



PRESCOT TOWN COUNCIL

Prescot Town Council Tender / Quotation Evaluation Criteria

The Town Council externalise a number of its local service provisions to be delivered by outside contractors. In order to ensure the Council receives value for money whilst meeting its core objects it uses a standardised evaluation template and scoring criteria to support its decisions.

Evaluation

In order to ensure this is achieved it is proposed to adopt a weighted scoring system based on Quality, Price, Local Economic Benefit, Social Investment and the provision of a Living Wage with the following ratios.

Quality (weighting 50%)

Background – inc quality accreditation	These criteria have been chosen to provide confidence to the Town Council that the chosen contractor has the organisational capacity to deliver a high quality service with appropriately qualified staff to the agreed required standard.
Qualified Staff	
Level of detail in submission ie all points covered	
Assessment of final quality based on submission	
Track record of delivery	

Price (weighting 30%)

To ensure affordability, and award the contract in line with the Town Council's financial regulations.

Local Economic Benefit (weighting 10%)

To ensure the effects of the expenditure will have a secondary benefit in the local economy through the multiplier effect and increase the effectiveness of the spend within the local community.

Social Investment (weighting 5%)

The organisations social return to the area in which it operates. This could be support with the Council's community events, or other community based activities.

Living Wage (weighting 5%)

Where appropriate the Town Council would like to ensure any organisations it has dealings with pay its employees at a living wage.

Total 100%

The weighted score for each question is calculated by taking the final average score which is multiplied by the question weighing and divided by the maximum available score.

Criteria for awarding score

All responses will be evaluated in terms of meeting the above scoring criteria. The evaluation will be carried out by the Town Council' Finance and General Purpose Committee, against pre-determined evaluation criteria as provided below.

- 4 Clearly demonstrates the level of requirement with regard to ability, understanding of service requirements, systems and quality measures to provide the service. Also demonstrates and provides evidence of the ability to deliver some areas of the service above the level of requirements which include innovation and added value to the Council.
- 3 Clearly demonstrates the level of requirement with regard to ability, understanding of service requirements, systems and quality measures to provide the service.
- 2 Demonstrates the majority of the elements required but has not sufficiently demonstrated and/or evidenced how the requirement will be fulfilled in certain areas.
- 1 Response addresses minimal elements of the criteria but in general contains insufficient/limited detail or explanation to demonstrate how the requirements will be met.
- 0 Does not comply and/or insufficient or no information provided to demonstrate that the criteria can be met

The sum of all of the scores from each section allows ranking of applicants.

Example

Quality

This criteria carries a weighing of 50% (maximum score allowed = 4), assuming the actual score given = 3,

To work out the adjusted weighting - Actual score multiplied by question weighting divided by maximum score = 3 multiplied by 50 divided by 4 = 37.5

Price

The pricing section is worth 30% of the evaluation scoring.

Company A = £100,000.00

Company B = £200,000.00

Company C = £300,000.00

To work out the adjusted weighting = lowest price submitted divided by actual price submitted multiplied by Price weighting £100,000 divided by £100,000 multiplied by 30 = 30%

Therefore

Company B = $\frac{£100,000}{£200,000} \times 30 = 15$

Company C = $\frac{£100,000}{£300,000} \times 30 = 10$.

Worked Example

Weighting	Company A	Weighted Score	Company B	Weighted Score	Company C	Weighted Score
Quality 50%	4	50	3	37.5	2	25
Price 30%	100000	30	200000	15	300000	10
Local Economic Benefit 10%	4	10	3	7.5	2	5
Social Investment 5%	4	5	3	3.75	2	2.5
Living Wage 5%	4	5	3	3.75	2	2.5
Total		100		67.5		45