**Invitation to Tender**

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| **INVITATION TO TENDER** **FOR:** **Consultancy Services – Development of Gosport Round 2 Application to ‘Levelling Up’ Fund** |
| **INVITATION TO TENDER** **RETURN DATE AND TIME** (**DEADLINE**): **Noon,** **1st February 2022** |

**1.**  **INTRODUCTION AND BACKGROUND**

**1.1**  **Contents of the ITT**

This invitation to Tender (**ITT**) comprises:

* Tender completion requirements, evaluation model, specification and schedules.
* Draft contract and schedules.
* Details of service provision

**1.2**  **Introduction to the Council**

The Council is conducting the ITT to consider Tenders for the contract and is seeking responses in relation to the technical capacity, professional ability, and the economic and financial standing of Respondents.

This ITT contains further information about the procurement process, the Services, and assessment questions for Respondents to complete. Each Respondent’s response (Tender) should be detailed enough to allow the Council to make an informed selection of the most appropriate solution.

**The Opportunity**

Gosport is a large urban town located within the South Hampshire sub region serving a population of over 84,000 and comprises a main retail centre, with secondary retail comprising Lee on the Solent and Stoke Road, plus smaller district centres.

Gosport Borough Council (the Council) wishes to engage the services of a Consultant in order to support the development of an application in early 2022, for Round 2 of the Levelling Up Fund, which will provide the framework for future growth and regeneration of Gosport’s local economy. The Council is currently awaiting feedback from Government on its unsuccessful Round 1 application which will be shared with the successful Contractor

Gosport, in conjunction with other former Services-focussed economies faces significant challenges in re-orientating its economy, moving away from public sector dependency, towards a more diverse and sustainable future. Access issues, low levels of educational attainment plus the need for urban regeneration were key factors in Gosport having been classified as ‘Category 1’ for the first round of the Levelling Up Fund, recognising the pockets of severe deprivation that exist locally.

Spatial challenges arising from its peninsula location and lack of direct rail or motorway access restrict Gosport’s efforts to diversify its economy or attract significant inward investment, driving a need to develop a bespoke and innovative approach towards future economic development. Social challenges including localised deprivation, significant generalised education under-attainment and health issues, affecting much of the Borough, making it an exception to the more prosperous, dynamic and better connected neighbouring authorities within both Hampshire and the wider South East of England.

Despite these challenges, Gosport benefits from a strong local community, a belief that it has an economic asset base capable of increased, sustainable exploitation, plus the support of national, regional and sub-regional partners encouraging and supporting the Borough to make the transition towards becoming a modern, forward-looking local economy.

Significant natural assets, a prime waterfront location, plus a large stock of vacant heritage buildings provide a strong platform for economic ‘re-invention and repositioning’, allowing Gosport to ultimately make a much greater contribution towards both the regional and UK economies.

Much of the groundwork is in place, most of the economic datasets are available and the Local Authority is well positioned to play its role in delivery, the challenge is identifying appropriate external consultancy support to provide challenge, share best practice and work alongside local/regional partners in order to put in place a robust but coherent Round 2 ‘Levelling Up Fund’ application, including detailed fully costed proposals for investment at key sites within the Borough.

Government will not release Round 2 Guidelines until early 2022, however Gosport is keen to engage outside advisors to help support the identification of suitable investment projects and begin shaping ‘Green Book’ compliant business case(s) that are likely to contribute towards a successful application.

**1.3**  **Scope of the Project**

As outlined above, the Council and Partners has already developed an extensive evidence base (see list of existing data sets at Schedule 2), that will inform and provide a baseline for project development.

A Place Board consisting of GBC Officers and representatives of key Partner organisations is in place to provide strategic direction to project development, providing Consultants with the primary source of reference.

A Project Director from within GBC will provide day to day support, advice and guidance to the appointed Consultant.

