

Supplier Selection Questionnaire Scoring Methodology

This scoring methodology explains how each section of the questionnaire will be assessed by the procuring panel.

Scoring of Responses

The table below summarises the scoring percentages for each part of the questionnaire. Procurers will satisfy themselves that the methodology is correct for their particular requirements

Section Title	Method of Scoring
1. Supplier Information	Not scored but must be completed in full
2. Grounds for Mandatory Exclusion	Not scored but must be completed in full. Automatic disqualification if answer 'YES' to any question.
3. Grounds for Discretionary Exclusion	Not scored but must be completed in full. Supplier may be disqualified if answer 'YES' to any question
4. Economic and Financial Standing	<p>Failure to meet the minimum financial threshold set out below will result in the tenderer being disqualified from any further participation in this process. Only the tenderer chosen will be asked to submit their accounts. If they are not able to provide the information requested at that time or if the information does not pass the internal audit checks, then they will be disqualified and the second placed tenderer will be considered, and so on. Minimum financial threshold = £2.4M turnover</p> <p>Economic and Financial Standing – the organisation must be in a sound financial position to participate in the procurement. This will entail independent financial checks of the last 2 years audited financial accounts. The Council has 4 key minimum requirements for financial considerations of which all must be passed before a full financial assessment is carried out, these being:</p> <p>1/ In accordance with regulation 16 (7) of the Regulations, relates to the contract limit, which is the maximum contract value that a tenderer should be expected to tackle within its financial capacity.</p> <p>The Council will use a notional calculation to calculate the contract limit, based on turnover of the tenderer in order to confirm whether the tenderer is large enough to perform the contract. The contract limit is calculated by matching the tenderers turnover figure in their latest set of accounts, with the annual contract value. If the annual contract figure is more than 51% of the turnover figure used it is unlikely that the tenderer on its own, has adequate resources to perform the services.</p> <p>By exception, the further full financial assessment may take place if a parent company guarantee or bond or deed should be obtained, provided the parent itself is suitable.</p> <p>2/ If there is an adverse auditors report to the latest accounts, depending on the details, tenderers will fail at this point.</p> <p>3/ If a tenderer is showing continual losses in their accounts this will be deemed a fail.</p> <p>4/ If the net worth of a tenderer is in a negative position this will be deemed a fail.</p> <p>If a tenderer passes the 4 key criteria a full financial assessment will take place, this will include selected ratio analysis of account figures, any CCJ's a contractor may have against them, and any adverse information on company Directors.</p> <p>Each ratio and other criteria will carry a points score of "0" for fail and "1" for pass, points are then tallied to give an overall score, this is then matched to a predetermined risk based scoring model where tenderers will be assessed as Low, medium or high risk.</p> <p>If the Council decides that the financial standing of the tenderer represents an unacceptable risk to the Council then the tenderer will be excluded from further consideration in this process.</p>
5. Technical & Professional Ability	30% weighting for this section. Answers will be scored out of 5. We reserve the right to disqualify any company that scores below 3 points on any question.
6. Additional questions to assess technical and professional ability	45% weighting for this section [and/or and minimum standard questions must be passed otherwise supplier will be disqualified]. Answers will be scored out of 5.

Note: Tie Breaks

In the event of a tie break where for example we have stated that a minimum of 5 companies shall be shortlisted to tender, we will take through the highest 5 scores which may mean taking through more than 5 companies, if multiple companies have scored the same.

Note: Pass/Fail questions

Where questions are stated as Pass/Fail, the Council will disqualify a tender in it's entirety where *any* question is deemed to have failed.

Scoring - Quality

Unless otherwise stated points shall be attributed as follows:-

5 points	5 – The standard of the response is very high and the relevance of the response and the supporting evidence is very comprehensive and provides the Council with a very high level of confidence in the Applicant's and/or, where applicable, the Associated Company's and/or Named Supplier's and/or consortium member's experience, capacity and capability to meet the Council's requirements.
4 points	4 – The response is comprehensive and supported by a good standard of relevant evidence and provides the Council with a good standard of confidence in the Applicant's and/or, where applicable, the Associated Company's and/or Named Supplier's and/or consortium member's experience, capacity and capability to meet its requirements.
3 points	3 – The response is satisfactory and supported by an acceptable standard of relevant evidence but with some reservations/issues not addressed. The Council is satisfied with the Applicant's and/or, where applicable, the Associated Company's and/or Named Supplier's and/or consortium member's experience, capacity and capability to meet its requirements
2 points	2 – Large portions of the response are not satisfactory and/or are not supported by a satisfactory level of evidence and the Council has limited confidence in the Applicant's and/or, where applicable, the Associated Company's and/or Named Supplier's and/or consortium member's experience, capacity and capability to meet its requirements.
1 point	1 – The response and/or the evidence are deficient (or not relevant) in the majority of areas and the Council has a low level of confidence in the Applicant's and/or, where applicable, the Associated Company's and/or Named Supplier's and/or consortium member's experience, capacity and capability to meet its requirements
0 points	0 – No response and/or evidence is unacceptable or non-existent, or there is a failure to properly address any issue. The Council does not have any confidence in the Applicant's and/or, where applicable, the Associated Company's and/or Named Supplier's and/or consortium member's experience, capacity and ability to meet its requirements.

