## Appendix 3 – Proposal Assessment and Scoring Matrices

Proposals will be evaluated against the requirement by a team of internal and / or external (to BW) assessors using the assessment criteria and associated scoring system below.

The requirement number below relates to the equivalent section number in the Programme Plan Proposal Template.

Proposal responses are required ***to achieve a score of 3 or higher against a requirement*** to be considered for award of the contract. Proposal responses that ***score 2 or lower for any of the criteria may lead to the proposal being disqualified or identified as needing re-submission*** in either the same, or a subsequent call.

|  | **Requirement**  | **Score** | **Assessment Comments** | **Weighting** |
| --- | --- | --- | --- | --- |
|  | **1. Organisational Details**Address, postcode, and contact details | **Pass / Fail** | Organisations which do not provide these details with their proposal will be initially rejected. | n/a |
|  | **2. Cost of Delivery** | **Pass / Fail** | The proposal price should not exceed £300 plus VAT per learner.  | n/a |
|  | **3. Timescales and Delivery Dates** | **Pass / Fail** | Start of training must be on or before **Friday 29th March 2019** or the proposal will be rejected. | n/a |
|  | **4. Policies included** | **Pass / Fail** | The following policies must be included: Data Protection, Equality and Diversity, Sustainability, Health & Safety |  |
|  | **Satisfactory credit check** | **Pass / Fail** | Business West will carry out a credit check. |  |
|  | **Research****5. Overview of pre-employment programme** | **Enter Score:** **0-5** | What research has been undertaken to substantiate the programme being offered / training need.What research has been carried out?Is any supporting evidence provided? | 10% |
|  | **Innovation****5.Overview of pre-employment programme****6. Delivery model** **7. Targeted learners** | **Enter Score:** **0-5** | The extent to which the training delivery model and mechanism is unique / bespoke and addresses the needs of learners, employers and stakeholders in or near the West of England Enterprise Zones and Areas. | 20% |
|  | **Knowledge of Subject Matter****7. Targeted learners****8. Alignment to Enterprise Zones and Areas** | **Enter Score:** **0-5** | Understanding of the Skills West programme, ESFA and ESIF rules and cross-cutting themes, individual learner requirements and existing training provision in the West of England.Understanding of recruitment needs of employers in the Zones/Areas.Understanding of skills challenges across the sector and Zones/Areas. | 20% |
|  | **Design and Delivery****6.Delivery Model****9. Employers and Stakeholders involved** | **Enter Score:** **0-5** | The extent of collaboration between employers and stakeholders, relevance of delivery model to the learners (including any immediacy, or otherwise, of requirement in relation to the employment opportunities being offered). | 20% |
|  | **Experience****10. Experience** **7. Targeted learners**  | **Enter Score:** **0-5** | Capability and capacity to deliver the number of learners stated, including managing the training approach, personal data and evidencing requirements.Where possible, 3 recent examples (within the last 2 years) should be provided to demonstrate a successful track record of working with learners and / or business support organisations. | 15% |
|  | **Location****11. Location of Course****7. Targeted learners** | **Enter Score:** **0-5** | Proximity of the training in relation to the identified learner groups, relationship(s) to the West of England Enterprise Zones and Areas and how this will be evidenced including whether additional costs exists which would prohibit any priority learner groups from travelling. | 5% |
|  | **12. Outcomes and Evaluation** | **Enter Score:** **0-5** | Nature, method and timescales for identifying the success or otherwise of the course (s). | 5% |
|  | **2. Cost / Value for Money** | **Enter Score:** **0-5** | Where like for like proposals are received, the lowest average price will receive the maximum score and the remaining quotes will have their scores applied pro-rata; i.e. divided into the lowest price and the result multiplied by the maximum score.Where proposals differ, cost / value for money will be further assessed in relation to the type of programme, overall budget and type / number of learners. | **5%** |

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| --- | --- | --- |
| **Response** | **Score** | **Definition** |
| No Response or failed response | 0 | Not completed or completely fails to meet the requirements. |
| Very Poor | 1 | Most, or all 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 have only been 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. |