

WASTE SOLUTION FOR LEEDS RESIDUAL WASTE TREATMENT PROJECT Overview of Evaluation Process

Evaluation Methodology

The evaluation approach will, in general terms, be to assess Bids in a manner which will:

- conform with all relevant statutory and regulatory requirements and best practice;
- be robust, objective and transparent;
- provide a framework that will facilitate a comprehensive review of each Bid; and
- provide a clear audit trail.

The Procurement Process

The residual waste treatment project will be procured using the Competitive Dialogue procedure as required by DEFRA as a condition of funding. This process commences with a Pre Qualification Questionnaire stage following the issue of the OJEU notice to commence the procurement. This stage is a capacity and capability check of potential bidders to ensure their suitability to enter into the Competitive Dialogue.

Bid consortia which pass this initial check are then invited to submit Outline Solutions to the project which are evaluated using the Competitive Dialogue evaluation methodology agreed prior to the issue of the OJEU notice. Consortia which are successful at this stage (generally 3 or 4) are invited to submit Detailed Solutions which are evaluated using the same methodology, following which a final bidding stage, generally consisting of 2 bidders, is carried out, and then a preferred bidder is appointed and the Competitive Dialogue is closed. The final conditions of the contract are then agreed and the contract is signed.

Evaluation Methodology Status

The Competitive Dialogue process requires the evaluation methodology to be agreed prior to the commencement of the Dialogue process. The Competitive Dialogue procurement is then carried out in accordance with this methodology which should remain unchanged throughout. This ensures that bidders are not disadvantaged by amendments to the selection criteria and that the Council is not exposed to risk of legal challenge by losing bidders on the grounds that their bid would have been acceptable had the evaluation criteria not been changed. The cost of the bidding process to losing bidders can be as much as £3m, so transparency and consistency within the procurement is very important.

Evaluation Methodology Format

The evaluation methodology will consider bids on a quantitative and qualitative basis.

The quantitative evaluation will determine the affordability of the bid to the City Council. The Council's affordability position was approved by the Council's Executive Board at its meeting in November 2007. The quantitative evaluation will assess whether each bid meets the affordability guidelines issued by the City Council, or in the opinion of the Project Board can be made affordable (whilst still meeting the City Council's core project requirements). Where a bid achieves neither of these tests, the City Council would not generally proceed further with that bid.

The qualitative evaluation will determine the quality and, where appropriate, the value for money of the bids. It is anticipated that the evaluation will be carried out using a range of core criteria which might typically be around technical quality and value for money, the financial robustness and legally any amendments the bidder might propose to the terms and conditions of contract. In addition, core criteria would normally include a section for bid integrity which would cover the cohesion of the bid consortium and its ability to partner with the City Council. In this case a core criterion relating to the environmental impact of the project may be appropriately linked to the technical quality of the bid.

The methodology will score the bids against the core criteria using the more detailed sub criteria with each core criterion weighted for its importance to the City Council. Scoring will be carried out by an evaluation team appointed in respect of each core criterion, which generally includes representatives in the following roles:

- **“Consultee”** - an individual or group who are consulted on specific aspects of each Bid. Their role will be in specific areas within their expertise or field of work. They will read and review these aspects of the submission and provide comments to the Evaluation Groups and Sub Groups to be taken into account by Scorers prior to final scoring. Consultees will not form part of the scoring of the Evaluation Sub-Groups.
- **“Adviser”** – an individual or group who provides advice and guidance on specific areas to bid evaluators. They will form part of each Bid-Evaluation Group or Sub-Group, but will not form part of the scoring.
- **“Scorer”** – an evaluator who has a formal scoring role. The Scorer will be an Officer of Leeds City Council.

Following the completion of the evaluation process the results will be reported to the Project Board who will determine the outcome of the evaluation.

Evaluation Programme

Over the next few weeks a consultation process will be undertaken with Leeds residents and with potential bidders to assess their views on appropriate criteria. The project team will then prepare a draft of the evaluation methodology and consult with Members in May and June 2008. The intention is then to prepare an Executive Board report requesting approval of the evaluation methodology at its meeting in July 2008, and the OJEU notice commencing the procurement is programmed for issue in late July 2008.