

**RFP Scoring Criteria and Weightings for Facilities Management**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section 1 - Commercial** | **Question** | **Sub Criteria** | **Max Score** | **Weighting** |
| Planned Fixed Serviced pricing | Please find attached a pricing matrix which you are required to complete. Please refer to the scope & all appendices for full details to ensure that you have quoted accurately. | A range method shall be used with the lowest tenderer/s receiving maximum points and the tenderer/s in between will be scored proportionally. | 10 | 45% |
| Reactive Maintenance Pricing | Please find attached a pricing matrix which you are required to complete. Please refer to the scope & all appendices for full details to ensure that you have quoted accurately. | A range method shall be used with the lowest tenderer/s receiving maximum points and the tenderer/s in between will be scored proportionally. | 10 | 25% |
| Waste Management Pricing | Please find attached a pricing matrix which you are required to complete. Please refer to the scope & all appendices for full details to ensure that you have quoted accurately. | A range method shall be used with the lowest tenderer/s receiving maximum points and the tenderer/s in between will be scored proportionally. | 10 | 15% |
| Contract Challenges | Please state any major Contract challenges that you have relevant to the proposed draft agreement and state your proposed amendments in the 'Contract Challenges Matrix' provided. By proposing no challenges, you are confirming that you are acceptable of the proposed draft Agreement Please thoroughly read through the scoring matrix relating to contract challenges. | NGN will use a scoring mechanism as follows:  10 - Zero contract risk (this is only likely to be awarded if the bidder doesn’t raise any contract challenges);  7 - Low risk (this will be awarded for those bidders that only raise minor challenges);  5 - Medium risk  0 - High risk **(see guidance below).** | 10 | 15% |
| **Section 2 – Non Commercial** | **Question** | **Sub Criteria** | **Max Score** | **Weighting** |
| Performance Monitoring and Contract Management | See attachment | See scoring methodology below. Please note, questions have been split in to 3 categories – Critical, Important and Required. Please take this into consideration when responding.  Your overall response to this section will be scored out of 10. | 10 | 22.5% |
| Planned Preventative Maintenance | See attachment | See scoring methodology below. Please note, questions have been split in to 3 categories – Critical, Important and Required. Please take this into consideration when responding.  Your overall response to this section will be scored out of 10. | 10 | 22.5% |
| Reactive Maintenance | See attachment | See scoring methodology below. Please note, questions have been split in to 3 categories – Critical, Important and Required. Please take this into consideration when responding.  Your overall response to this section will be scored out of 10. | 10 | 22.5% |
| Other (Managed Services etc) | See attachment | See scoring methodology below. Please note, questions have been split in to 3 categories – Critical, Important and Required. Please take this into consideration when responding.  Your overall response to this section will be scored out of 10. | 10 | 22.5% |
| Environmental | See attached | See scoring methodology below. Your overall response to this section will be scored out of 10. | 10 | 10% |

**Scoring Methodology for weighted questions**

|  |  |
| --- | --- |
| **Points** | **Interpretation** |
| **10** | **Excellent** –Overall the response demonstrates that the bidder exceeds all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement. |
| **5** | **Good** -Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidder’s failure to provide all information at the level of detail requested. |
| **3** | **Poor** – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement. |
| **0** | **Unacceptable** - The response is non-compliant with the requirements of the ITT and/or no response has been provided. |