



**NORTH HERTFORDSHIRE  
DISTRICT COUNCIL AND EAST  
HERTFORDSHIRE DISTRICT  
COUNCIL**

**TENDER FOR  
WASTE COLLECTION,  
RECYCLING AND STREET  
CLEANSING SERVICES**

**ISFT Appendix 2  
Evaluation Framework**

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## INTRODUCTION

### 1. OVERVIEW

#### 1.1. This Evaluation Framework sets out:

- 1.1.1. how the Final Tender submitted by Bidders in response to the Council's Invitation to Submit Final Tenders (ISFT) for the Contract will be evaluated;
- 1.1.2. the principles that will be followed in evaluating submissions;
- 1.1.3. the detailed process that the Evaluation Panel (described in section 4 of this Evaluation Framework) will follow during the assessment and scoring of the Final Tenders; and
- 1.1.4. how the total number of points for each Final Tender will be determined.

#### 1.2. **Anticipated Changes**

- 1.2.1. At the detailed solution stage Bidders were required to submit proposals for Anticipated Changes. Bidders are required to provide similar solutions at Final Tender Stage to take into account the Anticipated Changes. The Council may require the Provider to provide any or all of the Anticipated Changes at any time by giving notice to the Provider in writing in accordance with Clause 44 (Changes). There is no guarantee or warranty that the Council will require any of these services and the Final Tenders should not be submitted in the expectation of any of these services being included.
- 1.2.2. Bidders are required to complete and submit Appendix 8 (Anticipated Changes) (including the Anticipated Changes Pricing Schedule) with their Final Tenders submission.
- 1.2.3. For the avoidance of doubt, Appendix 8 (Anticipated Changes) shall not be evaluated but will be executed as part of the Contract.

#### 1.3. **Funding of Assets**

- 1.3.1. Bidders have been informed during Dialogue that the Council will make a decision at Preferred Bidder stage as to whether the Council or the Provider would provide financing for the new Assets required to provide the Services from the Service Commencement Date. Accordingly, for the purposes of submission of Final Tenders there are two 'Asset Financing Options'. Bidders are required to submit two priced bids for each of the following two options:
  - (a) Asset Financing Option 1: Provider to fund all Assets (this was 'Option B' at ISDS)
  - (b) Asset Financing Option 2: Council to fund all **initial** Assets required to commence the Services including those for service changes anticipated to take place in Month 4 following the Service Commencement Date
- 1.3.2. For both options all Assets purchased as replacements or for growth and any Assets required after month 4 (or the relevant month of the services change currently anticipated in month 4) are to be funded by the Provider. The Contract will however include an option for the parties to discuss any additional purchases and agree who is best placed to fund the asset at the time.
- 1.3.3. The Asset Financing Options will be evaluated as part of the Price evaluation and will be weighted 50% for each of Option 1 and Option 2 – see section 15 below for further details.
- 1.3.4. The 50:50 split is being used for evaluation purposes only.
- 1.3.5. Bidders are referred to Schedule 8 of the Contract which sets out the protocol for purchasing Assets (Assets Protocol) under the Contract.

**1.4. Legal/Risk and Payment and Performance**

The following changes have been made to the Evaluation Framework issued at ISDS stage. Bidders have been notified of these changes as part of the dialogue process.

1.4.1. As part of the dialogue process the Council has invited Bidders to submit proposed comments on and amendments to the draft Contract and to the Payment and Performance Mechanisms. These have been discussed during dialogue and the Council has indicated where amendments are acceptable or otherwise. As far as amendments have been accepted the Council has incorporated those amendments into the draft Contract and Payment and Performance Mechanisms and issued them in the same form to all bidders, as part of the ISFT. Bidders are required to submit Final Tenders on the basis of the draft Contract and Payment and Performance Mechanisms as issued with the ISFT.

1.4.2. Accordingly, the Legal/Risk criterion and the Payment and Performance criterion will be evaluated on a pass/fail basis as part of the Compliance checks at this Final Tender stage (see paragraph 7 below). Bidders will be required to confirm their agreement to enter into the draft Contract and Payment and Performance Mechanisms as issued (see Bid Form 8). The weighting allocated to Legal/Risk and Payment and Performance at the ISDS stage will for the Final Tenders stage be allocated to Financial Robustness – see the evaluation model attached at Appendix 1 for further details.

**1.5. Minimum thresholds**

1.6. Bidders should note that Final Tenders must be acceptable overall to the Council, and accordingly, at Final Tender stage the Council will reject any Final Tender submission which is awarded:

1.6.1. a moderated score of 0 or 1 in any Tier 3 criteria for Method Statements; and/or

1.6.2. a moderated score of 0 or 1 for the Robustness of the Bidder Financial Model criterion; and/or

1.6.3. a moderated score of 0 or 1 for the Social Value criterion.

