

# Award of contract for banking, card acquiring and bill payment Services

## Appendix 1- Evaluation Criteria

### Banking Services

Evaluation Criteria	Weighting (%)
Price	40%
The qualitative aspect consists of the following breakdown:	60%
<ul style="list-style-type: none"><li>Service delivery approach as set out in the service specification requirement.</li></ul>	30%
<ul style="list-style-type: none"><li>Risk management</li></ul>	10%
<ul style="list-style-type: none"><li>Continuous improvement</li></ul>	20%

### Card Acquiring

Evaluation Criteria	Weighting (%)
Price	60%
The qualitative aspect consists of the following breakdown:	40%
<ul style="list-style-type: none"><li>Service delivery approach as set out in the service specification requirement.</li></ul>	12.5%
<ul style="list-style-type: none"><li>Risk management.</li></ul>	15%
<ul style="list-style-type: none"><li>Continuous improvement</li></ul>	12.5%

### Bill payment

Evaluation Criteria	Weighting (%)
Price	45%
The qualitative aspect consists of the following breakdown:	55%

<ul style="list-style-type: none"> <li>Service delivery approach as set out in the service specification requirement</li> </ul>	30%
<ul style="list-style-type: none"> <li>Risk management</li> </ul>	5%
<ul style="list-style-type: none"> <li>Continuous Improvement</li> </ul>	20%

## Quality Criteria

The above qualitative criteria will be evaluated by officers from the Council from the submissions made by tenderers, using the following scoring methodology.

Score	Assessment
0	Totally unacceptable. Response supplied in method statement totally fails to grasp / reflect core issues and requirements.
1	Poor. Response supplied in method statement reflects a very limited understanding of core issues and requirements.
2	Acceptable. Response supplied in method statement reflects adequate understanding of core issues and requirements.
3	Good. Response supplied in method statement reflects good understanding of core issues and requirements.
4	Very good Response supplied in method statement reflects very good understanding of core issues and requirements.

## Pricing Criterion

The pricing schedules will be evaluated by the Council's Central Finance division using the arithmetic mean method; an example is set out below. In achieving the most economic advantageous tender the pricing evaluation will be based on the total price for each lot.

### TENDER EVALUATION

	Bidder 1	Bidder 2	MEAN
Pricing	£ 462,491	£ 479,727.00	£ 471,109
<b>TOTALS</b>	462,491	479,727.00	£ 471,109

% Difference between actual and mean			
<b>Pricing</b>	-2%	2%	
<b>TOTALS</b>	-2%	2%	
If mean 50 deduct 1 point for each % point above			
Point added to score each percentage point below mean			
<b>Pricing</b>	52	48	
<b>TOTAL</b>	52	48	
Multiply Price Score by agreed weighting			Weighting 40%
<b>Pricing</b>	21	19	
<b>TOTAL</b>	21	19	

Scores for the qualitative criteria scores will be converted into percentage scores and combined with the financial percentage scores to reach final percentage scores for each tenderer.