



INVITATION TO TENDER

Christmas Event at Upton Country Park

REFERENCE: DN282972

PROCUREMENT PROCEDURE: CONCESSION

Deadline for submission: (UK date and time)	DATE:	16 th July 2017
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CLIENT APPENDICES (SUPPLIED SEPARATELY)

Appendix Ref.	Appendix Title
Appendix A	Specification
Appendix B	Conditions of Contract
Appendix C	Site Drawing

SUPPLIER RESPONSE DOCUMENTS (SUPPLIED SEPARATELY)

Supplier Response Document Ref.	Supplier Response Document Title
Part A	Potential Supplier Information
Part F	Mandatory Requirements & Quality Statements
Part G	Undertakings
Part J	Income to the Council
Part K	Business Plan Financial Tables

GLOSSARY OF KEY TERMS	
Authority	means the signatory authority or any successor authority or any legal person or entity appointed by the signatory authority to act for or to replace the signatory authority.
Goods and/or Services and/or Works	means the requirements of the Authority as summarised in section 2 Summary of Requirements and fully described in the Specification supplied as a Client Appendix.
Invitation to Tender (ITT)	means this document, inviting Tenderers to submit a Tender.
Regulations	means The Concession Contracts Regulations 2016
Tenderer	means an organisation that submits a completed Tender in response to this Invitation to Tender document.
You / Your	means the potential supplier completing this document i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Regulations and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

PROCUREMENT TIMETABLE

Please be aware that these are indicative timescales (with the exception of the deadlines in bold below) and may be subject to change.

Quotes Timetable	
Activity	Target Date
Invitation to Tender issued	23/06/17
Deadline for the Authority supplying additional information	10/07/17
Deadline for submission of tenders	16/07/17 by 23:30
Evaluation of written submissions completed	28/07/17
Contract formally awarded	04/08/17
Commencement of the contract	01/09/17
The successful tenderer must be available from contract award to commence the contract mobilisation as detailed in the tender documents.	

1. INTRODUCTION AND PERIOD OF CONTRACT

1.1. INTRODUCTION

This Invitation to Tender is issued by Borough of Poole.

Upton Country Park is seeking a supplier to deliver Christmas Event(s) trading for approximately six weeks annually in the run up to Christmas.

This opportunity is inline with the Borough of Poole's Forward Plan that was approved by Council Members in January 2014 (Transforming Upton Country Park into a diverse, vibrant and cost effective visitor attraction).

Upton Country Park is one of Poole's largest open spaces and boasts:

- 56 hectares of award winning open parkland, woodland, shoreline and formal gardens.
- Within the Top 10 'Things to Do' in Poole on TripAdvisor
- Open 08:00 am to 18:00 pm daily in winter season
- Large on-site pay and display car park
- Multiple free toilet facilities
- Good accessibility for all users
- In excess of 700,000 visitors a year – with increasing winter season footfall
- Tea Rooms, Kiosk and Catering Facilities
- Over 8,000 Facebook followers, with organic growth and high engagement rates

The proposed main Event site offers:

- Over 2,000 sqm of level and reasonably well drained open space bordered by woodlands
- Electric and water supply (limitations apply)
- Vehicle access
- Empty and defunct animal enclosures and pens. All Grade II* listed.
- Prime park footfall due to proximity to Tea Rooms, toilets and other onsite concessionaires
- Previously used for Christmas Events
- More information on Event site can be found at <http://www.uptoncountrypark.com/business-opportunities.html>

Suppliers should note that the Authority welcomes proposals that utilise the Walled Garden for illuminations and/related themed Christmas activities. The Walled Garden offers an additional 1 acre of secure and lockable space. Electric and Water is available but access restrictions apply.

The Authority reserves the right to extend the scope of this opportunity – spatially into other parts of Upton Country Park; and/or temporally into other parts of the year; and/or scope into non-Christmas related event(s) – based on proposals received.

1.2. PERIOD OF CONTRACT

The initial Contract shall commence on 01/09/2017 and expire on 31/08/2018.

The initial contract duration shall be 12 months.

The Authority has 2 options to extend the contract and each option shall be an additional 12 months.

The maximum period of this contract shall therefore be 36 months and this period includes all options to extend.

Options to extend are subject to satisfactory performance throughout the life of the contract.

2. SUMMARY OF REQUIREMENTS

As our supplier you will deliver Christmas Event(s) trading for approximately six weeks annually in the run up to Christmas.

