

Project Title [Insert Contract Title]
Project Reference [Insert Project Reference from CSW-Jets]

The deadline for return of tenders is [Insert tender deadline – time and date] and arrangements have been made to 'open' the tenders within CSW-Jets once the deadline has passed. After this time all officers evaluating the tenders will have access to the documents and screen shots plus instructions on how to access submitted tenders are provided at the end of this document.

The tender evaluation process will be as follows [Modify the following list as necessary]

- All evaluators have been issued with a 'Conflict of Interest Form' and this must be completed and returned to the WCC Strategic Procurement Unit by [Insert date] i.e. before you commence your evaluation – completed forms should be sent to [Insert e mail address]
- 'Selection Stage' 'mandatory elements' will be assessed by [Insert who] on [Insert date]
- Evaluation Panel members commence their evaluation of tenders (Selection Stage) on [Insert date] as long as the 'Conflict of Interest Form' has been completed and returned
- Financial evaluations will be undertaken w/c [Insert date]
- Evaluators complete their evaluation and return all completed score sheets to [Insert who] for consolidation by close of business on [Insert date]. Completed score sheets should be returned to [Insert e mail address]
- [Insert who] will consolidate scores and complete shortlisting by close of business on [Insert date]
- 'Award Stage' 'mandatory elements' will be assessed by [Insert who] on [Insert date]
- Evaluation Panel members commence their evaluation of tenders (Award Stage) on [Insert date] as long as the 'Conflict of Interest Form' has been completed and returned. Note only evaluators joining the evaluation at this stage need to complete a 'Conflict of Interest Form' at this point. Selection Stage evaluators are still covered by their previously submitted 'Conflict of Interest Form'
- Evaluators complete their evaluation and return all completed score sheets to [Insert who] for consolidation by close of business on [Insert date]. Completed score sheets should be returned to [Insert e mail address]
- [Insert who] will consolidate scores by close of business on [Insert date]
- Pricing will be assessed by [Insert who] by close of business on [Insert date]
- [Insert who] will provide details of the final outcome of the tender process on [Insert date]
- Shortlisted Tenderers to be invited to presentation (if required) on [Insert date]

Standard score sheets will be provided to all evaluators. Evaluators are only required to complete the yellow boxes within the score sheet. Drop down lists are provided to assist you in completing certain elements of the score sheet.

You must add appropriate comments on the scoring sheet to support the decision for your scoring. These comments will be referred to when: -

- Considering any wide variances between the scores allocated by different evaluators
- Providing feedback to Tenderers.

Please remember that if our tender process is subsequently challenged we may need to produce your working papers as evidence so make sure your comments are suitable to be provided as evidence under FOI or within a court of law should this be necessary.

You must not discuss your individual scores with other members of the evaluation panel and you must not try to agree a consensus score between panel members – the Procurement team will discuss any issues of scoring inconsistency with evaluators as necessary during the score consolidation process.

Don't forget to ensure that your name and the Tenderer's name are input into the appropriate places within the score sheet and remember to save the score sheet regularly.

You will have finished the evaluation when you have a full set of scores for each bid received. You should then return the fully completed score sheet to **[Insert e mail address]**

Selection Stage

Evaluators must score each tender INDIVIDUALLY in accordance with the evaluation methodology included within the tender. Evaluators are reminded that they must allocate scores solely on the basis of the written submission provided by each individual Tenderer and in particular how the written submission answers the questions posed. Scores should not be attributed on a comparative basis or based on prior or assumed knowledge of any of the Tenderers.

If any Tenderers fail any of the pass/fail criteria in the Business Questionnaire the wider evaluation team will be informed and they will not be required to evaluate failed submissions.

Scored Questions **[ensure the methodology below is the methodology included within the tender – if not replace this section with the relevant section from the ITT]**

Each member of the Council's evaluation team will allocate a score of 0, 1 or 2 (based on the model below) for each answer which will then be multiplied by the question weighting to achieve a weighted score for each question for each evaluator. All of the questions have been weighted based on their importance to the success of this contract but evaluators do not need to worry about working out weighted scores as this will be done automatically during the scoring and consolidation processes.

Score 2 – Exceeds requirements

Score 1 – Meets requirements

Score 0 – Fails to meet requirements / does not answer the question.

