AGENDA 11, Enc ix) FESTIVE LIGHTING SCHEME PRESENTATION EVALUATION MATRIX

Instructions for Evaluators

1. Please score each section using the 0-5 scoring scale provided below
2. Add comments to support your scoring decisions
3. Calculate weighted scores by multiplying your score by the weighting percentage
4. Total the weighted scores to calculate the final presentation score

Scoring Scale

Score	Description
0	Unacceptable - No evidence provided or completely fails to meet requirements
1	Poor - Significant shortcomings, major concerns about capability
2	Inadequate - Some shortcomings, several concerns about capability
3	Satisfactory - Meets basic requirements with minor shortcomings
4	Good - Strong response exceeding requirements in some areas
5	Excellent - Outstanding response exceeding requirements in all areas

Evaluation Form

Presenter/Company: _____
Date of Presentation: _____
Evaluator Name: _____

1. Company Introduction & Experience (20%)

Assessment of company background, team expertise, and relevant experience

Criteria	Score (0-5)	Comments
Quality and relevance of previous festive lighting projects		
Experience and expertise of key team members		
Understanding of local context and needs		
SUBTOTAL		
WEIGHTED SCORE (Subtotal ÷ 3 × 20%)		

2. Proposed Scheme Approach (25%)

Assessment of design concepts, understanding of requirements, and approach to incorporating existing motifs, and flexibility to change with regeneration

Criteria	Score (0-5)	Comments
Quality and creativity of conceptual designs		
Approach to incorporating 30 existing bespoke motifs		
Infrastructure assessment and use strategy		
Overall visual impact and suitability for Ashington		
Ability to adapt to changing town layouts and regeneration timelines		
SUBTOTAL		

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WEIGHTED SCORE (Subtotal ÷ 5 × 25%)		

3. Technical Delivery (20%)

Assessment of installation methodology, testing, maintenance, and emergency response

Criteria	Score (0-5)	Comments
Installation and removal methodology		
Testing and certification procedures		
Maintenance protocols during display period		
Emergency response arrangements		
SUBTOTAL		
WEIGHTED SCORE (Subtotal ÷ 4 × 20%)		

4. Quality and Sustainability (20%)

Assessment of quality assurance, energy efficiency, and environmental considerations

Criteria	Score (0-5)	Comments
Quality assurance procedures		
Energy efficiency measures and LED solutions		
Environmental impact and sustainability		
Comparative benefits of contract duration options		
SUBTOTAL		
WEIGHTED SCORE (Subtotal ÷ 4 × 20%)		

5. Q&A Performance (15%)

Assessment of responses to questions during Q&A session

Criteria	Score (0-5)	Comments
Clarity and completeness of answers		
Technical knowledge demonstrated		
Flexibility and problem-solving approach		
SUBTOTAL		
WEIGHTED SCORE (Subtotal ÷ 3 × 15%)		

OVERALL SCORING SUMMARY

Section	Weighted Score
1. Company Introduction & Experience	
2. Proposed Scheme Approach	
3. Technical Delivery	
4. Quality and Sustainability	

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5. Q&A Performance	
TOTAL PRESENTATION SCORE	

Additional Comments and Observations

Evaluator Signature: _____ Date: _____