TENDER AWARD STAGE CRITERIA (SCORING AND MARKING APPROACH)

DEY Tender Award Stage Criteria - Amends sections 9.5 (d),(e) & (f) Assessment methodology of ITTS2b Open

The below document outlines how both Pricing and Quality assessments take place and how scores are awarded on Department of Education and Youth Projects which replaces the approach outlined in section 9.5 (d),(e) & (f) of ITTS2b Open and is supplemented by the inclusion of a Department of Education and Youth Marking Matrix which forms part of the tender information and can be accessed on the Department of Education and Youth Website

Project Types:

Project Type 2 - >€1m - €10m
Project Type 3 - >€10 - €25m
Project Type 4 ->€25m

Weightings

If not otherwise stated in the Contract Notice/Tender Documents, the Award Stage Criteria and their relative weightings are as follows:

		Marks Available	Pass Mark Required
Cost	Price Criterion (Notional Tendered % Fee + Tendered Hourly Rates x Notional Hours) (Combined Notional Tender value)	30 Marks	N/A
A	Resource Allocation Schedule (Discipline Specific)	20 Marks	8 Marks
B1	Project, Site or discipline specific Issue 1	15 Marks	6 Marks
B2	Project, Site or discipline specific Issue 2	15 Marks	6 Marks
B3	Green Design and Green Procurement Considerations	10 Marks	4 Marks
B4	Building Information Modelling (BIM) Approach	10 Marks	4 Marks

A1 + B1-B4 Overall combined pass mark of 50% required on the quality criterion (Pass = total 35 marks out of 70 Marks as per ITT)

Rounding of Scores

Fractions / decimals of marks shall be rounded up to the once decimal point for both Price and Technical Merit Criteria Scoring

Minimum Standards

For each of the Technical Merit Criteria [A & B1-B4] a minimum standard of 40% applies. If a tenderer receives less than 40% for any one of those criteria, that tender will be excluded. There is also a Minimum Overall Quality Threshold of 50%. If a tenderer receives less than 50% for criteria A1 & B1-B4 combined, that tender will also be excluded and it will have achieved a failed status. Please note that this approach to the evaluation of the Technical Merit/ Quality Criteria differs to that outlined in section 9.5(e) of the ITT. An excel tender matrix has been included with the tender documents outlining the basis on which marks will be awarded and each technical merit/quality criteria will be marked on its own merits.

In the event of a Tie in the final tender Matrix Scores:

In the event of a tie between Tenderers after the price and technical scores are combined, the Tenderer with the highest marks for technical merit criteria (Criterion C) will be the Most Economically Advantageous Tender.

In the event of a tie on the basis of technical merit marks, those Tenderers tied on technical marks will have their names included in an independently witnessed draw to determine the Most Economically Advantageous Tenderer.

Format of submission

Tender submissions must be received by etenders portal only, with the onus resting with the Tendering party to ensure receipt of the submission before the latest time and date for receipt of tenders

Price Criterion - [Total Tendered Fee + Tendered Hourly Rates] - Criteria and Marking [30 Marks]

The Notional Capital Value is provided by the Contracting Authority and is stated in the ITT. The percentage fee tendered will be applied to the Notional Capital Value to establish a Lump Sum fee. In addition tenderers are required price hourly rates and a notional set of hours specifically relating to their discipline only which will form the second part of the notional tendered fee. These two figures will be combined and this combined fee will be used for the purposes of commercial assessment. Tenderers must return both a tendered percentage fee and a fully priced hourly rate schedule which includes notional tendered hours. Failure to return either a tendered percentage fee or the schedule of notional hourly rates will be deemed a failed tender. This has been reflected in the excel marking matrix. The assessment method is that used in the applicable Excel marking Matrix which takes precedence over these explanatory notes:

The qualifying tender with the lowest overall total notional fee (established by multiplying the Notional Capital Value by the tendered Total Fee percentage + tendered hourly rates x the notional hours) will be awarded the maximum marks available for price. Other qualifying tenders are then scored by deducting one half of one percent (0.5%) of the total marks for price for every one percentage point (1%) difference between the lowest eligible total fee and that of the tenderer under consideration.

