

## ITT APPENDIX 5 - EVALUATION METHODOLOGY

### 1. INTRODUCTION

- 1.1 This document sets out the methodology that will be used by VHA to assess and evaluate Tenders received in relation to the Contract.

### 2 EVALUATION PROCESS - COMPLIANCE CHECKS

- 2.1 Tenders will first be checked to ensure that they are compliant with the ITT. In particular, this check will confirm that:-
- 2.1.1 the Tender has been submitted by the required deadline;
  - 2.1.2 the Tender has been completed in full and includes responses to all mandatory questions;
  - 2.1.3 the Tender complies with all requirements of the ITT;
  - 2.1.4 the Tenderer has not contravened any of the procurement requirements as set out in the ITT and/or the Public Contracts Regulations 2015; and
  - 2.1.5 there are no exceptions or assumptions (except where these have been accepted by VHA as part of the clarification process and issued in writing to all Tenderers) and the Tenderers have confirmed acceptance of the Contract.
- 2.2 Tenders that are not compliant with paragraph 2.1 above may be rejected by VHA at this stage without any further evaluation.

### 3 SELECTION QUESTIONNAIRE

- 3.1 The selection requirements detailed in the Selection Questionnaire in Part 1 of the Tender Response will be assessed as set out below in Table 2 – SQ Assessment.
- 3.2 Where a question is scored on a pass/fail basis, if a Tenderer is awarded a 'fail' it will be excluded from the process and VHA is not required to assess the remainder of the Tender.

Table 2 – SQ Assessment

Question	Method of Scoring
Part 1 – Section 1	For information only – may be excluded if non-compliant response.
Part 2 – Section 2	The questions will be assessed on a <b>pass/fail</b> basis. A Tenderer will pass this section if it:

	<ul style="list-style-type: none"> <li>• answers No to the Questions in 2.1(a); or</li> <li>• answers Yes to any part of Question 2.1(a) but, in accordance with Question 2.1(b) and 2.1(c) , has provided a summary of the circumstances and remedial action taken which VHA in its absolute discretion considers is sufficient to self-clean the situation; or</li> <li>• answers Yes to any part of Questions 2.1(a) but VHA disregards the prohibition on an exceptional basis for overriding reasons relating to the public interest such as public health or protection of the environment.</li> </ul>
Part 2 – Section 3	<p>These questions will be assessed on a <b>pass/ fail</b> basis. A Tenderer will pass this section if it:</p> <ul style="list-style-type: none"> <li>• answers Yes to 3.1(a); or</li> <li>• answers No to Question 3.1(a) and Yes to Question 3.2; or</li> <li>• answers No to Question 3.1(a) and provides information in response to Question 3.1(b) which VHA in its absolute discretion considers is sufficient to disregard the exclusion on an exceptional basis for overriding reasons relating to the public interest such as public health or protection of the environment or as this would be clearly disproportionate.</li> </ul> <p>In addition, VHA reserves the right to use its discretion to exclude a Tenderer where it can demonstrate by any appropriate means that the organisation (or person where relevant) is in breach of its obligations relating to the non-payment of taxes or social security contributions.</p> <p>This exclusion shall not apply where the organisation has paid or entered into a binding arrangement to pay the outstanding sum and any interest and fines and has confirmed this by answering Yes to Question 3.2.</p>
Part 2 – Section 4	<p>These questions will be assessed on a <b>pass/ fail</b> basis. An organisation will pass this section if it answers:</p> <ul style="list-style-type: none"> <li>• No to Questions 4.1(a) to 4.1(j) and Yes to Question 4.2 (if applicable); or</li> <li>• Yes to any of Questions 4.1(a) to 4.1(j) or No to Question 4.2 but has provided a summary of the circumstances and remedial action taken in response to Question 4.3 which VHA, in its absolute discretion, considers is sufficient to self-clean the situation or in any event VHA exercises its discretion not to exclude the organisation.</li> </ul>

Part 3 – Section 5 – Questions 5.1 to 5.3	The Tenderer will pass if it provides a response which is compliant with either Question 5.1, 5.2 or 5.3. The Tenderer will fail this question if it does not provide a compliant response to any of these Questions.
Part 3 – Section 5 – Question 5.4	The Tenderer will pass if it meets all of the following requirements: <ul style="list-style-type: none"> <li>• £100k minimum turnover</li> <li>• Current ratio greater than 1.5 : 1</li> <li>• Quick ratio greater than 1.25 : 1</li> </ul> The Tenderer will fail if it does not meet any one or more of the above requirements.
Part 3 – Section 6	The Tenderer will pass if it provides two or more example contracts in response to question 6.1 and each example demonstrates the Tenderer's experience of supplying grounds maintenance services which are similar to those services detailed in the Specification, or the response to question 6.2 clearly identifies how the selection criteria relating to technical and professional ability is met in the absence of such examples.  The Tenderer will fail this question if it is unable to provide two or more example contracts in response to question 6.1 where each example demonstrates the Tenderer's experience of supplying grounds maintenance services which are similar to those services detailed in the Specification, or the response to question 6.2 does not clearly identify how the selection criteria relating to technical and professional ability is met in the absence of such examples.
Part 3 – Question 7.1	The Tenderer will pass this question if it answers the required insurance levels with Yes. The organisation will fail this question if it answers No.
Part 3 – Question 7.2	The Tenderer will pass this question if it answers Yes. The organisation will fail this question if it answers No.
Part 3 – Question 7.3	The Tenderer will pass this question if it answers Yes. The organisation will fail this question if it answers No.

