

## **PART 4: EVALUATION METHODOLOGY & WEIGHTING**

### **2. OVERVIEW**

- 2.1. The underlying principle of the Evaluation Methodology is to select the most economically advantageous tender (M.E.A.T) to the Commissioners (in terms of the qualification, technical and commercial criteria described below) which meet the Commissioners requirements.
- 2.2. This process involves the attribution of real 'value' to the qualitative elements of each Bidder's submission, to ensure that a contract is awarded to the Bidder who achieves the highest total score when summing across all of the objective assessment areas, and not just the lowest price.
- 2.3. The Evaluation Methodology set out in this Part 4 will be used to evaluate the Tenders submitted by Bidders in response to this ITT and the Evaluation Methodology is designed to provide a structured and auditable approach to evaluating the Tenders submitted by Bidders.

### **3. ASSESSING THE SSQ RESPONSES**

- 3.1. The responses to the SSQ will be assessed by the Commissioners first and will be assessed as pass or fail.
- 3.2. Any questions requiring responses "for information only" purposes are marked as such and will not be assessed.
- 3.3. All questions that require a mandatory response must be answered in the required manner or the Bidder may be excluded from further progression in the competition.
- 3.4. Tenders must achieve a "pass" in relation to all of the pass/fail tests applied in the assessment of the SSQ, in order for the Tender to progress to the next stage of the competition.
- 3.5. If a response to a particular question within the SSQ receives a fail or does not achieve the minimum score for any question, the Tender may be rejected, unless further assurance can be gained. The Commissioners reserves the right to ask for additional information as appropriate.
- 3.6. Financial standing will be assessed broadly in line with the recommendations set out by the Cabinet Office.
- 3.7. In performing the economic and financial standing assessment the Commissioners will consider, but not be limited to considering, turnover, profitability, cash flow, solvency, strength of balance sheet and asset cover level.
- 3.8. To support this assessment the Commissioners may seek reference to other independent reports and information such as credit reference agency reports.
- 3.9. The Commissioners reserves the right to take up any references supplied.
- 3.10. The SSQ is enclosed (Attachment 04). This questionnaire must be downloaded, completed and uploaded at the relevant placeholder on the e-Sourcing Portal.
- 3.11. The areas covered in the questionnaire are provided in the table below:

<b>TABLE 1: SSQ REQUIREMENTS</b>		
<b>PART 1: POTENTIAL SUPPLIER INFORMATION</b>		
Organisation Details	You are asked to provide information about your organisation	For Information Only
Bidding Model	You are asked to provide information about your organisation's proposed bidding model	For Information Only
<b>PART 2: EXCLUSION GROUNDS</b>		
<p>Your organisation is eligible if none of the mandatory or discretionary exclusion grounds for rejecting a potential bidder under Regulation 57 of The 2015 Regulations are applicable or may become applicable, to your company or any parent company.</p> <p>In some circumstances the Commissioner is required by law to exclude you from participating further in a procurement if there are grounds for mandatory rejection.</p>		Pass / Fail
<b>PART 3: SELECTION QUESTIONS</b>		
Financial Standing	You will need to demonstrate that you meet the Commissioner's minimum standards of economic and financial standing.	Pass / Fail
Care Quality Commission	You must be confirm your registration with the Care Quality Commission	Pass / Fail
Technical and Professional Ability	You will need to provide details of 3 contracts	May be used for validation purpose
Modern Slavery	You will need to confirm compliance with the Modern Slavery Act 2015	Pass / Fail
Insurance	<p>You will be required to have, or agree to take out should you be successful:</p> <p>Public Liability insurance to a value of at least £10m.</p> <p>Employers Liability insurance to a value of at least £10m.</p> <p>Professional Indemnity insurance to a value of at least £5m.</p> <p>Clinical Negligence Indemnity insurance to a value of at least £5m.</p>	Pass / Fail
Performance	You will declare any instances of poor performance.	Pass / Fail

