APPENDIX 5

EVALUATION PROCESS FOR LOTS 1 TO 4

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Appendix 5 – The Evaluation Process for Lots 1 to 4

5.1. **Introduction**

5.1.1. This document sets out the evaluation criteria which will be used to score and rank the submitted Bid documents and how each of these criteria will be assessed and scored. The contract will be awarded to the Most Economically Advantageous Tender, determined in accordance with this Evaluation Methodology.

5.1.2. The assessment of each Bid will be undertaken by way of a three-stage process;

5.1.2.1. **Stage 1 – Preliminary Compliance Check** as per Section 5.2, below;
5.1.2.2. **Stage 2 – Evaluation of Bidders' responses to the selection questions in the SQ** (Tender Response – Part A – Selection Questionnaire (SQ)) have been met as per Section 5.3, below and
5.1.2.3. **Stage 3 – Detailed Evaluation** in accordance with Section 5.4.

5.1.3. Please note, all examples in this document are provided only for the purposes of illustrating the application of the scoring mechanisms described.

5.2. **Stage 1 – Preliminary Compliance Check**

5.2.1. Prior to carrying out the Detailed Evaluation of Bids the Council will conduct a preliminary check.

5.2.2. Bid submissions are required to meet the following Preliminary Compliance Check requirements:

5.2.2.1. the Bid has been submitted on time and meets the Council's submission requirements/instructions which have been notified to Bidders;

5.2.2.2. the Bid is capable of being evaluated as an entire solution and does not simply contain a pick-and-mix of alternatives or options so that the Council must construct its own solution from a menu;

5.2.3. The Council reserves the right to reject and not consider any Bid which fails to meet the required standard as per the Preliminary Compliance Check stage (above).

5.3. **Stage 2 – Evaluation of Bidders' responses to the selection questions in the SQ (Tender Response – Part A)**

5.3.1. Following completion of Stage 1 (Preliminary Compliance Check) the Council intends to review the SQ (Tender Response – Part A) responses provided by Bidders. The SQ responses will be evaluated using the selection stage criteria and following the methodology set out in this section of this document.

5.3.2. In completing their Tender Response – Part A (SQ) submissions, Bidders should not assume that the Council has any prior knowledge of the Bidder, its practice, reputation or its involvement in existing services, projects or procurements. In evaluating SQ submissions, the Council will only consider information provided in response to this SQ (which may include customer references sought regarding the contracts included in section 6 responses of Part B of the Tender Response – Part A document).

5.3.3. Notwithstanding paragraph 5.3.2 above, the Council may take account of any prior knowledge it has of the Bidder, its practice, reputation or its involvement in existing

services, projects or procurements to the extent that such knowledge indicates that information contained in the Bidder's SQ submission is false, misleading or inaccurate.

5.3.4. The Council will consider the information in Parts 1 and 2 of the SQ submission. The Council will exclude any Bidder who answers 'Yes' to the Exclusion Grounds in Section 2 of the SQ and may exclude any Bidder who answers 'Yes' to the Exclusion Grounds in Section 3 of the SQ. The decision to exclude Bidders in relation to the Exclusion Grounds will be subject to evidence of self-cleaning being provided by Bidders demonstrating the reliability of the Bidder despite the existence of a relevant exclusion ground and the Council considering such evidence to be sufficient.

5.3.5. The Council will then assess SQ submission responses to ascertain that its minimum Pass/Fail compliance requirements have been met. Each SQ submission must meet all of the Pass requirements that are outlined in the table below and explained in further detail in this document. Any bid that includes an SQ that does not meet the required Pass standard outlined, will be rejected and not considered further. The Pass/Fail criteria applicable to Part 3 of the SQ submission is set out in the Pass/Fail Criteria Matrix below:

Pass/Fail Selection Criteria Matrix			
Level 1 Criteria	**Level 2 Criteria Question No.**	**Level 2 Criteria**	**Available Scores**
Section 4 - Economic and Financial Standing	4.1	Demonstration of Economic and Financial Standing	Pass or Fail
	4.2	Minimum Requirements of Economic and Financial Standing	Pass or Fail
Section 6 - Technical and Professional Ability	6.1	Technical and Professional Ability – Relevant Experience and Contract Examples	Pass or Fail
	6.2	Technical and Professional Ability – Sub-Contractors	Pass or Fail
	6.3	Technical and Professional Ability – No examples	Pass or Fail
Section 7 – Modern Slavery	7.1	Modern Slavery Act 2015 – Confirmation on Application	Pass or Fail
	7.2	Modern Slavery Act 2015 – Compliance with Reporting Requirements	Pass or Fail
Section 8 - Additional Questions	8.1a	Insurance	Pass or Fail
	8.2a	Project Specific Mandatory Requirement - Please confirm that you have depot or transfer station within postcodes ranging BH1-BH18 or BH21-BH24	Pass or Fail
	8.2b	Project Specific Mandatory Requirement - Please confirm that your site is licenced to take the waste types and tonnage for the lot(s) that they bid for.	Pass or Fail
	8.2c	Project Specific Mandatory Requirement - Please confirm that a haulier is available to take the waste streams from the Council's sites as required in the specification.	Pass or Fail
	8.2d	Project Specific Mandatory Requirement – Please confirm that you	Pass or Fail

Pass/Fail Selection Criteria Matrix			
Level 1 Criteria	**Level 2 Criteria Question No.**	**Level 2 Criteria**	**Available Scores**
		are capable and willing to take the entire estimated tonnage for the lot(s) that you bid for.	
	8.3a	Financial Standing – Annual Turnover	For Information
	8.3b	Financial Standing – Financial Status and Ability of Supplier	Pass or Fail
	8.3c	Financial Standing – Performance Bond	Pass or Fail
	8.3d	Financial Standing – Parent Company Guarantee	Pass or Fail
	8.4a	Electronic Ordering and Invoicing	Pass or Fail
	8.5a	Information Governance and Information Security	Pass or Fail
	8.6a	Compliance with Equality Legislation – Positive Equality Duties	Pass or Fail
	8.6b	Compliance with Equality Legislation – Unlawful Discrimination	Pass or Fail
	8.6c	Compliance with Equality Legislation – Equality and Human Rights Commission	Pass or Fail
	8.6d	Compliance with Equality Legislation – Sub Contractors	Pass or Fail
	8.7a	Environmental Management – Environmental Legislation	Pass or Fail
	8.7b	Environmental Management – Sub Contractors	Pass or Fail
	8.8a	Health and Safety - Policy	Pass or Fail
	8.8b	Health and Safety – Enforcement/Remedial Orders	Pass or Fail
	8.8c	Health and Safety – Sub Contractors	Pass or Fail
	8.9a	Skills and Apprentices – Supporting Apprenticeships and Skills Development	Pass or Fail
	8.9b	Skills and Apprentices – Submission of Evidence	Pass or Fail
	8.9c	Skills and Apprentices – Apprenticeships in the Supply Chain	Pass or Fail

5.3.6. **Economic and Financial Standing Evaluation Methodology – Section 4 of the SQ**

5.3.6.1. For the purposes of the Economic and Financial Standing evaluation, the following terms will have the meanings set out below:

Definitions	
Bidder	The bidder (or potential bidder) applying to compete for the award of the opportunity. For the avoidance of doubt, a Bidder may be: (i) An individual organisation; or

	(ii) A Consortium
Consortium	A group of organisations coming together to form a bidding entity (which may include partners and/or a lead contractor with subcontractors)
Consortium Member	A member organisation of a Consortium

5.3.6.2. The Council will be applying the Economic and Financial standing pass/fail evaluation as below.

5.3.6.3. Where the Bidder is a sole bidding organisation then that organisation will need to satisfy the pass/fail Minimum Requirements set out below in paragraph 5.3.6.9.1, below. The sole bidding organisation Bidder (if unable to meet the Minimum Requirements) is able to rely on the Economic and Financial standing of a parent company (or other organisation) subject to paragraph 5.3.6.5 and 5.3.6.6.

5.3.6.4. Where the Bidder is a Consortium then at least one Consortium Member responsible for entering into the arrangements will need to satisfy the relevant financial standing test. Where no Consortium Members are able to meet the minimum requirements, the consortium are able to rely on the Economic and Financial standing of a parent company (or other organisation) subject to paragraph 5.3.6.5 and 5.3.6.6.