The formula used is expressed as follows:

Notional Tendered fee for any tenderer = $A \times (1 - (0.5 \times [(B-C)/C])$

Where
A = Total Price Marks
B = Total notional fee for tender under consideration (% fee x NCV + Notional Hours x Tendered Hourly Rates)
C = Lowest eligible total notional fee (% fee x NCV + Notional Hours x Tendered Hourly Rates)

Fractions / decimals of marks shall be rounded to one decimal point. The highest mark that can be obtained is the stated Maximum Price Mark, and the lowest price mark which can be obtained is zero (there are no negative marks).

Criterion A - [Resource Allocation Schedule] - Criteria and Marking [20 Marks]

A 0-5 marking will be used to mark the criteria as set out in the table below. i.e. a mark will be awarded to each criterion and sub-criterion from 0 to 5. This mark using the appropriate multiplier, will be used to calculate the score to be awarded. For example, if a score of 20 is available, the base score multiplier is 4 (20 / 5). If the Tenderer is marked 5, a score of 20 marks will be awarded (4 x 5). If the Tenderer is marked 2 , a score of 8 marks will be awarded (4 x 2).

Scoring / Marking Approach:[Resource Allocation Schedule]

Score	Description
0	No information provided
1	Level of information provided is wholly inadequate. The proposed resources are insufficient or inappropriate to deliver the requirements of the project brief. There is little or no confidence that the project outcomes can be successfully achieved
2	Limited relevant detail provided. Significant concerns exist regarding the adequacy of resources, distribution across project stages, or alignment with the proposed methodology and project brief. Deliverability is weak and the likelihood of successfully achieving the required project outcomes is considered low
3	Adequate resource allocation proposed with a reasonable level of detail. Resources are generally aligned with the methodology and project brief, although some weaknesses or gaps remain. Deliverability is considered acceptable, with a moderate level of confidence in achieving the desired project outcomes
4	Well-structured and appropriate resource allocation with clear alignment to the methodology, programme, and project brief. The proposed level of effort is credible and supports strong deliverability. There is a high level of confidence that the project outcomes will be successfully achieved
5	Comprehensive, coherent, and highly credible resource allocation that is fully aligned with the project brief, methodology, programme, and scope of services. The proposal demonstrates exceptional deliverability, robust management of project requirements, and a very high level of confidence in achieving and potentially exceeding the desired project outcomes

Submission Requirements:

Resource Allocation and Personnel

Tenderers shall submit details of the proposed resources in the form of a resource allocation schedule as per the schedule provided, broken down by project stage (aligned with the DEY Framework stages), indicating:

- Staff grades / roles
- Estimated hours per stage
- Aligned and Consistent with the tendered hourly rates and tendered fee percentage

Tenderers shall submit a 2 Page supporting narrative (max 2 A4 pages (per each Criteria) including text and Graphic – minimum 9pt font) summarising a clear understanding of the requirements including items such as but not limited to:

- *Allocation of key personnel to activities*
- *The roles and responsibilities of each team member*
- *Detailing and understanding of proposed level of effort at each project stage*
- *Allocation of key personnel to activities*
- *How resources will be managed throughout the project lifecycle*
- *An organisation chart showing reporting lines and responsibility structure.*
- *Clearly linked to the project brief and programme*

Note: PSDP (Tender Competition Applicants)

The PSDP applicant should make provision for at least minimum of 20 meetings i.e. 12 meetings during construction period with the residual at per contract and post substantial completion

Scoring and Marking:

The evaluation of this criteria will take place and awarded will consider:

Understanding of the Requirements:

Is there a clear demonstrated understanding of the requirements, project brief, scope of service, overall deliverables and the approach to achieving those deliverables

Adequacy

Are sufficient staff resources allocated to each project stage?

Is the level of effort realistic?

Appropriateness

Are staff grades suitable for the tasks?

Is there an appropriate balance of senior and junior personnel?

Stage Distribution

Does the allocation reflect:

Design-intensive early stages

Appropriate input during tender and construction

Alignment / Consistency

Does the resource allocation align with:

- Methodology
- Programme
- Fee submission
- *Any inconsistencies will result in a lower score being awarded*

Deliverability / Credibility

Does the proposal demonstrate that the service can realistically be delivered?

Are there indicators of:

- Under-resourcing (risk)
- Over-resourcing (inefficiency / lack of understanding)

See Resource Allocation Schedule Included in Tender Information which should be filled out by each individual discipline

Quality Criteria - [Criterion B1-B4] [50 Marks]

A 0-5 marking will be used to mark the criteria as set out in the table below. i.e. a mark will be awarded to each criterion and sub-criterion from 0 to 5. This mark using the appropriate multiplier, will be used to calculate the score to be awarded. For example, if a score of 20 is available, the base score multiplier is 4 (20 / 5). If the Tenderer is marked 5, a score of 20 marks will be awarded (4 x 5). If the Tenderer is marked 2 , a score of 8 marks will be awarded (4 x 2).

