



## **LOCAL AUTHORITY CONSORTIUM ESF CO-FINANCING – TENDER APPRAISAL SHEET**

<b>Appraisers Name:</b>	
<b>Position:</b>	
<b>Date &amp; Signature:</b>	
<b>Project &amp; Applicant:</b>	

<b>Applicant Organisation:</b>									<b>New Provider?</b>			
<b>Proposal Title:</b>												
<b>Local Authority Area:</b>												
<b>Ref. Number:</b>		<b>Measure:</b>		<b>Tender Specification Ref:</b>		<b>Start Date:</b>		<b>Duration:</b>				
<b>Total Amount of Funds Requested:</b>			£									
<b>2011</b>			£									
<b>2012</b>			£									
<b>2013</b>			£									
<b>SECTION 6 Part A Qualifying Questions Pass/Fail</b>			<b>Q1 P/F</b>	<b>Q2 P/F</b>	<b>Q3 P/F</b>	<b>Q4 P/F</b>	<b>Q5 P/F</b>	<b>Q6 P/F</b>	<b>Q7 P/F</b>	<b>Q8 P/F</b>		
<b>SECTION 6 Part B – Financial Health</b>			<b>Acceptable</b>		<b>Unacceptable</b>							
<b>Reference 1</b>	<b>G(2)</b>	<b>F(1)</b>	<b>P(0)</b>	<b>Reference 2</b>		<b>G(2)</b>	<b>F(1)</b>	<b>P(0)</b>	<b>Reference</b>	<b>G(2)</b>	<b>F(1)</b>	<b>P(0)</b>
<b>Section 8 References TOTAL SCORE:</b>		<b>X 5%</b>		<b>Section 9 Method TOTAL SCORE:</b>			<b>X 70%</b>		<b>Section 10 Cost TOTAL SCORE:</b>	<b>2</b>	<b>X 25%</b>	

<b>TOTAL WEIGHTED SCORE:</b>	
------------------------------	--

<b>PARTNERS (If applicable)</b>											

## SECTION 9 - METHOD (QUALITY ASSESSED 70%)

### **PART A: KEY CRITERION: FIT WITH TENDER SPECIFICATION**

The tender will clearly describe

- the activity to be delivered (Question 1)
- the target group (either people or organisations) that will be assisted (Question 2)
- the outputs to be achieved and a rationale for the projections (Question 3), and
- the geographical area to be targeted (Question 4)

(See the Guidance Notes for Completing the Tender Form for further information)

**Points Awarded (Please Circle)**

<b>Subsidiary Criteria:</b>	<b>Total Points Allocation</b>	<b>Good Fit</b>	<b>Fair Fit</b>		<b>Poor Fit</b>	
1. Activity	<b>4</b>	4	3	2	1	0
2. Target Group	<b>4</b>	4	3	2	1	0
3. Outputs	<b>4</b>	4	3	2	1	0
4. Geographical Targeting	<b>4</b>	4	3	2	1	0
			<b>Total:</b>			

**Appraisal Comments:** (please state to which of the subsidiary criteria your comments relate)

**PART A (CONT..) KEY CRITERION: ABILITY OF ORGANISATION.**

The tender will clearly demonstrate:

- that the applicant has secured the commitment of those other organisations on which the successful delivery of the proposed activities will depend (Q.5);
- has experience of delivering the type of activities proposed and / or of working with the people or companies targeted for assistance (Q.6)
- how the proposed activities fit with other strategies, plans and provision relating to the people and / or organisations that the applicant intends to assist (Q.7); and

(See the Guidance Notes for Completing the Tender Form for further information)

**Points Awarded (Please Circle)**

<b>Subsidiary Criteria:</b>	<b>Total Points Allocation</b>	<b>Good Fit</b>	<b>Fair Fit</b>		<b>Poor Fit</b>	
5. Partnership Working	<b>4</b>	4	3	2	1	0
6. Experience and Track Record	<b>4</b>	4	3	2	1	0
7. Fit with Existing or Planned Initiatives	<b>4</b>	4	3	2	1	0
		<b>Total:</b>				

**Appraisal Comments:** (please state to which of the subsidiary criteria your comments relate)

**PART B: KEY CRITERION: INVOLVEMENT OF PARTICIPANTS**

The tender will clearly demonstrate:

- that there will be appropriate involvement of apprenticeship delivery in the design and implementation of the proposed activities (Q.8)

