SUPPLIER RESPONSE – PART E – QUALITY EVALUATION FOR THE SUPPLY OF AN ELECTRONIC PADLOCKING SYTEM FOR BCP COUNCIL

Destination & Culture

DN442004

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Evaluation Criteria Questions to be Scored

The following questions cover the specific services required by the Council. Answers should be concise and include examples of relevant contracts to demonstrate experience wherever possible.

Suppliers must respond fully to each question and not simply refer to another answer or annexed document unless a question states that it is permissible.

Please ensure that you provide sufficient detail when responding to each question. In particular, refer to the Quality Scoring Guide that can be found within the Supplier Information document. The Quality Scoring Guide provides detail as to how your responses to each evaluation question will be scored.

If you are an incumbent supplier to the Council or have previously completed work for the Council, please do not assume this will be taken into consideration when your responses are evaluated. You must ensure that you provide sufficient information within your response that details previous work undertaken or experience that is relevant to this requirement.

Please do not reference your submitted price(s) within any responses to the below criteria unless expressly asked to. Where a response to an evaluation criteria references the price without it being expressly asked within the question, the response may be rejected and the score for that evaluation criteria scored zero.

Page Limits Per Question

Answers should not exceed the page limits indicated for each question.

Each page limit is on the basis of an A4 page of text (font size 11). Please be aware that this limit is to text. Any drawings, diagrams or screen prints embedded into the response will not be included within the page limit.

Responses to each question should be completed on separate documents. Once the response has been completed, it should be saved in the naming format indicated below for that question. Please ensure when you upload your response to ProContract, that you attach your document for each of the questions below.

Where your company does go over the page limits indicated for each question, the Council at its sole discretion may choose to either reject or accept additional pages of responses. This is at the sole discretion of the Council and suppliers are encouraged to ensure that they remain within the page limits set for each question.

Question Weightings

The quality questions will be evaluated, scored and the weightings applied to each evaluation criteria question outlined in the Supplier Information document.

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Criteria Number	Evaluation Criteria
E1	**Suppliers approach to meeting the Hardware Requirements as outlined in the tender documents** Please provide details as to how the padlocks, electronic keys and other pieces of hardware to be supplied meet the requirements as outlined in the specification. Please describe your intended approach to the locking solution for the Pier Approach Arcade including details of how previous experience will be used to deliver the contract successfully and include details of your intended warranty for each piece of hardware.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 5 A4 pages.
E2	**Suppliers approach to meeting the IT Software Requirements as outlined in the tender documents** Please provide details as to how you will ensure that the IT software requirements are met as detailed in the specification, including details of the intended encryption method and back office system. Please also provide a copy of your business continuity plan as part of your response.
	Please complete your response to this question within two separate documents. Once you have finished your responses, please save your business continuity plan as 'Response to E2 – Business Continuity Plan – *Supplier Name'* and ensure this is no longer than 5 A4 pages. Please save your response to the evaluation question as 'Response to E2 - *Supplier Name*' and ensure this document is no longer than 4 A4 pages. Please upload these documents as part of your tender submission.
E3	**Suppliers approach to meeting the Training and Support Requirements as outlined in the tender documents** Please provide details as to how you will meet the training and support requirements as outlined in the Specification, including how you will provide support during the contract period following the launch of the system, including weekend and Bank Holiday cover. In particular, please demonstrate how you intend to meet the resolution times for Bournemouth Air Festival should any software faults occur during this period.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E3 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 4 A4 pages.
E4	**Suppliers approach to meeting the Implementation Requirements and project timeline as outlined in the tender documents**

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	Please demonstrate how you intend to meet the Implementation Requirements and project timelines outlined in the tender documents and how you will use relevant experience of supply and implementation of similar systems to meet these requirements.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E4 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 2 A4 pages.

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