

## **SSQ Appendix 3**

### **Standard Selection Questionnaire (SSQ) Evaluation Method**

#### **For the provision of Care and Support Service at Reardon Court**

**Reference: DN626366**

**To be read in conjunction with:**

- **SSQ Appendix 1: Instructions for Completion of the SSQ**
- **SSQ Appendix 2: Standard Selection Questionnaire**

## 1. INTRODUCTION

- 1.1. This Appendix 3 - SSQ Evaluation Method sets out the actual evaluation of each of the SSQ sections. Please also refer to the Standard Selection Questionnaire (SSQ) and Appendix 1 – Instructions for Completing the SSQ when reviewing this document.
- 1.2. The objective of this SSQ is to evaluate responses to select Applicants to receive the Invitation to Tender.
- 1.3. The Authority is using the standardised form of SSQ issued by the Crown Commercial Service as the basis for SSQ Responses, and these standardised questions are set out in the Standard Selection Questionnaire (SSQ) included within this procurement pack.
- 1.4. This document sets out the scoring and evaluation methodology to be used by the Authority in evaluating the SSQ Questions. The methodology is designed to ensure that each Applicant receives equal and non-discriminatory treatment which is proportionate to the Contract and Service provision.
- 1.5. In order to progress to the ITT stage, Applicants must:
  - Comply with all requirements of this SSQ, and provide all information and responses required;
  - Self-certify their organisations eligibility and suitability to participate in the procurement and fulfil the requirements,
  - Sign and fully complete all declarations to Parts 1, 2 & 3 of the SSQ, and submit the response via the portal by the specified deadline.
  - Pass all of the sections as indicated in this SSQ Evaluation Method
  - Not be disqualified (where the Authority has an express right to disqualify an Applicant in accordance with the terms of this SSQ) ;(refer also to SSQ Appendix 1 – Instructions for Completing the SSQ).
- 1.6. Only the successful Applicant(s) will be required to provide to the Authority, upon successful completion of the ITT shortlisting stage but prior to formal tender issue, all necessary evidence in support of self-certification(s) made; and provide suitable justification of self-cleaning (undertaken to remedy or “make good”) on elements giving rise to grounds for either mandatory and/or discretionary exclusion; and evidence (in relation to additional questions) within the specified timeframe
- 1.7. Evidence required in accordance with paragraph 1.6 should be provided to the Authority within the timeframe specified within SSQ Appendix 2 – Instructions for Completing the SSQ paragraph 5 Outline Timetable.
- 1.8. The evaluation criteria for this SSQ are based on a combination of both financial and non-financial factors in accordance with Regulations 57 and 58 of the 2015 Regulations.
- 1.9. The Authority may seek independent financial and other advice and information to assist in the evaluation process.
- 1.10. The Authority may seek clarification from Applicants following submission of their SSQ Responses and take any response to such clarifications into account when evaluating the SSQ Responses.

## 2. SSQ ASSESSMENT

- 2.1. The SSQ is assessed as follows:
  1. Pass/Fail criteria as set out in this SSQ Appendix 3 - SSQ Evaluation Method
  2. Scoring Mechanism as set out in this SSQ Appendix 3 - SSQ Evaluation Method
- 2.2. Applicants who fail on **any** Pass/Fail criteria will **not** be assessed under the Scoring Mechanism. The Scoring Mechanism will be used to rank and shortlist bidders for the next stage, Invitation to Tender (ITT).
- 2.3. Applicants ranked within the top 6 (six) of the total scores will be shortlisted for the next stage of the process (ITT). Note, in the event that two or more Applicants achieve the same total score for their SSQ submission, the Authority will invite all Applicants (which may be more than 6 Applicants) that are ranked within the top 6 (six) based on their total scores.
- 2.4. If the final scored SSQ submissions is such that the Applicants total score is not within the ranking of the top six (6) total scores, they will not be successful in this stage and will **not** be invited to tender.
- 2.5. The Scoring Mechanism for the SSQ is outlined below.

## 3. SCORING MECHANISM

- 3.1. Responses to Section 4 (Economic and Financial Standing) will be scored in accordance with the mechanism set out in this Appendix 3 (**Annex 1**), with an overall weighting of **40%** applied to this element.
- 3.2. Scored Questions in Section 8.5 (Technical & Professional Ability, under Project Specific Questions) will be evaluated in accordance with this Appendix 3, (**Annex 2**), with an overall weighting of **60%** applied to this element.
  - 3.2.1 The point scores will be weighted in order to arrive at a percentage final score for each element. A single score will be provided by each individual evaluator; each score will then be moderated to form a single score for each of these scored questions. These scores will then be converted into a weighted score using the following calculation:  
$$(Score\ awarded / Maximum\ element\ Score\ available\ (4)) \times Weighting\ \%$$
- 3.3. Details of the weighting allocated to the relevant section/element is set out in the following table.

