



**Doncaster
Council**

Doncaster Borough Council

Section 1: Request for Quote

Part C: Evaluation Strategy and Example

Contract Title: One Council Programme

ProContract Ref: DN422106

Closing Time / Date: 12:00 Noon on the 01/08/2019

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SECTION 1:

1.0 EVALUATION OVERVIEW

An initial examination will be made to establish the completeness of submitted Quotes. The Council reserves the right to disqualify any Quote submission which is incomplete.

Organisations should satisfy themselves of the accuracy of all fees, rates and prices quoted, since the Organisation will be required to hold these or withdraw their Quote in the event of errors being identified after the submission of Quotes.

If an Organisation fails to provide fully for the requirements of the Specification in the Quote it must either:

- (i) Absorb the costs of meeting the full requirements of the Specification within its Quoted price; or
- (ii) Withdraw its Quote.

Contract Award will be based on the most economically advantageous Quote.

The evaluation panel will consist of representatives from the following:

- Jill Parker
- Lee Tillman

The Organisation's written response to any Supporting Information required by the Council will be taken into account in the evaluation of competing Quotes and which, if approved, will be binding but will not detract from the Specification nor terms and conditions of Contract.

The Organisation will be assessed on a **self-declaration** (see Part C: Supplier Quality Assessment), **Quality** (see Part D: Key Business Requirements) and **Price** (see Part E: Price Schedule) the evaluation of these is more fully described below

Each of the above shall be assessed and/or scored as follows;

- **Self-declaration** will be assessed on a pass or fail basis and against the criteria set out in this document.

- **Quality** will be scored against the criteria set out in this document
- **Price** will be scored against the criteria set out in this document

The maximum amount of marks available for **quality** will be **65%** The maximum amount of marks available for **price** will be **35%**

The qualitative aspects of your Quote will be judged on your responses submitted within the statement of requirements. (Section Three, Part D).

The pricing evaluation will be based on the pricing schedule contained in Section Three, Part E. Please note that all your responses to the statement of requirements and the pricing schedule will be incorporated as a contractual document.

The evaluation of your Quote will also take account whether all the requirements of the ITQ documentation have been met, such as whether all the additional documentation requested has been included with the submission.

2.0 EVALUATION PROCESS

2.1 Self Declaration

This section refers to and provides guidance as to how the Organisations response to “Section 3: Part C – Standard Selection Questionnaire” will be evaluated

The Self Declaration is made up of the following sections and will be evaluated as set out below. Organisations are reminded that failure to provide evidence of the self-declarations when requested (if successful) may result in that Quote being rejected. The Council reserves the right to proceed to appoint the next highest scoring compliant Quote as preferred Organisation in these circumstances.

For information only:		
Question	Completed By	Evaluation Guidance
1 – Potential Supplier Information	All Organisations on an individual basis.	Information only – not evaluated

For information only:

Question	Completed By	Evaluation Guidance
	This will include all members of a group including all sub-contractors.	

Pass/Fail Evaluations – please note that where a "Fail" is awarded at any point, this will result in the Quote being rejected and not considered further:

Question	Completed by	Evaluation Guidance
2. – Economic and Financial Standing (provision of documentation)	<p>The information requested in this question will be used to assess Organisations' financial standing in accordance with the standards set out in this document.</p> <p>Where you are relying on another entity (e.g. your parent company) to pass the financial threshold, please answer "no" to 2.1(a) and (b) and instead answer question 2.1(c).</p> <p>The Lead Organisation should fill this out on behalf of a group. Where the Lead Organisation is not submitting this information (e.g. another member of the group is being relied on, or a parent company is being relied on), please answer "no" to 2.1(a) and (b) and instead answer question 2.1(c).</p> <p>Information must be provided with Quotes.</p>	A "fail" will be awarded where a Organisation ticks "No" to all parts of the question and is unable to demonstrate their or the wider groups economic and financial standing and stability.
3 – Relevant Experience and Contract Examples	Groups are reminded that references can be from any member of the group but are also reminded that, where members which are	A "fail" will be awarded where a Organisation is unable to demonstrate it has worked on contracts of a similar subject matter, nature and value to the Services for the Programme and that

Pass/Fail Evaluations – please note that where a "Fail" is awarded at any point, this will result in the Quote being rejected and not considered further:

