



CONTRACT OPPORTUNITY - APPLICATION DOCUMENT

Hair Stylist

within

City of Glasgow College's Amethyst Salon

CONTRACT PERIOD:

1 year rolling contract subject to performance

REFERENCE: CS/CoGC/19/027

City of Glasgow College  
190 Cathedral Street  
Glasgow  
G4 0RF

Dear Hair Stylist

**Contract Title:** Hair Stylist within City of Glasgow College Amethyst Salon  
**Contract Ref:** CS/CoGC/19/027

City of Glasgow College would like you to apply for a Hair Stylist position within our commercially run Amethyst Salon.

You can apply by submit an application to deliver the services detailed in Schedule B Scope of Requirements in this document.

The following shall be noted:

The contract period will be for an initial 3 month probationary period and then a 1 year rolling contract thereafter subject to performance.

Your offer must be submitted in accordance with this document, and in accordance with the following attached documents, all of which shall form the contract:

Schedule A - Instructions and Information;  
Schedule B - Scope of Requirement;  
Schedule C - Service Level Agreement;  
Schedule D - Contract Management;  
Appendix A - Pricing Return Form  
Appendix B - Amethyst Salon Price List

Offers must be submitted no later than 31<sup>st</sup> August.

Applications must be returned via E-MAIL to [deborah.fagan@cityofglasgowcollege.ac.uk](mailto:deborah.fagan@cityofglasgowcollege.ac.uk). City of Glasgow College are not bound to accept any proposal. Hard copy responses will not be accepted. This process is being administered by City of Glasgow College.

The Contact for this Request for Quotation is:

Deborah Fagan  
Lead Procurement Manager  
City of Glasgow College  
190 Cathedral Street  
Glasgow  
Tel 0141 375 5176  
E-mail: [deborah.fagan@cityofglasgowcollege.ac.uk](mailto:deborah.fagan@cityofglasgowcollege.ac.uk)

Regards

Siobhan Wilson  
Dean, Hospitality and Leisure  
City of Glasgow College

# **1 SCHEDULE A**

## **1.1 INSTRUCTIONS AND INFORMATION**

### **1.1.1 General**

- 1.1.1.1.1 The City of Glasgow College requires a Hair Stylist for their commercially run Amethyst Salon.
- 1.1.1.1.2 Hair Stylists are required to complete Appendix A - Pricing Return Form and return along with their CV via E-MAIL in accordance with the instructions in this document.
- 1.1.1.1.3 The information contained in this document is designed to ensure that completed Responses are given equal and fair consideration. It is important that Hair Stylists provide all the information asked for in the format and order specified.
- 1.1.1.1.4 Hair Stylists should read this document carefully before submitting an Application.

### **1.1.2 Proposed Timetable**

Response deadline	31 <sup>st</sup> August 2019
Evaluation of Applications	w/c 2 <sup>nd</sup> September 2019
Interview and Trades Test Day	Mid-September 2019
Award date & Contract Commencement	October 2019

### **1.1.3 Duration of Contract**

- 1.1.3.1.1 The contract will be for an initial probationary period of 3 months, following a successful probationary period the contract will be a 1 year rolling contract subject to performance.

**1.1.4 Clarifications regarding the Request for Application.**

1.1.4.1.1 All communications from Hair Stylists during this process must be undertaken via E-MAIL to [deborah.fagan@cityofglasgowcollege.ac.uk](mailto:deborah.fagan@cityofglasgowcollege.ac.uk).

**1.1.5 Receipt of Response**

1.1.5.1.1 Application responses must be received via E-MAIL prior to [deborah.fagan@cityofglasgowcollege.ac.uk](mailto:deborah.fagan@cityofglasgowcollege.ac.uk).

1.1.5.1.2 By issuing this Request for Application, City of Glasgow College reserves the right not to award the Contract for some or all of the services for which Responses are invited.

**1.1.6 Costs of Application**

1.1.6.1.1 Hair Stylists shall bear their own costs and expenses incurred in the preparation and submission of their Response and any applicable engagement days. The City of Glasgow College will in no case be responsible or liable for those costs, regardless of the outcome in relation to individual Responses.

1.1.6.1.2 The City of Glasgow College reserves the right to cancel this process at any point. The City of Glasgow College will accept no liability for any losses caused by neither any cancellation of this application exercise nor any decision not to award a Contract.