All scored questions will be marked out of 5 points but we reserve the right to disqualify any company that scores below 3 points on any question.

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* Failure of any question will result in disqualification of the tender in it's entirety

					[Enter Supplier Name]	
Section	Question	Section Weighting	Pass/Fail *	Guidance	PASS/FAIL	Weighted Score
1	Supplier Information	n/a	n/a	Not scored but must be completed in full	n/a	n/a
2	Grounds for Mandatory Exclusion	n/a	Pass/Fail	Not scored but must be completed in full. Disqualify if answer YES to any question	Pass or Fail	n/a
3	Grounds for Discretionary Exclusion	n/a	Pass/Fail	Not scored but must be completed in full. Supplier may be disqualified if answer YES to any question. If disqualified, Council must provide a statement to supplier explaining why evidence of self-cleaning is not accepted.	Pass or Fail	n/a
4	Economic and Financial Standing					
	4.1 Provision of economic/financial information		Pass/Fail	Bidder to confirm they are able to meet Council's requirements	Pass or Fail	n/a
					PASS or FAIL	
Section	Question	Section Weighting	Individual Question Weighting	Guidance	Points out of 5	Weighted Score
2	Insurance	n/a				
	Insurance		Pass/Fail*	Does the supplier have the required minimum insurance levels? Employer's Liability £5M, Public Liability £5M, Professional Indemnity £2M, Product Liability £2M If NO to any of these = disqualify	Pass or Fail	n/a
					PASS or FAIL	
5	Health & Safety	5				
	Health & Safety Policy		Pass/Fail*	Suppliers with more than 5 employees should answer YES otherwise disqualify	Pass or Fail	n/a
	Enforcement/Remedial Orders - HSE		75	Supplier must answer 'NO' or if answered 'YES' be able to demonstrate that appropriate remedial action has been taken to prevent future occurrences/breaches. No = 5 points, YES = score dependent on response	5	75
	H&S - Sub-contractors		25	No sub-contractors = 5 points, sub-contractors = points depends on response	5	25
					Questions Total	100
					Health & Safety Weighted Score	5
6	Compliance with Equality Legislation	5				
	Finding of unlawful discrimination		40	Supplier must answer 'NO' or if answered 'YES' be able to demonstrate that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. No = 5 points, YES = score dependent on response	5	40
	Upheld complaints -Equality and Human Rights Comm		30	Supplier must answer 'NO' or if answered 'YES' be able to demonstrate that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. No = 5 points, YES = score dependent on response	5	30
	Equality - Sub-contractors		30	No sub-contractors = 5 points, sub-contractors = points depends on response	5	30
					Questions Total	100
					Compliance with Equality Legislation Weighted Score	5
7	Environmental Management	5				
	Breaches of Environmental Legislation		75	Supplier must answer 'NO' or if answered 'YES' be able to demonstrate that appropriate remedial action has been taken to prevent future occurrences/breaches. No = 5 points, YES = score dependent on response	5	75
	Environmental - Sub-contractors		25	No sub-contractors = 5 points, sub-contractors = points depends on response	5	25
					Questions Total	100
					Environmental Management Weighted Score	5
8	Quality Management	5				
	6f 1. Quality management policy		100	Supplier must answer 'NO' or if answered 'YES' be able to demonstrate that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. No = 5 points, YES = score dependent on response	5	100
					Questions Total	100
					Quality Management Weighted Score	5
9	Technical & Professional Ability	30				
	9.1 Details of up to 3 contracts		100	[Full response with 3 contracts, details of dates and value and with relevant experience of delivering similar type of contract = 5 points] [Partial response with less than 3 contracts and/or some details of dates and value and with relevant experience of delivering similar type of contract = 3 points] [Limited response with less than 3 contracts and/or some details of dates and value and contract experience not a good match = 2 points] No response or irrelevant experience = 0 points.	5	100
					Questions Total	100
					Technical & Professional Ability Weighted Score	30
9.6	Social Value	5				
	Social Value examples		40	Scored question - points out of 5	5	40
	Exact Involvement		30	Scored question - points out of 5	5	30
	More/less successful examples		30	Scored question - points out of 5	5	30
					Questions Total	100
					Social Value Weighted Score	5
10	Project Specific questions	45				
a1	General approach		20	Scored question - points out of 5	5	20
a2	Technical facilities		20	Scored question - points out of 5	5	20
a3	Numbers of staff		20	Scored question - points out of 5	5	20
a4	Site Access		20	Scored question - points out of 5	5	20
a5	Restrictive site - phased approach to live school		20	Scored question - points out of 5	5	20
					Questions Total	100
					Additional Project Specific Questions Weighted Score	45
Total		100%		SSQ Total Weighted Score		100