

Evaluation Methodology and Criteria

1. Introduction

- 1.1 The Town Council will conduct a qualitative and financial evaluation of the Tenders received and the Contract / Framework Agreement will be awarded on the basis in accordance with the methodology stated here.

2. Evaluation team

- 2.1 An evaluation team will undertake a comprehensive, systematic and consistent evaluation of each Tender.
- 2.2 The evaluation team will be drawn from several Members of Lead Authority, end users and, project team.

3. General information on the evaluation process

- 3.1 The evaluation process is summarised below. Contractors should note that whilst the Stage 1 qualitative evaluation submissions will be scored, the scores will **not** contribute towards the final qualitative marks that are available for the Tender and will be used **only** for the "Supplier Acceptability" assessment described below.

Title	Pass / fail or scored	Overall weighting or Score to Pass
Stage 1 Qualitative Evaluation	Pass / fail ("Supplier Acceptability")	N/A
Section A Supplier Acceptability	10	10
Section B Freedom of Information	Not Scored	Not Scored
Section C Economic and Financial Standing	5	1
Section D Insurance	15	5
Section E Equality	30	15
Section F Health and Safety	70	53
Section G Sustainability	30	15
Section H Capacity and Capability	35	26
Section I Management	20	10
Section J Modern Slavery Act & Fair Working Practice	10	7

Section K Blacklisting	5	5
Stage 2 Qualitative Evaluation	Scored	80%
Section 1 Alignment to brief	5	30%
Section 2 Quality of product (Technical Merit/Aesthetic/Functional	5	20%
Section 3 Accessibility of Design to users	5	20%
Section 4 Support from consultations	5	15%
Section 5 Value for money (overall quality of design/product/contractor support package)	5	15%
Section 6 Aftersales, warranties, and technical assistance	5	15%
Section 7 Experience & qualifications of staff/contractor case studies/ references	5	15%
Section 8 Level of required ongoing maintenance	5	15%
Pricing	Scored	20%

4. Stage 1 Qualitative Assessment

4.1 The basis upon which the "Supplier Acceptability" evaluation will be undertaken is set out below.

4.2 Contractors should note that:

they are required to pass **all** "pass / fail" questions; **and**

achieve a percentage mark of 50% (unless otherwise indicated in the Section Header) out of the marks available (where appropriate) for each individual section of the Stage 1 questions as described above and summarised in Table 4 below,

to pass the "Supplier Acceptability" section of the evaluation process. In the event that the above requirements are not achieved, the Authority may set the Tender aside and not consider it further.

Table 1

Responses to all questions in relation to Stage 1 and Stage 2 Qualitative Assessment will be considered by reference to Table 1 below

SCORE	SCORE STANDARDS	INTERPRETATION OF RESPONSE
5	Excellent Answer	Exemplar response, with a high level of substantiating information and detail provided
4	Good Answer	High quality response, with good level of substantiating information provided
3	Acceptable Answer	Good standard of response with majority of requirements met, but with some minor reservations
2	Poor Answer	Acceptable basic response with significant reservations but not sufficient to warrant rejection
1	Very Poor Answer	Unsatisfactory Response – Does not meet minimum requirements or is inadequately substantiated
0	No Answer Given	An unanswered response, or a response that does not fulfil the requirement in any way

5. Financial Evaluation.

- 5.1 The Authority will evaluate the financial stability of your organisation using the Dun and Bradstreet (D&B) Financial Supplier Portfolio Manager, and the following methodology.
- 5.2 It is the supplier's responsibility to ensure their most recent financial statements/accounts have been submitted to Company's House and that the financial information linked to their DUNS number is accurate prior to submitting a bid.

Table 2

D&B RESULT	TENDER SCORE
At or above 51 / Industry Average	5
Below 51/ Industry Average but within 5 points	4
Below 51/Industry Average but within 10 points	3
Below 51/Industry Average but within 15 points of industry average	2
More than 15 points below 51/Industry Average	1

Score of 11 or below	0
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- 5.3 Any provider that receives a D&B Failure score of 11 or less at the time of assessment will be awarded a “fail” for Question 4.01 and the Authority may set the tender aside and not consider it further.
- 5.4 Any suppliers not able to provide a DUNS number will be required to submit their last two years of audited accounts for assessment, however the score will take account of the fact that the checks are less detailed than available through D&B.

Table 3

Finance Risk Assessment of Audited Accounts	Score
Very Low Risk	5
Low Risk	4
Fairly Low Risk	3
Medium risk	2
High Risk	1
Very High Risk	0

- 5.5 Any supplier assessed as Very High Risk will be awarded a zero “fail” score for Question 4.01 and the Authority may set the tender aside and not consider it further.

