



## Appendix A - Assessment

Each criterion is weighted to give a total of 100% for the assessment of the tenders. Tenders will be given a score out of 5 for each criterion using the scoring system below.

Score	Criteria for awarding score
0	Completely fails to meet required standard or does not provide a proposal.
1	Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals.
2	Proposal falls short of achieving expected standard in a number of identifiable respects.
3	Proposal meets the required standard in most material respects, but is lacking or inconsistent in others.
4	Proposal meets the required standard in all material respects.
5	Proposal meets the required standard in all material respects and exceeds some or all of the major requirements.

Scoresheet	
Service Title	
Name of Organization	

<b>Criteria</b>	<b>Evidence</b>	<b>Weight factor (%)</b>	<b>Score out of 5</b>	<b>Weight x score</b>
Interpretation of design brief and value for money	<p>Demonstration of understanding and interpretation of design brief. Original and imaginative design that is sympathetic to the site.</p> <p>Requirements of brief fully met</p> <p>Added value: Additional services, activities appropriate equipment etc. included over and above requirements</p>	85%		
Quality of quotation	Clear, well presented, detailed information including accurate designs, plans, rationale, drawings, photographs etc. where necessary.	5%		
Track record	Track record and experience of delivering works of a similar nature to the specification	5%		
Resources	Evidence of type, quality and specification of materials to be used including appropriate qualifications and training of staff. Details of maintenance costs for equipment, if applicable.	5%		
<b>TOTAL</b>		<b>100%</b>		