

Proposal Submission Form – Appendix 2

**Evaluation Procedure**

The evaluation process will identify the most advantageous Tender and the Contractor will be selected on this basis and the Contract awarded. The criteria to be used by the Council in the evaluation process will be those set out below which include:

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| **ITEM** | **CRITERIA** | **WEIGHTING** |
| **1** | **Price** | **15%** |
| **2.** | **Quality** | **80%** |
| **3.** | **Social Value** | **5%** |

1. **PRICE**

The overall weighting for Price is 15%. This will be evaluated using the following methodology:

Lowest Quoted Price x Weighting = Score

Quoted Price

1. **QUALITY**

The overall weighting for Quality is 80%. This has been further broken down into the questions and weightings below.

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| **Q1. Project Delivery - Methodology** | **Weighting 25%** |
| Please explain your intended approach to delivering the project to meet the requirements of the brief.  **Assessment Criteria**   * Clear, detailed, realistic proposals providing reassurance that all aspects of the project will be met. * Response demonstrates an understanding of the requirements. | |
| **Please respond below in no more than 1000 words** | |

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| **Q2. Project Delivery – Delivery Plan** | **Weighting 20%** |
| Please explain your intended delivery plan for the project including a timetable of key milestones and meetings. Please outline what you envisage are the key risks to the successful delivery of the project and your mitigation proposals.  **Assessment Criteria**   * Clear, detailed, realistic proposals providing reassurance that all aspects of the project will be met. * Ability to deliver the project as soon as possible. | |
| **Please respond below in no more than 750 words** | |

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| **Q3. Key Personnel, Staffing, Capacity and Experience to Deliver the project** | **Weighting 15%** |
| **Key Personnel, Staffing, Capacity and Experience to Deliver the project**  Please identify the key personnel who will be involved in the delivery of the contract detailing as a minimum the relevant qualifications, experience and competencies of each individual and how they will utilise previous experience and specific competencies to ensure successful delivery and add value to the project.  Please outline how your team will be organised and managed to ensure a successful high-quality delivery of the contract, including details of how you will ensure that sufficient resource is allocated to this contract and how this project fits into the current commitments and workload of the proposed team.  **Assessment Criteria**   * The proposed delivery team have the relevant qualifications, skills, and competencies to ensure successful delivery of the contract within the timescale. * Clear and effective organisational structure identified and outlined demonstrating robust team management (where relevant). * Capacity to deliver and effective workload management and resource allocation providing confidence that the contract can be delivered within the timescales. | |
| **Please respond below in no more than 1000 words** | |

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| **Q4 Risk** | **Weighting 10%** |
| Please outline what you envisage are the key risks to the successful delivery of the project and your mitigation proposals.  **Assessment Criteria**   * Response demonstrates an understanding of key risks with effective proposals to mitigate. | |
| **Please respond below in no more than 500 words** | |

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| **Q5. Business Continuity** | **Weighting 10%** | |
| Please explain how you will ensure contract delivery will remain on target and a quality service will be maintained in the event of unavailability of key personnel (for example in the event of staff illness).  **Assessment Criteria**   * Clear contingency arrangements in place to ensure unavailability of personnel will not impact on contract delivery and meeting the required targets. * Proposals are clear, realistic and provide reassurance adequate arrangements will be in place. | | |
| **Please respond below in no more than 500 words** | |

Once marked, each response to the criterion shall have its score calculated as follows:

Mark Awarded x Weighting (%) = Score

Maximum Mark Available

1. **Social Value**

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| **Q1 Social Value** | **Weighting 5%** |
| The Council is actively seeking providers who share their commitment to proactively deliver social value to the Borough. Bidders are free to choose those measures that are proportional and relevant to their business and this contract from the attached Social Value Priorities and Pledges document.  **Assessment Criteria**   * Proposals are clear, realistic and provide reassurance that the provider has a credible process in place to deliver the pledges being offered. * Any pledges promised will need to be evidenced throughout the term of the contract. The Tenderer must demonstrate how they will monitor and report back to the Council on the progress of their pledges. | |
| **Please respond below in no more than 500 words** | |

Once marked, each response to the criterion shall have its score calculated as follows:

Mark Awarded x Weighting (%) = Score

Maximum Mark Available