**2. THE FINANCIAL AND QUALITY CRITERIA**

2.1. The Council has adopted a financial, quality and social framework for the evaluation of the submissions and agreed, out of 1,000 points available in total, 450 points will be available for the financial criterion, 450 points will be available for the quality criterion and 100 points will be available for the social criterion, as outlined in

2.2. Table 1.

Table 1: Weightings for Financial and Quality Criteria

Award Stage	Tier 1 Financial Criterion	Tier 1 Quality Criterion	Tier 1 Social Value	Total
ISDS	45% or 450 points out of 1,000 points	45% or 450 points out of 1,000 points	10% or 100 points out of 1,000 points	100%
ISFT	45% or 450 points out of 1,000 points	45% or 450 points out of 1,000 points	10% or 100 points out of 1,000 points	100%

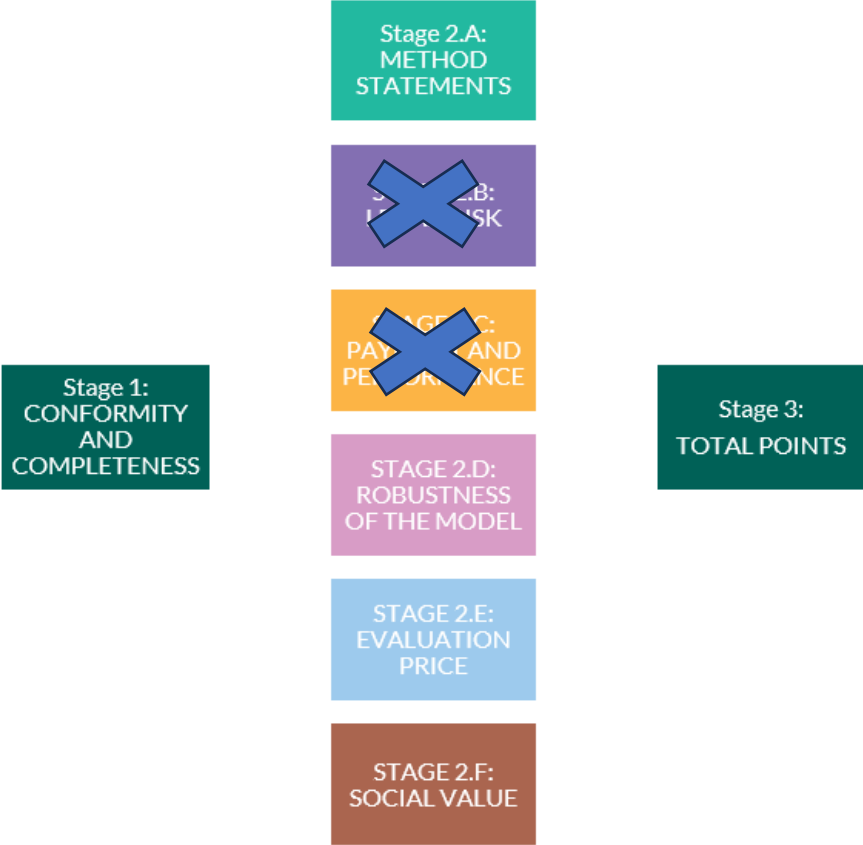
**3. OVERVIEW OF THE EVALUATION FRAMEWORK**

## Evaluation Framework - Final Tender Stage

- 3.1. The Evaluation Framework shall comprise the three evaluation stages as outlined in Figure 1 and described below.
  - 3.1.1. **Stage 1: Conformity and Completeness.** Final Tenders will first be subject to an initial assessment to:
    - (i) determine completeness and compliance with the Mandatory Requirements set out in Table 2 below; and
    - (ii) identify significant points of clarification (section 7 of this Evaluation Framework).
  - 3.1.2. Final Tenders which meet the conformity and completeness requirements will be evaluated pursuant to the evaluation methodology set out in this Evaluation Framework.
  - 3.1.3. **Stage 2.A: Method Statements.** This stage will score each Final Tender against the evaluation scoring guidance described in section 11 of this Evaluation Framework.
  - 3.1.4. Stage 2.B: Legal/Risk. Not used.
  - 3.1.5. Stage 2.C: Payment and Performance. Not used.
  - 3.1.6. **Stage 2.D: Robustness of the Bidder Financial Model.** This stage will score each Final Tenders against the evaluation scoring guidance described in section 14 of this Evaluation Framework.
  - 3.1.7. **Stage 2.E: Evaluation Price.** This stage will score each Final Tender using the methodology described in section 15 of this Evaluation Framework.
  - 3.1.8. **Stage 2.F: Social Value.** This stage will score each Final Tender against the evaluation scoring guidance described in section 16 of this Evaluation Framework.
  - 3.1.9. **Stage 3: Total Score.** This stage will determine and assign the total points to each submission as described in section 17 of this Evaluation Framework.
- 3.2. Each stage of the evaluation will be formally recorded as the key audit trail of decisions reached.