Scoring Approach: Technical Merit [Criterion B1-B4]

Score	Description
0	Response completely fails to address the criterion under consideration: Issues which are not relevant, issues which are not project/site specific, or a response limited to factual repetition of information already contained in the Brief (including the Department's Design guidance). Applicants should avoid stating the obvious and focus on the implications of issues
1	A response where serious reservations exist. This may be because, for example, insufficient detail is provided, and the response has fundamental flaws, or is seriously inadequate or seriously lacks credibility with a high risk of non-delivery: Issues which have limited relevance, or where the issue is a relevant project/site specific issue but the analysis and conclusions provide limited information of merit over and above that already contained in the Brief.
2	A response where reservations exist. Lacks full credibility/convincing detail, and there is a risk of non-delivery: Issues which are relevant project/site specific issues and the applicant has only just adequately presented the implications for the project.
3	A response which demonstrates a reasonable understanding of requirements and gives reasonable assurance of delivery to an adequate standard but does not provide sufficiently convincing assurance to award a higher mark: Identifies relevant project/site specific issues important to the Contracting Authority and the applicant has presented a good summary of the issues and the implications for the project.
4	A response that demonstrates real understanding of the requirements and assurance that the applicant will deliver to a good or high standard: Identifies relevant project/site specific issues highly important to the Contracting Authority and the applicant has presented a clear easily understood summary of the issues and the implications for the Project.
5	A response with very few or no weaknesses that fully meets or exceeds requirements, and provides comprehensive, detailed, and convincing assurance that the applicant will deliver to an excellent standard: Identifies all issues which are relevant project/site specific that are highly important to the Contracting Authority and the applicant has presented a clear easily understood summary of the issues and implications and has demonstrated that they can deal with the issues effectively.

There are four (4) sub-criteria [B1 to B4].These are assigned As per the Table Below

The choice of issue for B1 & B2 is at the discretion of the to the applicant. Criteria B3 & B3 are mandatory requirements and cannot be amended

It is expected that candidates will have read the Brief provided with the Tender documents. It is also expected that candidates will have visited the site to familiarise themselves with the Project

The maximum marks that can be assigned by the Assessment Panel for each sub-criterion as follows:

Criterion B1-B4 – Project Assessment (max 2 A4 pages (per each Criteria) including text and Graphic – minimum 9pt font) (total 8 A4 pages)

Please note that this approach to the marking of the technical merit differs to that outlined in the ITT section 9.3e

		Marks Available	Pass Mark Required
B1	Project, Site or discipline specific Issue 1 - **Selected by Tenderer**	**15**	**6**
B2	Project, Site or discipline specific Issue 2 - **Selected by Tenderer**	**15**	**6**
B3	**Green Public Procurement & Sustainable Design Considerations** - Describe how you will incorporate Green Public Procurement (GPP) principles and Sustainable Design considerations into the delivery of this project. Your response should identify specific measures, procurement approaches and design initiatives that will reduce environmental impacts, support resource efficiency and contribute to the achievement of the project's sustainability objectives.	**10**	**4**
B4	**Building and Information Management (BIM)** - Describe your proposed discipline specific approach to the implementation and management of Building Information Modelling (BIM) on this project. Your response should demonstrate how BIM processes, information management and digital collaboration will be utilised throughout the project lifecycle to support design development, coordination, project delivery and asset information management	**10**	**4**

Note: (PSDP & Fire Safety Consultant Tender Competition)

In relation to the PSDP and the Fire Safety Consultan Tender Criteria t B3 and B4 will not apply. For the purposes of the PSDP and Fire Safety Consultant tender competition and the evaluation process full marks of ten (10) will be awarded to each PSDP & Fire Safety Consultant Applicant in relation to criteria B3 and B4. Page Requirements Criterion B1-B2 – Project Assessment (max 2 A4 pages (per each Criteria) including text and Graphic – minimum 9pt font) (total 4 A4 pages)

Explanatory Notes - Criterion B

In analysing site, project or discipline specific issues, candidates should consider the implications in the context of their own discipline.

