**Process for selection and scoring**

Tenders should not be opened until after the deadline has passed. The tenders should be scored by at least two board members. It is important to keep a record of these scores to ensure transparency in decision making and to give constructive feedback to bidders.

An example scoring table can be found on the following page which includes some standard criteria. You can adapt this to suit the requirements of your own project. Finalise this before putting the commission out to tender so that assessment criteria can be clearly set out in the brief - this is to the benefit of the consultants and your board. Cross check with the brief to make sure that the criteria correspond to what you are asking consultants to demonstrate in their tenders (see the template ‘Brief for consultants’).

Scores can be rated on 0-4 basis, where:

0: Unacceptable. Nil or inadequate response

1: Poor. Response is partially relevant but generally poor. Insufficient detail or explanation to satisfy you that the requirement will be fulfilled.

2: Acceptable. Response is relevant and acceptable but might lack detail.

3: Good. Response is relevant and good. Sufficiently detailed to demonstrate understanding and provides details on how requirements will be fulfilled.

4: Excellent. Response is completely relevant and excellent overall. It is comprehensive and unambiguous and demonstrates a thorough understanding of the requirements and how they will be met in full.

You might choose to weight price and quality. A commonly used weighting is 70% quality: 30% price. However, this can vary depending on the complexity of the commission so the board should discuss and agree weightings in advance and make this clear in the brief. One board member should co-ordinate the scoring as follows:

**Calculating the price score**

The co-ordinating board member will calculate the price score. Give each bid a price score as a percentage, with the lowest bid scoring 100%, using the following formula: 100 x lowest price/bid price. Then multiply by 0.3 (or whatever your price weighting is), for example:

Consultant A quotes £20,000 = 100 x 20,000/20,000 = 100. 100 x 0.3 = 30

Consultant B quotes £24,000 = 100 x 20,000/24,000 = 83.3. 83.3 x 0.3 = 25

**Calculating the quality score**

All board members involved in selection should independently score each contractor for each of the main headings between 0 and 4 as described above. Add up these main heading scores to give a total. Convert to a percentage, then multiply by 0.7 (or whatever your quality weighting is). This is your quality score for one tenderer.

Quality scores should be passed to the co-ordinating board member. This person should add the price score to each quality scores to produce a final score for each contractor from each board member, and then an average score for each contractor. This forms the basis of your discussion on who to appoint.

You may wish to hold interviews; responsibility for bearing the cost of attendance at interview should be clearly stated in the brief. Tender submissions and interview scoring should consider the same issues.

Once you have identified a preferred consultant it is good practice to contact other community groups who have used the same consultant for their views on issues such as:

* The consultant’s understanding of the brief
* Communication between consultant and board
* The consultant’s adherence to deadlines
* Quality of final report and other outputs
* Whether the group would recommend/use the consultant again

Name of consultant:

|  |  |  |
| --- | --- | --- |
| **Criterion** | **Score**  **(0-4)** | **Comments** |
| **Understanding of the brief** |  |  |
| Demonstrates understanding of the tasks to be carried out |  |  |
| Understands the overall aims of the group and the project |  |  |
|  |  |  |
| **Methodology and approach** |  |  |
| Time allocation |  |  |
| Consultation with board |  |  |
| Consultation with other stakeholders |  |  |
| Innovative ideas and added value |  |  |
|  |  |  |
| **Skills and experience of the team** |  |  |
| Technical skills appropriate to the tender (specify) |  |  |
| Working with community organisations - owning and managing assets |  |  |
| Working with community organisations – specific sector knowledge (for example forestry/housing) |  |  |
| Effective communication in community organisations |  |  |
| Examples of recent relevant work |  |  |
|  |  |  |
| **Total Quality score** |  |  |
|  |  |  |
| **Price** |  |  |
|  |  |  |
| **Total Price score** |  |  |