

APPENDIX 3:

SELECTION AND AWARD CRITERIA:

Cultural Consultancy for the Arts in Somerset

SSDC Reference:	SSDC/202205KH
Pro Contract Reference:	DN 614362
Issue Date:	25 May 2022
Deadline for receipt of Quotations:	24 June 2022

Contents

1.	Overview of the Tender evaluation process	3
2.	Minimum standards – selection questionnaire	3
3.	Overall Assessment of the minimum standards	4
4.	Verification	4
5.	Section 1 - Tenderer Information – Information only	5
6.	Section 2 - Grounds for mandatory exclusion – pass/fail	5
7.	Section 3 – Grounds for discretionary exclusion – Scored as pass/fail	6
8.	Section 4 – Economic and Financial standing – Scored as pass/fail	7
9.	Section 5: Wider Group Details	8
10.	Section 6 Technical and Professional ability	8
11.	Section 7: Modern Slavery Act 2015	9
12.	Section 8.1: Insurance	9
13.	Section 8.2: Data protection	10
14.	Section 8.3: Equality & Diversity	10
15.	Section 8.4: Safeguarding (NOT APPLICABLE)	10
16.	Section 8.5: Health & Safety	11
17.	Section 8.6: Parent Company Guarantee (NOT APPLICABLE)	11
18.	Section 8.7: Collateral Warranty (NOT APPLICABLE)	11
19.	Award stage	11
20.	Use of Interviews	14
21.	Price evaluation criteria	14
22.	Final due diligence	15
23.	Award	15

1. Overview of the Tender evaluation process

The evaluation process will be as follows

- The **minimum suitability questions** will be checked to identify which Tenderers meet the minimum suitability levels in accordance with **Parts 1 to 3** of the RFQ Response Questionnaire, using the methods described under paragraphs 2 – 20 of this document. Only the Tenderers who meet the minimum levels of suitability will be eligible to be considered for the award of a contract. The Authority may decide to evaluate the Quotations before verifying that the Tenderers meet the minimum levels of suitability.
- The **quality and technical merit** of each Quotation will be assessed in accordance with **Part 4** of the RFQ Response Questionnaire, using the methods described under paragraph 21 of this document.
- The Quotation **Price** for each Tenderer will be assessed in accordance with **Part 5** of the RFQ Response Questionnaire, using the method described under paragraph 23 of this document. After excluding any abnormally low Quotations, a percentage score will be allocated to that bid using the Price Model described in paragraph 23.
- The **total price and quality scores** for each Tenderer will then be added together and the Authority will proceed with awarding the contract to the highest scoring Tenderer who meets the minimum suitability requirements

2. Minimum standards – selection questionnaire

The objective of the selection stage is to assess the responses to the RFQ and select Tenderers who will proceed to the award stage of the procurement procedure. Failure to achieve a pass for a pass/fail question will result in the Tenderer being ineligible for selection and scoring will cease.

All questions must be responded to (please clearly identify if the question is not applicable to your organisation with a brief explanation).

The questions will be considered in one of the following ways:

- **Information Only Questions** -These questions must be completed but will be used for information purposes only and not scored
- **Pass/Fail Questions** - These are mandatory questions, the responses to which will be reviewed and treated as pass or fail criteria. In the event of a Tenderer being awarded a 'fail' on any of these questions, the remainder of their RFQ will not be evaluated.

The RFQ Response Questionnaire in **Appendix 4: Standard Submission Documents** has been produced to enable the Authority to assess the economic and financial standing, and technical and professional ability of Tenderers who wish to be considered for this contract award. Parts 1 – 3 of the RFQ Response Questionnaire incorporates the exclusion grounds listed in the Public Contract Regulations 2015 (PCR 2015).

3. Overall Assessment of the minimum standards

The RFQ Response Questionnaire is designed to enable the Authority to make an assessment as to the suitability level of a Tenderer and whether they meet the minimum standards.

The Authority will assess against the minimum standards in the RFQ Response Questionnaire in two stages:

Stage 1:

A compliance check will be undertaken to ensure RFQ Response Questionnaires are complete and have been completed and submitted in accordance with the instructions in this RFQ. Tenderers may be rejected at this stage if the RFQ Response Questionnaire is not compliant or the Authority may at its own discretion seek to clarify the RFQ Response Questionnaire, if appropriate to do so.