**1.1.7 Confidentiality**

1.1.7.1.1 Subject to the provision of Freedom of Information, the contents of this Request for Application and of any other documentation sent to any Hair Stylist in respect of this exercise are provided on the basis that they remain the property of the City of Glasgow College. Hair Stylists shall treat the contents of the Request for Application and any related documents as confidential and shall take all necessary precautions to ensure that all information is treated as such and not disclosed or used other than for the purpose of this exercise by the Hair Stylist.

1.1.7.1.2 The appointed Hair Stylist may not disclose any information obtained as part of this assignment or carry out any publicity activity without the prior written consent of the City of Glasgow College.

**1.1.8 Information Disclosure and the Freedom of Information (Scotland) Act 2002**

1.1.8.1.1 In accordance with the obligations and duties placed upon public authorities, all information submitted to the City of Glasgow College may need to be disclosed and/or published by the City of Glasgow College. The City of Glasgow College may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, (the decision of the City of Glasgow College in the interpretation thereof shall be final and conclusive in any dispute, difference or question arising in respect of disclosure under its terms), any other law, or, as a consequence of judicial order, or order by any court or tribunal with the City of Glasgow College to order disclosure.

1.1.8.1.2 Further, the City of Glasgow College may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland or the United Kingdom and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament or their executive bodies, it is recognised and agreed by both parties that the City of Glasgow College shall, if they see fit, disclose such information and are unable to impose any restriction upon the information that they provide to members of the Scottish Parliament, or Members of the United Kingdom Parliament.

1.1.8.1.3 Where a Hair Stylist receives a request for information relating to this exercise under the Freedom of Information (Scotland) Act 2002 during this exercise, this should be immediately passed on to the City of Glasgow College and the Hair Stylist should not attempt to answer the request without first consulting with the City of Glasgow College.

### 1.1.9 Additional Information

- 1.1.9.1.1 Hair Stylists are expected to examine all instructions, questions, forms, terms and scope of requirements in the Request for Application and check they are complete in all respects.
- 1.1.9.1.2 Hair Stylists are responsible for ensuring that they have submitted a complete and accurate Response. Prices must be submitted in Pound Sterling, exclusive of VAT.

### 1.1.10 Application Evaluation

- 1.1.10.1.1 In accordance with The Public Contracts (Scotland) Regulations 2015, the City of Glasgow College will evaluate Responses to determine the Most Economically Advantageous Tender (MEAT). Responses will be evaluated on both technical and commercial merit.
- 1.1.10.1.2 As part of this process each applicant will provide an up to date CV, attended a face to face interview and complete a trades test.
- 1.1.10.1.3 Along with an up to date CV all applicants will provide to day rate they will charge the College for their services and the percentage of commission they will apply on generated income.
- 1.1.10.1.4 Please refer to Schedule B - Scope of Requirements, section 2.1.5 Pricing Model for the capped rates.

### 1.1.11 Evaluation Criteria

Section	Weighting	Section name	Sub-Weighting
Technical	60%		
		CV	10%
		Interview	20%
		Trades Test	30%
Commercial	40%	Pricing	
		Day Rate	30%

		Commission %	10%
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### **1.1.12 Notification of Award**

- 1.1.12.1.1 City of Glasgow College will notify successful and unsuccessful Hair Stylists via E-MAIL.

### **1.1.13 Debriefing**

- 1.1.13.1.1 Hair Stylists will be provided with a letter providing their score against the winning Hair Stylist's score. A further debrief may be requested in writing.

### **1.1.14 Creating a Contract**

- 1.1.14.1.1 This Request for Application is being conducted by the City of Glasgow College and the successful Hair Stylist will be the party to the Contract, which will constitute, as a minimum, this document, stylists completed Technical Response, stylists completed Pricing Schedule, Contract terms and Conditions, in addition to any other document referred to in the Contract award letter. The successful Hair Stylist is then only required to acknowledge receipt of the award letter and that the Contract has been entered into as set out in the award letter.

### **1.1.15 Stylist Engagement Day**

- 1.1.15.1.1 Interested Hair Stylists are strongly advised to contact our Lead Procurement Manager, Deborah Fagan to discussed this opportunity further. Deborah will provide potential applicants with an overview of the application documents, guidance on how to complete the documents and the selection process. Stylists can also arrange a visit to our State of the Art Salon and speak to current Hair and Beauty Staff.



