



Invitation to Participate

Application reference	KS/PH/24/1461
Application for	The Provision of Specialist Substance Use Detoxification and Rehabilitation Services
Appendix	Appendix 4 – Evaluation Criteria



Evaluation Overview

All Applications will be evaluated against the Evaluation Criteria before they are awarded a place on the PDPS.

Where this document refers to 'Supplier' it shall have the same meaning as 'Applicant' as defined within the Invitation to Participate document.

Selection Evaluation Criteria – Acceptance/rejection of Applicants based on business standing, financial standing, technical and professional ability.

The Authority intends to enter into an agreement and allow a place on the PDPS to the Applicant(s) who are assessed as meeting the Selection Criteria.

In the event that an Applicant is excluded as a consequence of its responses or for any other reason, it will be notified at the earliest opportunity.

In these procurement documents the term "Self-cleaning" is used. This term arises out of Regulation 57(13) of The Public Contracts Regulations 2015. Self-cleaning allows Tenderers to provide evidence that any breaches that may have occurred in the grounds for exclusion outlined in this document have now been rectified and measures have put in place to ensure compliance. The Authority reserves the right to consider the measures taken and deem whether the remedial action taken is sufficient and whether the Authority requires the submission of satisfactory evidence by the Applicant prior to appointment.

CRITERIA	SECTION NUMBERS	DOCUMENT	EXPLANATION FOR ALLOCATION OF WEIGHTING	CRITERIA WEIGHTING
Selection	1 - 7	Selection Criteria Questionnaire	Must pass all questions to be eligible to be appointed	Pass or Fail

Where appropriate, the Authority will request evidence of the self-cleaning measures implemented following the evaluation process. If any of the successful Applicants are found to have failed the selection criteria or fail to provide the information required by the Authority, they will be rejected from the process.

Selection Evaluation Criteria

Part 1: Potential supplier Information

Section 1 - Potential supplier information (1.1), Bidding model (1.2, 1.3, 1.4)	
1.1 (a) – (f)	
PASS	All information has been provided for all questions.
FAIL	Information requested not provided for all questions.
1.1 (g)-(i)	
PASS	A response of 'Yes'; or a response of N/A if not applicable.
FAIL	A response of 'No'.
1.1 (g)-(ii)	
PASS	If response to 1.1 (g)-(i) is 'Yes' all requested information has been provided.
FAIL	If response to 1.1 (g)-(i) is 'Yes' but no response provided to 1.1 (g)-(ii).
1.1 (h)-(i)	
PASS	A response of 'Yes' or 'No' is provided (if applicable); OR no response as the question is not applicable as the procurement is not for services.
FAIL	A failure to provide a response to 1.1 (h)-(i) where appropriate.
1.1 (h)-(ii)	
PASS	If response to 1.1 (h)-(i) is 'Yes', the requested information and confirmation of compliance has been provided.
FAIL	If response to 1.1 (h)-(i) is 'Yes' but no confirmation of compliance is given in response to 1.1 (h)-(ii).
1.1 (i) – (m)	
PASS	All information has been provided for all questions, where applicable.
FAIL	Information requested not provided for all questions, where applicable.
1.2	
PASS	Tenderer has responded that they are bidding as a single supplier; OR Tenderer has responded that they are bidding as part of a group or consortium and all information is provided for 1.2 (a-e).
FAIL	No response provided; OR if bidding as part of a group or consortium, all applicable information requested in 1.2 (a-e) is not provided.
1.3	
PASS	All requested information for sub-contractors/supply chain has been provided, if applicable.
FAIL	Where applicable, the information requested for sub-contractors/supply chain is not provided.
1.4	
PASS	Where applicable, the Service Categories(s) applied for are detailed.
FAIL	Where applicable, no response provided to confirm the Service Categories (s) applied for. The Authority may seek clarification in relation to the completion of this section where required.