(See the Guidance Notes for Completing the Tender Form for further information)

**Points Awarded (Please Circle)**

<b>Subsidiary Criteria:</b>	<b>Total Points Allocation</b>	<b>Good Fit</b>	<b>Fair Fit</b>		<b>Poor Fit</b>	
8. Participant Involvement	4	4	3	2	1	0
			<b>Total:</b>			

**Appraisal Comments:** (please state to which of the subsidiary criteria your comments relate)

**PART C: KEY CRITERION - CAPACITY TO DELIVER.**

The tender will clearly demonstrate that the applicant:

- organisation is able to secure and deploy the resources required for successful delivery of the proposed activities (Q.9)
- has a Health & Safety policy and shows commitment to health and safety in respect of staff & others carrying out work and this is linked into the project delivery (Q.10)
- has an Equality & Diversity policy and practical plans for its implementation within the project (Q.11)
- has appropriate & innovative plans for incorporating Information and Communication Technology into the management and delivery of the proposed activities (Q.12)
- has demonstrated that the proposed activities will have a positive impact on environmental and / or social sustainability (Q.13)

(See the Guidance Notes for Completing the Tender Form for further information)

**Points Awarded (Please Circle)**

<b>Subsidiary Criteria:</b>	<b>Total Points Allocation</b>	<b>Good Fit</b>	<b>Fair Fit</b>		<b>Poor Fit</b>	
9. Management of Resources	4	4	3	2	1	0
10. Health & Safety	4	4	3	2	1	0
11. Equality & Diversity	4	4	3	2	1	0
12. ICT	4	4	3	2	1	0
13. Sustainability	4	4	3	2	1	0
			<b>Total:</b>			

**Appraisal Comments:** (please state to which of the subsidiary criteria your comments relate)

**PART D: KEY CRITERION - FEASIBILITY**

The tender will show that:

- the applicant has promotion and recruitment plans that are practical and relevant to the target group (Q.14)
- outputs, outcomes and milestones are specific, measurable, achievable, realistic and timebound, including sound proposals for the measurement of 'soft' outcomes (Q.15)
- if appropriate, credit should be given for innovation (Q.16)
- the proposed activities are realistic in terms of the activity, location, costs, outputs and timescale (overall)

(See the Guidance Notes for Completing the Tender Form for further information)

**Points Awarded (Please Circle)**

<b>Subsidiary Criteria:</b>	<b>Total Points Allocation</b>	<b>Good Fit</b>	<b>Fair Fit</b>		<b>Poor Fit</b>	
14. Promotion and Recruitment:	<b>4</b>	4	3	2	1	0
15. Outputs, Outcomes and Milestones sheet (15a included):	<b>4</b>	4	3	2	1	0
16. Feasibility of Proposed Activity:	<b>4</b>	4	3	2	1	0
			<b>Total:</b>			

**Appraisal Comments:** (please state to which of the subsidiary criteria your comments relate)

## SECTION 10 - COSTS (25%)

<b>Value for Money</b> The tender will show details of anticipated expenditure by calendar year. Only ESF eligible expenditure may be claimed (Q17) (See the Guidance Notes for Completing the Tender Form for further information)		<b>Points Awarded (Please Circle)</b>				
<b>Subsidiary Criteria:</b>	<b>Total Points Allocation</b>	<b>Good Fit</b>	<b>Fair Fit</b>		<b>Poor Fit</b>	
17. Cost of Activity	<b>4</b>	4	3	2	1	0
17a. Justification of Costs	<b>4</b>	4	3	2	1	0
			<b>Total:</b>			
<b><u>Appraisal Comments:</u></b> (please state to which of the subsidiary criteria your comments relate)						

## **Descriptors:**

### **Question 1 - Activity:**

- 4 – Innovatively addresses all aspects of the activity described in the tender specification.
- 3 – Addresses all aspects of the activity described in the tender specification but lacking innovation.
- 2 – Addresses the tender specification, but in an incomplete or tenuous way.
- 1 – Has little or obscure linkage to the activity described in the tender specification.
- 0 – Has no linkage to the activity described in the tender specification.