Stage 1 Qualitative Evaluation

Table 4

Contact Information			
<u>GUIDANCE FOR SUPPLIERS:</u> This section requests basic information about your organisation. This section is for INFORMATION PURPOSES ONLY, and will not be scored as part of the evaluation process. However, please note that Suppliers must complete ALL questions set out within this section. In the event of a consortium bid, the Authority reserves the right to raise further queries in relation to the responses provided under this section.			
1.01	Company making application	Please provide the name of the organisation making the application	For Information Only
1.02	Company Registration Number	Please provide your company registration number	For Information Only
1.03	Correspondence address	Please provide the address for your organisation	For Information Only
1.04	Registered address (if different)	Please provide the registered address for your organisation if different to that in the previous question	For Information Only
1.05	Person applying on behalf of company (to whom all queries will be addressed)	Please provide the name of the main contact person for your organisation to whom all queries will be addressed.	For Information Only
1.06	Position in company	Please identify the position held in your organisation of the main contact person	For Information Only
1.07	Please provide contact details for the main contact person: Telephone, Email, Web address (if available)		For Information Only
Section A - Supplier Acceptability and Minimum Declarations			
<u>GUIDANCE FOR SUPPLIERS:</u> Suppliers must meet the minimum requirements outlined in the Form of Tender and Anti-collusion Certificate in order to proceed to the next stage of the process. Failure to provide the required response to any question may result in you being eliminated from the process. Please note that this is a PASS/FAIL requirement of the evaluation.			
2.01	Please read/complete, sign and upload the Form of Tender within the 'Request Documents' Section.	Suppliers must upload a signed Form of Tender. PLEASE NOTE THIS IS A PASS/FAIL QUESTION.	PASS/FAIL
2.02	Please read/complete, sign and upload the Anti-Collusion Certificate within the 'Request Documents' Section.	Suppliers must upload a signed Anti Collusion Certificate. PLEASE NOTE THIS IS A PASS/FAIL QUESTION	PASS/FAIL

Section B – Freedom of Information

GUIDANCE FOR SUPPLIERS:

The Authority is committed to open government and to meeting their legal responsibilities under the Freedom of Information Act 2000 ('FoIA'). Accordingly, all information submitted to a public authority may need to be disclosed by the public authority in response to a request made pursuant to the FoIA.

The Authority is only committed to working with contractors who are prepared to give an undertaking to treat the information in this tender confidential.

3.01	Please specify the question number with reasons if anything contained in your submission is confidential. The Authority will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000	Suppliers are requested to confirm if anything in their bid is considered as confidential.	For Information Only
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Section C - Economic / Financial Standing

GUIDANCE FOR SUPPLIERS:

This section seeks to establish the economic and financial standing of your organisation. Suppliers should note that failure to satisfy all the requirements of this section will exclude you from further participation in the process. See Section 5 "Financial Evaluation" above for full details.

The Industry Average figure for this project is **XX**

The Industry SIC Code to be used for this project is **41100**

Please note that this is a PASS/FAIL requirement of the evaluation.

Marks Available - 5		Pass Mark – 1	
4.01	For Evaluation Purposes only, do not answer this question	This question is for the scoring of the providers Dun & Bradstreet check and is not to be answered.	Pass / Fail
4.02	Are you registered for VAT?	This information is for verification only but the buyer may exclude you if you provide incorrect information.	For Information Only
4.03	If so, please provide registration number.	This information is for verification only but the buyer may exclude you if you provide incorrect information. If you are bidding as, or on behalf of, a consortium, you should either provide the lead member's details here, or state that, if selected, the body will register and comply with relevant VAT legislation.	For Information Only

4.04	Please state if your organisation is: i) a public limited company ii) a limited company iii) a partnership iv) a limited liability partnership (LLP) v) other (please specify).	This information will be used for identification purposes only but the buyer may exclude you if you provide incorrect information. If you are bidding as, or on behalf of, a consortium, you should provide details for all relevant consortium members	For Information Only
4.05	Do you have a Dun & Bradstreet Registration (DUNS) Number	If you are not currently registered, you should obtain a free DUNS number for your business by visiting https://www.dnb.co.uk/duns-number/lookup/request-a-duns-number.html If you do not have a DUNS number please proceed to Q4.07.	For Information Only
4.06	Provide your Dun & Bradstreet (DUNS) registration number		For Information Only
4.07	Please provide audited accounts for your organisation for the last two financial years.	If you do not have a DUNS Number against which we can undertake a financial assessment, you must be able to provide audited accounts for the last 2 financial years. The buyer may not select you to tender if you are not able to provide the documents requested without a valid explanation.	For Information Only
4.08	If you are not able to provide audited accounts for the last two financial years of trading for your organisation, please explain why.	If you are unable to provide audited accounts for either of the two most recently completed financial years you must explain why they are not available.	For Information Only
4.09	Provide the name and contact details of the person you would like the Buyer to liaise with regarding any queries about the financial position of the organisation.	This is for information only, and will not be scored. If you are bidding as, or on behalf of, a consortium, you should provide all relevant contact details, or ensure that you know who to contact in the event of financial queries on other consortium members	For Information Only

