

Schedule 3

Standard Selection Questionnaire Evaluation Method - Dynamic Purchasing System for the provision of Care and Support Services for people with Learning Disabilities

To be read in conjunction with:

- **Schedule 1: Standard Selection Questionnaire**
- **Schedule 2: Guidance Notes for Completion of SSQ**

1. INTRODUCTION

- 1.1. This Schedule 3 - The SSQ Evaluation Method sets out the actual evaluation of each of the SSQ sections. Please also refer to Schedule 1 the Standard Selection Questionnaire (SSQ) and Schedule 2 SSQ Guidance Notes for Completion of SSQ when reviewing this document.
- 1.2. The objective of this SSQ is to evaluate responses with a view to shortlisting Applicants to be accepted onto the DPS.
- 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 Schedule 1.
- 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 be accepted onto the DPS, 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 Schedule 3: 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 Schedule 2 Guidance Notes).
- 1.6. Only the successful Bidder(s) will be required to provide to the Authority, upon contract award, all necessary evidence in support of self-certification(s) made; and evidence (in relation to additional questions).
- 1.7. Evidence required in accordance with paragraph 1.6 should be provided to the Authority within the timeframe specified within the Invitation to Quote (ITQ).
- 1.8. The evaluation criteria for this SSQ are based on 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 prior to the contract award stage.
- 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 Schedule 3
 2. Scoring Mechanism as set out in this Schedule 3
- 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 shortlist applicants to be accepted onto the DPS.
- 2.3. The Scoring Mechanism for the SSQ is outlined below.

3. SCORING MECHANISM

- 3.1. Responses to Section 6 (Technical and Professional Ability) and Section 8.7 (Project Specific Questions) will be scored 0-5 in accordance with the table in Schedule 3 Annex 1 (unless otherwise stated).
- 3.2. Applicants must score a minimum of **3** for each scored question to be accepted onto the DPS.
- 3.3. A score of 0, 1 or 2 will result in a fail. Please note that if a score of 0, 1 or 2 is awarded for any single project specific question under Section 8.7, your whole submission will be deemed to have failed.**
- 3.4. The project specific questions specify where a separate response is required for each Lot. Where an application is made for more than one lot, responses for each lot will be scored separately.

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	Guidance
1.1	Company information and Organisational Details	For information only
1.2	Consortia and Subcontracting	For information only
1.3	Contact Details and Declaration	Signed Declaration constitutes Pass

Part 2: Exclusion Grounds

***Note:** Please refer to 'Schedule 2 SSQ Guidance Notes for Completion of 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

Finances are not scored at the SSQ stage. As part of the validation stage prior to contract award the Council intends to check the finances of the successful bidder to ensure their financial viability. Refer to SSQ Annex 2 for details of assessment.

Section 5	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)	
Question Number	Question	Response Guidance
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.)

Section 6		Technical and Professional Ability	
		Score	
Question Number	Question	Guidance	
6.1	Relevant experience and contract examples Please provide details of up to three contracts If you cannot provide examples see question 6.3	Refer to Annex 1 below for scoring details	
	OR		
6.3	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.	Refer to Annex 1 below for scoring details	
	AND		
6.2	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)	Refer to Annex 1 below for scoring details.	

Section 7		Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
Question Number	Question	Response	Guidance
7.1	Confirmation of 'commercial organisation' under the Modern Slavery Act	For Information Only	
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 council; if this is deemed to be inadequate then the applicant will fail

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 the validation stage prior to contract award.

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 and Annex 1 for details of the assessment methodology for the scored sections.

Section 8	Additional Questions		
Question number	Question	Response/ Weighting	Assessment/Scoring 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 not willing to obtain the relevant value in any of the insurances</p>
8.2	Compliance with Equalities Legislation	Pass/Fail	<p>8.2. (a) No = Pass; Yes = Further information required; self-cleaning details required (refer to Paragraph 15 of Schedule 2 Guidance Notes for Completion of SSQ for assessment method and criteria regarding SSQ pass/fail)</p> <p>8.2. (b) No = Pass; Yes = Further information required; self-cleaning details required (refer to Paragraph 15 of Schedule 2 Guidance Notes for Completion of SSQ for</p>

			<p>assessment method and criteria regarding SSQ pass/fail</p> <p>8.2. (d) Yes = Pass; No = proceed to question 8.2. (e) N/A = Pass (if you do not employ sub-contractors please tick 'N/A') (note you may be requested to evidence your direct labour during the validation period)</p> <p>8.2 (e) Yes = Pass No = Fail N/A = Pass (if you do not employ sub-contractors please tick 'N/A') (note you may be requested to evidence your direct labour during the validation period)</p>
8.3	Not used	n/a	n/a
8.4	Environmental Management etc	Pass/Fail	<p>8.4. (a) No = Pass; Yes = Further information required; self-cleaning details required (refer to Paragraph 15 of Schedule 2 Guidance Notes for Completion of SSQ for assessment method and criteria regarding SSQ pass/fail)</p> <p>8.4. (b) Yes = Pass; No = proceed to question 8.4. (c) N/A = Pass (if you do not employ sub-contractors please tick 'N/A') (note you may be requested to evidence your direct labour during the validation period)</p> <p>8.4.(c) Yes = Pass No = Fail N/A = Pass (if you do not employ sub-contractors please tick 'N/A') (note you may be requested to evidence your direct labour during the validation period)</p>
8.5	Health and Safety	Pass/Fail	<p>8.5. (a) Yes = Pass No = Fail</p>

