

**NEWARK AND SHERWOOD DISTRICT COUNCIL**

**CONCESSIONS SCORING MATRIX 2024/25**

| **Criteria** | **Marks** | **Score based on evidence submitted** |
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| **Equipment** (Details of equipment to be used, to include photographs) | **Pass/Fail** | Provide a full list of all equipment you propose as part of this concession. Your response will be assessed to determine whether this meets the needs of your proposal and could result in a Fail. |
| **Evidence of insurances e.g. Public Liability Insurance, Employers Liability Insurance, MOT certificate** | **Pass/Fail** | Provide evidence of valid insurances stated in the application form. Failure to provide evidence of valid insurances would result in a Fail. |
| **References** | **Pass/Fail** | A license will not be granted unless at least 2 satisfactory references have been obtained. |
| **Fee Offer to the Council for the length of the contract** | **50** | 50 points awarded to the Highest Bidder  40 points awarded to the Second Highest Bidder  30 points awarded to the third Highest Bidder |
| **Covid 19 risk assessment** | **20** | 0 – No detail provided  5 – Basic level of detail given,  10 – Good level of detail given; sufficient consideration on how to operate in a covid secure way  20 – Excellent level of detail given; comprehensive consideration on how to operate in a covid secure way. |
| **Experience/ Qualifications** | **20** | 0 - No previous experience or qualifications  5 - Limited previous experience and basic qualifications eg 3\* Food Hygiene rating  10 – Good level of previous experience and qualifications eg 4\* Food Hygiene rating  20 - Excellent level of previous experience and qualifications are above the minimum requirements stated in the application form eg 5\* Food Hygiene rating |
| **Evidence of consideration to social responsibility (e.g. recycling, environment, Healthy Options Takeaway initiatives (HOT); allergens** | **10** | 0 - No detail provided  5 - Basic level of detail given  10 - Good level of detail; a sufficient understanding of social responsibility and the measures the operator has put in place. |
| **Total** | **100** |  |