**Figure 1:** Stages of the Evaluation Framework

Evaluation Framework - Final Tender Stage



## THE EVALUATION PANEL

### 4. MEMBERSHIP AND RESPONSIBILITIES OF THE EVALUATION PANEL

- 4.1. The appointed Evaluation Panel will have delegated responsibility to assess, review and score the Final Tender submissions.
- 4.2. Members of the Evaluation Panel have been appointed on the basis of their expertise, experience and competence and shall include the Council's advisor(s).
- 4.3. The Evaluation Panel is structured as follows:
  - 4.3.1. **Chair of the Evaluation Panel.** This role will have responsibility for ensuring that:
    - (c) each member of the Evaluation Panel understands the requirements of the Public Contracts Regulations 2015 (2015 Regulations) (as amended) and has received adequate training on the use of the Evaluation Model (Annex 1);
    - (d) each member of the Evaluation Panel actively participates in the evaluation of submissions;
    - (e) the Evaluation Panel reaches consensus during moderation meetings.
  - 4.3.2. **Evaluation Panel (Method Statements).** Members of this panel will review, assess and score Tier 3 criteria in the Method Statements criterion. The evaluators will score the same questions for all Bidders, but different evaluators may score different questions.
  - 4.3.3. **Evaluation Panel (Social Value).** Members of this panel will score the Bidders' social value proposals submitted through the Social Value Portal and in the supporting qualitative descriptions.
  - 4.3.4. **Evaluation Panel (Finance).** Members of this panel will
    - (f) review, assess and score the Robustness of the Bidder Financial Model as described in section 14; and
    - (g) undertake the assessment of the Evaluation Price criterion using the completed Pricing Schedule, as described in section 15.

### 5. INDEPENDENT SCORING

- 5.1. Each member of each Evaluation Panel will initially review, assess and score each of the relevant aspect of the Final Tender independently. Scores will be awarded out of 5 in line with sections 11 (Method Statements), 14 (Robustness of the Bidder Financial Model) and 16 (Social Value). Scores for Evaluation Price will be awarded in accordance with section 15.
- 5.2. During this stage of the evaluation, individual members of the Evaluation Panel may raise clarification questions to Bidders. These will be directed to the Chair of the Evaluation Panel who will submit any such clarifications to Bidders via the Portal.
- 5.3. At the end of Stage 2 of the evaluation, each member of each Evaluation Panel will submit the results of the scoring to the Chair of the Evaluation Panel.

### 6. MODERATION MEETING(S)

- 6.1. Having received the completed scores from all members of the Evaluation Panel, the Chair of the Evaluation Panel will arrange the moderation meetings to agree and reach consensus on the moderated scores for each criterion for each Final Tender.
- 6.2. Members of the Evaluation Panel may agree, during a moderation meeting, to raise clarification questions to Bidders. The Chair of the Evaluation Panel will, in such an event,

## Evaluation Framework - Final Tender Stage

postpone the moderation of the scoring of any part of the submission requiring further clarification and reconvene the Evaluation Panel to a future moderation meeting.

- 6.3. The Council does not envisage the need for clarification meetings with Bidders to address any aspects of the clarification questions raised by the Evaluation Panel, but in exceptional circumstances, Bidders may be invited to one or more clarification meetings. These are to inform the Council and to assist its understanding of a Final Tender submission. A Bidder's performance at such meeting will not form part of the Council's evaluation and will not be scored.
- 6.4. The Evaluation Panel will produce and agree a single scoring sheet for each Final Tender submission and note relevant reasons and commentary for scores awarded.
- 6.5. The Council will then conclude its evaluation of Final Tenders and select as the Preferred Bidder the Bidder which submits the most economically advantageous tender in accordance with the Invitation to Submit Final Tenders and this Appendix 2 (Evaluation Framework).



## STAGE 1 OF THE EVALUATION FRAMEWORK

### 7. CONFORMITY AND COMPLETENESS

- 7.1. This stage will consist of an initial assessment of the submission to ensure that it is complete and compliant with the Mandatory Requirements set out in Table 2 below.
- 7.2. The Mandatory Requirements shall apply to the Final Tender to ensure that Bidders submit a Final Tender that reflects the dialogue to date and does not step back to renege from the Solution as progressed in dialogue.
- 7.3. Where a Final Tender is not substantially complete and/or is inconsistent or where vague or ambiguous information is presented, one of the following courses of action may be taken at the absolute discretion of the Council:
- 7.3.1. information presented will be analysed and, where necessary, specific clarification sought from the Bidder; and/or
- 7.3.2. the Council may not consider the Final Tender at this stage of the evaluation; and/or
- 7.3.3. the Council may reject the Final Tender if the omissions, inconsistencies, vagaries or ambiguities are substantial and material so as to be unacceptable to the Council.
- 7.4. Bidders should note that the Council reserves the right to allow a Bidder to remedy a minor omission or administrative error in a Bid Form or elsewhere in its submission but does not guarantee it will exercise that discretion.

**Table 2:** Mandatory Requirements

Mandatory Requirement	Compliance Criteria Explanation	Evaluation
1. Compliant and bona fide Final Tender	Final Tenders will be checked to ensure that the Final Tenders are bona fide submissions and that there are no: <ul style="list-style-type: none"> <li>• material breaches of the requirements as set out in the ISFT;</li> <li>• collusion or corruption; and</li> <li>• anti-competitive behaviour.</li> </ul>	Pass/fail
2. Completeness of information	Final Tenders must include all information requested and comply with the instructions set out in the ISFT, including without limitation: <ul style="list-style-type: none"> <li>• a fully developed Tender which meets the Council's Requirements as set out in the Draft Specification;</li> <li>• a Tender which demonstrates that the Bidder is able to provide all of the Services (which may include sub-contracting arrangements);</li> <li>• Bid Forms 1 to 7 inclusive completed in all material respects;</li> <li>• Bid Form 8 completed to confirm that the Bidder agrees to enter into the draft Contract and Payment and Performance Mechanism as set out in Appendix 5, 6 and 8</li> <li>• Method Statements prepared and submitted in accordance with Appendix 7;</li> <li>• Completed Appendix 8 (Anticipated Changes);</li> </ul>	Pass/fail

