

Leasehold Insurance Tender – Evaluation			
SCORING			
0	No answer given		
1	Attempted but does not meet standard		
2	Does not fully meet standard		
3	Meets required standard		
4	Partially exceeds required standard		
5	Substantially exceeds required standard		
<ul style="list-style-type: none"> FINANCIAL RATING – Standard & Poors 		<ul style="list-style-type: none"> EXPERIENCE - Years 	
Not rated	0	0-2 years	1
B	1	3-4 years	2
BB	2	5-6 years	3
A	3	7-8 years	4
AA	4	8-10 years	5
AAA	5		
CRITERIA		To consider	
Eligibility		<ul style="list-style-type: none"> • Must be FSA registered • Completeness of bid and compliance with tender instructions • Provided all information requested • Completed Section B and provided supporting documentation where appropriate • Any contract terminated before expiry and why 	
Service Requirements and Cover		<ul style="list-style-type: none"> • Meets service requirements set out in tender • Able to provide all cover requirements set out in tender • Must be able to provide flexible claims handling which allows for a) use of local tradesmen and b) option of methods of settlement. • Evidence that there are systems in place to deal with Fraud, Complaints and Disputes. 	
Financial Standing		<ul style="list-style-type: none"> • Standard & Poors or equivalent rating • Must include 2 years audited accounts where established for more than two years • Experian Financial Appraisal • Insurance details • Indication of company's capacity to provide quality service to clients 	
Technical ability and satisfactory experience		<ul style="list-style-type: none"> • Dedicated Blanket Policy Team • Staffing resources should be sufficient to in order to fully support the requirements of the contract particularly claims handling • Whether claims handling is In-House or contracted out, if sub contracted would expect details including performance management information • Clarity of Policy Documents • Number of years experience in providing insurance and claims services to Local 	

	<p>Authorities for Leasehold Insurance which demonstrate a proven track record and that the applicant has an understanding of the requirements of the Leaseholders</p> <ul style="list-style-type: none">• Reference information indicating track record for delivery of service, relationships with clients, must be positive and relate to service provision
Added Value	Value added to contract