Part 2: Exclusion Grounds

Section 2 - Grounds for mandatory exclusion (2.1)	
See Annex D of the questionnaire for guidance	
2.1(a)	
For the questions within 2.1(a) you must self-certify whether any of the grounds for mandatory exclusion apply, as specified by the questions.	
The detailed grounds for mandatory exclusion of an organisation are set out in Annex D of the Selection Criteria Questionnaire, which should be referred to before completing these questions.	
PASS	Responses of 'No' to each question; OR a response of 'Yes' to one or more questions (accompanied by 'No' for the remainder of the questions) and the required information is provided in question 2.1(b), and appropriate evidence of self-cleaning for each response of 'Yes' is provided within 2.1(c). (See section on 'Self-cleaning' below for guidance and instructions on this).
FAIL	The Authority is entitled to exclude Tenderers from this procurement if any of the mandatory grounds for exclusion apply, as indicated by a Tenderer responding 'Yes' to a question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.
2.1(b)	
PASS	A response of 'Yes' to one or more of the offences listed in 2.1(a) and further details as requested provided; OR no response provided as not applicable.
FAIL	A response of 'Yes' to one or more of the offences listed in 2.1(a) and further details as requested not provided.
2.1(c)	
PASS	Responses of 'No' to all offences listed in 2.1(a); OR a response of 'Yes' and sufficient evidence of self-cleaning is provided to the satisfaction of the Authority (see full details within section on 'Self-cleaning' below).
FAIL	If any of the mandatory grounds for rejection apply and the Tenderer does not provide sufficient evidence of 'Self-cleaning', then the Authority will score this section of the Tenderer's application as a FAIL. If a Tenderer is scored a FAIL for this section, then this will result in the Tenderer's elimination from the evaluation process and the Authority will not proceed with the scoring of the Tender's submission. (See section on 'Self-cleaning' below).
Section 3 - Mandatory and discretionary grounds relating to the payment of taxes and social security contributions (3.1 – 3.2)	
3.1(a)	
PASS	Response of 'Yes' and information requested provided, if applicable; OR a response of 'No' and sufficient evidence of self-cleaning is provided to the satisfaction of the Authority (see full details within section on 'Self-cleaning' below).
FAIL	The Authority is entitled to exclude Tenderers from this procurement if any of the grounds for exclusion apply, as indicated by a Tenderer responding 'No' to the question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.
3.1(b)	

PASS	If the response to question 3.1(a) is 'No' and information requested is provided; OR no response required due to a response of 'Yes' to question 3.1(a).
FAIL	If the response to question 3.1(a) is 'No' and information requested is not provided.
3.2	
PASS	If the response to question 3.1(a) is 'No' and a response of 'Yes' is provided.
FAIL	The Authority is entitled to exclude Tenderers from this procurement if any of the grounds for exclusion apply, as indicated by a Tenderer responding 'No' to the question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.
Section 4 - Grounds for discretionary exclusion (4.1 – 4.3)	
4.1 (a) - (i) and 4.1(j)-(i) - 4.1(j)-(iv)	
You must self-certify whether any of the grounds for discretionary exclusion apply, as specified by the questions.	
PASS	Responses of 'No' to each question; OR a response of a 'Yes' to one or more questions but appropriate evidence of self-cleaning is provided within 4.3 (see section on 'Self-cleaning' below for guidance and instructions on this).
FAIL	The Authority is entitled to exclude Tenderers from this procurement if any of the discretionary grounds for exclusion apply, as indicated by a Tenderer responding 'Yes' to a question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.
4.2	
PASS	If the Potential supplier is a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015, a response of 'Yes' to both confirmation statements; OR a response of a 'No' to one or more confirmation statements but appropriate evidence of self-cleaning is provided within 4.3 (see section on 'Self-cleaning' below for guidance and instructions on this); OR no response as the Tenderer is not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015.
FAIL	The Authority is entitled to exclude Tenderers from this procurement if any of the discretionary grounds for exclusion apply, as indicated by a Tenderer responding 'No' to one or more of the confirmation statements, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow a Tenderer to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.
4.3	
PASS	No response required due to responses of 'No' to all situations and statements listed in 4.1 and responses of 'Yes' to the confirmations in 4.2 (where applicable); OR a response of 'Yes' to one or more of the situations and/or statements listed in 4.1 and/or a response of 'No' to either confirmation in 4.2 (if applicable) and sufficient evidence of self-cleaning is provided in 4.3 to the satisfaction of the Authority (see full details within section on 'Self-cleaning' below).
FAIL	If any of the grounds for rejection apply in 4.1 and 4.2 and the Tenderer does not provide sufficient evidence of 'Self-cleaning' in 4.3, then the Authority will score this section of the Tenderer's application as a FAIL.

