



Invitation to Participate

**Dynamic Purchasing System -
Routine Grounds Maintenance for Schools**

Evaluation Criteria - Selection and Award

V1.0 July 2021

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Evaluation Overview

There are two stages involved in the evaluation process before a Contract can be awarded:

Stage 1: Selection Evaluation Criteria – Acceptance/rejection of Tenderers based on business standing, financial standing, technical and professional ability.

All Submissions will be evaluated before a service provider can be admitted onto the DPS as a DPS Provider and be eligible to bid for Contracts.

In these procurement documents the term "Self-cleaning" is used. This term arises out of Regulation 57(13) of The Public Contracts Regulations 2015. Self-cleaning allows Tenderers to provide evidence that any breaches that may have occurred in the grounds for exclusion outlined in this document have now been rectified and measures have been put in place to ensure compliance. The Authority reserves the right to consider the measures taken and deem whether the remedial action taken is sufficient and whether the Authority requires the submission of satisfactory evidence by the Tenderer prior to appointment.

CRITERIA	SECTION NUMBERS	DOCUMENT	EXPLANATION FOR ALLOCATION OF WEIGHTING	CRITERIA WEIGHTING
Selection	1 – 4, 6 - 8	Selection Questionnaire	Must pass all questions to be eligible to be admitted onto the DPS	Pass or Fail

The Authority will request evidence of the self-cleaning measures implemented following the evaluation process before admitting service providers onto the DPS.

If a service provider fails any of the selection criteria or fails to provide the information required by the Authority, they will not be admitted onto the DPS. However they may re-apply to join the DPS at any time by submitting a new Selection Questionnaire Submission.

Stage 2: Award Evaluation Criteria – Evaluation of Tenders following mini-competition bidding process for Contracts.

Service Providers will be invited to submit Tenders in response to an Invitation to Tender issued by the Authority. These will be evaluated against the specific Award Criteria stated in the Invitation to Tender. An overview of what the Award Criteria may be detailed later in this document.

Stage 1 – Evaluation Selection Criteria

Stage 1 – Selection Evaluation Criteria

Part 1: Potential supplier Information

Section 1 - Potential supplier information (1.1), Bidding model (1.2), Contact details and declaration (1.3)	
1.1 (a-h)	
PASS	All information has been provided for all relevant questions.
FAIL	Information requested not provided in respect of all relevant questions.
1.1 (i i)	
PASS	A response of Yes or N/A
FAIL	A response of No
1.1 (i ii)	
PASS	If response to 1.1 (i) is 'Yes' All information has been provided for all questions.
FAIL	If response to 1.1 (i) is 'Yes' but no response to 1.1 (i ii)
1.1 (j i-ii)	
PASS	All information has been provided for all questions
FAIL	Information requested not provided for any question If response to j (i) is 'yes' but no confirmation of compliance is given in j (ii)
1.1 (k – p)	
PASS	All information has been provided for all relevant questions.
FAIL	Information requested not provided for any of the relevant questions.
1.2	
PASS	If response to 1.2 a (i) is 'Yes' All information has been provided for all questions. Or if response is 'No', N/A to 1.2(a) (ii), (a) (iii) and 1.2(b) (i), (b) (ii) is required.
FAIL	If response to 1.2 a (i) is 'Yes' but no response to 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii) is provided.
1.3 (a-h)	
PASS	All information has been provided for all questions.
FAIL	Information requested not provided in respect of any of the questions.

Part 2: Exclusion Grounds

Section 2 - Grounds for mandatory exclusion (2.1 – 2.3)	
See Annex C of the questionnaire for guidance	
2.1	
For the questions within 2.1 you must self-certify whether any of the grounds for mandatory exclusion apply, as specified by the questions.	
2.2	
PASS	If applicable, a response of 'Yes' to 2.2.
FAIL	A response of a 'Yes' to one or more questions in 2.1 (a) but 'No' to 2.2.
2.3	
PASS	Responses of 'No' to 2.3 (a), or a response of 'Yes' but provides sufficient evidence of self-cleaning (see full details within section on 'Self-cleaning' below)
FAIL	(See section on 'Self-cleaning' on Page 4 of this document) If any of the mandatory grounds for rejection apply and the supplier does not provide sufficient evidence of self-cleaning, then the Authority will score these sections of the supplier's application as a FAIL.