Section D - Insurance Requirements

INSURANCES - It is expected that all providers shall have or be prepared to obtain relevant levels of insurance as deemed necessary to cover product liability and any liability of the contractor or any sub-contractor under any contract arising from this opportunity. Such insurances should have an indemnity level of: £10,000,000 (pounds) in respect of public liability. £10,000,000 (pounds) in respect of employers liability and between £1,000,000 (pounds) and £5,000,000 (pounds) in respect of professional indemnity (where applicable)

Please note that this is a PASS/FAIL requirement of the evaluation.

Marks Available - 15		Pass Mark – 5	
5.01	It is a requirement that all providers will have Public Liability Insurance to a value of £10,000,000 for each and every claim. Please confirm that you have this in place and are able to provide a copy if requested.	The buyer may only select you to tender if you have appropriate levels of insurance for public liability, professional indemnity and employer's liability (as relevant to the required product or service). If you are selected as preferred bidder for this opportunity you will be expected to produce the relevant policy document. Failure to provide the document may mean that you will not be awarded any contract following this exercise.	Pass / Fail
5.02	It is a requirement that all providers will have Employers Liability Insurance to a value of £10,000,000 for each and every claim. Please confirm that you have this in place and are able to provide a copy if requested.	The buyer may only select you to tender if you have appropriate levels of insurance for public liability, professional indemnity and employer's liability (as relevant to the required product or service). If you are selected as preferred bidder for this opportunity you will be expected to produce the relevant policy document. Failure to provide the document may mean that you will not be awarded any contract following this exercise.	Pass / Fail
5.03	Does your organisation have Professional Indemnity Insurance?	Should Professional Indemnity Insurance be required for the project we would expect bidders to have cover of between £1,000,000 and £5,000,000.	For Information Only
5.04	If you have Professional Indemnity insurance please explain whether the indemnity limit is in relation to one claim or is in aggregate.		For Information Only
5.05	If you do not currently have the necessary insurance indemnity levels required for any agreement that may arise from this opportunity, is your organisation prepared to give an undertaking that you will meet the required indemnity levels prior to the commencement of any contract / agreement that may arise from this opportunity	In order to be considered for this opportunity all Suppliers must have the relevant insurances in place or agree to have them in place before any contract / framework will be awarded.	Pass / Fail
Section E – Equality			
<u>GUIDANCE FOR SUPPLIERS:</u> The Authority has a commitment to ensuring equality for all. All organisations that are awarded tenders are acting on behalf of the Council and will be expected to comply with all current equality legislation and practice equalities in			

employment and service delivery.

In the event of a consortium bid, the Authority reserves the right to raise further queries in relation to the responses provided under this section.

To ensure that you proceed to the next stage of the process providers must achieve a minimum of 50% of the marks available for this section.

Marks Available – 30		Pass Mark – 15	
6.01	Have any of the following circumstances applied to your organisation in the last 3 years? • a finding of unlawful discrimination by an Employment Tribunal, an Employment Appeal Tribunal or any other court or tribunal (or in comparable proceedings in jurisdiction other than the UK). • following formal investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in a jurisdiction other than the UK), a complaint of unlawful discrimination has been upheld • a finding of unlawful discrimination against anyone with protected characteristics has been made against your organisation by any civil or criminal court (or a comparable body in a jurisdiction other than the UK). This shall include the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.	The buyer will not select you to tender if you have been found to have unlawfully discriminated in the last three years, unless you have provided adequate evidence that you have taken appropriate action to stop it happening again.	Scored Yes – 0 Marks No – 5 Marks (Subject To Question 6.02)
6.02	If you answered 'yes' to Q6.01 provide a summary of the finding or judgment and explain what action you have taken to prevent similar circumstances from recurring.	The buyer will only select you to tender if you are able to demonstrate successful corrective action has been taken to resolve any judgement.	For Information Only
6.03	If you use subcontractor(s) or are bidding on behalf of a consortium, what processes do you have in place to check whether any of the above circumstances apply to these other organisations?	The buyer may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors' and consortium members' record on compliance with equalities legislation. If you do not use subcontractors or consortium members please indicate a "Not Applicable" response to this question.	Scored (Maximum Of Five Marks)

