

**Invitation to Tender Document
DN425516
0-19 Healthy Child Programme (HCP)
Service (Health Visiting and School
Nursing) Services in Milton Keynes.**

1 INTRODUCTION AND BACKGROUND

1.1 Contents of the ITT

Procurement of: 0-19 Healthy Child Programme (HCP) Service (Health Visiting and School Nursing) Services in Milton Keynes. Contract Reference DN425516.

This invitation to tender (ITT) comprises:

- Tender completion requirements, evaluation model, specification, price schedule, TUPE
- Supplier Questionnaire.
- Draft contract and schedules.
- Technical and commercial questions.
- Collusive tendering certificate
- Anti-canvassing
- Form of Tender

This ITT contains further information about the procurement process, and assessment questions for tenderers to complete. Each tenderer's response should be detailed enough to allow the Authority to make an informed selection of the most appropriate provision.

1.2 Introduction to Milton Keynes Council (The Authority)

Milton Keynes: 'Where we think differently, create opportunity and believe in people'.

Milton Keynes has grown from a collection of small towns and villages into a significant sub-regional centre in less than 40 years. Outside the 'city', the surrounding rural area has attractive countryside with a range of villages and small towns, which provide contrast to the urban area.

Urban Milton Keynes has been built with future growth in mind and is regarded as the largest and most successful British New Town. It has a distinctive grid system and extensive green public space. It is a place fuelled by change and strong aspirations. Nothing has ever stood still in Milton Keynes; this is what makes us different. The ability to create our own future and manage change allows us to pursue new strategies and respond to the needs of investors and changing economic and social circumstances faster than older, more established cities in the UK and Europe. We have a strong track record of planning and delivery; what we can do, have done and will do.

Our vision is:

- To ensure Milton Keynes is the premier 'can do' place of the 21st century. The city, together with the rural parts of our Borough, will continue to be a wonderful place to live, work, learn, shop and relax.
- To secure sustainable housing and employment growth that is advantageous for Milton Keynes subject to the timely provision of infrastructure and proactive regeneration to ensure no areas are left behind and that a two-speed city does not result.
- That people and firms will want to move here and stay here, and visitors will want to come here and come back often. Milton Keynes will have a compelling "offer" that includes rising standards of living and a safe and good quality of life for all.
- To create homes and neighbourhoods in new areas or through regeneration that help make our compelling "offer" a reality.

- That our residents have access to all the services they need and have the support to access opportunities and enjoy a healthy and good quality of life.
- Above all we must ensure that Milton Keynes offers job and career opportunities for all through an enterprising and thriving economy.
- The job of the Council, with its partners, is to make this vision a reality. There is much to celebrate about Milton Keynes but there are also things that need to change and improve.
- Through the Corporate Plan we aim to set out our shared ambitions for Milton Keynes and to improve those elements that do not meet the high aspirations we all share for our existing and new communities

1.3 Scope of the Project

The Council's intention for the 0-19 HCP Service is that it will:

- provide the full, service offer of the 0-19 Healthy Child Programme, with timely and appropriate access to health visiting and school nursing services;
- address the 6 High Impact Areas – in both health visiting and in school nursing – in order to improve outcomes for children, young people and families;
- be delivered through an integrated and innovative approach to health and wellbeing;
- have significant impact for all children, young people and families (especially those needing more support), and impact on reducing health inequalities.

1.4 Contract term

The Authority proposes to enter into one Contract for an initial period of five years (5) with the successful tenderer (Service Provider) with an option to extend for up to a further two plus two years, making a maximum of nine years in total

The anticipated contract commencement date is 1 April 2020.

1.5 Purpose and scope of this ITT

This ITT:

- Asks tenderers to submit their tenders in accordance with the instructions set out in this ITT.
- Sets out the overall timetable and process for the procurement to tenderers.
- Provides tenderers with information to enable them to submit a compliant tender
- Sets out the award criteria and the tender evaluation model that will be used to evaluate the tenders.
- Explains the administrative arrangements for the receipt of tenders.

1.6 Clarifications about the Services or ITT

Any clarifications relating to this ITT must be submitted through the correspondence function of the e-tendering portal (ProContract).

