

Contract No. SC115
Streetlighting and Electrical Maintenance Contract 2013 - 2018.

Pre-Qualification Questionnaire (PQQ)
Evaluation Criteria and Scoring Scheme

The scheme below sets out the evaluation criteria and scoring for the PQQ:

- If a provider is, at any point during the scoring of the paper, scored with a 'Fail', this will mean that provider will not be invited to submit an Invitation to Tender (ITT).

Form A - NOT SCORED

Not scored, although must be completed in full.

Form B - PASS/FAIL

A 'yes' to any question will result in a fail and the provider will not be invited to tender.

Form C - PASS/FAIL

A 'yes' to any question will normally result in a fail. Full details of any incident must be provided along with remedial action taken. The Authority will take this into account in considering whether or not the provider will be able to proceed further in respect of this tender.

Form D - PASS/FAIL

1. Financial Information - PASS / FAIL

Criteria	Scoring Result
Credit reference indicates good or very good credit rating and information provided does not reveal any substantial financial weakness	Pass

If Credit reference indicates no rating or rating below good:

Further information in D1 may be requested to determine the financial stability of the organisation.



Criteria	Scoring Result
Further information provides assurance that the organisation is financially capable of fulfilling the requirements of the contract and provided information does not reveal some substantial financial weakness	Pass
Further information provides inadequate assurance that the organisation is financially capable of fulfilling the requirements of the contract or reveals some substantial financial weakness.	Fail

2. Insurance - PASS / FAIL

Criteria	Scoring Result
Potential Providers that demonstrate existing Employer's Liability Insurance cover complying with legal requirements Or Can provide evidence that this level of cover can be obtained	Pass
Potential Providers that demonstrate existing Public Liability Insurance cover of £10 million or more Or Can provide evidence that this level of cover can be obtained	Pass
Potential Providers that demonstrate existing Product Liability Insurance cover of £10 million or more Or Can provide evidence that this level of cover can be obtained	Pass
Potential Providers that demonstrate existing Professional Indemnity Insurance cover of £5 million or more Or Provide evidence that this level of Insurance cover can be obtained	Pass
Potential Providers that demonstrate existing Contractor All Risks Insurance cover of £10 million or more. Or Provide evidence that this level of insurance cover can be obtained	Pass
Potential Providers that cannot demonstrate existing Employer's Liability Insurance cover meeting legal requirements And Cannot provide evidence that this level of Insurance cover can be obtained	Fail
Potential Providers that cannot demonstrate existing Public Liability Insurance cover of £10 million. And Cannot provide evidence that this level of Insurance cover can be obtained	Fail
Potential Providers that cannot demonstrate existing Product Liability Insurance cover of £10 million. And Cannot provide evidence that this level of insurance cover can be obtained	Fail

Potential Providers that cannot demonstrate existing Professional Indemnity Insurance cover of £5 million or more And Cannot provide evidence that this level of insurance cover can be obtained.	Fail
Potential Providers that cannot demonstrate existing Contractors All Risks Insurance cover of £10 million And Cannot provide evidence that this level of Insurance cover can be obtained.	Fail

Form E - SCORED

1. Contract Experience and Performance - FAIL/SCORED

A grant awarding organisation will also be accepted as a referee as an alternative to a contract reference. In this section the term “contract” can refer to a grant aid funding arrangement.

The reference will only be accepted if provided by a representative of the funding/contracting organisation who is authorised to give references on behalf of that organisation.

A minimum of three (3) references must be received by the stated deadline for the minimum requirements of this section to be met.

Criteria - Experience and Contract Examples	Scoring Result
Potential Provider has provided three references relating to contracts with significant relevance to the outline requirement	4
Provider has provided one or two references relating to contracts with significant relevance to the outline requirement and one or two other references with some relevance	3
Provider has provided three references with some relevance to the outline requirement	2
Provider has provided one or two references with some relevance to the outline requirement	1
Provider has provided no references relevant to the outline requirement	0

Definitions:

A contract of “significant relevance” would refer to a highways streetlighting contract. A contract of “some relevance” would for example be a non-highway exterior lighting maintenance scheme.

Criteria - Performance	Scoring Result
<p>All three referees will be asked to rate candidates on nine different elements of contract performance on a scale of 0 (unacceptable) to 3 (excellent).</p> <p>Each reference will produce a total score with a maximum possible score of 27. Any question not answered, or not rated on the scale of 0-3 will attract a score of 0. The total score for each reference will be divided by 9 to give an average score for that referee. The average score for each of the three references will be added together to give a maximum score on this section of 9 points.</p>	0 - 9

1.5 Contract penalties/termination - SCORED

In this section the term “contract” also refers to a grant aid funding arrangements.