	<p>If a Tenderer is scored a FAIL for this section, then this will result in the Tenderer's elimination from the evaluation process and the Authority will not proceed with the scoring of the Tender's submission. (See section on 'Self-cleaning' below).</p>
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Self-cleaning: important instructions

Self-cleaning: If a Tenderer responds 'Yes' to any of the questions within 2.1(a) or 4.1, or 'No' to any of the questions within 3.1(a), 3.2, and 4.2 (if applicable), the Authority may request further evidence of self-cleaning at any time prior to award.

In order for the evidence referred to above to be sufficient, the Tenderer shall, as a minimum, prove that it has:

- Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Tenderer shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Tenderer shall be given a statement of the reasons for that decision, and the question(s) shall be scored as a FAIL.

The Authority can use its discretion as to whether the Tenderer may be awarded a PASS, provided the Tenderer can demonstrate remedial action to the Authority's satisfaction.

If a Tenderer answers 'Yes' to any of the questions within 2.1(a) or 4.1 or 'No' to any of the questions within 3.1(a), 3.2, and 4.2 (if applicable) and subsequently **does not provide any evidence that is requested** of Self-cleaning the Tenderer will fail that question and be excluded from the process.

Self-cleaning is not applicable to discretionary exclusion grounds which are procurement-specific and which do not arise from Tenderer misdeeds ("conflict of interest" and "distortion of competition from prior involvement").

Part 3: Selection Questions

Section 5 – Economic and Financial Standing (5.1 – 5.5)							
5.1-5.3(a-b)							
PASS	The Tenderer can provide the requested details to one of the questions 5.1, 5.2, 5.3(a) or 5.3(b).						
FAIL	The Authority may fail a Tenderer if they cannot provide the requested details for at least one of the questions 5.1, 5.2, 5.3(a), or 5.3(b).						
5.4							
PASS	<p>The specified minimum level of economic and financial standing for this procurement is set out below:</p> <p><i>If both of the following criteria are achieved, the Tenderer will achieve a PASS and should select 'Yes' within the Selection Criteria Questionnaire.</i></p> <ul style="list-style-type: none"> • A result of 0.7 or above for the current ratio; and • A result of 1 or below for the debt ratio. <p><i>These ratios must apply to the two most recent financial periods where accounts have been required to be filed.</i></p> <p><u>To calculate the financial ratios:</u></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">FINANCIAL INFORMATION – evaluation method</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">Current ratio</td> <td>Current assets divided by current liabilities</td> </tr> <tr> <td>Debt ratio</td> <td>Total debt divided by total assets</td> </tr> </tbody> </table> <p>The Authority reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further information such as details of your accounting model or information concerning any underwritten debt.</p> <p>At the sole discretion of the Authority, the further information provided may be taken into account to assess whether your organisation will PASS the question.</p>	FINANCIAL INFORMATION – evaluation method		Current ratio	Current assets divided by current liabilities	Debt ratio	Total debt divided by total assets
FINANCIAL INFORMATION – evaluation method							
Current ratio	Current assets divided by current liabilities						
Debt ratio	Total debt divided by total assets						
FAIL	<p>If a Tenderer selects 'No' for Question 5.4 as they did not satisfy both of the above criteria they may FAIL that question in which case the Authority will not proceed with the scoring of their tender.</p> <p>Tenderers may be required to confirm the following information during evaluation stage when requested:</p> <ul style="list-style-type: none"> • Current assets • Current liabilities • Total debt • Total assets <p>The Authority will use the above information to calculate the ratios. If a Tenderer is found not to satisfy both the above criteria they may fail question 5.4 and be excluded from the procurement.</p> <p>The Authority reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further</p>						