The Authority will respond to all clarifications as soon as possible through the clarification function of ProContract to all suppliers. If a tenderer wishes the authority to treat a clarification as confidential and not issue the response to all tenderers, it must state this when submitting the clarification, if in the opinion of the Authority, the clarification is not confidential, the Authority will inform the tenderer and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all tenderers.

The deadline for receipt of clarifications relating to this procurement or this ITT is set out in paragraph 2.1

Tenderers are advised not to rely on communications from the Authority in respect of this procurement or ITT unless they are made in accordance with these instructions.

1.7 Clarifications about the contents of the Tenders

The Authority reserves the right (but is not obliged) to seek clarification of any aspect of a tenderer's tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Tenderers are asked to respond to such requests promptly.

2. TENDER TIMETABLE AMEND AS REQUIRED

2.1 Key dates

This procurement will follow a clear, structured and transparent process to ensure that all tenderers are treated equally, fairly and transparently.

The key dates for this procurement are currently anticipated to be as follows:

Activity	Deadline	Method
Deadline for Tenderers Queries	09/09/2019	ProContract Portal Correspondence
Deadline for Milton Keynes Council Response to Tender Queries	16/09/2019	ProContract Portal Correspondence
Tender Submission Deadline	12:00 noon on 25/09/2019	ProContract Portal
Notification of Outcome (Anticipated)	16/12/2019	ProContract Portal Letter
Contract Award (Anticipated)	07/01/2020	ProContract Portal Letter
Contract Start (Anticipated)	01/04/2020	N/A

2.2 Deadline for receipt of Tenders

Tenderers are responsible for the submission of this tender in the manner prescribed under paragraph 3.2 no later than the deadline.

Any Tender received after the deadline shall not be opened or considered. The Authority may, however, in its own absolute discretion extend the deadline and in such circumstances the Authority will notify all tenderers of any change.

2.3 Contract award

The Authority may award a Contract on the basis of a tender submitted in accordance with the instructions below.

Contract award is subject to the formal approval process of the Authority. Until all necessary approvals are obtained no Contract will be entered into.

Once the Authority has reached a decision in respect of a contract award, it will notify all bidders of that decision.

2.4 Debrief

The contract award notification will be sent to each tenderer. The Authority will inform all unsuccessful tenderers of the identity and relative advantages and characteristics of the successful tender as compared with the unsuccessful Tender.

3. TENDER COMPLETION INFORMATION.

3.1 Formalities

All documents comprising the tender must be completed and uploaded to ProContract by the deadline.

As a minimum the following are expected to be provided:

- Form of Tender. Where the tenderer is a company, the tender must be signed by a duly authorised representative of that company. Where the tenderer is a consortium, the tender must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case the signatory must have and should state that it has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of the sole trader, it should sign and give its name in full together with the name under which it is trading.
- Pricing Schedule
- Response to the technical criteria questions
- Supplier Assessment Questionnaire
- All supporting documentation as required as part of the Tender submission
- Collusive Tendering – Award Questionnaire
- Anti-Canvassing Certificate – Award Questionnaire

The tenderers shall adhere to the following requirements when submitting Tenders:

- Any additional pre-existing material which is necessary to support the tender should be included as schedules with cross-references to this material in the main body of the tender. Cross-references to this ITT should also be included in the Tender whenever this is relevant.
- Where documents are embedded within other documents, tenderers must upload separate copies of the embedded documents.

- All pricing documents must be uploaded separately in an excel format and not embedded within any other documents.
- The tender must be in English.
- A list of supporting material must be supplied.

The tender must be clear, concise and complete. Tenderers should submit only such information as is necessary to respond effectively to this ITT. Tenders will be evaluated on the basis of information submitted by the deadline.

3.2 Submission of Tenders

Each Tenderer:

- Must submit one tender.
- Where bidding for more than one Lot the bidder will provide any financial benefits accruing to the Council if the tenderer were to win more than one Lot

The tenderer must be capable of being accepted by the Authority in its own right. The tender must meet the Authority's minimum requirements, operate as a standalone bid and not be dependent on any other bid or any other factors external to the tender itself.

The tenderer agrees that its tender shall remain open for acceptance by the Council for 180 days from the Tender Submission Deadline date.

3.3 Contract terms

The draft contract is provided as part of this tender. By submitting a tender, tenderers are agreeing to be bound by the terms of this ITT and the contract without further negotiation or amendment.