Stage 2:

Compliant RFQ Response Questionnaires will then be assessed on a pass/fail basis against the minimum standards in Parts 1 to 3 of the RFQ Response Questionnaire:

Section	Weightings
Section 1: Supplier Information	For Information Only
Section 2: Grounds for Mandatory Exclusion	PASS/FAIL
Section 3: Grounds for Discretionary Exclusion	PASS/FAIL
Section 4: Economic and Financial Standing	PASS/FAIL
Section 5: Wider Group Structure	PASS/FAIL
Section 6: Technical and Professional Ability	PASS/FAIL
Section 7: Modern Slavery Act 2015	PASS/FAIL
Section 8.1 Insurances	PASS/FAIL
Section 8.2: Data Protection	PASS/FAIL
Section 8.3: Compliance with Equality Legislation	PASS/FAIL
Section 8.4 Safeguarding ("NOT APPLICABLE")	PASS/FAIL
Section 8.5 Health and Safety	PASS/FAIL
Section 8.6 Parent Company Guarantee ("NOT APPLICABLE")	PASS/FAIL
Section 8.7 Collateral Warranty ("NOT APPLICABLE")	PASS/FAIL

4. Verification

Whilst reserving the right to request information at any time throughout the procurement process, the Authority may enable the Tenderer to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the Tenderer can meet the specified requirements the Authority may only obtain such evidence after the Final Tender evaluation decision i.e. from the winning Tenderer only.

The Authority permits the Tenderer to self-certify the following questions:

- Section 2 – Grounds for Mandatory exclusion
- Section 3 – Grounds for Discretionary exclusion
- Section 4 – Economic & Financial Standing
- Section 8.1 – Insurance
- Section 8.2 – Data Protection
- Section 8.3 – Equality & Diversity
- Section 8.4 – Safeguarding “NOT APPLICABLE”
- Section 8.5 – Health & Safety
- Section 8.6 – Parent Company Guarantee “NOT APPLICABLE”
- Section 8.7 – Collateral Warranty “NOT APPLICABLE”

5. Section 1 - Tenderer Information – Information only

Tenderers are required to complete Section 1 (Tenderer Information) of the RFQ Response Questionnaire. Any Tenderer who fails to provide all of the information required may, at the discretion of the Authority, be deemed non-compliant and excluded from the procurement process.

6. Section 2 - Grounds for mandatory exclusion – pass/fail

Tenderers must complete Section 2 (Grounds for mandatory exclusion) in the RFQ Response Questionnaire.

Section 2 is assessed on a pass/fail basis. Tenderers are required to pass Section 2 in order for their RFQ Response Questionnaire to be considered further by the Authority.

In order to pass Section 2, Tenderers must provide all of the information required in Section 2 of the RFQ Response Questionnaire and pass the Minimum Standard for Section 2 described in the table below. Any Tenderer who fails to satisfy the Minimum Standard will be rejected

Criteria	Minimum Standard and method of assessment
Grounds for Mandatory Exclusion	<p>Pass/Fail</p> <p>You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).</p> <p>If you have answered “yes” to question 2.3 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate appendix. You may contact the Authority for advice before completing this form.</p> <p>Any Tenderer that answers ‘yes’ to question 2.1 should provide sufficient evidence, in a separate appendix, that provides a summary of the circumstances and any remedial action that has taken place</p>

Criteria	Minimum Standard and method of assessment
	<p>subsequently and effectively “self-cleans” the situation referred to in that question. The Tenderer has to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.</p> <p>If such evidence is considered by the Authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.</p> <p>In order for the evidence referred to above to be sufficient, the Tenderer shall, as a minimum, prove that it has:</p> <ul style="list-style-type: none"> • paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct; • clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and • taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct. <p>The measures taken by the Tenderer shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Tenderer shall be given a statement of the reasons for that decision</p>

7. Section 3 – Grounds for discretionary exclusion – Scored as pass/fail

Section 3 - grounds for discretionary exclusion – is also scored on a pass/fail basis. Tenderers are required to pass every question in Section 3 of the RFQ Response Questionnaire in order for their responses to be considered further by the Authority. The Authority may exclude a Tenderer from the procurement if the Tenderer answers yes to any of the questions in Section 3 and the rejection event has occurred in the last three years but may decide, having considered all the relevant circumstances, to allow the Tenderer to proceed further.

