Overview of Process and Evaluation

**Procedure**

The Council will be using the Competitive Flexible Procedure as defined in the Procurement Act 2023.

The following process will be followed:

**Stage 1:** Issue Tender Notice and Initial Invitation to Tender.

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**Stage 2:** Invitation to Initial Tender responses received.

The Council’s evaluation team will assess Forms A, B, C and D received in response to the Initial Invitation to Tender. If the Bidder passes these sections, then the panel will move on to score the quality responses in Form F using the scoring descriptors contained in this Invitation to Initial Tender.

The top three highest scoring Bidders will be invited to participate in dialogue. If there is a tie between the Bidders in third place, the Bidder with the highest combined score for questions F2.2 (Contract Delivery) and F2.5 (Maintenance and Repairs) will be invited to participate in dialogue.

Unsuccessful Bidders will receive a breakdown of their scores for each of the Form F questions along with the rationale for receiving those scores. Unsuccessful bidders will also be informed of the scoring range for the highest scoring 3 bidders and where their bid was ranked. There will be no standstill period at this stage.

Bidders being progressed to Stage 3, will not receive their quality scores from initial tender stage. This is due to the fact that bids may change and scores may be revisited following dialogue.

The Council reserves the right to accept an Initial Tender should a bid or bids capable of acceptance be received. In this instance, pricing would also be assessed to generate a final Quality/ Price score.

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**Stage 3:** Invitation to Participate in Dialogue Issued

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**Stage 4:** Dialogue sessions held

Each Bidder will be offered two half day slots. Any aspect of the bid may be discussed in dialogue providing the mandatory requirements, as set out in the Invitation to Initial Tender, are met. The Council reserves the right to amend the specification and/ or pricing methodology, at this stage. Bidders are able to refine their bids during this stage.

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**Stage 5:** Invitation to Submit Final Tenders is issued

When dialogue is concluded, the Council shall issue an Invitation to Final Tender. The questions and associated weightings will be as contained within the Invitation to Initial tender, unless an error has been identified.

No further dialogue will be permitted.

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**Stage 6:** Evaluation and Standstill

Final tenders will be evaluated in full by the Council. Bidders are to provide a clean and a marked-up version of the final tender. This will assist the evaluation panel with understanding the updates made following receipt of Initial Tenders.

When the Council has obtained all required internal approvals for the proposed award, Standstill letters and Assessment Summaries will be issued to all bidders that were invited to participate in dialogue. A Contract Award Notice will also be published, this will commence the 8 working day mandatory standstill period.

Bidders that were excluded in Stage 2, will be issued with a redacted score sheet from the Invitation to Initial Tender Stage for the Bidders that were invited to participate in dialogue. They will not receive a standstill letter or assessment summary.

**Evaluation Methodology**

Each Invitation to Initial Tender and Invitation to Final Tender response will be assessed in accordance with the stages detailed below.

The Council may decide to undertake these assessment stages in any order or to undertake one or more stages concurrently. This means that if your response fails at any stage of the evaluation process, there may not necessarily be feedback on other stages. However, you will be provided with feedback on any scores you are awarded prior to your tender being rejected in accordance with the Procurement Act 2023.

The evaluation panel appointed for this procurement will evaluate the Tender returns independently and then meet to agree and moderate scores and rationale for each quality criterion, in accordance with the evaluation criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above, to the moderated scores. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 30 for Quality. The scoring descriptors and methodology are as contained in the Invitation to Initial Tender.

**Evaluation Criteria**

Invitation to Initial Tender

The Council will evaluate your tender response as set out below (stages 1 and 2 may be conducted simultaneously or in any order):

**Stage 1:** Tender responses will be checked to ensure that they have been completed correctly (in accordance with the Council’s instructions) and all necessary information has been provided. Responses contained within Forms A, B, C and D will be assessed, any tender responses not meeting mandatory requirements or constraints and/or containing omissions will be rejected in full at this point and will not be assessed or scored further. Tender responses correctly completed with all relevant information being provided will proceed to Stage 2. Where a tender response is rejected at this point it will automatically be disqualified and will not be further evaluated.