Health and Safety	You are required to complete the West Sussex Health and Safety Questionnaire at Document 07.	Pass / Fail
Safeguarding and Serious Untoward Incident	You will confirm that you have these policies and will provide a copy to the Commissioners if requested.	Pass / Fail
Conflict of Interest	You will complete the Capita Conflicts of Interest Questionnaire and submit this as part of your tender response.	Pass / Fail
Business Continuity	You will confirm that you have a Business Continuity Plan and will provide a copy to the Commissioners if requested.	Pass / Fail
Equality and Diversity	You will confirm compliance with the Equalities Act 2010.	Pass / Fail
Environmental	You will declare any breaches of environmental legislation.	Pass / Fail
General Data Protection	You will confirm registration as a data controller with the Information Commissioner's Office (ICO) as required by the Data Protection Act 1998.	Pass / Fail
Complaints	You will confirm that you have a Complaints Policy and will provide a copy to the Commissioners if requested.	Pass / Fail
Corporate Social Responsibility	You will confirm that you have a Corporate Social Responsibility (CSR) Policy and will provide a copy to the Commissioners if requested.	Pass / Fail
Confirmations	You must confirm that you have read, understand and accept the information contained in the Invitation to Tender (ITT) document and supporting documents, including Conditions of Tender (Appendix 1 of this document).	Pass / Fail
	You must confirm that your bid is TUPE compliant.	Pass / Fail
	You must confirm that you will comply with the Service Specifications at Document 02 and Document 02a	Pass / Fail
	You must confirm that you have read, understand and accept the Terms and	Pass / Fail

	Conditions of the Contract at Document 03 and the Standard NHSE Contract.	
Declaration and Contact Details	You will declare that all information provided in this tender response is correct and give the contact details for the person responsible for this tender response.	Pass / Fail
Freedom of Information (FOI)	You will declare any elements of your bid you deem to be commercially sensitive.	Pass / Fail

#### 4. EVALUATING THE TECHNICAL AND COMMERCIAL RESPONSE

##### OVERALL WEIGHTING BREAKDOWN

25.1 The service is split into 4 elements:

- Service Element I - HIV Treatment and Care
- Service Element II - Outreach and Health Promotion Activity
- Service Element III - Pass through payments for HIV Drugs
- Service Element IV - Tariff based activity

Of these Service Elements I, II and IV will be scored as part of the procurement according to the overall weighting breakdown for each element is detailed in Table 2 below.

25.2 Of the award criteria, the technical response will be evaluated first, followed by the commercial element.

25.3 The presentation stage has a weighting of 10%.

<b>TABLE 2: EVALUATION CRITERIA</b>				
<b>Section</b>	<b>Quality (Method Statement Questions)</b>	<b>Price</b>	<b>Presentation</b>	<b>Element Weighting</b>
<b>Service Element I</b>	90%	Pass/Fail	10%	<b>30%</b>
<b>Service Element II</b>	60%	30%	10%	<b>20%</b>
<b>Service Element IV</b>	90%	N/a	10%	<b>50%</b>
<b>Grand Total</b>				<b>100%</b>

25.4 Therefore each element has the final weighting below:

<b>TABLE 3: EVALUATION CRITERIA</b>			
<b>Section</b>	<b>Quality (Method Statement Questions)</b>	<b>Price</b>	<b>Presentation</b>

<b>Service Element I</b>	27%	N/a	3%
<b>Service Element II</b>	12%	6%	2%
<b>Service Element IV</b>	45%	Pass/Fail	5%
<b>Grand Total</b>	<b>100%</b>		

## METHOD STATEMENTS

25.5. The technical response has a section weighting of 100% and is split into a number of sub-criteria as detailed in Table 4:

<b>Section</b>	<b>Section Weighting (%)</b>	<b>Question</b>	<b>Question Weighting (%)</b>	<b>Word Limit</b>	<b>Minimum Score Threshold</b>
<b>Method Statement Questions</b>	100	1	20%	2000	3
		2	8%	1000	N/a
		3	14%	1500	3
		4	4%	750	N/a
		5	8%	1000	N/a
		6	15%	1500	3
		7	15%	1500	3
		8	4%	500	N/a
		9	4%	500	N/a
		10	4%	500	N/a
		11	4%	500	N/a
<b>Grand Total</b>		<b>100</b>			

25.6. Each of these sub-criteria has a weighting (expressed as a percentage) reflecting its relative importance to the Commissioners as detailed in Table 4.

