ProCure22 PSCP selection tool

Using the tool - throughout this selection tool boxes shaded blue require completion by the client or client representative and will expand to accommodate your text as you type. The client should retain the completed tool for audit purposes.

1 Scheme details

On this sheet you will enter project specific detail including the value range of the project and which individuals are involved in the selection process. This is the GMP value and you should consult your Implementation Advisor or Cost Advisor if you are uncertain of GMP content.

2 Qualitative criteria rank

There are 15 standard criteria. You should select 5 criteria which are project specific (if you really need more than 5 you may select additional) and rank them as the sheet describes. Ranking (entering a number in the blue box beneath 'rank') the criteria carries that criteria through to the next tab (weighting). Any criteria not ranked will not carry through.

3 Qualitative criteria weight

Your selected criteria will be shown in rank order. Your most important criteria (usually rank number 1) should be weighted at 100. Other criteria should be weighted in relation to this criteria. It is possible to weight more than 1 criteria to the same value i.e. criteria 1, 2, and 3 at 100; 4 at 82 and 5 at 70 perhaps.

4 Qualitative criteria summary

Ranked and weighted criteria will carry through to this summary sheet. Pdf this sheet and include it as Appendix A to the High Level Information Pack issued to PSCPs. It is project specific and informs them what they will be assessed against and how.

5 Qualitative PSCP submissions

You should identify on this sheet (tick as appropriate, then order) which PSCP has returned a submission and in which order you have marked the submission.

6 Qualitative score sheet proforma

Panel members assessing the EOI submission will use this sheet to record their individual qualitative scores. Each criteria for each PSCP should be assessed against the scale described on the tab and recorded with accompanying rationale. This should be undertaken individually prior to consensus scoring.

7 Qualitative submission score

This sheet enables you to enter the panel consensus scores for each criteria, for each PSCP, which should be a whole number out of 100. Sometimes, If there is a wide difference in scores, it can be helpful to agree which band the score falls within i.e. 70 - 80, prior to settling on a specific score. You should also enter individual criteria rationale against each score.

8 Qualitative submission results

The PSCPs with the highest weighted qualitative scores are shown highlighted on this sheet. Consensus weighted scores (against each qualitative criteria) in green show the highest value for each criterion, figures in red, the lowest.

9 Qualitative results feedback (pre-moderation)

This sheet provides an opportunity for you to record your reasoning supporting your scoring. You should add rationale/feedback notes against each PSCP's scores as this is important both to inform the debate at Interview and subsequently, for PSCP feedback and for Audit purposes. Comment here carries through from tab 7.

10 Qualitative interview criteria

It is important that the qualitative criteria utilised for the initial scoring remain consistent at interview. You should not de-select criteria nor alter the weightings of individual criteria.

11 Qualitative interview moderation sheet

Print off sufficient copies of the blank sheet to give each member of the panel, one for each PSCP being assessed. Your shortlisting score is shown for each PSCP against each criteria with space provided should you need to moderate the previous score. You should note the reasoning behind any moderated scores.

12 Qualitative interview moderation score

This is where you add the consensus score following moderation at interview. It is necessary to add the consensus score post-interview (even if the moderated scores are the same as the pre-interview scores) for the selection tool to work correctly. Score a whole number out of 100.

13 Qualitative interview moderation results

The PSCPs with the highest weighted qualitative scores are shown highlighted on this sheet. Individual weighted scores (against each qualitative criteria) in green show the highest value for each criterion, figures in red, the lowest.

14 Qualitative interview moderation results feedback

This sheet provides an opportunity for you to record your reasoning supporting your scoring. You should add rationale/feedback notes against each PSCP's scores as this is important both to inform the debate at Interview and subsequently, for PSCP feedback.

15 Commercial PSCP score

The PSCP commercial score will be added by your Implementation Advisor and is derived from the Framework appointment commercial submission and is project specific depending upon the value band of your lead project and which PSCMs are chosen by each PSCP.

16 Final score - Qualitative moderation and commercial combined

The final results sheet takes the qualitative (70% contribution to total) and commercial (30% contribution to total) scores and combines them to an overall final score. Comments in the blue boxes will carry to the individual PSCPs feedback sheet.

17 Final results report - Qualitative moderation and commercial combined for each PSCP

Individual PSCP scores are charted against your selected ranked and weighted criteria. Select the PSCP from the pop-up menu to display their scores as a proportion of each weighted criterion. The dark blue bar shows the PSCP score and the orange and green bars the lowest and highest values scored for each criterion. You will need to enter feedback comments at tab 16 - Comments do not carry automatically from tabs 9 and 14, but do carry from the blue boxes in tab 16. You will need to pdf this tab and issue for each individual PSCP on completion of the selection process.