

## 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/MISNov19**

### 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
<b>1) Experience</b> Please describe your experience of providing MIS to similar programmes	Selection criteria	0 – no relevant experience and/or examples provided 1 – limited experience and/or examples provided 2 – moderate experience and/or examples provided 3 – detailed experience and/or examples provided, meeting specification	3
<b>2) Systems</b> Please describe how your system meets the specification outlined in “The Opportunity”	Selection criteria	0 – meets limited aspects of specification 1 – meets adequate aspects of specification 2 – meets all aspects of specification 3 – exceeds specification	3

<b>3) Data Security</b> Please provide a detailed account of your data security protocols and how you would ensure personal data is kept secure	Selection criteria	0 – insufficient detail of data security protocols 1 – adequate detail of data security protocols 2 – detailed account of data security meets best practice	2
<b>4) Flexibility</b> Please provide some examples of when you have responded flexibly to the needs of a customer	Selection criteria	0 – irrelevant or no examples provided 1 – examples demonstrate some experience of responding flexibly 2 – examples demonstrate willingness and experience of responding flexibly	2
<b>5) Costs</b> Please provide a detailed breakdown of your associated costs	Selection criteria	0 – no costs provided/costs exceed allocated budget 3 – costs within allocated budget	3
<b>6) Implementation</b> Please provide an outline implementation plan leading up to the system becoming operational. Please provide key milestone dates relating to when you anticipate development, testing and full functionality to be complete	Selection criteria	0 – not answered 1 – operational three or more months from contract award 3 – operational between one-two months from contract award 6 – operational within 4 weeks of contract award	6
<b>7) 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>19</b>