Scored questions requiring either a yes or no answer will be evaluated as follows

Score 2 – Meets requirements

Score 0 – Fails to meet requirements / did not answer the question.

References (where requested) will be scored based on the overall recommendation rating as follows

Overall Recommendation Rating	Consequence	Outcome
0-3	Automatic Fail	Your organisation will be excluded from further evaluation at this point
4-6	Fails to meet requirements	Score 0
7-8	Meets requirements	Score 1
9-10	Exceeds requirements	Score 2

[Insert who] will consolidate the Selection Stage scores and advise evaluation panel members which 'award' stage submissions need evaluating.

Award Stage

Scored Questions [ensure the methodology below is the methodology included within the tender – if not replace this section with the relevant section from the ITT]

Each member of the Council's evaluation team will allocate a score of 0, 1, 2, 3, 4, 5 (based on the model below) for each answer which will then be multiplied by the question weighting to achieve a weighted score for each question for each evaluator. All of the questions have been weighted based on their importance to the success of this contract but evaluators do not need to worry about working out weighted scores as this will be done automatically during the score consolidation processes

Evaluators will allocate scores based on the following Scoring Framework: -

Points	Term	Explanation
0	Unacceptable	No information provided and/or fundamentally unacceptable; Responses do not answer the questions; Responses do not consider/address the issues raised by the Authority; The responses do not satisfy any of the Authority's requirements; Non-Compliant – there is no evidence that the applicant can meet the stated requirements. The Authority has no confidence in the applicant's proposal;
1	Poor	Very little information provided or key information omitted; Responses do not properly answer the questions; Very few of the issues raised by the Authority have been considered or addressed, or they have been poorly considered/addressed; The responses only satisfy a few of the Authority's requirements; There is some evidence that the applicant can meet some of the requirement, but limited information and/or significant weaknesses The Authority has little confidence in the applicant's proposals.
2	Fair	Some information has been provided which has allowed a basic assessment; Information is generally not specific to this tender; Responses answer the questions to a limited degree; Some of the issues raised by the Authority have been considered and addressed to a fair degree; The responses satisfy some but not all of the Authority's requirements; There is some evidence that the applicant can meet some of the requirement, but limited information and/or significant weaknesses The Authority has some confidence but has several concerns in the applicant's proposals;
3	Satisfactory	Provision of a sufficient level of detail or key information which has allowed assessment; Information is generally specific to the tender; Responses answer the questions to an acceptable degree; All of the issues raised by the Authority have been considered or addressed to a satisfactory degree; The responses satisfy all of the Authority's requirements; There is evidence that the applicant can satisfy the requirement with minor reservations about ability to provide the service. The Authority has some minor concerns and has confidence in the applicant's proposals;
4	Good	Provision of a good level of detail or key information which has allowed a thorough assessment; Responses give a detailed, specific and well thought out answer to the question; All of the issues raised by the Authority have been considered and addressed to a good degree; The responses satisfy all and exceed some of the Authority's requirements Appropriate level of evidence provided to indicate that the applicant can satisfy the requirement. The Authority has no concerns and has a good level of confidence in the applicant's proposals

5	Very Good	Provision of a high level of detail and key information which has allowed a thorough and extensive assessment; All information is specific and relevant and very well thought out; All of the issues raised by the Authority have been considered or addressed to a very good degree; The responses exceed all of the Authority's requirements; High level of evidence that applicant can exceed requirements with detailed explanations/evidence in support. The Authority has no concerns and has a high level of confidence in the proposal;
---	-----------	--

[Insert who] will consolidate the Award Stage scores and liaise with evaluation panel members as necessary in relation to next steps.

A few final points

Remember that the information you have is provided in confidence and should not be discussed with anyone during the bid evaluation process.