5.3.6.5. Where the Bidder is seeking to rely on the economic and financial standing of a parent company (or other organisation) to satisfy the pass/fail test(s) then the Bidder should state this explicitly; provide a letter of commitment from the parent company (or other organisation) to provide a guarantee; additionally provide the financial information (either 4.1(a), 4.1(b) or 4.1(c)) in respect of the guarantor and also complete question 5.1 to 5.3 of Part 3 of the SQ. In such cases, reliance on the other body to satisfy this test will be subject to providing a guarantee which is satisfactory to the Council.

5.3.6.6. The Council reserves the right to reject a Bidder that seeks to rely on the financial standing of a parent company (or another organisation) but fails to provide the information required in 5.3.6.5 above.

5.3.6.7. Where a Bidder relies on the capacity of other entities with regard to criteria relating to the assessment of Economic and Financial standing, the Council reserves the right to require the Bidder and those entities to be jointly liable for the execution of the contract.

5.3.6.8. The financial information requested and submitted in response to Question 4.1 (Economic and Financial Standing (Financial Information)) will be evaluated and assessed by the Council in the following way:

Provision of accounts for 4.1
In the case of a sole bidding organisation it must provide the information required in either 4.1(a), 4.1(b) or 4.1(c). or

In the case of a Consortium, the Consortium Members proposed must **each** provide the information required in either 4.1(a), 4.1(b) or 4.1(c). *The Council reserves the right to reject a Bidder who fails to provide the information required in Question 4.1 in accordance with the above.*

5.3.6.9. The financial information requested and submitted in response to Question 4.1 (Economic and Financial Standing) of the SQ will be evaluated and assessed by the Council in the following way:

5.3.6.9.1. **Minimum Annual Turnover Requirement ("the Minimum Requirements")**

5.3.6.9.1.1. **Sole Bidding Organisation**

5.3.6.9.1.1.1. Where the Bidder is a single organisation then it will need to satisfy the greater of the Minimum Requirements set out below:

Minimum Annual Turnover Requirements (Question 4.2)
The Organisation is required to have a minimum annual turnover of £2M

5.3.6.9.1.1.2. The Council reserves the right to reject a single organisation that fails to meet the Minimum Requirements set out in 5.3.6.9.1.1.1 above.

5.3.6.9.1.2. **Consortium**

5.3.6.9.1.2.1. Where the Bidder is a Consortium then at least one Consortium Member responsible for entering into the arrangements will need to satisfy the Minimum Requirements set out in 5.3.6.9.1.1.1.

5.3.6.9.1.2.2. The Council reserves the right to reject a Consortium that fails to meet any or all of the Minimum Requirements set out above.

5.3.6.10. **Methodology for Technical and Professional Ability – Section 6 of the SQ**

5.3.6.10.1. The responses to Questions 6.1 to 6.3 of the SQ will be evaluated and assessed by the Council in the following way:

Evaluation Criteria for 6.1	
Bidder provide details of three contracts from the last 3 years that are relevant to the Council's requirements or meets the pass criteria outlined in point 6.3.	PASS
Bidder does not provide details of three contracts from the last 3 years and / or the contracts are not relevant to the Council's requirements and does not meet the pass criteria outlined in Evaluation Criteria for 6.3.	FAIL

Evaluation Criteria for 6.2 (Applicable only to Bidders intending to sub-contract a proportion of the contract)

Bidder demonstrates previously maintained healthy supply chains with their sub-contractors. *Healthy is where the bidder can demonstrate that their supply chains were treated in accordance with all required legislation and demonstrate working with sub-contracts with integrity and in a fair and responsible manner.*	PASS
Bidder does not demonstrate previously maintained healthy supply chains with their sub-contractors of previously maintained healthy supply chains. *Healthy is where the bidder can demonstrate that their supply chains were treated in accordance with all required legislation and demonstrate working with sub-contracts with integrity and in a fair and responsible manner.*	FAIL

Evaluation Criteria for 6.3 (Applicable only to Bidders who cannot provide three examples in Evaluation Criteria 6.1)	
Bidder explains effectively the reasons for not being able to provide the three contract examples requested in question 6.1 or has delivered the Supply Requirements of a similar nature covering a scope in terms of complexity and value as set out in the Specification in the past	PASS
Bidder is unable to provide justification for not being able to provide the 3 contract examples requested in question 6.1 or has not delivered the Supply Requirements of a similar nature covering a scope in terms of complexity and value as set out in the Specification	FAIL