Subject to actual dates being agreed annually in September, the supplier will:

- Trade for approximately six (6) weeks annually in the run up to Christmas
- Set up in no more than four (4) weeks prior to the commencement of trading
- Take down and clear out in no more than three (3) weeks after the close of trading.

You will deliver a unique Christmas experience that is in keeping with the rural and historic character of Upton Country Park's environment.

A full Specification of the requirement is set out in client Appendix A – Specification.

Please read the Contract and Specification thoroughly as they are documents against which your responses will be evaluated.

2.1 LOTTING STRATEGY

Lots are not used in this procurement.

3. INFORMATION FOR TENDERERS

In submitting Supplier Response Documents in response to this Invitation to Tender, Tenderers agree to behave as described throughout this Invitation to Tender. In the event of any breach of the conditions of tendering the Authority shall be entitled to reject the Tenderer forthwith and to claim from the Tenderer any wasted costs or losses directly arising from the breach. In the event of any material breach of the terms of this Invitation to Tender which occur or which are discovered after a legal contract has been made the Authority shall be entitled to claim from the Tenderer damages for breach of contract or any other legal remedy open to it including termination of any contract.

3.1. ACCURACY OF INFORMATION

Information supplied by the Authority (whether in this document or otherwise) is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of such information. The Authority cannot accept responsibility for any inaccurate information obtained by Tenderers.

Tenderers should consider only the information contained within this Invitation to Tender, or otherwise communicated in writing to Tenderers via the discussions feature of our procurement portal at www.supplyingthesouthwest.org.uk.

3.2. COMMUNICATION OF INFORMATION

Any information relating to the Authority and supplied by the Authority or otherwise acquired by you in connection with this ITT shall be kept by you in strictest confidence and on trust not to disclose it to any person except that such information may be disclosed so far as is necessary for the purpose of obtaining information and quotations i.e. Bond / Guarantee (where necessary) for the preparation and submission of this tender.

Tenderers shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the tender or proposed tender, except where the disclosure in confidence of the approximate amount of tender is necessary to obtain insurance cover required for the purpose of the tender.

No part of this document may be produced or transmitted in any form or by any means without prior written approval of the Authority.

The tender shall be a bona-fide tender and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.

Tenderers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from tendering or between you agree as to the amount of any other tender to be submitted.

3.3. COSTS OF TENDERING

The Authority shall not be liable for, or pay any direct or indirect costs howsoever incurred by any Tenderer in the preparation of their tender, or for the costs of any post-tender clarification meetings, presentations or by any Tenderer who fails to respond by the deadline set.

3.4. TUPE

3.4.1. The Authority does not believe that TUPE is applicable to this contract opportunity however Tenderers must satisfy themselves on any liability under

TUPE.

3.5. CANVASSING

Tenderers must not, in connection with this Invitation to Tender:

3.5.1. offer any inducement, fee or reward to any member or officer of the Authority; or

3.5.2. do anything which would constitute a breach of the Bribery Act 2010; or

3.5.3. canvass any of the persons referred to in CANVASSING in connection with the Contract; or

3.5.4. contact any member or officer of the Authority (except as authorised by this Invitation for the purpose of asking genuine questions about the process or the tender) about any aspect of the proposed Contract or for soliciting information in connection therewith.

3.6. FREEDOM OF INFORMATION ACT

Information in relation to this tender may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000.

Tenderers should state in their Supplier Response Documents if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the act. Tenderers should state why they consider the information to be confidential or commercially sensitive. This will not guarantee that the information will not be disclosed but it will be examined in the light of the exemptions provided in the act.

It is important to note that information may be commercially sensitive for a time, for example, during a tender process, but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However Tenderers should note that no information is likely to be regarded as exempt forever.

3.7. PUBLIC RIGHTS OF AUDIT

The Local Audit and Accountability Act 2014 abolished the Audit Commission and the Accounts and Audit Regulations 2015 established new arrangements for the audit and accountability of local public bodies in England. Section 3 of the 2014 Act requires a relevant authority to keep adequate accounting records and to prepare a statement of accounts. Section 25 requires a relevant authority to make various documents available for inspection to local electors. The Authority's records include contracts that the Authority has with its suppliers. Tenderers should note that any contract awarded at the conclusion of this procurement may be disclosed to a member of the public during the audit period. The Authority will take reasonable steps to ensure that data falling within the ambit of the Data Protection Act 1998 and any information likely to prejudice commercial interests or other material which falls within an exemption provided under the Freedom of Information Act 2000 is not disclosed.