## Evaluation Framework - Final Tender Stage

Mandatory Requirement	Compliance Criteria Explanation	Evaluation
	<ul style="list-style-type: none"> <li>• a Final Tender which is capable of being evaluated as an entire Solution. This means that the Solution must be comprehensive and certain. It must not simply contain a “pick-and-mix” of alternatives or options so that the Council must construct its own Solution from a menu; and</li> <li>• a Final Tender which demonstrates that the Bidder is able to deliver the Services from the Service Commencement Date.</li> </ul>	
3. Legality	Final Tenders must have no legal impediments and the proposed contractual arrangements must be lawful and intra vires the Council and the Bidder.	Pass/fail
4. No material or substantial changes	Final Tenders must reflect the dialogue to date and must not step back or renege from the positions reached during the dialogue process	Pass/Fail

- 7.5. Bidders should note that the Mandatory Requirements are pass / fail and the Council reserves the right not to consider a Final Tender submission which fails to comply with the Mandatory Requirements at any stage (whether identified during the initial assessment or at any other time) regardless of overall score or ranking.
- 7.6. Evaluation of Final Tenders against the Mandatory Requirements involve a detailed assessment of Final Tenders. Accordingly, in the interests of expediency unless it is clearly obvious that the Final Tender does not meet the Mandatory Requirements, it is likely that the Evaluation Panels will commence evaluation of all Final Tenders that meet the Mandatory Requirements. Where, however, the evaluation process demonstrates at any point during the procurement that a Final Tender fails to meet the Mandatory Requirements that Final Tender may (following clarification if necessary) be rejected.
- 7.7. As part of the initial assessment, Bidders must confirm that their circumstances, including economic and financial standing and technical capacity and ability have not materially changed detrimentally since SQ (as detailed at section 17 of the ISFT). Although generally these are matters for SQ and will not be revisited during evaluation of the Final Tenders (since they were satisfied at SQ stage), the Council reserves the right to consider these issues if there are material detrimental changes at any time during the procurement up to award (whether identified during the initial assessment or at any other time). The findings of this assessment stage will be documented.
- 7.8. Submissions that pass this conformity and completeness stage of the evaluation will be taken forward to the subsequent stages of the Evaluation Framework.
- 7.9. For the avoidance of doubt, stages 2A – 2E will be concurrent and not sequential.

**STAGE 2 OF THE EVALUATION FRAMEWORK**

**8. QUALITY CRITERION**

8.1. The quality criterion described in

8.2. Table 1 has been further broken down into Tier 2 level criteria, as outlined in Table 3.

**Table 3:** Method Statements criterion (Tier 2 level criteria)

Tier 1	Tier 2	Points Available at ISFT
<b>Quality Criterion - Method Statements</b>	Management and Culture	22.5
	Operations	67.5
	Deliverability	67.5
	Health, Safety & Welfare	45
	Environment	45
	Service delivery method – waste & recycling collection	90
	Service delivery method – street cleansing	67.5
	Business Planning	45
<b>Total</b>		<b>450</b>

8.3. The Tier 2 level criteria have been further broken down into Tier 3 level criteria, as outlined in Annex 1 to this Evaluation Framework.

**9. FINANCIAL CRITERION**

9.1. The financial criterion described in

9.2. Table 1 has been further broken down into two Tier 2 level criteria, “Evaluation Price” and “Commercial Risk”, as outlined in Table 4.

**Table 4:** Financial criterion (Tier 1 and Tier 2 level criteria)

Tier 1	Tier 2	Points Available at ISFT
<b>Financial Criterion</b>	Evaluation Price	420
	Commercial Risk	30
<b>Total</b>		<b>450</b>

9.3. The commercial criterion described in Table 4 has been further broken down into Tier 3 level criteria, of which only one remains for Final Tender evaluation - “Robustness of the Bidder Financial Model”, as outlined in Table 5.

**Table 5:** Commercial criterion (Tier 2 and Tier 3 level criteria)

Tier 2	Tier 3	Points Available at ISFT
<b>Commercial</b>	Legal/Risk	0
	Payment and Performance	0
	Robustness of the Bidder Financial Model (Finance Option 1)	15
	Robustness of the Bidder Financial Model (Finance Option 2)	15
<b>Total</b>		<b>30</b>

**10. SOCIAL VALUE CRITERION**

The social value criterion described in

- 10.1. Table 1 has been further broken down into two Tier 2 level criteria, “supporting qualitative descriptions” and “quantitative targets”, as outlined in Table 6.