25.7. Where any technical criteria/sub-criteria have a minimum score threshold, Bidders must achieve that minimum score threshold in respect of each and every one of the relevant technical criteria/sub-criteria. **The Commissioners shall reject Tenders that do not meet one or more of the minimum score thresholds.**

25.8. The total score for each of the method statement technical sub-criteria for each Tender that meets the minimum score threshold (where this is stated) will then have the appropriate weighting applied to it to produce the final weighted score for the technical criteria. If in applying the weighting to arrive at a final score a calculation produces a score which is not a whole number, a score will be rounded up to 2 decimal places.

- 25.9. The Method Statement questions, including the relevant response format, can be found at Attachment 05 on the e-Sourcing portal. Bidders must provide their responses at the relevant placeholder.
- 25.10. Bidders must ensure their responses are within the word limits provided. Any additional wording will not be taken forward to evaluation.
- 25.11. Technical responses will be evaluated in accordance with the Scoring Matrix Table in terms of the extent to which the response demonstrates and evidences a proposal that meets the requirements set out in the Specification to determine a score ranging from 0 to 5. Only whole number scores between 0 and 5 will be applied.
- 25.12. The Scoring Matrix Table is set out in order to inform Bidders how the Commissioners will approach scoring each criteria, and to provide guidance as to what a Bidder must aim for in order to achieve full marks. Note that the best rated response for each criteria will not necessarily be awarded the full marks for that criteria.

<b>SCORING MATRIX TABLE</b>		
<b>Score</b>	<b>Classification</b>	<b>Definition</b>
0	No response (complete non-compliance)	No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.
1	Unsatisfactory response (potential for some compliance but very major areas of weakness)	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the Bidder will be able to provide the services and/or considerable reservations as to the Bidder's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Would represent a very high risk solution for the Commissioners.
2	Partially acceptable response (one or more areas of major weakness)	Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the Bidder will be able to provide the services and/or some reservations as to

		the Bidder's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. May represent a high risk solution for the Commissioners.
3	Satisfactory and acceptable response (substantial compliance with no major concerns)	Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Medium, acceptable risk solution to the Commissioners.
4	Fully satisfactory /very good response (fully compliant with requirements).	Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Low/No risk solution for the Commissioners.
5	Outstanding response (fully compliant, with some areas exceeding requirements)	Submission sets out a robust solution (as for a 4 score – above) and, in addition, provides or proposes additional value and/or elements of the solution which exceed the requirements in substance and outcomes in a manner acceptable to the Commissioners; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources not only to deliver the requirements, but also exceed it as described. Low/No risk solution for the Commissioners.

## PRICING SCHEDULE

25.13. Bidders are required to complete Document 06. The Pricing element is split into 4 elements as set out below in Table 5 which is aligned to Table 2:

<b>Section</b>	<b>Section Weighting (%)</b>	<b>Element</b>	<b>Question Weighting (%)</b>
<b>Commercial</b>	100%	Service Element I	Pass/Fail
		Service Element II	100%

		Service Element III	N/A
		Service Element IV	N/A
<b>Commercial Total</b>			100%

**26. MODERATION OF TECHNICAL EVALUATION**

- 26.1. Following the evaluation and scoring of Tenders in accordance with this Evaluation Methodology by the individual evaluation team members, a moderation meeting will be held.
- 26.2. The moderation will look at the technical response by each Bidder for each criterion. Individual scores will be discussed taking into account the strengths and weaknesses of each criteria and agreeing a single moderated score for each. It is this moderated score that will then be used as the final score for each Tender.
- 26.3. Upon receiving a moderated Technical total score out of 100% for this section, the appropriate weighting as set out in Table 2 above will then be applied to each of the 3 elements to reach an overall tender score out of 100%.

