



# European Single Procurement Document (ESPD Scoring)

One of a series of three FREE Procurement Training Courses funded through a collaboration between SFHA and Scottish Procurement Alliance (SPA).



Intro...



## My background, Dougie Gold

- BSc (Hons) Construction Management
- Senior Management LA & HA (15 Years)
- Senior Management Private Sector (4 years)
- Owner Gold Consultancy Ltd (9 years)
- Seconded to SFHA funded by SPA

Happy to take questions at any point throughout the presentation.



In the last session we will go through all the sections in the ESPD Electronic Module in PCS and provided details and hopefully a basic understanding of when each section should be used and to allow participants to gain knowledge and experience of the whole ESPD Electronic Module in PCS process.

We also looked at the ESPD Electronic Module in PCS from the supplier/contractors perspective to review the whole process end-to-end.



In this interactive session we will go through a completed ESPD submission in detail and look at the example questions used in the ESPD under Part IV. Selection criteria using A: Suitability, B: Economic and financial standing, C: Technical and professional ability, D: Quality assurance schemes and environmental management standards.



We will look at actual responses given by suppliers/contractors (autonomous information only) and look at ESPD scoring matrixes and we will review and score the responses in groups and get to the point where we have successful and unsuccessful suppliers from the process to go through to the 2nd stage of the tender.

We will also look at example letters to be sent after the for the ESPD selection process.

## Today's Afternoon Agenda

- **Tea/Coffee/Registration 1.30 – 1.45**
- **ESPD Recap 1.45 – 2.00**
- **ESPD Module 2.00 – 2.20**
- **ESPD Build 2.20 – 3.00**
- **Break 3.00 – 3.15**
- **ESPD Response 3.15 – 4.15**
- **Q&A 4.15 – 4.30**

# ESPD Scoring

## 6.1 Quality Assessment Panel and Methodology

## Quality Methodology

- Once the assessment is completed the panel will short-list those contractors to be invited to tender.
- We are looking to take the **six (6) highest scoring** bidders through &/or those who score the required threshold 70% or 70 marks and above.
- If we only score 4 above the 70% threshold then we will only take the 4 through to be invited to submit a tender. The minimum that we will take through to tender stage will be 3,
- Thereafter, a letter will be issued to each Contractor advising on the outcome of the process. De-briefing information will also be provided where requested.

## Quality Methodology

- Bidders must pass the minimum standards sections of the ESPD (Scotland), Part III. Sections A, B & D - Suitability, Financial & Quality/H&S/Environmental sections of Part IV will be scored on a pass/fail basis,
- Section C - Technical of Part IV of the ESPD (Scotland) will be used to score using the questions and weighting below.
- 4C.1: Examples of similar works 25%
- 4C.2: Workforce and quality control 15%
- 4C.4 IT systems & Real-time Reporting 15%
- 4C.6.1: Educational and professional qualifications 15%
- 4C.7: Environmental Management 7.5%
- 4C.9: Tools, plant & technical equipment 15%
- 4C.10: Sub-contracting 7.5%

# ESPD Scoring

## 6.2 Selection Criteria

## ESPD - A: Suitability

- **Question 4A.1 (Suitability) - the bidder is enrolled in the relevant professional or trade registers:** The Main Contractor & their sub-contractors must provide their company number. They must hold membership and accreditations with GasSafe and NICEIC or SELECT or equivalent organisations. They must have BS OHSAS 18001 (or equivalent), or have, within the last 12 months or are in the process of working toward successfully meeting the assessment requirements of a construction related scheme in registered membership of the Safety Schemes in Procurement (SSIP) forum e.g. CHAS. **Evidence must be provided by appending the Certificates**
- **Scoring: Pass or Fail**

## ESPD - B: Economic & Financial Standing

**Question 4B.1.2 (Economic & Financial Standing) – the bidder should provide its average yearly turnover for the number of years specified in the relevant Contract Notice:** Bidders will require having an average yearly turnover of £750,000 GBP for the last 3 years. As evidence for the ESPD (Scotland) question 4B.1.2. **Evidence must be provided by submitting your last 3 years accounts.**

**Scoring: Pass or Fail**

## ESPD - B: Economic & Financial Standing

- **Question 4B.5.1 (Economic & Financial Standing) – the Bidder confirms they already have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated in the relevant Contract Notice: It is a requirement of this contract that bidders hold, or can commit to obtaining the types and levels of insurance required prior to award: Evidence must be provided**
- Employer's (Compulsory) Liability Insurance 5,000,000 GBP
- Public Liability Insurance 5,000,000 GBP
- Professional Indemnity Insurance 1,000,000 GBP

**Scoring: Pass or Fail**

## ESPD - C: Technical and Professional Ability

- **Question 4C.1 (Technical & Professional Ability) - Relevant examples of works carried out in the past five years as specified in the Contract Notice:** Bidders will be required to provide 2 examples of delivering contracts of a similar scope, size and nature, within the last 5 years that demonstrate that they have the relevant experience to deliver the works to similar clients that Test HA support. Test has 713 properties in total with approx 2/3rds of these occupied by persons with a disability. Disabilities range from mild learning difficulties to more profound learning difficulties, physical difficulties and mental health issues. Contractors will at times require interacting with support staff and taking direction from them, regarding any special circumstances or requirements within or around the properties. Include Client name, contact details including phone and email, contract sum, start & completion date, Project Description to include project name, KPI's (targets & results), CSS results (targets & results). No more than 2 Page of Ariel 11 point per example. Also bidders must arrange to get the attached reference form completed, **the reference form must be completed and returned with the ESPD or it will be scored as zero.**
- **Scoring: 25% of overall marks based on attached scoring methodology**