5.3.6.11. **Methodology for Modern Slavery Act 2015 - Section 7 of the SQ**

5.3.6.11.1. The responses to Questions 7.1 and 7.2 of the SQ will be evaluated and assessed by the Council in the following way:

Evaluation Criteria for 7.1	
Bidder provides a response by selecting “Yes” or “No”.	PASS
Bidder fails to provide a response to Question 7.1	FAIL

Evaluation Criteria for 7.2 (Applicable only to Bidders who confirm they are a relevant commercial organisation as defined by Section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act"))	
Bidder has responded “Yes” to 7.1 and confirms they are compliant with the annual reporting requirements contained within Section 54 of the Act 2015 or responds with “No” but provides an explanation to the reasonable satisfaction of the Council.	PASS
Bidder has responded “Yes” to 7.1 but does not confirm they are compliant with the annual reporting requirements contained within Section 54 of the Act 2015 or does not provide an explanation to the reasonable satisfaction of the Council.	FAIL

5.3.6.12. **Methodology for Additional Questions – Section 8 of the SQ**

5.3.6.12.1. The responses to Questions 8.1 to 8.8 of the SQ will be evaluated and assessed by the Council in the following way:

Evaluation Criteria for 8.1	
Bidder responds with "Yes" and confirms they already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in 8.1	PASS
Bidder confirms that they do not already have, or cannot commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated	FAIL

Evaluation Criteria for 8.2a	
Bidder responds with "Yes" and confirms that on day 1 of the contract they will have a depot or transfer station within postcodes ranging BH1-BH18 or BH21-BH24	PASS
Bidder does not confirm that on day 1 of the contract they will not have a depot or transfer station within postcodes ranging BH1-BH18 or BH21-BH24	FAIL

Evaluation Criteria for 8.2b	
Bidder responds with "Yes" and confirms that their site is licenced to take the waste types and tonnage for the lot(s) that they bid for.	PASS
Bidder does not confirm that their site is not licenced to take the waste types and tonnage for the lot(s) that they bid for.	FAIL

Evaluation Criteria for 8.2c	
Bidder responds with "Yes" and confirms that a haulier is available to take the waste streams from the Council's sites as required in the specification.	PASS
Bidder does not confirm that that a haulier is not available to take the waste streams from the Council's sites as required in the specification.	FAIL

Evaluation Criteria for 8.2d	
Bidder responds with "Yes" and confirms that they are capable and willing to take the entire estimated tonnage for the lot(s) that they bid for.	PASS
Bidder does not confirm that they are capable and willing to take the entire estimated tonnage for the lot(s) that they bid for.	FAIL

Evaluation Criteria for 8.3b	
Bidder responds with "Yes" and confirms they have read and understood the text	PASS
Bidder does not confirm that they have read and understood the text	FAIL

Evaluation Criteria for 8.3c	
Bidder responds with “Yes” and confirms that they are willing and able to provide a performance bond in accordance with the wording provided and will provide an undertaking accordingly if required on contract award	PASS
Bidder does not confirm that they are willing and able to provide a performance bond in accordance with the wording provided and will provide an undertaking accordingly if required on contract award	FAIL

Evaluation Criteria for 8.3d	
Bidder responds with “Yes” and confirms that they are willing and able to provide a parent company guarantee in accordance with the wording provided and will provide an undertaking accordingly if required on contract award Or Bidder does not have a parent company and therefore states N/A to this contract	PASS
Bidder does not confirm that they are willing and able to provide a parent company guarantee in accordance with the wording provided and will provide an undertaking accordingly if required on contract award	FAIL

Evaluation Criteria for 8.4a	
Bidder responds with “Yes” and confirms that they are willing to work with the Council with regards to Electronic Ordering and Invoicing and as a minimum will receive electronic Purchase Orders and invoice the Council electronically	PASS
Bidder does not confirm that they are willing to work with the Council with regards to Electronic Ordering and Invoicing and as a minimum will receive electronic Purchase Orders and invoice the Council electronically	FAIL

