

**Appendix A Method Statement**

**Asset Software System**

**CHS (Ref: T25/003/CHS)**

**Introduction**

* As part of the quality evaluation for this procurement, Bidders must complete the following method statements and return them with their Bid. This document must not be returned as a part of another file (i.e. as a part of a PDF file with the other parts of the tender response). ANSWERS MUST BE SUBMITTED IN BLACK TEXT, CALIBRI FONT, SIZE 11, PARAGRAPH LINE SPACING 1.15, AND SUBMITTED IN MS WORD FORMAT.
* To evaluate quality, the response to each Method Statement question will be scored out of 5 marks in accordance with the criteria set out in the following table. Questions may carry individual weightings specified against each question. If no individual weightings are included against each question, then each question carries equal weighting**.**
* This Further Competition has a minimum quality score of 2. Should the response to any question receive a score below the minimum quality score then the Bidder’s entire Bid will be excluded from the Further Competition. In any case, a Bidder who scores zero for any Method Statement Question will have their bid excluded.

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| Criteria | Assessment | Score |
| Meets all the requirements in the area being measured so that the Services will be delivered in an excellent way that will be highly responsive to the needs of Customers, the Client and other stakeholders. | Excellent | 5 |
| Meets the requirements and standards in the areas being measured well but not completely in some aspects, however the Services will be delivered well and in a way that is reasonably responsive to the needs of the Customers, the Client and other stakeholders | Good | 4 |
| Meets the requirements in the areas being measured in most aspects but fails in some aspects so that the Services will be delivered in a reasonable way that recognises the needs of Customers, the Client and other stakeholders. | Reasonable | 3 |
| Fails to meet the requirements in the area being measured in nearly all aspects so that there will be unsatisfactory delivery of the Services | Unsatisfactory | 2 |
| Significantly fails to meet the Member’s requirements in the area being measured so that there will be poor delivery of the Services. | Poor | 1 |
| Either no answer is given or the Bidder’s proposals in that area completely fail to meet the Member’s requirements in the area being measured or do not answer the question raised. | Unacceptable | 0 |

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| Question 1\_Weighting: 30% | Word Limit: guide of 1500 words plus product literature |
| Please provide a description of your how the software ensures landlords comply with regulatory standards in relation to energy improvements, HHSRS and Decent Homes. Please illustrate your approach with a case study, relevant to this project. We are not looking for generic responses and you must clearly demonstrate in line with the brief that you understand and have experience of what is asked for as set out in the brief. |

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| Question 2\_Weighting: 20% | Word Limit: guide of 1000 words plus case study |
| Please provide a description of how your software interfaces with other housing management systems such as Aareon QL. We are not looking for generic responses and you must clearly demonstrate in line with the brief that you understand and have experience of what is asked for as set out in the brief. |

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| Question 3\_Weighting: 20% | Word Limit: guide of 1000 words  |
| Please provide a description of how your software can be used as an asset management financial modelling tool. We are not looking for generic responses and you must clearly demonstrate in line with the brief that you understand and have experience of what is asked for as set out in the brief. |

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| Question 4\_Weighting: 30% | Word Limit: guide of 1500 words response + Gantt chart + Org Structure |
| Please provide a project implementation plan (including Gantt chart) which clearly indicates key dates, along with full resource allocation for the entire period. Please provide a list / register of the top risks and opportunities which will need to be considered by the CHS when mobilising the project and mitigation measures including training and testing. |