	<p>information such as details of your accounting model or information concerning any underwritten debt.</p> <p>At the sole discretion of the Authority, the further information provided may be taken into account to assess whether your organisation will PASS the question.</p> <p>The Authority reserves the right to use a third party provider of business information. This may be to validate the financial information provided by the Tenderer, to identify areas of concern, and/or obtain further information where required.</p>
5.5	
PASS	<p>Where the Tenderer is relying on another member of the bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, the Tenderer confirms that the relevant person or entity is willing to provide a guarantee or other security if required.</p>
FAIL	<p>Where the Tenderer is relying on another member of the bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, the Tenderer does not confirm that the relevant person or entity is willing to provide a guarantee or other security if required.</p> <p>The Authority reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further information such as details of your accounting model or information concerning any underwritten debt.</p> <p>At the sole discretion of the Authority, the further information provided may be taken into account to assess whether your organisation will PASS the question.</p>
Section 6 – Technical and professional ability (6.1 - 6.3)	
6.1	
<p>This question requires contract(s) that are relevant to the Authority's requirement. The Authority's requirements are set out within the ITT and Specification documents.</p> <p>Examples of contracts relevant to the Authority's requirements may include:</p> <ul style="list-style-type: none"> • Contract(s) for goods/services/works which are similar in nature to those set out within the Authority's tender documents, specifically the specification. • Other contracts or major grants as the Authority sees appropriate. <p>Tenderers may provide:</p> <ol style="list-style-type: none"> 1. references from other local authorities, e.g. Contract Managers; or in the event that this is not possible, Tenderers may provide: 2. references from other public sector bodies, e.g. if you have been contracted by the other local authorities, the NHS, Schools or Universities. or in the event that this is not possible, Tenderers may provide: 3. references from the Authority staff. This could be the relevant, Service Manager Contract Monitoring Officer, Contract Assurance Officer, Commissioning Manager or other job title. 	

The relevancy of your contracts to the Authority's requirements will be assessed on the following: As part of your responses you must address the nature of the service (service description).

Selection Criteria – Reference Request – See Appendix 3b.

IMPORTANT – References Instructions below:

- 1) Tenderers (Applicants) are required to contact the referee(s) indicated above for each contract to obtain the references.
- 2) Tenderers must use the template provided at 'Appendix 3b - Selection Criteria Reference Request'. The text must be replicated into the body of an Email. Questions 1-4 in the template are for the referee to complete.
- 3) Tenderers must submit the Email trail which includes their request and the referee's response to questions 1-4 with their Submission. Each Reference response must:
 - a. be submitted as a separate Email, and;
 - b. be submitted as an Email Message format, pdf or any other format which is created when you save an Email (rather than copying and pasting the text from an Email into a word or other document).
- 4) The Authority may contact the referees to validate their responses during the evaluation stage of the process.
- 5) In the event that it is not possible to provide the email trail which includes the Tenderers request and the referee's response with their Submission, Tenderers must provide:
 - a. The email trail to evidence that they have sent the reference request to the referee, and;
 - b. The correct contact details at section 6.1 of the Selection Criteria Questionnaire for the Council to issue the reference request, or follow up on their request.
- 6) Tenderers are reminded that the Council may require satisfactory references to enable a pass for this question, therefore they should use best endeavours and allow enough time to acquire the necessary references from the referees.

PASS	The information is complete and the reference(s) which the Authority obtains are satisfactory.
FAIL	<p>If one or more references gives evidence of a failure to deliver the required levels of contract performance it may result in a FAIL.</p> <p>No description(s) provided in response to the question, or the contracts provided are not relevant to the Authority's requirements may result in a FAIL.</p> <p>If it is not possible to validate the accuracy of the information provided or if the accuracy of the information provided is put in significant doubt by the referee this may result in a FAIL.</p> <p>However, the information for the other questions within section 6 will be taken into account by the Authority to assess whether your organisation will PASS the question.</p>

	Please note that the Authority will check the word-count of your response(s), any words above the word-count will not be evaluated. The word-count applies to each contract, i.e. you have 500 words for Contract 1, 500 words for Contract 2, 500 words for Contract 3.
6.2	
This question requires an explanation as to why examples cannot be given within 6.1 and how you meet the selection criteria relating to technical and professional ability.	
PASS	Explanation not required by virtue of the response given to 6.1, or the explanation provided is satisfactory.
FAIL	No response to the question, or the explanation is not satisfactory. However, the information for the other questions within section 6 will be taken into account by the Authority to assess whether your organisation will PASS the question.
6.3	
This question requires previous experience of working with subcontractors.	
PASS	The evidence submitted is satisfactory, even if limited, or no response due to no subcontracting in proposed delivery model.
FAIL	No description(s) provided in response to the question where the Tenderer has stated they would use subcontracting within the delivery model.

