

EVALUATION CRITERIA

1. The Authority shall evaluate Tenders on the basis of the Most Economically Advantageous Tender having regard to the Evaluation Criteria set out in this document.
2. The evaluation team will consist of a specialist in the Technical, Commercial and Financial areas. Where more than one specialist is evaluating an area the score awarded will be achieved by consensus.
3. The Authority may seek clarification from Tenderers if any part of their proposal cannot be evaluated adequately.
4. The Authority reserves the right to negotiate with one or more Tenderers.
5. The following split will be applied to the Evaluation Criteria:
 - a. Technical – 60%
 - b. Financial – 30%
 - c. Commercial – 10%
6. A further breakdown of how the evaluation criteria will be applied is included at the following Appendices to this document:
 - a. Appendix 1 – Technical Evaluation Criteria
 - b. Appendix 2 – Technical Evaluation Criteria Matrix
 - c. Appendix 3 – Financial Evaluation Criteria
 - d. Appendix 4 – Commercial Evaluation Criteria
 - e. Appendix 5 – Overall Score

Technical Evaluation Criteria

1. This document provides information on how the Technical Evaluation will be undertaken.

2. The purpose of this basic marking scheme is to provide a common baseline for assessment of the tender responses. In simple terms, each criteria has been allocated a value which will be assessed to arrive at a final tender score.

IMPORTANT: Compliance with all Key requirements is considered as the minimum compliance level for the assessment. Tenderers who do not meet all Key requirements will be rejected.

3. The Tenderer must complete the compliancy cell (must be set to either Compliant (C) or Non-Compliant (NC)) at Appendix 2 to Annex A. The Authority reserves the right to overturn compliance if insufficient supporting evidence is provided. If deemed non-compliant a score of 0 / NC will be entered and the tender will be rejected.

4. The Tenderer must also insert a reference into the evidence column stating where the evidence to satisfy the requirement is located in their technical proposal (this can be augmented by additional documentation as necessary).

5. There are nine columns on this marking scheme as detailed in Table 1:

Column	Description
ID	Criteria Identifier - already populated
Requirement	The Criteria - already populated
Comment	Supporting comment relevant to the Criteria - already populated
Evidence	Provide evidence that meets the Criteria - to be populated by Tenderer
Priority	Criteria is a Key requirement - already populated
Compliancy	Whether the tender is compliant or non-compliant against the criteria – to be populated by the Tenderer
Evidence Score	Assessed using scoring table – to be populated by the Authority
Available Marks	Available marks to indicate the value of the individual criteria – already populated
Score	The actual score achieved after marking from the authority against the available marks – to be populated by the Authority

Table 1 – Marking Scheme Descriptions

6. Scores will be assessed on the evidence provided against the scoring guidance at Table 2 below:

Score List	Definition
0	Unmarked. No relevant evidence has been provided
1	Poor. There is limited evidence, a headline or some assertions are made but there is no supporting material
2	Needs Development. There is some evidence of meeting the criteria, however there are some gaps. The Authority have an idea of how the requirement would be met
3	Good. There is good evidence of meeting the criteria, the Authority have a good idea of how the requirement will be met
4	Excellent / Outstanding. There is excellent and robust evidence of meeting the criteria, the Authority have a very clear understanding of how the requirement would be met. The Authority are confident of success

Table 2 – Evidence Definition

7. The maximum available technical score is 100. This is split equally between the four Key criteria. Each Key criteria will be marked out of 25.

8. The assessor will review the evidence provided and allocate an evidence score (0-4) using the definitions at Table 2. These will be entered in the yellow column using the drop down list supplied.

9. The score for each Key requirement will then be calculated using the following methodology:

- A score of 1 will score 25% of the criteria maximum score
- A score of 2 will score 50% of the criteria maximum score
- A score of 3 will score 75% of the criteria maximum score
- A score of 4 will score 100% of the criteria maximum score

10. The allocated score for each of the four Key criteria will be added together to calculate the Total Technical Score.

Appendix 2 to Annex A to Enclosure 1 SNITS

1. Appendix 2 is attached as a separate excel document

Financial Evaluation Criteria

1. The financial evaluation will consist of an evaluation of overall price. Overall price includes ONE Firm Priced Item of Items 1-11 of the Schedule of Requirements.
2. Tenders that have been rejected from the Tender process at the Technical Evaluation Stage or the Commercial Evaluation Stage will not be included in the Financial Evaluation Stage.
3. Tenders will be awarded a score out of 100. The Tenderer with the lowest price will achieve a score of 100. Where the price of a Tender is greater than twice the mean average price of all Tenders, a score of 0 will be awarded. All other Tenders will be awarded a score in proportion with the position of their price relative to the lowest tender and the above mentioned cap.