Criteria	Scoring Result
No contract penalties, early termination or early withdrawal from a contract	2
Contract penalties, early termination or early withdrawal from a contract but with evidence of strategies to avoid this taking place in the future	1
Contract penalties, early termination or early withdrawal from a contract and with no evidence of strategies to avoid this taking place in the future (or no evidence of previous contracts)	0

2. Staffing - for information only, not scored

3. Business Continuity - SCORED

Criteria	Scoring Result
Comprehensive response, with well articulated examples of various scenario planning covering most feasible risks	2
Response provides evidence of business continuity arrangements covering major risks	1
Inadequate, or no evidence of business continuity arrangements covering major risks	0

4. Quality Assurance - SCORED

Criteria	Scoring Result
Evidence of ISO9001 or other thorough Quality Assurance scheme in place	2
Quality Assurance Scheme in place covering some of, but not all key activities	1
No systematic Quality Assurance scheme evidenced	0

5. Health and Safety - SCORED

Criteria - Part A	Scoring Result
Thorough Health and Safety management arrangements are in place	2
Health and Safety management arrangements covering high risk activities but lack in some areas	1
Inadequate or no evidence of Health and Safety management arrangements covering high risk activities	0

Health and Safety - SCORED

Criteria - Part B	Scoring Result
No more than two improvement notices served in any part of the business in the last three years; and evidence of undertaking remedial action to address notice(s) provided; No prosecutions in any part of the business	2
No more than three improvement notices served in any part of the business in the last three years; And evidence of undertaking remedial action to address notice (s) provided;; No prosecutions in any part of the business	1
More than three improvement notices served in any part of the business in the last three years; or Convictions for breach of health and safety regulations in any part of the business in the last three years or Any improvement notices served in last three years without evidence of remedial action having been taken to address notice(s)	0

6. Environmental Management - SCORED

Criteria	Scoring Result
Environmental impact management arrangements showing responsible attitude to environmental management	1
Inadequate or no evidence of environmental impact management arrangements covering high impact activities	0

7. Equal Opportunities - SCORED

Criteria	Answer	Scoring Result
7.1 - 7.3	Comprehensive policies and/or procedures offering good assurance of meeting legal obligations and high standards of practice	2
	Adequate policies and/or procedures offering reasonable assurance of meeting legal obligations and high standards of practice	1
	Unsatisfactory and/or absent policies and procedures offering poor assurance of meeting legal obligations and high standards of practice	0
7.4	No	0
	Yes	1
7.5 - 7.7	Good answer showing good assurance of meeting legal obligations and high standards of practice	1
	Poor answer offering inadequate assurance of meeting legal obligations and high standards of practice	0
7.8 - 7.9	No finding of unlawful discrimination in past three years	2
	One or more findings against the organisation of unlawful discrimination in the past three years	0

8. Technical Capability - Scored

Criteria	Answer	Scoring Result
<p>8.1 Please provide evidence of competency of all technical grades of employees who may be deployed on the Contract. The criteria for competent persons is given in the Electricity Council Engineering Recommendation G39 and shall be for the supervisor, approved electricians, and electricians.</p>	Comprehensive evidence of the competency and experience of all technical grades who may be deployed on the contract in accordance with the criteria given in the Electricity Council Engineering Recommendation G39.	2
	Partial evidence of the competency and experience of all technical grades who may be deployed on the contract in accordance with the criteria given in the Electricity Council Engineering Recommendation G39.	1
	Minimal or no evidence of the competency and experience of all technical grades who may be deployed on the contract in accordance with the criteria given in the Electricity Council Engineering Recommendation G39.	0
<p>8.2 Please evidence that your organisation employs sufficient members of staff, qualified to the relevant standard with the ability to work in an emergency situation without direct supervision on all types of lighting equipment and underground cabling systems.</p>	Comprehensive evidence of the number of staff qualified to the relevant standard with the ability to work in an emergency situation without direct supervision, demonstrated through specific examples from previous and/or current work.	2
	Partial evidence of the number of staff qualified to the relevant standard with the ability to work in an emergency situation without direct supervision, but limited in detail.	1
	Minimal or no evidence of the number of staff qualified to the relevant standard with the ability to work in an emergency situation without direct supervision.	0
<p>8.3 Please evidence that your organisation employs sufficient numbers of staff who have the relevant</p>	Comprehensive evidence that the organisation employs sufficient numbers of staff who have the relevant qualifications and experience to carry out underground jointing of cables of up to 1000 volts, demonstrated through specific examples from previous and/or current work.	2

