

**Guidance on producing a specification for your quotes.**

Below are basic criteria we require you to include when producing your written specification, followed by an example scoring sheet. This is only a guide; you are free to produce your own specification as long as it covers the basic minimum criteria listed below and is applied fairly across all three quotations.

This is a requirement when applying for funding to the Derbyshire Dales UK Shared Prosperity Fund Rural Innovation Grant Scheme.

**The specification must be included with your application submission.**

Your Company Name:

Estimated start date:

Estimated end date:

**ABOUT US**

Overview of your company

**PROJECT OVERVIEW**

Details of the project you require quotations for:

**REQUIREMENTS**

Detailed overview of the product or service you are looking to procure. To include main headings in criteria and requirements in the table below.

**EVALUATION APPROACH**

Provide an overview of how each quotation will be evaluated. See example criteria and scoring sheet below.

*Proposals will be evaluated on the basis of price, quality and deliverability to determine the most economically advantageous submission.*

*In assessing answers to the questions below, we will be seeking evidence of the Potential Provider’s suitability to deliver the requirements of the quote.*

*Responses to the specification will be evaluated in accordance with the Evaluation Approach below. Each supplier will be awarded points based on their quote. We will use the weight scoring method to assess each quote with the highest scoring quote being awarded the work.*

The table below is an *example* of scoring criteria that you may wish to adopt. You will need to develop you own criteria, requirements, and weighting, appropriate to the project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Scoring** | **Weighting** | **Requirements** |
| Quality: | | | |
| Understanding of Requirements and Approach to delivering specification | 0/1/2/3/4/5 | 25% | Confirm your understanding of the services required and explain your method for fulfilling the requirements of the specification |
| Equipment provided is suitable for the requirements of the project. | 0/1/2/3/4/5 | 25% | Provide overall specifications of proposed kit, highlighting specific areas which will deliver outcomes outlined in the project overview. |
| Quick installation, and training provided | 0/1/2/3/4/5 | 15% | Confirm delivery time and installation time as well as number of days training support. |
| Purchase includes after care support and maintenance. | 0/1/2/3/4/5 | 5% | Provide details of any added value services you are able to bring to this contract. |
| Price: | 0/1/2/3/4/5 | 30% | Provide itemised breakdown for both purchase and installation. |

**Scoring Principles**

|  |  |  |
| --- | --- | --- |
| 0 | Unacceptable | Fails to meet the standard required - Response significantly deficient or no response. |
| 1 | Poor | Significantly fails to meet the standard required - Inadequate details provided and/or requirement/question not addressed or answered and/or proposals not directly relevant to stated requirement/question. |
| 2 | Limited | Fails to meet the standard required in most aspects - Limited or inadequate information provided in most areas. Only partially addressing the stated requirement/question. |
| 3 | Satisfactory | Meets the standard required in most aspects - Limited information provided in some areas. Only partially addressing the stated requirement/question. |
| 4 | Good | Meets the standard required - Information provided addresses the stated requirement/question. |
| 5 | Excellent | Meets the standard required - Comprehensive response provided in terms of the details and relevance to the stated requirement/question. Detailed evidence/ information provided to support the proposal/answer. |