**Introduction**

This document sets out the questions and criteria that will be evaluated as part of the Procurement for the Provision of the proposed refurbishment of the Norwich R&R Delegate Facility including new FF&E, replacement floor finishes, decorations, lighting replacement, replacement of bar

All answers submitted against the evaluation questions will be used to select a preferred contractor, and the Client will work with this contractor to finalise the contract programme, methodology and specification prior to entering into contract.

Any costs associated with undertaking any activities outlined in your evaluation question returns will have been deemed to have been included within your tender return price.

The following information has been provided in relation to each question (where applicable):

Weighting – highlights the relative importance of the question. The weighted scores achieved by each Tenderer within the Quality criteria and sub criterion, will be added to the score achieved on Price

Scoring - details the marks available to evaluators during evaluation.

For this Procurement the ratio in terms of Price and Quality is 90:10.

**Document Completion**

You **must** provide a response to every question as part of your tender submission. The College of Policing is content to accept one document as long as the document addresses each of the questions.

All responses must be provided as either Microsoft Word, Excel or PDF format documents using Arial font, no less than size 10.

There is a maximum of 500 words allowed for each question.

Where project sheets are submitted in support of providing the evidence of previous experience, these can be in addition to the 500 words allocated for each question but must be on no more than two sides of an A4 sheet.

You **must not** submit any additional information with your Tender other than that specifically requested.

**Contract Sum – Scoring method**

Ninety per cent (90%) of the available mark will be awarded for price. The marks for price will be awarded for the tender’s price that appears on the tenderer’s submitted priced Schedule of Works.

The lowest bid will receive maximum marks and all other bids will receive marks in proportion to how far they exceed the lowest bid.

Lowest bid divided by bid x 90

For example:

Price 1 - £125.00

Price 2 - £150.00

Price 3 - £100.00 = Lowest bid

Example scoring:

£100 / £100 x 90 = 90%

£100 / £125 x 90 = 72%

£100 / £150 x 90 = 60%

**Assessment Criteria Matrix**

|  |  |  |
| --- | --- | --- |
| Criteria | Sub Weighting Criteria | Overall Criteria Weighting |
| Tendering Contractor Details |  | |
| The successful contractor needs to have correctly answered all questions | N/A | Not applicable  Pass/ Fail |
| **Evaluation Questions** |  |  |
| Each of these questions will be scored on a discretionary basis in line with the scoring criteria outlined below. |  |  |
| Quality |  |  |
| Social Value | 10% |  |
| Section Total |  | 10% |
| Contract Sum |  |  |
| Overall Price |  | 90% |
| Total Score |  | 100% |

**Scoring**

|  |  |  |
| --- | --- | --- |
| Score | Description | Definition |
| 0-2 | Unsatisfactory | Answer is incomplete or there is serious concern proposals can not be delivered. |
| 3-4 | Below Expectations | Answer does not meet all criteria or lack of detail in some areas. |
| 5-6 | Meets minimum expectations | Answer meets all minimum requirements. |
| 7-8 | Exceeds Expectations | Some elements of the answer exceed the minimum requirements |
| 9-10 | Innovative | Answer provides innovative ideas or  solutions. |

**EVALUATION QUESTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Social Value | Score | Weighting | Total  Weighted  Score | Overall % |
| 1) Please describe how your organisation will reduce your negative environmental impacts in the delivery of this contract. Include as part of your response:   * Your approach to sustainable production and consumption * How you will reduce your carbon footprint and improve air quality * How you will minimise waste within your organisation and supply chain | 10 | 0.5 | 5 | 5% |
| 2) Please outline the workplace scheme and training opportunities that your organisation will provide in the delivery of this contract inclusive of any:   * Apprenticeships * Traineeships * Work placements | 10 | 0.5 | 5 | 5% |
| Total |  |  |  | 10% |