

Invitation to tender

Attachment 2 – How to bid

RM6099 Transport Technology and Associated Services

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1. **How to make your bid**

* 1. Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
  2. You may bid for one or more of the lots, ensure you read paragraph 3.3 of Attachment 1.
  3. Your bid must be **entered into the eSourcing suite.** We can only accept bids that we receive through the eSourcing suite.
  4. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
  5. Make sure you answer every question.
  6. You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in Attachment 1 - About the framework.
  7. It will be our decision whether we will accept bids submitted after the bid submission deadline.
  8. You must regularly check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
  9. If anything is unclear, or you are unsure how to complete your bid submission, you can raise a question before the clarification question deadline, via the eSourcing suite. Read paragraph 6 “When and how to ask questions” in attachment 1 - About the framework.
  10. We may require you to clarify aspects of your bid in writing and/or provide additional information. Failure to respond within the time required, or to provide an adequate response will result in the rejection of your bid and your exclusion from this competition.

1. **Selection stage** 
   1. At the selection stage, we evaluate bidders’ technical, professional and financial capabilities. We will ask a range of questions appropriate to the procurement. It is important that you answer these questions accurately.
   2. If you are relying on any key subcontractors to provide the answers to the technical and professional ability or you are relying on a guarantor to pass the economic and financial assessment, they must complete Parts 2 and 3 for themselves.
   3. In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 for themselves.
   4. We are providing the ‘Information and declaration’ workbook (attachment 4) to enable you to collect and submit this data to us, whether from organisations on whom you are relying (for example a key subcontractor or a guarantor) or from other members of a consortium.
   5. You must ensure you read the instructions contained within the evidence of contract example certificate for Lot 6 (Attachment 2b) carefully and ensure that you allow plenty of time to send to your customer contact for them to complete and return to you.
   6. Remember we may contact the customer contact to verify the information provided in your Attachment 2b certificates, if the customer contact cannot or will not verify the information provided; or fails to respond to a verification request from us your bid may be rejected and you will be excluded from the competition. We will tell you why your bid has been excluded.
   7. Additionally, if you fail to provide the information we have asked for in the Attachment 2b certificate, or if the information provided in the Attachment 2b does not clearly evidence similar requirements to those sought within the scope of each lot, as set out in Framework Schedule 1 (Specification), your bid will be deemed not compliant and you will be excluded from this competition. We will tell you why your bid has been excluded.
2. **Selection process**
   1. After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.
   2. We may ask you to clarify information you provide, if that is necessary. Don’t forget to check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
   3. If your bid is not compliant we will reject your bid and you will be excluded from the competition. We will tell you why your bid is not compliant.
   4. Not all selection questions need guidance as the questions are self-evident. However other questions such as the financial question, require a process to be undertaken before we can assess your response. In those instances we have told you what we will do in the **evaluation guidance**.
3. **Selection criteria**
   1. We may exclude you from the competition at the selection stage if:
      * you receive a ‘fail’ for any of the evaluated selection questions.
      * any of the information you have provided proves to be false or misleading.
      * you have broken any of the competition rules in attachment 1 About the framework, or not followed the instructions given in this ITT pack.
   2. If we exclude you from the competition we will tell you and explain why.
4. **Selection questionnaire**

Please refer to Attachment 2a Selection questionnaire. Remember you must complete the questionnaire online in the eSourcing suite (qualification envelope).

1. **Award stage** 
   1. If you have successfully passed the selection stage, you will proceed to the award stage.
   2. We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.
   3. Your bid must deliver what our buyers need, at the best possible price you can give.
   4. When completing your bid you must:

* Read through the entire ITT pack specifically Framework Schedule 1 (Specification)carefully, and read it more than once
* Read each question, the response guidance, marking scheme and evaluation criteria
* Read the contract terms.
* If you are unsure, ask questions before the clarification questions deadline See paragraph 4 ‘Timelines for the competition’ and paragraph 4 ‘When and how to ask questions’ in attachment 1 - About the framework document
* Allow plenty of time to complete your responses; it always takes longer than you think to submit
* Your prices should be in line with the service level you offer, in response to the award quality questions.

