

# **Appendix 1**

## **TENDER EVALUATION for Bathing**

### **a. Introduction**

- i. The tender evaluation will objectively assess the extent to which each tender submission meets each of the specified evaluation criteria, and will identify the strengths and weaknesses of the tender submissions in respect of those criteria.
- ii. The evaluation will assess the tenders on the basis of the submitted tenders only. No prior knowledge of the tenderer will be assumed. Although the aim is for tenderers to address the evaluation criteria in separate method statements, the council will review each tender submission as a whole.
- iii. It is the intention to appoint 4 preferred providers to the list and a further 3 reserve providers should the capacity of the 4 preferred providers be insufficient or there are issues with contractor performance. Each scheme will be offered to the 4 preferred providers on a rotational basis (and reserve contractors where appropriate) when the recipient of the grant is not electing a provider. Due to the nature of the works, there is no guarantee of any works during the contract period.

### **Quality only evaluation**

- 1.1.1 Bathing adaptation works will be delivered on the basis of a fixed price. The tender submissions will be evaluated at tender stage based on 100% Quality submissions only. To be accepted onto the List of Contractors to deliver bathing adaptations within Private dwellings a minimum score of 400 Points (40%) will have to be achieved.
- 1.1.2 The criteria against which tender submissions will be evaluated are set out 8.5

### **Evaluation panel**

- 1.1.3 The Procurement Lead will ensure the distribution of compliant tender submissions to each member of the evaluation panel.
- 1.1.4 The evaluation panel will consist of representatives from the following directorates:
  - Health & Housing, Environment & Housing
  - Property & Contracts, Environment & Housing

### **Quality Criterion**

- 1.1.5 The quality criteria are detailed at section 8.5 of the tender docs.
- 1.1.6 This will be a quality only evaluation. The maximum amount of points available for quality will be 1000.

- 1.1.7 You should submit your responses to the quality criteria (method statements), as set out below at section 8.5, in the tender schedule at Appendix 2.
- 1.1.8 You should ensure that you do not exceed the maximum word count given for each method statement. Please do not answer questions by referring to other documents or to specific paragraphs within other documents as these will not be evaluated. You should be aware that any text over the limit for the relevant method statements will be removed from the tender schedule before being issued to the evaluation panel.
- 1.1.9 It is important to ensure that any information submitted is relevant to the quality evaluation criteria. Information which is not relevant will not be taken into account and will not be evaluated.

### **Quality Evaluation Criteria**

	<b>Method Statement</b>	<b>Maximum Points Available</b>	<b>Maximum word limit Font Arial Size 12</b>
<b>1.1</b>	Please explain how you will;  Monitor and manage the quality of adaptations works carried out.	<b>75 Points</b>	<b>150 words</b>
<b>1.2</b>	Monitor your operatives conduct and behaviour while works are carried out to the adapted properties.	<b>75 Points</b>	<b>150 words</b>
	Please outline how you will deal with:		
<b>2.1</b>	Reports of faulty equipment.	<b>75 Points</b>	<b>150 words</b>
<b>2.2</b>	Quality issues following completion of the works within the warranty period.	<b>75 Points</b>	<b>150 words</b>
<b>3.0</b>	When carrying out adaptations works on site, it is common place for a contractor to suffer downtime, often at short notice, due to the client's personal circumstances. How would you deal with this situation and would you look to recover any costs?	<b>150 Points</b>	<b>250 words</b>
<b>4.0</b>	Please explain how your organisation will deliver the adaptations works to meet the targets set within the performance indicators.	<b>150 Points</b>	<b>250 words</b>
<b>5.0</b>	You be required to work in clients homes who are who are vulnerable and/or older, who have physical disabilities, who are non-English speakers, and who have communication difficulties, how would you explain to them what you will be doing on site prior to as well as throughout the duration of the works?	<b>150 Points</b>	<b>250 words</b>

<p><b>6.0</b></p>	<p>Please describe how your organisation deals with complaints, in relation to adaptation works include in your response what measures you would introduce to ensure these complaints are kept to a minimum</p>	<p><b>150 Points</b></p>	<p><b>250 words</b></p>
<p><b>7.0</b></p>	<p><b>Information Governance Question 7</b></p> <p>Please describe how, in compliance with the Data Protection Act, you would prevent unlawful disclosure of information, securely store customers' information, and then destroy the data you are provided with once this is no longer required?</p>	<p><b>100 Points</b></p>	<p><b>250 Words</b></p>