



Quotation Opportunity

Title: IT Server Replacement Ref: F&R 102

Date of Issue: 9th February 2015 Issue No: 1

Deadline Date: 27rd February 2015 Deadline Time: 15:00 hours

CIOS Contact: Rhona Holland Variants Bids Accepted: No

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Email: RHolland@scilly.gov.uk

Requirement

Type: [Goods](#)

Number of providers to be appointed: 1

Short Description: Replacement servers and associated infrastructure.

Additional Documentation/Specification Attached: [Yes](#)

Duration of Contract (if applicable): N/A

Key Performance Indicators/Measures of Success: [See below table](#)

Type	Description	Measure of Success	Achievement Date
Output	Hardware solution matching or exceeding the supplied specification	Delivery of a functional, compatible system based on the specification given	March 2015
Output	Software including ongoing licensing solution matching or exceeding the supplied specification	Delivery of a functional, compatible system based on the specification given	March 2015
Output	Full install of hardware and VM host OS & configuration of storage pool	Delivered to site and fully tested installation and configuration of relevant software	March 2015
Output	Description and breakdown of year on year support cost for hardware & software over 5 year period where applicable	Receipt of cost break down	March 2015

Choose an item.

Response

In completing your quotation please provide the following:

1. A completed copy of the EoI Form (in the quotation pack) to JRussell@scilly.gov.uk or post it to the address at the bottom of this page.

2. A written response to the following quality criteria below

Quality Criteria 50%

QC 1: Describe how the product you propose meets or exceeds the requirement identified **Value 35%** **Limit: 1 1/2 A4 side**

QC 2: Demonstrate your understanding of the project, its aims and objectives **Value 10%** **Limit: 1 A4 side**

QC 3: Provide a capability statement that identifies why your company is suited to delivering this project **Value 5%**
Limit: 2 paragraphs

3. A price for delivering the Goods Please set out your price in the following layout.

Price Criteria 50%

Description	Cost (£)
Output 1	
Output 2	
Output 3	
Output 4	
Choose an item.	
Total	

*Please note that only the Total Price is evaluated and that any breakdown is purely for budgetary/information purposes

4. The following information (required by the Authority to undertake due diligence checks).

- Full company name and registered/main address
- Company Registration Number
- VAT number (if applicable)
- A signed declaration by a director (or equivalent) of the company recognising that you are willing to be bound by the terms and conditions of this quote (see enclosed Terms & Conditions)
- A signed declaration that you have not been convicted of any of the offenses stated in Regulation 23 of the Public Contract Regulations 2006 and any amendment (see condition 16 and the declaration section of the terms and conditions)
- References - References from 2 previous employers

All submissions are to be submitted as a paper copy to: Chief Executive, Council of the Isles of Scilly, Town Hall, St Mary's, TR21 0LW. Quotations should be received prior to the deadline date identified on page 1 of this form. Envelopes should make reference to the name of the quotation opportunity and should be marked **do not open automatically on receipt**. Submissions should be written in Arial 11, be single line spaced and be submitted in English. Quotations are expected to be held for 20 days from the deadline date. The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

Award

Submissions will be assessed on the basis of the most economically advantageous quotation approach whereby both the quality and the price of the submission will be reviewed to determine the best overall offer. The evaluation team will consist of at least 2 people who will individually score the quality submission before coming to a consensus decision taking into account the perspectives of the evaluation team members. Price scores are determined by a formula.

Quality Criteria

Each of the criteria identified on page 2 of this form will be evaluated using the scoring system below with these percentages multiplied by the maximum score achievable for each question.

Assessment	Score
Very Poor – Submission fails to demonstrate the required understanding/knowledge/information requested	0%
Poor – Submission provides limited evidence of meeting the projects objectives, aims or the requirements of the Council.	10-30%
Satisfactory – Submission demonstrates an adequate understanding of the project and/or the requirements of the Council	40-60%
Good – Submission demonstrates considerable evidence of meeting or exceeding the project objectives, aims or requirements of the Council.	70-80%
Very Good – Submission demonstrates clear evidence of significantly exceeding the project objectives, aims or requirements of the Council	90-100%

Sample calculation – If the overall quality criterion is 60% and quality criteria 1 (QC 1) is 5%, the maximum achievable score for QC1 is 3%. If the evaluators score the response to this question at 40% (lower satisfactory) then the contractor would be awarded 1.2% of the 3% available. Or $(60 \times 5\%) \times 40\% = 1.2\%$

Once each of the quality criteria have been assessed using the above scoring mechanism, the individual quality criteria scores will be summed to provide the overall quality score.

Price Criteria

The price scores are evaluated by assessing each of the submissions relative to the mean average of all the price submissions received. The mean average constitutes the middle point at which 50% of the total marks would be awarded. Prices that are greater than the mean receive lower price scores and prices that are lower than the mean receive higher percentage scores. These percentage scores are then multiplied by the weighting for the Price Criteria to give the overall price score.

Sample calculation – two submissions are received with a mean average price of £137.50. Submission A has a price of £100 whilst submission B has a price of £175. Submission A's price score is calculated as $137.5/100 \times 50 = 68.75$ and submission B's price score is calculated as $137.5/175 \times 50 = 39.28$. Both of these amounts are then weighted by the Price Criteria %. Assuming a 40% Price Criteria Submission A's weighted score is 27.50% and Submission B's is 15.71%.

Overall Score

The overall score for the submission is determined by summing the overall quality score with the overall price score. For clarity, the contract will be awarded to the submission that has the highest overall score.