



Dalby Forest Courtyard Cycle Hire Centre and Courtyard Café Tender.

Scoring

	Criteria	Weighting	Score	Comments/Observations/Evidence provided
1.	Full specification document provided by the stated deadline.	N/A		
2.	Competence across all elements of the business.	N/A		
3.	Health and Safety across all elements of the business.	N/A		

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4.	Staffing and operating	X 2 (max 20)		
5.	Bike Hire Equipment (Lot 1 only)	X 1 (max 10)		
6.	Food (Lot 2 only)	X 1 (max 10)		
7.	Customer Experience	X 1 (max 10)		

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8.	Business Plan	X 3 (max 30)		
9.	Financial Offer	X 2 (max 20)		
	Possible Total Score:-	100		

Criteria 1-3 are fundamental requirements of the contract. If a submission scores 'fail' in any of these criteria, the Forestry Commission may reject the submission in full, ceasing to evaluate the remainder of the questions.

Capital Investment

For the purposes of this application please include any significant plans for capital investment in your financial offer. During the interview stage any plans can be discussed including the potential for a mechanism to help encourage investment.



Dalby Forest Courtyard Cycle Hire Centre and Courtyard Café Specification.

Scoring Guidance

	Criteria	Weighting	Score Range	Agreed Marking Criteria
1.	Full specification document provided by the stated deadline.	N/A	Pass / Fail	Specification response received by the stated deadline, and includes all of the following 7 sections.
2.	Competence across all elements of the business.	N/A	Pass / Fail	Provides good evidence with all areas covered to a high or acceptable standard with flexibility in-built. (Pass). Provides little or limited evidence or poor quality. (Fail)
3.	Health and Safety across all elements of the business.	N/A	Pass / Fail	Provides good evidence with all areas covered to a high or acceptable standard with flexibility in-built. (Pass). Provides little or limited evidence or poor quality. (Fail)
4.	Staffing and operating	X 2 (max 20)	8-10 4-7 1-3 0	Provides an excellent (8) to exemplary staffing and operating policy with innovative business marketing ideas, (9-10) with all areas covered to a very high standard. Provides an adequate response (4 or 5) with some aspects missing to good response (6 or 7) covering all aspects. Provides little or limited evidence. (1-3) An unacceptable or irrelevant response provided (0)

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5.	Bike Hire Equipment (Lot 1 only)	X 1 (max 10)	8-10 4-7 1-3 0	Provides an excellent (8) to exemplary outline plan (9-10) of the equipment to be provided on site, including the provision of alternative bikes for less able bodied individuals. Provides an adequate response (4 or 5) with some aspects missing to good response (6 or 7) covering all aspects. Provides little or limited evidence. (1-3) An unacceptable or irrelevant response provided (0)
6.	Food (Lot 2 only)	X 1 (max 10)	8-10 4-7 1-3 0	Provides an excellent (8) to exemplary proposed catering plan (9-10) with all areas covered to a very high standard. Provides an adequate response (4 or 5) with some aspects missing to good response (6 or 7) covering all aspects. Provides little or limited evidence. (1-3) An unacceptable or irrelevant response provided (0)
7.	Customer Experience	X 1 (max 10)	8-10 4-7 1-3 0	Provides excellent (8) to exemplary understanding of customer care, complaints procedures and information provision (9-10) with all areas covered to a very high standard. Provides an adequate response (4 or 5) with some aspects missing to good response (6 or 7) covering all aspects. Provides little or limited evidence. (1-3) An unacceptable or irrelevant response provided (0)
8.	Business Plan	X 3	8-10	Provides an excellent (8) to exemplary (9-10) business plan

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		(max 30)	4-7 1-3 0	with realistic and favourable ideas and plans and with realistic understanding of the financial opportunities and challenges. Provides an adequate response (4 or 5) with some aspects missing to good response (6 or 7) covering all aspects. Provides little or limited evidence. (1-3) An unacceptable or irrelevant response provided (0)
9.	Financial Offer	X 2 (max 20)	8-10 4-7 1-3 0	Provides an excellent (8) to exemplary (9-10) financial offer with realistic and favourable ideas and plans based on viable assumptions. Provides an adequate response (4 or 5) with some aspects missing to good response (6 or 7) covering all aspects. Provides little or limited evidence. An unacceptable or irrelevant response provided with no clarity of assumptions.
	Possible Total Score:-	100		

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