

Criteria	Weighting
Technical Expertise & Qualifications	20%
Cost & Pricing Structure	50%
Reference & Past Performance	20%
Innovation & Value Added Services	10%
<b>Total</b>	<b>100%</b>

Each question within the elements listed above will be scored using the following scale of awarding marks between 1 and 10:

0-3	Completely unsatisfactory response – limited or no relevant information. Respondent would have serious difficulty delivering the required standard.
4	Fair response – Respondent would only meet some of the requirements of the contract some of the time.
5-6	Acceptable response – Respondent would be likely to meet basic contract standards but further work required to ensure standards are met consistently.
7-8	Good response – clearly indicating Respondent has fully understood and can apply and deliver all the required contract standards.
9-10	Excellent response - clearly indicating Respondent has fully understood and can apply and deliver all the required contract standards <u>and</u> includes robust and deliverable proposals to provide additional benefit to the Council.

#### **Technical Expertise & Qualifications**

The following questions will form part of your tender submission and count for a total of 20% of the overall scoring, the table below provides a summary of how marks are broken down across these areas:

Technical Expertise & Qualifications	Score
1. <i>Certifications and accreditations</i>	
2. <i>Knowledge of required systems, platforms, and technologies</i>	
3. <i>Compliance with industry standards (e.g., British Standards and Building regulations Part L)</i>	
<i>Total</i>	

#### **Cost & Pricing Structure**

The following questions will form part of your tender submission and count for a total of 50% of the overall scoring, the table below provides a summary of how marks are broken down across these areas:

Cost & Pricing Structure	Score
1. <i>Transparent pricing model</i>	

2. <i>Additional charges/rate card for emergency support or out-of-scope work including maintenance &amp; servicing</i>	
3. <i>Warranties &amp; assurances</i>	
<i>Total</i>	

### **Cost & Pricing Structure**

The following questions will form part of your tender submission and count for a total of 50% of the overall scoring, the table below provides a summary of how marks are broken down across these areas:

<b>Cost &amp; Pricing Structure</b>	<b>Score</b>
1. <i>Transparent pricing model</i>	
2. <i>Additional charges/rate card for emergency support or out-of-scope work including maintenance &amp; servicing</i>	
3. <i>Warranties &amp; assurances</i>	
<i>Total</i>	

### **Innovation & Value-Added Services**

The following questions will form part of your tender submission and count for a total of 10% of the overall scoring, the table below provides a summary of how marks are broken down across these areas:

<b>Innovation &amp; Value-Added Services</b>	<b>Score</b>
1. <i>Proactive maintenance and monitoring</i>	
2. <i>Economical and environmental</i>	
3. <i>Additional services (staff BMS training, fault diagnostics)</i>	
<i>Total</i>	

### **Step-by-Step Scoring Method**

1. **Score each criterion** out of its **maximum score** based on how well the submission meets the expectations.

2. **Convert each raw score into a weighted score** using the formula:

$$\text{Weighted Score} = (\text{Score Given} / \text{Max Score}) \times \text{Weighting}$$

(Make sure the weighting is in percentage form, e.g., 20% = 20)

3. **Add all the weighted scores** to get the **final total score out of 100**.

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### Example

Let's say a submission gets the following scores:

Criteria	Weighting	Max Score	Score Given
Technical Expertise	20%	30	24
Cost & Pricing	50%	30	27
References & Past Performance	20%	20	16
Innovation & Value Added	10%	20	10

Now calculate:

- Technical:  $24/30 \times 20 = 16$
- Cost:  $27/30 \times 50 = 45$
- References:  $16/20 \times 20 = 16$
- Innovation:  $10/20 \times 10 = 5$

**Total Score = 16 + 45 + 16 + 5 = 82/100**