The Council therefore wishes to procure the services of a Consultant to:

* Review existing evidence base, identify information gaps and recommend any further new input in positioning Gosport as an ‘area of need’ requiring ‘levelling up’ with other regional and national locations
* Produce an outline Evidence Base document establishing Gosport’s current position and identifying options for future development, directly addressing characteristics chosen by Government in deciding Round 1 ‘Category 1’ status
* Lead on internal (Council/Partner) consultation using Focus Group work to identify a short list of three maximum potential projects, resulting in a Report and full options appraisal
* Develop brief outline investment business cases for each of the identified projects, providing a strong argument for where each directly addresses localised ‘deprivation’ issues and producing forecasts as to how potential investment could impact numerically and ‘socially’ upon the scale of need.
* Deliver an outline consultation exercise in line in conjunction with the Place Board to obtain the views of local residents, businesses and influencer groups on the business cases and proposed investments
* Produce a feedback report, presenting to the Council and Place Board on the outcome of the consultation exercise, plus updated thinking in terms of final ’Levelling Up’ application content
* Once Government Round 2 Guidelines are published, within one month draft an initial outline Levelling Up Application and present to the Council and Place Board for initial evaluation and ‘sign-off’
* Work with the Council in order to consult with the local MP, sub-regional and regional partner organisations to engage their support and input
* Develop the brief outline business cases into fully costed ‘Green Book’ compliant business case(s) that fully establish the scale and impact of the proposed investment(s) and be capable of establishing with Government the ‘need’ for Levelling Up funding.
* Secure final project sign-off locally for project content and working with the Council/Place Board, create an ‘impactful’ final application combining the evidence base with an attractive visual interpretation

**1.4**  **Value of the contract**

**The anticipated value of the Services is £75,000 maximum in 2021/22 and 2022/23, to cover ALL aspects of the work**

Details of current expenditure or potential future uptake are given in good faith as a guide to assist you in submitting your Tender, however respondents must provide evidence of the actual work involved and consultant time/costs when submitting their Tender, They should not be interpreted as an undertaking to purchase any goods or services to any particular value and do not form part of the Contract.

Bids exceeding the specified limit above will be deemed non-compliant and will be rejected.

 **1.5**  **Contract term**

The Council proposes to enter into a Contract for a maximum period of 9 months with the successful Respondent

**The anticipated service commencement date is 8th March 2022**

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| --- | --- |
| Insurance Requirements: | Professional Indemnity: £1 million*(for the life of the contract)*Public Liability: £5 millionProduct Liability: £5 millionEmployers Liability £5million |

**1.6**  **Purpose and scope of this ITT**

This ITT:

1. Asks Respondents to submit their Tenders in accordance with the instructions set out in the remainder of this ITT.
2. Sets out the overall timetable and process for the procurement to Respondents.
3. Provides Respondents with sufficient information to enable them to submit a compliant Tender (including providing templates where relevant).
4. Sets out the Award Criteria and the Quotation Evaluation Model that will be used to evaluate the Tenders.
5. Explains the administrative arrangements for the receipt of Tenders

**1.7**  **Clarifications about the Services or ITT**

Any clarifications relating to this ITT must be submitted to the procuring officer Andrew Sugden via the proactis portal

The Council will respond to all reasonable clarifications as soon as possible in writing or via e-mail. If a Respondent wishes the Council to treat a clarification as confidential and not issue the response to all Respondents, it must state this when submitting the clarification. If, in the opinion of the Council, the clarification is not confidential, the Council will inform the Respondent and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all Respondents.

The deadline for receipt of clarifications relating to the Services or this ITT is set out at 2.1 below.

Respondents are advised not to rely on communications from the Council in respect of the Services or ITT unless they are made in accordance with these instructions.

**1.8**  **Clarifications about the contents of the Tender**

The Council reserves the right (but is not obliged) to seek clarification of any aspect of a Respondent’s Tender during the evaluation phase where necessary for the purposes of carrying out a fair evaluation. Respondents are asked to respond to such requests promptly. Vague or ambiguous answers are likely to score poorly or render the Tender non-compliant.

**2. TIMETABLE**

**2.1**  **Key dates**

This procurement will follow a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Respondents are treated equally.

