



1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Authority to evaluate Potential Provider responses to each question set out below. It also sets out the marking scheme which will apply.
- 1.2 The following information has been provided in relation to each question (where applicable);
 - 1.2.1 Guidance – sets out information for the Potential Providers to consider
 - 1.2.2 Marking Scheme – details the marks available to the Agent during evaluation
- 1.3 The defined terms used in the ITT document shall apply to this document.

2 OVERVIEW

- 2.1 This appendix is broken down into the following Questionnaires:

Questionnaire Reference	Questionnaire Title
1	KEY PARTICIPATION REQUIREMENTS
2	CONFLICTS OF INTEREST
3	INFORMATION ONLY
4	CAPABILITY
5	SERVICE DELIVERY AND APPROACH
6	MARKETING
7	PRICE

- 2.2 Response Evaluation Process

- 2.2.1 Following the ‘Tender Submission Deadline’, the Authority will review the responses and mark them according to the marking scheme provided.
- 2.2.2 Potential Providers who are unable or unwilling to respond “YES” to the ‘Pass/Fail’ questions may be eliminated from further involvement in the procurement event.



2.2.3 Where a “NO” response has been received in respect to question 2.1 (Conflict of Interest), the Authority will assess the response to question 2.2 and mark it according to the marking scheme. The Authority’s decision in respect to the response provided to question 2.2 shall be final.

2.2.4 Neither the Agent or the Authority are under any obligation to confirm with the Potential Provider that any of its responses accurately represent their intentions. It is the responsibility of the Potential Provider to ensure their responses are factually correct and reflect their position.

2.3 Price Evaluation Process

2.3.1 Prices submitted by Potential Providers’ will be recorded and evaluated in accordance with the following process.

2.3.2 Potential Providers’ are required to provide a completed pricing schedule against the ‘Price’ Questionnaire and submit this as part of their tender response.

2.3.3 Prices offered will be evaluated against the range of prices submitted by all Potential Providers for that item.

2.3.4 The Potential Provider with the lowest price shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted.

2.3.5 The calculation used is the following:

$$2.3.6 = \frac{\text{Lowest Price Tendered}}{\text{Tender price}} \times \text{Maximum Score Available}$$

Potential Provider	Price Submitted	Score Calculation	Maximum Score Available	Score Awarded
Potential Provider A	£1,000	£1,000/£1,000 *100	100	100
Potential Provider B	£2,000	£1,000/£2,000 *100	100	50
Potential Provider C	£2,500	£1,000/£2,500 *100	100	40

2.4 Final score

2.4.1 Only the Scored Questions shall be used to determine the final score (“Final Score”).

3 EVALUATION CRITERIA

- 3.1 A summary of all the questions, along with their respective marking scheme are provided below.
- 3.2 Questionnaires 1 and 2 contain ‘Pass/Fail’ questions and act as a doorway for progression to the following stages of the evaluation. Potential Providers are strongly advised to read and understand the specific guidance provided before responding to these questionnaires.
- 3.3 Questionnaire 3 is for information only. Although this questionnaire does not form part of the evaluation process, Potential Providers are advised to complete it in full as any omissions could affect the award process.
- 3.4 The Authority and its Agent reserve the right to challenge any information provided in response to Questionnaire 3 and request further information in support of any statements made therein.

QUESTIONNAIRE 1 – KEY PARTICIPATION REQUIREMENTS			
GUIDANCE	The following questions are ‘Pass/Fail’ questions. If Potential Providers are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. Potential Providers should confirm their answer by selecting the appropriate option from the drop down menu.		
Question Number	Question	Max Score	Weighting (%)
[1.1]	Have you read, understood and agree with Appendix A, Terms of Participation? By answering “Yes”, you are confirming your ‘Declaration of Compliance’ at Annex 1 of Appendix A, Terms of Participation.	Pass/Fail	N/A
[1.2]	Have you read, understood and accepted the Invitation to Tender and all associated appendices, specifically Appendix B, Statement of Requirement?	Pass/Fail	N/A
[1.3]	Do you agree, without caveats or limitations, that in the event that you are successful the Crown Commercial Service’s Terms and Conditions within Appendix C, Draft Contract Document will govern the provision of this contract?	Pass/Fail	N/A
[1.4]	Do you confirm your Organisation’s profile is complete and accurate at the time of Tendering and that any amendments made following acceptance of this event will be notified to the buyer in writing.	Pass/Fail	N/A



QUESTIONNAIRE 2 – CONFLICTS OF INTEREST

GUIDANCE	<p>Question 2.1 is a 'Yes/No' question and will dictate whether or not question 2.2 needs to be answered.</p> <p>Question 2.2 is a Pass / Fail question. Potential Providers are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore if Potential Providers cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and will be rejected.</p>		
Question Number	Question	Max Score	Weighting (%)
[2.1]	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	None	N/A
[2.2]	We require that any potential, actual or perceived conflicts of interest in respect of this ITT are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	Pass/Fail	N/A

QUESTIONNAIRE 3 – INFORMATION ONLY

GUIDANCE	<p>The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any omissions may delay completion of this Tender exercise.</p>		
Question Number	Question	Max Score	Weighting (%)
[3.1]	Please provide the name, office address, telephone number and email address for your organisations Tender point of contract.	None	N/A
[3.2]	Please confirm whether your organisation is an SME as defined within EU recommendation 2003/361	None	N/A



