SUPPLIER RESPONSE – PART E – QUALITY EVALUATION FOR GREEN INFRASTRUCTURE STRATEGY FOR THE FUTURE PARKS

Strategic Procurement

DN 462644

Author: Strategic Procurement

Version: v1.00

Date: 22/07/20

Evaluation Criteria Questions to be Scored

The following questions cover the specific services required by the Council. Answers should be concise and include examples of relevant contracts to demonstrate experience wherever possible.

Suppliers must respond fully to each question and not simply refer to another answer or annexed document unless a question states that it is permissible.

Please ensure that you provide sufficient detail when responding to each question. In particular, refer to the Quality Scoring Guide that can be found within the Supplier Information document. The Quality Scoring Guide provides detail as to how your responses to each evaluation question will be scored.

If you are an incumbent supplier to the Council or have previously completed work for the Council, please do not assume this will be taken into consideration when your responses are evaluated. You must ensure that you provide sufficient information within your response that details previous work undertaken or experience that is relevant to this requirement.

Please do not reference your submitted price(s) within any responses to the below criteria unless expressly asked to. Where a response to an evaluation criteria references the price without it being expressly asked within the question, the response may be rejected and the score for that evaluation criteria scored zero.

Page Limits Per Question

Answers should not exceed the page limits indicated for each question.

Each page limit is on the basis of an A4 page of text (font size 11). Please be aware that this limit is to text. Any drawings, diagrams or screen prints embedded into the response will not be included within the page limit.

Responses to each question should be completed on separate documents. Once the response has been completed, it should be saved in the naming format indicated below for that question. Please ensure when you upload your response to ProContract, that you attach your document for each of the questions below.

Where your company does go over the page limits indicated for each question, the Council at its sole discretion may choose to either reject or accept additional pages of responses. This is at the sole discretion of the Council and suppliers are encouraged to ensure that they remain within the page limits set for each question.

Question Weightings

The quality questions will be evaluated, scored and the weightings applied to each evaluation criteria question outlined in the Supplier Information document.

READ-ONLY

Criteria Number	Evaluation Criteria
E1	**Bidders approach to methodology** Provide your Method Statement that describes how the activities will be undertaken in accordance with the procurement documents including the Specification.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E1 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 6 A4 pages.
E2	**Bidder's proposed team** Provide a team structure including the details of any proposed sub-consultants which demonstrates that the full scope of services will be provided. Please enclose a brief CV for each leading member of the team who will be involved in providing the services with responsibility for performance and managing the contract. CVs will indicate qualifications and appropriate relevant experience.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E2 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 6 A4 pages.
E3	**Bidder's experience in preparing relevant strategies** Provide a profile of your experience in preparing relevant strategies. State how many relevant strategies you have produced during the last three years and list the names of the projects, their values and names of clients. Provide a list of the contents that typically have been included in a relevant strategy.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E3 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 4 A4 pages.
E4	**Bidder's approach to programme / timetable** Provide a programme from the award of the contract through to completion. The programme must show how workstreams relate to one another and critical path. It must include client approval milestones.
	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E4 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 3 A4 pages.
E5	**Bidder's reference sites** Please provide contact details for three of the projects that you have identified in E3 above.

READ-ONLY

	Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to E5 - *Supplier Name*' and upload as part of your tender submission. Please ensure that you do not exceed the maximum page limit for this question of 1 A4 pages.

READ-ONLY