

INVITATION TO TENDER - SCORING MATRIX FOR Excellent Gateway provider-led projects

Organisation Name:	
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The Evaluation process

1. Independent reading of tenders will be carried out by each evaluation panel member. Each evaluation panel member will complete a scoring matrix for every tender. At the evaluation meeting, scores will be compared and agreed upon. This matrix is to be used as a guide only to ensure a consistent approach is taken when scoring bids. Evaluators will have the scope to use their own judgement and discretion when awarding scores under each evaluation criterion and they should make appropriate notes to validate all scores awarded.
2. A separate judgement will be made as to the value for money offered by each bid.
3. Award of contract will be agreed by the evaluation panel at its meeting, taking both of these elements into account.

Specification	Assessment criteria	Maximum score	Score awarded	Evaluator comments
a) Specialist Knowledge, Skills & Experience	✓ Overview of skills and capacity in the project area	10		
	✓ Curriculum expertise in the chosen area	10		
	✓ Information management	5		
	✓ Experience of the Excellence Gateway	10		

Specification	Assessment criteria	Maximum score	Score awarded	Evaluator comments
b) Capacity & Capability	✓ programme leadership and staffing, to include the names of key individuals, together with their role, responsibilities and track record	10		
	✓ clearly defined roles and responsibilities of any partner organisations or sub-contractors	10		
	✓ proven ability to deliver on time	5		
c) Project Management (including consortium management if relevant)	✓ evidence of a project plan, including milestones and deliverables	10		
	✓ a realistic assessment of risk and mitigation plans	5		
	✓ how the programme will be managed to ensure deadlines are met	5		
	✓ how any resources produced will be quality assured	10		
d) Equality & Diversity	✓ how your equality and diversity policy will be applied to to ensure that all outcomes and outputs are characterised by equality of access, engagement and inclusion	10		
Total Score awarded				
Maximum Possible Score				100

Name of the Evaluator: _____

Date: _____

Signature: _____