**Appendix B**

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| **Quality – 60% - YOU MUST RECEIVE A MINIMUM SCORE OF 50% TO BE CONSIDERED.** | | |
| **Requirements** | |  |
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| 1 | Please describe your relevant experience in delivering HR & Consultancy advice and demonstrate how they added value within two Public Sector or Not for Profit organisations within the last 5 years  10% |  |
| **Response: (max wording 500)** | | |
| 2 | We aim for all advice and consultancy to be quick and easily assessable to our HR Team, please describe resources available to ensure this.  20% |  |
| **Response: (max wording 500)** | | |
| 3 | Please provide contingency plans in place to ensure continuality of service.  15% |  |
| **Response: (max wording 500)** | | |
| 4 | Explain how you would support LB Merton to ensure that the tool is accessible to our HR Advisors and please include how those with special needs can be supported to use the tool.  10% |  |
| **Response: (max wording 500)** | | |
| 5 | As part of the parameters of the quotation document, companies are encouraged to include additional features that can be offered at no additional cost.  5% |  |
| **Response: (max wording 500)** | | |