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**Stage 2:** If a bidder succeeds in passing Stage 1 of the evaluation, then it will have Form F, its detailed tender response to the Council’s requirements, evaluated in accordance with the evaluation methodology set out below.

Tender responses to Quality Questions will be scored by an evaluation panel appointed by the Council using the criteria set out in Section 8 of the Invitation to Initial Tender.

The following criteria will be assessed for the quality evaluation and will be assessed entirely on your response submitted.

|  |  |  |
| --- | --- | --- |
| **Qualitative Criteria Questions** | **Max Score** | **Weighting (out of 30)** |
| F2.1 TUPE | N/A | Pass/ fail |
| F2.2 Contract Delivery | 5 | 5 |
| F2.3 Contract Management | 5 | 4 |
| F2.4 Mobilisation | 5 | 2 |
| F2.5 Maintenance and Repairs | 5 | 5 |
| F2.6 Reporting | 5 | 2 |
| F2.7 Business Continuity | 5 | 3 |
| F2.8 Health and Safety | 5 | 5 |
| F2.9 Quality Assurance | 5 | 2 |
| F2.10 Environmental | 5 | 2 |

Commercial Scoring – Your “Price” will not be evaluated at the Invitation to Initial Tender stage, unless the Council feels there is a bid capable of acceptance at this stage. In this instance Quality and Price would both be evaluated and the scores for each award criteria amalgamated to give a total score out of 100. The winning tender response would be the response scoring the highest percentage score out of 100.

Invitation to Final Tender

If the Council undertakes a dialogue stage, the evaluation of Final Tenders would be conducted as follows:

Award Criteria -Responses from bidders will be assessed to determine the most advantageous tender. The tender evaluation will be based on 30% price and 70% quality.

The following criteria will be assessed for the quality evaluation and will be assessed entirely on your response submitted.

|  |  |  |
| --- | --- | --- |
| **Qualitative Criteria Questions** | **Max Score** | **Weighting (out of 30)** |
| F2.1 TUPE | N/A | Pass/ fail |
| F2.2 Contract Delivery | 5 | 5 |
| F2.3 Contract Management | 5 | 4 |
| F2.4 Mobilisation | 5 | 2 |
| F2.5 Maintenance and Repairs | 5 | 5 |
| F2.6 Reporting | 5 | 2 |
| F2.7 Business Continuity | 5 | 3 |
| F2.8 Health and Safety | 5 | 5 |
| F2.9 Quality Assurance | 5 | 2 |
| F2.10 Environmental | 5 | 2 |

Commercial Scoring – Your “Price” (as submitted in accordance with requirements of Annex 3 (Pricing Schedule) will be evaluated by the evaluation panel for the purposes of the commercial evaluation. The bottom-line total in the summary tab, will be used

Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the Council as part of the pricing approach. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the Council as part of the pricing approach, the Council may reject the full tender response at this point. The Council may also reject any tender response where the submitted Price for the services is considered by the Council to be abnormally low. In this instance the Council would give the bidder an opportunity to demonstrate that it will be able to perform the contract for the price proposed before disregarding the tender on this basis. Please refer to section 4.4 of the Invitation to Initial Tender for instructions.

Commercial Scoring Evaluation Methodology

The Price Score weighting out of 70 will be calculated using the following:

The bidder offering the lowest overall Price will be awarded the maximum weighted score of 70. Other bids will be awarded a mark by application of the following formula:

The bid with the lowest price will be allocated the maximum number of weighted points. Other tenders being awarded marks in proportion to this price, so that for example a total price that is 30% more expensive will receive 30% fewer marks, one that is 60% more expensive will receive 60% fewer marks etc.

Negative marks will not be awarded, if the calculation generates a minus score, this will be amended to 0.

**Please note:** please only submit one set of pricing. The Council will not evaluate multiple pricing proposals.

The winning tender response – The scores for each award criteria will be amalgamated to give a total score out of 100. The winning tender response shall be the tender response scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence. If any verification evidence requested from an applicant, is not provided in accordance with any timescales specified by the Council and/or any evidence reviewed by the Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the Council may reject that tender response in full and disqualify the potential winning contractor from the Procurement Process at that point.