**BHFT 0555 IT Cabling**

**Explaining the ITT Scoring Process**

This document details the scoring criteria which will be used to evaluate your response. Your response will be scored using only the evaluation criteria detailed within this document and no consideration will be given to any past experience or relationship you may have with Berkshire Healthcare NHS Foundation Trust.

Your response must provide evidence that the criteria can be met rather than just statements and no assumptions will be made regarding information that you have not provided.

It is possible that clarification meetings will take place following the tender evaluations at which you may be asked to clarify what is meant by an element of your response within the document but there will not be an opportunity to provide additional information that you have not provided in your tender to support your bid.

Your response format should reflect the evaluation criteria, giving a clear specific answer to each sub-criteria listed.

Each section of your response should be clearly identifiable to us, as to which of the evaluation criteria it relates to and only the information relative to that specific sub-criteria should be included in that section.

Any information which should be considered as relevant to specific sub-criteria evaluation will not be considered if detailed in other parts of the documentation and is not specifically referenced.

All attachments / appendices and annexes should state which of the sub-criteria they referred to.

Any attachments / appendices and annexes that are not referenced to criteria will not be considered.

A response made under one sub-criteria cannot achieve marks for another. If it is felt a piece of information is applicable to two sub-criteria the information should be included in each section.

Any responses that do not follow this format may be excluded.

**IMPORTANT NOTE**

**We consider that verbal clarification is inappropriate in the context of our intent to provide a consistent, fair and transparent competitive commissioning / procurement process. In the event that you are seeking further clarification on the evaluation and scoring criteria please use BHFT procurement portal messaging facility to submit your questions.**

**Pass/Fail -** Should you FAIL a Pass/Fail question you will be excluded from the tender process.

**Scoring of sub-Criteria -** As clearly explained in the Section(s) within the ITT the sub-criteria are allocated proportional weighting of the Maximum Score based on the evaluation of the response submitted.

Where the submission requires a written response, the following evaluation methodology and criteria will be used to score the submission (excludes scoring price schedule):

* Poor
* Satisfactory – with reservations
* Satisfactory – without reservations
* Good

The definitions of the evaluation weighting criteria which will be used are as follows:

|  |  |
| --- | --- |
| Definition | Score Explanation (see also Document D – Evaluation Criteria) |
| Poor | ‘Little or none of the response is satisfactory, or little or no information has been provided and generally the response is considered not to have met standard in specification’ |
| Satisfactory – with reservations | ‘Satisfactory but with aspects which cause the Evaluation Panel concern because either the response is incomplete or differs from the professional / technical judgement of the Evaluation Panel to meet the standard in specification and the requirements necessary to meet the criteria’. |
| Satisfactory – without reservations | ‘Generally satisfactory and meets the standard in specification and the requirements of the criteria to the satisfaction of the Evaluation Panel’. |
| Good | ‘Delivering significantly above the standard in specification and exceeds the requirements of the criteria over and above the expectations of the Evaluation Panel’ |

The scoring allocated to a written response is determined by the following matrix which is based on the evaluation weighting criteria selected and the maximum marks for that question (Intervening scores will not be used):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Evaluation Criteria  | Marks | Marks | Marks | Marks |
| (excludes Cost Score) | 4 | 8 | 10 | 15 |
| Poor | 0 | 0 | 0 | 0 |
| Satisfactory – with reservations | 1.3 | 2.7 | 3 | 5 |
| Satisfactory – without reservations | 2.7 | 5.3 | 6 | 10 |
| Good | 4 | 8 | 10 | 15 |

**Cost**

The total cost of all items in Document C – the Pricing Schedule is calculated by the unit price for the proposed 5 scenarios and will be added together to form total cost of projects.

Please note that the Trust provides no guarantee, nor will it hold any liability, for the accuracy of the data provided or for its future demand accuracy under any provided data. This is historical data which needs to be used to evaluate the financial aspect of this ITT.

Lowest price will receive maximum points (30), for all the rest the following formula is used: 30 x Lowest price / price bid = score.

Example:

3 bids at £20K, 30K, and 40K

£20k = 30 points (Lowest price)

£30k = 30 x 20/30 = 20 points

£40k = 30 x 20/40 = 15 points

Scores will be rounded to one decimal point.