Worked Example

Where:

- Lowest Tender Price = £100,000
- Mean Average Price of all Tenders = £220,000
- Upper limit Price (if Tender Price > Upper Limit Price, a score of 0 will be awarded) = Mean Average Price x 2 = £220,000 x 2 = £440,000

The score is calculated based on the following formula:

- Maximum Score – $[100(\text{Tender Price} - \text{Lowest Tender Price}) / (\text{Upper Limit Price} - \text{Lowest Tender Price})] = \text{Score out of 100}$

Therefore a Tender Price of £305,000 would score 39 out of 100, as per the calculation below

- $100 - [100(\text{£}305,000 - \text{£}100,000) / (440,000 - \text{£}100,000)] = 39.71$, rounded down to 39.

** Note: The above figures are for illustrative purposes only and bear no resemblance to this requirement*

Commercial Evaluation Criteria

1. This document sets out the commercial criteria against which suppliers that submit a tender to supply the SME Support to DAATM requirement shall be marked.
2. The suppliers' commercial response shall be marked in two stages as detailed below.

Stage 1

3. Stage 1 will be a pass/fail stage and will consist of an evaluation against the Commercial Terms and Conditions and an evaluation of other Commercial issues.
4. The Tenderers response to the Authority's Commercial Terms and Conditions will be assessed as follows:
 - a. Red Response – Rejection or a low degree of acceptance. The Authority reserves the right to reject the tender
 - b. Amber Response – High degree of Acceptance by the Tenderer with only minor non compliance. The Authority may elect to address the minor non compliance through clarification or negotiation
 - c. Green Response – Full unqualified acceptance of Condition by Tenderer or improvement on existing condition. The Tenderer is fully compliant with the Contract Terms and Conditions.
5. Other commercial issues will be assessed on a pass/fail basis (see below paras 8 and 9). A fail will result in rejection from the tendering process.

Stage 2

6. Stage 2 will be a weighted evaluation and will be assessed using the criteria that is made available for each question. The areas to be evaluated are as follows:
 - a. Any Amber or Red responses to Stage 1
 - b. Risk Transfer including Assumptions, Dependencies (inc any GFX) Exclusions and any proposed Defcon 76 Limits of Liability
 - c. Any proposed additional Terms and Conditions

Stage 1

7. Tenderers are required to complete the following Contract Terms and Conditions Compliance Matrix by detailing **only** either “ Unqualified Acceptance” or “Rejection” and where applicable any assumptions, limitations or exclusions that may apply.

Contract Term and Conditions – Defence Conditions and Special Conditions	Unqualified Acceptance √	Rejection (ie anything other than unqualified acceptance) X	Remarks including any assumptions, limitations or exclusion	Authority Assessment: Red = Authority reserves right to reject Tender; Amber = Tender Clarification / Negotiation; Green = Tender Compliance
SCHEDULE OF REQUIREMENTS				
Price has been fully populated				
GENERAL CONDITIONS				
DEFCON 514 (Edn 08/15)				
PRICING				
Firm Priced at Outset				
PAYMENT TERMS				
DEFCON 522J (Edn 05/03)				
DEFCON 5J (Edn 07/99)				
Milestone/Stage Payments				
INTELLECTUAL PROPERTY RIGHTS				
DEFCON 703 (Edn 08/13)				
TRANSPORT				
DEFCON 621B (Edn 10/04)				
QUALITY ASSURANCE CONDITIONS				
DEFCON 602B (Edn 12/06)				
AQAP 2120 Edition 3				

WARRANTY				
Warranty – remedies implied by general law				
SECURITY				
Defcon 660 (Edn 11/14)				
DEFCON 659A (Edn 11/14)				
Additional Terms and Conditions (Annex A to FATS D&E Schedule 3 (Tasking Order Form))				
1. Additional Tasking				
2. Contract Options				
3. Payment				