If the terms of the contract render the proposals in the tenderer's tender unworkable, the tenderer should submit a clarification in accordance with paragraph 1.7 and the Authority will consider whether any amendment to the contract is required. Any amendments shall be published through the clarifications function of ProContract and shall apply to all tenderers. Where both the amendment and the original drafting are acceptable and workable to the Authority, the Authority shall publish the amendment as an alternative to the original drafting. Tenderers should indicate if they prefer the amendment; otherwise the original drafting shall apply. Any amendments which are proposed, but not approved by the Authority through this process, will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the Tender.

3.4 Documents forming the contract

The following documents shall form part of the contract between the Authority and the Service Provider(s):

- Contract and its schedules.
- Specification.
- Schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies and so on).
- A pricing model (as completed by the Service Provider).
- Responses to requirements
- A list of commercially sensitive information

3.5 Consortia and subcontractors

The Authority requires all tenderers to identify whether and which subcontracting or consortium arrangements apply in the case of their tender, and in particular specify the share of the contract it intends to sub-contract, any proposed sub-contractors, and who the tenderer intends the Authority to contract with.

For the purposes of this ITT, the following terms apply:

- **Consortium arrangement.** Groups of companies come together specifically for the purpose of bidding for appointment as the Service Provider and envisage that they will establish a special purpose vehicle as the prime contracting party with the Authority.
- **Subcontracting arrangement.** Groups of companies come together specifically for the purpose of bidding for appointment as the Service Provider, but envisage that one of their number will be the Service Provider, the remaining members of that group will be subcontractors to the Service Provider.

3.6 Warnings and disclaimers

While the information contained in this ITT is believed to be correct at the time of issue, the Authority, will not accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT and in respect of any other written or oral communication transmitted (or otherwise made available) to any tenderer. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Authority.

If a tenderer proposes to enter into a contract with the Authority, it must rely on its own enquiries and on the terms and conditions set out in the contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Authority (or any other person) to enter into a contractual arrangement.

3.7 TRANSFER OF UNDERTAKINGS (PROTECTION OF EMPLOYMENT) REGULATIONS 2006

- Potential Providers are advised that the Authority believes that the transfer of undertakings (protection of employment) regulations 2006 and/or European Communities acquired rights directive 77/187 might apply to this contract at its commencement.
- Potential Providers must satisfy themselves as to whether or not in their view the TUPE regulations will apply and Potential Providers are advised to seek independent professional advice on the consequences for them if they are the successful Potential Provider and the TUPE regulations are held to be applicable.
- The Authority will facilitate the exchange of information from the current service provider with regard to TUPE. It does not warrant the accuracy or sufficiency of the information provided. Potential Providers are expected to verify the accuracy and adequateness of the information in the event of a TUPE transfer.
- Potential Providers should also note that the successful Potential Provider shall, at the end of its Contract with the Authority, be required, where appropriate, to supply details of its workforce engaged on the services (and that of any relevant sub-contractors and any such information as the Authority reasonably requires).

- TUPE information will be anonymised and must be treated on a confidential basis and is released on the understanding that Potential Providers will not copy or use the material except for the purposes of preparing that Tender. The information will only be released following return of the signed Confidentiality Agreement.

3.8 Confidentiality and Freedom of Information

This ITT is made available on condition that its contents (including the fact that the tenderer has received this ITT) are kept confidential by the tenderer and that it is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Tenderer to submit a Tender.

As a public body, the Authority is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

Tenderers should be aware that, in compliance with its transparency obligations, the Authority routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website without consulting the provider of that information.

The Authority shall treat all tenderers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA, which permits certain information to be withheld, for example where disclosure would be prejudicial to a party's commercial interests, and in accordance with the Authority's transparency obligations.

Therefore, tenderers are responsible for ensuring that any information it is considered confidential or commercially sensitive information, has been clearly identified to the Authority.

3.9 Publicity

No publicity regarding this procurement or the award of any contract will be permitted unless and until the Authority has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of the Authority.