If a Tenderer answers ‘yes’ to any question, Tenderers should set out (in a separate appendix) full details of the relevant incident and any remedial action taken subsequently. The Authority will evaluate this evidence before making a decision on whether to exclude the Tenderer

Tenderers answering “yes” to any question have the opportunity to provide evidence of “self-cleaning”. Should an Tenderer provide sufficient evidence that robust remedial action has taken place subsequently which prevents a re-occurrence of the offence or misdeed, then the Authority will evaluate this evidence before making a decision on whether to exclude the Tenderer.

The Authority is also entitled to exclude a Tenderer in the event that the Tenderer is guilty of serious misrepresentation in providing any information referred to within the Regulations or if the Tenderer fails to provide any such information requested by the Authority.

Conflicts of Interest:

In accordance with question 3.1 (g) of Section 3 of the RFQ Response Questionnaire the Authority may exclude the Tenderer if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Tenderer to inform the Authority, detailing the conflict in a separate appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Tenderer.

Taking account of Tenderers' past performance:

In accordance with question 3.1 (i) of Section 3 of the RFQ Response Questionnaire the Authority may assess the past performance of a Tenderer (through a certificate of performance provided by a customer or other means of evidence). The Authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Tenderer completing the RFQ Response Questionnaire. The Authority may also assess whether specified Minimum Standards for reliability for such contracts are met.

In addition, the Authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Tenderer selection, Tender evaluation, contract award stage etc.). Tenderers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

Minimum Standard:

Minimum Standards for Section 3 of the RFQ Response Questionnaire are set out in the table below.

Criteria	Minimum Standard and method of assessment
Grounds for Discretionary Exclusion	<p>Pass/Fail</p> <p>The Authority may exclude you from the procurement exercise if you answer "yes" to any of the questions in this section but may decide, having considered all the relevant circumstances, to allow you to proceed further. If you answer 'yes' to any question, please set out (in a separate appendix) full details of the relevant incident and any remedial action taken subsequently. The Authority will evaluate this evidence before making a decision on whether to exclude you.</p> <p>The Authority is also entitled to exclude you in the event that you are guilty of serious misrepresentation in providing any information referred to within the Public Contracts Regulations 2015 or you fail to provide any such information requested by us.</p> <p>Any Tenderer that answers 'yes' to question 3.1 should provide sufficient evidence, in a separate appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively "self-cleans" the situation referred to in that question. The Tenderer has to demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.</p> <p>If such evidence is considered by the Authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.</p> <p>In order for the evidence referred to above to be sufficient, the Tenderer shall, as a minimum, prove that it has:</p> <ul style="list-style-type: none">• paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;• clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and• taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct. <p>The measures taken by the Tenderer shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Tenderer shall be given a statement of the reasons for that decision.</p>

8. Section 4 – Economic and Financial standing – Scored as pass/fail

Section 4 is assessed on a pass/fail basis.

Tenderers are required to pass Section 4 in order for their responses to be considered further by the Authority.

In order to pass Section 4, Tenderers must provide all of the information necessary to facilitate the assessment. Any Tenderer who fails to provide all of the information required will, at the discretion of the Authority, have been deemed to fail.

In order to pass Section 4, Tenderers must provide all of the information required in Section 4 of the RFQ Response Questionnaire and pass the Authority's minimum level of economic and financial standing as set out below. Any Tenderer who fails to provide all of the information required or who fails to satisfy the Minimum Standard may be rejected, at the discretion of the Authority. Where the Tenderer is a Consortium, each member of the Consortium must pass the Minimum Standard as described below.

Minimum Standard of Economic and Financial Standing

In order to pass the minimum standard of economic and financial standing Tenderers must satisfy the Authority as described below:

That nothing is disclosed by any of the financial information required to be supplied by the Tenderer that gives rise to concerns that the Tenderer may not complete the contract because of financial difficulties, including bank and credit references.

9. Section 5: Wider Group Details

Tenderers must complete Section 5 (Wider Group Details) in the RFQ Response Questionnaire.

Section 5 is assessed on a pass/fail basis. Tenderers are required to pass Section 5 in order for their RFQ Response Questionnaire to be considered further by the Authority. The Minimum Standard is set out below.

