



Department  
for Transport

## **EVALUATION CRITERIA**

**DATE: 22<sup>nd</sup> October 2014**

**AIR QUALITY COMPETITION FOR SHORT TERM MEASURES TO  
MITIGATE NO<sub>x</sub> POST TAIL PIPE**

**Grant for Air Quality Competition for short term measures to mitigate NO<sub>x</sub> post tail pipe**  
**Evaluation Criteria**

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**INTRODUCTION**

- This sets out the questions that will be evaluated on the Grant Application Form.
- The following information has been provided in relation to each question (where applicable):
  - Weighting – highlights the relative importance of the question
  - Evaluation criteria – sets out information for the applicant to consider when preparing a response
  - Marking Scheme – details the marks available to evaluators during evaluation

**DOCUMENT COMPLETION**

- You **must** provide a response to every question.
  - You **must not** submit any information additional to the following:
    - Grant Application Form as a pdf file
    - DfT Pricing Table in Excel
- Any submitted responses which are not separated in the above manner may be rejected.**
- **The Grant Application Form and the Pricing Table are to be emailed back to the DfT by 5pm on 20<sup>th</sup> November 2014 at the following address: [Research.Grants@df.t.gsi.gov.uk](mailto:Research.Grants@df.t.gsi.gov.uk).**

**RESPONSE GUIDANCE**

<b>[1] COMPANY/ORGANISATION INFORMATION</b>	
[1.1]	Please state your full company/organisation name.
[1.2]	Please state your registered office address.
[1.3]	Please state your company/organisation or charity registration number.
[1.4]	Please state whether your company/organisation is a SME.
[1.5]	Please state whether your company/organisation is a voluntary, community or social enterprise organisation.
[1.6]	Please state the name of your immediate parent company (if applicable).
[1.7]	Please give details of any organisations that will help to deliver the project

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<b>[2] COMPANY/ORGANISATION CONTACT</b>	
[2.1]	Please state the contact's name.
[2.2]	Please state the contact's address, postcode and country.
[2.3]	Please state the contact's telephone number.
[2.4]	Please state the contact's mobile number.
[2.5]	Please state the contact's e-mail address.

<b>[3] CONFLICT OF INTEREST</b>		<b>Pass/Fail</b>
<b>Please Note:</b> Question 3.1 is a Yes/No question and will dictate whether or not the following question needs to be answered.		
[3.1]	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this competition.	
[3.2]	We require that any potential, actual or perceived conflicts of interest in respect of this mandate are identified in writing and that applicants outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of the project.	
<b>[4] QUALITY</b>		<b>Weighting 80%</b>
<b>Guidance:</b>		
<ul style="list-style-type: none"> <li>The Maximum score available for this questionnaire is 100.</li> <li>The Maximum score available for each question is 100.</li> </ul> <p><b>(Note:</b> If any part of this requirement is to be subcontracted, full details of the sub contractor and the areas to be subcontracted must be provided and <u>clearly highlighted</u>).</p>		
<b>Marking Scheme:</b>		
<b>The following marking scheme will be used to assess the response provided to these questions:</b>		
0	Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations.	
20	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.	
50	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.	

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70	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.		
100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses, resulting in a high level of confidence.		
<b>Question: Methodology (80%)</b>			
		<b>Max Score</b>	<b>Weighting %</b>
[4.1]	How effectively the proposal will deliver the aims and objectives as set out in the specification. The impact on NO <sub>x</sub> (see Table 1 in Grant Specification). How feasible and novel the approach is (compared to existing tried methods in this sector) in meeting the challenges; and	100	50
[4.2]	Confirmation of understanding of our requirements and how the applicant will ensure VfM to the DfT; and	100	20
[4.3]	Arrangements for project management, including: risk assessment and risk management (in the form of a risk matrix); quality assurance and quality control procedures; and a project plan containing milestones and deliverables. The plan should demonstrate the capability and approach to complete the project within the desired time-scales; and	100	20
[4.4]	Strong communication skills, including the ability to gather and present complex information coherently and engagingly.	100	10
<b>Question: Experience (20%)</b>			
		<b>Max Score</b>	<b>Weighting %</b>
[4.5]	<ul style="list-style-type: none"> <li>• Understand the NO<sub>x</sub> challenges that face the UK, EU and the global community.</li> <li>• Understand the practicality (including limitations i.e. legislative) of applying technology to the UK Strategic Road Network and urban environment.</li> <li>• Knowledge and experience of working in scientific developments (such as physics, chemistry, modelling, engineering etc.).</li> <li>• Experience of delivering successful new innovations/technological solutions to challenges – previous delivery of solutions on transport or air pollution problems would be advantageous.</li> <li>• Experience of following through new innovations/ technologies to testing stage and successfully launching of a product is not essential but would be a bonus.</li> </ul>	100	100

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<b>[5] PRICE</b>	<b>Weighting 20%</b>
<b>Guidance:</b>	
<p>The rates used for staff working and materials / equipment on this project should be specified as well as the hours spent.</p> <p>Prices should be submitted in Pound Sterling inclusive of expenses but exclusive of VAT. Please complete the Pricing Table in Excel file provided.</p>	
<b>Marking Scheme:</b>	
<p>Applications will be judged on the justification of costs that have been outlined in the proposal to ensure the project delivers VfM.</p>	