3.10 Tenderer conduct and conflicts of interest

Any attempt by tenderers or their advisors to influence the contract award process in any way may result in the Tenderer being disqualified. Specifically, tenderers shall not directly or indirectly at any time:

- Devise or amend the content of their tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance.
- Enter into any agreement or arrangement with any other person as to the form or content of any other tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender.
- Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a tender.
- Canvass the Authority or any employees or members of the Authority in relation to this procurement.

- Attempt to obtain information from any of the employees or agents of the Authority or their advisors concerning another tenderer or tender.

Tenderers are responsible for ensuring that no conflicts of interest exist between the tenderer and its advisers, and the Authority and its advisors. Any tenderer who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Authority.

3.11 Authority's rights

The Authority reserves the right to:

- Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Authority.
- Seek clarification or documents in respect of a tenderer's submission.
- Disqualify any tenderer that does not submit a compliant tender in accordance with the instructions in this ITT.
- Disqualify any Tenderer that is responsible for any serious misrepresentation in relation to its tender, expression of interest, the SQ or the tender process.
- Withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis.
- Choose not to award any contract as a result of this procurement process.
- Make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

3.12 Bid costs

The Authority will not be liable for any bid costs, expenditure, work or effort incurred by a tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Authority.

3.13 Guarantees

A Performance Bond will be required in accordance with the conditions of contract for contracts valued at £1,000,000 and above over their duration.

Tenderer must maintain in force a guarantee in the form approved and with a guarantor approved by the Authority for the period of the contract in a sum equal to 5% of the total tender value.

3.14 Parent Company Guarantee (PCI)

A PCI will be required in accordance with the Conditions of contracts valued at £250,000 and above over the duration, where the successful tenderer is a subsidiary company or a member of a group of companies then the Authority shall require the parent company or another company in the group (whose assets are sufficient) to guarantee the performance of this Contract and indemnify the Council against loss from any default or breach of this Contract. The parent company guarantee is to be in the form provided by the Council with these Tender documents. Any such guarantee shall be required to be put in place before the starting date of the Contract.

4. TENDER EVALUATION MODEL

4.1 Award Criteria and Evaluation Criteria

Any contract(s) awarded as a result of this procurement will be awarded on the basis of the offer that is the most economically advantageous to the Authority

Real Living Wage

Tenderers should be aware when submitting their pricing that Milton Keynes Council is a Real Living Wage Foundation Employer and the Contractor shall be required to pay at least the Real Living Wage to all its employees who are 18 years and above, are employed in connection with the Contract and who meet the Real Living Wage Criteria.

The Real living wage criteria means circumstances where an individual (contractor's or sub-contractors' staff) works at any premises which are either owned, occupied managed or maintained by the Council for at least 2 hours per day over a period of 8 consecutive weeks in a year.

Tenderers are also notified that the rate is reviewed annually in November and may increase. Where the rate increases, the Contractor is required to implement such changes within 6 months from the date of official announcement of such increase. It will be the responsibility of the Contractor to ensure that they are up to date with any such changes and that they are complying with the stated requirements.

The Award Criteria are:

- 60% Quality.
- 40% Cost.

Scores are arrived at following the application of the Evaluation Criteria set out below to the Tenderer's Tender.

All tenderers shall provide information, which demonstrates their understanding of, and ability to meet the specification.

To ensure that tenders are evaluated on a consistent basis it is essential that responses are made to all the issues listed in the evaluation criteria within this document and are clearly referenced to specific evaluation criteria.

Unclear tenders may be discounted in evaluation and may, at the Authority's discretion, be taken as a rejection by the tenderer of the terms set out in this ITT. The Authority reserves the rights to seek clarification.

The tender evaluation model showing the evaluation criteria and the maximum scores attributable to them is set out below.

Criteria	Weighting	Tender Submission Documents used to Assess Criterion
Quality Criteria	60%	Supplier Technical Submission
Price	40%	Pricing Document
Total	100%	

4.2 Quality Questions – 60%

The technical evaluation of bids will utilise the award criteria and weightings as demonstrated below in response to the questions as posed.