Question	Completed by	Evaluation Guidance
	relied on leave the group, the group will be subject to reassessment in accordance with this questionnaire.	Organisation cannot otherwise satisfy The Council in its response to question 3.1 that it nonetheless possesses the relevant technical and professional ability.
4 – Insurance	The Organisation or Lead Organisation on behalf of itself and/or the members of the group / relevant essential sub-contractor(s) (as applicable)	A "fail" will be awarded if the Organisation ticks "no" to any part of question 4.
5 – Health and Safety	The Organisation or Lead Organisation on behalf of itself and/or the members of the group / relevant essential sub-contractor(s) (as applicable)	<p>A "fail" will be awarded on question 5.1 if the Organisation ticks "no".</p> <p>A "fail" will be awarded on question 5.2.a if the Organisation ticks "yes" and does not Provide evidence. Or ticks "no" and does not complete question 5.2.b to the satisfaction of the Council.</p> <p>A fail will be awarded on question 5.3 if the Organisation ticks "yes" and does not demonstrate to our satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches)</p> <p>A fail will be awarded on question 5.5 if the Organisation ticks "yes" and does not demonstrate to our satisfaction appropriate procedures in place.</p>
6 – Information Governance	The Organisation or Lead Organisation on behalf of itself and/or the members of the group / relevant essential sub-contractor(s) (as applicable)	<p>A "fail" will be awarded on question 6 if the Organisation ticks "no" to questions 6.1 and 6.2 without explaining why to the reasonable satisfaction of the Council.</p> <p>A "fail" will be awarded on question 6.3 if the Organisation ticks "yes" without giving details of actions which satisfy the Council that the Organisation has taken appropriate remedial action so that the Organisation is able to sufficiently demonstrate its</p>

Pass/Fail Evaluations – please note that where a "Fail" is awarded at any point, this will result in the Quote being rejected and not considered further:

Question	Completed by	Evaluation Guidance
		reliability. A "fail" will be awarded on question .46 if the Organisation fails to provide the required information.
7 – Business Continuity / Risk Management / Disaster Recovery	The Organisation or Lead Organisation on behalf of itself and/or the members of the group / relevant essential sub-contractor(s) (as applicable)	A "fail" will be awarded on question 7.1 if the Organisation ticks “no” and does not give reasons. Or Ticks “yes” and does not describe to our satisfaction its main aims and characteristics.
8 – Information concerning possible blacklisting	The Organisation or Lead Organisation on behalf of itself and/or the members of the group / relevant essential sub-contractor(s) (as applicable)	A "fail" will be awarded on question 8 if the Organisation ticks “yes” without giving details of actions which satisfy the Council that the Organisation has taken appropriate remedial action so that the Organisation is able to sufficiently demonstrate its reliability.

Organisations are advised that wherever reference is made to any external assessment body or external accreditation standard, such reference shall be deemed to include reference to any equivalent body or standard established in other member states of the European Union.

Organisations are further advised that any Contract(s) resulting from this procurement exercise will be subject to conditions which require the contractor, as an employer, to comply with all statutory obligations to staff (and to applicants for employment) under all equality and non-discrimination laws (and amendments thereto) and with any statutory instruments, orders, guidance and codes of practice made thereunder.

2.2 Quality

This section refers to and provides guidance as to how the Organisations response to “Section 3: Part D – Key Business Requirements” will be evaluated

Within this section the Council is seeking to determine Organisations' knowledge and understanding of the specification and your approaches to delivering the requirements.

The qualitative aspects of your Quote will be judged on your responses submitted within the statement of requirements. (Section Three, Part D.)

A score will be given for each part of the Quote information submitted that is to be assessed. The maximum amount of marks available for **quality** will be **65%**

Details of how the “Part D Key business requirements” will be scored and weighted is detailed in this document.

Organisations should note that:

- All responses to the document titled ‘**Part D – Key Business Requirements**’ will be incorporated into the Contract.
- Where a response has an identified a maximum word count, please keep your answers within the number of words specified for each question.
- If a response exceeds a maximum word count, a line will be drawn in the section of the Quote at the word limit and any text beyond this point will be excluded from the Quote evaluation process. Bidders **MUST** supply a word count with each of the responses to each of the questions to demonstrate that the word limit has not been exceeded.
- Where a question requests attachments such as job descriptions / completed project plan etc. these do not count towards the word count.