If you have any queries during the evaluation process please contact strategicprocurement@warwickshire.gov.uk

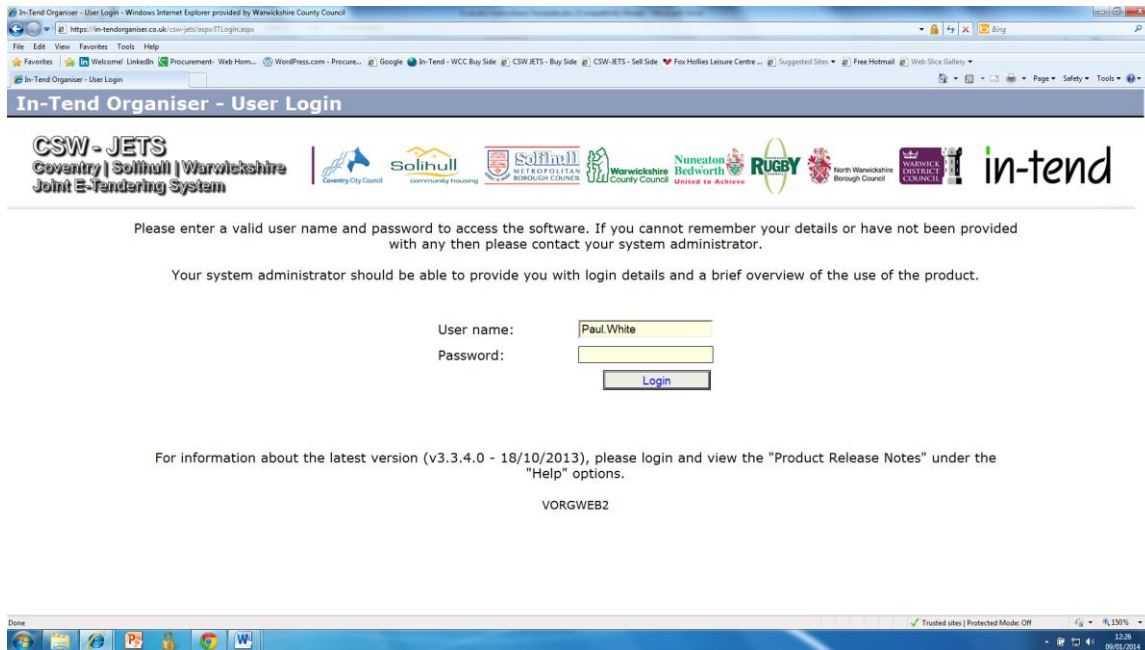
Please adhere to the deadline for returning your evaluation scores

[Insert who instructions sent from]
[Insert date]

