



## Evaluation Criteria

### For applications submitted for the choreography contract for People Power Passion

May 2019

1. Your application will be forwarded to two representatives of the selection panel following the closing date for shortlisting. The representatives will use the following criteria to shortlist your application:

50%	Quality of previous work
50%	Experience creating similar work

*Note: the panel will use the scoring system on page 2 to apply a score to each criterion.*

2. The three highest scoring applicants will be invited to a presentation and interview. The council reserves the right to interview more or fewer applicants should there be a number of strong candidates.
3. At the interview the applicant will meet a selection panel made up of the following people:
  1. Michaela Nutt, Cultural Enabler, Luton Council
  2. Sinead McNamara, Partnership & Programme Manager, Luton Investment Framework, Luton Council
  3. David Murphy, Music Director, People Power Passion
  4. Independent member of the local dance community
4. The selection panel will ask the shortlisted applicants to prepare a 20 minute presentation that covers the following:

*Please present examples of your previous relevant work including multiple dance styles and mass participation projects if you have experience with them. Please discuss the three mass participation pieces (see brief: 90's rave/reggae, female/feminist pop and combined finale piece) and how you would approach them. Sound and film equipment will be available.*

The panel will then ask a series of questions. Both the presentation and the interview will be used to score against the following criteria:

20%	Quality of previous relevant work	Presentation
20%	Experience in working across multiple dance styles	Presentation
20%	Ability to deliver mass participation choreography and teaching	Presentation/Interview
20%	Appropriateness for working with and amongst dancers with limited to no experience and people from diverse cultural backgrounds	Interview
20%	<p>PRICE:</p> <p>Note that the lowest quote will automatically score 20% in this criteria with other quotes compared to this base price.</p>	Quote

*Note: the panel will use the scoring system on page 2 to apply a score to each criterion.*

The panel will also check that the applicant is or is not willing to become self-employed, insured, DBS checked and can commit to the time frames required.

5. After the interview, an independent observer from the council's procurement department will support the panel members to moderate their scores to reach a group consensus for a score for each criterion. Those final scores will then be used to make a decision. The highest scoring applicant will be successful.

## Shortlisting and Interview Scoring Framework

QUESTION RESPONSES	DESCRIPTION	SCORE
Excellent response with requirements being met and exceeded in some areas. Showing a comprehensive understanding and the ability to deliver to a high standard. Evidence relating to the proposed services shows high quality.	Outstanding	5
Good response with requirements being met with nothing other than a few minor exceptions which are acceptable to the evaluation team. Reasonable understanding and the ability to deliver to a high standard. Evidence in relation to the proposed services shows good quality.	Very Good	4
Acceptable answer with requirements being met in parts but not fully. A reasonable understanding to have the ability to deliver the service. Evidence to show that the services is just suitable for the purpose but has not met the standard expected.	Acceptable	3
Poor response where some requirements are being met but there are some large exceptions. Concerns that the services proposed would not be suitable for use.	Cause for Concern	2
Target requirements are only met on a few occasions. Low standard response. Major concerns that the services proposed would be suitable for use.	Unsatisfactory	1
Answer does not meet the requirements at all. No evidence that the services would be suitable.	Wholly Unsatisfactory	0