**Table 6:** Social Value criterion (Tier 1 and Tier 2 level criteria)

Tier 1	Tier 2	Points Available at ISFT
<b>Social Value</b>	Supporting qualitative descriptions	50
	Quantitative targets	50
<b>Total</b>		<b>100</b>

**STAGE 2.A OF THE EVALUATION FRAMEWORK**

**11. METHOD STATEMENTS**

- 11.1. The Evaluation Panel (Method Statements) will score each of the “Method Statements” submitted by Bidders on the basis of the scoring guidance set out in Table 7 as guidance to assign scores to each of the relevant aspects of each Method Statement.
- 11.2. Scores will range from 0 to 5 in whole numbers without decimal or fractional parts.
- 11.3. The Evaluation Panel (Method Statements) will be looking for each response to provide a complete, clear methodology that demonstrates how the service will be delivered with relevant supporting information to demonstrate why the solution provides a high-quality service to meet the Council’s requirements.
- 11.4. In the scoring guidance in Table 7:
- 11.4.1. references to the “Requirements” are to those requirements stated in the relevant Method Statement question and in the relevant sections of Schedule 2 of the Contract (Service Specification);
- 11.4.2. to address a Requirement, it must be referred to in the Method Statement as submitted by the Bidder; and
- 11.4.3. the Evaluation Panel will not infer information that is not expressly stated in the Method Statement response to the question.

**Table 7:** Evaluation Scoring Guidance (Method Statements)

Score Descriptor	Score	Evaluation Scoring Guidance
		In the opinion of the member of the Evaluation Panel, the Bidder’s response provides information which:
Very Good	5	<ul style="list-style-type: none"> <li>addresses all aspects of the Requirements and in addition the proposals in the response exceed the Requirements in one or more areas and these proposals are acceptable to the Council; and</li> <li>provides a clear methodology and relevant supporting information and does not contain weaknesses; and</li> <li>provides complete confidence that the Bidder’s proposals will deliver all aspects of the Requirements to a very high standard.</li> </ul>
Good	4	<ul style="list-style-type: none"> <li>addresses all aspects of the Requirements; and</li> <li>provides a clear methodology and relevant supporting information, but may contain minor weaknesses; and</li> <li>provides confidence that the Bidder’s proposals will deliver all aspects of the Requirements to a high standard.</li> </ul>
Satisfactory	3	<ul style="list-style-type: none"> <li>addresses all or almost all aspects of the Requirements; and</li> <li>provides a methodology and relevant supporting information, but may contain moderate weaknesses and/or gives rise to minor cause for concern in some areas; and</li> <li>provides confidence that the Bidder’s proposals are likely to deliver all or almost all aspects of the Requirements to a largely acceptable standard.</li> </ul>
Reservations	2	<ul style="list-style-type: none"> <li>addresses aspects of the Requirements partially and/or may contain omissions; and/or</li> </ul>

## Evaluation Framework - Final Tender Stage

Score Descriptor	Score	Evaluation Scoring Guidance
		In the opinion of the member of the Evaluation Panel, the Bidder's response provides information which:
		<ul style="list-style-type: none"> <li>• provides a methodology and supporting information but contains significant weaknesses and/or gives rise to cause for concern in many areas; and/or</li> <li>• does not provide confidence that the Bidder's proposals are likely to deliver some aspects of the Requirements to a largely acceptable standard.</li> </ul>
Major Reservations	1 (Fail)	<ul style="list-style-type: none"> <li>• addresses aspects of the Requirements partially and/or may contain significant omissions; and/or</li> <li>• provides a methodology and supporting information that is of limited relevance and contains significant weaknesses and/or gives rise to serious cause for concern in many areas; and/or</li> <li>• does not provide confidence that the Bidder's proposals are likely to deliver all or almost all aspects of the Requirements.</li> </ul>
Unacceptable	0 (Fail)	<ul style="list-style-type: none"> <li>• does not substantively address the Requirements and contains major omissions and/or no response; and/or</li> <li>• provides a methodology and supporting information that is fundamentally inappropriate and/or gives rise to serious cause for concern in most areas; and/or</li> <li>• does not provide confidence that the Bidder's proposals will meet the Requirements.</li> </ul>

- 11.5. In order to avoid double counting, any proposals included in the Bidder's Method Statements which duplicate the Chosen Measures selected by the Bidder as part of their Social Value submission will not qualify as exceeding Requirements for the purpose of the Evaluation Scoring Guidance (Table 7).
- 11.6. At the relevant moderation meeting, as described in section 6 of this Evaluation Framework, the Evaluation Panel (Method Statements) will determine the total score for the Method Statements criterion for each submission as follows:
- 11.6.1. the moderated score out of 5 for each Method Statement Tier 3 criterion, as outlined in Annex 1 to this Evaluation Framework, will be divided by the maximum available score (5) set out in Table 7;
- 11.6.2. the result will be multiplied by the maximum number of points available for the relevant Method Statement Tier 3 criterion as set out in Annex 1, to arrive at a weighted score for that Method Statement Tier 3 criterion (rounded to the nearest whole number); and
- 11.6.3. the total weighted score for the Method Statements criterion for each submission will be derived by adding up all the weighted scores for all Method Statement Tier 3 criteria.
- 11.7. Total weighted score for the Method Statements
- 11.7.1. The total weighted score for the Method Statements criterion for each Bidder will be taken forward to calculate the Total Points for each Bidder (Stage 3 of the Evaluation Framework).