Minimum Standard:

In order to pass Section 5, Tenderers must either:

- Have indicated in their response to question 1.2 that they are not section of a wider group and therefore Section 5 is not applicable to them; or
- if they have indicated in their response to question 1.2 that they are section of a wider group provide all of the information required in Section 5 of the RFQ Response Questionnaire.

Any Tenderer who fails to satisfy this Minimum Standard will be excluded from the process and not be further considered.

10. Section 6 Technical and Professional ability

Tenderers must complete Section 6 (Technical and Professional ability) in the RFQ Response Questionnaire.

Section 6 is assessed on a pass/fail basis. Tenderers are required to pass Section 6 in order for their RFQ Response Questionnaire to be considered further by the Authority. The Minimum Standard is set out below.

Minimum Standard:

In order to pass Section 6, Tenderers must demonstrate experience of delivering similar services in terms of scale and complexity. The Authority may contact the reference sites for confirmation of the contract details provided.

A Tenderer who fails to satisfy this Minimum Standard will be excluded from the process and not be further considered.

11. Section 7: Modern Slavery Act 2015

Tenderers must complete Section 7 (Modern Slavery Act 2015) in the RFQ Response Questionnaire.

Section 7 is assessed on a pass/fail basis. Tenderers are required to pass Section 7 in order for their RFQ Response Questionnaire to be considered further by the Authority. The Minimum Standard is set out below.

Minimum Standard:

In order to pass Section 7, Tenderers must either

- have indicated in their response to question 7.1 that it does not apply to them; or
- have indicated in their response to question 7.1 that it does apply to them and confirmed in their response to 7.2 that it is compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015.

A Tenderer who fails to satisfy this Minimum Standard will be excluded from the process and not be further considered.

12. Section 8.1: Insurance

Tenderers must complete Section 8.1 (Insurance) in the RFQ Response Questionnaire.

Section 8.1 is assessed on a pass/fail basis. Tenderers are required to pass Section 8 in order for their Standard RFQ Response Questionnaire to be considered further by the Authority. The Minimum Standard is set out below.

Minimum Standard:

In order to pass Section 8.1, Tenderers must self-certify that they already have, or can commit to obtain, prior to the commencement of the Contract, the levels of insurance indicated. A Tenderer

who fails to satisfy this Minimum Standard will be excluded from the process and not be further considered.

13. Section 8.2: Data protection

Tenderers must complete Section 8.2 (Data Protection) in the RFQ Response Questionnaire.

Section 8.2 is assessed on a pass/fail basis. Tenderers are required to pass Section 8 in order for their RFQ Response Questionnaire to be considered further by the Authority. The Minimum Standard is set out below.

Minimum Standard:

In order to pass Section 8.2, Tenderers must self-certify that there have been no prosecutions of, or notices served on your organisation for breaches of data protection laws. The Authority will exclude organisations that have been in receipt of enforcement/remedial action orders unless they can demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. A Tenderer who fails to satisfy this Minimum Standard will be excluded from the process and not be further considered.

14. Section 8.3: Equality & Diversity

Tenderers must complete Section 8.3 (Equality & Diversity) in the RFQ Response Questionnaire.

Section 8.3 is assessed on a pass/fail basis. Tenderers are required to pass Section 8 in order for their RFQ Response Questionnaire to be considered further by the Authority. The Minimum Standard is set out below.

Minimum Standard:

In order to pass Section 8.3, Tenderers must self-certify that it has not had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination in the last three years. The Authority will exclude organisations that have had a complaint upheld unless they can demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. A Tenderer who fails to satisfy this Minimum Standard will be excluded from the process and not be further considered.

15. Section 8.4: Safeguarding "NOT APPLICABLE"

Tenderers must complete Section 8.4 (Safeguarding) in the RFQ Response Questionnaire.

Section 8.4 is assessed on a pass/fail basis. Tenderers are required to pass Section 8 in order for their RFQ Response Questionnaire to be considered further by the Authority. The Minimum Standard is set out below.

Minimum Standard:

In order to pass Section 8.4, Tenderers must self-certify that they already have, or can commit to putting in place, prior to the commencement of the Contract, a Safeguarding Vulnerable Adults and Children policy. A Tenderer who fails to satisfy this Minimum Standard will be excluded from the process and not be further considered.

16. Section 8.5: Health & Safety

Tenderers must complete Section 8.5 (Health & Safety) in the RFQ Response Questionnaire.