Section 7 – Additional Questions including Project Specific Questions

7.1 Insurance	
PASS	You either have or can commit to obtain, prior to the commencement of the contract, each of the levels of insurance cover indicated as set out within question 7.1.
FAIL	You have not got each level of insurance cover as set out within question 7.1 and are not willing to obtain each level of insurance cover if offered a contract.

7.2 Data Protection	
7.2(a)	
PASS	A Response of Yes
FAIL	A Response of No
7.2(b)	
PASS	The information provided is complete and satisfactory and evidence is provided to support your company's ability to implement appropriate technical and organisational methods to comply with UK GDPR and ensure the protection of the rights of data subjects.
FAIL	The information is not provided, or the information provided is not satisfactory.

7.3 Health and Safety	
7.3 (a)	
PASS	The information provided is complete and satisfactory and includes details of existing policy and examples of how risks are controlled. *Note – a response to this question is not applicable if you are an organisation with less than 5 employees
FAIL	The information is not provided, or the information provided is not satisfactory.

7.4 Business Dealings within Russia or Belarus	
7.4(a)	
PASS	A Response of 'No.'
FAIL	A Response of 'Yes' and information requested has NOT been provided, or a response of 'Yes' and the information provided entitles the Authority, at its sole discretion, to exclude the bid in accordance with current law and guidance.
7.4(b)	
PASS	A Response of 'No.'
FAIL	A Response of 'Yes' and information requested has NOT been provided, or a response of 'Yes' and the information provided entitles the Authority, at its sole discretion, to exclude the bid in accordance with current law and guidance.
7.4(c)	
PASS	A Response of 'No.'
FAIL	A Response of 'Yes' and information requested has NOT been provided, or a response of 'Yes' and the information provided entitles the Authority, at its sole discretion, to exclude the bid in accordance with current law and guidance.

7.5 Regulated Activity Registration and Rating	
PASS	The requirement to achieve a PASS are set out in the Invitation to Participate document section 4.2 'Care Quality Commission and other relevant regulatory body requirements' and the Applicant must have completed the relevant information within Appendix 3a Selection Criteria Additional Information.
FAIL	The Applicant fails to meet the requirements set out in the Invitation to Participate document section 4.2 'Care Quality Commission and other relevant regulatory body requirements'.

7.6 Service Specific Questions	
7.6a Detoxification Service Questions	
PASS	Where an Applicant has responded 'Yes' to Question 7.6a, and has provided a response of 'Yes' to all questions at 7.6a 'Detoxification Questions' Or where an Applicant has provided a response of 'No' to Question 7.6a as they are not bidding to deliver Detoxification Services.
FAIL	Where an Applicant has responded 'Yes' to Question 7.6a, and has provided a response of 'No' to any questions at 7.6a 'Detoxification Questions' or has not provided a response to any or all of the 'Detoxification Questions'. Where an Applicant has not provided the required information where they are bidding for to deliver Detoxification Services under the PDPS.
7.6b Rehabilitation Service Questions	
PASS	Where an Applicant has responded 'Yes' to Question 7.6b, and has provided a response of 'Yes' to all questions at 7.6b 'Rehabilitation Questions' Or where an Applicant has provided a response of 'No' to Question 7.6b as they are not bidding to deliver Rehabilitation Services.
FAIL	Where an Applicant has responded 'Yes' to Question 7.6b, and has provided a response of 'No' to any questions at 7.6b 'Rehabilitation Questions' or has not provided a response to any or all of the 'Rehabilitation Questions' Where an Applicant has not provided the required information where they are bidding for to deliver Rehabilitation Services under the PDPS.

Price

Contract Pricing

Price will not form part of the evaluation to be accepted onto the PDPS, however Applicants are required to include their ceiling prices within their Application.

Having considered all aspects of Authority's requirements detailed in this ITP, the Applicant must provide a detailed pricing proposal in Appendix 3 – Pricing Schedule for each Service Category they are providing an Application for. Submission of an incomplete Appendix 3 - Pricing Schedule may result in failure and disqualification of the Application.

Any reference to spend or volumes commissioned by the Authority will be based on historical data or estimated and are to be used for guidance only.

All prices must be quoted in pounds sterling to two decimal places, and be exclusive of VAT.

Prices must remain open for acceptance until 180 days from the closing date for the receipt of tenders.

Please see the Contract for more information on how the Price will be considered at Call Off.