**STAGE 2.B OF THE EVALUATION FRAMEWORK**

**12. NOT USED AT FINAL TENDER STAGE**

**STAGE 2.C OF THE EVALUATION FRAMEWORK**

13. NOT USED AT FINAL TENDER STAGE



**STAGE 2.D OF THE EVALUATION FRAMEWORK**

**14. ROBUSTNESS OF THE BIDDER FINANCIAL MODEL**

- 14.1. Bidders shall submit two financial models at ISFT stage, one for Asset Finance Option 1 and one for Asset Finance Option 2. The robustness of the Bidder’s financial models will be evaluated for both Asset Finance Options 1 and 2. The Evaluation Panel (Finance) will score each of the financial models submitted by the Bidder using the scoring guidance described in Table 8 to assign individual scores to each submission.
- 14.2. Scores will range from 0 to 5 in whole numbers without decimal or fractional parts.
- 14.3. The Evaluation Panel (Finance) will score the financial model to determine the robustness and completeness of the submission. In making this assessment, the evaluators will apply the following:
- 14.3.1. where there is a reference to “Basic FM Information”, that information will be as stated at the “Notes for completion” tab of the Pricing Schedule;
- 14.3.2. where there is a reference to “Rate Item”, this means the items identified in the Pricing Schedule.

**Table 8:** Evaluation scoring guidance (Bidder Financial Model criterion)

Score Descriptor	Score	Evaluation Scoring Guidance
		In the opinion of the member of the Evaluation Panel, the Bidder’s response provides information which:
Very Good	5	Meets all of the following standards: <ul style="list-style-type: none"> <li>• is supported by clear and complete guidance that allows for the navigation and operation of the Bidder’s Financial Model.</li> <li>• contains the Basic FM Information and other financial information which is relevant to the submission.</li> <li>• clearly demonstrates the cost base for every Rate Item so that all linked data is traceable with ease.</li> <li>• does not contain any inconsistencies with other elements of the Bidder’s Final Tender, such as the Method Statements.</li> </ul>
Good	4	Meets all of the following standards: <ul style="list-style-type: none"> <li>• is supported by clear and complete guidance that allows for the navigation and operation of the Bidder’s Financial Model.</li> <li>• contains the Basic FM Information and other financial information which is relevant to the submission.</li> <li>• clearly demonstrates the cost base for every Rate Item so that all linked data is traceable with ease.</li> <li>• but</li> <li>• contains minor inconsistencies with other elements of the Bidder’s Final Tender, such as the Method Statements, which are unlikely to impact on the robustness of the Bidder’s Financial Model.</li> </ul>
Satisfactory	3	The Bidder’s Financial Model has at least one of the following issues: <ul style="list-style-type: none"> <li>• is supported by guidance that allows for some navigation and operation of the Bidder’s Financial</li> </ul>

**Evaluation Framework - Final Tender Stage**

Score Descriptor	Score	Evaluation Scoring Guidance
		In the opinion of the member of the Evaluation Panel, the Bidder's response provides information which:
		<p>Model, but there may be aspects of the model that are not supported by guidance and this limits the ability of the navigation and operation.</p> <ul style="list-style-type: none"> <li>• contains most of the Basic FM Information and other financial information which is relevant to the submission.</li> <li>• fails to demonstrate the cost base for up to 25% of the Rate Items so that linked data is traceable in most parts but some data may not be linked.</li> <li>• contains one or two moderate inconsistencies with other elements of the Bidder's Final Tender, such as the Method Statements, which are unlikely to impact significantly on the robustness of the Bidder's Financial Model.</li> </ul>
Reservations	2	<p>The Bidder's Financial Model has at least one of the following issues:</p> <ul style="list-style-type: none"> <li>• is supported by limited guidance that allows for limited navigation and operation of the Bidder's Financial Model.</li> <li>• contains limited aspects of the Basic FM Information and other financial information which is relevant to the submission.</li> <li>• fails to demonstrate the cost base for more than 25% but less than 50% of the Rate Items so that linked data may not be traceable in many parts and some data may not be linked.</li> <li>• contains more than two moderate inconsistencies with other elements of the Bidder's Final Tender, such as the Method Statements, which are likely to impact on the robustness of the Bidder's Financial Model.</li> </ul>
Major Reservations	1 (Fail)	<p>The Bidder's Financial Model has at least one of the following issues:</p> <ul style="list-style-type: none"> <li>• is not supported by guidance relating to the Bidder's Financial Model.</li> <li>• does not contain any of the Basic FM Information and other financial information which is relevant to the submission.</li> <li>• fails to demonstrate the cost base for more than 50% of the Rate Items so that linked data is not traceable in most parts and/or some data is not linked.</li> <li>• contains one or two significant inconsistencies with other elements of the Bidder's Final Tender, such as Method Statements, which give the evaluators little confidence in the robustness of the Bidder's Financial Model.</li> </ul>
Unacceptable	0 (Fail)	<p>The Bidder's Financial Model has the following issue:</p> <ul style="list-style-type: none"> <li>• contains more than two significant inconsistencies with other elements of the Bidder's Final Tender, such as the Method Statements, and consequently fails to give the evaluators any confidence in the robustness of the Bidder's Financial Model.</li> </ul>

- 14.4. At the relevant moderation meeting, as described in section 6 of this Evaluation Framework, the Evaluation Panel (Finance) will agree the moderated score for the Robustness of the Bidder Financial Model criterion for each Asset Finance Option submission and then determine the weighted score as follows:
  - 14.4.1. the moderated score for each submission will be divided by the maximum available score set out in Table 8; and
  - 14.4.2. the result will be multiplied by the maximum number of points available for the Robustness of the Bidder Financial Model criterion as set out in Table 5 (Commercial criterion) above to arrive at the weighted score.
- 14.5. Total score for the Robustness of the Bidder Financial Model
  - 14.5.1. The weighted score for each Asset Finance Option for the Robustness of the Bidder Financial Model criterion for each Bidder will be taken forward to calculate the Total Points for each Bidder (Stage 3 of the Evaluation Framework).