3.8. GOVERNMENT TRANSPARENCY INITIATIVE – PUBLICATION OF TENDER DOCUMENTS AND CONTRACTS

The Government has set out the need for greater transparency across public sector organisations to enable the public to hold public bodies and politicians to account. As part of this initiative Government requires local authorities to publish on line all tender

documents for new contracts valued over £5,000 and the resulting contracts. Tenderers applying for this Contract should be aware that if their tender is successful information about the resulting contract will be published and the documents made available to those requesting them. In some cases, limited redactions will be made.

4. INSTRUCTIONS FOR TENDERERS

4.1. TENDER ENQUIRIES / QUESTIONS

During the tender period Tenderers must seek to eliminate ambiguity by asking questions. Beware that if you make an assumption that leads you to submit a “qualified tender” then the risk that such tender will be rejected is increased as the Authority reserves the absolute right to reject a qualified tender.

All questions and requests for clarification regarding this Invitation to Tender must be submitted in writing using the messaging feature of our procurement portal at www.supplyingthesouthwest.org.uk.

A copy of all the questions and answers will be maintained and distributed periodically to all recipients to the Invitation to Tender.

If a Tenderer expresses that the question is confidential and the Authority believes in its absolute discretion that the response to the question is of sensitive or confidential nature, it will only be sent to the Tenderer who asked the question.

The Authority will endeavour to circulate a complete list of answers to all questions up to the *deadline for the Authority supplying additional information* detailed in the *Procurement Timetable*. Questions received after this date will not be answered.

4.2. DOWNLOADING SUPPLIER RESPONSE DOCUMENTS

Supplier Response Documents must be downloaded for completion electronically via www.supplyingthesouthwest.org.uk.

Note that this system requires that you operate Internet Explorer v11 or more recent or Google Chrome.

4.3. COMPLETING SUPPLIER RESPONSE DOCUMENTS

Do not make any changes to the text, formatting or numbering of the Supplier Response Documents supplied to you except insofar as you are completing response fields. Supplier Response Documents will be evaluated on the basis that no changes have been made.

Organisations wishing to tender must complete all of the procurement documents prefixed “*Supplier Response Document – Part*”. The following table presents the names of the Supplier Response Documents provided to you and the file-naming convention that you are required to follow prior to submission:

DOCUMENT NAME	FILE-NAMING CONVENTION
Supplier Response Document – Part A – Potential Supplier Information	<i>Suppliers Name – Part A – Potential Supplier Information</i>
Supplier Response Document – Part F – MRs & Quality Statements	<i>Supplier’s Name – Part F – MRs & Quality Statements</i>
Supplier Response Document – Part G – Undertakings	<i>Supplier’s Name – Part G – Undertakings</i>
Supplier Response Document – Part J – Income to the Council	<i>Supplier’s Name – Part J - Income to the Council</i>
Supplier Response Document – Part K – Business Plan Financial Tables	<i>Supplier’s Name – Part K - Business Plan Financial Tables</i>

Note that it is your responsibility to ensure that all parts of your tender documentation are completed and submitted as described in this Invitation to Tender, and signed and dated where required. The Authority is not obliged to consider any tender which is incomplete or not prepared or not submitted in accordance with instructions.

Responses must be written in English language. Prices must be presented in GBP, exclusive of VAT, but inclusive of all other costs where not stated in Supplier Response Document – Part H - Price.

When completing Supplier Response Document - Part F – Mandatory Requirements & Quality Statements, you MUST ensure that you are silent on Price. Your responses to Quality Statements must not refer to any sum or part sum submitted in Price (Part G or Part H) of the Supplier Response Documents. Beware: Do not combine Supplier Response Documents into a single PDF. Failure to observe this instruction may result in your submission being disqualified.

4.4. VARIANTS

Variants / variant tenders are not permitted.

4.5. SUBMITTING SUPPLIER RESPONSE DOCUMENTS

Tenderers must upload and submit Supplier Response Documents electronically via www.supplyingthesouthwest.org.uk. Note that you must *upload* your documents and then *submit* your documents. Note that if you *upload* your documents but fail to “*Submit*” them then the Authority will not receive them.

Submitted Supplier Response Documents must be readable with MS Office 2010 or Adobe.

Do not submit any information that is not requested in this document. Only submit the documents listed above in 4.3 COMPLETING SUPPLIER RESPONSE DOCUMENTS and any other documents directly requested. Files must be named in accordance with the file naming convention set out in 4.3 COMPLETING SUPPLIER RESPONSE DOCUMENTS.