- 3.4. The weighted scores awarded within the scored elements will be aggregated to give a total overall score out of 100.00% in line with the below.

Section/Element	Weighting
Section 4: Economic and Financial Standing	40%
<b>Section 8: Project Specific Questions</b>	
Q8.5.1: Technical and Professional Ability – (Past/Relevant Experience)	30%
Q8.5.2: Technical and Professional Ability – (Delivering Previous Services)	15%
Q8.5.3: Technical and Professional Ability – (Resources/Capability)	15%
<b>Total:</b>	<b>100%</b>

## Part 1: Potential supplier Information

If you are bidding on behalf of a group (consortium) or where the lead Applicant will be using subcontractors to meet the selection criteria (i.e. essential subcontractors) such consortium members and subcontractors will be required to submit responses to Parts 1 and 2 of the SSQ.

Section 1	Potential supplier information	
Question number	Question	Assessment & Guidance
1.1 (a-p)	Company information and Organisational Details	For information only
1.2 (a-b)	Consortia and Subcontracting	For information only
1.3 (a-h)	Contact Details and Declaration	<b>Signed Declaration constitutes Pass</b>

## Part 2: Exclusion Grounds

**\*Note:** Please refer to 'SSQ Appendix 1 – Instructions for Completing the SSQ' paragraph 15 'Self-Cleaning' and paragraph 19 'Potential Supplier Information: Part 1, Part 2 And Part 3 (Including Exclusion Grounds Part 1 And Part 2s': Part 1 And Part 2' which explains the self-cleaning process.

Part 2 will be scored on a Pass/Fail basis in accordance with Regulations 57-58 of the Public Contracts Regulations 2015 (as amended). **Please note: if you fail on any one section or sub-section of any of the questions in this section, your whole submission will be deemed to have failed and you will not be considered for the next stage in the process.**

### Part 3: Selection Questions

If you are bidding on behalf of a group (consortium) or where the lead Applicant intends to use essential subcontractors, you must complete all of the questions on behalf of the consortium and/or any essential sub-contractors providing one composite response and declaration.

Section 4	Economic and Financial Standing - (Weighting 40%)	
Question number	Question	Assessment / Weighting
4.1	Are you able to provide a copy of your audited accounts for the last two years?	<b>Refer to Annex 1 of this document for assessment for % breakdown score of analysis of information provided in response to this question.</b>
	If yes, please provide a copy of your audited accounts for the last two years	
	If no, can you provide <b>one</b> of the following: answer with Y/N in the relevant box.	
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
4.2	Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	<b>Refer to Annex 1 of this document for assessment</b>

**Please note: if you fail on any one section or sub-section of any of the questions in the following sections 5 and 6 which are annotated as Pass/Fail, your whole submission will be deemed to have failed and you will not be considered for the next stage in the process.**

**Scored questions will be assessed by means of the scoring system for the question on a 0-4 basis (refer to Annex 2 below); a single score will be provided for each evaluator; each score will be moderated to form a single score for each question.**

<b>Section 5</b>	<b>Only to be filled in if you are bidding on behalf of a group (consortium) or if sub-contractors are intended to be used to meet the selection criteria (i.e. essential subcontractors) (if this is not the case fill in 'Not Applicable' against 'Name of Organisation', this will constitute a pass)</b>	
<b>Question Number</b>	<b>Question</b>	<b>Assessment &amp; Guidance</b>
5.1	Are you able to provide parent company accounts if requested to at a later stage?	If Yes, proceed to Question 5.2, if No, proceed to Question 5.3
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes = Pass; No = proceed to Question 5.3
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Detail alternative security (e.g. bank guarantee or bond etc.)

<b>Section 6</b>	<b>Technical and Professional Ability</b>	
<b>Question Number</b>	<b>Question</b>	<b>Assessment &amp; Guidance</b>
<b>6.1</b>	<b>Relevant experience and contract examples</b>  <b>Please provide details of up to three contracts</b> If you cannot provide examples see question 6.3	For Information
	<b>OR</b>	
<b>6.3</b>	If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.	For Information
	<b>AND</b>	
<b>6.2</b>	Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)	For Information

Section 7		Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
Question Number	Question	Assessment	Guidance
7.1	Confirmation of 'commercial organisation' under the Modern Slavery Act	For Information Only	If Yes, Question 7.2 will be assessed. If N/A, no need to assess.
7.2	Compliance to annual reporting requirements contained in the act.	Pass/ Fail	Yes constitutes a Pass; No: provide further information in relation to non-compliance with the act which will be assessed by Authority; <b>if this is deemed to be inadequate then the applicant will Fail</b>

## 8. Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at shortlisting stage.

**Please note: if you fail on any one section or sub-section of any of the questions in the following Section 8 which are annotated as Pass/Fail, your whole submission will be deemed to have failed and you will not be considered for the next stage in the process.**

