



EVALUATION SCORING MATRIX

Assessment	Score	Summary	Interpretation
Excellent	5	Very strong evidence of appropriate knowledge, skills or experience.	As well as addressing all, or the vast majority of, bullet points under each criteria heading, it will demonstrate a deep understanding of the project. All solutions offered are linked directly to project requirements and show how they will be delivered and the impact that they will have on other areas/stakeholders.
Good	4	Sufficient evidence provided of appropriate knowledge, skills or experience. Have confidence in their ability to deliver the required service.	Will reflect that bidders will have addressed, in some detail, all or the majority of the bullet points listed under each criteria heading. Evidence will have been provided to show not only what will be provided but will give some detail of how this will be achieved. Bidders should make clear how their proposals relate directly to the aims of the project and be specific, rather than general, in the way proposed solutions will deliver the desired outcomes.
Acceptable	3	Reasonable evidence of appropriate knowledge, skills or experience. Meets requirements in many areas but not all.	Will again address the majority of the bullet points under each criteria heading but will lack some clarity or detail in how the proposed solutions will be achieved. Evidence provided, while giving generic or general statements, is not specifically directed toward the aims/objectives of this project. Any significant omission of key information as identified under each criteria heading will point towards a score of 3.
Minor Reservation	2	Some evidence of appropriate knowledge, skills or experience. Meets requirements in some areas but with important omissions.	Will reflect that the bidder has not provided evidence to suggest how they will address a number of bullet points under the evaluation criteria heading. Tenders will, in parts, be sketchy with little or no detail given of how they will meet project requirements. Evidence provided is considered weak or inappropriate and is unclear on how this relates to desired outcomes.
Serious Reservations	1	Very little evidence of appropriate knowledge skills or experience.	Will reflect that there are major weaknesses or gaps in the information provided. The bidder displays poor understanding and there are major doubts about fitness for purpose.
Unacceptable	0	No evidence/response.	Will result if no response is given and/or if the response is not acceptable and/or does not cover the required criteria.

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SCORING AND WEIGHTING GRID

Your capability to perform the contract will be evaluated using the criteria set out below and the scoring matrix above. The highest scoring bid will be considered the most economically advantageous tender and the successful bidder.

	Assessment Criteria	Weighting	Assessment Score (0-5)	Total score
Ref	Proposed Solution			
	<ul style="list-style-type: none"> Outline what solution and technology you propose. This should include how you propose to deliver the services as outlined in the specification. Describe your proposed service model. Outline what risks or issues you foresee in delivering the services and the measures you would take to ensure these are mitigated and/or minimised 	30		
Ref	Quality of food - as per visit to referee and presentation			
	<ul style="list-style-type: none"> Presentation of food - as per visit to referee 	15		
	<ul style="list-style-type: none"> Quality of food (taste and texture) - as per visit to referee 	15		
	<ul style="list-style-type: none"> Presentation of food - as per presentation 	15		
	<ul style="list-style-type: none"> Quality of food (taste and texture) - as per presentation 	15		
Ref	Implementation			
	<ul style="list-style-type: none"> Provide a detailed date plan to explain how you would propose to implement this contract. 	10		
Ref	Contract Management			
	<ul style="list-style-type: none"> Outline how you propose to manage this contract and what business processes and methodology you would adopt Please submit and outline contract review programme and meeting timetable. How do you propose to resource this contract - include a summary of professional capacity and experience of all staff allocated to manage, fulfil and the support the contract. 	10		

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	Assessment Criteria	Weighting	Assessment Score (0-5)	Total score
Ref	Service Level and Communication			
	<ul style="list-style-type: none"> What procedures do you have in place that monitor the quality of service provided. Detail the procedures you would have in place to communicate and resolve day to day service requirements, queries and issues. 	10		
Re	Health and safety including safeguarding arrangements			
	<ul style="list-style-type: none"> Please outline how you would ensure the health and safety of your staff whilst on site. Please outline your recruitment procedures and personnel checks. Please outline your ongoing staff training programme. 	10		
Ref	Quality and Value for money			
	<ul style="list-style-type: none"> Provide contact details for 2 of your current clients from whom the school can seek a reference. Your referees should be aware that if you are successfully shortlisted the school will visit them on site to view catering provision. 	15		
Ref	Costs			
	<ul style="list-style-type: none"> Provide a cost breakdown - A table template is provided in the Invitation to Tender document. (Document 6) 	10		

Award Stage- Weighting of Scores for each Requirement Section

Requirement Heading	Maximum Weighted Score
Proposed Solution	150
Quality of food - as per visit by the School to referee	150
Quality of food - as per presentation	150
Implementation	50
Contract Management	50
Service Level and communication	50
Health and safety including safeguarding arrangements	50
Quality and Value for money	75
Costs	50
Maximum Total	775