Level 1 Criteria	Level 1 Weighting	Level 2 Criteria	Question Weighting
Experience and Outcomes	25%	<p>Please describe your experience of delivering a similar 0-19 Healthy Child Programme (HCP) including evidence of successful achievement of the nationally mandated outcomes or demonstrable experience of improvement towards meeting these during your organisations contract period.</p> <ul style="list-style-type: none"> • Include details of the HCP you deliver, duration of contract and your achievement against the nationally mandated outcomes. (max word count 1000 words) 	65%
		<p>Please provide a plan detailing planned actions to work towards achievement of each of the KPIs starting from year 1</p> <ul style="list-style-type: none"> • Include anticipated timelines (max word count 1000 words) 	35 %
Proposed Service Model and Delivery	20%	<p>Please describe your vision for the service and the model you propose to implement in order to meet the requirements of the service specification.</p> <p>Full details of proposed service model across all elements of this HCP (including health visiting, school nursing, NCMP, screening) including but not limited to:-</p> <ul style="list-style-type: none"> • Core service hours, and details of any out of hours provision (include school holidays). How your service will be delivered and where from (including staff base) • What you envisage providing for each element of service • Details of SPA • Accessibility: How will your organisation ensure the service is accessible and responsive to all who are eligible for the service? 	60%

		<ul style="list-style-type: none"> • How you intend to utilise technology to enhance delivery/access including any innovative digital solutions. • Over the duration of the contract how will you work flexibly responding to change and fluctuation in the population • Your approach to screening and health reviews <p>(max word count 2000 words)</p>	
		<p>Please describe how your organisation intends to deliver a quality HCP service including the details of:</p> <ul style="list-style-type: none"> • Policies and procedures in place to provide clinical supervision, safeguarding supervision and mechanisms of risk assessment for public health nursing service • Details of CQC registration • Governance and service development/around your service model: Please describe how you intend on ensuring robust governance around the service model, including clinical governance processes • Describe the details of your organisations systems for Corporate Governance. Your response should include the arrangements for accountability with the organisation • How your organisation manages and uses service user feedback (including complaints) to make service improvements • Your organisations approach to managing complaints, please attach a copy of your organisations complaints policy • How your organisation will engage with commissioners and its customers on new initiatives, will be prepared to try out new ways of working and be flexible to new ideas. <p>(max word count 1500 words)</p>	40%

Technology and information management	5%	<p>Please describe how you will meet the record keeping, data collection and information sharing element of the contract including</p> <ul style="list-style-type: none"> • How you will safely and securely manage personal information as part of the contract • Your plan for the T& IM mobilisation of the service and subsequent support and development for the period of the contract. This should include the following:- • Your plans for implementing remote working to improve operational efficiencies • Your plan with regard to the migration of information assets • Anticipated data sharing protocols with partner agencies (such as other healthcare providers and Local Authority) to enable effective holistic services to be provided to children and their families. • How data be kept secure at all locations and in transit including how data and access security is maintained whilst connected and encryption levels used • Describe the patient records system your organisation will use, and how you will ensure that data and information will be shared seamlessly and appropriately with GPs' records on System One, maintaining the 'one patient, one record' model of healthcare. <p>(max word count 1000 words)</p>	100%
Social Value in Milton Keynes	5%	<p>Milton Keynes Council is committed to adding Social Value for the Citizens of Milton Keynes. Please describe how your organisation will help achieve this.</p> <p>(max word count 500 words)</p>	100%
Workforce	15%	<p>How will you develop and maintain an optimum establishment of Specialist Community Public Health Nurses in order to effectively deliver the outcomes of the 0-19 service?</p> <p>Please provide your proposed, staffing structure (including whole</p>	70%

		<p>time equivalents) including lines of accountability and an overview of roles and responsibilities (chart).</p> <p>If you propose to make changes to the above please outline details.</p> <p>How will you ensure there is both sufficient leadership and distribution of skills to develop and supply the key assessments and interventions required?</p> <p>Please provide a gap analysis against current workforce including detailed workforce plans for years one and two to deliver the operational model to achieve the specification.</p> <p>Please include (but do not limit your response to):</p> <ul style="list-style-type: none"> • Retention and Recruitment and how you will manage gaps over the course of the contract • How will you attract staff and develop the future workforce • Innovation and use of staff teams and volunteers • How will you manage gaps immediately following transition • How you might re-configure the workforce to support delivery of the transformation in the operational service model • How you will supplement and support workforce with use of innovation / assistive technology /ICT e.g apps. • Include an organisational structure including lines of accountability and governance at all levels of your organisation • Complete the attached staffing structure table <p>(max word count 2000 words)</p>	
		<p>Training and Development</p> <p>Please detail your staff training matrix and how the organisation supports training beyond mandatory requirements, details of your learning and development strategy and how this supports continuous learning for</p>	30%