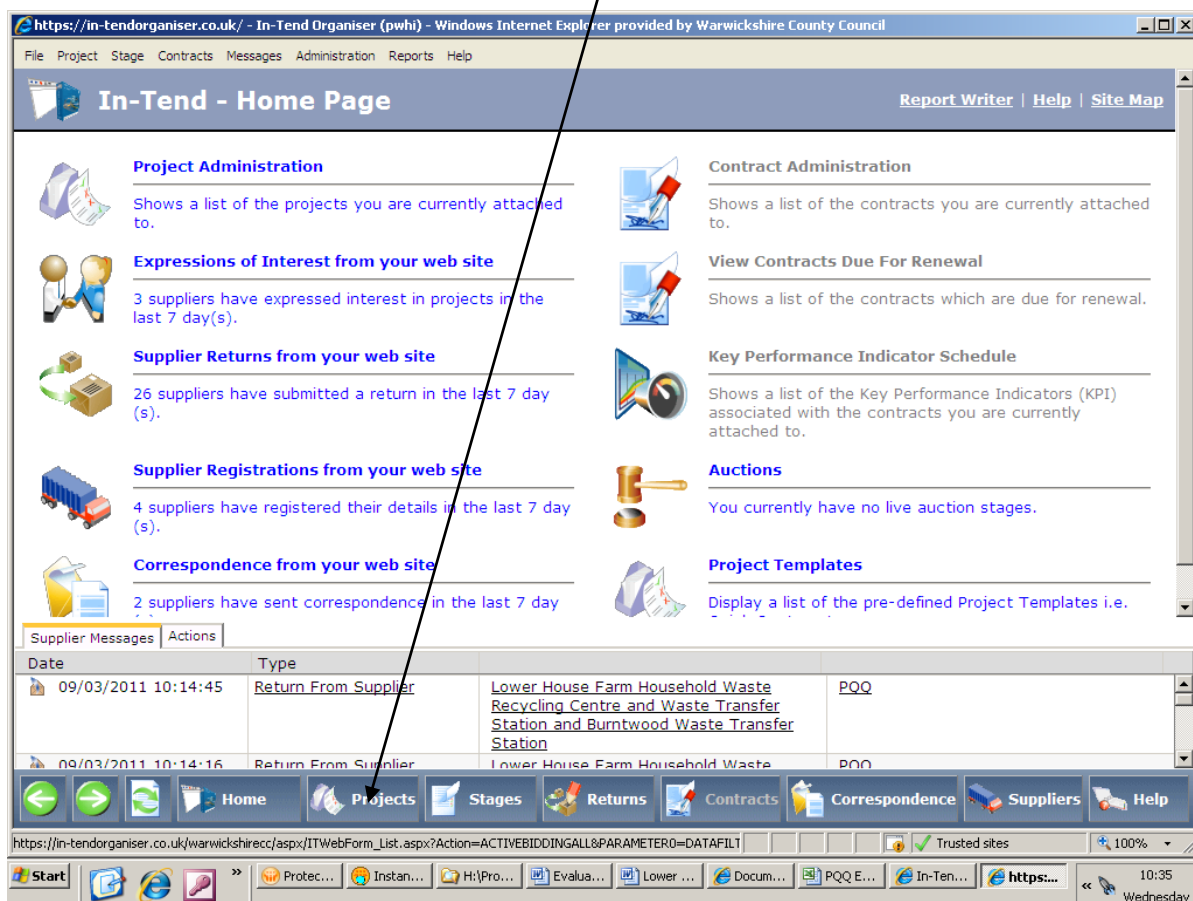
Accessing Tenderers' Returns in In-Tend

Access In-tend via the following web address - <https://in-tendorganiser.co.uk/csw-jets/asp/ITLogin.aspx>

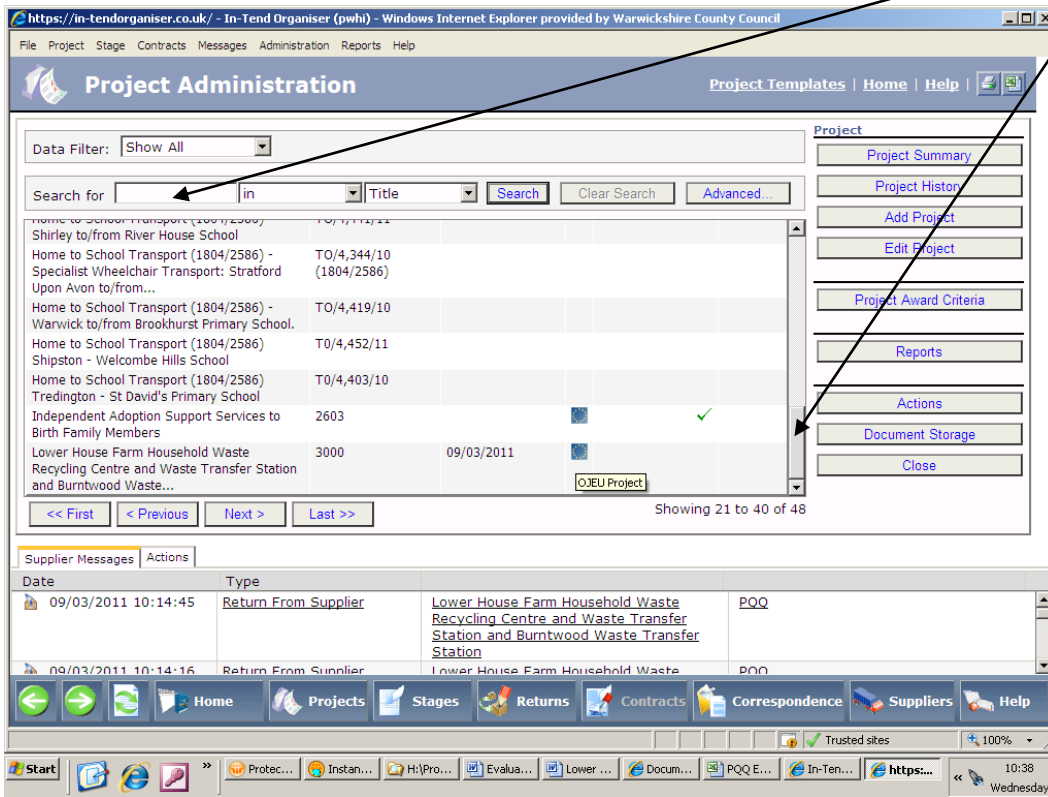
You will be presented with the log-in page. New users will have recently been issued with a user name and password under separate e mail cover (note your password will have changed if you have already logged into the system).