8. Tenderers are required to complete the Matrix below by detailing **only** either “Yes” or “No” to the questions.

Pass / Fail Questions	Yes/No
a. Willingness to Trade on P2P or acceptable exemption case can be made.	
b. Does the Tenderer have no proposed Limits of Liability other than those allowed under Defcon 76 (Edn 12/06)	
c. Has the Tenderer confirmed that their company has approved List X status at their relevant site(s) and that they will be able to handle documents classified as SECRET for the duration of the Contract or has the Tenderer provided firm evidence that their company will receive approved List X status at their relevant site(s) and will have the ability to handle documents classified as SECRET for the duration of the Contract by the estimated date of contract award of 1 st December 2015.	
d. Has the Tenderer confirmed that their company can meet the SECRET UK Eyes Only nature of the requirement or has the Tenderer provided firm evidence that their company will be able to meet the SECRET UK Eyes Only nature of the requirement by the estimated date of contract award of 1 st December 2015.	

9. The Authority reserves the right to reject any Tenderer if they receive any ‘Red Assessments’ and/or ‘Fail’ to question 8 and/or answer ‘No’ to any of the pass/fail questions above.

10. The Authority reserves the right to undertake its own assessment of the Tenderer’s answer to the pass/fail questions and to change the Tenderer’s response if evidence in the Tender is sufficient to warrant such action.

Stage 2

11. At Stage 2 of the Commercial Evaluation the following areas will be assessed using the criteria detailed for each question. The maximum score available for this section is 100.

- a. Any Amber/Red responses to Stage 1
- b. Risk Transfer including Assumptions, Dependencies (inc any GFX) Exclusions and any proposed Defcon 76 Limits of Liability
- c. Any proposed additional Terms and Conditions

Question 1

12. Has the Tenderer provided a response to Stage 1 that has resulted in an Amber/Red Assessment being given by the Authority?

- a. The maximum score available for this question is 40 and the minimum score available is 0. Scores will be attributed as follows:

All Green Assessments	40
Mostly Green with a Few Amber Assessments	30
Numerous or Borderline Significant Amber/Red Assessments	10
Significant Amber/Red Assessments	0
<i>A score of 0 will result in elimination from the tendering process.</i>	

Question 2

13. Has the Tenderer proposed any Risk Transfer including Assumptions Dependencies (inc GFX), Exclusions and any proposed Defcon 76 Limits of Liability to the Authority?

- a. The maximum score available for this question is 30 and the minimum score is 0. Scores will be attributed as follows:

The Tenderer has not proposed any Risk Transfer to the Authority	30
The Tenderer has proposed a small amount of Risk Transfer	20
The Tenderer has proposed a significant amount of Risk Transfer	10
The Tenderer has proposed an unacceptable amount of Risk Transfer or proposed GFX requirements that the Authority cannot meet	0
<i>A score of 0 will result in elimination from the tendering process.</i>	

Question 3

14. Has the Tenderer proposed any additional Terms and Conditions

a. The maximum score available for this question is 30 and the minimum score is 0. Scores will be attributed as follows:

The Tenderer has not proposed any additional Terms and Conditions or has proposed Terms and Conditions that are of benefit to the Authority	30
The Tenderer has proposed minor additional Terms and Conditions which are broadly acceptable to the Authority	20
The Tenderer has proposed significant additional Terms and Conditions which are borderline acceptable to the Authority	10
The Tenderer has proposed additional Terms and Conditions which the Authority cannot accept and a contract cannot be placed on this basis	0
<i>A score of 0 will result in elimination from the tendering process.</i>	

Overall Evaluation

	Total Score Available	Total Score Achieved	Split of overall score	Overall Score
Technical	100	<i>[Insert total Technical Score]</i>	0.60	<i>[Total Technical Score Achieved multiplied by 0.60]</i>
Financial	100	<i>[Insert total Financial Score]</i>	0.30	<i>[Total Financial Score Achieved multiplied by 0.30]</i>
Commercial	100	<i>[Insert total Commercial Score]</i>	0.10	<i>[Total Commercial Score Achieved multiplied by 0.10]</i>
			Final Mark	<i>[calculated by an addition of the above overall scores]</i>