6.04	Do all employees (including those from your consortium members where relevant) that come into contact with the public, or with a client's staff members, receive equalities training?	The buyer may only select you to tender if you train relevant staff appropriately.	Scored Yes – 5 Marks No – 0 Marks
6.05	If you have answered "Yes" to Q6.04 please provide a summary of the training programme in place for managers and relevant staff	Suppliers who provide goods and services to or on behalf of Flintshire County Council are expected to provide training in Equal Opportunities for staff. The buyer may only select you to tender if you train relevant staff appropriately.	Scored (Maximum Of Five Marks)
6.06	Describe your experience and / or general approach to delivering public services in Wales to ensure that the requirements of Welsh speakers are met, as provided for by Welsh language legislation.	The buyer may only select you to tender if you can demonstrate your ability to deliver services in the Welsh language. Where particular experience is required, the buyer will specify this. This should include the provision of bilingual signage (both for publicity purposes and on construction sites), publicity material and in dealings with the general public.	Scored (Maximum Of Five Marks)
6.07	Does your organisation have an Equal Opportunities Policy and are able to provide a copy if requested?	If you are selected as preferred bidder for this opportunity you will be expected to produce the relevant policy document. Failure to provide the document may mean that you will not be awarded any contract following this exercise	Scored Yes – 5 Marks No – 0 Marks
Section F - Health and Safety			
Marks Available – 70		Pass Mark – 53	
<u>GUIDANCE FOR SUPPLIERS:</u> This section seeks to gather information on the Health & Safety provision of your organisation. Any business employing five or more people has, by law to prepare and bring to the attention of employees a written "Health & Safety Policy Statement." Failure to provide a response which demonstrates that your organisation meets the required standard of professional expertise required by the Authority in connection with health and safety may result in a "fail" mark being awarded for the relevant question/s (at the sole discretion of the Authority). In the event of a consortium bid, the Authority reserves the right to raise further queries in relation to the responses provided under this section. To ensure that you proceed to the next stage of the process providers must achieve 75% of the marks available for this section. This section is a Pass/Fail requirement.			
7.01	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?	The buyer will not select you to tender if your company has been prosecuted or served notice under health and safety legislation unless there is clear evidence that decisive and comprehensive action has been taken to remedy the situation.	Yes – 0 (Fail) No – 5 (Pass)

		The buyer may check the HSE database to confirm the accuracy of the information provided. Failure to provide accurate information may result in you not being selected to tender.	(Subject To Preceding Question)
7.02	If your answer to the previous question provide details of the convictions or notice(s) served and give details of any remedial action or changes to procedures you have made as a result of the prosecution or notice(s) served	The buyer will not select you to tender if your company has been prosecuted or served notice under health and safety legislation unless there is clear evidence that decisive and comprehensive action has been taken to remedy the situation. The buyer may check the HSE database to confirm the accuracy of the information provided. Failure to provide accurate information may result in you not being selected to tender.	For Information Only
7.03	If you use subcontractor(s), or are bidding on behalf of a consortium, do you have processes in place to check whether any of the above circumstances apply to these other organisations? If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay	The buyer may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors' record and compliance with Health and Safety legislation. If you do not use sub-contractors please answer "Not Applicable"	Yes – 5 (Pass) No – 0 (Fail) N/A – 5 (Pass) Pass / Fail
7.04	Do you have a company Health and Safety Policy and able to provide a copy if requested?	If you are selected as preferred bidder for this opportunity you will be expected to produce the relevant policy document. Failure to provide the document may mean that you will not be awarded any contract following this exercise. Failure to provide the adequate information may result in you not being selected to tender.	Scored Yes – 5 Marks No – 0 Marks N/A (less than five employees) – 5 Marks
7.05	If you answered yes to previous question please confirm that your Health and Safety Policy includes the following: •a Policy Statement - signed and dated. •The Organisation and Responsibilities - how Health and Safety requirements are implemented. •The Arrangements – standards and procedures adopted in practice.		Scored Yes – 5 Marks No – 0 Marks
7.06	If you use subcontractor(s), or are bidding on behalf of a consortium,	The buyer may not select you to tender if you do not have in place adequate vetting	Scored