**STAGE 2.E OF THE EVALUATION FRAMEWORK**

**15. EVALUATION PRICE**

- 15.1. The Evaluation Panel (Finance) will use the Evaluation Model in Annex 1 to this Evaluation Framework and the completed Pricing Schedule (Bid Form 6) submitted by the Bidders to determine the points to be awarded to the Evaluation Price criterion.
- 15.2. The sum to be evaluated (“Tender Sum”) is included in the “Summary – Evaluation” tab of the Pricing Schedule. The Tender Sum comprises:
- 15.2.1. the pricing for Mobilisation (completed in the “Mobilisation” tab of the Pricing Schedule);
  - 15.2.2. the pricing for the delivery of the Services for the 8 year Contract Period such sum made up of the following options:
    - (h) Asset Financing Option 1- 50% of the total estimated cost of delivery of the Services with the Provider funding all Assets as completed in the “Pricing (Provider vehicles)” tab of the Pricing Schedule; and
    - (i) Asset Financing Option 2- 50% of the total estimated cost of the delivery of the Services with the Council funding all initial Assets completed in the “Pricing (Council vehicles)” tab of the Pricing Schedule.
  - 15.2.3. These prices and rates will provide a total notional annual cost and a total cost over the Contract Period. The Evaluation Panel (Finance) will transpose the Evaluation Prices (determined in the “Summary – evaluation” tab of the Pricing Schedule) of all Bidders from the Pricing Schedules to the Evaluation Model in Annex 1.
- 15.3. **Notional Sums for the Variable Rate Items:** Bidders should note that the Quantities Applied for the Variable Rate Items are notional only as these services will be instructed on an ad hoc basis. The Quantities Applied for the Variable Rate Items have been included for the purposes of the evaluation only. The Council does not warrant or guarantee the number, type or quantity of Variable Rate Items required during the Contract Period.
- 15.4. Total points for Evaluation Price
- 15.4.1. The points for the Evaluation Price criterion will be determined on the basis of a “deviation from the lowest Tender Sum” methodology.
  - 15.4.2. The Tender Sums for each Bidder will be calculated using the Pricing Schedule as set out in section 15.2 above, and the relevant figures will be transposed into the Evaluation Model in Annex 1 (see section 15.2 and Annex 1 for more details). The Tender Sums will then be ranked lowest first. The submission achieving the lowest Tender Sum will obtain the maximum number of points available, i.e. 420 points, with the other submissions receiving points based on their deviation from the lowest Tender Sum in accordance with the following calculation:
  - 15.4.3.  $(\text{Lowest Tender Sum } (\pounds) \div \text{Bidder's Tender Sum } (\pounds)) \times [420]$
  - 15.4.4. The points awarded (rounded to the nearest whole number) for the Evaluation Price criterion for each Bidder will be taken forward to calculate the Total Points for each Bidder (Stage 3 of the Evaluation Framework).

<b>Awarded points = (Lowest Tender Sum ÷ Bidders' Tender Sum) x 420</b>			
<b>Example Sums</b>	<b>Tender</b>	<b>Calculation</b>	<b>Example Score Awarded (out of max 420)</b>
		$(\text{Lowest Tender Sum } (\pounds) \div \text{Bidder's Tender Sum } (\pounds)) \times [420]$	
Bidder A = £1000		$(600/1000) \times 420 = 252$	252

## Evaluation Framework - Final Tender Stage

Bidder B = £850	$(600 / 850) \times 420 = 296$	296
Bidder C = £600	$(600 / 600) \times 420 = 420$	420

**STAGE 2.F OF THE EVALUATION FRAMEWORK**

**16. SOCIAL VALUE**

- 16.1. The evaluation and moderation of social value will be undertaken by an independent expert, Social Value Portal (“SVP”), alongside the Council.
- 16.2. There are two components to the evaluation of social value:
  - 16.2.1. Quantitative targets, detailed in section 16.8.
  - 16.2.2. Supporting qualitative descriptions, detailed in sections 16.3 to 16.7.
- 16.3. The supporting qualitative descriptions provided, detailing how the Quantitative targets will be delivered, will be evaluated using the scoring methodology set out in **Table 9** below. The assessment will be based on an overall assessment of the quality of the proposal, including the Bidder’s capacity to deliver Social Value offers made, based on the evidence provided by the bidder.
- 16.4. Scores will range from 0 to 5 in whole numbers without decimal or fractional parts.
- 16.5. In the scoring guidance in Table 9:
  - 16.5.1. references to the “Chosen Measures” are to those measures selected by the Bidder from the National TOMS (Themes, Outcomes and Measures) developed by the SVP;
  - 16.5.2. to address a Chosen Measure, it must be referred to in the supporting qualitative descriptions as submitted by the Bidder.
- 16.6. The Evaluation Panel will not infer information that is not expressly stated in the supporting qualitative descriptions.