**27. COMMERCIAL EVALUATION**

- 27.1. Bidders must complete Document 06 (Pricing Schedule) and upload it to the relevant placeholder on the e-Sourcing portal.
- 27.2. Bids must be compliant and not exceed the maximum price per year on the elements below. Bids will not be considered if they exceed the maximum annual values stated therefore this is a Pass/Fail evaluation.
  - Service Element I - HIV Treatment and Care £900,000
  - Service Element II - Outreach and Health Promotion Activity £230,000
- 27.3. The indicative costs shown for Service Elements III and IV are for information only and will not be evaluated. Estimated annual values are:
  - Service Element III - Pass through payments for HIV Drugs £2,700,000
  - Service Element IV - Tariff based activity £4,070,000
- 27.4. Each bidder’s Tendered Price for Service Element II will be compared to the Lowest Tendered Price using the following formula:

$$\frac{\text{Tendered Price} - \text{Lowest Tendered Price}}{\text{Lowest Tendered Price}} \times 100 = \% \text{ above Lowest Tendered Price rounded to } 2 \text{ decimal places}$$

- 27.5. Each bidder’s percentage calculated using the formula above will then be scored out of 30 available marks against a banded table as follows:

% Above Lowest Tendered Price	Marks
0% - 0.99%	30

1% - 1.99%	29
2% - 2.99%	28
3% - 3.99%	27
4% - 4.99%	26
5% - 5.99%	25
6% - 6.99%	24
7% - 7.99%	23
8% - 8.99%	22
9% - 9.99%	21
10% - 10.99%	20
11% - 11.99%	19
12% - 12.99%	18
13% - 13.99%	17
14% - 14.99%	16
15% - 15.99%	15
16% - 16.99%	14
17% - 17.99%	13
18% - 18.99%	12
19% - 19.99%	11
20% - 20.99%	10
21% - 21.99%	9
22% - 22.99%	8
23% - 23.99%	7
24% - 24.99%	6
25% - 25.99%	5
26% - 26.99%	4
27% - 27.99%	3
28% - 28.99%	2
29% - 29.99%	1
30%+	0

27.6 The weighting as set out in Table 3 will then be applied.

## **28. TENDER SUBMISSION SCORES**

28.1. All Tenders that have passed the SSQ assessment, achieved the minimum scores in the technical evaluation and progressed through the commercial evaluation will have the technical and commercial scores combined to provide a score for each Tender submission.

## **29. PRESENTATIONS**

29.1. Presentations will take place on the dates set out in the Timetable. Bidders should keep these dates free in case they are invited to deliver a presentation.

29.2. The presentations will be used to evaluate the specific Evaluation Criteria specified in Evaluation Criteria Table. The presentation will account for a total of 10% overall of the total score available.

29.3. The Commissioners will invite those bidders that pass the selection stage and score within 10% of the highest scoring bidder at the end of the evaluation of the written submissions to deliver a presentation.

**29.4.** The presentation brief and requirements can be found at Document 09. Bidders will be provided with the location details within the invitation ahead of the presentation day.

- 29.5. Each element of the presentation will be scored in accordance with the Scoring Matrix. The score for each element of the presentation will have the weighting applied to it as set out in Table 3.
- 29.6. If in applying the weighting to arrive at a final score a calculation produces a score which is not a whole number, a score will be rounded up to 2 decimal places.
- 29.7. The score from the presentation stage will be added to the technical and commercial scores to produce a final overall score.

### **30. OVERALL FINAL SCORING AND AWARD DECISION**

- 30.1. The Commissioners will award the bidder that provides the most economically advantageous tender combined for both of the contracts.
- 30.2. Once the Commissioners has reached a decision in respect of contract award, it will notify all Bidders of that decision and provide for a ten (10) day standstill period.
- 30.3. Contract award is subject to the formal approval process of the Commissioners. Until all necessary approvals are obtained and the standstill period completed, no contract will be entered into.

### **31. THE PROCESS AND COMMISSIONERS DECISIONS**

- 31.1. The Commissioners reserves its right at any time to terminate the procurement process for any reason and to decide in its absolute discretion whether or not it will enter into any contractual arrangements at the termination of this procurement process.
- 31.2. In responding to this ITT or otherwise engaging in the procurement process, Bidders accept that their participation in the procurement process is entirely at their own risk and cost in full knowledge of the Commissioners right at any time and for any reason to terminate the procurement with or without the award of a contract.
- 31.3. The Commissioners shall bear no liability whatsoever for the outcome of this procurement procedure, whether withdrawn or altered or recommenced, including any loss of bidding costs, loss of profits or economic loss incurred by a Bidder or by any other person arising out of or in connection with the conduct of this procurement procedure in accordance with the 2015 Regulations.