



West Dunbartonshire - from the banks of Loch Lomond to the shores of the Clyde



Building Our Future

West Dunbartonshire Council Schools PPP

Evaluation Protocol

May 2006

Appendix 3

Introduction

The Authority is about to commence the Invitation to Negotiate (ITN) stage of the Project procurement.

At this stage it is important that the outline Evaluation Protocol, from which the detailed evaluation criteria and methodology will be derived, is approved by committee.

Nature of Protocol

The Evaluation Protocol is intended to provide the framework within which the final evaluation criteria and methodology will be developed. It is not in itself the document against which the bids will be evaluated, but rather will accommodate the detailed Criteria and Methodology.

Stages of Evaluation

The evaluation will follow the following 6 principal stages, although it should be noted that within each of these stages, there will be a number of sub-processes undertaken.

1. Receipt of Bids and Acknowledgement

Bids will be opened in accordance with Standing Orders and the instructions stated in the ITN, and an acknowledgement of receipt will be issued to bidders.

2. Compliance Checks and First Stage Confirmation / Verifications

Bids will be checked to ensure that all key submission requirements have been met. Any areas of non-compliance will be pursued through written requests for clarification / verification, always ensuring that no unfair advantage for or disadvantage to any party results from the process.

3. Initial Financial, Legal and Technical Assessment

a. Financial elements of the bid will be examined to establish:

- i. Affordability of Bids – pass/fail;
- ii. Initial assessment of Value for Money using *Treasury Green Book* - pass/fail;
- iii. Suitability/deliverability of the proposed financial package and assumptions - pass/fail;
- iv. Balance Sheet Treatment i.e. whether the required “off balance sheet” requirement has been met - pass/fail;

b. Legal elements of the bid will be examined to establish:

- i. Compliance with procurement requirements pass/fail;
- ii. Sufficiency of adherence with the SSSC (as amended by the Council) scored.

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c. Technical elements of the bid will be examined to establish:

- i. Compliance with design specification - pass/fail;
- ii. Compliance with accommodation specification – pass/fail;
- iii. Compliance with service specification - pass/fail;

4. Provisional Clarifications

High level clarifications arising from Stage 3 will be sought and considered.

5. Detailed Evaluation

Bid submissions together with clarification responses will be considered by the Project Team and Advisers against the detailed evaluation criteria to be finalised and signed off before return of bids.

The detailed evaluation criteria will be based on the following principles:-

- Bids will require to include a *Standard Bid* which complies with all of the material requirements of the ITN.
- Specifically, bids will require to demonstrate that the project will be *Off Balance Sheet* and *Value for Money* (see above).
- The bids must be affordable, or be reasonably capable of achieving affordability with little effort, by reference to an affordability envelope set by the Council. The Council does not have resources available to accept a Bid outside the affordability envelope. The Council will use its shadow bid affordability model as a firm benchmark that will be applied in assessing whether Bidders' proposals are financially viable, year on year over the lifetime of the Project.
- Within the limits of the affordability envelope, bids will be assessed for:
 - a. Educational Functionality including, *inter alia*:
 - i. Deliverability – scored;
 - ii. Disruption – scored.
 - b. Construction Proposals including, *inter alia*:
 - i. Design Quality, Functionality, Impact and Sustainability – scored;
 - ii. Deliverability – including critical assessment of programme – scored;
 - iii. Health and Safety – scored;
 - iv. Ongoing consultation proposals – scored;
 - v. Decant and Disruption Management – scored.

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c. Services Proposals including, *inter alia*:

- i. Adherence to the services specification – scored:
- ii. Compliance with employment requirements and in particular the SE/STUC Protocol – scored:
- iii. Risk Transfer relative to operations – scored:
- iv. Interfaces with Council (as client and contractor) – scored:

d. Financial Assessment including, *inter alia* -

- i. Value for Money as compared to the Public Sector Comparator and other bids - quantitative assessment:
- ii. Risk Transfer and Balance Sheet Treatment – scored:
- iii. Robustness and deliverability of funding package – scored:
- iv. Robustness of financial model and projections (assumptions etc) – scored:
- v. Affordability compared to the Council's affordability envelope and other bids – quantitative assessment:

e. Legal Assessment including, *inter alia* -

- i. Acceptance of Contract Conditions as issued at ITN – qualitative:
- ii. Overall Project Risk Allocation – qualitative:
- iii. Strength of Bidder – including appropriate Guarantee Structures – qualitative::

Individual weightings for each of the Evaluation Criteria underlying the above Evaluation Categories will be produced. It is thus not possible at this stage to provide detail on the final weighting, however the overall relative priority would be likely to reflect the order a) to d) above, with considerable emphasis on design and service quality.

6. Combined Assessment of Bids

Following the completion of the individual assessments of the bids, a process of combined assessment of the bids will be undertaken to assess the relative merits of the bids. This will evaluate the qualitative scores against the results of the quantitative assessment to establish which bids deliver the most economically advantageous solution to the Council.

This process will either, lead to the identification of a preferred bidder, or trigger the commencement of a Best and Final Offer (BaFO) or Revise and Confirm (RaC) stage.

7. Variant Bids

The Council has requested Mandatory Variant Bids which will be evaluated using the same criteria as that described above.

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If there are any non-mandatory variant bids submitted, these will also be evaluated using the same criteria.

Monitoring and Approval of Evaluation Process

The monitoring and approval of any developments to the evaluation process, will be in the first instance through the auspices of the Project Board, with any committee decisions being processed through the Schools Procurement Committee.