## **2 SCHEDULE B**

### **2.1 SCOPE OF REQUIREMENTS**

#### **2.1.1 Introduction and Background**

2.1.1.1.1 City of Glasgow College requires a fully qualified Hair Stylist to work within their stunning Amethyst Salon situated within their City Campus on Cathedral Street in the heart of Glasgow City Centre.

#### **2.1.2 Salon Facilities (What the College will supply)**

2.1.2.1.1 The salon is front facing onto the city centre's Cathedral Street.

2.1.2.1.2 It is a fully operational salon comprising of 6 hairdressing stations, 2 wash basins, a client waiting area and a private staff room.

2.1.2.1.3 In addition to the hairdressing facilities there are 2 beauty treatment rooms and nail bar.

2.1.2.1.4 The Salon space is designed with high quality fixtures and fittings.

2.1.2.1.5 As an operational stylist the successful applicant will have full access to:

2.1.2.1.6 A full time Modern Apprentice, working towards a SVQ Level 3 qualification, to assist them in the services they provide;

2.1.2.1.7 A part time receptionist who will welcome clients and deal with appointments and sales;

2.1.2.1.8 Training with hairdressing suppliers such as Wella Colour, Nioxin, L'Oreal, Label M etc;

2.1.2.1.9 All Wella colour products, back wash and styling products, Label M, L'Oreal and Nioxin;

2.1.2.1.10 High Quality industry electrical equipment such as hairdryers, straighteners, barrel tongs, wands, clippers, neck trimmers and 3 Wella wall mounted clymazone's;

2.1.2.1.11 Tools and equipment such as tint bowls, tint brushes, scales, measures, foil, sterilising equipment etc; and

- 2.1.2.1.12 Fully laundered towels, gowns and daily cleaning of the salon.
- 2.1.2.1.13 All salon costs including utilities, rates, building insurance and any other costs relating to repairs, maintenance and decoration are covered by the College.
- 2.1.2.1.14 Where products are supplied to the Hair Stylist by the College the Hair Stylist must ensure efficient use of all products to minimise wastage. This will be monitored through the life of the contract.

### **2.1.3 Requirements**

- 2.1.3.1.1 The successful Hair Stylist will effectively and efficiently perform a board range of hairdressing services and have at a minimum:
- 2.1.3.1.2 SCQF Level 6 or VQ Level 3 qualification in Hairdressing;
- 2.1.3.1.3 Significant, relevant experience as a working stylist in a Hair Salon; and
- 2.1.3.1.4 Evidence of continual professional development in Hairdressing.
- 2.1.3.1.5 They will provide a board range of exceptional hairdressing technical services and have an excellence in providing customer care in all services provided.
- 2.1.3.1.6 The successful Hair Stylist will have a responsibility to promote themselves and the Amethyst Salon as a commercial enterprise for students, staff and external clients.
- 2.1.3.1.7 As part of this contract the successful Hair Stylist will provide their own industry standard cutting tools, combs and brushes.
- 2.1.3.1.8 Any electrical equipment used by the successful hair Stylist of City of Glasgow College premises must be of a professional industry standard and hold current PAT approval.

### **2.1.4 Working times**

- 2.1.4.1.1 The successful Hair Stylist will work 35 hours per week between Monday and Saturday.

- 2.1.4.1.2 Working hours will be agreed with the Associate Dean and or Operations Manager prior to the commencement of the contract. Working hours will involve evenings and Saturdays.
- 2.1.4.1.3 The successful Hair Stylist will be required to work minimum of 262 days annually.
- 2.1.4.1.4 Any 'non - service' days will be agreed with the Associate Dean and or the Operations Manager with a minimum of 4 weeks' notice being given.
- 2.1.4.1.5 A maximum of 30 'non-service' days can be taken annually.
- 2.1.4.1.6 The College is closed on the following days:
- 2.1.4.1.7 Every Sunday;
- 2.1.4.1.8 24<sup>th</sup>, 25<sup>th</sup>, 27<sup>th</sup> May 2019;
- 2.1.4.1.9 15<sup>th</sup> July 2019;
- 2.1.4.1.10 27<sup>th</sup>, 28<sup>th</sup>, 30<sup>th</sup> September 2019;
- 2.1.4.1.11 25<sup>th</sup>, 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup>, 30<sup>th</sup>, 31st December 2019;
- 2.1.4.1.12 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> January 2020;
- 2.1.4.1.13 10<sup>th</sup>, 11<sup>th</sup>, 13<sup>th</sup>, April 2020; and
- 2.1.4.1.14 4<sup>th</sup> May 2020
- 2.1.4.1.15 The successful Hair Stylist will not work nor receive payment on days the College is closed.
- 2.1.5 Pricing Model**
- 2.1.5.1.1 The maximum rate the College will pay the Hair Stylist is a day rate of £80 exclusive of VAT.
- 2.1.5.1.2 The maximum commission rate the College will pay the Hair Stylist is 10%.
- 2.1.5.1.3 The Amethyst Salon Price List can be found in Appendix B.
- 2.1.5.1.4 The successful Hair Stylist will only be paid for days worked.