The key dates for this procurement timetable are currently anticipated to be as follows:

|  |  |
| --- | --- |
| **Event** | **Date** |
| Issue Invitation to Tender | 22nd December 2021 |
| Deadline for receipt of clarifications | 10th January 2022 |
| **Deadline for receipt of Tenders** | **Noon, 1st February 2022** |
| Evaluation of Tenders |  11th February 2022 |
| **Presentations** | **Town Hall Gosport BC, 21st February 2022 tbc** |
| Notification of intention to award contract  | 28th February 2022 |
| Confirm contract award | 4th March 2022 |
| **Target service commencement date** | **8th March 2022** |

Any changes to the procurement Timetable shall be notified to all Respondents as soon as practicable.

**2.2**  **Deadline for receipt of Tenders**

**Responses to this ITT must arrive at the address and in the manner prescribed under Paragraph 3.1 no later than the Deadline, noon on 1st February 2022.**

Any Tender received after the Deadline shall not be opened or considered. The Council may, however, in its own absolute discretion extend the Deadline and in such circumstances the Council will notify all Respondents of any change.

**2.3**  **References**

Respondents are requested to supply 2 references. References will be used to verify the technical proposals put forward in the Tender and will not form part of the evaluation scoring

**Failure to provide two references will result in the bid not going forward for evaluation.** Please note that it is the Consultants responsibility to check that both references have been received by the Council before the closing date. Once references have been sent by any third party, the Consultant should send a message via Proactis confirming this and the Procurement team will reply to confirm receipt.

**2.4**  **Presentations**

Respondents will be invited to deliver a presentation to representatives of the Council in support of their Tenders, as set out in the Timetable. You should keep this date free in case you are asked to attend.

The names and positions of those attending from the Council will be notified to all Respondents in advance of the presentation.

**2.5**  **Contract award**

The Council may award Contract(s) on the basis of a Tender submitted in accordance with the instructions below.

Contract award is subject to the formal approval process of the Council. Until all necessary approvals are obtained no Contract will be entered into.

Once the Council has reached a decision in respect of a contract award, it will notify all bidders of that decision and before entering into any Contract(s).

**2.6**  **Debrief**

The contract award notification will be sent to each Respondent. The Council will inform all unsuccessful Respondents of the identity and relative advantages and characteristics of the successful Tender as compared with the addressee’s Tender.

**3.**  **TENDER COMPLETION INFORMATION**

**3.1**  **Formalities**

**All documents comprising the Tender must be submitted through the portal and will remain sealed until the deadline has passed.**

The following requirements must be adhered to when submitting Tenders:

1. A detailed timeline and milestones for the completion of the work must be included
2. **The timeline must reflect the fact that the Council will hold local elections in early May 2022 and that:**
3. **release of sensitive information, and**
4. **consultation activity**

**should be timed so as not to influence the democratic process with a ‘purdah’ period due to commence in mid-March running through until mid-May of 2022.**

**The Council may require the Consultant to delay carrying out certain parts of the Services where the performance of these conflicts with the period of heightened sensitivity that will precede the local government elections.**

1. A table of Consultants individual time to be spent on the project, day rate and overall cost must be provided
2. Any additional pre-existing material which is necessary to support the Tender should be included as schedules with cross-references to this material in the main body of the Tender. Cross-references to this ITT should also be included in the Tender whenever this is relevant.
3. Where documents are embedded within other documents, Respondents must upload separate copies of the embedded documents.
4. The Tender must be in English and drafted in accordance with the drafting guidance set out in this ITT.
5. A table of contents must be provided.
6. The Tender must be fully cross-referenced.
7. A list of supporting material must be supplied.

The Tender must be clear, concise and complete. The Council reserves the right to mark a Respondent down or exclude them from the procurement if its Tender contains any ambiguities, caveats or lacks clarity.

Respondents should submit only such information as is necessary to respond effectively to this ITT. Tenders will be evaluated on the basis of information submitted by the Deadline.

**The Respondent must download, complete and include a duly executed Form of Tender (Schedule 4)**

Where the Respondent is a company, the Tender must be signed by a duly authorised representative of that company.

Where the Respondent is a consortium, the Tender must be signed by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the Contract. In the case of a partnership, all the partners should sign or, alternatively, one only may sign, in which case he must have and should state that he has Council to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership. In the case of a sole trader, s/he should sign and give his/her name in full together with the name under which s/he is trading.

