

APPENDIX C: Scoring Matrix



Partnership Opportunity: Invitation to Tender, November 2019

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

Tender Reference: CovW/1/3/Hort – Specialist Partner

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 10 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
1) Your organisation (i) Please describe briefly the purpose and aims of your organisation, and how these align with the aims of BBO Progress	Selection criteria	0 – purpose and aims do not align with the aims of BBO Progress 1 – purpose and aims partially align with the aims of BBO Progress 2 – purpose and aims align with the aims of BBO Progress	2

<p>1) Your organisation (ii) Please select the areas you are able to deliver in</p> <p>Must be able to deliver in at least one of the stated areas in order for the tender to progress.</p>	<p>Required criteria</p>	<p>0 – not able to deliver in any of the stated areas. Tender cannot progress. 1 – able to deliver in selected areas across Coventry & Warwickshire 2 – able to deliver in some but not all of the proposed delivery areas 3 – able to deliver in all proposed delivery areas (full delivery coverage)</p>	<p>3</p>
<p>2) Current Delivery (i) Please list relevant*, specific examples of projects or services you have delivered within the last two years (where possible). Please give examples which are specific to Coventry & Warwickshire where you are able to.</p> <p>(ii) Please state briefly what each project /service entails/entailed.</p> <p>*Relevant projects will demonstrate your organisation's experience of working with vulnerable young people, including those who are NEET or at risk of becoming NEET, and those with learning differences or physical disabilities</p> <p>NB (i) and (ii) are scored together</p>	<p>Selection criteria</p>	<p>0 – no projects described</p> <p>1 – limited information given and/or projects and/or projects are not relevant to the tender</p> <p>2 – moderate information given, and/or projects are only partially relevant to the tender</p> <p>3 – detailed information given, projects clearly relevant to the tender</p>	<p>3</p>
<p>3) Experience (i) Using the above examples of your current or recent delivery, please describe <u>HOW</u> services you have delivered have supported young people to move towards education, training or employment.</p> <p><i>Value for Money will be assessed using this question. Please refer to Question 7 below for details.</i></p>	<p>Award criteria</p>	<p>0 – no examples given of how organisation supported young people to move towards education, training or employment.</p> <p>1 – limited examples given of how organisation has supported young people to move towards education, training or employment.</p> <p>2 – some examples given of how organisation has supported young people to move towards education, training or employment.</p> <p>3 – moderate examples given of how organisation has supported young people to move towards education, training or employment.</p> <p>5 – detailed examples given of how organisation has supported young people to move towards education, training or employment.</p>	<p>5</p>
<p>3) Experience (ii) Which of these groups do you have recent experience of working with?</p>	<p>Selection criteria</p>	<p>0 – none; and/or have not selected 'young people'; 1 – one to three groups including 'young people' 3 – more than three groups including 'young people'</p>	<p>3</p>

<p>4) Partnerships Building Better Opportunities: Progress is a partnership of 16 organisations working closely together to achieve shared targets and outcomes.</p> <p>Please comment on how you will closely with existing partners to ensure your offer adds value to the partnership.</p>	Award criteria	<p>0 – no exploration of how the organisation will work with the partnership to add value; tender may impact on existing delivery</p> <p>1 – some exploration of how the organisation will work with the partnership to add value; some overlap with existing delivery</p> <p>2 – some exploration of how the organisation will work with the partnership to add value; tender demonstrates some added value</p> <p>3 – moderate to good exploration of how the organisation will work with the partnership to add value; tender demonstrates some added value</p> <p>5 – detailed the exploration of how the organisation will work with the partnership to add value; tender demonstrates clear added value</p>	5
<p>5) Staffing (i) What will be the structure of your BBO Progress staff team? (ii) Additional comments on proposed staffing structure</p> <p>NB Parts (i) and (ii) will be scored together</p>	Award criteria	<p>0 – no staffing structure given</p> <p>1 – limited information provided and/or not all bullet points addressed; key staff not currently in place – recruitment required; staffing arrangements inadequate for proposed delivery / funding</p> <p>3 – good level of detail provided; staffing arrangements adequate for proposed delivery; some recruitment may be required.</p> <p>5 – good level of detail provided; staffing arrangements adequate for proposed delivery; key staff are already employed by the organisation - no recruitment required</p>	5