	If a supplier is scored a FAIL for a question within these sections then this will result in the supplier's elimination from the evaluation process and the Authority will not proceed with the scoring of its Evaluation Criteria for this ITT.
Section 3 - Grounds for discretionary exclusion (3.1 – 3.2)	
3.1 (a) – (j) and (j) (i-iv)	
You must self-certify whether any of the grounds for discretionary exclusion apply, as specified by the questions.	
PASS	Responses of 'No' to each question, or a response of a 'Yes' to one or more questions but appropriate evidence of self-cleaning is provided within 3.2 (see section on 'Self-cleaning' below for guidance and instructions on this).
FAIL	The Authority is entitled to exclude Tenderers from the ITT if any of the discretionary grounds for exclusion apply, as indicated by a Tenderer responding 'Yes' to a question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.

Self-cleaning: important instructions

Self-cleaning: If a Tenderer responds 'Yes' to any of the questions within **2.1, 2.3 or 3.1** The Authority may request further evidence of self-cleaning at any time prior to award.

In order for the evidence referred to above to be sufficient, the Tenderer shall, as a minimum, prove that it has:

- Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Tenderer shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Tenderer shall be given a statement of the reasons for that decision, and the question(s) shall be scored as a FAIL.

The Authority can use its discretion as to whether the Tenderer may be awarded a PASS, provided the Tenderer can demonstrate remedial action to the Authority's satisfaction.

If a Tenderer answers 'Yes' to any questions within sections 2.1- 2.3, or 3.1 and subsequently **does not provide any evidence that is requested** of Self-cleaning the Tenderer will fail that question and be excluded from the process.

Self-cleaning is not applicable to discretionary exclusion grounds which are procurement-specific and which do not arise from Tenderer misdeeds (“conflict of interest” and “distortion of competition from prior involvement”).

Part 3: Selection Questions

Section 4 – Economic and financial standing (4.1 – 4.2)							
4.1							
PASS	If a supplier answers yes to one of the questions.						
FAIL	The Authority may fail a Tenderer if they cannot provide any evidence required in 4.1.						
4.2							
PASS	<p>The specified minimum level of economic and financial standing for this procurement is set out below: <i>If both of the following criteria are achieved, the Tenderer will achieve a PASS and should select Yes within the selection questionnaire.</i></p> <ul style="list-style-type: none"> • A result of 0.7 or above for the current ratio; and • A result of 1 or below for the debt ratio. <p><u>To calculate the financial ratios:</u></p> <table border="1" style="margin-left: 40px;"> <tr> <td colspan="2">FINANCIAL INFORMATION – evaluation method</td> </tr> <tr> <td>Current ratio</td> <td>Current assets divided by current liabilities</td> </tr> <tr> <td>Debt ratio</td> <td>Total debt divided by total assets</td> </tr> </table>	FINANCIAL INFORMATION – evaluation method		Current ratio	Current assets divided by current liabilities	Debt ratio	Total debt divided by total assets
FINANCIAL INFORMATION – evaluation method							
Current ratio	Current assets divided by current liabilities						
Debt ratio	Total debt divided by total assets						
FAIL	<p>If a Tenderer selects 'No' for Question 4.2 as they did not satisfy both of the above criteria they will FAIL that question in which case the Authority will not proceed with the scoring of their tender.</p> <p>Tenderers may be required to confirm the following information during evaluation stage when requested:</p> <ul style="list-style-type: none"> • Current assets • Current liabilities • Total debt • Total assets <p>FAIL – The Authority will use the above information to calculate the above ratios. If a Tenderer is found not to satisfy both the above criteria they may fail question 4.2 and be excluded from the procurement.</p> <p>The Authority reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further information such as details of your accounting model or information concerning any underwritten debt. At the sole discretion of the Authority, the further information provided may be taken into account to assess whether your organisation will PASS the question.</p>						
Section 5 – NOT IN USE							
Section 6 – Technical and professional ability (6.1 - 6.3)							
6.1 – Relevant Experience							
<p>This question requires contract(s) that are relevant to the Authority's requirement. The Authority's requirements are set out within the ITT and Service Specification documents. Examples of contracts relevant to the Authority's requirements may include:</p>							

