

Appendix 2: Tender Evaluation Matrix

| Quality | | Weighting | Tenderer 1 | | Tenderer 2 | |
|----------------------|---|-------------|---------------|--------|---------------|--------|
| | | | 5 | Score | Result | Score |
| 1 | Question 1. Design Approach and Vision | 10.0% | 4 | 8.00% | 3 | 6.00% |
| 2 | Question 2. Expertise and Resource Allocation I | 13.0% | 4 | 10.40% | 3 | 7.80% |
| 3 | Question 3. Expertise and Resource Allocation II | 17.0% | 3 | 10.20% | 3 | 10.20% |
| 4 | Question 4. Consultation and Stakeholder Management | 20.0% | 4 | 16.00% | 4 | 16.00% |
| 5 | Question 5. Delivery Programme | 40.0% | 3 | 24.00% | 4 | 32.00% |
| Total out of: | | 100% | 68.60% | | 72.00% | |
| Total out of: | | 60% | 41.16% | | 43.20% | |

| Social Value | | Weighting | Tenderer 1 | | Tenderer 2 | |
|--------------|---|-----------|------------|-------|------------|-------|
| | | | 5 | Score | Result | Score |
| 1 | 1.4 Encouraging participation, collaboration and co-design: Engaging and encouraging user and employee involvement in service design and delivery. | 2.0% | 4 | 1.60% | 4 | 1.60% |
| 2 | 2.2 Employment support and skills provision, including significantly increasing the take-up of apprenticeships. | 2.0% | 4 | 1.60% | 4 | 1.60% |
| 3 | 3.2 Contribute a number of hours to local businesses, voluntary and community organisations for: business support, financial advice, legal advice, HR advice. | 2.0% | 4 | 1.60% | 4 | 1.60% |
| 4 | 4.4 Helping with community clear-up days gardening and food growing projects. | 2.0% | 4 | 1.60% | 4 | 1.60% |
| 5 | 5.4 Supporting local culture and heritage including events sponsorship. | 2.0% | 4 | 1.60% | 3 | 1.20% |

Contract Procurement and Management Guidelines Precedent 1(j)

Individual Cabinet Member Decision Report

| | | | |
|----------------------|------------|--------------|--------------|
| Total out of: | 10% | 8.00% | 7.60% |
|----------------------|------------|--------------|--------------|

| Commercial | | Weighting | Tenderer 1 | Tenderer 2 |
|-------------------|------------------|------------------|-------------------|-------------------|
| 1 | Costs submission | 30% | £1,481,947.23 | £1,023,930.00 |
| Total | | 30% | 20.73% | 30.00% |

| Summary | | Weighting | Tenderer 1 | Tenderer 2 |
|---------------------|--|------------------|-------------------|-------------------|
| Quality | | 60% | 41.16% | 43.20% |
| Social Value | | 10% | 8.00% | 7.60% |
| Commercial | | 30% | 20.73% | 30.00% |
| Total | | 100% | 69.89% | 80.80% |

| | | |
|----------------|----------|----------|
| Ranking | 2 | 1 |
|----------------|----------|----------|