

Appendix A: Evaluation Methodology – Cost/ Quality Ratio for the Procurement of Kent and Medway Air Quality Data Management Contract 2021 – 2024

The Authority will evaluate tender responses based on the cost of the quality that they will provide to the Council. The following stages will be used to evaluate bids the Authority receives: -

1. Mandatory requirements assessed
2. Quality requirements assessed
3. Interim Cost/ Quality Ratio Score
4. Interviews
5. Final Cost/ Quality Score

Each bidder that passes the mandatory evaluation will have their quality assessed. Tenderers must achieve a minimum of 65% of the total quality marks available in order to progress to the financial evaluation stage. If a tenderer fails to meet this benchmark, they will be informed and their submission will not be assessed further.

Bidders successful in passing the mandatory quality evaluation, and who achieve the minimum quality score, will progress to the next stage of the evaluation process.

This will be assessed using the following calculation (scores will be rounded to 2 decimal places).

Bidders total Price for the service / Bidders quality score = Total cost per point of quality (Ratio)

The Authority will take the total cost of the bidder's submission and divide this by the bidder's quality score. For example, a bidder that scored 65 on their quality evaluation and submitted a bid of £200 would have a calculated ratio of 3.08.

This will then give the authority an interim score for each bidder. These interim scores will be used to decide the bidders that will be invited to an interview. This will be determined by the Authority adding the weighted 10% to each bidder's score, bidders who are more than 10% behind the leading bid at the interim stage will be informed and will not be invited to interview. Bidders invited to interview will be scored in line with the methodology outlined and the Authority will then calculate the final ratio scores.

Mandatory requirements

Bidders unable to demonstrate full compliance with these requirements will automatically be excluded from the tender process.

- 1) Data download and management, including quality control and ratification must meet the rigours standards as set out in national guidance including TG16 and DAQI April 2013 and AURN guidance for the collation and data management or the most up to date guidance.
- 2) The bidding company must have sufficient staff coverage with the relevant qualifications and experience to undertake the daily data polling, including sensibility checks of the data to avoid dissemination of spurious data to the web pages, monitor for errors and faults at the stations and communicate timely with the local authority and ESU and undertake appropriate data processing as set out in the specification.

Reason - Good data quality and high data capture rates are essential if the KMAQMN is to achieve its objectives and for public health. Lack of staff capacity would result in poor data management and poor data quality, with delayed communications with the local authorities and impact on data capture rates.

Quality requirements – Scored out of a possible 5 marks

The Scored quality requirements for this contract are listed in the table below.

Scored Quality Requirements - 90%	
Qualitative Response:	80%
	<u>Sub Weighting</u>
a) Evidence of deliverability of contract.	15%
b) Data management, QA/QC, data validation and ratification Inc. compliance with all relevant guidance	20%
c) Quality of the website in disseminating data to the various audiences, including public health provision, ability to analyse data and user friendly.	20%
d) Added value the company can bring to the KMAQMN that is not specifically listed in the specification. For example, this could include the provision of expert advice on data management, air quality measurement and pollutants, training or additional functionality of the website.	15%
e) Please provide a written Service Level Agreement (SLA) for this contract which should include, but not be limited to: A detailed description of how you intend to manage and deliver the service, Organisation charts, and Escalation procedures in case of service failures, KPIs and relevant KPI credits. This can be uploaded as a separate document	30%
Social value:	10%
Evidence of how your organisation will aim to improve social, economic and environmental well-being of communities in the listed Boroughs. In order to assist bidders with their understanding of this requirement, the Authority has put forward the below example. Bidders are encouraged to submit their own proposals on how they could add social value to this contract.	10%

<p>Example; a section of the Kentair website could be developed for educational purposes for children across Kent, with a focus on easy to interpret information/ data which could be used by schools in setting sustainability projects for students.</p>	
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