1. **Award criteria** 
   1. The Award Stage consists of a quality evaluation (see paragraph 9 of this document) and a price evaluation (see paragraph 11 of this document).
   2. The award of this framework will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).
   3. The weighting for the quality evaluation is 80 marks; and, the price evaluation is worth 20 marks for all Lots.
2. **Award process**
   1. What YOU need to do

* answer the quality questions sections A-H of the quality questionnaire in the eSourcing suite in the technical envelope for the Lot(s) you are bidding on.
* Complete the price matrix attachment 3 for the lot(s) for which you are bidding.
* Upload your completed price matrix into the eSourcing suite in the commercial envelope to question PQ1.

* 1. What **WE** will do at the award stage

|  |  |
| --- | --- |
| S1. | **Compliance Check**  First, we will do a check to make sure that you completed the pricing matrix in line with our instructions. |
| S2. | **Quality Evaluation**  We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the eSourcing suite. |
| S3. | **Consensus**  Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your quality score for each lot you have bid for. |
| S4. | **Quality Threshold**  Lots 1-6 - If you have **received a zero** for any of the **generic questions (section B)** we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why;  **AND**  If you **have not met a minimum question score of 66 per question** (questions C-H) for the Lot(s) you are bidding on we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why.  Refer to the table at paragraph 10 for an example of how your **quality score** for each lot will be calculated. |
| S5. | **Minimum Overall Score**  If you **have not met a minimum overall final score of 75** (final score as defined below in S7) for the Lot you are bidding on we will reject your bid for the Lot you failed to meet the minimum overall score on and you will be excluded from the competition for that Lot. We will tell you that your bid has been excluded from the competition and why. |
| S6. | **Evaluate Pricing**  We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.  They will calculate your price score using the evaluation criteria in Part 11 – Price Evaluation. |
| S7. | **Final Score**  Your final score will be calculated per Lot. Your quality score will be added to your price score, to create your final score as illustrated in Part 12- Final decision to award. |
| S8. | **Award**  Awards will be made to the successful bidders following the standstill period, subject to contract. |

1. **Quality Evaluation**
   1. The questions in section A are mandatory questions applicable to each lot and will be evaluated PASS / FAIL. If you answer no to one or more of the questions applicable to the lots you are bidding for, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded and why.
   2. Each question must be answered in its own right. You must not answer any of the questions by cross referencing other questions or other materials for example reports or information located on your website.
   3. Each of the quality questions, in section B to section H (sections B,C,D,E,F,G & H) of the quality questionnaire will be independently assessed by our evaluation panel.
   4. When the consensus meeting has taken place and the final mark for each question has been agreed by the evaluators, your final mark for each question will be multiplied by that questions weighting to calculate your weighted mark for that question.
   5. Each weighted mark for each question for each lot you have submitted a bid for will then be added together to calculate your quality score.
   6. Please see tables A, B, C, D, E and F below for an example of how your quality score will be calculated.

Table A – Lot 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| QB1 | **Supply Chain And Subcontractor Management** | 20% | 100 | 100 | 20.00 |
| QB2 | **Project Management** | 20% | 100 | 66 | 13.20 |
| QB3 | **Social Value** | 10% | 100 | 100 | 10.00 |
| QB4 | **Contract Management** | 10% | 100 | 66 | 6.60 |
| QC1 | **Transports and Professional Services** | 40% | 100 | 100 | 40 |
| **Quality score** | | | | | **89.80** |