		<p>staff</p> <p>What training and development programmes will need to be developed? How will you get there?</p> <p>(max word count 2000 words)</p>	
Integrated working	15%	<p>Please provide details of how you will work in a seamless and integrated way with organisations across the geographical area who are also providing services for 0-19 year olds</p> <p>Please consider (but don't limit your answer to) NHS and Local Authority</p> <p>What pathways and processes will you need to put in place to achieve this?</p> <p>(max word count 1000 words)</p>	50%
		<p>How will you ensure the health needs of the most vulnerable groups are identified and addressed?</p> <p>Please describe how you will support the most vulnerable groups, outlining how outcomes for CYP including LAC, Youth offenders, home-schooled and other children.</p> <p>(max word count 1000 words)</p>	50%
Safeguarding and Managing Serious Incidents)	10%	<p>Provide details of how your organisation ensures staff are able to recognise and deal appropriately with safeguarding concerns. Please also provide a copy of your safeguarding policy</p> <ul style="list-style-type: none"> • Please provide examples of changes in practice as a result of national and local safeguarding children and young people/multi-agency reviews and local learning lessons reviews • Demonstrate evidence of the impact of the changes that has resulted in positive outcomes for children and young people <p>Please detail how your organisation ensures adverse and serious incidents are appropriately reported, investigated and learned from and how would you establish this locally?</p>	100%

		(max word count 500 words)	
Transition and mobilisation	5%	<p>Please describe how you propose to implement the service following award of the contract:</p> <ul style="list-style-type: none"> • Include details of your organisations' experience of successfully project managing the transition and implementation of similar services. • Providing a project plan detailing key activities and lead times in relation to mobilisation, start-up and full implementation of the service. • Details of the potential barriers and risks to successful implementation and how you will address these. • How you will ensure a smooth transition of the workforce and a 'seamless' experience for Service Users into the new organisation/service. <p>(max word count 1000 words)</p>	100%

All tenders will be assessed against the questions above and the evaluation matrix as included within the tender pack.

The following scoring criteria shall be used when evaluating the technical submissions:

Score	Criteria to Award Score
5	The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements. The response also demonstrates how relevant added value will be provided.
4	The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements.
3	The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify evidence that the response given will deliver all stated requirements.

2	The Potential Provider's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirements. The response may have raised one significant concern or one or more smaller issues.
1	The Potential Provider's response does not enable the evaluator to have a clear understanding of how most of the requirement will be met. The evaluator cannot clearly identify that the response given will deliver all stated requirements due to insufficient evidence, the Potential Provider's limited understanding and/ or omissions.
0	The evaluator believes that Potential Provider has failed to either answer the question or provide a relevant response.

Responses may be scored any number between 0 and 5.

To ensure the relative importance of the evaluation criteria are correctly reflected in the overall scores, a weighting system will be applied. The score for each evaluation sub-criteria response will be multiplied by the question weighting to provide a weighted score for that question.

All questions will be scored against the above definitions.

A moderation meeting will be held where all scores will be moderated accordingly. If the evaluation panel have given a response a different score, the moderator will facilitate discussion to allow an agreed score to be found. The evaluation team will then consider the scores and the overall viability of the tender's to determine the Most Economically Advantageous Tender

A minimum quality threshold of 60% must be met in order to be considered for this tender submission to be taken forward to the Price evaluation stage.

4.3 PRICE CRITERIA – 40%

Cost payable by the Authority will be evaluated in accordance with below. The tenderer providing the lowest cost to the Authority will be awarded maximum points and all other tenderers will be awarded points on a pro-rata basis as shown in the table by way of an example:

Tenderer	Cost to Council (£m)	Calculation	Points
Tenderer 1	2.00		40
Tenderer 2	2.20	$2.0/2.2 \times 40\%$	36.4
Tenderer 3	2.40	$2.0/2.4 \times 40\%$	33.3
Tenderer 4	2.80	$2.0/2.8 \times 40\%$	28.6

