

Supplier Selection Questionnaire Scoring Methodology

All scored questions will be marked out of 5 points but we reserve the right to disqualify any company that scores below 3 points on any question.
 * Failure of any question will result in disqualification of the tender in it's entirety

Section	Question	Section Weighting	Pass/Fail *	Guidance	(Enter Supplier Name)	
					PASS/FAIL	Weighted Score
1	Supplier Information	n/a	n/a	Not scored but must be completed in full	n/a	n/a
2	Financial Information	n/a	Pass/Fail	Not scored but must be completed in full. Disqualify if answer YES to any question	Pass or Fail	Pass or Fail
3	Grounds for Discretionary Exclusion	n/a	Pass/Fail	Not scored but must be completed in full. Supplier may be disqualified if answer YES to any question. If disqualified, Council must provide a statement to supplier explaining why evidence of self-cleaning is not accepted.	Pass or Fail	Pass or Fail
4	Business and Professional Standing	n/a	Pass/Fail	Bidder to confirm they are able to meet Council's requirements	Pass or Fail	Pass or Fail
					PASS or FAIL	

Section	Question	Section Weighting	Individual Question Weighting	Guidance	Points out of 5	Weighted Score
2	Insurance	n/a		Does the supplier have the required minimum insurance levels? Banes minimum of £10m for Employers and Public Liability Professional Indemnity minimum of £2m If NO to any of these = disqualify		
	Insurance		Pass/Fail*		Pass or Fail	Pass or Fail
					PASS or FAIL	
5	Health & Safety	5				
	Health & Safety Policy		Pass/Fail*	Suppliers with more than 5 employees should answer YES otherwise disqualify	Pass or Fail	Pass or Fail
	Enforcement/Remedial Orders - HSE		75	Supplier must answer 'NO' or if answered 'YES' be able to demonstrate that appropriate remedial action has been taken to prevent future occurrences/breaches. No = 5 points, YES = score dependent on response	5	75
	H&S - Sub-contractors		25	No sub-contractors = 5 points, sub-contractors = points depends on response	5	25
					Questions Total	100
					Health & Safety Weighted Score	10
					PASS or FAIL	
6	Compliance with Equality Legislation	5				
	Finding of unlawful discrimination		40	Supplier must answer 'NO' or if answered 'YES' be able to demonstrate that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. No = 5 points, YES = score dependent on response	5	40
	Upheld complaints -Equality and Human Rights Comm		30	Supplier must answer 'NO' or if answered 'YES' be able to demonstrate that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. No = 5 points, YES = score dependent on response	5	30
	Equality - Sub-contractors		30	No sub-contractors = 5 points, sub-contractors = points depends on response	5	30
					Questions Total	100
					Compliance with Equality Legislation Weighted Score	5
7	Environmental Management	5				
	Breaches of Environmental Legislation		75	Supplier must answer 'NO' or if answered 'YES' be able to demonstrate that appropriate remedial action has been taken to prevent future occurrences/breaches. No = 5 points, YES = score dependent on response	5	75
	Environmental - Sub-contractors		25	No sub-contractors = 5 points, sub-contractors = points depends on response	5	25
					Questions Total	100
					Environmental Management Weighted Score	5
8	Quality Management	5				
	Quality management policy		100	5 points - the supplier has provided supporting evidence to demonstrate it has a Company Quality Policy and a Quality management system (QMS) in place that conforms to the requirements of BS EN ISO 9001:2008 or similar and it is QMS certified to BS EN ISO 9001:2008 by a UKAS accreditation body or equivalent national organisation or IAF member No - the supplier has not been able to demonstrate that it has a Company Quality Policy and a Quality Management System (QMS) in place that conforms to the requirements of BS EN ISO 9001:2008 or similar and it is QMS certified to BS EN ISO 9001:2008 by a UKAS accreditation body or equivalent national organisation or IAF member (score dependent on response)	0	100
					Questions Total	100
					Quality Management Weighted Score	5
9.1	Project Specific questions	50				
	Organisational experience & competence		75	[Full response with 3 contracts, details of dates and value and with relevant experience of delivering similar type of contract = 5 points] [Partial response with less than 3 contracts and/or some details of dates and value and with relevant experience of delivering similar type of contract = 3 points] [Limited response with less than 3 contracts and/or some details of dates and value and contract experience not a good match = 2 points] No response or irrelevant experience = 0 points	5	75
	Social Value		25	An explanation of where you will add Social Value in terms of environmental, fundraising/charity work, local materials, plant and labour, work experience, apprentices etc. Marked out of 5	5	25
					Questions Total	100
					Additional Project Specific Questions Weighted Score	75
Total		100%			SSQ Total Weighted Score	100