

**Provision of Insurance Services tender 2007**

**APPENDIX 2**

**TENDER EVALUATION**

			TENDER 1	TENDER 2	TENDER 3	TENDER 11	TENDER 5	TENDER 6	TENDER 7	TENDER 9
			Tender No							
Section	Company & Financial Information	Marks	1	2	3	11	5	6	7	9
3	Contact Details	(0 to 8)	N	8	8	8	8	8	8	8
4	Applicants Business Details	(0 to 9)	O	9	9	9	9	9	9	9
5.1	Firm's Turnover	(0 to 3)	N	3	3	3	3	3	3	3
5.2	Enclosed Audited Accounts for Last 3 Years	(0 to 3)		3	3	3	0	3	3	3
5.3	Turnover/Profit before tax/Net assets	(0 to 3)	C	3	3	1	0	3	3	3
5.4	Trading Position	(0 or 1)	O	1	1	1	0	1	1	1
5.5	VAT Registration Number	(0 or 1)	M	1	1	1	1	1	1	1
5.6	Recent Accounts & Date Business Started	(0 or 1)	P	1	1	1	1	1	1	1
	<b>Total (max of 29):</b>		L	<b>29</b>	<b>29</b>	<b>27</b>	<b>22</b>	<b>29</b>	<b>29</b>	<b>29</b>
Section	Ability		I							
6.1	Environmental Policy	(0 to 4)	A	2	2	2	1	2	3	3
6.2	Health & Safety Policy	(0 to 4)	N	2	4	4	4	1	4	4
6.3	Business Continuity Plan	(0 to 4)	T	4	0	1	2	4	1	2
6.4	Professional Accreditation	(0 to 4)		1	4	4	0	4	3	4
6.5	Corporate & Social Responsibility	(0 to 4)		2	1	2	2	1	3	2
6.6	Equal Opportunities	(0 or 1)		1	1	1	1	1	1	1
6.7	Industrial Tribunals	(0 or 1)		1	1	0	1	1	1	1
6.8	Compliance with various Acts of Parliament	(0 or 1)		1	1	1	1	1	1	1
6.9	3 References	(0 to 3)		3	3	3	3	3	3	3
7.1	Experience with Local Authority claims	(0 to 3)		1	1	2	0	1	1	3
7.2	Names/Qualifications/Experience of team	(0 to 2)		2	2	2	0	2	2	2
7.3	Claims Handling Philosophy	(0 to 3)		1	3	3	1	2	1	3
7.4	Reserving Policy	(0 to 2)		2	2	2	1	2	0	2
7.5	Complaints Procedure	(0 to 3)		2	3	3	1	2	0	2
7.6	Monitoring service standards	(0 to 3)		2	1	3	1	1	1	2
7.7	Legislation changes updates	(0 to 2)		1	2	2	1	1	2	2
7.8	Procedures for dealing with incidents & media scrutiny	(0 to 4)		0	1	3	0	1	3	3
7.9	Internal Auditing Procedures	(0 to 3)		1	0	3	2	1	0	3
7.10	How Account will be managed	(0 to 3)		2	3	3	0	2	2	3
7.11	Team managing account	(0 to 2)		1	2	2	0	2	2	2
7.12	Renewal Procedures	(0 to 4)		0	3	2	0	2	3	3
7.13	Account Handling Service Details	(0 to 3)		1	2	2	0	2	1	2
7.14	Updating of changes in legislation	(0 to 2)		1	2	2	0	1	2	2
7.15	Underwriting Experience of team	(0 to 4)		0	4	0	0	4	0	4
7.16	How Service Standards are monitored	(0 to 3)		0	3	0	0	1	0	3
7.17	Complaints Procedure	(0 to 3)		0	3	0	0	1	2	3
7.18	Funding for losses below deductible	(0 to 3)		0	2	0	0	1	2	2
7.19	Determining level of self-insurance	(0 to 2)		0	2	0	0	1	2	2
7.20	Company representation in industry working parties etc	(0 to 2)		0	2	0	0	2	2	2
7.21	Changes to Authority's risk profile affect insurance prog	(0 to 2)		0	0	0	0	1	2	2
7.22	Experience and Qualifications of Team	(0 to 2)		2	2	0	0	2	1	2
7.23	How findings of reports are presented	(0 to 2)		0	1	0	0	1	2	2
7.24	Findings of Risk Management Services	(0 to 3)		0	3	0	0	3	2	2
7.25	Confidentiality of Fee-Based Reports	(0 to 2)		2	2	0	0	2	2	2
7.26	Assisting the Authority with Strategic Risk	(0 to 3)		0	2	0	0	2	2	2
	<b>Total (max of 96)</b>			<b>38</b>	<b>70</b>	<b>52</b>	<b>22</b>	<b>61</b>	<b>59</b>	<b>83</b>
	<b>Public Sector Experience</b>	(0 to 10)		2	10	8	2	8	10	10
	<b>Presentation</b>	(0 to 10)			7			6		9
	<b>Total (max of 20)</b>			<b>2</b>	<b>17</b>	<b>8</b>	<b>2</b>	<b>14</b>	<b>10</b>	<b>19</b>
	<b>Tender Pricing</b>									
1	Personal Accident	(0 to 13)		N/A	N/A	N/A	N/A	13	10	12
2	All-Risks Insurance Services	(0 to 13)		N/A	13	N/A	N/A	11	N/A	12
3	Contractors All-Risks Insurance Services	(0 to 13)		N/A	N/A	N/A	N/A	12	N/A	13
4	Legal Insurance Services	(0 to 13)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
5	Motor Vehicle Insurance Services	(0 to 13)		9	12	8	7	13	11	10
6	Property Insurance Services	(0 to 13)		N/A	13	N/A	N/A	11	10	12
7	Financial Loss Insurance Services	(0 to 13)		N/A	13	N/A	N/A	N/A	N/A	12
8	Engineering Insurance Services	(0 to 13)		N/A	N/A	N/A	N/A	11	13	12
9	Liability Insurance Services	(0 to 13)		N/A	13	N/A	N/A	11	N/A	12
10	Risk Management Insurance Services	(0 to 13)		N/A	N/A	N/A	N/A	N/A	N/A	N/A
11	Details of discount available on multiple categories	(0 to 15)		N/A	12	N/A	N/A	15	N/A	14
	<b>Total (max of 145):</b>			<b>9</b>	<b>76</b>	<b>8</b>	<b>7</b>	<b>97</b>	<b>44</b>	<b>109</b>
	<b>Grand Total (max of 290):</b>			<b>78</b>	<b>192</b>	<b>95</b>	<b>53</b>	<b>201</b>	<b>142</b>	<b>240</b>