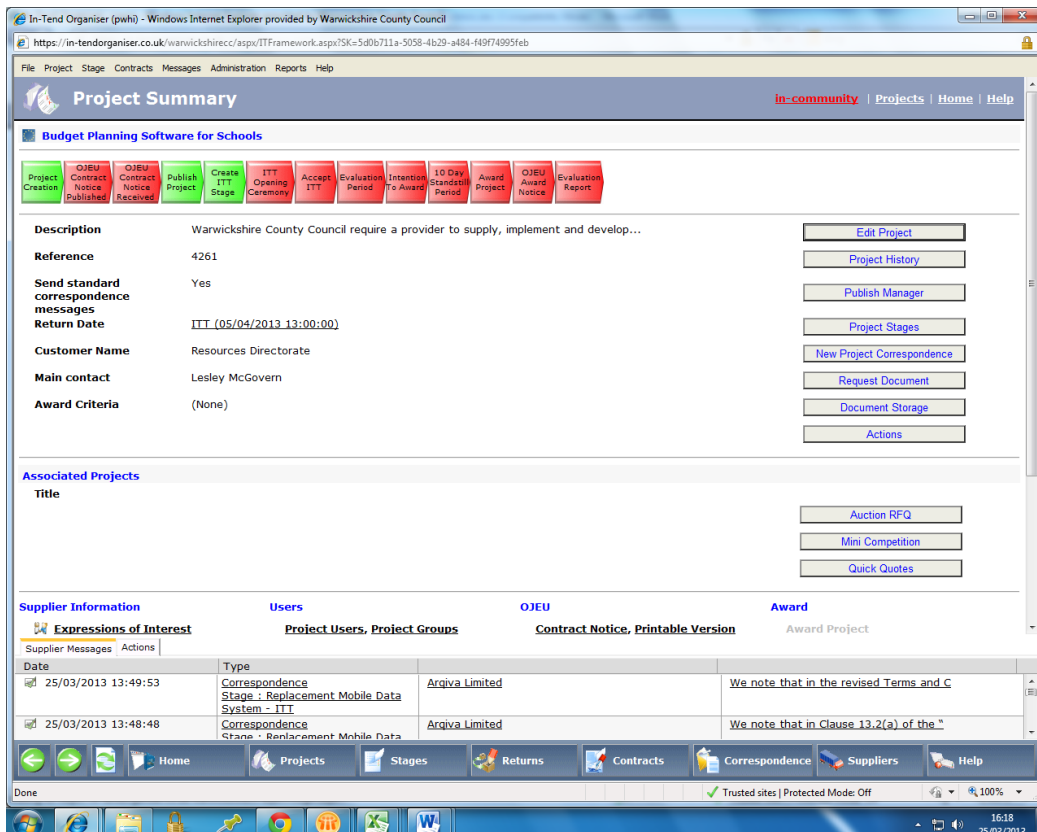
Once logged in you will be presented with the In-Tend home page (if you don't see this, you will need to turn off Pop-up Blockers and log-in again). Click the 'Projects' button



You should be presented with the 'Project Administration' view which is a list of live projects (however your access rights may only present the [Insert Project Title] project). If you are presented with a list scroll through the list until you come to the [Insert Project Title] project (or you can type the word [Insert Key Word] into the search bar and your project should appear)



Double click on the [Insert Project Title] project and you will be presented with the 'Project Summary' page which is the front page of the [Insert Project Title] project.



