

Reference	Title	Issued	Revision
FO-PRS-EMP-112	RFI Attachment 002 – Tender Evaluation Criteria (Regulated)	August 2017	1.00

Procurement & Commercial

RFI Attachment 2 Evaluation Criteria

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Guidance

This document sets out the method that will be used to evaluate Potential Applicants and select Potential Providers resulting from this RFI (PQQ).

Selection Criteria for this RFI

Your responses will be evaluated to determine a Quality Score with a Quality Weighting of 1.0. The Potential Applicant(s) that meet(s) all of the mandatory requirements are evaluated based on the responses provided by them to Questions in the RFI.

The questions will be scored out of 100 (0, 20, 40, 60, 80 or 100) using an average score from 4 evaluators, unless stated otherwise. These scores are then used to calculate the Quality Score based on Question and Section Weight. In the case of mandatory requirements (showstopper questions), where the relevant answer provided is not the required response, the Potential Applicants submission will be excluded from further evaluation, as detailed in the table below.

Guidance will be provided to evaluators to score each question as follows, unless the question is autoscored by the Emptoris system (as shown in the list of questions further below):

Mark	Guidance
100	Exceptional response – fully meets the specification, demonstrates added value with no errors, weaknesses or omissions.
80	Superior response – Some minor errors, risks, weaknesses or omissions from the specification which may be acceptable as offered. Demonstrates some added value
60	Good response – Some errors, risks, weaknesses or omissions from the specification, which can be corrected / overcome with minimum effort
40	Adequate response – Some errors, risks, weaknesses or omissions from the specification which whilst possible to correct or overcome, provide cause for concern.
20	Poor response – Existence of numerous errors, risks, weaknesses or omissions from the specification, which are difficult to correct, overcome and make acceptable.
0	No response

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The Section Weights and Question Weights are set out below:

Section	Question	Section Weighting	Question Weighting
1. Pre-requisites.		5%	
	1.1. Is the Applicant prepared to tender on the basis of using the NEC3 suite of Contracts?		60
	1.2. Has the applicant been convicted of any of the offences prescribed under [section 57 of the Public Contracts Regulations 2015] [section 58 Public Contracts (Scotland) Regulations 2015] [(as allowed for under the Utility Contract Regulations 2016)] [as allowed for under the Utility Contracts Regulations (Scotland) 2016]. If yes, the applicant shall provide a statement confirming the details and evidence of self cleaning where applicable.		40%
2. General		0%	
	2.1. Company Name (or the lead company from your proposed joint venture / collaboration).		
	2.2. Company Address (include Registered address, if different)		
	2.3. Applicant makeup (e.g. Sole Applicant, Joint Venture, Partnership etc)		
	2.4. Total number of employees.		
	2.5. Single point of contact details for ITT.		
	2.6. Telephone / mobile contact number for ITT Contact.		
	2.7. Email address for ITT if successful through preQualification.		
3. Experience and knowledge		25%	
	3.1. Please provide a brief history of your organisation or executive summary, including key milestones in your organisational development, level of business maturity and general market strategy for the future		25
	3.2. In the past 3 years have you had any similar contracts terminated prematurely and/or had damages claims or other comparably sanctions brought against you for any significant or persistent deficiencies in performance of a substantive requirement of the contract. If yes, please provide details including numbers of instances.		35
	3.3. Please provide details of 3 clients you would consider as potential Referees(not to be taken up at this stage) and include a short testimonial from each.		40
4. Management Related Activities		10%	
	4.1. In the past 3 years for supplies have you had any similar contracts terminated prematurely and/or had damages claims or other comparable sanctions brought against you for any significant or persistent deficiencies in performance of a substantive requirement of the contract. If yes, please provide details including number of instances		50%
	4.2. Please provide details of your Quality Management System that has been certified by an accredited third party certification company to the requirements of ISO 9001:2000(or equivalent), that covers the full scope of this specification.		50%
5. Health and		25%	

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Safety			
	5.1. Please provide Health and Safety statistics for the last five years for your company - or for all parties within your joint venture /collaborations - including Total Recordable injury rate (TRIR). If TRIR is unavailable or not relevant to your organisation then please provide equivalent H&S statistics. Did you attach the requested information?		75%
	5.2. Please specify if you have had any safety enforcement notices, prohibition notices or prosecutions occurred within your company - or for all parties within your joint venture/collaboration - in the past 3 years		10%
	5.3. If you answered Yes in the previous question, please provide details of safety enforcement notices, prohibition notices or prosecutions occurred within your company - or for all parties within your joint venture/collaboration - in the past 3 years. Please add relevant attachments.		
	5.4. Identify the top five health and safety risks associated with the [details of the requirement]. Feel free to add an attachment if required		15%
6. Environmental		10%	
	6.1. Have you had any Environmental enforcement notices, prohibition notices or prosecutions that have occurred in your group or company in the last 3 years?		25%
	6.2. If you answered Yes in the Q 6.1. please provide information, also in the form of attachments, about the Environmental enforcement notices, prohibition notices or prosecutions that have occurred in your group or company in the last 3 years.		
	6.3. Identify the top five environmental risks associated with the operations of your proposed solution.		75%
7. Project Management		10%	
	7.1. Please confirm your ability to provide the materials as described in the scope of PQQ, and provide clear evidence to support this.		100%
8. Subcontractors		5%	
	8.1. Please add as attachment your policy/procedure for the selection and management of sub-contractors. Did you add the requested information in the attachments?		100%
9. Information Security		5%	
	9.1. Please indicate the information security standards that your organization meets. Any response must be applicable to the specific part(s) of the organization that would supply the services proposed under this PQQ.		50%
	9.2. Do you currently have the following governance functions?		30%
	9.3. Do you currently have corporate security policies and/or implement specific security controls to achieve the following?		20%
10. Privacy		5%	
	10.1. Do you have a Data Privacy policy?		15%
	10.2. Do you have a valid and up to date registration (if relevant) to process personal data as required under the Data Privacy Legislation?		5%
	10.3. Have you established responsibility for managing Data Privacy within your organization?		15%
	10.4. Are measures taken to safeguard SSE / SGN personnel and customer personal data that is transferred outside the organization, including data transferred overseas? Please provide details.		10%

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	10.5. Do you have an incident management process which applies to SSE/SGN personnel and customer personal data?		5%
	10.6. Do your employment contracts or Terms and Conditions (T&Cs) specifically mention staff Data Privacy responsibilities?		10%
	10.7. Do you have security measures in place for SSE/SGN personnel and customer personal data that may be saved on physical media and transported outside the organization's premises?		5%
	10.8. Do you have processes and procedures in place for the secure deletion and destruction of SSE / SGN personnel and customer personal data?		10%
	10.9. Is there a process to govern the selection and management of your third parties handling SSE/ SGN personnel or customer personal data?		10%
	10.10. Do you have contracts in place with sub-contractors working with SSE / SGN personnel or customer personal data?		15%

The RFI includes a set of questions with weightings by question and questionnaire as set out above. Following evaluation of Potential Applicants' responses, a maximum number of 10 Potential Applicants receiving a score of greater than 80 will be selected to be invited to tender.

Notwithstanding the foregoing, Potential Applicants who have failed to provide a satisfactory response to mandatory requirements (showstopper questions) will not be considered further and shall not be selected as a Potential Provider, irrespective of the score on the rest of the RFI.