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**APPENDIX C:**

**Scoring Matrix**

**Partnership Opportunity: Invitation to Tender, March 2020**

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

# Tender Reference: CovW/1/3/EM2020 – English and Maths Functional Skills

**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.

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| **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 |
| **1) Your organisation**  (ii) Please select the areas you are able to deliver in  **Must be able to deliver in at least one of the stated areas in order for the tender to progress.** | Required criteria | 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 either the north or the south of the county, but not county-wide  3 – able to deliver in all areas across Coventry & Warwickshire (full delivery coverage) | 3 |
| **2) Current Delivery**  (i) Please give examples of projects you have delivered within the last two years (where possible) which demonstrate your organisation’s experience of working with vulnerable young people, including those who are NEET or at risk of becoming NEET. | Selection criteria | 0 – no projects described  1 – limited information given and/or projects do not demonstrate organisation’s experience of working with vulnerable young people, including those who are NEET or at risk of becoming NEET  2 – moderate information given, projects demonstrate organisation’s experience of working with vulnerable young people, including those who are NEET or at risk of becoming NEET  3 – detailed information given, projects clearly demonstrate organisation’s experience of working with vulnerable young people, including those who are NEET or at risk of becoming NEET | 3 |
| **3) Experience**  (i) The young people support via Progress are often vulnerable, with complex needs and significant barriers to engaging with education, employment or training.  Using examples of your current or recent delivery, please describe **how** you have ensured your delivery has met the needs of vulnerable young people. | Award criteria | 0 – no examples given of how organisation has ensured delivery has met the needs of vulnerable young people; no evidence of how the tenderer has demonstrated flexibility or responsiveness to the needs of the cohort;  1 – limited examples given of how organisation has ensured delivery has met the needs of vulnerable young people; examples given are historic (+ 2 years); little evidence of how the tenderer has demonstrated flexibility or responsiveness to the needs of the cohort;  2 - limited examples given of how organisation has ensured delivery has met the needs of vulnerable young people; little evidence of how the tenderer has demonstrated flexibility or responsiveness to the needs of the cohort; examples given are recent or current  3 – moderate examples given of how organisation has ensured delivery has met the needs of vulnerable young people; some evidence of flexible delivery and response to need within the cohort; examples given are recent or current  *4 – a score of 4 will not be awarded for this question*.  5 – detailed examples given of how organisation has ensured delivery has met the needs of a wide range of vulnerable young people; tenderer demonstrates flexibility in delivery approach and responsiveness to need; examples given are recent or current | 5 |
| **3) Experience**  (ii) *Which of these groups do you have recent experience of working with?* | Selection criteria | 0 – none; and/or have not selected ‘young people’;  1 – one to three groups including ‘young people’  *2 – a score of 2 will not be awarded for this question*  3 – more than three groups including ‘young people’ | 3 |
| **4) Partnerships**  Close working relationships with other delivery partners and local external stakeholders is essential to the success of the programme. :   1. Please outline which key stakeholders (local authorities, schools and training providers, employers; voluntary & third sector organisations etc.) you currently have a relationship with, and the nature of that relationship | Selection criteria | 0 – no existing partnerships with the types of organisations listed;  1 – limited evidence of relationships with the organisation types listed;  2 – evidence of relationships with a fair range of organisations across the majority of organisation types listed; organisations are **not** based in Coventry & Warwickshire  3 – evidence of relationships with a wide range of organisations across all organisation types listed; organisations are **not** based in Coventry & Warwickshire  4 – evidence of relationships with a fair range of organisations across the majority of organisation types listed; organisations **are** based in Coventry & Warwickshire and relevant to Progress  5 - evidence of relationships with a wide range of organisations across the majority of organisation types listed; organisations **are** based in Coventry & Warwickshire and relevant to Progress | 5 |