**2.1.6 Hair Stylist Engagement day**

- 2.1.6.1.1 As a potential contracted Hair Stylist the applicant will be invited to attend a contractor engagement day. This will allow them to view the facilities, gain information on the College and obtain support in completing this Application process.

**2.1.7 Duration of Contract**

- 2.1.7.1.1 It is anticipated that the contract will be for an initial probationary period of 3 months, following a successful probationary period the contract will be a 1 year rolling contract subject to the successful Hair Stylist's performance, available budget and at the sole discretion of the College.

**2.1.8 Health and Safety**

- 2.1.8.1.1 Prior to commencement of this contract the successful Hair Stylist should ensure that they are familiar with the Health & Safety procedures at the City of Glasgow College.

**2.1.9 Insurance**

- 2.1.9.1.1 The successful Hair Stylist must have the following Insurance in place for the duration of the contract and evidence it documentary:
- 2.1.9.1.2 Product Liability Insurance
- 2.1.9.1.3 Public Liability Insurance (including treatment risk cover)

**2.1.10 Invoicing & Payment**

- 2.1.10.1.1 The successful Hair Stylist will be required to submit invoices on completion of work done, for work completed to the satisfaction of City of Glasgow College in accordance with Schedule C - Scope of Requirements and Schedule D - Service Level Agreement. Value Added Tax, where applicable, shall be shown separately on all invoices as a strictly net extra charge. Each invoice shall be uniquely identified and shall specify the following minimum information:

- Contract title & reference number

- Breakdown of days worked, day rate and total due
- Breakdown of commission and total due
- Total value excluding VAT

2.1.10.1.2 Payment will be made to the Hair Stylist within 14 days of receipt of a valid invoice and following City of Glasgow College's acceptance that each Key Deliverable has been satisfactorily completed.

### **3 SCHEDULE C**

#### **3.1 Service Level Agreement**

##### **3.1.1 Key Roles and Responsibilities**

- 3.1.1.1.1 In addition to delivering excellence in industry standards in Hairdressing services within the City of Glasgow College Amethyst Salon, the Hair Stylist will meet the following service standards as a minimum;
- 3.1.1.1.2 Provide high levels of customer service through consultations and advice to all existing and new clients
- 3.1.1.1.3 Ensure all services are performed to an excellent industry standard.
- 3.1.1.1.4 As a working stylist, operate their own column for clients and grow their clientele base.
- 3.1.1.1.5 Promote the retail of professional products to customers available within Amethyst.
- 3.1.1.1.6 Attempt to resolve, under their remit as a contracted Hair Stylist, customer concerns, complaints and feedback with the support of the Colleges Associate Dean of Hair and Beauty and or the Operations Manager.
- 3.1.1.1.7 Report customer concerns, complaints and feedback to the Colleges Associate Dean of Hair and Beauty and or the Operations Manager.
- 3.1.1.1.8 Actively work with the Colleges Associate Dean of Hair and Beauty and or the Operations Manager in planning the promotion of the Amethyst Salon to existing and prospective clients. This will include pricing promotions.
- 3.1.1.1.9 Ensure client data / records are updated and current in compliance with GDPR policies.
- 3.1.1.1.10 Actively mentor and support Modern Apprentices employed by City of Glasgow College within Amethyst in their hairdressing training.

- 3.1.1.1.11 Support academic and curricular activities in the Salon, in particular as a mentor to student placements.
- 3.1.1.1.12 Develop and maintain good relationships and communications within the salon, other areas of the College and with other external organisations.
- 3.1.2 General Roles and Responsibilities**
  - 3.1.2.1.1 As a contractor with the College there will be an expectation for Hair Stylist to;
  - 3.1.2.1.2 Adhere to College policies, particularly those relating to safeguarding and equality & diversity in all aspects of College operations.
  - 3.1.2.1.3 Follow Health and Safety and security measures in accordance with statutory and College requirements.
  - 3.1.2.1.4 Be a role model and operate at all times supporting College values and corporate management.
  - 3.1.2.1.5 Actively develop their skills and review their performance.
  - 3.1.2.1.6 Undertake any other duties consistent with the key responsibilities and duties of the contract, as directed by the Colleges Associate Dean of Hair and Beauty.
  - 3.1.2.1.7 Develop effective working relationships with the College members of staff and with the Colleges external partners.