	do you have processes in place to check that the subcontractors have Health & Safety systems in place and the competence and capabilities to carry out the work, as well as systems for monitoring the subcontractor's performance in relation to Health & Safety?	processes to check your subcontractors' record and compliance with Health and Safety legislation. If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay. If you will not be using sub-contractors, please answer N/A.	Yes – 5 Marks No – 0 Marks N/A – 5 Marks
7.07	Do you, your staff/workforce have Health & Safety or other relevant qualifications and experience sufficient to implement your Health & Safety Policy to a standard appropriate to the activity that your organization is likely to undertake.	You will be expected to demonstrate and provide evidence on request, that your staff/workforce possesses suitable qualifications and experience for the tasks assigned to them, unless there are specific situations where they need to work under controlled and competent supervision e.g. trainees.	Scored Yes – 5 Marks No – 0 Marks
7.08	Please provide evidence that you review and where necessary improve your H&S performance, and involve your staff/ workforce in the planning and implementation of H&S measures.	Please provide evidence that your organization has in place and implements, an on-going system for monitoring H&S procedures on an on-going basis and for periodically reviewing and updating that system as necessary. This should also evidence that your organization has in place and implements a means of consulting with its staff/ workforce on H&S matters and show how staff/workforce comments, including complaints are taken into account.	Scored (Maximum Of Five Marks)
7.09	Do you have access to competent H&S advice/assistance – both general and construction/sector related? Please provide evidence of how your organization obtains access to competent H&S advice.	Please provide evidence of how your organization obtains access to competent H&S advice. NOTE Access to competent in-house advice, in whole or part, is preferred. It is essential that H&S advisor(s) are able to provide general H&S advice and that (from the same source or elsewhere) advice relating to construction H&S issues is accessible as required.	Scored (Maximum Of Five Marks)
7.10	Please provide evidence that you routinely record and review all accidents/incidents and undertake follow-up action?	Please provide access to records of accident rates and frequency for all RIDDOR reportable events for at least the last three years. Demonstrate that your organization has in place a system for reviewing significant incidents, and recording action taken as a result including action taken in response to any enforcement.	Scored (Maximum Of Five Marks)
7.11	Do you have arrangements for ensuring that your suppliers apply H&S measures to a standard appropriate to the activity for which	You will be expected to demonstrate and provide evidence on request, that your organization has and implements, arrangements for ensuring that H&S	Scored Yes – 5 Marks

	they are being engaged?	performance throughout the whole of your organization's supply chain is appropriate to the work likely to be undertaken.	No – 0 Marks
7.12	Do you have arrangements for ensuring that on-site welfare provision meets legal requirements and the needs/expectations of your employees?	You will be expected to demonstrate and provide evidence on request about how you ensure suitable welfare facilities will be in place before starting work on site, whether provided by a site-specific arrangement or your own organizational measures.	Scored Yes – 5 Marks No – 0 Marks
7.13	Do you have arrangements for co-operating and co-ordinating your work with others (including other suppliers, notably contractors)? Please provide explanation of how co-operation and co-ordination of the work is achieved in practice.	Please provide explanation of how co-operation and co-ordination of the work is achieved in practice, and how other organizations are involved in drawing up method statements/safe systems of work etc. including arrangements for response to emergency situations. This should include details of how comments and input from your suppliers will be taken into account and how external comments including any complaints, will be responded to.	Scored (Maximum Of Five Marks)
7.14	Are you aware of your duties as required under the Construction (Design and Management) Regulations 2015.	The Construction (Design and Management) Regulations 2015 apply to all construction related activities. As such all contractors must be aware of their obligations under these regulations. Please answer N/A is not construction related works.	Scored Yes – 5 Marks No – 0 Marks N/A – 5 Marks
7.15	Are you, or is your company, registered with an industrial or occupational safety group, for example with a member of the Safety Schemes in Procurement (www.SSIP.org.uk) or equivalent scheme including independent audits?	If relevant to the procurement, the buyer may require you (and possibly also your sub-contractors and/or consortium members as relevant) to be certified by a member of the SSIP group or equivalent. If you do not provide appropriate details you may not be selected to tender.	Scored Yes – 5 Marks No – 0 Marks
7.16	If your answer to the previous question was "yes" please state the organisation concerned, provide your membership number, your membership level, other details of what your registration covers or other independent audit details.		For Information Only

Section G – Sustainability

GUIDANCE FOR SUPPLIERS:

The Authority must remain compliant with all current EU/UK environmental legislation and as such sustainability and environmental requirements will form part of the evaluation of this process.

Failure to provide a response which demonstrates to the satisfaction of the Authority that your organisation meets the required standard of professional expertise required in relation to such sustainability and environmental requirements may result in a "fail" mark being awarded for the relevant question/s (at the sole discretion of the Authority).

In the event of a consortium bid, the Authority reserves the right to raise further queries in relation to the responses

provided under this section.

To ensure that you proceed to the next stage of the process providers must achieve a minimum of 50% of the marks available for this section.