| **4) Partnerships**  (ii) Please indicate what you anticipate the key challenges of delivering as part of a partnership will be, and how you may overcome them. Please use examples from your recent delivery experience where appropriate. | Award criteria | 0 – no exploration of key challenges of partnership working  1 – some exploration of key challenges, but with no or limited ideas on how to overcome them  2 – some exploration of key challenges, with some attempt to develop ideas on how to overcome them  3 – clear idea of the key challenges of partnership working, and the actions required to overcome them; some answers relate to recent delivery experience  4 – detailed the exploration of key challenges, with well thought through ideas on how to overcome them which are embedded in recent delivery experience | 4 |
| **5) Staffing**  (i) What will be the structure of your BBO Progress staff team? | Award criteria | 0 – no staffing structure given  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  *2 – a score of 2 will not be awarded for this question*  3 – good level of detail provided; staffing arrangements adequate for proposed delivery; some recruitment may be required.  *4 – a score of 4 will not be awarded for this question*  5 – good level of detail provided; staffing arrangements adequate for proposed delivery; key staff are already employed by the organisation - no recruitment required | 5 |
| **5) Staffing**  (ii) Additional staffing comments | n/a | Considered as part of assessment for (i) | n/a |
| **6) Your Delivery Offer**  Please describe your proposed delivery offer, including:   * the structure and content of your delivery, * how and where you will deliver your offer / young people will access your offer, * how your offer will meet the needs of this cohort of young people and add value to existing support, and * the envisaged outcomes for young people. | Award criteria | 0-2 – no or very poor delivery offer submitted, tender does not meet the required number of participants; no reference made to the relevant client group’s needs or existing local Progress delivery.  3-5 – limited delivery offer to the required number of participants, little reference to the relevant client group’s needs or existing local Progress delivery  5-7 – fair delivery offer submitted to the required number of participants, some reference to the client group’s needs or existing local delivery; some evidence of flexibility in delivery location and responsiveness to need  7-8 – good delivery offer to the required number of participants; tender represents good to very good value for money  *9 – a score of 9 will not be awarded for this question*  10 – excellent delivery offer to the required number of participants; tender represents excellent value for money | 10 |
| **6) Your Delivery Offer**  (ii) When are you able to start delivery?  Please be as specific as possible. | Award criteria | 0 – not able to start delivery until 1st May 2020 or thereafter  *1-2 – a score of 1-2 will not be awarded for this question*  3 – able to start delivery between 3rd April and 30th April 2020 inclusive  *4 – a score of 4 will not be awarded for this question*  5 – able to start delivery on 2nd April 2020 | 5 |
| **7) Delivery Capacity**  (i) Please outline the maximum number of young people you envisage being able to support in each area (costings can be found in the tenderbriefing)  **Value for Money (VfM) will be assessed by reviewing the ability of the organisation to support the required number of participants alongside the quality of the offer (flexibility of delivery offer (Q6) and experience working with the cohort (Q3)). 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.** | Award criteria | 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  3-5 – volumes align with tender requirements; fair delivery offer to a low to medium number of participants; tender represents poor value for money  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  7-8 – volumes align with tender requirements; good to excellent delivery offer to the required number of participants; tender represents good to very good value for money  *9 – a score of 9 will not be awarded for this question*  10 – volumes exceed with tender requirements in addition to an excellent delivery offer to high number of participants; tender represents excellent value for money | 10 |
| **7) Delivery Capacity**  (ii) Please confirm the address of the locations or premises you will be delivering ‘Progress’ from | Selection criteria | 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  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  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 | 2 |
| **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 | Required criteria | 0 – no total grant amount entered; grant amount exceeds the total grant available. **Tender cannot progress.**  1 – grant amount tendered for is within the total grant available | 1 |
| **8) Delivery Costings**  (ii) Please give an estimated breakdown of costs against the headings given | Selection criteria | 0 – costings not completed; total costings do not match the amount in question 8) (i)  1 – costings match the total requested in question 8) (ii); costings to be further queried  2 – costings match the total requested in question 8) (ii); costings clear and directly relatable to the delivery offer and staffing structure | 2 |
| **9) Supporting Statement**  Please enter any additional information or evidence to add in support of your application | n/a | This question is not scored | n/a |
| **10) Referees**  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 |
| **TOTAL** | | | **60** |