**3.2**  **Executive Summary**

Each Respondent must also provide an executive summary of its Tender. Each Respondent must include in its executive summary:

1. An outline of the way in which the Council’s requirements are to be met by its proposal.
2. A summary of all the services offered by the Respondent in response to the ITT.
3. Proposed timeline, clearly indicating the Respondents approach towards minimising the effect of their work on the electoral period
4. An overview of the Respondent’s overall costs and proposals in relation to pricing.
5. A clear statement of whether it is a consortium or a group of companies with one supplier.
6. A clear statement of its commitment to meet the Council’s requirements and the pricing, payment and performance model.
7. Confirmation that the Tender(s) will remain open for a period of 90 days.

If changes subsequently occur in relation to the statements set out in the executive summary, the applicable Respondent must promptly notify the Council of them. The Council reserves the right to disqualify any Respondent that fails to duly notify the Council.

**3.3**  **Submission of Tenders**

Each Respondent must submit a Tender meeting the Council’s minimum requirements, operating as a standalone bid and not be dependent on any other bid or any other factors external to the Tender itself.

The Tender must be capable of being accepted by the Council in its own right.

**3.4**  **Contract terms**

The draft Contract that the Council proposes to use is attached at Schedule 1. By submitting a Tender, Respondents are agreeing to be bound by the terms of this ITT and the Contract without further negotiation or amendment albeit the Council reserves the right to require amendments to the Contract if it feels these are necessary.

If the terms of the Contract render the proposals in the Respondent’s Tender unworkable, the Respondents should submit a clarification in accordance with Paragraph 18 and the Council will consider whether any amendment to the Contract is required.

Any amendments shall be published through the Clarifications Log and shall apply to all Respondents. Where both the amendment and the original drafting are acceptable and workable to the Council, the Council shall publish the amendment as an alternative to the original drafting. Respondents should indicate if they prefer the amendment; otherwise the original drafting shall apply. Any amendments which are proposed, but not approved by the Council through this process, will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the Tender.

**3.5**  **Documents forming the contract**

The following documents shall form part of the Contract between the Council and the Service Provider(s):

1. Contract and its Schedules.
2. Tender Specification selected by Council
3. Schedules (such as service levels, contracts list).
4. A pricing model (as completed by the Service Provider).

 **3.6**  **Warnings and disclaimers**

While the information contained in this ITT is believed to be correct at the time of issue, neither the Council, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Respondents. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Council.

If a Respondent proposes to enter into a Contract with the Council, it must rely on its own enquiries and on the terms and conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Council (or any other person) to enter into a contractual arrangement.

**3.7**  **Confidentiality and Freedom of Information**

This ITT is made available on condition that its contents (including the fact that the Respondent has received this ITT) is kept confidential by the Respondent and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Respondent to submit a Tender.

As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

Respondents should be aware that, in compliance with its transparency obligations, the Council routinely publishes details of its contract(s), including the contract values and the identities of its suppliers on its website without consulting the provider of that information.

The Council shall treat all Respondents’ responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA, which permits certain information to be withheld, for example where disclosure would be prejudicial to a party’s commercial interests, and in accordance with the Council’s transparency obligations.

Therefore, Respondents are responsible for ensuring that any confidential or commercially sensitive information, the disclosure of which would be likely to diminish the Respondents competitive edge, has been clearly identified to the Council in the template provided at Schedule 3.

 **3.8**  **Publicity**

No publicity regarding the Services or the award of any Contract will be permitted unless and until the Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of the Council.

**3.9** **Respondent conduct and conflicts of interest**

Any attempt by Respondents or their advisors to influence the contract award process in any way may result in the Respondent being disqualified. Specifically, Respondents shall not directly or indirectly at any time:

1. Devise or amend the content of their Tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, or provider of finance.
2. Enter into any agreement or arrangement with any other person as to the form or content of any other Tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Tender.
3. Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a Tender.
4. Canvass the Council or any employees or agents of the Council in relation to this procurement.
5. Attempt to obtain information from any of the employees or agents of the Council or their advisors concerning another Respondent or Tender.

Respondents are responsible for ensuring that no conflicts of interest exist between the Respondent and its advisers, and the Council and its advisors. Any Respondent who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Council.

