



Funded by
UK Government



Low Carbon Dorset Procurement Guide

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Introduction

Low Carbon Dorset is a programme of activities to help stimulate growth in Dorset's low carbon economy. Funded by the UK Shared Prosperity Fund and Dorset Council, Low Carbon Dorset helps businesses, community sector and public sector organisations within the local authority area of Dorset Council. The programme is run by Dorset Council (DC).

This Guide

The aim of this guide is to provide Grant Applicants with some practical help to meet the procurement requirements of the programme as set out by the UK Shared Prosperity Fund.

[UK Shared Prosperity Fund: prospectus - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

The purchase of goods, works and services in respect of government funded projects is subject to rigorous audits to confirm Grant Recipients have complied with the rules of the programme.

Procurement Rules of the Programme

To meet the programme rules a Grant Applicant's process must be in line with the requirements below:

Public Contract Regulations 2015 (PCR15) Thresholds & Procedures (including VAT)

[The Public Contracts Regulations 2015 \(legislation.gov.uk\)](https://www.legislation.gov.uk) and Dorset Council's own Contract Procedure Rules

Supplies or Services UNDER £213,477

- No need to advertise unless you are a public sector body (see Advertising). If over £50,000, must seek a minimum of 3 bids. Seeking multiple bids is not essential for under £50,000 but it is recommended you do so to evidence best value has been attained.

Supplies or Services OVER £213,477

- Need to advertise the procurement opportunity prior to commencing the procurement (see Advertising)

Works UNDER £5,336,937

- No need to advertise unless you are a public sector body (see Advertising). If over £50,000, must seek a minimum of 3 bids. Seeking multiple bids is not essential for under £50,000 but it is recommended you do so to evidence best value has been attained.

Works OVER £5,336,937

- Need to advertise the procurement opportunity prior to commencing the procurement (see Advertising)

Definitions of what is meant by Services, Supplies or Works is available from Low Carbon Dorset

Important Note

The following practices are not acceptable:

- Direct awarding contracts over £50,000 without seeking competition
- Not following a robust evaluation process
- Direct award to linked organisations
- Artificially splitting of contracts
- Not adhering to guidance in respect to Identifying, Managing and Monitoring Conflicts of Interest

Mixed Procurements

In the case of mixed contracts consisting partly of services or supplies or works, the procurement procedure to follow shall be based on which element represents the highest value.

For example: A contract that contains supplies and works with a total estimate value of £450,000. Significant majority of value of the contract is for supply of equipment therefore the procedure for supplies must be followed.

Advertising

Where advertising is stipulated, the Grant Applicant shall:

- Advertise the procurement opportunity to invite interested suppliers to bid. In the case of a public sector body if the value is under the PCR15 threshold but over £25,000 this is to be via Contracts Finder, if over the PCR15 threshold this would be via Find-A-Tender.
- Advert to be placed on the Grant Applicant's website and / or other appropriate website
- Advert must incorporate, or direct any interested suppliers, to the following information that must be available at point of advert:
 - details of the opportunity;
 - what is required from all interested suppliers;
 - the criteria on how supplier's bids will be evaluated;
 - details on how to apply to bid;
 - deadline to apply.

Asking Suppliers to Bid

When inviting suppliers to submit a bid, the Grant Recipient must ensure that the evaluation process is clearly communicated to all suppliers at the outset. This should include a clear specification of the requirements, the evaluation criteria, and the closing date and time to respond with a bid.

Evaluation Process

On receipt of bids, the Grant Applicant must follow a robust evaluation process that is transparent and applied in a manner which ensures equal treatment, non-discrimination and mutual recognition.

Suppliers must be advised at the outset what criteria will be applied in evaluation of bids. Each bid to be viewed and given scores against the same evaluation criteria. There must be justification that a reasonable award decision has been made based on the quotations / prices obtained.

The completed evaluation is to be dated and signed by the Grant Applicant as this will be required to evidence, along with copies of the bids, that the procurement has been applied in accordance with PCR15 and governance set out in this guide.

Low Carbon Dorset encourage Recipients to follow the approach set out in Evaluation Form, namely:

- Appendix A – Evaluation of Price
- Appendix B – Evaluation Process

These are available from Low Carbon Dorset as standalone documents for use by the Applicant as part of the procurement process. They provide a simple but robust method to score and compare bids.

Evaluation Form

To receive a grant from this project, you must evidence to the Council that your procurement is consistent with the PCR15.

This is done by completing the Low Carbon Dorset – Supplier Justification Form available from Low Carbon Dorset.

Procurement Principles

Dorset Council expects all Grant Applicants to adhere to the following treaty principals when carrying out procurement in respect of Low Carbon Dorset.

