Supplier Selection Questionnaire (SSQ) Scoring Metholodgy

This page gives an example of how each question may be scored.
All scored questions will be marked out of 5 points

The Hollies One Stop Shop & Libraries Reconfiguration Project

Section	Question	Section Weighting	Individual Question Weighting % or Pass/Fail	Guidance	Points out of 5 or PASS/FAIL	Weighted Score %
1	**Supplier Information**	n/a	n/a	Not scored but must be completed in full	n/a	n/a
1.1	Supplier Details				N/A	√
1.2	Bidding Model				N/A	√
1.3	Contact Details				N/A	√
1.4	Licensing and Registration				N/A	√
2	**Grounds for Mandatory Exclusion**	n/a	Pass/Fail	Not scored but must be completed in full. Disqualify if answer YES to any question	Pass or Fail	n/a
2.1	Convictions				PASS or FAIL	Pass
2.2	Non payment of taxes				PASS or FAIL	Pass
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, Banes must provide a statement to supplier explaining why evidence of self-cleaning is not accepted.	Pass or Fail	n/a
3.1	Various situations for discretionary exclusion				PASS or FAIL	Pass

QUALITY

	Section Title	Section Weighting (out of 100%)	Individual Question Weighting (out of 100%)	Guidance		n/a
4	**Economic and Financial Standing**	n/a				n/a
4.1	Provision of economic/financial information		Pass/Fail	Failure to provide sufficient information = 0 points	PASS or FAIL	Pass
4.2	Minimum level		Pass/Fail	Failure to reach minimum level = disqualification	PASS or FAIL	Pass
4.3	Ultimate/Parent company accounts/guarantee		Pass/Fail	Failure to supply ultimate/parent company accounts if relevant = disqualification	PASS or FAIL	Pass
5	**Technical & Professional Ability**	50				
5.1	5.1-5.4 Details of up to 3 contracts				n/a	n/a
5.2	Project 1		15	5 points = Full response with 3 contracts, details of dates and value and with relevant experience of delivering similar type of contract 3 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 2 points = Limited response with less than 3 contracts and/or some details of dates and value and contract experience not a good match 0 points = No response or irrelevant experience	5	15
5.3	Project 2		15		5	15
5.4	Project 3		15		5	15
5.5	Explanation for not providing an example		5	Immediately score full marks if examples provided.	5	5
5.6	Social Value examples		20	Scored question - points out of 5	5	20
5.7	Exact Involvement		15	Scored question - points out of 5	5	15
5.8	More/less successful examples		15	Scored question - points out of 5	5	15
				Section Total	**5**	
				Questions Total		**100**
				Technical & Professional Ability Weighted Score		**50**
6	**Additional Project Specific questions**	50				
a	**Project Specific Questions**					
a1	General approach		10		5	10
a2	Site set up and access onto the site.		10		5	10
a3	Add value		10		5	10
a4	Managing public relations		10		5	10
a5	Numbers of staff		10		5	10
b	**Insurance**					
b1	Insurance		Pass/Fail	Does the supplier have the required minimum insurance levels? Banes minimum of £3M for Employers and Public Liability If NO to any of these = disqualify	Pass or Fail	Pass
c	**Compliance with Equality Legislation**					
c1	Finding of unlawful discrimination		5	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	5
c2	Upheld complaints -Equality and Human Rights Comm		5	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	5
c4	Exality and Diversity in your organisation		5		5	5
d	**Environmental Management**					
d1	Breaches of Environmental Legislation		5	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	5
d2	Environmental - Sub-contractors		5	No sub-contractors = 5 points, sub-contractors = points depends on response	5	5
d3	Policy for managing environmental issues		5		5	5
e	**Health & Safety**					
e1	Health & Safety Policy		Pass/Fail	Suppliers with more than 5 employees should answer YES otherwise disqualify	Pass or Fail	pass
e2	Enforcement/Remedial Orders - HSE		5	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	5
e3	H&S - Sub-contractors		5	No sub-contractors = 5 points, sub-contractors = points depends on response	5	5
e4	Reducing incidents		5		5	5
f	**Quality Management Policy and Capability**					
f2	Quality management arrangements		5		5	5
				Section Total	**75**	
				Questions Total		**100**
				Additional Project Specific Questions		**50**

				QUALITY Total Weighted Score (out of 100)	**100**
Total	**100%**	**100%**		**GRAND TOTAL FOR QUALITY**	**0**