### **Question 2 - Target Group:**

- 4 – Clearly addresses all of the target group described in the tender specification, and the tender has been developed in response to the needs of the target group
- 3 – Clearly addresses a selected sub-set of the target group described in the tender specification with clear reasoning as to why only a sub-set has been selected and the tender has been developed in response to their specific needs.
- 2 – Addresses the specified target group but with little attempt to take account of their needs.
- 1 – Addresses a selected sub-set of the target group but with little reasoning as to why only a sub-set has been selected and little attempt to take account of their needs.
- 0 - No or limited reference to the target group described in the tender specification.

### **Question 3 – Outputs and Projections:**

- 4 – Will deliver all of the outputs described in the tender specification and provides a sound rationale for projected outputs.
- 3 – Will deliver a selected sub-set of the outputs in the tender specification with clear reasoning as to why only a sub-set has been selected and provides a sound rationale for projections.
- 2 - Appears to deliver all of the outputs described in the tender specification, but the proposed activity / target group / outputs are inconsistent, and / or the rationale for projected outputs is weak.
- 1 – Appears to deliver a selected sub-set of the target group but with little reasoning as to why only a sub-set has been selected and the proposed activity / target group / outputs are inconsistent, and / or the rationale for projected outputs is weak.
- 0 – Will make no, or insignificant, contribution to the specified outputs.

### **Question 4 - Geographical Targeting:**

- 4 – All of the activity will be delivered in the priority areas defined in the tender specification.
- 3 – Most of the activity will be delivered in the priority areas defined in the tender specification with clear rational as to why the proposed activity is outside the geographical priority areas defined in the tender specification.
- 2 – Activity will be delivered in specific areas within the county with adequate rationale as to why any proposed activity is outside of the geographical priority areas defined in the tender specification.
- 1 – Some of the activity will be delivered in specific areas within the county but lacking rational as to why any proposed activity is outside of the geographical priority areas defined in the tender specification.

0 – No, or insignificant, amount of delivery in the priority areas defined in the tender specification.

**Question 5 - Partnership Working:**

- 4 – Has secured the commitment of those other organisations on which the successful delivery of the proposed activities will depend, provided clear details of their expertise and role within the project delivery and all letters of support are provided and signed.
- 3 – Has secured the commitment of those other organisations on which the successful delivery of the proposed activities will depend, provided some details of the role within the project delivery and letters of support are provided and signed.
- 2 – Has secured the commitment of those other organisations on which the successful delivery of the proposed activities will depend but there is little detail of their role within the project deliver and/or letters of support only partially available.
- 1 – Has listed other organisations as partners however, the detail of their role within the project delivery is insufficient or there is doubt about the level of commitment made and/or letters of support only partially available.
- 0 – Has not listed any partner organisations.

**Question 6 - Experience and Track Record:**

- 4 – Evidence that the applicant meets any specific experiential requirements detailed in the tender specification with relevant and timely evidence of that experience supported by, ALI/OFSTED reports etc, where available. Applicant also has a sound track record of successfully delivering similar activity to that detailed within the tender specification and has provided clear linkages to show how that track record links with the activity described in the tender specification.
- 3 – Evidence that the applicant meets any specific experiential requirements detailed in the tender specification with relevant and timely evidence of that experience supported by, ALI/OFSTED reports etc, where available and shows some track record of delivering similar activity to that detailed within the tender specification.
- 2 – The applicant has specified they meet any specific experiential requirements detailed in the tender specification but has not shown evidence supporting those requirements. The applicant has experience of delivering similar activity with a reasonable level of success
- 1 – The applicant has not specified they meet any specific experiential requirements detailed in the tender specification but has shown experience of delivering similar activity with a reasonable level of success.
- 0 – The applicant has not specified they meet any specific experiential requirements detailed in the tender specification and has shown no experience of delivering similar activity.

**Question 7 - Fit with Existing or Planned Initiatives:**

- 4 – Has identified any partnerships, strategies, plans relevant to the target group / area and has secured appropriate support and demonstrates that the activity proposed in the tender complements to or enhances those provisions.
- 3 – Has identified existing or planned provision aimed at / or with some relevance to the target group and demonstrated that the activity proposed in the tender complements or enhances this provision.
- 2 – Demonstrates limited awareness of relevant partnerships, strategies, plans or provision, but has evidently given consideration to how the proposed activity fits with what is known and made efforts to secure support
- 1 – Demonstrates limited awareness of relevant partnerships, strategies, plans or provision, but has given little or no consideration to how the proposed activity fits with what is known and made little or no effort to secure support.
- 0 – No indication of whether / how the activity relates to other initiatives; or proposed activity would duplicate existing or planned provision.