Section 8.5 is assessed on a pass/fail basis. Tenderers are required to pass Section 8 in order for their RFQ Response Questionnaire to be considered further by the Authority. The Minimum Standard is set out below.

Minimum Standard:

In order to pass Section 8.5, Tenderers must self-certify that they have not been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years. The Authority will exclude organisations that have been in receipt of enforcement/remedial action orders unless they can demonstrate to the Authority's satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. A Tenderer who fails to satisfy this Minimum Standard will be excluded from the process and not be further considered.

17. Section 8.6: Parent Company Guarantee ("NOT APPLICABLE")

In order to pass Section 8.6, Tenderers must indicate a willingness to provide a Parent Company Guarantee in the form provided in **Appendix 4: Standard Submission Documents Part 11**, if applicable.

18. Section 8.7: Collateral Warranty ("NOT APPLICABLE")

In order to pass Section 8.7, Tenderers must indicate a willingness to provide a Collateral Warranty in the form provided in **Appendix 4: Standard Submission Documents, Part 12**, if applicable.

19. Award stage

Tenderers who meet the criteria of the selection stage will proceed to the next stage of the evaluation process where the quality and technical merit of the Tender will be assessed via the Method Statements in **Appendix 4: Standard Submission Documents – Part 4**

Tenders will be evaluated by the Authority to determine the most economically advantageous tender (MEAT). All Tenders will be scored out of a notional 100 marks (expressed in percentages) according to the following high level criteria:

Criteria	Weighting
Quality and Technical Merit	60%
Price	40%
Total	100%

The responses to Part 4 of the RFQ Response Questionnaire will be scored according to the pre-defined set of criteria and in accordance with the marking guidelines below.

The Tenderer who achieves the highest overall score when the scores for the quality and pricing criteria are added together will become the preferred tenderer

Scoring Methodology – Quality 60% (Overall Weighting):

The responses to the questions in **Appendix 4: Standard Submission Documents Part 4** will be scored by a panel established by the Authority. This may involve members of staff, professional advisers, board members and/or residents. Each member of the panel will allocate a provisional score out of 10 to the responses to the section of the RFQ they are marking.

The provisional scores for each section from each member of the Evaluation Panel will be scrutinised by a moderator who will discuss those scores with the panel members. The moderator will be a senior member of the Authority's staff or a member of the Procurement team. The moderator will seek to agree a single score (and set of reasons for that score) with all members of the Evaluation Panel. If this is not possible, the scores from each member of the Evaluation Panel for each Method Statement will be averaged to give an average score for each question out of 10

The scores out of 10 for each section will be divided by 10 and then multiplied by the percentage weighting allocated to that question, so that they are expressed as a percentage of the 100% available (of which **60%** as relevant to individual lots is for quality and technical merit).

Where questions have a number of elements (a, b, c etc) those elements will not be marked separately. Instead the answers to all these elements will be considered together and a mark allocated for the question as a whole. Questions should be answered accurately and as succinctly as possible, whilst covering all the specified topics. Some questions contain a word limit which should be adhered to.

All questions should be answered accurately and as succinctly as possible, whilst covering all the specified topics. Some questions contain a word limit which should be adhered to.

Example:

If the Evaluation Panel agrees a score for a question of 8 out of 10, and the weighting for that question is 5%, then the weighted score for that question is $(8 \div 10) \times 5\% = 4\%$ out of 100%.

The table below lists the various questions set together with the respective weightings for each. The second table lists the Authority's requirements in terms of what will score high marks in relation to those criteria.

Criteria	Question	Weighting
1	Project Plan, Methodology, Management and Communication	20%
2	Project Team and other Resources	20%
3	Technical Merit	20%
	Total	60%

Responses for this award section will be assessed out of a maximum of 10. The scoring criteria for each element are detailed below.