For example:

On an extension project on a steeply sloping site of limited capacity with difficult road access and surrounded by houses, a tenderer might identify Traffic Management as a site specific issue and highlight the implications in the context of their own discipline:

a If the response limited itself to re-stating the information contained in the brief without identifying the relevant site and project specific issues and how these might be dealt with effectively, the Assessment Panel might take the view that **0 (zero) Marks** was an appropriate mark.

b If the response identified some of the pertinent issues (e.g. planning difficulties, the area on the site needed for roads/parking, etc.) but the analysis and conclusions provide limited information of merit over and above that already contained in the Brief, the Assessment Panel might take the view that a mark of **1 (one) mark** was appropriate.

c If using these same identified pertinent issues the response has assessed the implications for the project and demonstrated ways in how these may be overcome, the Assessment Panel might take the view that a mark of **2 (two) marks** was appropriate.

d If the response in addition to the pertinent issues above concisely and clearly identified further serious consequences such as consequences for the project during the construction work (e.g. separate builder's entrance, traffic management during construction, or even the need to decant the school during construction) the Assessment Panel might take the view that a mark of **3 (three) marks** might be appropriate.

e If the response concisely and clearly analysed all pertinent issues and all of the important implications and demonstrated (in words or graphically) how some of the more serious consequences might realistically be overcome the Assessment Panel might take the view that a mark of **4 (four) marks** might be appropriate.

f If the response provides a concisely and clearly analysed assessment of all issues with very few or no omissions that fully meets or exceeds requirements, and provides comprehensive, detailed, and convincing demonstration as to how all of the most serious consequences can realistically be overcome the Assessment Panel might take the view that a mark of **5 (Five) marks** might be appropriate.

On a different project (e.g. large site, good sight lines, limited traffic, no planning issues) Traffic Management might be relevant but not of major concern and consequently a candidate choosing it as a site specific issue might struggle to get a mark of 2 (two) (pass requirement), even if concisely and clearly presented. (Note the scoring approach has a multiplier as noted above depending on the total number of marks set)

In analysing Green Public Procurement, Sustainable Design and Building information Management (BIM), candidates should avoid a generic response and instead provide site, project or discipline specific examples.

Your tender submission should comprise of:

FTS9 Consultancy Services Technical Including Schedule A&B of the COE - Form of Tender and Schedule - Signed
Pricing Schedule of Notional tendered Hourly Rates ITT particulars Section 9.5(c) (ii) - Fully Priced Discipline Specific
Resource Allocation Schedule - DEY Model Form - Discipline Specific that aligns with the price submission (In the DEY Format Provided). Including a written narrative within the page limited noted above.
ARCH, C&S, M&E, QS - Response to Criterion B1-B4 (max 8 A4 Pages Minimum 9 Font including and Graphics (2 pages per Criterion- 4 Criterion x 2 pages = 8 Pages) **or** for PSDP and FSC - Response to Criterion B1-B2 (max 8 A4 Pages Minimum 9 Font including and Graphics (2 pages per Criterion- 2 Criterion x 2 pages = 4 Pages)
QC Part 2 Applicant Details and Declaration - Signed and all other relevant information noted within the SAQ Requirements
ESPD - Above Threshold Competition - Signed (including for all entities where reliance's declared)
QC2 Part 1 - Appendix 2 - Letter from Insurance Undertaking/Insurance Intermediary where evidence is required for sub-criteria 3.3e, 3.3f or 3.3g- Signed
QC2 Part 1 - Appendix 1:Letter of Undertaking from entity being relied upon- Refer to Section 1.6 - Where reliance's are declared in QC Part 2 - Signed
No other information should be submitted

