

## APPENDIX C: Scoring Matrix



# Tender Opportunity: Invitation to Tender, November 2019

Progress: Building Better Opportunities for young people across Coventry & Warwickshire

**Tender Reference: CovW/1/3/FINANCE**

### Definitions of criteria types:

- **Required criteria** – tendering organisations must score above 0 for the tender submission to be considered
- **Selection criteria** – criteria used to assess the tendering organisation's capability and capacity to deliver the tender specification
- **Award criteria** – criteria used to assess the value and quality of the tendering organisation's proposal

### Scoring Protocols:

- All tenders will be scored by 2 members of Groundwork UK staff and an average score will be taken.
- Where the two scores differ by more than 2 points, a third member of staff will moderate the tender assessments to ensure consistency.
- The highest scoring tenders may be invited to interview.

Question	Criteria Type	Scoring Guide	Max. Score
<b>1) Your qualifications</b> (i) Please state your qualification. This must be a CCAB recognised qualification	Required criteria	A CCAB recognised qualification is required to be considered for this role and will need to be evidenced if successful 0- No CCAB qualification 1- CCAB Qualification	1
<b>2) Your experience</b> (ii) Please detail your experience in working on ESF funded programmes and any experience in working with third sector organisations, Lottery funded programmes and small community based organisations	Selection criteria	1 – Limited and not recent ESF experience 2 – Some ESF experience but not recent 3 – Considerable ESF experience but not recent 4 - Considerable ESF experience but not recent. Some third sector experience 5 - Considerable and recent ESF experience. Some third sector experience 6 - Considerable and recent ESF experience. Considerable third sector experience	6
<b>3) Price</b> (i) Please submit your hourly rate, which is inclusive of any VAT.	Award criteria	Your score will be based on the following formula  $\text{Max score} \times \frac{\text{Lowest hourly rate}}{\text{Your hourly rate}}$	3
<b>4) Availability</b> (i) Please confirm your availability to work on this programme during the stated period. This is a requirement	Required criteria	0 – Potentially unavailable for periods exceeding 2 weeks 1- No restrictions on availability	1
<b>5) Supporting Statement</b>  Please enter any additional information or evidence to add in support of your application	n/a	This question is not scored	n/a
<b>6) Referees</b>  Please provide contact details for two suitable referees who can be contacted prior to the award of the tender	n/a	This question is not scored	n/a
<b>TOTAL</b>			<b>11</b>