**3.10**  **Council’s rights**

The Council reserves the right to:

1. Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Council.
2. Seek clarification or documents in respect of a Respondent’s submission.
3. Disqualify any Respondent that does not submit a compliant Tender in accordance with the instructions in this ITT.
4. Disqualify any Respondent that is guilty of serious misrepresentation in relation to its Tender, expression of interest, or the Invitation to Tender process.
5. Withdraw this ITT at any time, or to re-invite Quotations on the same or any alternative basis.
6. Choose not to award any Contract as a result of the current procurement process.

Make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason

**3.11**  **Bid costs**

The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Respondent in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Council.

**4.**  **TENDER EVALUATION MODEL**

**4.1**  **Award Criteria and Evaluation Criteria**

Any Contract(s) awarded as a result of this procurement will be awarded on the basis of the offer that is the most economically advantageous to the Council. The Award Criteria are:

1. 80% technical or quality.
2. 20% cost.

Scores are arrived at following the application of the Evaluation Criteria set out below to the Respondent’s Tender.

Respondents are required to submit a Tender strictly in accordance with the requirements set out in this ITT, to ensure the Council has the correct information to make the evaluation. Evasive, unclear or hedged Tenders may be discounted in evaluation and may, at the Council’s discretion, be taken as a rejection by the Respondent of the terms set out in this ITT.

The Tender Evaluation Model showing the Evaluation Criteria and the maximum scores attributable to them is set out below.

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| --- | --- |
| **Criteria** | **Weighting** |
| *1* | ***Methodology:****Tenders will be evaluated in accordance with the scoring model set out at Section 4 of the ITT as to the proposed method for delivery of the Contract in accordance with this ITT including:** *Overall approach proposed for delivering the Contract including methods of working*
* *Proposed method for carrying out consultation and communications*
* *Proposed arrangements for managing political and working relationships in providing the Contract*
* *Proposed method for monitoring of performance and quality assurance*
 | **80%** |
| ***Information required from Respondents:*** |
| *(a)**(b)**(c)**(d)* *(e)* | *Details of how you intend to satisfy the council’s requirements in accordance with the Contract, including: production of the evidence base, consultation document and preliminary feedback (15%)**Project team organisational structure, indicating lines of communication and a summary of the way in which you propose to ensure a sound working relationship throughout your team and with the Employer and Partners, including the Project Steering Group (15%)**Details of how you will deliver the project including communications strategy, media usage and reporting, dealing with the issues of completing the Project during an electoral cycle (45%)**Details of how you propose to manage and monitor performance and quality throughout the project including any proposed KPIs. (5%)**Two References from organisations to which the Contractor has provided similar services*  |

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| *3* | ***Tender Sum****All prices shall be stated in pounds sterling and exclusive of VAT**Tender sum will be evaluated by the application of the formula in Section 4 of the ITT* | **20%** |
| ***Information required from Respondents:*** |
| *(a)**(b)* | *Completed Form of Tender**Detailed pricing schedule*  |
| **Criteria** | **Weighting** |
| *4* | ***Equality & Diversity:****Respondents need to demonstrate that they have a policy that complies with the Councils requirements as set out in Section 5 of the ITT.* | Pass/fail |
| ***Information required from Respondents:*** |
| *(a)* | *Equality and Diversity policy.**Failure to demonstrate this requirement will result in the Tender being rejected.* |

* 1. **Information Required**
		1. **Equality and Diversity**

**4.2.1.1 The Council is committed to:**

Providing its services in a way that promotes equality of opportunity at every possibility. It is expected that the successful Respondent will be equally committed to equality and diversity in its employment practices and service provision, and will ensure compliance with all anti-discrimination legislation.

* + - 1. **Expectation of the Respondent:**

Respondents should note that the successful Respondent will be asked to contract with the Council to ensure that they adhere to these obligations. The Council will, if appropriate, monitor the successful Respondents compliance throughout the Contract Period.

* + - 1. **Compliance with Equality Legislation:**

The Council requires service providers to demonstrate that they comply with equality in employment legislation. The levels of compliance become more demanding depending on the number of employees employed by the organisation. Organisations employing less than 5 employees face minimum requirements, whilst organisations employing 50 or more employees need to meet more comprehensive criteria. During the Contract Period the Council may work with contractors, who at present do not fully comply, to help them put in place policies and practices to do so.

