

TENDERING EVALUATION GUIDANCE SHEET

Tender Number	
Organisation Name	
Project Name	

Area of Assessment	Met / Not Met
<p>Technical Eligibility – i.e. is it eligible under this measure</p> <ol style="list-style-type: none"> 1. Is the client group eligible for funding under this measure? 2. Is the activity eligible for funding under the measure? 3. Are the costs eligible within the measure? 4. Is the project within eligible timescales? 5. No evidence of duplication of existing activity? 	
<p>Strategic Fit</p> <ol style="list-style-type: none"> 1. Does the project match with the strategic aims of the LSC and its partner organisations? 2. Has the organisation adequately demonstrated partnership involvement in the project? 	
<p>Tender Requirements – how far does it meet the tender specification?</p> <ol style="list-style-type: none"> 1. Are the costs within the remit of the tender specification? 2. Has the tender addressed the key points of the tender specification? 3. Are the outcomes as required by the tender specification? 4. Does the activity specified in the tender represent added value? 	
<p>Financial Considerations</p> <ol style="list-style-type: none"> 1. Do the submitted accounts suggest that the organisation is financially viable? 2. Does this bid offer value for money? 	

<p>Quality – Are there likely to be any quality issues with this application?</p> <ol style="list-style-type: none"> 1. Has the tender outlined how it will address barriers to employment / training? 2. Has the applicant demonstrated that the accountable organisation has the management systems in place to ensure quality of provision? 3. Has the organisation submitted sufficient information for quality checks? 4. Has the organisation a poor record on quality? 	
<p>Sustainable development – Has the tender demonstrated how it will contribute to sustainable development through</p>	
<ol style="list-style-type: none"> 1. The learning opportunities it delivers 2. Its management of resources 3. Its engagement with communities 	
<p>Equality of access</p>	
<ol style="list-style-type: none"> 1. Has the tender demonstrated satisfactorily how it will ensure equality of opportunities in terms of - <ul style="list-style-type: none"> • the learner • the learning 	

Name	
Signature	
Date	