2.3 Cost

This section refers to and provides guidance as to how the Organisations response to “Section 3: Part E – Cost” will be evaluated

The maximum amount of marks available for **cost** will be **35%**

2.3.1 Abnormally Low Quotes

Under The Public Contracts Regulations 2015 (Regulation 69) The Council may reject any Quote it deems to be abnormally low. Prior to rejecting any Quotes, the Council will request in writing from the Organisation an explanation of the offer or part of the offer which it considers to be abnormally low.

This may include;

- the economics of the manufacturing process, of the services provided or of the construction method;
- the technical solutions chosen or any exceptionally favourable conditions available to the Organisation for the supply of the products or services or for the execution of the work;
- the originality of the work, supplies or services proposed by the Organisation;
- compliance with applicable obligations referred to in regulation 56(2);
- compliance with obligations referred to in regulation 71;
- the possibility of the Organisation obtaining State aid.

For details, see (<http://www.legislation.gov.uk/ukSI/2015/102/regulation/69/made>)

2.4 **Additional Checks**

Please be advised; that following the evaluation process an independent external credit report will be run for the Shortlisted Organisations to confirm the Organisation financial stability. The information you supplied in Part 1 – Company Information (i.e. Company Name, Registration Number and Registered Address) will be used to identify your Organisation. If the report highlights areas for concern, or the Council is unable to run a full report (because you are a newly formed business) you may be asked to supply additional information (i.e. company accounts, cash flow statements etc) to enable the Council to undertake a more thorough in depth analysis. If the Council deems that the winning Organisation's financial position presents a high risk to the Council and appropriate mitigating actions cannot be identified, the Council reserves the right to eliminate the Organisation for the process and reconsider the other quotes that have been received.

3.0 EVALUATION SCORING MECHANISIM

3.1 Quality (Section 3 Part D)

This stage of the evaluation is focused on your proposed delivery model, contract management and vision for delivering the Contract, as outlined in the Key Business Requirements. Organisations are asked to respond in the format identified in Section 3 Part D: Key Business Requirements.

This section carries a weighting of **65%** and is made up of **4** individual questions. Each question will carry a predetermined weighting according to its importance and relevance to the delivery of the Contract as shown in **Table 2** below.

Table 1: **NOT USED**

N/A

Table 2: **Weightings**

Ref	Question / Organisation Response	Weighting
Q1.1	Provide details of how you propose to...	7.17%

Note: this weighting is for illustrative purpose and may differ from actual weightings

The evaluation panel will score the responses to each question using the Evaluation Criteria detailed in **Table 3** below.

Table 3: **Evaluation Matrix (Scored Questions)**

Assessment	Score	Criteria
Excellent & fully meets the requirement	4	A response which expertly addresses all of the key elements with sufficient detail in the specific context of the contract. Response is comprehensive and relevant. It is unambiguous and demonstrates a thorough

		understanding of the requirement and provides details of how the requirement will be met in full.
Good & meets the requirement	3	A response which expertly addresses the key elements with sufficient detail and in the specific context of the contract.
Acceptable	2	<p>A response which addresses the key elements with adequate detail, in the specific context of the contract</p> <p>The response is relevant. It shows a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas or require an acceptable work-around or may not deliver a minor part of the requirement.</p>
Minor to Serious Reservations	1	<p>A response which addresses the key elements with minimal detail, in the specific context of the contract.</p> <p>The Response has either partial or little relevance. It addresses some aspects but with deficiencies with the detail or explanation of how the requirement will be met or it may have insufficient relevance and provide no detail or explanation of how the requirement will be met.</p>
Not answered or substantial omissions	0	<p>A response which has either misinterpreted or misunderstood the requirements of the question and does not adequately addresses the key elements with sufficient detail, in the specific context of the contract.</p> <p>The response is fundamentally unacceptable and gives the Council cause for major concern.</p>

The scores awarded to you for each question shall be multiplied by the predetermined weighting as shown in **Table 4** below, and using the calculation identified in **Table 5**;

Table 4: **Weighted Scores**

Total weighted score					
Question		Agreed Score	Weighting	Max Available Score	Weighted Score
Q1.1	Operational Provide details of how you propose to...	3	7.17%	4	5.38%

Note: this weighting is for illustrative purpose and may differ from actual weightings

Table 5: **Worked Example of Quality Score Calculation for Quality Assessment**

$\frac{3 \text{ (Agreed Score)}}{4 \text{ (Max Available Score)}} \times 7.17\% \text{ (Weighting)} = \underline{\underline{5.38\% \text{ (Final weighted Score)}}}$					
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Note: this weighting is for illustrative purpose and may differ from actual weightings

Finally, all the weighted scores will be added together to provide Sub Criteria Totals and transferred to **Table 8 – Overall Quote Assessment**.