#### **4 EVALUATION CRITERIA & WEIGHTING**

- 4.1 Any Contract awarded as a result of this procurement will be awarded on the basis of the offer that is the most economically advantageous to VHA. The award criteria are:

<b>Price</b>	<b>40%</b>
<b>Quality</b>	<b>60%</b>

4.2 Scores are arrived at following the application of the evaluation criteria set out in Table 3 –Evaluation Criteria below to each Tender.

Table 3 – Evaluation Criteria

<b>Evaluation Criteria</b>	<b>Weighting</b>
<u>Price</u>	<u>40%</u>
<u>Quality Question 1</u>	<u>20%</u>
<u>Quality Question 2</u>	<u>10%</u>
<u>Quality Question 3</u>	<u>10%</u>
<u>Quality Question 4</u>	<u>10%</u>
<u>Quality Question 5</u>	<u>10%</u>

## **5 EVALUATION PROCESS - PRICING**

### **Price Scoring**

- 5.1 Tenderers must submit pricing as set out in Pricing Schedule at Part 2 of the Tender Response. The Pricing Schedule must be completed in accordance with the instructions set out in the ITT and the Tender Response document.
- 5.2 The Pricing Schedule will be scored on a comparative basis with the lowest bid receiving 100% of the available marks (40% following weighting). All other bids will be compared against that lowest bid, using the following formula:

$$\text{Price Score} = \left[ \frac{\text{Lowest price submitted}}{\text{Submitted price}} \right] \times 40$$

#### *Worked Example*

*This worked example is provided as an example only:*

*Bidder A – price £85,000*

*Bidder B – price £90,000*

*Bidder C – [price £100,000*

*Bidder A will be awarded a price score of 40% as it has the lowest price.*

*Bidder B will be awarded as score of 37.78% (calculated as 85,000/90,000 x 40%)*

*Bidder C will be awarded as score of 34% (calculated as 85,000/100,000 x 40%)*

5.3 If any Tenderer submits a price which VHA considers is unsustainably low compared to average pricing, it may request further information to ensure that the Tenderer can account for the low pricing and has taken into account all of the requirements of the Contract in its pricing. VHA may reject a Tender where it is not satisfied that the Tender is sustainable at the price submitted.

## **6 EVALUATION PROCESS - QUALITY SCORE**

### **Quality Scoring Matrices**

6.1 Tenderers must submit responses to all of the quality questions set out in Part 3 of the Tender Response. These questions must be completed in accordance with the instructions set out in the ITT and the Tender Response document.

6.2 Each question will be scored in accordance with the Table 4 - Quality Scoring Matrix below.

Table 4 - Quality Scoring Matrix

<b>Score</b>	<b>Meaning</b>	<b>Interpretation</b>
0	Not answered	No response, or the response does not address and meet any of the requirements of the question.
1	Unacceptable	The response sets out a solution that fails in the vast majority of areas to address and meet the requirements of the question in a clear and detailed way. VHA therefore has no confidence that the Tenderer understands the requirements and does not consider that the Tenderer will deliver the service to an acceptable standard against the requirements.
2	Marginal	The response sets out a solution that fails in a number of areas to address and meet the requirements of the question in a clear and detailed way such that it cannot be said that most of the requirements are met. VHA therefore has low confidence that the Tenderer understands the requirements and therefore does not consider that the Tenderer will deliver the service to an acceptable standard against the requirements.
3	Satisfactory	The response sets out a solution that addresses and meets most of the requirements of the question in a clear and detailed way. VHA therefore has adequate confidence that the Tenderer understands the

		requirements and will therefore deliver the service to a satisfactory standard against the requirements.
4	Good	The response sets out a solution that addresses and meets almost all of the requirements of the question with only minor omissions, in a clear and detailed way. VHA therefore has relatively high confidence that the Tenderer understands the requirements and will deliver the service to a good standard against the requirements.
5	Excellent	The response sets out a solution that fully addresses and meets all of the requirements of the question, in a clear and detailed way. VHA therefore has high confidence that the Tenderer fully understands the requirements and will deliver the service to an excellent standard against the requirements.

6.3 The weighting (as set out in Table 3 - Evaluation Criteria above) will then be applied to give a weighted score for each quality question.

*Worked example*

This weighted score is calculated as follows:

$$\text{Weighted Quality Score} = \left[ \frac{\text{Unweighted Score}}{5} \right] \times \text{weight}$$

*For example:*

*A question with a weighting of 10% would get a weighted score as follows:*

- *an unweighted score of 0 would get 0%*
- *an unweighted score of 1 would get 2%*
- *an unweighted score of 2 would get 4%*
- *an unweighted score of 3 would get 6%*
- *an unweighted score of 4 would get 8%*
- *an unweighted score of 5 would get 10%*

6.4 The weighted quality scores will be added together to give a total quality score.

## **7 OVERALL SCORE & RANKING OF TENDERERS**

7.1 The scores obtained for price and quality will be rounded to two decimal places.

7.2 The total quality score and the price score (weighted) will be added together to give an overall score.

7.3 Tenderers will then be ranked according to their total score, with the highest score being ranked first.

*Worked example*

<i>Bidder</i>	<i>A</i>	<i>B</i>	<i>C</i>
<i>Price Score</i>	<i>40%</i>	<i>37.78%</i>	<i>34%</i>
<i>Quality Score</i>	<i>50%</i>	<i>40%</i>	<i>53%</i>
<i>Total Score</i>	<i>90%</i>	<i>77.78%</i>	<i>87%</i>
<i>Ranking</i>	<i>1st</i>	<i>3rd</i>	<i>2nd</i>