Marks Available – 30		Pass Mark – 15	
8.01	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?	The buyer may not select you to tender if you have been convicted or served notice under environmental legislation in the last three years unless you provide adequate evidence of action taken to stop similar incidences from happening again.	Pass / Fail (Subject To Question 8.02)
8.02	If your answer to the previous question is “yes” please provide details of any of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served	The buyer may not select you to tender if you have been convicted or served notice under environmental legislation in the last three years unless you provide adequate evidence of action taken to stop similar incidences from happening again	(If A Response To This Question Is Required Pursuant To Question 8.01, The Response Will Be Used To Assess The Score To Be Awarded For Question 8.01)
8.03	If you use subcontractor(s), or are bidding on behalf of a consortium, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?	The buyer may not select you to tender if you do not have in place adequate vetting processes to check your subcontractors’ and/or consortium members’ record on compliance with environmental legislation.	Scored Yes – 5 Marks No – 0 Marks
8.04	Do you operate in accordance with an Environmental Management System that is certified by a UKAS-accredited (or national equivalent) organisation? If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay. If you are bidding as a consortium, you will be required to explain which of the members has the certification in place, and how this covers the work of the consortium		For Information Only
8.05	Do you have an environmental policy statement committing your organisation to a programme of improvement and are able to provide a copy if requested?	If you are selected as preferred bidder for this opportunity you will be expected to produce the relevant policy document. Failure to provide the document may mean that you will not be awarded any contract following this exercise.	Yes – 5 Marks No – 0 Marks
8.06	Do you identify and review your organisation’s environmental impacts?	The buyer may only select you to tender if you can demonstrate your commitment to managing your environmental impact by identifying, reviewing and improving your performance	Yes – 5 Marks No – 0 Marks

8.07	Do you set environmental objectives and targets against which your performance is measured or audited?	The buyer may only select you to tender if you can demonstrate your commitment to managing your environmental impact by identifying, reviewing and improving your performance	Yes – 5 Marks No – 0 Marks
8.08	Please confirm that you will pay all suppliers and sub-contractors within agreed timescales, which will not exceed 30 days	The buyer may only select you to tender if you agree to pay your subcontractors on time. This is in line with legislation on late commercial payments.	Comply with requirement – 5 Marks Not comply with requirement – 0 Marks
Section H - Capacity and Capability			
<u>GUIDANCE FOR SUPPLIERS:</u> This section examines the capacity and capability to provide the works required to satisfy this opportunity. In the event of a consortium bid, the Authority reserves the right to raise further queries in relation to the responses provided under this section. To ensure that you proceed to the next stage of the process providers must achieve a minimum of 75% of the marks for this section			
Marks Available – 35		Pass Mark – 26	
9.01	What are the main business activities of your organisation or consortium? Please limit your answer to a brief summary.	This answer will not be evaluated, but will be used by the buyer to understand what goods and services your organisation provides. The answer to this question will not be used by buyers as part of a procurement exercise. Any evidence demonstrating your suitability to tender should be covered in your answers to other questions.	For Information Only
9.02	Please indicate the length of time your organisation has carried out the main business activities in years, or months if you are a new organisation		For Information Only
9.03	State the relevant qualifications, expertise and experience of the key staff who might be available to service this requirement.	The buyer may only select you to tender if you have appropriately qualified and experienced personnel.	Scored (Maximum Of Five Marks)
9.04	State what key machinery, plant, processes, IT and other non-staff resources you have (or are able to lease) to service this requirement	The buyer may only select you to tender if you have adequate resources to service the requirement.	Scored (Maximum Of Five Marks)
9.05	Explain what experience you have of working on schemes with a value between those specified by the buyer in the guidance.	The buyer may only select a bidder to tender if can demonstrate relevant experience on schemes with a similar value to the one proposed.	Scored (Maximum Of Five Marks)
9.06	The Authority supports the adoption and principals of the Considerate Contractors Scheme	The buyer may only select a bidder to tender if they are registered with a suitable scheme and comply with its codes of	Already Subscribe – 5 Marks Not Subscribe but

