

Appendix Two – Invitation to Tender (ITT) evaluation criteria and scoring matrix

1.1 Five practices have been shortlisted from the EOI stage and have been asked to address the criteria below for the ITT stage.

Criteria		Area Weighting
QUALITY		Overall Weighting: 60%
1	Professional team, technical expertise and project management	23%
2	Design concept	15%
3	Consultation approach	12%
4	Social value	10%
PRICE		Overall Weighting: 40%
5	Price	40%
TOTAL		100%

1.2 The Scoring System is explained below. If a score of 0 is awarded to any one or more question or less than 3 in two or more questions, this will give grounds for excluding that ITT from any further consideration.

Score	Description
0	The information required is either omitted or fundamentally fails to meet the relevant submission requirements or to address the Authority's requirements. Insufficient evidence to support the proposal to allow the Authority to evaluate. Unacceptable.
1	The information submitted has insufficient evidence to demonstrate that the relevant submission requirements or the 'Authority's requirements can be met. Significant omissions, serious and/or many concerns. Poor.
2	The information submitted has some minor omissions in respect of the relevant submission requirements or the Authority's requirements. The tender satisfies the basic requirements in some respects but is unsatisfactory in other respects and raises some concerns. Fair.
3	The information submitted provides some good evidence to meet the relevant submission requirements or the Authority's requirements and is satisfactory in most respects and there are no major concerns. Good.
4	The information submitted provides good evidence that all the submission requirements or the Authority's requirements can be met. Full and robust response, any concerns are addressed so that the proposal gives confidence. Very Good.

5	The information submitted provides strong evidence that all the submission requirements or the Authority's requirements can be met and the proposal exceeds expectation i.e. exemplary in the industry provides full confidence and no concerns. Outstanding
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- 1.4 The best (lowest) price receives the maximum score available in this section; the remaining bids receive a score pro rata to the best price using the following calculation.

Lowest bid = maximum points

$$\frac{\text{Lowest Bid}}{\text{Tenderers Bid}} \times \text{maximum points available}$$

- 1.5 After all scenarios and variations have been assessed the highest scoring tenderer for the most economically advantageous tender (M.E.A.T) for the Council will be recommended for award of the contract.