Evaluation Criteria for 8.5a	
Bidder responds with “Yes” and confirms that they can commit to the Council’s Information Governance and Information Security standards outlined in the policies available on the Council’s website	PASS
Bidder does not confirm that they can commit to the Council’s Information Governance and Information Security standards outlined in the policies available on the Council’s website	FAIL

Evaluation Criteria for 8.6a	
Bidder responds with “Yes” and confirms that as an Employer, the Bidder meets the requirements of the positive equality duties in relation to the Equalities Act 2010* and they have their own relevant policies / literature or the Bidder confirms	PASS

that it will commit to the Council's standards outlined in its Policy document Equality and Diversity Policy	
Bidder confirms either that as an Employer, that they do not meet the requirements of the positive equality duties in relation to the Equalities Act 2010* and they have their own relevant policies / literature or the Bidder does not confirm that it will commit to the Council's standards outlined in its Policy document Equality and Diversity Policy	FAIL

Evaluation Criteria for 8.6b	
Bidder responds with "No" and confirms that in the last three years, no finding for unlawful discrimination has been made against the Bidder by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK). OR Bidder confirms that in the last three years unlawful discrimination has been made against the Bidder by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK) but demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination from reoccurring.	PASS
Bidder confirms that in the last three years unlawful discrimination has been made against the Bidder by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK) but does not demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination from reoccurring.	FAIL

Evaluation Criteria for 8.6c	
Bidder responds with "No" and confirms that in the last three years, the Bidder has not had any complaint(s) upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination. OR Bidder confirms that in the last three years, the Bidder has had complaint(s) upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination but demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination from reoccurring.	PASS
Bidder confirms that in the last three years, the Bidder has had complaint(s) upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on	FAIL

grounds of alleged unlawful discrimination but does not demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination from reoccurring.	

Evaluation Criteria for 8.6d	
Bidder responds with "Yes" and confirms that processes are in place to check whether any of the circumstances outlined in 8.6a to 8.6c apply to sub-contractors in order to ensure sub-contractor compliance with points 8.6a to 8.6c or does not use sub-contractors and responds "N/A".	PASS
Bidder does not confirm that processes are in place to check whether any of the circumstances outlined in 8.6a to 8.6c apply to sub-contractors in order to ensure sub-contractor compliance with points 8.6a to 8.6c.	FAIL

Evaluation Criteria for 8.7a	
Bidder responds with "No" and confirms that their organisation has not been convicted or breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority) OR Bidder confirms that their organisation has been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority) but demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent future breaches or occurrences from reoccurring.	PASS
Bidder confirms that their organisation has been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority) but does not demonstrate to the Council's satisfaction that appropriate remedial action has been taken to prevent future breaches or occurrences.	FAIL

Evaluation Criteria for 8.7b	
Bidder responds "Yes" and confirms that processes are in place to check whether any of the circumstances outlined in 8.3a apply to sub-contractors in order to ensure sub-contractor compliance with points 8.7a or does not use sub-contractors and responds "N/A".	PASS
Bidder does not confirm that processes are in place to check whether any of the circumstances outlined in 8.7a apply to sub-contractors in order to ensure sub-contractor compliance with points 8.3a	FAIL

Evaluation Criteria for 8.8a

Bidder responds with “Yes” and confirms that their organisation has a Health and Safety Policy that complies with current legislative requirements	PASS
Bidder confirms that their organisation does not have a Health and Safety Policy that complies with current legislative requirements	FAIL

Evaluation Criteria for 8.8b	
Bidder responds with “No” and confirms that their organisation or any of its Directors or Executive Officers have not been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years OR Bidder confirms that their organisation or any of its Directors or Executive Officers have been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years but demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future breaches or occurrences.	PASS
Bidder confirms that their organisation or any of its Directors or Executive Officers have been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years but do not demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future breaches or occurrences.	FAIL

Evaluation Criteria for 8.8c	
Bidder responds with “Yes” and confirms that processes are in place to check whether any of the circumstances outlined in 8.8a and 8.8b apply to sub-contractors in order to ensure sub-contractor compliance with points 8.8a and 8.8b or does not use sub-contractors and responds “N/A”.	PASS
Bidder does not confirm that processes are in place to check whether any of the circumstances outlined in 8.8a and 8.8b apply to sub-contractors in order to ensure sub-contractor compliance with points 8.8a and 8.8b	FAIL