**LEVEL 1 (LESS THAN 5 EMPLOYEES)**

Organisations with fewer than 5 directly employed persons will be expected to meet the appropriate level of compliance for the delivery of the Contract. Should recruitment increase the size of the organisation to 5 or more employees the organisation will be expected to meet the appropriate level of compliance.

**LEVEL 2 (5 TO 49 EMPLOYEES)**

All organisations with between 5 and 49 employees must achieve criteria 1 – 4 listed below.

1. All organisations must have an equality policy in respect of race, gender, disability, age, sexual orientation and religion/belief that covers at least:

* + - * 1. recruitment, selection, training, promotion, discipline, grievance and dismissal.
				2. discrimination, harassment, and victimisation, making it clear that these are disciplinary offences within the firm.
				3. identification of the senior position with responsibility for the policy and its effective implementation.

(d) how you communicate the policy to your employees.

1. Effective implementation of the policy in the organisation’s recruitment practices, to include open recruitment methods such as the use of job centres, careers service or press advertisements.
2. The policy should either be reviewed to reflect changes in legislation or within a three-year period whichever occurs first.
3. To monitor the gender, disability and ethnicity of job applicants. We would also encourage organisations to monitor in respect of age, sexual orientation and religion/belief.

**LEVEL 3 (50 OR MORE EMPLOYEES)**

All organisations with 50 or more employees must achieve criteria 1-4 in level 2 and the additional criteria 5-10 listed below:

1. Provide written instructions to managers and supervisors on equality in recruitment, selection, training, promotion, discipline, grievance and dismissal of employees.
2. Provide equality training for managers and any employees responsible for recruitment and selection.
3. In addition to criterion 4 (Level 2) carry out monitoring on the number of employees from different gender, disability and ethnic groups by grade when:
	* + - 1. in post
				2. applying for posts
				3. taking up training and development opportunities
				4. promoted
				5. transferred
				6. disciplined and dismissed
				7. a grievance is raised
				8. leaving employment

The Council would also encourage organisations to monitor in respect of age, sexual orientation and religion/belief.

1. If the above monitoring reveals inequalities, organisations will be expected to take steps to address imbalances.
2. In respect of 7 and 8 above, annual monitoring and reporting is required regarding equality issues within the workforce.
3. Organisation’s recruitment advertisements and publicity literature should state that equal opportunities practices are in place.

**5.**  **Evaluation process**

**5.1 Technical or quality evaluation**

The technical evaluation will be scored in accordance with the table below.

| **Assessment** | **Allocated Score** |
| --- | --- |
| **Very Poor** – completely fails to demonstrate that it will meet the criteria | 0 |
| **Poor** – some, but very limited evidence of that it will meet the criteria | 1 |
| **Satisfactory** – provides evidence that it will meet the criteria sufficiently | 2 |
| **Good** – shows attributes in a number of areas that are in excess of the criteria | 3 |
| **Very good** –in excess of the criteria in all areas | 4 |

Quality will be scored in accordance with the methodology referred to in the table below.

A formula will then be applied to the total score and the best quality proposal will be awarded maximum points. All other proposals will be scored in proportion to the best quality compliant proposal.

Example:

|  |  |  |
| --- | --- | --- |
| **Tender** | **Respondent A** | **Respondent B** |
| Points awarded  | 16 | 12 |
| Total score | Weighting/max score available x points awarded= **80** | Weighting/max score available x points awarded**= 60** |

5.2 Price evaluation

Submitted prices must remain open for a period of 90 days from the closing date.

Respondents are required to provide a total price for all the services detailed in the submission to GBC’s specification.

The price will be evaluated in accordance to the scoring methodology referred to in the table below. A formula will then be applied to the total cost and the most competitively priced proposal will be awarded maximum points. All other proposals will be scored in proportion to the most competitively priced complaint proposal.

Example:

|  |  |  |
| --- | --- | --- |
| **Tender** | **Respondent A** | **Respondent B** |
| Price | £15,000 | £17,000 |
| Score | Lowest price / bid price x weighting **= 20** | Lowest price / bid price x weighting **= 18** |