**NFNPA WEBSITE DEVELOPMENT assessment document**

1. **price criteria – 30%**

Please state in the box below the total price (excluding VAT) that you expect to charge to deliver the whole project as set out in the Invitation to Tender document.

Please make clear any suggested additional work / variations to the works and the prices for these elements too.

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| Fixed price for delivery of project (build of 1 website and microsites  (excl. VAT) | £ |
| Fixed price for Hosting and Support for the main site plus microsites (SLA for year 1 based on best fit option) | £ |
| Fixed price / index linked (please state) for Hosting and Support Years 2 - 5 ( website and microsites based on best fit option) | £ |

NB: All prices and/or rates shall be **exclusive** of VAT.

Please add a clear proposed payment schedule to your bid documentation, the Authority is aware that the initial costs are high and therefore would accept a first payment on signing of contacts (likely to be c25-35% of the contract value). In return, the Authority would in return request a retention amount equating to 5% of the contract value, only payable after all works (including any snagging list) have been agreed as being complete to an acceptable standard by both parties, any payment not to be wilfully/unreasonably withheld.

1. **Quality criteria – 70% (SUB WEIGHTINGS FOR EACH SECTION ARE SHOWN BELOW)**

**Section A - company information**

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| **Item** | **Information required** | **Please complete or attach information requested** | **Maximum mark** |
| 2.1 | Name of legal entity or sole trader in whose name the Tender/Quote is submitted |  | No Score |
| 2.2 | Registered Business Address/Head Office |  | No Score |
| 2.3 | Main Contact Name |  | No Score |
| 2.4 | Email address |  | No Score |
| 2.5 | Web address (if any) |  | No Score |
| 2.6 | Telephone Number(s) |  | No Score |
| 2.7 | VAT Registration Number |  | No Score |
| 2.8 | [D-U-N-S](http://www.dnb.co.uk/dandb-duns-number/request-a-duns-number) Number |  | No Score |
| 2.9 | Company Registration Number if registered with Companies House or equivalent |  | No Score |
| 2.10 | Name of Parent or Holding Company (if applicable) |  | No Score |
| 2.11 | Type of Business | Choose from:   * Sole Proprietor * Partnership * Private Company * PLC * Limited Company * Local Authority * Other (please specify) | No Score |
| 2.12 | If Type of Business is “Other,” please state |  | No Score |
| 2.13 | Are you a Small or Medium Enterprise (under 250 employees)? | Yes / No | No Score |
| 2.14 | Are you a Voluntary, Community or Social Enterprise? | Yes / No | No Score |
| 2.15 | Please provide details of all relevant professional qualifications and/or memberships (organisation and individuals) |  | No Score |
| 2.16 | Please give details of all insurances held and attach copies of certificates, which should state, where applicable:   * Policy No * Limit of indemnity * Excess * Limit for a single event * Expiry date | * Employers liability insurance * Public liability insurance * Professional indemnity insurance * Contractors all risk insurance | **Pass/Fail**  Levels required as described in Part 10.4 of the Terms & Conditions of Contract, for the Authority |

**Section b – YOUR APPROACH – 40%**

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| Suppliers should provide an outline of how you will draw on your experience and expertise to fulfil the requirements.  Please provide details of the project process/stages proposed and include a gantt chart-type whole programme timeline.  If applicable, please also give a brief outline of your policy regarding the use of sub-contractors and, if appropriate, the extent to which you might envisage using them for this contract. |
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**Section C – SCOPE OF SERVICES – 30%**

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| Suppliers should provide information on whether they can fulfil all the requirements and highlighting reasons for any gaps in service offered.  Please include details of ongoing hosting, support and maintenance offered.  Please include details of any ‘added value’ you can offer within the contract that you wish to highlight. |
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**Section D – YOUR Experience / references – 30%**

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| In this section suppliers should provide details of any qualifications/memberships held by your organisation/individual staff – this can include CVs of relevant staff members.  Suppliers should also provide details of at least 2 recent contracts / case studies that are relevant to our requirements (formal references are not required at this stage). |
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