## **4 SCHEDULE D**

### **4.1 EVALUTION OF TENDER**

4.1.1.1.1 In order to be transparent, and in order that Hair Stylists fully understand how their application will be evaluated, full details of the evaluation process are described below. Should any Hair Stylist not understand any element, they should in the first instance make contact with City of Glasgow College via email.

4.1.1.1.2 The following weightings will be used to determine the most economically advantageous application:

4.1.1.1.3 Technical 60%

4.1.1.1.4 Commercial 40%

4.1.1.1.5 Please note that throughout the evaluation process, the right is reserved to seek from the Hair Stylist additional information or clarification at any stage as an aid to fully understand their application.

4.1.1.1.6 The evaluation of this tender will be made against a pre-defined range of award criteria designed to identify those Hair Stylists best able to meet the City of Glasgow College's requirements. The City of Glasgow College reserves the right to accept or reject any Hair Stylist based on information contained in their application.

### **4.1.2 Technical Application**

4.1.2.1.1 Hair Stylists are asked to provide an up to date CV, attended a face to face interview and complete a trades test which will be scored in accordance with the scoring methodologies below.

4.1.2.1.2 The following section details the technical elements of the application for evaluation.

### **4.1.3 Stage 1 - CV (10%)**

4.1.3.1.1 Please provide an up to date CV providing as a minimum your qualifications and experience in the industry.



#### 4.1.3.2 Hair Stylist Instructions

4.1.3.2.1 Please send you CV by email to [deborah.fagan@cityofglasgowcollege.ac.uk](mailto:deborah.fagan@cityofglasgowcollege.ac.uk) by the Response Deadline in the Proposed Timetable.

#### 4.1.3.3 Scoring Methodology

4.1.3.3.1 The following methodology will be used for scoring the CV.

Score	Methodology
<b>3 - Good:</b>	The Hair Stylist has provided <u>good</u> evidence within their CV demonstrating fully their ability to meet the requirements of this contract showing that they understand the College's needs providing full confidence to the evaluators that the requirements can be met in full.
<b>2 - Acceptable:</b>	The Hair Stylist has provided <u>acceptable</u> evidence within their CV demonstrating their ability to meet the requirements of this contract showing that they understand the College's needs demonstrating their ability to meet the requirements of this contract. Their CV provides some confidence that the requirements can be met.
<b>1 - Minor Concerns:</b>	The Hair Stylist has provided <u>insufficient</u> evidence to demonstrate their ability to meet the requirements of this contract. The CV provided does not provide confidence that the requirements of this contract can be met.
<b>0 - Major Concerns:</b>	The Hair Stylist has <u>failed</u> to provide the evidence requirement to demonstrate their ability to meet the requirements of the contract.

#### 4.1.4 Stage 2 - Interview (20%)

4.1.4.1.1 The Hair Stylist will attend an interview and trade test at the Colleges City campus on a date agreed by both the college and the stylist.

4.1.4.1.2 The Hair Stylist will be asked a series of questions to demonstrate their ability, knowledge and experience.

#### 4.1.4.2 Scoring Methodology

4.1.4.2.1 The following methodology will be used for scoring the interview.

Score	Methodology
<b>3 - Good:</b>	The Hair Stylist provided <u>good</u> evidence within their interview demonstrating fully their ability to meet the requirements of this contract showing that they understand the College's needs providing full confidence to the evaluators that the requirements can be met in full.
<b>2 - Acceptable:</b>	The Hair Stylist provided <u>acceptable</u> evidence within their interview demonstrating their ability to meet the requirements of this contract showing that they understand the College's needs demonstrating their ability to meet the requirements of this contract. Their responses provided some confidence that the requirements can be met.
<b>1 - Minor Concerns:</b>	The Hair Stylist provided <u>insufficient</u> evidence within their interview to demonstrate their ability to meet the requirements of this contract. The responses provided did not provide confidence to the evaluators that the requirements of this contract can be met.
<b>0 - Major Concerns:</b>	The Hair Stylist has <u>failed</u> to provide the evidence within their interview to demonstrate their ability to meet the requirements of the contract.