General - By Submitting a tender the applicant declares the following:
The tendered fee (in their opinion) allows for adequate time and resources by suitably qualified personnel (as identified above) to complete the service in a competent, professional, and efficient manner in accordance with the Project Brief (and any other Tender information provided), the Project Programme, the Design Guidance, the Schedules of Accommodation, the Cost and Area limits, the Design Team Procedures and Associated Technical and Practice Notes
Not-withstanding the above, if appointed the applicant will devote sufficient resources (whether greater, the same or less than provided for by the price and hourly rates stated in the Form of Tender) to complete the tasks, stages and entire project to a high standard in a professional manner all in accordance with the DEY Design Team Procedures and Associated Technical and Practice Notes
The Applicant confirms that it will comply with all applicable provisions of employment law (whether statutory or common law), employment regulations, and contract law applicable to its employees. This includes, without limitation, compliance with the Redundancy Payments Acts, the Minimum Notice and Terms of Employment Acts, the Terms of Employment (Information) Acts, the Employment Equality Acts, the Parental Leave Acts, the Organisation of Working Time Act 1997, the Payment of Wages Act 1991, the Unfair Dismissals Acts, the Employees (Provision of Information and Consultation) Act 2006, the Data Protection Act 2018 and the General Data Protection Regulation (GDPR), the Safety, Health and Welfare at Work Act 2005, the Industrial Relations Acts, the Pensions Acts, the Transnational Information and Consultation of Employees Act 1996, and all other employment-related legislation. Any reference to a statutory provision includes that provision as amended, extended, consolidated, re-enacted or replaced from time to time,
The personnel listed in the tender proposal will provide the service in the capacities stated. The Project Director, Senior or back-up Senior will attend all Client Consultations, Design Team Meetings, meetings with the DEY/Local Authority, and consultations/site meetings and site inspections, and in the case of the Design Team Leader will carry out all the functions of the Employer's Representative
The Applicant confirms that all work will have a sufficient input from the Project Director and/or Senior to ensure that the quality of service/design does not suffer
The Project Director, Project Senior and Project Senior (Back-up) have adequate time available to carry out the service in a competent, professional manner in conjunction with their current workload and the firm has adequate personnel resources available to it to carry out the service.
The applicant accepts that the failure of one or more of the above personnel to provide the service stated (as above) in full constitutes a serious breach of contract and may result in the termination of the Contract or a negative assessment of performance for the project
The applicant confirms have the I.T. equipment systems and current software necessary to send/ receive and read all technical documentation and drawings, to efficiently communicate with other Design Team members and the Client electronically, and if required to do so to issue Contract documents electronically.

General - in submitting a tender the tenderer agrees that:
The Contracting Authority are not bound to accept the lowest or any tender they may receive.
The amounts set out in the Form of Tender include for expenses, for any intellectual property rights required (and, where the Services include acting as Project Supervisor for the Design Process, any fee for so acting)
The Hourly Rates tenderer will be inserted in Schedule B of the Conditions of Engagement, and used as the Rates for Time Charges to be determined in accordance with Clause 11 of those Conditions of Engagement
The agreed lump sum fee (Agreed at the stage identified in the ITT) will not change if in practice greater (or less) time input is required to complete the work
Where a substantial change increases or decreases the Scope of Services (by more than 10%) the Fee increase/ decrease will be determined at the Client's choice in proportion to the increase/decrease in those Services or by the Scheduled Time Charges for changes as specified in Clause 11 of the Conditions of Engagement.
The percentage apportionment of fees across the Stages will be on the basis of the percentages noted in the fee payments schedule and included in the schedules to the conditions of engagement and the DEY - Payment Terms (Per Stage) - (Type 2, Type 3 & Type 4 Projects), Where the service is a partial service the percentage division of fees will be re-adjusted proportionately as outlined in the same documents. (The stage percentages for the design consultants reflect the increased time input to the later stages arising from the Building Control (Amendment) Regulations 2014.)
Where the tender and appointment is a replacement Consultant Competition, the Consultant will as part of their tender submission and prior to appointment carry out a due diligence exercise of all tender and supplemental information provided (including documents representing the work carried out to date). Where the documentation provided does not comply with Brief, including the relevant Design Guidelines, the Consultants will (subsequent to consultation and agreement with the other Design Team members and if necessary the client) amend the documents accordingly
Subject to the above review and amendment process, the Consultant undertakes to accept liability (appropriate to the above consultancy discipline) for all actions and design decisions subsequent to appointment. The overall tenderer fee should include for carrying out due diligence and revisions to previously prepared documents (excluding substantial re-design) in the circumstances a consultant is taking over a partially completed design process from a previously appointed consultant.
Where the appointment is not for a full service (e.g. Stage 1 or Stage 2a already completed by others) the percentage apportionment of fees across the remaining stages will be as DEY - Payment Terms (Per Stage) - (Type 2, Type 3 & Type 4 Projects) and as referred to in Schedule B of COE1. If any contract formed by acceptance of this Tender is determined to be void, voidable, unenforceable, or ineffective, any damages for which you may be liable will not exceed the amount that would have been payable under Clause 14.29 of the Conditions of Engagement on termination under clause 14.9 of the Conditions.