Electronic submission of all required documents via www.supplyingthesouthwest.org.uk is mandatory. This should include electronic signatures, where tenderers have the capability. Where electronic signatures are not possible, scans of supplementary documentation and/or relevant signature pages may be submitted, accompanied by a covering memo on company letterhead.

The Authority will make reasonable efforts to open your document(s) however if they cannot be opened then document(s) may be excluded.

Tenders submitted after the deadline for submission will be rejected unless clear electronic proof of submission within the time allowed is available. The Authority's decision on whether clear proof of submission has been provided will be final.

Tenders must not be submitted except via www.supplyingthesouthwest.org.uk.

4.6. TENDER ACCEPTANCE PERIOD

Unless specifically withdrawn in writing, tenders shall remain open for acceptance for a period of 6 months from the return date.

The Authority may seek clarification from Tenderers at any time during the procurement process.

4.7. NUMBER NOT USED

4.8. SELECTION OF TENDERER

Upon conclusion of the evaluation, the scores for 'price' and 'quality' will be combined, and the Tenders ranked accordingly.

The Tenderer to be offered the Contract will be advised accordingly via www.supplyingthesouthwest.org.uk. Such award, offered pursuant to this Invitation to Tender, will be on the basis of the most economically advantageous tender, based on the evaluation methodology described herein.

Tenderers whom it is proposed will not be offered the Contract will be advised of this via www.supplyingthesouthwest.org.uk and will be entitled to receive feedback on the relative merits and characteristics of their tender submission compared with that of the accepted tender.

4.9. ACCEPTANCE OF TENDER

The Authority does not bind itself to accept the lowest or any tender, and reserves the right to accept a tender in part.

The award to the successful Tenderer is subject to the formal approval process of the Authority. Until all necessary approvals are obtained; no contract will be entered into.

Upon conclusion of all the above stages, a formal Contract will be entered into between the Authority and the successful Tenderer. A letter of award sent by the Authority will be evidence of a binding legal contract between the Authority and the Tenderer.

4.10. NUMBER NOT USED

5. CONDITIONS OF CONTRACT

The applicable terms and conditions of contract are subject to confirmation following receipt of proposals and shall become client Appendix B:

In the absence of a formal document signed by the Authority and the successful Tenderer to any agreement and setting out the terms of the agreement between them, and for as long as such absence persists, then the acceptance of the Tenderer's written tender shall itself constitute a binding agreement between the Authority and the successful Tenderer, the terms of which unless amended by agreement between the Authority and the successful Tenderer shall be the Terms and Conditions as referenced above and the prices and operational proposals set out by the Tenderer in their tender.

6. EVALUATION

In order to be transparent, and in order that Tenderers fully understand how their Supplier Response Documents will be evaluated, full details of the evaluation process are described below. Should any Tenderer not understand any element, they should in first instance make contact with the Authority as described in 4.1 TENDER ENQUIRIES / QUESTIONS.

6.1. SCORING

Each scored question will be scored with reference to the scoring table set out below. Each response will be scored a point 0 to 10, whole numbers only, 0 being the lowest and 10 being the highest. Scores shall be awarded as follows:

Score 0	No Response	No response	Weak
Score 1	Extremely Weak	Very poor proposal/response, does not cover all of the associated requirements, major deficiencies, unrealistic or impossible to implement and manage. No relevant detail proposed	
Score 2	Very Weak	Poor proposal/response, only partially covers the requirements, deficiencies in detail apparent, difficult to implement and manage. Little relevant detail proposed	
Score 3	Weak	Mediocre proposal/response, with minor deficiencies either in thinking or detail, problematic to implement and manage. Significant detail missing	
Score 4	Fair - Below Average	Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it. Some useful detail provided	Fair - Good
Score 5	Fair - Average	Satisfactory proposal/response, would work to deliver all of the Authority's requirements to the minimum level	
Score 6	Fair - Above Average	Satisfactory proposal/response, would work to deliver the majority of the Authority's requirements to the minimum level with some evidence of where the Participant could exceed the minimum requirements	
Score 7	Good	Good proposal/response that convinces the Authority of its suitability Response slightly exceeds minimum the requirements	
Score 8	Strong	Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid	Strong - Excellent
Score 9	Very Strong	Proposal/response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed	
Score 10	Outstanding/ Excellent	Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted	

The evaluation manager is responsible for ensuring that each evaluator is able to justify their scores. Scores for each question are assessed for variance from the most often occurring score for that question. If the variance is significant then the evaluator will be challenged and required to justify their score. If a score cannot be justified to the satisfaction of the evaluation manager then the score will be moderated up or down. This process is called moderation. The mean average of all evaluators' moderated scores for a given question is taken as the final score for the given question response.