Evaluation Criteria for 8.9a	
Bidder confirms that they will be supporting apprenticeships and skills development through this contract	PASS
Bidder does not confirm that they will be supporting apprenticeships and skills development through this contract	FAIL

Evaluation Criteria for 8.9b	
Bidder confirms at a later stage they will provide documentary evidence to support their commitment to developing and investing in skills, development and apprenticeships	PASS

Bidder does not confirm at a later stage they will provide documentary evidence to support their commitment to developing and investing in skills, development and apprenticeships	FAIL

Evaluation Criteria for 8.9c	
Bidder confirms that they have a process in place to ensure that their supply chain supports skill, development and apprenticeships in line with PPN 14/15 and are able to provide evidence if requested	PASS
Bidder does not confirm that they have a process in place to ensure that their supply chain supports skill, development and apprenticeships in line with PPN 14/15 and are able to provide evidence if requested	FAIL

5.4. **Stage 3 – Detailed Evaluation of Bids**

5.4.1. Those Bidder's that have satisfied Stage 1 and Stage 2 (as above) will have their ITT submissions evaluated and scored against the evaluation criteria, sub-criteria and weightings set out below.

5.4.2. The evaluation process will cover two areas:

Criteria	Criteria Weighting (%)
Quality	40%
Price	60%
TOTAL:	**100%**

5.4.3. **Quality Score (40%)**

5.4.3.1. Quality will be evaluated against pre-determined criteria and sub criterion as shown below. The weightings to be applied to the Quality Evaluation Criteria and any sub criterion where applied are also set below.

Criteria Number	Evaluation Criteria	Evaluation Criteria Weighting (%)	Relevant Submission Documents (as outlined in Tender Response – Part D)
E1	Bidders approach to turnaround time	15%	Response to E1
E2	Bidders approach to capacity & procedures	15%	Response to E2
E3	Bidders approach to management of works	10%	Response to E3
E4	Bidders approach to limitations on service	10%	Response to E4

E5	Bidders approach to contingency planning	10%	Response to E5
E6	Bidders approach to treatment of waste process	15%	Response to E6
E7	Bidders approach to materials and contamination levels	15%	Response to E7
E8	Bidders approach to Staff and Health & Safety	10%	Response to E8
	TOTAL:	**100%**	

5.4.3.2. All Quality Evaluation Criteria questions will be scored in line with the following Quality Scoring Guide table detailed below. In applying the scoring guide, each Bid will be evaluated according to its quality and deliverability. The term 'quality' in this context refers to performance and fitness for purpose of the proposal and therefore covers any aspect of a submission that affects the performance of the contract. 'Deliverability' refers to the likelihood that all aspects of a particular submission could in fact be delivered by the Bidder concerned.

Score	Quality Scoring Guide
5	The response is relevant to the question / criteria and provides a clear explanation of the bidder's approach. The approach outlined is adequate and sufficiently supported by detail and, where relevant, measurable evidence. In all aspects it goes beyond this and provides a particularly robust, innovative, or effective approach
4	The response is relevant to the question / criteria and provides a clear explanation of the bidder's approach. The approach outlined is adequate and sufficiently supported by detail and, where relevant, measurable evidence. In some aspects it goes beyond this and provides a particularly robust, innovative, or effective approach
3	The response is relevant to the question / criteria and provides a clear explanation of the bidder's approach. The approach outlined is adequate and sufficiently supported by detail and, where relevant, measurable evidence
2	The response is relevant to the question / criteria and provides some indication of the bidder's approach. However, in one or more aspects it is lacking in specific detail or evidence, and thus falls short of providing an adequate level of assurance
1	The response is of some basic relevance to the question / criteria, but is so brief, or so lacking in information, that it fails to provide even an adequate outline of the bidder's approach
0	No response is provided, or the response is of no relevance to the question / criteria

5.4.3.3. Bidder's are required to provide a response to all Evaluation Criteria questions set out in Tender Response – Part D – Quality Evaluation. Bidder responses will explain how the Bidder will meet the Council's requirements.

5.4.3.4. Quality will be evaluated by the Council based on Bidder responses to the Quality Criteria set out in Tender Response – Part D – Quality Evaluation and any responses to clarifications raised by the Council. In evaluating the responses to the Quality Criteria, the evaluation panel will use their reasoned professional judgement to identify the Quality Scores to be awarded.