## ESPD - C: Technical and Professional Ability

- **Question 4C.2 (Technical & Professional Ability) - Please provide details of the technicians or technical bodies the bidder can call upon, especially those responsible for quality control in relation to this procurement exercise:** Bidders will be required to provide details of their workforce, skills, qualifications and experience and their procedures for ensuring quality control together with any external organisations that the company uses to measure QC. Please provide sample certificates of Training of the workforce. **No more than 2 pages of Ariel 11 point for this response, sample certificates can be appended**
- **Scoring: 15% of overall marks based on attached scoring methodology**

## ESPD - C: Technical and Professional Ability

- **Questions 4C.4 - Please provide a statement of the relevant supply chain management and/or tracking systems used:** Bidders will be required to provide details of their effective IT system and demonstrate that you have an IT system capable of end to end processes with Test HA IT system your business order generation, stock management, management of your supply chain and handheld technology to ensure Real-time flow of works orders, MI and invoicing. **No more than 4 pages of narrative Ariel 11 point for this response. Appendices may also be attached to this to demonstrate links to existing clients systems or a hyperlink to bidders test system to allow Test HA access to view**
- **Scoring: 15% of overall marks based on attached scoring methodology**

## ESPD - C: Technical and Professional Ability

- **Question 4C.6.1 (Technical & Professional Ability) - The following educational and professional qualifications are held by the service provider or the contractor itself:** Bidders will be required to provide details of their admin, support, supervisory & managerial staff professional qualifications, experience and suitability for management & control of the work being carried out. Outline the roles and responsibilities within the contract. As a minimum it will be expected that the contract supervisor/manager has SSSTS or equivalent experience in the sector. Please provide sample certificates of Training & Professional Qualifications of admin, support, supervisory & managerial staff. **No more than 2 pages of Ariel 11 point for this response, sample certificates can be appended**
- **Scoring: 15% of overall marks based on attached scoring methodology**

## ESPD - C: Technical and Professional Ability

- **Question 4C.7 (Technical & Professional Ability) - Please provide details of the environmental management measures which the bidder will be able to use when performing the contract:** Bidders will be required to provide details of their environmental management measures in connection with recycling and systems to be used within the contract. Provide details of any targets and actual recycling capabilities. A good response will provide specific examples. **No more than 2 pages of Ariel 11 point for this response.**
- **Scoring: 7.5% of overall marks based on attached scoring methodology**

## ESPD - C: Technical and Professional Ability

- **Question 4C.9 (Technical & Professional Ability) - Please provide details of relevant tools, plant or technical equipment available to you in relation to this procurement exercise:** Bidders are required to demonstrate that they have (or have access to) the relevant tools, PPE, plant, equipment, van, welfare & technical equipment to deliver the contract. Provide details of tools and equipment; any PPE supplied; any plant you think will be required; van and welfare facilities for operatives and back office technical support & equipment to facilitate the completion of the contract. **No more than 2 pages of Ariel 11 point for this response.**
- **Scoring: 15% of overall marks based on attached scoring methodology**

## ESPD - C: Technical and Professional Ability

- **Question 4C.10 (Technical & Professional Ability) - Please provide details of the proportion (i.e. percentage) of the contract that you intend to sub-contract:** For contractors using sub-contractors, list all activities which you are proposing to sub contract and the firms you have selected to sub contract to. Provide details of how you have selected each sub-contractor their capability, how you will manage the sub contracts and the form of sub contract you will use. *(you must provide a completed ESPD for all your proposed sub-contractors or you will be removed from this selection process and the remaining sections will not be scored)*
- **Scoring: 7.5% of overall marks based on attached scoring methodology**

## ESPD - D: Quality Assurance Schemes

- **Question 4D.1 (Quality Assurance Schemes & Environmental Management Standards) - Will the bidder be able to produce certificates drawn up by independent bodies:** Quality Management Procedures: The bidder **MUST HOLD** a UKAS (or non UKAS equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 9001 (or equivalent) or the bidder must have a relevant and signed Quality Policy. **Evidence must be provided**
- **Scoring: Pass or Fail**



# ESPD - D: Environmental Management Standards

- **Question 4D.2 (Quality Assurance Schemes & Environmental Management Standards)- Will the bidder be able to produce certificates drawn up by independent bodies:** Environmental Management Procedures: The bidder **MUST HOLD** a UKAS (or non UKAS equivalent) accredited independent third party certificate of compliance in accordance with BS EN ISO 14001 (or equivalent) or the bidder must have a relevant and signed Environmental Policy. **Evidence must be provided**
- **Scoring: Pass or Fail**



# ESPD Letter

## Summary

### IMPORTANT

- Ensure that you check all the PASS or FAIL criteria,
- Ensure that you check the ESPD document (ESPD Module or Word) to ensure all is completed correctly – No Issues!
- Ensure you allow enough time to score!!
- Select the appropriate scoring methodology for you and your RSL,
- Select the appropriate scoring panel – skillset!,
- Ensure you have an established Scoring Matrix,
- Make sure you send the letters out to all unsuccessful bidders.



# Questions?