Pass Score(s) may be used to ensure a minimum level of quality across one or more criteria. Where applicable the Pass Score(s) will be applied to the final score(s) for the applicable question response(s) - i.e. following moderation. If a Tenderer fails to achieve any Pass Score then the Tender will be rejected and discounted from further evaluation.

6.2. EVALUATION OF INVITATION TO TENDER

The following weightings will be used to determine the most economically advantageous tender (MEAT):

- Quality 50 %
- Income to the Council 50 %

Please note that throughout the evaluation process, the right is reserved to seek from Tenderers clarification at any stage as an aid to fully understand their offers.

6.3. QUALITY 50 %

Quality is the subject matter of Supplier Response Document - Part F. Quality will be evaluated in successive stages as follows:

- Quality Evaluation Stage 1 - Mandatory Requirements
- Quality Evaluation Stage 2 - Quality Statements - Scored
- Quality Evaluation Stage 3 – Interview

Quality Evaluation Stage 1 - Mandatory Requirements

Quality Evaluation Stage 1 will be completed before Quality Evaluation Stage 2 is commenced.

Mandatory Requirements: These requirements are MANDATORY and MUST be met by Tenderers.

If the Tenderer has failed to meet any of the Mandatory Requirements then the Tender will be rejected and discounted from further evaluation.

If the Tenderer meets all of the Mandatory Requirements then evaluation will continue as described below.

Tenderers are required to respond to Mandatory Requirements by answering yes or no to the Mandatory Requirements in Supplier Response Document - Part F - Mandatory Requirements & Quality Statements.

Quality Evaluation Stage 2 - Quality Statements - Scored

Tenderers are required to provide an answer to all Quality Statements set out in Supplier Response Document – Part F - Mandatory Requirements & Quality Statements. Your answers will explain how you will meet the Authority's requirements.

Quality will be evaluated by the Authority based on Tenderers responses to the Quality Statements set out in Supplier Response Document – Part F - Mandatory Requirements

& Quality Statements. In evaluating the responses to the Quality Statements the evaluation panel will use their reasoned professional judgement to award scores that reflect the merits of each response.

Each scored question will be scored with reference to 6.1 SCORING.

Pass Scores and Weightings will be applied to scores with reference to the following table:

No.	Quality Criteria	Evaluation Type	Pass Score	Weighting (%)
	Mandatory Requirement			
MR1	Economic and Financial Standing	Pass / Fail	N/A	N/A
MR2	Insurance	Pass / Fail	N/A	N/A
MR3	Financial Risk	Pass / Fail	N/A	N/A
MR4	Equality and diversity	Pass / Fail	N/A	N/A
MR5	Relevant experience	Pass / Fail	N/A	N/A
MR6	Profitability	Pass / Fail	N/A	N/A
MR7	DBS	Pass / Fail	N/A	N/A
	Project Specific – Scored			
QS1	References	Scored	N/A	5%
QS2	Executive summary	Scored	N/A	10%
QS3	Products and services	Scored	N/A	10%
QS4	The market	Scored	N/A	5%
QS5	Market research	Scored	N/A	5%
QS6	Marketing strategy	Scored	N/A	10%
QS7	Competitor analysis	Scored	N/A	10%
QS8	Operations and logistics	Scored	N/A	20%
QS9	Business Plan	Scored	N/A	25%
		Total		100%

The highest total score for Quality will be awarded the maximum 100%. All the other tenderers' Quality scores will be given a % score relative to the highest. This will be done for each tenderer by dividing their Quality score by the highest Quality score, multiplying by 100 and the resulting score is multiplied by the Quality weighting of 50 %. This will give a score for each tenderer relative to the highest scoring tenderer.

Quality Evaluation Stage 3 – Interview

Tenderers should note that the Authority intends to hold interviews as part of the process to identify and appoint a contractor. Interviews will be held at the Authority's premises.

The number of Tenderers invited to interview will solely depend upon the initial evaluation of Tenderers' bids, consequently the Authority cannot commit to any numbers at this stage. In any event no more than the 3 highest ranked tenderers at the end of Quality Evaluation Stage 2 (Written Submissions) will be taken forward to Quality Evaluation Stage 3.

