**Response Template**

**All questions will be scored using the following criteria:**

|  |  |  |
| --- | --- | --- |
| Score | Assessment | Interpretation |
| 4 | Excellent | Response is completely relevant and provides an excellent understanding of the issues. The response is comprehensive, unambiguous and provides above requirement details of how the requirement will be met. Offers significant beneficial added value |
| 3 | Good | Response is relevant and good. It demonstrates a good understanding of the requirement and provides additional details on how the requirements will be fulfilled. Offers additional beneficial added value |
| 2 | Acceptable | Response is relevant and acceptable and meets the requirement. The response addresses a broad understanding of the requirements and addresses the need. This is the minimum requirement and will need to be met before evaluation of the next step within the evaluation. |
| 1 | Poor | Response is partially relevant but lacks sufficient detail. The response addresses some elements of the requirement but contains insufficient or limited detail or explanation on how the requirement will be fulfilled. |
| 0 | Unacceptable | Nil or inadequate response. Fails to demonstrate an ability to meet any of the requirements. Does not have any understanding of the need. |

**Price Evaluation**

Those organisations who have passed the quality evaluation will be assessed for value for money. The provider with the highest quality score and who can provide best value for money within the financial envelope will be awarded.

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| **Case Study** | | | |
| Please provide us with examples of the below headings from our specification as well as the must include points  Your response must include the below   * ***Examples of how you would meet our System Management requirements and Users and Access Levels requirements (1)*** * ***Example of how you would meet our Data Management requirements & Communications and Alerts requirements (2)*** * ***Example of how you would meet our Reporting/Exporting requirements (3)*** * ***Example of how you would meet our Auditing requirements and Website requirements (4)*** | | | |
| Question Weighting: | Example 1 – 13%  Example 2 – 13%  Example 3 – 17%  Example 4 – 7% | Maximum Word Count: | 1000 |
| [Enter Response Here] | | | |
| **Experience** | | | |
| * The supplier must give examples of their experiences working with local authorities. * The supplier must explain and give examples of implementation of case review systems | | | |
| Question Weighting: | 20% | Maximum Word Count: | 500 |
| [Enter Response Here] | | | |