**Table 9:** Evaluation Scoring Guidance (Tier 2: supporting qualitative descriptions)

Score Descriptor	Score	Evaluation Scoring Guidance
		In the opinion of the member of the Evaluation Panel, the Bidder’s response provides information which:
Very Good	5	<ul style="list-style-type: none"> <li>• addresses all aspects of the Chosen Measures; and</li> <li>• provides a clear methodology and relevant supporting information and does not contain weaknesses; and</li> <li>• provides complete confidence that the Bidder’s proposals will deliver all aspects of the Chosen Measures to a very high standard.</li> </ul>
Good	4	<ul style="list-style-type: none"> <li>• addresses all aspects of the Chosen Measures; and</li> <li>• provides a clear methodology and relevant supporting information, but may contain minor weaknesses; and</li> <li>• provides confidence that the Bidder’s proposals will deliver all aspects of the Chosen Measures to a high standard.</li> </ul>
Satisfactory	3	<ul style="list-style-type: none"> <li>• addresses all or almost all aspects of the Chosen Measures; and</li> <li>• provides a methodology and relevant supporting information, but may contain moderate weaknesses and/or gives rise to minor cause for concern in some areas; and</li> <li>• provides confidence that the Bidder’s proposals are likely to deliver all or almost all aspects of the Chosen Measures to a largely acceptable standard.</li> </ul>
Reservations	2	<ul style="list-style-type: none"> <li>• addresses aspects of the Chosen Measures partially and/or may contain omissions; and/or</li> </ul>

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Score Descriptor	Score	Evaluation Scoring Guidance
		In the opinion of the member of the Evaluation Panel, the Bidder's response provides information which:
		<ul style="list-style-type: none"> <li>• provides a methodology and supporting information but contains significant weaknesses and/or gives rise to cause for concern in many areas; and/or</li> <li>• does not provide confidence that the Bidder's proposals are likely to deliver some aspects of the Chose Measures to a largely acceptable standard.</li> </ul>
Major Reservations	1 (Fail)	<ul style="list-style-type: none"> <li>• addresses aspects of the Chosen Measures partially and/or may contain significant omissions; and/or</li> <li>• provides a methodology and supporting information that is of limited relevance and contains significant weaknesses and/or gives rise to serious cause for concern in many areas; and/or</li> <li>• does not provide confidence that the Bidder's proposals are likely to deliver all or almost all aspects of the Chosen Measures.</li> </ul>
Unacceptable	0 (Fail)	<ul style="list-style-type: none"> <li>• does not substantively address the Chosen Measures and contains major omissions and/or no response; and/or</li> <li>• provides a methodology and supporting information that is fundamentally inappropriate and/or gives rise to serious cause for concern in most areas; and/or</li> <li>• does not provide confidence that the Bidder's proposals will meet the Chosen Measures.</li> </ul>

16.7. At the relevant moderation meeting, as described in section 6 of this Evaluation Framework, the Evaluation Panel (Social Value) will determine the total score for the supporting qualitative descriptions criterion for each submission as follows:

16.7.1. the moderated score for the supporting qualitative descriptions (Social Value Tier 2) criterion, will be divided by the maximum available score (5) set out in Table 9; and

16.7.2. the result will be multiplied by the maximum number of points available for the supporting qualitative descriptions (Social Value Tier 2) criterion as set out in Annex 1 to arrive at a weighted score for the supporting qualitative descriptions (Social Value Tier 2) criterion.

16.8. The quantitative targets (Social Value Tier 2) score will be calculated using the formula below.

16.8.1. The bidder submitting the highest aggregate target value (after any discounting made as a result of the evaluation) in their Social Value proposal will be scored the maximum available score for the quantitative element of the social value scoring, subject to satisfactory evidence being provided to support the proposal.

16.8.2. All other bidders will be scored in relation to the highest Social Value submission as follows:

$$(A \div B) \times C = X$$

Where:

A = the Bidder's social value financial proposal

B = the highest financial proposal submitted

C = the maximum score i.e. 50

X = the Bidder's weighted quantitative targets score.

16.9. Total Social Value Score

- 16.9.1. In order to calculate the Total Social Value (Tier 1) score, the weighted score for the supporting qualitative descriptions will be added to the weighted score for the quantitative targets.
- 16.9.2. The Total Social Value Score for each Bidder will be taken forward to calculate the Total Points for each Bidder (Stage 3 of the Evaluation Framework).



### STAGE 3 OF THE EVALUATION FRAMEWORK

#### 17. TOTAL POINTS

17.1. The Total Points for each submission will be awarded using the following formula:

Total Points = (points awarded for the Method Statements criterion + points awarded for the Robustness of the Bidder Financial Model criterion + points awarded for the Evaluation Price criterion + points awarded for the Social Value criterion).

**ANNEX 1: EVALUATION MODEL**