Before proceeding with Quality Evaluation Stage 3 the % weighting for Quality Evaluation Stage 2 (Written Submission) is now subject to a mathematical adjustment. The %

weighting for Quality Evaluation Stage 2 is now multiplied by 0.5 such that Quality Evaluation Stage 2 is now 25 % (reduced from 50 %). This is an input to the Final Score to ensure that the 50/50 (Quality/Price) ratio is maintained. The balance of the Quality weighting is now reserved for Quality Evaluation Stage 3.

The objectives of the interview are:

- to evaluate the aesthetic and functional characteristics of the supplier's product;
- to evaluate the supplier's proposed team in terms of competency and motivation to optimise performance;
- to evaluate whether the supplier's vision, attitude and behaviours are aligned with our own;
- to receive presentations of the responses in Supplier Response Documents Parts F from key members of the tenderer's team;
- to explore the validity of the initial evaluation of your written submission and to confirm the Authority's understanding of Tenderers' proposals, and where appropriate to probe issues into greater depth – albeit the Authority would hope to clarify all ambiguity using the discussion feature within its procurement system without recourse to interview. Towards this objective no new criteria or weightings will be introduced. Moreover, no separate marks are “reserved” for award for this element of the interview at this stage. Instead, the Authority will use the interview responses as a basis on which to “moderate” up or down, the scores originally awarded when the written tenders were evaluated.

Towards these objectives new criteria and new weightings will be introduced at this stage and separate marks are “reserved” for award at this stage.

The interview questions will mirror Part F Quality Statements in numbering, sequence, subject matter and weighting. Further details of interview requirements will be provided following selection.

The time allowed for the interview will be 1 hour.

The Authority has provisionally set aside Wednesday 26th July for these interviews; Tenderers are therefore asked to keep these dates free. The Authority reserves the right to change this date if it is proven necessary to do so, and Tenderers will be notified as soon as possible of any such decision.

The tenderer's Interview Team should be comprised as follows:

- Owner / Director for the Supplier

Operational manager who will be responsible for Christmas trading activities

Each interview question response will be scored a point 0 to 10, whole numbers only, 0 being the lowest and 10 being the highest with meanings as defined above.

Weightings will be applied to scores with reference to the table presented in Quality Evaluation Stage 2 above.

The highest total quality score from the Interview will be awarded a maximum 100%. All the other tenderers' quality scores will be given a % score relative to the highest. This will be done for each tenderer by dividing their quality score by the highest quality score, multiplying by 100 and the resulting score is multiplied by the reserved weighting of 25 %. This will give a score for each tenderer's Interview relative to the highest scoring tenderer.

6.4. INCOME TO THE COUNCIL 50 %

Income to the Council will be evaluated to ensure all relevant amounts are visible and comparable, including sensitivity analysis where appropriate.

Tenderers are required to submit two sums that are both considered to be Income to the Council. With reference to Supplier Response Document Part J, Income to the Council, these are “Guaranteed Annual Sum” and “Percentage of Turnover”. Sub-weightings will be applied as follows:

- Guaranteed Annual Sum 50 %
- Percentage of Turnover 50 %

The highest tendered **Guaranteed Annual Sum** will be awarded the maximum 100%. All the other tenderers’ **Guaranteed Annual Sum** will be given a % score relative to the highest. This will be done for each tenderer by dividing their **Guaranteed Annual Sum** by the highest **Guaranteed Annual Sum**, multiplying by 100 and the resulting score is multiplied by the **Guaranteed Annual Sum** weighting of 50 %. This will give a score for their tendered **Guaranteed Annual Sum** relative to the highest.

The highest tendered **Percentage of Turnover** will be awarded the maximum 100%. All the other tenderers’ **Percentage of Turnover** will be given a % score relative to the highest. This will be done for each tenderer by dividing their **Percentage of Turnover** by the highest **Percentage of Turnover**, multiplying by 100 and the resulting score is multiplied by the **Percentage of Turnover** weighting of 50 %. This will give a score for their tendered **Percentage of Turnover** relative to the highest.

6.5. COMBINING WEIGHTED SCORES TO REACH A FINAL WEIGHTED SCORE

The weighted scores for the following will then be combined to identify the tenderer with the highest combined Final Weighted Score:

- Quality (written submission) 25 %
- Quality (Interview) 25 %
- Income to the Council 50 %

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