**Question 8 - Participant Involvement:**

- 4 – The participants identified in the tender specification have been put at the centre of the proposed activity; includes appropriate involvement of the participants in the design, implementation, management, review and evaluation of the proposed activity.
- 3 – The participants identified in the tender specification have been considered in the proposed activity with some evidence into how participants will be consulted throughout the wider delivery of the project.
- 2 – The needs of the participants are evidentially understood however, limited detail into how participants will be consulted throughout the wider delivery of the project.
- 1 – The needs of the participants are partially understood but no detail into how they will be consulted throughout the wider delivery of the project.
- 0 – No consideration is given to the needs or involvement of the participants.

**Question 9 - Management of Resources:**

- 4 – Evidence that the applicant has secured and is able to deploy the resources required for successful delivery, including the appropriate staff, management, premises and equipment, quality assurance processes, MI systems, and monitoring and evaluation arrangements.
- 3 – Evidence that the applicant has considered all resources required for successful delivery but some areas are lacking with appropriate requirements.
- 2 – Evidence that the applicant has considered the resources required for successful delivery however, there is indication of potential risks around securing all required management resources.
- 1 – Evidence that the applicant has considered minimal resources required for successful delivery and there is indication of potential risks around securing those management resources.
- 0 – No evidence that the applicant has secured the resources required for successful delivery

**Question 10 - Health & Safety:**

- 4 – Applicant has an up to date written Health & Safety policy and practical implementation plans that are relevant to the needs of the participants and linked into all delivery stages of the project including on-going H&S training for staff.
- 3 – Applicant has an up to date written Health & Safety policy and practical implementation plans that link into some of the needs of the participants and how Health & Safety principles will be linked into the project delivery has been considered.
- 2 – Applicant has a written Health & Safety policy and has given some indication of how it will be linked into the delivery stages of the project
- 1 – Applicant has some defined Health & Safety policies and has given some indications of how they will be implemented.
- 0 – Applicant has no Health & Safety policies, or have some policies, but gives no indication of how they will be implemented or applicant has declared that prosecution / issue of improvement or prohibition notices have been taken against their organisation.

**Question 11 – Equality & Diversity:**

- 4 – Applicant has an up to date written Equality & Diversity policy and practical implementation plans that are relevant to the needs of the participants and linked into all delivery stages of the project including on-going E&D training for staff.
- 3 – Applicant has an up to date written Equality & Diversity policy and practical implementation plans that link into some of the needs of the participants and how Equality & Diversity principles will be linked into the project delivery has been considered.
- 2 – Applicant has a written Equality & Diversity policy and has given some indication of how it will be linked into the delivery stages of the project.
- 1 – Applicant has some defined Equality & Diversity policies and has given some indications of how they will be implemented.
- 0 – Applicant has no Equality & Diversity policies, or have some policies, but gives no indication of how they will be implemented or applicant has declared they are currently or have in the last 3 years been subject to formal investigations by the Equality & Human Rights Commission or have outstanding tribunal or court hearings with regard to unlawful discrimination.

**Question 12 - Information Communication Technology:**

- 4 – Applicant has defined plans for incorporating ICT into the delivery of the proposed activity in an imaginative and innovative way and has shown clear ability in incorporating ICT into the management and administration of the project.
- 3 – Applicant has defined plans for incorporating ICT into the delivery of the proposed activity and has shown a clear ability in incorporating ICT into the management and administration of the project.
- 2 – Applicant has given some indications that ICT is incorporated in the delivery of the proposed activity and there is adequate evidence to show that ICT will be incorporated into the management and administration of the project.
- 1 – Applicant has given adequate evidence to show that ICT will be incorporated into the management and administration of the project
- 0 – No indications of whether / how ICT will be incorporated into the management and delivery of the proposed activity

**Question 13 – Environmental Management & Sustainability:**

- 4 – Applicant has written environmental management and sustainability policies and has demonstrated that the proposed activity will have a positive impact on one or more of the environmental management and sustainability key themes and can practically monitor that impact. Applicant has also indicated how environmental management and sustainability principles will be linked into, and throughout, the delivery of the project.
- 3 – Applicant has written environmental management and sustainability policies and has demonstrated that the proposed activity will have a positive or neutral impact on one or more of the environmental management and sustainability key themes and can practically monitor that impact.
- 2 – Applicant has some environmental management and sustainability practices in place and has given some indications of how the proposed activity is expected to have a positive or neutral impact on one or more of the environmental management and sustainability key themes.
- 1 – Applicant has some environmental management and sustainability practices in place.
- 0 – Applicant has no policies or practises in place and given no indication of whether / how the proposed activity will have an impact on one or more of the sustainability key themes or applicant organisation has had legal action under environmental legislation as detailed in question 13c taken against them in the last 10 years.

