

**Evaluation Criteria**

The evaluation criteria should reflect the requirements set out in the specification document.

The completion of this document should help you identify possible deficiencies in the specification before issuing the invitation to tender.

**This document should be issued with the invitation to tender to assist the tenderers and ensure they are aware how they will be assessed.**

**Delete before printing**

Typical headings include: (Add as required). Consider what questions you wish the tenderer to answer.

**Evaluation Criteria (standard)**

**A) Meeting the Specification: i.e. Does the Tender...**

- 1) Demonstrate a real understanding of the Council's requirements?
- 2) Does the tender cover all the aims and issues?
- 3) Provide evidence of sufficient numbers of experienced/qualified staff to meet the requirements and their availability?

**B) Quality Control: i.e. Does the Tender...**

- 1) Show the procedures for ensuring that the requirement objectives are met? (Evaluation of the methodology) (Does the proposed method clearly identify the process stage by stage, who and timescales with justifications?)
- 2) Show the proposals for managing & evaluating the quality of the processes/procedures and service offered?
- 3) Have key risks been considered?

**C) Financial: i.e. Does the Tender...**

- 1) Show a Competitive Pricing Policy? (Are the costs broken down clearly; discounts , price breaks) Price fits within Internal Customer anticipated range etc)
- 2) Demonstrate Value for Money (Whole cost of procurement/any added inclusive benefits offered)
- 3) Value added by supplier , Proposed changes to specification etc
- 4) Give evidence of compliance to LSC standard Terms & Conditions?

**D ) References and Experience:**

- 1) Has the provider identified experience in handling similar requirements for other government agencies or public sector bodies?

**Evaluation Criteria (examples of other optional criteria)**

**E) Equality and Diversity Policy:**

**F) Environmental Policy:**

**G) Health and Safety Policy:**

**H) Recruitment Policy:**

**I) Overall assessment:**

1) Is there anything that would rule out the tender? Deviation from timescales etc.

2) Any other reservations?