**Appendix A – Scoring Method**

**Tender for:**

**Website Development, Hosting Support & Maintenance**

**Appendix A – Scoring Method**

The tender responses will be scored after the official closing date for tender submissions.

Each response will be scored based on the following:

* Detailed Proposal Response
* Quality Selection Response
* Financial Selection Response
* Equality, Diversity, Inclusion Form Response

Tenders will be evaluated according to the following criteria:

|  |  |  |
| --- | --- | --- |
| Evaluation | Criteria | Weight |
| Qualitative | Proposal & Selection Responses  | 55% |
| Commercial | Price – Financial Response  | 40% |
| Social value | EDI Form (Equality, Diversity, Inclusion)  | 5% |

**Each answer within the submission will be scored using the following system:**

|  |  |
| --- | --- |
| **Score** | **Guidance** |
| **5 – Excellent** | The Tenderer has provided a thorough response, addressing all requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions. |
| **4 – Good** | The Tenderer has provided a strong response addressing most of the requirements in detail, providing confidence that the requirements can be met in full. |
| **3 – Satisfactory** | The Tenderer has provided a satisfactory response addressing most of the requirements in sufficient detail, providing confidence that most requirements can be met. |
| **2 – Acceptable** | The Tenderer has provided an acceptable response addressing some of the requirements with partial detail. There are a few concerns about whether or not the requirements can be met, which require further clarification. |
| **1 – Unsatisfactory** | The Tenderer has provided a minimal response addressing some of the requirement with very little detail. The response provided does not provide full confidence that the requirements can be met. |
| **0 – Major Concerns** | The Tenderer has failed to address the question, submitted a nil response or any element of the response gives cause for major concern that requirements will not be met. |