Score	Interpretation
0	Either no answer is given or the answer provides no evidence that the Supplier's proposals in their Tender meet any of the Authority's requirements
1	The answer provides some (but limited) evidence that the Supplier's proposals in their Tender meet a small proportion of the Authority's requirements but only in a minimal way.
2	The answer provides some (but limited) evidence that the Supplier's proposals in their Tender meet some of the Authority's requirements but only in a minimal way.
3	The answer provides satisfactory evidence that the Supplier's proposals in their Tender meet some of the Authority's requirements but only in to a minimal standard.
4	The answer provides satisfactory evidence that the Supplier's proposals in their Tender meet some of the Authority's requirements to a reasonable standard.
5	The answer provides good (or better) evidence that the Supplier's proposals in their Tender meet a majority of the Authority's requirements to an acceptable standard.
6	The answer provides good evidence with some general examples that the Supplier's proposals in their Tender meet a majority of the Authority's requirements to a reasonably good standard.
7	The answer provides good evidence with some general examples that the Supplier's proposals in their Tender meet nearly all of the Authority's requirements to a reasonably good standard.
8	The answer provides good evidence with some general examples that the Supplier's proposals in their Tender fully meet all of the Authority's requirements to a good standard.
9	The answer provides excellent evidence that the Supplier's proposals in their Tender fully meet all of the Authority's requirements to a very good standard.
10	The answer provides comprehensive, detailed and specific evidence, with good actual examples that demonstrate the Supplier's proposals in their Tender fully meet all of the Authority's requirements to an excellent standard.

Where the evaluation criteria table above indicates that a response will be given a score from 1-10, then the score for each response will be determined in accordance with the methodology described. Where the panel considers that the response falls between the requirements for two whole mark scores, half marks may be awarded.

20. Use of Interviews

Interviews may be used to investigate in more depth specific aspects of the quality and technical merit responses that each bidder is proposing to deliver for the Authority and tenderers may be required to make a presentation on some of these.

The authority will invite up to a maximum of 4 suppliers to interview, identified according to their ranking as derived from the tender evaluation.

The scores from the evaluation of the quality and technical merit proposals by the panel may be adjusted (up or down) depending upon the outcomes from the interview. Should these adjustments change the initial ranking of suppliers such that any other bidder would potentially be have been in scope, they will also be invited to interview.

21. Price evaluation criteria

The Price will be assessed based upon the total tender prices for the Services included within the Pricing Schedule in **Appendix 4 Standard Submission Documents Part 5** to the RFQ.

Abnormally low Bids

If a Quotation is considered potentially to be abnormally low, the Authority will request an explanation of this, via the supplier portal, in accordance with [Regulation 69 of the Regulations](#). The Authority will take into consideration the explanation given for any abnormally low Quotation, including any explanation of the economics of the methods of working proposed by the Tenderer, the technical solution offered, any favourable conditions available to the Tenderer for the Services and the originality of the works/service offered by the Tenderer.

Following such assessment, and verification of the Quotation or section of the Quotation considered to be abnormally low, the Authority may reject the abnormally low Bid in accordance with Regulation 69.

The Authority will give the Tenderer an opportunity to request a debriefing of the decision to reject a Quotation as abnormally low after receiving the requested explanations.

A Quotation that has been excluded as abnormally low will not be considered further in tendered Prices and will be excluded from the Price evaluation.

Scoring Methodology – Price 40% (Overall Weighting)

Best Price Methodology.

The Price Schedules will be evaluated on a "Best Price" methodology, this means that the best figure across all Tenders (usually the lowest figure, but not always) will score the maximum mark (i.e. **40** this being the maximum number of weighting points for the price criteria) and all other Tenders will receive a percentage of that mark based on how close they are to the best figure.

The calculation that will be used to determine marks is as follows:

$$\text{Score} = \frac{\text{Lowest Bid Price}}{\text{Bid Price}} \times 40 \text{ (maximum mark available)}$$

The Bid Price will comprise all the elements in the relevant Pricing Schedule.

(The Price in the context of the requirement is the total fee submitted by Tenderers in the Price Schedules)

The Council intends to award any Contract based on the most economically advantageous offer. The Council will not be bound to accept the lowest price of any Quotation submitted

22. Final due diligence

Before the award of a contract to the Tenderer submitting the most economically advantageous Quotation, the Authority may undertake further final due diligence in respect of that Tenderer, including an investigation as to whether the Tenderer meets the minimum standard requirements.

Any Tenderer that fails to do so may be eliminated from the Tender process. The Tenderer will be expected to provide such assistance as the Authority may reasonably require in undertaking any such due diligence.

23. Award

The Authority reserves the right to not award any Contract as a result of this procurement exercise. The Authority reserves the right to accept a portion or portions of the Quotation.

Subject to the above, the Authority will notify the successful and unsuccessful Tenderer(s) of the award of the Contract in writing in accordance with the Regulations.