5.4.3.5. A moderation process will then be undertaken with the evaluation panel to discuss and agree an overall single consensus Quality Score for each response where individual evaluator scores differed in relation to a Bidder's response to a criteria.

5.4.3.6. The Quality Score Awarded for each Evaluation Criteria question will then be weighted by the Evaluation Criteria Weighting. This will be done by dividing the Quality Score Awarded by the highest score that could be awarded for that Evaluation Criteria as indicated in the relevant Quality Scoring Guide table. This will create a Percentage Quality Score awarded for that Evaluation Criteria. The Percentage Quality Score awarded will then be multiplied by the Evaluation Criteria Weighting to form the Criteria Weighted Quality Score for that Evaluation Criteria.

5.4.3.7. The Criteria Weighted Quality Score for each Evaluation Criteria will then be added together to form the Total Quality Score for each Bidder.

5.4.3.8. Bidder's should note that the Council has a requirement for a minimum overall Total Quality Score of 50%. Any Bid assessed by the Council as failing to reach this threshold will not be taken forward and will be rejected, regardless of the overall score.

5.4.3.9. The highest Total Quality Score will be awarded a maximum 100%. All the other Total Quality Scores will be given a % score relative to that. This will be done for each Bid by dividing the Bidder's Total Quality Score by the highest Total Quality Score, multiplying by 100 and the resulting Adjusted Quality Score is multiplied by the quality weighting of 40%. This will give a Weighted Quality Score for each Bidder's Quality relative to the highest.

5.4.4. **Price Score (60%)**

5.4.4.1. Pricing will be evaluated to ensure all relevant costs are visible and comparable, including sensitivity analysis where determined appropriate. Where arithmetical errors are found during evaluation of a Bid, you will be given details in writing and will be given the opportunity to confirm in writing or withdraw your Bid.

5.4.4.2. The lowest Total Price will be awarded a maximum 100%. All the other returned Total Prices will be given a % score relative to that. This will be done for each bid by dividing the lowest Total Price by the Bidder's Total Price, multiplying by 100 and then multiplying the product by 60%. This will give a Weighted Price Score for their Total Price relative to the lowest.

5.4.4.3. The Council will use the World Bank Methodology 2016 to identify Abnormally Low Bids. Where the Council has, concerns regarding sufficiency of price in relation to the requirement (Abnormally Low Bid), the Council reserves the right to require explanation. The Council will assess the information that you provide and may reject your Bid where the evidence that you provide does not satisfactorily account for the low level of price or cost proposed taking into account the explanation that you provide.

5.4.5. **Combined Weighted Scores to Reach a Final Weighted Score**

5.4.5.1. The Bidder's Weighted Quality Score and Weighted Price Score will then be combined to identify the Bidder with the highest combined Final Weighted Score.

5.4.5.2. The Bidder with the highest combined Final Weighted Score will be confirmed as the preferred Bidder.

5.4.6. **Example Matrix**

5.4.6.1. A typical Final Ranking matrix is demonstrated below.

5.4.6.2. PLEASE NOTE THAT THIS IS AN EXAMPLE OF A 60% QUALITY/ 40% PRICE ONLY, FIGURES INCLUDED ARE NOT RELEVANT TO THE SERVICES IN QUESTION

Quality	60%
Price	40%

	Bidder	**1**	**2**	**3**	**4**	**5**
Quality	Total Quality Score (%)	80.00	60.00	50.00	70.00	52.00
	Adjusted Quality Score (%)	100.00	75.00	62.50	87.50	65.00
	Weighted Quality Score (%) (A)	60.00	45.00	37.50	52.50	39.00
	Quality Positions	1	3	5	2	4
Price	Total Price	£25,000	£35,000	£20,000	£23,000	£22,000
	Adjusted Price Score (%)	80.00	57.14	100.00	86.96	90.91
	Weighted Price Score (%) (B)	32.00	22.86	40.00	34.78	36.36
	Price Positions	4	5	1	3	2
	Final Weighted Score (%) (A + B)	92.00	67.86	77.50	87.28	75.36
	Final Evaluation Position	**1**	**5**	**3**	**2**	**4**