

Appendix 1

Evaluation Framework for the Temporary Staffing tender

The bidders proposals will be evaluated using the following split

Quality 50% & Cost 50%

Quality Evaluation (max score 100 marks)

Evaluation will be of the submission together with the presentation and interview.

Each of the following 10 categories will be scored out of 5 using the scale set out below

5	Meets the standard exactly as specified	Excellent
4	Meets the standard well, but not exactly	Good
3	Meets standard in most aspects, fails in some	Satisfactory
2	Fails standard in most aspects, meets it in some	Doubtful
1	Significantly fails to meet the standard	Poor
0	Completely fails to meet the standard	Not worth considering

and marks awarded will then be weighted accordingly

Quality Evaluation Criteria

Quality Criteria	Weightings
Implementation plan	15
Evidence of the ability of how to implement the business model	25
Innovation & added value	5
Ability to accept all forms of ordering	13
Demonstrate the monitoring and evaluation process of vendors	12
Detailed evidence of staff audit process	10
Equalities & Diversity	Pass/fail
Health & Safety	Pass/fail
Interims	10
ICT Requirements	10
Total	100

Implementation plan

Tenderers should have provided a detailed implementation plan indicating how the service will be set up; this should include getting appropriate supply Vendors on board.

The evaluation team should review this with a view to its achievability within the given timescales with the resources identified.

The plan needs to recognise the current providers, as spend is currently in excess of 5 million pounds, spent annually in the local economy and the impact on local small business could be negative if this is not taken in to account, both in the implementation and subsequent business model.

Ability to implement the business model

Tenderers should have set out their ability to implement their proposed business model.

This should include a proven track record ideally with the staff identified within the tender documents.

- How will the contractor engage with current providers?
- How well they retain current experienced temporary workforce?
- Ensure that 90% of temporary staff are sourced within the Brighton & Hove locality.

Innovation and added value

Tenderers should have provided details of innovation (s) and service enhancements within their rates and costs and demonstrate how this will bring benefits to the Council in terms of cost savings, improved quality, and management. Only innovations linked to the scope and objectives of this Tender will be evaluated.

Note: This is an output specification, and therefore the opportunity for innovation in delivery is evident.

This area of response needs to reflect a high degree of partnership working and recognise, for instance, the cost savings of the Council's own internal worker pools, including Admin All Areas and Care Crew. The contractor also needs to recognise that it is the Council's ongoing desire to reduce its reliance on temporary and agency staff, how will they/the contractor support the Council in doing this?

Forms of ordering

Tenderers should have detailed how council officers will be able to place orders for temporary staff and interims via:

- Face-to-face;
- Telephone;
- Fax;
- E-mail;
- Online.

The methods set out should be easy to use and realistic in relation to implementation

Monitoring of Vendors

There should be an explanation of how the bidder intends to monitor the performance of vendors and the quality of staff provided by them including:

- The process for procuring and managing vendors;
- The criteria used to measure performance;
- The process for agreeing margins;
- The processes in place to ensure that mark-ups, margins etc are in-line with current market rates.

The methods identified should be aligned to the resources available to the bidders.

Staff Audit

There should be a clear explanation as to how this will be carried out across all types of staff and will highlight the depth and regularity

Specific reference needs to be made to CRB, eligibility to work in the UK and professional registration and checks i.e. Social Worker.

Equality & Diversity

There should be a clear explanation as to how they intend to ensure that equality and diversity requirements are met e.g. monitoring etc

This should include compliance with legislation and examples of best practice

Health & Safety

Bidders should set out how they intend to manage Health & Safety for this contract.

They should also outline the way they will monitor the Health & Safety performance of the Vendors and the workers that they provide through the contract.

They should also outline how they will ensure that:

- agency workers have the adequate Health & Safety training for their role; and
- they receive a comprehensive induction at the client site?

The methods set out should be easy to use and realistic and aligned to the resources available to them

Interims

Tenderers should explain how they intend to identify and supply suitably skilled individuals for all categories of interim worker requests.

How will the contractor enable the Council to cast 'a wide net' in accessing the best interims available.

Price Evaluation (max score 100 marks)

Financial Evaluation Criteria

Financial	Weightings
Cost Model (first 24 months).	50
Transactional rates	50
Total	100

Cost model

The Cost Model will be scored out of 5 using the scale set out below

5	Meets the standard exactly as specified	Excellent
4	Meets the standard well, but not exactly	Good
3	Meets standard in most aspects, fails in some	Satisfactory
2	Fails standard in most aspects, meets it in some	Doubtful
1	Significantly fails to meet the standard	Poor

0	Completely fails to meet the standard	Not worth considering
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- 11.1 The tenderers are required to prepare a trading account to show their assumptions for the first 24 months of a contract with BHCC. This will reflect the additional savings achieved through your business model.
- 11.2 Tender submissions should prudently identify projected savings from their proposed model and to demonstrate how they would implement this model and in what areas cost reductions would realistically expect to be achieve.

Transactional Rates

Transactional Rates	Weightings
Administrative Staff	43
Interims	7
Total	50

The Score for the transactional rates will be calculated as follows:

Administrative Staff

The total price for administrative staff will be calculated by using BHCC usage information for the w/c

Maximum marks will be given to the lowest bid with other bids scoring proportionally.

$$\text{Score} = (\text{lowest bid} / \text{bid}) \times 100$$

Interims

Each category of interim will carry equal weighting and will be scored in the following way

$$\text{Score} = (\text{lowest bid} / \text{bid}) \times 100$$

The process

The Evaluation Team

The evaluation team will consist of but not limited to:

Lance Richard	Recruitment Strategy Manager
Julian Wood	Procurement Strategy manager (acting)
Peter Francis	Accountant (Culture & Enterprise and Strategy & Governance)
Duncan Campbell	Commissioning and Partnership Manager
Dan Snowdon*	ICT Consultant

*score the ICT requirements section only

Additional support will be given by the Health & Safety Team

This is a two stage process

Stage 1 - Initial scoring

The Evaluation Team will read the submissions and give initial scores. This initial evaluation will also indicate where further clarification is needed. Questions relating to this will be drawn up for each bidder.

Stage two – Presentations

Each bidder will present to the Evaluation Team and the Expert Advisors. The Evaluation Team and the Expert Advisors will then be given the opportunity to ask questions of the bidders. These questions will be made up of questions drawn from the initial scoring and any questions arising from the presentation.

Following the end of the presentation the Evaluation Team and the Expert Advisors will discuss the presentations and responses to questions asked.

Following this discussion the Evaluation Team will score the tenders accordingly.