<p>6) Your Delivery Offer (i) Please describe your proposed delivery offer, including:</p> <ul style="list-style-type: none"> • the structure and content of your delivery, • how you will recruit participants • how you will support participants • how you will identify progression opportunities <p>Please also include information on:</p> <ul style="list-style-type: none"> • how your offer will meet the needs of this cohort of young people • how your offer might add value to the existing partnership, and • the envisaged outcomes for young people. <p><i>(max 1000 words).</i></p> <p><i>Value for Money will be assessed using this question. Please refer to Appendix C Scoring Matrix for information.</i></p>	Award criteria	0-2 – no or very poor delivery offer submitted, no reference to the relevant client group’s needs and existing local Progress delivery. 3-5 – limited delivery offer submitted, limited or no reference to the relevant client group’s needs and existing local Progress delivery. 5-7 – fair delivery offer submitted, some reference to the client group’s needs or existing local delivery; some evidence of flexibility in delivery location and responsiveness to need 7-9 – good delivery offer submitted, good reference to the relevant client group’s needs or existing local delivery; good evidence of flexibility in delivery location and responsiveness to need 10 – excellent detailed and clear proposed delivery offer, with clear indication of how the delivery methodology relates to the client group’s needs and local delivery landscape; excellent evidence of flexibility in delivery location and responsiveness to need	10
<p>6) Your Delivery Offer (ii) Delivery will ideally start as soon as possible, and will need to integrate quickly and smoothly into an existing delivery partnership.</p> <ul style="list-style-type: none"> • What key operational steps will you need to take to start delivery? • When are you able to start delivery? Please be as specific as possible. 	Award criteria	0 – unrealistic implementation plans <u>or</u> not able to start delivery until after December 2019 3 – realistic implementation plans <u>and</u> able to start delivery between November and December 2019 5 – realistic implementation plans <u>and</u> able to start delivery immediately upon grant award	5

<p>7) Delivery Capacity & Locations (i) Please outline the maximum number of young people you envisage being able to support in each area (costings can be found in the tender briefing)</p> <p>Value for Money (VfM) will be assessed by reviewing the appropriateness of the offer (flexibility of delivery offer (Q6) and experience working with the cohort (Q3)) alongside the average 'cost per head' (Grant requested /Delivery Capacity (overall number to be engaged). This will not produce a VfM 'score', but will assist Groundwork UK in making a judgement on the balance between the strength of your delivery offer against the volume of participants you are able to support. The highest scores for this question will be awarded to those who are able to provide a high quality and intensive service to the number of participants stated in the tender.</p>	Award criteria	<p>0-2 – no volumes stated / volumes do not align with tender requirements; weak delivery offer to a low to medium number of participants; tender represents very poor value for money</p> <p>3-5 – volumes align with tender requirements; fair delivery offer to a low to medium number of participants; tender represents poor value for money</p> <p>5-7 – volumes align with tender requirements; good delivery offer to a low to medium number of participants OR fair delivery offer to a high number of participants; tender represents adequate value for money</p> <p>7-9 – volumes align with tender requirements; good delivery offer to a medium to high number of participants; tender represents good value for money</p> <p>10 – volumes align with tender requirements; excellent delivery offer to high number of participants; tender represents excellent value for money</p>	10
<p>7) Delivery Capacity & Locations (ii) Please confirm the address(es) of the locations or premises you will be delivering 'Progress' from</p>	Selection criteria	<p>0 – no planned delivery premises or locations; delivery not available in the programme locations stated in question 1) (ii); delivery not flexible to suit the needs of the programme or clients</p> <p>1 – limited information but some evidence of identified delivery premises in the programme locations stated in question 1) (ii) and/or demonstration of flexible delivery based on the needs of individuals</p> <p>2 – detailed information given of delivery locations / premises in the programme locations stated in question 1) (ii) and/or robust demonstration of flexible delivery based on the needs of individuals</p>	2
<p>8) Delivery Costings (i) Please state the total grant you are tendering for to deliver the offer outlined in question 6 to the number of young people stated in question 7</p>	Required criteria	<p>0 – no total grant amount entered; grant amount exceeds the total grant available. Tender cannot progress.</p> <p>1 – grant amount tendered for is within the total grant available</p>	1

<p>8) Delivery Costings</p> <p>(ii) Please give an estimated breakdown of costs against the headings given</p>	<p>Selection criteria</p>	<p>0 – costings not completed; total costings do not match the amount in question 8) (i)</p> <p>1 – costings match the total requested in question 8) (ii); costings to be further queried</p> <p>2 – costings match the total requested in question 8) (ii); costings clear and directly relatable to the delivery offer and staffing structure</p>	<p>2</p>
<p>9) Supporting Statement</p> <p>Please enter any additional information or evidence to add in support of your application</p>	<p>n/a</p>	<p>This question is not scored</p>	<p>n/a</p>
<p>10) Referees</p> <p>Please provide contact details for two suitable referees who can be contacted prior to the award of the tender</p>	<p>n/a</p>	<p>This question is not scored</p>	<p>n/a</p>
TOTAL			<p>56</p>