Score			
Tenderer	A	B	C
Price	£1,000,000	£1,002,000	£1,100,000
Lowest Price	£1,000,000		
Max Price Score	20%		
Price Score	20.00%	19.96%	18.18%

*Box highlighted in Blue is the lead bidder in this example.

The Price Scores will be rounded to two decimal places. (for example the Price Score of Bidder C has been rounded down from 18.181818% to 18.18%).

Total Score

The Final Quality Score and the Price Score for each Bidder will be added to calculate the Total Score for each Bidder. The Total Score for each Bidder will be used to produce ranking to establish a Lead Bidder.

OFFICIAL

Tied Score

In the event that the best ranked Total Scores of two or more Bidders are within 0.5 %of each other as the best ranked, this will be deemed a tie. In this event, the decision as to who shall be the Lead Bidder will be the Bidder with the highest Quality Score among all the Bidders involved in the tie.

Important Notice

The Authority is not responsible for any bidding costs directly or indirectly incurred by interested Bidders in respect of this competition. The Authority reserves the right to:

- abandon the competitive process and not award any contract;
- award more than one contract;
- make any changes it sees fit to the competitive process;
- remove and/or amend element(s) from the scope of the requirements; and
- accept any tender unless the bidder expressly stipulates otherwise.

Bidders should note that the Authority regards evaluation of tenders as a continuous process right up to award of contract. Due consideration will be given to any relevant factors that come to light during this process and further information may be sought at any time. In the event of an unsatisfactory finding at any stage in the evaluation process the Authority reserves the right to disqualify the organisation concerned from the competition without compensation.