<ul style="list-style-type: none"> Contract(s) for services similar to those set out with in the Authority's ITT and Specification documents. 	
PASS	The information is complete and the reference(s) which the Authority obtains are satisfactory.
FAIL	<p>If one or more references gives evidence of a failure to deliver the required levels of contract performance it may result in a FAIL.</p> <p>No description(s) provided in response to the question, or the contracts provided are not relevant to the Authority's requirements may result in a FAIL.</p> <p>If it is not possible to validate the accuracy of the information provided or if the accuracy of the information provided is put in significant doubt by the referee this may result in a FAIL.</p> <p>However, the information for the other questions within section 6 will be taken into account by the Authority to assess whether your organisation will PASS the question.</p> <p>Description of contract The Authority only requires a short description of the service your organisation was contracted to carry out .</p>
6.2	
This question requires previous experience of working with subcontractors.	
PASS	The evidence submitted is satisfactory, even if limited, or no response due to no subcontracting in proposed delivery model.
FAIL	No description(s) provided in response to the question where the Tenderer has stated they would use subcontracting within the delivery model.
6.3	
This question requires an explanation as to why examples cannot be given within 6.1.	
PASS	Explanation not required by virtue of the response given to 6.1, or the explanation provided is satisfactory.
FAIL	<p>No response to the question, or the explanation is not satisfactory.</p> <p>However, the information for the other questions within section 6 will be taken into account by the Authority to assess whether your organisation will PASS the question.</p>
Section 7 – Modern Slavery Act 2015 (7.1 - 7.2)	
PASS	<p>If you respond 'No' to question 7.1 indicating that you are not a relevant commercial organisation, and provide explanation within 7.2.</p> <p>If you respond 'Yes' to question 7.1 indicating that you are a relevant commercial organisation, and provide the relevant url within 7.2.</p>
FAIL	<p>If you respond 'No' to question 7.1 indicating that you are not a relevant commercial organisation, and do not provide explanation within 7.2 this may result in a FAIL.</p> <p>If you respond 'Yes' to question 7.1 indicating that you are a relevant commercial organisation, and do not provide the relevant url within 7.2 this may result in a FAIL.</p> <p>At the sole discretion of the Authority, the information provided may be taken into account to assess whether your organisation will PASS this question.</p>

Section 8 – Additional Questions

8.1 Organisational Procedures

Pass	If you respond "Yes" to questions 8.1(a), 8.1(b).
Fail	If you respond "No" to any of questions 8.1(a), 8.1(b)

8.2 Insurance

Pass	If you respond "Yes" to question 8.2(a)
Fail	If you respond "No" to question 8.2(a)

8.3 Health and Safety Policy and Capability

Pass	If you respond "Yes" to question 8.3(a), 8.3(b), 8.3(c), 8.3(d), 8.3(e), 8.3(f), 8.3(g).
Fail	If you respond "No" to any of questions 8.3(a), 8.3(b), 8.3(c), 8.3(d), 8.3(e), 8.3(f), 8.3(g).

8.4 Environmental/Sustainability

Pass	If you respond "Yes" to 8.4(a), 8.4(b), 8.4(c).
Fail	If you respond "No" to any of questions 8.4(a), 8.4(b), 8.4(c).

8.5 Quality Management Policy and Capability

Pass	If you respond "Yes" to 8.5(a); or you respond "No" to 8.5(a) but "Yes" to 8.5(b) 8.5(c)
Fail	If you respond "No" to 8.5(a) and you respond "No" to 8.5(b), 8.5(c)

8.6 Disclosure and Barring Service

Pass	If you respond "Yes" to 8.6(a).
Fail	If you respond "No" to 8.6(a).

8.7 Timescales

Pass	If you respond "Yes" to 8.7(a).
Fail	If you respond "No" to 8.7(a).

8.8 Declaration

Pass	If you respond "Yes" to 8.8(a).
Fail	If you respond "No" to 8.8(a).

Stage 2 – Evaluation Award Criteria

Stage 2 – Award Evaluation Criteria Overview

No Tenderer will be advantaged or disadvantaged through the scoring mechanism.

The Authority shall award each Contract under this DPS following a competitive tendering exercise.

All Service Providers will be invited to take part in a mini-competition by receiving an Invitation to Tender (ITT) for specific routine grounds maintenance services at a named establishment or group of establishments (batch).

In response to the ITT, Tenderers may bid for the services by submitting a Tender as and when required. If establishments are tendered as a batch, Service Providers must provide a price for all establishments in the batch. Failure to provide a price for one or more establishments in a batch may exclude the Service Provider from the mini-competition.

Any Contract awarded will be awarded on the basis of the offer that is the most economically advantageous to the Authority from the DPS Providers' Tenders, evaluated according to the evaluation methodology described in the Authority's relevant Invitation to Tender.

The evaluation award criteria and weighting **may** be based on the evaluation of two (2) themes:

- Price only; or
- Price and responses to project specific questions

The total weighting for Price only or Price and any project specific questions (if used) added together will be one hundred per cent (100%).

Mini-competition weightings may or may not include project specific questions.

Where project specific questions are used, these may be pass/fail questions or (where pass/fail questions are not used) weightings within declared ranges of any amount up to ninety per cent (90%) for project specific questions and any amount up to ninety per cent (90%) for Price may be used for the evaluation, providing the total equals 100%.