**Refer to Scoring Mechanism (Section 2) and Annex 2 for details of the assessment methodology for the scored sections.**

Section 8	Additional Questions		
Question number	Question	Assessment	Guidance
8.1	Insurance	Pass/Fail	<p>Pass: If the applicant has all of the insurances in place, Pass this stage;</p> <p>Pass: if the applicant does not have any of the insurances in place but is willing to obtain the relevant insurance if they are successful,</p> <p>Fail: If applicant does not have any one of the insurances in place and is <b>not</b> willing to obtain the relevant value in any of the insurances</p>
8.2 (a) 8.2 (b) 8.2 (c)	Compliance with Equalities Legislation	Pass/Fail	<p>(8.2. a&amp;b) No = Pass; (8.2. a&amp;b) Yes = Provide summary of investigation</p> <p>8.2 ( c ) If answered 'Yes" to one or both of the above questions 8.2(a) and (b), a summary of the nature of the investigation and an explanation of the outcome of the investigation to date must be provided for the Authority to consider. The Authority may exclude the applicant if they are unable to demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring</p>



8.2 (d)  8.2 (e)	Compliance with Equalities Legislation	Pass/Fail	Yes or N/A – constitutes a Pass  If answered 'No' to question 8.2(d), the applicant must confirm they are prepared to provide information at validation stage as to how they propose to implement processes should they be successful
8.3 (a)	Environmental Management	Pass/Fail	No – constitutes a Pass If answered 'Yes', applicant must provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The Authority will not select applicants that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
8.3 (b) 8.3 (c)	Environmental Management	Pass/Fail	Yes or N/A – constitutes a Pass  If answered 'No' to question 8.3(b), the applicant must confirm they are prepared to provide information at validation stage as to how they propose to implement processes should they be successful
8.4 (a)	Health and Safety	Pass/Fail	Yes – constitutes a Pass No – constitutes a Fail
8.4 (b)	Health and Safety	Pass/Fail	No – constitutes a Pass  If answered 'Yes', applicant must provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures they have made as a result.

			The Authority will exclude applicant(s) that have been in receipt of enforcement/remedial action orders unless the applicant(s) can demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches
8.4 (c)	Health and Safety	Pass/Fail	Yes or N/A – constitutes a Pass No – constitutes a Fail
<b>8.5</b>	<b>Project Specific Questions (Technical &amp; Professional Ability) – Weighting 60%</b>		
8.5.1	Past/Relevant Experience	Scored (Weighting 30%)	In accordance with Annex 2 of this document
8.5.2	Delivering previous Services	Scored (Weighting 15%)	In accordance with Annex 2 of this document
8.5.3	Resources/Capability	Scored (Weighting 15%)	In accordance with Annex 2 of this document
8.6.1 to 8.6.14	Self-Clearing	Pass/Fail (Except 8.6.13 that is self-clear)	Guidance in accordance with information provided within <b>Response column of Section 8.6: Self-clearing of SSQ Appendix 2 – Standard Selection Questionnaire (SSQ)</b>

## Annex 1

### Section 4 (Economic and Financial Standing) Scoring Details

Assessments of financial information as requested under Section 4 of the SQ will be scored in accordance with the criteria and sub-scores shown in the table below. This means that a score for each sub-criterion will be awarded, and then such scores aggregated to produce a score out of 100. **This score out of 100 will then be multiplied by 0.4 to give a weighted score of 40%.**

Evaluation of the financial information provided will be based on two-year averages, with the exception where the candidates started trading recently and can only provide the accounts for one year, in which case the data of the accounts for one year will be used at the Authority's full discretion. The Council will obtain an external report on each candidate to verify the accounts submitted by the candidate and to validate the financial calculations made by the Council.

A Candidate/Lead Organisation wishing to rely on the capacities of other entities or members in a group or Consortium for the purpose of their financial standing assessment should provide additional details of those capacities and how they will be made available to the Candidate.

The financial standing of the ultimate holding/parent company, where this applies, therefore also forms part of the evaluation process – all the financial information requested below for the bidding organisation should be provided for the parent organisation. External reports on such entities will also be obtained where required.

