**Appendix 6: Award Criteria**

**Table 1: Evaluation Weightings and Criteria**

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| --- | --- |
| **Evaluation Criteria** | **Weighting %** |
| **Q.1** What is the relevant experience of the person/people who will be managing the kiosk on a day to day basis? | 10% |
| **Q.2** What is your proposed menu range? You will be scored on quality, seasonality and health awareness. How will you ensure affordability? Include details of any offers to older people, students etc. It is expected that the kiosk will, at the point of opening, qualify for the Healthier Catering Commitment for London (<https://healthiercateringcommitment.co.uk/>) | 10% |
| **Q.3** Please set out how your proposal would support local employment and/or improve regeneration of the local community? | 10% |
| **Q.4** How will you ensure sustainability? To include Fair Trade products, recycling, food travel miles, delivery considerations and how the café will be run to assist the Council to achieve its net carbon zero target etc. | 10% |
| **Sub Total for quality questions** | **40%** |
| **Financial Proposal -** Your rental offer | 50% |
| **Sub Total for financial evaluation proposal** | **50%** |
| **Interview - post application deadline,** PowerPoint can be used if desired, this presentation does not need to be submitted before the interview day. | 10% |
| **Sub Total for interview evaluation** | **10%** |
| **TOTAL** | **100%** |

Responses to the quality questions will be scored using the following Scoring Scale:

|  |  |
| --- | --- |
| **SCORING SCALE** | |
| **Score** | **Commentary** |
| 0 | Very weak, irrelevant, or no answer |
| 1 | Poor - largely irrelevant, lacking in detail and/or well below expectations |
| 2 | Slightly below expectations and/or gives cause for concern |
| 3 | Good – meets requirements/expectations |
| 4 | Very good – slightly exceeds requirements/expectations in a way that provides some added value |
| 5 | Exceptional - Well above requirements/expectations in a way that will provide significant added value |

Any bidder whose score includes two or more answers that are awarded a moderated score of 2 or less, or any question that is awarded a score of 0, may be deemed to have failed and their bid will be rejected.

Scores awarded in response to the quality questions will be scored using a combination of written responses and clarification questions during the interviews.