



INVITATION TO TENDER STAGE

TECHNICAL EVALUATOR'S GUIDANCE

**FSS-2017-017 - THE DELIVERY OF MEAT OFFICIAL CONTROLS IN
APPROVED ESTABLISHMENTS IN SCOTLAND FOR FOOD
STANDARDS SCOTLAND**

1. Purpose of this Document

This document provides guidance and instruction for the evaluation of the ESPD submissions received.

2. Purpose Overview and Key Dates

The key dates in the ITT evaluation process are set out below.

Date Due	Activity
3 November 2017	Completion of Evaluation of Tender responses
16 November 2017	Notification to successful and unsuccessful Tenderers – Standstill Period commences
1 December 2017	Framework Award
1 Dec 2017 to 31 Mar 2018	Mobilisation period
1 April 2018	Framework "Go Live" Date

3. Evaluation Principles

Those participating in the evaluation process will commit to the following principles.

- Adhere to the timescales set out in this document.
- Must have signed Declaration of impartiality Forms.
- Evaluate and mark ITT submissions within target timescale, and provide written comments to justify scores.
- Attend moderation meeting to finalise scores.
- Agree to collective recommendations based on an average score, and be able to discuss approach and where appropriate review markings.

4. Award Criteria and Weightings




Details of the Award criteria and weightings are detailed at Annex A of this document:

5. Scoring Methodology

Using their professional judgment each Evaluator will determine a score for each award criteria, using the scoring principles detailed below. A copy of the scoring methodology is outlined in the Technical Evaluator Record sheet attached at paragraph 6. No other marking method should be used.

6. Evaluation Roles

Evaluators will need to be familiar with and action where required the documents listed below during the evaluation process.

Documents	Copy of document
Evaluator Record sheet	 Evaluator Recording Sheet - Technical Eva
Schedule 1 - Specification	 Schedule 1 - Specification.doc
Schedule 4 – Management Information	 Schedule 4 - MI.doc

Evaluators will be responsible for providing a score and supporting comments for each of the award criteria questions.

Evaluation Blank Record sheet – The attached blank template “Evaluator Record sheet” must be completed for each Tenderer and returned to Sandra McLaughlin at Sandra.mclaughlin@gov.scot no later than 3 November 2017. Please ensure a separate sheet is completed for each Tenderer response submitted.

Each Evaluator is required to carry out an independent evaluation of each full ITT Response.

Each Evaluator is required to read the Tenderer's response to each question and then allocate a score for each question and justification comments to assist you to provide reasoning to the rest to the Tender Evaluation Panel (TEP) when reviewing any anomalies in scoring, and more importantly, to inform debrief letters issued to bidders in advance of award to enable standstill. Please note that it is imperative that all Evaluators provide clear and concise evidence in the justification section to support marks awarded.

7. Moderation Meeting

Once each Evaluation Panel Member has independently evaluated each of the ITT submissions, the Evaluation Panel will attend a Moderation Meeting, (due on 6 November 2017). The meeting is to ensure consistency in approach. The tenderer's response to the questions will be discussed.

Any amendments to evaluators' scores will be recorded together with supporting rationale. Evaluators shall be required to update their evaluation sheet and re-submit to Sandra.mclaughlin@gov.scot.

Following the moderation meeting the mean average score for each question will be calculated.

The mean average score for each question will then be multiplied by the relevant question weighting to give the question its weighted score

The process for agreeing scores will be fully transparent and documented. Any amendments to evaluators' scores agreed at the Moderation meeting will be recorded together with supporting rationale.

8. Contract Award Recommendation Report

The scores and comments agreed at the moderation meeting will be reported in the Contract Award Recommendation Report and used to justify the decision on the Most Economic Advantageous Tender (MEAT).

9. Helpful Tips for Evaluators

Evaluators:

- Must read and follow the technical evaluation methodology as detailed in the "Invitation to Tender" document;
- Must treat all ITT information as commercially confidential;
- Must ensure fairness, equal treatment and consistency of approach for each ITT submission evaluated;
- Must discount any previous knowledge of the tendering company;
- Must carefully read each question asked and then the response submitted;
- Must apply a score and supporting comments to justify that score, for each question as appropriate.

Evaluation comments:

- Must be provided against each question evaluated;
- Must be relevant and appropriate to the question asked and the response provided;
- Must be clear and unambiguous;
- Must reflect and justify the score awarded;
- Must be impartial and based on the ITT response submitted only (Evaluators must not take into account previous knowledge of the tenderer);
- Must be amended, as appropriate, to reflect any change made to the evaluator's initial score (for example, as a result of clarification, or where a score is changed as a result of discussions at the moderation meeting);
- Must not include anything that is not part of the question;
- Will form part of the official ITT evaluation record/audit trail.

ANNEX A

TECHNICAL (QUALITY) EVALUATION – OVERALL WEIGHTING 70%

The technical elements carry an overall weighting of **70%** which is broken down into the following sub criteria:

Section	Section Name	Section Weighting	Question	Question Weighting	Min 2 Pass Mark
1	Technical Requirements	30%	Q 1.1	50%	Yes
			Q 1.2	50%	Yes
				100%	
2	Service Delivery	45%	Q 2.1	80%	Yes
			Q 2.2	20%	Yes
				100%	
3	Performance Monitoring and managing Information	10%	Q 3.1	100%	
				100%	
4	Health, Safety and Wellbeing	5%	Q 4.1	100%	
				100%	
5	Environmental/Sustainability	5%	Q 5.1	100%	
				100%	
6	Workforce Matters	5%	Q 6.1	50%	
			Q 6.2	50%	
				100%	
7	Community Benefits	0%	Q 7.1	100%	
				100%	
Overall Technical Score Total					