Examples of weighting criteria, which may be used by the Authority and published in the relevant ITT, are shown in the table below:

Criterion	Weighting (1)	Weighting (2)	Weighting (3)
Project specific questions	Not used	Pass/Fail	0 - 90%
Price	100%	100%	0 - 90%
TOTAL	100%	100%	100%

The weighting criteria to be used in ITT documents for mini-competitions to award a Contract for a Routine Grounds Maintenance Instruction shall automatically follow "Weighting example (1)" i.e. evaluation based entirely on Price with no project specific questions, unless otherwise specified in the ITT.

The award of any Contracts to a DPS Provider under this DPS will not imply any representation by the Authority as to their financial stability, technical competence or ability in any way to carry out the Services. The right to return to these matters as part of the formal tender evaluation process is hereby reserved to the Authority. Service Providers may therefore be required to certify that the information contained within their SQ submission is still accurate when bidding for Contracts.

Stage 2 – Format of Mini-competition

The Authority will conduct mini-competitions in the form of a Request for Quote (RFQ) format:

- Suppliers will be invited to participate in an RFQ via electronic means (this may be the electronic tendering system or email).
- Following invitation, Tenderers will be able to view the tender documents relating to the RFQ (this may be the electronic tendering system or email).
- The RFQ will close at the date and time specified in the ITT and detailed on the i-supplier portal unless otherwise extended at the Authority's discretion.
- The evaluation criteria for each contract will be specified in each mini-competition.
- Tenderers may submit bids at any time up to the RFQ closing date and time.
- Tenderer may revise their bid any number of times prior to the RFQ closing date and time.
- Upon the RFQ closing date and time, the Authority will proceed to evaluate submissions in accordance with the evaluation criteria as specified in the RFQ.
- At any stage of the RFQ, the Authority reserves the right not to award the Contract.

Stage 2 - Award Evaluation Criteria – Price

Contract Pricing

Having considered all aspects of Authority's requirements detailed in the relevant ITT, the Tenderer is required to provide a pricing proposal in their Tender in the format as directed in the relevant ITT.

All prices must be quoted in pounds sterling to two decimal places, and be exclusive of VAT.

Prices must remain open for acceptance until 120 days from the published closing date for the receipt of tenders.

Price Scoring

Tenderers will be required to submit a Price for the delivery of services as directed in the ITT.

The Tenderers' Prices will be arranged by the most competitive (lowest Price) through to the least competitive (highest Price).

The most competitive Price gains the full weighting available within the pricing criteria. All remaining Submissions, which are more expensive, are awarded a score pro rata to the most competitive response.

The formula to calculate the Price Score is carried out as described below:

$$= (\text{Lowest Tendered Price} / \text{Tendered Price}) * \text{Price Weighting} = \text{Price Score}$$

(If Applicable) - Stage 2 – Award Evaluation Criteria – Non Price

Where the Authority includes any project specific questions, these will be scored as Pass/Fail, or out of a score of 4, as indicated in the ITT.

Scoring of project specific questions may be undertaken by Procurement or Design and Construction representatives.

The interpretations of the non-price scorings for each type are:

Score	Description
Pass	Acceptable Response is relevant and acceptable and is sufficiently detailed to demonstrate an acceptable understanding and provides details on how the requirements will be fulfilled.
Fail	Unacceptable Nil or inadequate response; or response fails to demonstrate an ability to meet the requirement; or response is partially relevant but generally poor; or the response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

Score	Description
0	Unacceptable Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1	Poor Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
2	Acceptable Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
3	Good Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4	<p>Excellent Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.</p>
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Each question will have a threshold score whereby should a Tenderer be awarded a score of Fail or less than 2 (i.e. it does not meet criteria), the tender evaluation panel may not complete the rest of the assessment for that Tenderer's submission and the Tenderer may be rejected from the evaluation process. Each member of the tender evaluation panel must agree with the score and the resulting elimination.

- The questions scored 0-4 will have a weighted mark. The scores will be calculated against the weighted mark. The formula to calculate the weighted score is carried out as described below;
- Weighted Score = (question weighting / maximum score available (4)) * question score awarded (0 to 4)
- Weighted marks for each question are added together to give the total weighted mark for the Award Stage Questionnaire.

The following table demonstrates how this will apply to a Tenderers score if they received, for each question, the following scores against a variety of weightings:

Question no.	Question Weighting	Supplier Score	Score Interpretation	Weighted Score
1	10.00	4	full score	10.00
2	10.00	3	three quarters score	7.50
3	10.00	2	half score	5.00
4	20.00	1*	one quarter score	5.00
	50.00%			27.50%

*bidder may be disqualified after receiving this score