	and requires all tendering contractors to subscribe to the scheme. From the drop down list please confirm if you already subscribe to this scheme (or an equivalent), or are prepared to subscribe if you do not already do so.	practice.	Prepared to – 5 Marks Not Prepared to Subscribe – 0 Marks
9.07	Are all relevant personnel (e.g. excluding trainees and apprentices) of your organisation and any of your subcontractors/consortium members/supply chain who will be workers on or regular visitors to a construction site registered on the Construction Skills Certification Scheme (CSCS) or are able to prove competence in some other appropriate way?	The buyer may only select a bidder to tender if all relevant personnel are registered or able to prove their competence in some other appropriate way	Yes – 5 Marks No – 0 Marks
9.08	Have you had to pay any damages (whether liquidated (LADs) or unliquidated) for a failure to complete a contract on time or to requirements in the last three years?	The buyer may use this information to determine whether you have a record of successful delivery of contracts. If you answer “yes” to this question and fail to provide convincing evidence that you have taken appropriate action to ensure the problems will not be repeated you may not be selected to tender.	Yes – 0 Marks No – 5 Marks
9.09	Has your organisation had a contract cancelled, or not renewed, for breach of contract or failure to meet requirements within the last three years?	The buyer may use this information to determine whether you have a record of successful delivery of contracts. If you answer “yes” to this question and fail to provide convincing evidence that you have taken appropriate action to ensure the problems will not be repeated you may not be selected to tender.	Yes – 0 Marks No – 5 Marks
9.10	If you have answered yes to any of the previous 2 questions please give details below (Max 150 words)	The buyer may use this information to determine whether you have a record of successful delivery of contracts.	If A Response To This Question Is Required Pursuant To previous 2 questions your Response Will Be Used To Assess The Scores To Be Awarded For those questions

Section I – Management

GUIDANCE FOR SUPPLIERS:

This section seeks information relating to the management and quality control systems within your organisation. Failure to provide a response which demonstrates to the satisfaction of the Authority that your organisation meets the required standard of professional and technical expertise required by the Authority in connection with the Programme may result in a "fail" mark being awarded for the relevant question/s (at the sole discretion of the Authority).

In the event of a consortium bid, the Authority reserves the right to raise further queries in relation to the response provided under this section.

To ensure that you proceed to the next stage of the process providers must achieve a minimum of 50% of the marks available for this section.

Marks Available – 20		Pass Mark – 10	
10.01	Do you operate in accordance with a Quality Management System that is certified by a UKAS-accredited (or national equivalent) third party against ISO 9001 or an equivalent standard? If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay	If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay. The buyer will use your answer to determine if you have an appropriate system for making sure that the quality of the product or service you deliver is consistent.	For Information Only
10.02	If you answered “yes” to previous question please provide the following details: • Standard certified against • Certification body, date and validity of certificate • Scope of certification If you are bidding as a consortium, please explain which of the members has the certification in place, and how this covers the work of the consortium	The buyer will use your answer to determine if you have an appropriate system for making sure that the quality of the product or service you deliver is consistent. If you answer “no” you may not qualify to tender for some requirements. If you are bidding as a consortium it may be adequate for one consortium member to hold certification on behalf of the consortium.	For Information Only
10.03	Do you have a formal quality policy, linked to your business plan and customer needs, that is understood and followed by all employees and are able to provide a copy if requested?	If you are selected as preferred bidder for this opportunity you will be expected to produce the relevant policy document. Failure to provide the document may mean that you will not be awarded any contract following this exercise.	Yes – 5 Marks No – 0 Marks
10.04	Do you regularly review performance through internal audits and meetings, and keep a record of the results?	Upon request you should be able to provide evidence to support your answer to this question in order to satisfy the buyer that you have appropriate system for regular performance review.	Yes – 5 Marks No – 0 Marks
10.05	Do you have a documented process designed to ensure that the quality of your products or services is consistent?	Upon request you should be able to provide evidence to support your answer to this question in order to satisfy the buyer that you have appropriate systems for making sure that the quality of the product or service you deliver is consistent.	Yes – 5 Marks No – 0 Marks
	If you are bidding on behalf of a consortium please confirm that you have documented processes in place	The buyer may not select you to tender unless you can confirm that (if relevant) you have consortium management	Yes – 5 Marks N/A – 5 Marks

10.06	to adequately manage relationships with your members (e.g. any systems used to ensure prompt communication, accountability and swift resolution of disputes). If you are successful you must be in a position to provide evidence if required, prior to contract award, and without delay.	arrangements in place to ensure that your products or services continue to meet the buyer's needs. If you are not part of a consortium please indicate "Not Applicable" as your answer. Please see www.wales.gov.uk/jointbidding for more details	No – 0 Marks
Section J – Modern Slavery Act & Fair Working Practice			
GUIDANCE FOR SUPPLIERS: It is expected that all providers meet the requirements under Modern Slavery Act 2015 and those of the Welsh Governments Code of Practice on Ethical Procurement in Supply Chains. This is a PASS/FAIL Section			
Marks Available – 10		Pass Mark – 7	
11.01	Please refer to this link in order to answer this question section. https://www.gov.uk/government/publications/transparency-in-supply-chains-a-practical-guide		
11.02	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	If you answer 'Yes' please answer the proceeding question	For Information Only
11.03	Have you or your organisation been convicted of a criminal offence under the Modern Slavery Act 2015?	The buyer will not select you to tender if you have been convicted of any criminal offences under the Modern Slavery Act 2015, unless you have provided adequate evidence that you have taken appropriate action to stop it happening again. If you answer 'Yes' please provide details in proceeding question. Please note that this is a pass / fail question.	Yes – 0 (Fail) No – 5 (Pass)
11.04	Please provide a summary of the finding or judgment and explain what action you or your organisation have taken to prevent similar circumstances from recurring.	The buyer will only select you to tender if you are able to demonstrate successful corrective action has been taken to prevent similar circumstances from recurring	For Information Only (If a response to this Question Is required pursuant to previous question, the response will be used to assess the Score to be awarded for previous question)