3.2 Pricing (Section 3 Part E)

As part of the Quote process, Organisations are asked to provide their costs in the format identified in **Section 3 Part E: Pricing Document**.

This section carries a weighting of **35%**

Please Note: Organisations should read this guidance in conjunction with all information and instructions provided in “Section 3 Part E: Pricing Document – Guidance tab” which also sets out the Minimum Annual Payment and how the Price Enhancement will be applied.

The bid with the lowest identified cost will be assigned a score of 100/100 and all other Organisations costs will be calculated against this. This score will then be used to calculate the points scored.

Tables 6 & 7 shows how your costs will be calculated as a score before being transferred to Table 8 – Overall Quote Assessment.

Table 6: **Weighted Cost Scores**

	Provider A	Provider B	Provider C	Provider D
Quoted Cost for Evaluation	£20,000	£19,000	£21,500	£21,000
Total Points Available	100.00	100.00	100.00	100.00
Score Allocated	95.00	100.00	88.37	90.48

Note; this process is repeated for all identified cost items.

Table 7a: **Worked Example of Cost Calculation (Provider A)**

$\frac{\text{£19,000 (Lowest Quoted Cost)}}{\text{£20,000 (Quoted Cost)}} \times 100 = 95.00 \text{ (Final Score)}$				
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Note: this weighting is for illustrative purpose and may differ from actual weightings

Table 7b: **Worked Example of Weighted Score Calculation (Provider A)**

$95.00 \text{ (Final Score)} \times 30\% \text{ (Weighting)} = 28.50\% \text{ (Final weighted Score)}$				
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Note: this weighting is for illustrative purpose and may differ from actual weightings

The final weighted score is transferred to **Table 8 – Overall Quote Assessment**

Organisations should satisfy themselves of the accuracy of all fees, rates and prices as the Organisation will be required to hold these or withdraw their Quote in the event of errors identified after the submission of Quotes.

If an Organisation fails to provide fully for the requirements of the Specification in the Quote it must either:

- (i) absorb the costs of meeting the full requirements of the Specification within its Quoted price; or
- (ii) withdraw its Quote.

3.3 Final Quote Evaluation Score

The final evaluation scores will then be calculated for each Quote by adding together all sub criteria scores for quality and scores awarded for Pricing.

Table 8: Overall Quote assessment

Sub Criteria and Max Weighting	Provider A	Provider B	Provider C	Provider D
Quality (Operational) 70%	63.71%	53.06%	58.35%	60.85%
Cost 30%	28.50%	30.00%	19.21%	26.83%
Total Score	92.21%	83.06%	77.56%	87.68%
Ranking	1	3	4	2

Note: these weightings are for illustrative purpose and differ from actual weightings

Subject to 'Item 4 – Clarifications' and the completion of all due-diligence checks, the provider with the highest overall score / ranking will be awarded a contract to provide the service.

4.0 CLARIFICATION MEETINGS (IF REQUIRED)

During the evaluation process and prior to contract award, the Council may need to clarify certain issues arising from the Quotes. Therefore, the Council may invite Organisations to a clarification meeting to clarify and amplify aspects of their proposed solution; this may also include a presentation on specific and identified areas of the proposed service.

The evaluation panel may decide to invite some or all of the Organisations to attend a clarification meeting. Organisations required to attend will be notified in advance.

The clarification meeting will carry no formal scoring in the evaluation process and will be used as a means of clarifying Organisations answer and gauging a greater understanding of Organisations knowledge and proposed methodology for delivering the service.

Following the clarification meeting, the Council having scored the supplier on the basis of the written bids received, reserves the right to review the evaluation scores and make adjustments where necessary in light of any of the information given and answers provided if this is deemed appropriate by the evaluation team.