			<p>8.5. (b) No = Pass; Yes = Further information required; self-cleaning details required (refer to Paragraph 15 of Schedule 2 Guidance Notes for Completion of SSQ for assessment method); fail if inadequate (refer to Schedule 1 SSQ question 8.5.(b))</p> <p>8.5. (c) Yes = Pass; No = Fail N/A = Pass (if you do not employ sub-contractors please tick 'N/A')</p> <p>(note you may be requested to evidence your direct labour during the validation period)</p>
8.6	Choice of Lot	For Information only	
8.7	Project Specific Questions refer to 8 below		
1	CQC Registration	Pass/Fail	Yes = pass; No = fail
2	Service Delivery	Scored	Refer to Annex 1 below for scoring details
3	Staffing	Scored	Refer to Annex 1 below for scoring details
4	Training and Development	Scored	Refer to Annex 1 below for scoring details
5	Risks	Scored	Refer to Annex 1 below for scoring details
6	Quality Assurance	Scored	Refer to Annex 1 below for scoring details
7	Policies and Procedures	Pass/Fail	Yes = pass; No = fail
8	Payments	For information only	

Annex 1 - Scoring Matrix

Responses to Questions in Section 6 and Section 8 (i.e. Questions in 8.7) will be awarded in accordance with the table below and the criteria which most closely matches the quality of the response.

Score		Definition
5 (Very Good)	PASS	COMPLETELY MEETS THE REQUIREMENT The applicant's proposal is comprehensive and demonstrates that they fully understand the requirement. They have supplied clear, detailed information and the evidence is unequivocal. The evaluation team is fully satisfied about the applicant's ability to meet the detailed criteria.
4 (Good)	PASS	MEETS THE REQUIREMENT The applicant has demonstrated a good understanding of the requirement. The evidence is clear and convincing with minor reservation(s).
3 (Satisfactory)	PASS	MOSTLY MEETS THE REQUIREMENT BUT FAILS IN PARTS The applicant has demonstrated a reasonable understanding of the requirement in most areas with reservation in one key area. The evidence is fairly clear and convincing.
2 (Poor)	FAIL	MOSTLY FAILS TO MEET THE REQUIREMENT In the majority of the key areas the evidence is unclear and unconvincing. The overall response casts doubt on the applicant's ability to deliver the full requirement of the service.
1 (Very Poor)	FAIL	SIGNIFICANTLY FAILS TO MEET THE REQUIREMENT In virtually all key areas, or in one of the major areas, there is a lack of convincing evidence which casts serious doubt about the applicant's understanding of the requirement.
0 (No response or irrelevant response)	FAIL	TOTALLY FAILS TO MEET ANY OF THE REQUIRREMENTS OR FAILS TO PROVIDE A RESPONSE No response provided or totally fails to address the requirement

Each submission will be marked separately, by members of the 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.

Annex 2 - Question 4 Scoring Details

No.	Assessment Used	%	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 of [to be determined at ITQ stage]</p> <p>This is based on the following consideration:</p> <ul style="list-style-type: none"> (i) The STL should be set at no more than two times annual contract/project value. (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 adverse impacts were assessed to be low, the STL could be lowered. (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. 	40	<p>Actual turnover meets or exceeds STL then the maximum 40% score will be allocated.</p> <p>The 40% maximum score will be reduced by 2% for each percentage point that the actual annual turnover falls below the STL.</p> <p>i.e. a provider with 90% of the required STL will score 20% and a provider with 80% or less of the requested STL will score 0%.</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 <20% = 12%</p> <p>Ratio of >20% but <30% = 9.6%</p> <p>Ratio of >30% but <40% = 7.2%</p> <p>Ratio of >40% but <50% = 4.8%</p> <p>Ratio of >50% but <60% = 2.4%</p> <p>Ratio of >60% = 0%</p>

c)	<u>Liquidity Ratio</u> <u>(current assets – stock) / current liabilities</u>	12	Percentage scores will be allocated as follows: Ratio of >1.5 = 12% Ratio of 1.2 – 1.5 = 9.6% Ratio of 1.0 – 1.2 = 7.2% Ratio of 0.8 – 1.0 = 4.8% Ratio of 0.6 – 0.8 = 2.4% Ratio of <0.6 = 0%
d)	<u>Return on Capital Employed (ROCE)</u> <u>profit before tax / (total assets – current liabilities) x 100%</u>	12	Percentage scores will be allocated as follows: Ratio of >15% = 12% Ratio of >12.5% but <15% = 9.6% Ratio of >10% but <12.5% = 7.2% Ratio of >7.5% but <10% = 4.8% Ratio of >5% but <7.5% = 2.4% Ratio of <5% = 0%
e)	<u>Positive Net Shareholders Fund at date Accounts Signed</u>	12	Percentage scores will be allocated as follows: Yes, 2 accounts positive = 12% 1 sets a/c's negative = 6% 2 sets a/c's negative = 0%
f)	<u>Net Profit Margin</u> <u>(profit before tax / turnover) x 100%</u>	12	Percentage scores will be allocated as follows: Ratio of >7.5% = 12% Ratio of >6.0% but <7.5% = 9.6% Ratio of >5.0% but <6.0% = 7.2% Ratio of >3.5% but <5.0% = 4.8% Ratio of >2.5% but <3.5% = 2.4% Ratio of <2.5% = 0%