11.05	Please describe how you will commit to fair practices for workers engaged in the delivery of this contract (including any agency or sub-contracted workers).	Answers will reassure evaluators that Suppliers take a positive approach to ensuring that their workers are subject to fair work practices, receive fair pay and have opportunities to develop skills. Fair working practices may include: • Employee access to training and development opportunities; or • Promoting equal opportunities for all staff regardless of age, gender, disability, religion, race and sexual orientation; or • Stable employment, avoiding inappropriate use of zero-hours contracts, and umbrella employment firms; or • Flexible working arrangements to allow support for carers, and for family-friendly working; or • Supporting workforce engagement, for example Trade Union recognition and representation, or other arrangements for empowering staff. Answers need not be constrained to the examples given in the guidance above. Suppliers must score at least 2 marks to pass this question.	Scored (Maximum Of Five Marks)
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Section K – Blacklisting

GUIDANCE FOR SUPPLIERS:

This is a PASS/FAIL Section

Marks Available – 5		Pass Mark – 5	
12.01	Have you, or has your organisation, been found by a judicial body or judicial decision to have used the practice of 'blacklisting' in the last three years?	The buyer will not select you to tender if you have been found to have used the practice of black listing in the last 3 years, unless you have provided adequate evidence that you have taken appropriate action to stop it happening again. If you answer 'Yes' please provide details in proceeding question. Please note this is a pass / fail question.	Yes – 0 (Fail) No – 5 (Pass)
12.02	Please provide a summary of the finding or judgment and explain what action you or your organisation have taken to prevent similar circumstances from recurring.	The buyer will only select you to tender if you are able to demonstrate successful corrective action has been taken to prevent similar circumstances from recurring.	For Information Only (If a response to this Question Is required pursuant to previous question, the response will be used to assess

			the Score to be awarded for previous question).If you are unable to demonstrate that you have taken appropriate action to prevent similar circumstances from recurring you will be awarded a fail for previous question
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6. Stage 2 Qualitative Assessment

6.1 Responses will be considered by reference to Table 1 above to provide a mark out of five for each question. The marks available for each section of the Stage 2 qualitative questions are as set out above.

7. Scoring Methodologies and Calculations

7.1 Evaluation Matrix – Spreadsheet

7.1.1 In addition to the guidance set out here, the qualitative submissions will also be considered by reference to Table 1 above to provide a mark out of five for each question.

7.1.2 The Qualitative assessment for the Stage 2 Evaluation is undertaken by a calculation of the weighted scores for each section following the submission of bids. Each section carries the weighting as identified in Section 3. The score given for each section is then subjected to the weighting identified.

7.1.3 Please note that scores will be calculated to 2 decimal places.

7.2 Pricing

7.2.1 Following completion of the Stage 2 qualitative evaluation, Tenders will be evaluated for the remaining **20%** of the marks available for the Tender on the prices submitted in the Pricing Schedule & Document.

7.2.2 The most competitive total price will achieve the full marks available. Pro-rated scores will then be applied to other Tenders.

7.2.3 Each Contractor's completed Pricing Document will be scored according to the evaluation spreadsheet

8. Consensus

8.1 Following completion of the abovementioned evaluation process, consensus, checking and moderation of the scores will be carried out to ensure consistency of evaluation. To achieve

this, the evaluators will meet, scores will be compared and a consensus view taken and recorded.

- 8.2 Once the meeting has reached consensus, the final scores will be agreed.

9. Standstill period

- 9.1 All Contractors shall be notified in writing whether their Tender submission has been successful or unsuccessful. The Lead Authority may allow a voluntary standstill period of at least ten calendar days between notifying Contractors of the same and entering into the Contract / Framework Agreements with the successful Contractors.
- 9.2 Further details on the standstill period will be set out in the decision letters issued by the Lead Authority following the conclusion of the Tender evaluation process.