**DOCUMENT FOR SUBMISSION – QUALITY CRITERIA SUBMISSION FORM**

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| **Name of person submitting bid** |  |
| **Main contact details – email and telephone number** |  |
| **Organisation name** |  |

The generic quality questions below will need to be answered regardless of which lot(s) you are bidding for.

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| **1.** | **GENERIC QUALITY QUESTIONS** | **Weighting** |
| **1.1** | **Approach to development and collaboration** | 20% |
|  | Please describe your organisation’s approach to designing a learning programme in collaboration with staff across the organisation.  In your response you must:   1. Describe how you would use the development time allocated 2. Describe how you would co-design the offer with HR staff, particularly Diversity and Inclusion officers, and disabled staff, including our staff network – Camden Disability Network |  |
|  | Submit your response here, the box will expand as text is added.  (Word limit 500 words) |  |
| **1.2** | **Knowledge and capability** | 15% |
|  | Please demonstrate your capacity and capability to deliver the sessions (word limit 1,000).  Where possible your response must include the following:   1. Describe how you will resource the delivery of the sessions 2. Describe the capability and skill of any consultants who will be delivering sessions. In your response include any areas of subject matter expertise. 3. Describe how your skills and experience will add to the quality of this learning offer 4. Outline your capability to deliver online 5. Describe any qualifications you have that relate to the delivery of this learning 6. Describe any disability equality/awareness training you have designed or delivered previously. In your answer name the organisation(s)/local authority that you have delivered this to and include a description of any findings/insights you collated as part of the evaluation for these pieces of work. |  |
|  | Submit your response here, the box will expand as text is added.  (Word limit 1,000 words) |  |
| **1.3** | **Diversity and inclusion** | 10% |
|  | Your response must include the following:   1. Outline how you will ensure people with lived experienced of disability are included in the delivery of all sessions 2. Describe how you will ensure the learning offer is accessible to participants |  |
|  | Submit your response here, the box will expand as text is added.  (Word limit 400 words) |  |
| **1.4** | **Content of sessions** | 35% |
| 1.4.1 | Please describe how you will deliver ‘Education sessions’ to meet the requirements and approach set out in the tender brief.  Where possible your response must include the following:   1. Please provide a description of the key topics/ content that you believe would have the most impact on staff. Camden will work in partnership with the provider to finalise the content of the sessions 2. Include details of the design and practicalities |  |
|  | Submit your response here, the box will expand as text is added.  (Word limit 500 words) |  |
| 1.4.2 | Please describe how you will deliver ‘Reflection sessions’ to meet the requirements and approach set out in the tender brief.  Where possible your response must include the following:   1. Describe how you will enable staff to draw out reflections from the key themes mentioned in the education sessions and support them to think about what actions they can take 2. Include details of the design and practicalities |  |
|  | Submit your response here, the box will expand as text is added.  (Word limit 500 words) |  |
| **1.5** | **Cost - inc. design fee and delivery** | 20% |
|  | Camden are a Living Wage employer. The price submitted should be inclusive of the London Living Wage throughout the contract period. The London Living Wage is £11.05 per hour.  Please provide your calculations in the below table.   |  |  |  |  | | --- | --- | --- | --- | | Product | Number | Cost per product | Total (Number x Cost per product) | | Education Session (approximately 3 hours) | 20 |  |  | | Reflection Session (approximately 90 minutes) | 100 |  |  | | Design fees for both sessions | 1 |  |  | | **Total (lump sum):** | | |  | |  |

**Evaluation of Award Criteria - Quality**

The evaluation panel will use the following scoring key when scoring each quality Award Criteria question:

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| **QUALITY SCORING CRITERIA** | | |
| **Score** | **Description** | **Definition** |
| 0 | No response | No response or response completely fails to address the question, or the response is considered generally irrelevant to question |
| 1 | Poor | The response contains some major weaknesses or omissions that would impact delivery of the requirements of the question |
| 2 | Weak | Response is incomplete or contains minor weaknesses or has omissions that may impact on delivery of the requirements of the question |
| 3 | Good | The response meets all requirements of the question |
| 4 | Strong | The response exceeds the requirements of the question, is clear and presents strengths in key areas, with no material weaknesses or omissions |
| 5 | Excellent | The response exceeds requirements of the question in all areas, demonstrates significant strengths and significant added value. |

Evaluation of Award Criteria - Price

Price evaluation will be based on the total lump sum figure in the table above.

Scores will be assigned to each Quoted Price by measuring each price against the lowest priced quote submitted. The lowest priced quote will achieve the maximum score and any prices above the lowest will be allocated a score based on the following formula:

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| Price Score = | Lowest quoted price | x | 20% |
| Your quoted price |

For example, based on a notional figure of £20,000 for the lowest quoted price, scores would be awarded as follows:

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| Bidder | Quoted Price | Price Score awarded (/20%) |
| A | £20,000 | 20.0% |
| B | £25,000 | 16.0% |
| C | £22,000 | 18.2% |
| D | £28,000 | 14.3% |
| E | £26,000 | 15.4% |