Quality Assessment Questions

The side limits referred to below are the **maximum** number of single A4 side applicable to each response. No additional information or supplementary documentation should be appended to these responses unless specifically requested in the body of the question. Any additional information provided with a Tender response will be disregarded and will not be scored as part of the evaluation process. Please use Arial font size 12.

No	Question	Page limit	Score/ Weighting
Project delivery			
1	Please set out how you will plan and co-ordinate the project including how you will programme installations, financial management and budget control and reporting on progress and KPI monitoring against the agreed programme. As part of your response to this question please include a structure chart detailing those people who will be working on the contract along with their responsibilities and CV for each identifying their particular skills and experience. (Structure chart and CVS not included in page limit)	3 sides	25% of Quality score
2	Please set out how you will ensure how every installation meets the standards and requirements as set out in the specification and that quality control is a primary focus on this contract. Please also provide a statement you meet the competency requirements as set out in section 2 of the specification.	2 sides	20% of Quality score
3	Please confirm the procedures you will adopt to minimise risk to the health, safety and welfare of operatives, residents and Enfield staff. This should include how you will deliver installation services in a post COVID environment in accordance with the prelims and specification.	2 sides	15% of Quality score
4	Please detail your arrangements for the supply of all materials needed for the delivery of this service including how you ensure that key Aico components are always available to meet the agreed programme.	2 sides	5% of Quality score
Social value			
5	The Council embraces Social Value in all activities it delivers. Please set out any social value benefits that will not impact on the cost of the service that you are able to provide through this contract.	1 side	5% of Quality score
Resident Liaison			
6	Please outline your communication strategy to include pre installation, during works and post installation communications detailing how you will engage with residents including the procedures you adopt for working with residents with special needs (e.g. residents with physical disabilities or where English is not the first language)?	2 sides	20% of Quality score

Mobilisation			
7	Please provide details of how you will mobilise the contract to ensure a prompt start onsite. Please provide a mobilisation plan (not included in page limit) detailing the key milestones and what information / input you will require from the Council to achieve a successful mobilisation.	2 sides	10% of Quality score