[3.3]	<p>Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their;</p> <ul style="list-style-type: none"> • Trading Name(s) • Registered Address(es) and contact details • Goods/Services to be provided 	None	N/A
[3.4]	<p>If you are the Lead contact for a Group of Economic Operators, please provide details of all the members of the Group. Your response must include their;</p> <ul style="list-style-type: none"> • Trading Names(s) • Registered address(es) • Dunns Number(s) • Role/responsibility within the Group 	None	N/A

QUESTIONNAIRE 4 – CAPABILITY		Weighting – 10 %
Question Number	Question	Max Score
[4.1]	<p>Potentail Providers should demonstrate that they have the resource, experience and expertise with which to meet the Museum and Secretary of State's requirements as described in Appendix B (Service Description).</p>	100
GUIDANCE	<p>Potential Providers should detail their Capability including the following:</p> <ul style="list-style-type: none"> • Confirmation of the account manager for the purposes of carrying out the Services; • An organogram of the advisory team who will deliver the Services; • A professional biography for each individual team member; • A description of each individual's role within the proposed delivery team and an explanation of the management and reporting structure; • Supporting, up to date, professional CVs for each individual; • Relevant work highlights and example projects in the experience of the team and, where relevant, for each individual tailored to the Services and/or the specific roles identified for the individuals in question. 	



	Please respond to this question in Word or open document format and make sure that responses are clearly labled to the corresponding question in this response guidance. Maximum 750 words.
Marking Scheme:	
0	Failed to meet any aspect of the requirements. An unacceptable response with serious reservations.
25	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.
50	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.
75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

QUESTIONNAIRE 5 – SERVICE DELIVERY AND APPROACH		Weighting – 15 %
Question Number	Question	Max Score
[5.1]	<p>Potential Providers should explain the methodology they would adopt for delivering the Services (as described in Appendix B (Service Description)) and the benefits that this would bring.</p> <p>Please Note that the 15% of marks available for this Question are apportioned between those sub-elements outlined below against the sub-weightings indicated next to each. These elements will be scored</p>	100



	individually in accordance with the marking scheme detailed below. To clarify, by way of example, a score of 50 against this marking scheme will result in half the available marks being awarded to the response in respect of that sub-criterion (e.g. for initial cost-benefit analysis, 1.5%).	
GUIDANCE	Potential Providers should detail their approach to Service Delivery, including the following:	Sub-weighting
	<ul style="list-style-type: none"> Initial cost-benefit analysis of the various options they would envisage exploring 	3%
	<ul style="list-style-type: none"> Their approach to 'stress-testing' these competing options; 	3%
	<ul style="list-style-type: none"> A proposed outline methodology for valuing the Museum Site (including a draft Implementation Plan for achieving best valuation of the Site); 	4%
	<ul style="list-style-type: none"> An outline 'road-map' for addressing compliance with applicable laws and regulatory regimes (including inter alia in respect of the Museum's status as a charitable trust); and 	3%
	<ul style="list-style-type: none"> How they propose to meet the Museum and the Secretary of State's indicative timetable for delivery 	2%
	Please respond to this question in Word or open document format and make sure that responses are clearly labled to the corresponding question in this response guidance. Maximum 3,000 words.	
Marking Scheme:		
0	Failed to meet any aspect of the requirements. An unacceptable response with serious reservations.	
25	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.	
50	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.	



75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

QUESTIONNAIRE 6 – MARKETING OF PROPERTY		Weighting – 35 %
Question Number	Question	Max Score
[6.1]	Potential Providers should explain their methodology for marketing the Museum Site and how they would execute this.	100
GUIDANCE	<p>Potential Providers should outline their approach in as much detail as possible to the marketing element of Service Delivery including an outline of the steps that would be taken in order to publicise the availability of the Museum Site and to provide confidence to the Authority that the consideration obtained would be the best reasonably obtainable, particularly bearing in mind the desired time-frame of the Authority.</p> <p>Please respond to this question in Word or open document format and make sure that responses are clearly labeled to the corresponding question in this response guidance. Maximum 1,500 words.</p>	
Marking Scheme:		
The following marking scheme will be used to assess the response provided to the qualitative questions set out above:		
0	Failed to meet any aspect of the requirements. An unacceptable response with serious reservations.	
25	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.	



50	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.
75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

QUESTIONNAIRE 7 – PRICE		Weighting – 40 %
GUIDANCE	<p>Potential Providers must provide the total price to deliver the requirements set out in Appendix B – Service Description, as per the Guidance below using one or a combination of the following bases:</p> <ol style="list-style-type: none"> 1. Fixed price for production of final report; and/or 2. Commission expressed as a percentage of the disposal price of the Site. <p>Potential Providers are required to attach one document entitled price which provides a transparent breakdown of costs.</p> <p>Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.</p> <p>Potential Providers will be marked in accordance with the marking scheme at Section 2.</p> <p>Please respond to this question in Word or open document format and make sure that responses are clearly labled to the corresponding question in this response guidance.</p>	
Question Number	Question	Max Score
[7.1]	Please confirm that you have attached a completed Price Schedule to the response to this question. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for a period of 90 days following the Deadline for Submission.	100