Using the scroll bar on the right of the 'Project Summary' page, scroll down the page until you can see the information below

Main contact Paul White, Strategic Procurement Manager
Award Criteria (None)

Supplier Information
 Expressions of Interest
 Attached Suppliers
 Supplier Returns Documents
 Correspondence, Clarifications

Users
 Project Users
 Opening Ceremony Users

OJEU
 Contract Notice, Printable Version
 Award Notice, Printable Version
 Publish OJEU Notice(s)
 OJEU Contract Notice Publish Details

Award
 Award Project
 Award History
 Contracts

Title	Stage Start Date	Return Date	Lock Date
PQQ	27/01/2011 00:00:00	09/03/2011 13:00:00	09/03/2011 13:00:00
ITT	02/02/2011 00:00:00	02/02/2011 09:28:00	Not Locked

Supplier Returns Administration (viewed from an old project for illustrative purposes)

Date	Type	Supplier	Method
09/03/2011 10:14:45	Return From Supplier	Lower House Farm Household Waste Recycling Centre and Waste Transfer Station and Burntwood Waste Transfer Station	PQQ
09/03/2011 10:14:16	Return From Supplier	Lower House Farm Household Waste	PQQ

Click on the 'Supplier Returns' Link and you will be presented with the 'Returns Administration' page (note that below is a view from an old project for illustrative purposes)

Returns Administration

Project Filter: Consultancy Framework for...
 Data Filter: Show All

Search for [] in [Supplier] [Search] [Clear Search] [Advanced...]

Status	Supplier	Received	Value	Currency	Stage	Method
Accepted	CWC (UK)Ltd	11/12/2009 12:55:51	0.00	Pound Sterling (GBP)	Tender Stage	Web Site
Accepted	Arup	11/12/2009 12:06:38	0.00	Pound Sterling (GBP)	Tender Stage	Web Site
Accepted	Waterman Transport & Development Ltd	11/12/2009 11:45:09	0.00	Pound Sterling (GBP)	Tender Stage	Web Site
Accepted	Buro Happold	11/12/2009 10:36:05	0.00	Pound Sterling (GBP)	Tender Stage	Web Site
Accepted	WCC	10/12/2009 14:36:03			Tender Stage	Web Site
No Submission	Parsons Brinckerhoff				Tender Stage	Unspecified

Opening
 Opening Ceremony

Receipts
 Add Receipt
 Edit Receipt
 Remove Receipt

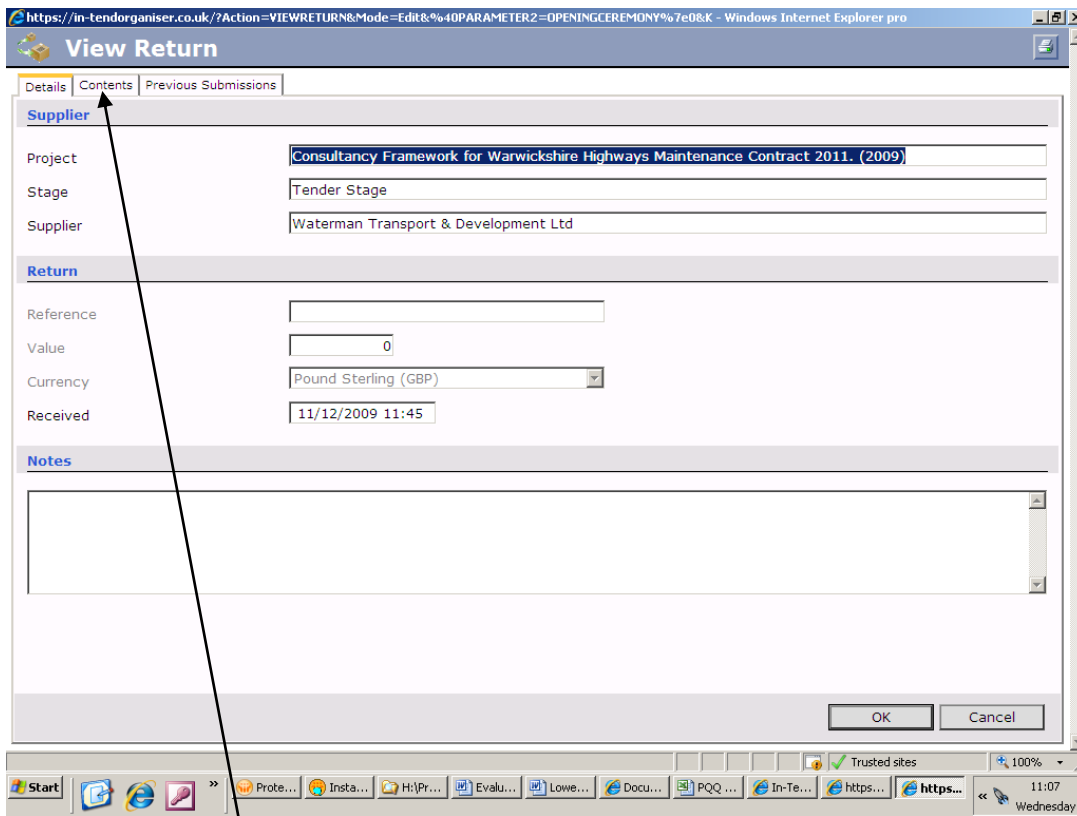
Returns
 View Return
 Compare Answers
 Returns Assessment
 Auction Returns
 Returned Documents

