

Evaluation criteria

Each tender will be reviewed and evaluated impartially by the ODI to identify the most cost-effective offer in terms of value for money, quality, and technical merit. The evaluation criteria are set out in Table A below. The evaluators will award scores 0 to 5 for each of the criteria displayed in Table B. These individual scores will then be weighted using the weightings and combined to arrive at a final score for each tender.

Table A:

Award Criteria	Weight
Relevant experience in not-for-profit sector and firm background	40%
Experience in dealing with Government funded organisations	10%
Ability to provide advice and other services on an ad hoc basis in a pro active manner	15%
Fee basis and pricing of services outside the audit	25%
Appropriate references from existing clients	10%

Table B:

Score	Description
0	Unacceptable: The information is either completely omitted or completely fails to meet the standard/requirements.
1	Poor: The information submitted has major omissions or fails to meet the standard/ requirements in more than one area.
2	Inadequate: The information submitted has some minor omissions or demonstrates only limited compliance with requirements or fails to meet the standard in one area.
3	Satisfactory: The information submitted meets ODI's requirements in demonstrating compliance with requirements.
4	Good: The information submitted provides strong evidence of compliance with requirements and exceeds the standard in one area
5	Excellent: The information submitted meets all aspects and exceeds the standard in more than one or all of those aspects.

The Open Data Institute is fully committed to the elimination of unlawful and unfair discrimination and values the differences that a diverse workforce brings to the organisation. We are committed to providing equal opportunities in employment and to avoiding unlawful discrimination. We expect our suppliers to demonstrate a similar commitment and reserve the right to request evidence of this policy during the procurement process. Further details of our procurement policy are available on our website.