<p>qualifications and experience to have an ability to carry out underground jointing of cables of up to 1000 volts</p>	<p>Partial evidence that the organisation employs sufficient numbers of staff who have the relevant qualifications and experience to carry out underground jointing of cables of up to 1000 volts.</p>	1
	<p>Minimal or no evidence that the organisation employs sufficient numbers of staff who have the relevant qualifications and experience to carry out underground jointing of cables of up to 1000 volts.</p>	0
<p>8.4 Please provide evidence of how your company has maintained to date an accurate inventory of a client's streetlighting and electrical equipment in a similar streetlighting contract.</p>	<p>Comprehensive evidence that the organisation has maintained an accurate and up to date inventory of a client's streetlighting and electrical equipment in a similar streetlighting contract, demonstrated through specific examples from previous and/or current work.</p>	2
	<p>Partial evidence that the organisation has maintained an accurate and up to date inventory of a client's streetlighting and electrical equipment in a similar streetlighting contract.</p>	1
	<p>Minimal or no evidence that the organisation has maintained an accurate and up to date inventory of a client's streetlighting and electrical equipment.</p>	0
<p>8.5 Please provide evidence of your company's experience in providing emergency response facilities to meet the requirements of a similar streetlighting contract.</p>	<p>Comprehensive evidence that the organisation has experience in providing emergency response facilities, demonstrated through specific examples from previous and/or current work.</p>	2
	<p>Partial evidence that the organisation has experience in providing emergency response facilities, but limited in detail.</p>	1
	<p>Minimal or no evidence that the organisation has experience in providing emergency response facilities.</p>	0
<p>8.6 Please provide evidence of your company's experience of meeting repair time requirements for street</p>	<p>Comprehensive evidence that the organisation has experience of meeting repair time requirements for street lights, illuminated signs, traffic bollards, subway lighting and no supply faults in a similar streetlighting contract, demonstrated through specific examples from previous and/or current work.</p>	2

lights, illuminated signs, traffic bollards, subway lighting and no supply faults in a similar streetlighting contract.	Partial evidence that the organisation has experience of meeting repair time requirements for street lights, illuminated signs, traffic bollards, subway lighting and no supply faults in a similar streetlighting contract, but limited in detail from previous and/or current work.	1
	Minimal or no evidence that the organisation has experience of meeting repair time requirements for street lights, illuminated signs, traffic bollards, subway lighting and no supply faults in a similar streetlighting contract.	0
8.7 Please evidence that your organisation has appropriate vehicles, equipment and trained personnel to undertake the work outlined in this document.	Comprehensive evidence that the organisation has sufficient vehicles, equipment and trained personnel to undertake the work outlined, demonstrated through specific examples from previous and/or current work.	2
	Partial evidence that the organisation has sufficient vehicles, equipment and trained personnel to undertake the work outlined, but limited in detail.	1
	Minimal or no evidence that the organisation has sufficient vehicles, equipment and trained personnel to undertake the work outlined.	0

Form F - PASS/FAIL

A 'yes' to this question will result in a fail and the provider will not be invited to tender.

Form G Undertaking - NOT SCORED

Not scored, although must be completed.

Scoring and Weighting

The tables below shows the overall weightings for each individual section of the PQQ. The detailed breakdown is given on the appended PQQ Scoring Sheet and Weighting. This assumes that the organisation has passed all the pass/fail sections of the questionnaire.

The pass/fail sections are as follows:

Section of PQQ	Description
Forms A1.1+A1.2 - only for non-UK organisations	Financial Information
Form B	Mandatory Rejection
Form C	Discretionary Rejection
D1	Financial/Credit
D2	Insurances
E	Minimum Number of References
F	Membership of HERS

Scored section of PQQ

Description		Sub-section weighting as % of overall score (100%)	Section weighting as % of overall score (100%)
Technical and Professional Ability (Form E) Excluding References			25%
	Contract Penalties and termination (E1.5)	3.33%	
	Business Continuity (E3)	3.33%	
	Quality Assurance (E4)	3.33%	
	Health and Safety (E5.1 - E5.5)	3.33%	
	Health and Safety (E5.6 - E5.7)	3.33%	
	Environmental Management (E6)	1.67%	
	Equal Opportunities (E7.1 - E7.3)	1.67%	
	Equal Opportunities (E7.4)	1.67%	
	Equal Opportunities (E7.5- E7.7)	1.67%	
	Equal Opportunities (E7.8 - E7.9)	1.67%	

Technical capabilities (E8.1 - 8.7)			35%
E 8.1	Evidence of competency of employees	5%	
E 8.2	Evidence of numbers of qualified staff	5%	
E 8.3	Evidence of numbers of underground jointing staff	5%	
E 8.4	Experience of maintaining equipment inventory	5%	
E 8.5	Evidence of provision of emergency services	5%	
E 8.6	Experience of meeting repair times	5%	
E 8.7	Evidence of provision of relevant equipment and staff	5%	
References - relevance of other contracts (E1.1 - E1.4)		25%	25%
Performance of other contracts			15%
	Reference No.1	5%	
	Reference No.2	5%	
	Reference No.3	5%	
Total		100%	100%

Criteria for determining size of shortlist

Based on the selection criteria which will be contained in the PQQ, the authority will short list the top 5 highest scoring candidates according to the scoring scheme, who will be taken through to the invitation to tender (ITT) stage.