- Equal Treatment
- Transparency
- Non-discrimination
- Mutual Recognition
- Proportionality

The Council will not accept any application for a grant that has not applied these principles during the procurement process.

EVALUATION FORM



Appendix A - Evaluation of Price

For organisation's outside of the scope of the Interpretative Communication

Project Title		KEY	Name of Supplier		
			Name of Supplier 1	Name of Supplier 2	Name of Supplier 3
Maximum Score	5				
Lowest Price Bid	£0.00				
Each supplier's Price Bid		Bid	0.00	0.00	0.00
EVALUATION SCORING	EQUATIONS (as per Excel formula)				
Stage 1 - All prices bids are compared	Price bid - lowest bid / lowest bid * 100 = Sum A	Sum A	#DIV/0!	#DIV/0!	#DIV/0!
Stage 2 - Sum A is then shown as percentage different from 100	100 - sum A = Sum B	Sum B	#DIV/0!	#DIV/0!	#DIV/0!
Stage 3 - Sum B is then divided by 100 to show it as a percentage	Sum B / 100 = Sum C	Sum C	#DIV/0!	#DIV/0!	#DIV/0!
FINAL SCORE					
Stage 4 - Sum C is multiplied by the Maximum Score to reach the Final Score	Sum C * Maximum Score = Final Score	Final Score	#DIV/0!	#DIV/0!	#DIV/0!
Guidance: Edit the red text (only). Final Scores to be entered into boxes G12, L12 and Q12 of Appendix B spreadsheet These scores are to be to 2 decimal places, e.g., 3.50.			Scoring for Appendix A		
			#DIV/0!	#DIV/0!	#DIV/0!

Appendix B - Evaluation Process



Type	Section Title/Question	Weight (%)	Supplier 1				Supplier 2				Supplier 3			
			Score	Score / max score	Score Weighted	Total Score	Score	Score / max score	Score Weighted	Total Score	Score	Score / max score	Score Weighted	Total Score
No:	Questions	0												
Q.1	Price - Assign score from Appendix A	0	0	0	0		0	0	0		0	0	0	
Q.2	Quality & Experience - Consider the expertise and qualification of the suppliers and the quality of the work likely to be	0	0	0	0		0	0	0		0	0	0	
Q.3	Delivery - Consider the ability of the supplier to perform the work on time and	0	0	0	0		0	0	0		0	0	0	
TOTAL SCORE					0.00				0.00				0.00	

Guidance: To complete this form, edit all of the red text, leaving all other cells alone. Cells E12 to E14 should add up to 100 (their current total is shown above then in cell E11).

EVALUATION SCORING

Evaluation of Price - as per Appendix A (maximum score 5)

Evaluation of Quality - as below (maximum score 5)

Where responses to questions are to be scored, the following are applied by Evaluators against Supplier's submitted response

Score 0 = Unable to evaluate (complete non-compliance with the requirements). No response at all or insufficient response that fails to evidence and demonstrate the Tenderer's understanding of the requirements or the Tenderer's ability, expertise, skills and/or resources to deliver the requirements, and/or elements of the response gives cause for concern.

Score 1 = Unsatisfactory response (potential for some compliance with requirements but major areas of weakness). Unsatisfactory response that fails in several significant areas to address and meet the requirements. It includes unsatisfactory detail (and, where evidence is required or necessary, no evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements and/or considerable reservations as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.

Score 2 = Basic response (one or more areas of weakness of compliance with the requirements). Basic response which does not fully address and meet the requirements. It includes basic detail (and, where evidence is required or necessary, with insufficient evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements and/or some reservations and weakness as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.

Score 3 = Good response (substantial compliance with the requirements and no major concerns). Good response which addresses and meets the requirements. It includes good detail (or, where evidence is required or necessary, with some relevant evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements to be able to deliver the requirements and/or minimal reservations as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.

Score 4 = Very good response (fully compliant with the requirements, good level of confidence of delivery). Very good response which addresses and meets the requirements. It includes very good detail (and, where evidence is required or necessary, with full and relevant evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements or will be able to deliver requirements and provides a good level of confidence as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements.

Score 5 = Excellent, outstanding response (fully compliant with the requirements, high level of confidence of delivery). Excellent detailed response which fully addresses and meets the requirements. It includes excellent and extensive detail (and, where evidence is required or necessary, with full and relevant evidence submitted) within the response to demonstrate the Tenderer's understanding of the requirements and will be able to deliver requirements and provides a high level of confidence as to the Tenderer's relevant ability, expertise, skills and/or resources to deliver the requirements. Overall, an outstanding response.