No.	Assessment Used	Sub Weighting %	Scoring Mechanism
a)	<p><u>Suitable Trading Level (STL)</u></p> <p>As part of the process of financial standing assessment of providers, the Authority has calculated a STL. The STL values are as follows:</p> <p><b>£965,356.</b></p> <p>This is based on the following consideration:</p> <ul style="list-style-type: none"><li>(i) The STL should be set at no more than two times annual contract/project value.</li><li>(ii) The figure of two times contract value may be lowered subject to the results of a risk analysis on the adverse impacts should the successful provider fail to fulfil the contract. If the</li></ul>	40%	<p>The Suitable Trading Limit has been calculated at the values below. If actual turnover meets or exceeds the value below then the maximum score of 40 will be awarded.</p> <p>The maximum score of 40 will be reduced by 2% for each percentage point that the actual annual turnover falls below the STL (e.g. - an Applicant with 90% of STL will score 20, and an Applicant with 80% or less of the requested STL will score 0)</p>

	<p>adverse impacts were assessed to be low, the STL could be lowered.</p> <p>(iii) The purpose of a risks assessment is to establish a STL that reflects the risks and impacts of a potential contract failure and avoid applying the maximum of two times annual contract/project value as the STL without due consideration to the risks of each specific contract.</p>		
b)	<p><u>Gearing</u></p> <p>(long-term borrowings + short term loans + overdraft) / shareholders fund</p>	12%	<p>Percentage scores will be allocated as follows:</p> <p>Ratio of &lt;20% = 12%</p> <p>Ratio of &gt;20% but &lt;30% = 9.6%</p> <p>Ratio of &gt;30% but &lt;40% = 7.2%</p> <p>Ratio of &gt;40% but &lt;50% = 4.8%</p> <p>Ratio of &gt;50% but &lt;60% = 2.4%</p> <p>Ratio of &gt;60% = 0%</p>
c)	<p><u>Liquidity Ratio</u></p> <p>(current assets – stock) / current liabilities</p>	12%	<p>Percentage scores will be allocated as follows:</p> <p>Ratio of &gt;1.5 = 12%</p> <p>Ratio of 1.2 – 1.5 = 9.6%</p> <p>Ratio of 1.0 – 1.2 = 7.2%</p> <p>Ratio of 0.8 – 1.0 = 4.8%</p> <p>Ratio of 0.6 – 0.8 = 2.4%</p> <p>Ratio of &lt;0.6 = 0%</p>
d)	<p><u>Return on Capital Employed (ROCE)</u></p> <p>profit before tax / (total assets – current liabilities) x 100%</p>	12%	<p>Percentage scores will be allocated as follows:</p> <p>Ratio of &gt;15% = 12%</p> <p>Ratio of &gt;12.5% but &lt;15% = 9.6%</p> <p>Ratio of &gt;10% but &lt;12.5% = 7.2%</p> <p>Ratio of &gt;7.5% but &lt;10% = 4.8%</p> <p>Ratio of &gt;5% but &lt;7.5% = 2.4%</p> <p>Ratio of &lt;5% = 0%</p>
e)	<p><u>Positive Net Shareholders Fund at date Accounts Signed</u></p>	12%	<p>Percentage scores will be allocated as follows:</p> <p>Yes, 2 accounts positive = 12%</p> <p>1 sets a/c's negative = 6%</p> <p>2 sets a/c's negative = 0%</p>

f)	<u>Net Profit Margin</u>  <u>(profit before tax / turnover) x 100%</u>	12%	<p>Percentage scores will be allocated as follows:</p> <p>Ratio of &gt;7.5% = 12%</p> <p>Ratio of &gt;6.0% but &lt;7.5% = 9.6%</p> <p>Ratio of &gt;5.0% but &lt;6.0% = 7.2%</p> <p>Ratio of &gt;3.5% but &lt;5.0% = 4.8%</p> <p>Ratio of &gt;2.5% but &lt;3.5% = 2.4%</p> <p>Ratio of &lt;2.5% = 0%</p>
----	--	-----	---

## Annex 2

### Scoring Matrix

Responses to the scored Questions in Section 8, Project Specific Questions 8.5.1, 8.5.2 and 8.5.3 will be awarded scores in accordance with the table below and the criteria which most closely matches the quality of the response.

Score	Grade	Criteria Description
4	Very Good	Response is of a high standard with no reservations at all about acceptability; provides very good evidence and full details of the applicant's capability / expertise / experience sought to deliver the requirements / service.
3	Good	Good response to that aspect of our requirement; provides more evidence than that of an 'acceptable' response. Provides good evidence and a majority of details of the applicant's capability / expertise / experience sought to deliver the requirements / service.
2	Adequate	Acceptable response - all basic requirements are met; provides sufficient evidence of the applicant's capability / expertise / experience sought to deliver the requirements / service.
1	Poor	Less than acceptable response; lacks convincing evidence of capability / expertise / experience sought to deliver the requirements / service. Response lacks a real understanding of the requirements or evidence of ability to deliver.
0	Unacceptable	Non-compliant – failed to address the question / issue or a detrimental response. Very limited evidence of the applicant's capability / expertise / experience sought to deliver the requirements / service.

Each submission will be marked separately, by members of the SQ Evaluation panel. The answers will be evaluated based on the relevant responses to the specific questions relating to the Standard Section Questionnaire requirements. A moderation process will then be followed to arrive at a consensus score.