**Question 14 - Promotion and Recruitment**

- 4 – Both promotional and recruitment plans that are practical and relevant to the specific needs of the participants. Applicant has also defined clear milestones for promotion and recruitment that are realistic and achievable.
- 3 – Both promotional and recruitment plans that are practical and relevant to the specific needs of the participants. Applicant has either not defined milestones or defined milestones that are not realistic and achievable.
- 2 – Applicant has outlined a promotional strategy and a recruitment process, but these are not specifically related to the needs of the participants.
- 1 – Applicant has a poorly defined promotional strategy and a recruitment process.
- 0 – No indications of how the project will be promoted or of how the participants will be recruited

**Question 15 - Outputs, Outcomes and Milestones sheet:**

- 4 – Applicant lists outputs, outcomes and milestones that are specific, measurable, achievable, realistic and time bound (SMART), with appropriate proposals for providing evidence. Where applicable, sound proposals are made for how 'soft' outcomes will be measured.
- 3 – Applicant lists outputs, outcomes and milestones that are specific and realistic but little detail into how they will be measured and achieved within the project timescales. Where applicable 'soft' outcomes have been considered with no apparent reason to doubt feasibility
- 2 – Applicant lists outputs, outcomes and milestones but there are doubts into whether they are specific and realistic and how they will be measured and achieved within the project timescales. 'Soft' outcomes show lack of clarity with how they will be measured.
- 1 – Applicant lists outputs, outcomes and milestones but they are not specific and realistic and there is reason to consider they are unachievable within the project timescales. 'Soft' outcomes lack clarity with how they will be measured or have not been considered.
- 0 – Not possible to make a judgement on the feasibility of the proposed outputs, outcomes and milestones due to inadequate information

**Question 16 - Feasibility of Proposed Activity:**

- 4 – Applicant demonstrates that the proposal will deliver the activity described in the tender specification, which is realistic in terms of the participants, activity, location, costs, outputs and timescale, and that it incorporates achievable, imaginative and innovative elements.
- 3 – Applicant demonstrates that the proposal will deliver the activity described in the tender specification, which is realistic in terms of the participants, activity, location, costs, outputs and timescale.
- 2 – A proposal which is convincing in terms of deliverability, but lacks imagination.
- 1 – An imaginative proposal, but some doubts about deliverability.
- 0 – Proposal is both unrealistic and unimaginative.

**Question 17 - Cost of Activity:**

- 4 – Cost of activity falls within the range and timeline indicated in the tender specification and unit costs are applicable to the activity defined within the tender specification. Applicant has also provided appropriate cost calculations and forecasts are linked to output projections.
- 3 – Cost of activity falls within the range and timeline indicated in the tender specification and unit costs are applicable to the activity defined within the tender specification. Applicant has provided appropriate cost calculations but forecasts are either unachievable or not linked to output projections.
- 2 – Cost of activity falls slightly outside the range and timeline indicated in the tender specification, unit costs are applicable to the activity defined within the tender specification. Applicant has provided appropriate cost calculations but forecasts are either unachievable or not linked to output projections.
- 1 – Cost of activity falls slightly outside the range and timeline indicated in the tender specification, unit costs are not completely applicable to the activity defined within the tender specification. Cost calculations and forecasts are not acceptable.
- 0 – Costs of activity falls outside the range and timeline indicated in the tender specification, no unit costs are applicable to the activity defined within the tender specification. Cost calculations and forecasts are not acceptable.

**Question 17a - Justification of Costs**

- 4 – Detailed analysis of all costs with current & appropriate evidence provided.
- 3 – Detailed analysis of all costs with minimal evidence provided.
- 2 – Analysis of some costs with partial evidence provided.
- 1 – Little justification of costs with no evidence provided.
- 0 – No justification of costs and no evidence provided.