

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

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

## 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

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

The Section Weights and Question Weights are set out below:

<b>1</b>	<b>Pre Requisites</b>	<b>10%</b>
1.1	Is the Applicant prepared to tender on the basis of using the NEC3 suite of Contracts. If no, please do not complete any further information	<b>30</b>
1.2	The Applicant confirms that your direct employees, or employees of any contractors or subcontractors who would be utilised to perform any contract resulting from this competitive process and who will be on a [SSE Group company] site for more that two hours a week, for eight consecutive weeks or more, will be paid at least the Living Wage rate (excluding apprentices and interns).	<b>40</b>
1.3	1.3. 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.	<b>30</b>
<b>2</b>	<b>General</b>	<b>0%</b>
2.1	Company Name (or the lead company from your proposed joint venture / collaboration).	n/a
2.2	Company Address (include Registered address, if different).	n/a
2.3	Applicant makeup (e.g. Sole Applicant, Joint Venture, Partnership etc)	n/a
2.4	Total number of employees.	n/a
2.5	Single point of contact details for ITT.	n/a
2.6	Telephone / mobile contact number for ITT Contact.	n/a
2.7	Email address for ITT if successful through Pre Qualification.	n/a
<b>3</b>	<b>Experience and knowledge</b>	<b>30%</b>
3.1	Please indicate the level and scope of services (as outlined in Item 0.1) in relation to this tender you can complete in-house, and which will require subcontractors / supply chain partners.	15%
3.2	Demonstrate your company's experience of undertaking servicing and maintenance works on relevant wind turbines types or similar technologies during the last 5 years. Where you do not have direct experience on existing SSE WTG types s please provide a statement accordingly and demonstrate how you intend to close this gap before April 2020.  Provide as a minimum the following information:-  a) Project Title b) Project Start/Completion Date(s) c) Contract Value d) Brief description of Project and your role, including how much of the works you undertook directly and how much, if any, was sub-contracted. e) General description of your performance.	20%
3.3	Please provide the capabilities of the business in relation to the Renewable UK wind turbine safety rules version 3. (WTSR's). Are you prepared to be audited on this approval system?	5%

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

3.4	Does the applicant have employees certified as AT's or CT's under the WTSR's for any turbine types? Please provide details of OEMs and limitations., please provide a statement accordingly and demonstrate how you intend to close this gap before April 2020	5%
3.5	Do you have regional resources available in Scotland north, Scotland south, Northern Ireland and Republic of Ireland? If not, please demonstrate how such capacity will be developed before April 2020.	25%
3.6	Has your Company NDT capability, either in house or by a third party.	10%
3.7	Does your company employ Technicians/Teams that are available to travel to sites to carry out repairs, upgrades and Boroscope inspections.	10%
3.8	Is the applicant conversant with PSSR regulations? Please provide supporting information	10%
<b>4</b>	<b>Management Related Activities</b>	25%
4.1	In the past 3 years for services/supplies or 5 years for works 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.	60%
4.2	The Applicant will provide a flow chart on how they communicate their management plans through the site and office based staff, they are to include relevant tool box talks, meeting minutes and all other ways they communicate these plans to there staff.	40%
<b>5</b>	<b>Health and Safety</b>	15%
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.	30%
5.2	Please provide details of any safety enforcement notices, prohibition notices or prosecutions that have occurred within your company - or for all parties within your joint venture/collaboration - in the past 3 years.	15%
5.3	All potential Applicants have their Health, Safety, Environmental and Quality processes and procedures assessed via the Achilles Verify System. Confirm which of the following applies to your company/the potential Applicant in this respect:	25%
5.31	a) Have in place a valid (minimum B1) Verify Achilles UVDB Assessment.	
5.32	b) Agree to achieve Achilles Verify B1 prior to Contract Award	
5.4	Please supply a copy of your health and safety policy statement.	15%

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

5.5	Provide examples of how you cascade safety related matters and how you record and ensure the field staff have received the information.	15%
<b>6</b>	<b>Environmental</b>	10%
6.1	Please provide details of any Environmental enforcement notices, prohibition notices or prosecutions that have occurred in your group or company in the last 3 years.	60%
6.2	Please supply a copy of your environmental policy statement.	40%
<b>7</b>	<b>Subcontractors</b>	10%
7.1	Please provide your policy/procedure for the selection and management of subcontractors.	100%
<b>Lot 1</b>	<b>Technical Pre-Requisites Gearbox , main bearing and shaft overhaul - offsite</b>	
Item 1	Is the applicant capable of tendering for the offsite overhaul of gearboxes?	n/a
Item 1	Please furnish recent relevant examples of successfully completed works.	
Item 2	Is the applicant capable of tendering for the offsite overhaul of Main bearings and shafts assemblies?	n/a
Item 2	Please furnish relevant examples of successfully completed works.	
<b>Lot 2</b>	<b>Tehcnical Pre-Requisites Repairs, modifications,upgrades, retrofits - Uptower</b>	
Item 1	Is the applicant capable of tendering for Inspections, repairs, modifications , upgrades and retrofits on Main Gearboxes , ancillaries and related systems?	n/a
Item 1	Please furnish relevant examples of successfully completed works.	
Item 2	Is the applicant capable of tendering for Inspections, repairs, modifications, upgrades and retrofits to the Generator, ancillaries and related systems?	n/a
Item 2	Please furnish relevant examples of successfully completed works.	
Item 3	Is the applicant capable of tendering for works on Main bearings, inspections, ancillaries and related systems?	n/a
Item 3	Please furnish relevant examples of successfully completed works.	
Item 4	Is the applicant capable of tendering for works on Yaw systems?	n/a
Item 4	Please furnish relevant examples of successfully completed works.	
Item 5	Is the applicant capable of tendering for works on electric Pitch systems?	n/a
Item 5	Please furnish relevant examples of successfully completed works.	
Item 6	Is the applicant capable of tendering for works on hydraulic pitch systems?	n/a
Item 6	Please furnish relevant examples of successfully completed works.	
Item 7	Is the applicant capable of tendering for works on tower systems? This includes platforms , cable ladders, existng tower furniture.	n/a

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

Item 7	Please furnish relevant examples of successfully completed works.	
<p>The RFI includes a set of questions with weightings by question and questionnaire as set out above. Following evaluation of the RFI Potential Applicants receiving a score of greater than 70 will be selected to be invited to tender. Potential Applicants must also have a Yes and over 59% for at least one item in at least one lot.</p> <p>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.</p>		