Manage
 Accept Return
 Reject Return

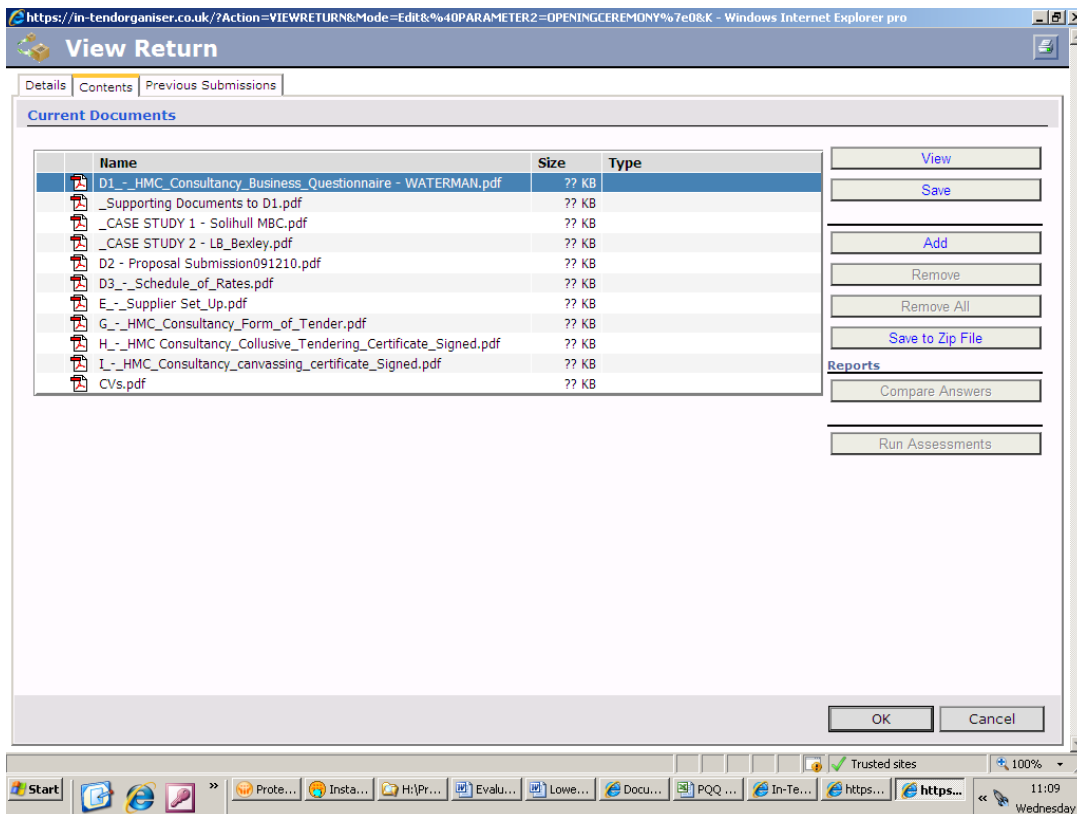
Supplier Returns Administration (viewed from an old project for illustrative purposes)

Date	Type	Supplier	Method
09/03/2011 10:45:54	Return From Supplier	Lower House Farm Household Waste Recycling Centre and Waste Transfer Station and Burntwood Waste Transfer Station	PQQ
09/03/2011 10:38:28	Return From Supplier	Lower House Farm Household Waste	PQQ

Double click on each individual Tenderer (Supplier within the system) that has submitted a tender response and you will be presented with the following screen



Click on the contents tab to access the detailed submission (as below). You can then view each document as necessary and score accordingly



To exit the system simply close the browser window