#### 4.1.5 Stage 3 - Trades Test (30%)

4.1.5.1.1 The Hair Stylist will complete a trades test after their interview.

4.1.5.1.2 At the trades test the hair Stylist will produce a commercial current cut and colour.

- 4.1.5.1.3 The colour must contain a minimum of 2 colouring techniques and 2 colours.
- 4.1.5.1.4 The style of cut should be no longer than collar length with a minimum of 2 inches being cut from the length.
- 4.1.5.1.5 The cut and colour will be completed in a style and the allocated time given to achieve this will be 3 hours maximum.
- 4.1.5.1.6 The Hair Stylist will provide their own model.

#### 4.1.5.2 Scoring Methodology

- 4.1.5.2.1 The following methodology will be used for scoring the interview.

Score	Methodology
<b>3 - Good:</b>	The Hair stylist provided evidence of <u>good</u> technical ability in the trades test demonstrating fully their ability to meet the requirements of this contract showing that they understand the College's needs providing full confidence to the evaluators that the requirements can be met in full.
<b>2 - Acceptable:</b>	The Hair Stylist provided <u>acceptable</u> evidence of their technical ability within the trades test demonstrating their ability to meet the requirements of this contract showing that they understand the College's needs demonstrating their ability to meet the requirements of this contract. Their responses provided some confidence that the requirements can be met.
<b>1 - Minor Concerns:</b>	The Hair Stylist provided <u>insufficient</u> evidence in their technical ability within their trades test to demonstrate their ability to meet the requirements of this contract. The skills demonstrated did not provide confidence to the evaluators that the requirements of this contract can be met.
<b>0 - Major Concerns:</b>	The Hair Stylist has <u>failed</u> to provide the evidence within the skills test to demonstrate their ability to meet the requirements of the contract.

#### **4.1.6 Pricing Application**

- 4.1.6.1.1 The Commercial response to this application carries an overall weighting of 40%
- 4.1.6.1.2 There is guidance contained within Appendix A - Pricing Response Form which Hair Stylists should have regard to when completing.

#### **4.1.7 Itemisation of Charges**

- 4.1.7.1.1 All pricing must be shown exclusive of VAT but be inclusive of the following costs:
  - Start-up management activities and activities in 2.1 Scope of Requirements (i.e. any activity before the specific service delivery starts)
  - Time spent managing the relationship with the City of Glasgow College (i.e. any activity that is not specifically related to carrying out an instruction)
  - Time spent attending meetings
  - Contract/performance review meetings with the City of Glasgow College
  - Travelling time and expense
  - Invoicing
  - Collation and delivery of management information
  - Any other operational costs
  - Any application participation
  - Value added services

#### **4.1.8 Pricing Evaluation Calculation**

- 4.1.8.1.1 The Day Rate response will be evaluated using the formula:  
  

$$\frac{\text{The lowest Day Rate submitted}}{\text{Applicants submitted Day Rate}} \times 30\%$$
 (Maximum available marks)
- 4.1.8.1.2 The Commission response will be evaluated using the formula:  
  

$$\frac{\text{The lowest Commission percentage submitted}}{\text{Applicants submitted Commission percentage}} \times 10\%$$
 (Maximum available marks)
- 4.1.8.1.3 The figure used for evaluation of the commercial bids will be Day Rate Scores + Commission percentage score.

- 4.1.8.1.4 The lowest priced compliant application will be awarded the maximum price score. All other compliant applications will be awarded a score which is proportionate to the application with the lowest price as per the example below:

**Hair Stylist A**

Day Rate = £85                      Commission Percentage = 20

Day Rate Score =                       $(75/85) \times 30 = 26.4\%$

Commission Percentage Score =  $(20/20) \times 10 = 10\%$

Total Score =                       $26.4 + 10 = \underline{36.4}$

**Hair Stylist B**

Day Rate = £80                      Commission Percentage = 25

Day Rate Score =                       $(75/80) \times 30 = 28.1\%$

Commission Percentage Score =  $(20/25) \times 10 = 8\%$

Total Score =                       $28.1 + 8 = \underline{36.1}$

**Hair Stylist C**

Day Rate = £75                      Commission Percentage = 20

Day Rate Score =                       $(75/75) \times 30 = 30\%$

Commission Percentage Score =  $(20/20) \times 10 = 10\%$

Total Score =                       $30 + 10 = \underline{40}$