

## Appendix 1:

### Evaluation Approach

Quotes will be considered by an Evaluation Panel in order to identify the most economically advantageous quote (MEAT). Specifically for this contract, Business West will be evaluating Quotes on the basis of 75% for the Technical elements of the Quote and 25% for the cost.

We will award the Contract to the Supplier that achieves the highest overall score (Price/Quality) being weighted as above and combined.

The Technical elements will be evaluated against the Scoring Matrix below.

Please note that individual question responses are equally weighted.

**Table – Scoring Matrix for Quality Service Delivery**

Response	Score	Definition
No Response or failed response	0	Not completed or completely fails to meet the requirements.
Very Poor	1	Most or all of the requirements have not been met, contains significant shortcomings or is inconsistent with other proposals.
Poor	2	Some of the requirements have not been met or only met in part.
Good	3	Satisfies the requirements in all material respects.
Very Good	4	Satisfies the requirements in all material respects and exceeds some requirements – demonstrating some added value.
Excellent	5	Satisfies the requirements in all material respects and exceeds all requirements – demonstrates significant added value.

The cost will be evaluated against the price of the lowest received to determine a score relative to that lowest price. The lowest price will receive the highest score. Errors in the addition of total costs or unit price extensions will be corrected and the total amount reflected in the total bid price. Any suppliers affected by mathematical errors will be advised of the corrected bid price immediately. Suppliers must confirm their acceptance of this modification within 24 hours or their Quote will be rejected.