Table B – Lot 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| QB1 | **Supply Chain And Subcontractor Management** | 20% | 100 | 66 | 13.20 |
| QB2 | **Project Management** | 20% | 100 | 100 | 20.00 |
| QB3 | **Social Value** | 10% | 100 | 100 | 10.00 |
| QB4 | **Contract Management** | 10% | 100 | 66 | 6.60 |
| QD1 | **Transport & Pedestrian Control** | 40% | 100 | 33 | 13.20 |
| **Quality score** | | | | | **63.00** |

Table C – Lot 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| QB1 | **Supply Chain And Subcontractor Management** | 20% | 100 | 100 | 20.00 |
| QB2 | **Project Management** | 20% | 100 | 33 | 6.60 |
| QB3 | **Social Value** | 10% | 100 | 66 | 6.60 |
| QB4 | **Contract Management** | 10% | 100 | 66 | 6.60 |
| QE1 | **Transport Signage & Lighting** | 40% | 100 | 66 | 26.40 |
| **Quality score** | | | | | **66.20** |

Table D – Lot 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| QB1 | **Supply Chain And Subcontractor Management** | 20% | 100 | 100 | 20.00 |
| QB2 | **Project Management** | 20% | 100 | 100 | 20.00 |
| QB3 | **Social Value** | 10% | 100 | 100 | 10.00 |
| QB4 | **Contract Management** | 10% | 100 | 100 | 10.00 |
| QF1 | **Transport Data Services** | 40% | 100 | 100 | 40.00 |
| **Quality score** | | | | | **100.00** |

Table E – Lot 5

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| QB1 | **Supply Chain And Subcontractor Management** | 20% | 100 | 33 | 6.60 |
| QB2 | **Project Management** | 20% | 100 | 33 | 6.60 |
| QB3 | **Social Value** | 10% | 100 | 33 | 3.30 |
| QB4 | **Contract Management** | 10% | 100 | 66 | 6.60 |
| QG1 | **Sustainable Transport Technologies** | 40% | 100 | 66 | 26.40 |
| **Quality score** | | | | | **49.50** |

Table F – Lot 6

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| QB1 | **Supply Chain And Subcontractor Management** | 20% | 100 | 66 | 13.20 |
| QB2 | **Project Management** | 20% | 100 | 100 | 20.00 |
| QB3 | **Social Value** | 10% | 100 | 100 | 10.00 |
| QB4 | **Contract Management** | 10% | 100 | 66 | 6.60 |
| QH1 | **Major Transport Solutions** | 40% | 100 | 100 | 40.00 |
| **Quality score** | | | | | **89.80** |

1. **Award quality questionnaire**
   1. The quality questionnaire is split into three sections:

* Section A – mandatory questions
* Section B – generic question
* Section C – scored question for lot 1 only
* Section D - scored question for lot 2 only
* Section E - scored question for lot 3 only
* Section F - scored question for lot 4 only
* Section G - scored question for lot 5 only
* Section H - scored question for lot 6 only
  1. A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out below:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Question** | | **Marking scheme** | **Weighting %** | | | | | |
| **Lot 1** | **Lot 2** | **Lot 3** | **Lot 4** | **Lot 5** | **Lot 6** |
| A1 | Compliance with Framework  Schedule 1 (Specification) for Lot 1 | Pass/Fail | X |  |  |  |  |  |
| A2 | Compliance with Framework Schedule 1 (Specification) for Lot 2 | Pass/Fail |  | X |  |  |  |  |
| A3 | Compliance with Framework Schedule 1 (Specification) for Lot 3 | Pass/Fail |  |  | X |  |  |  |
| A4 | Compliance with Framework Schedule 1 (Specification) for Lot 4 | Pass/Fail |  |  |  | X |  |  |
| A5 | Compliance with Framework Schedule 1 (Specification) for Lot 5 | Pass/Fail |  |  |  |  | X |  |
| A6 | Compliance with Framework Schedule 1 (Specification) for Lot 6 | Pass/Fail |  |  |  |  |  | X |
| B1 | Supply Chain | 100/66/33/0 | 20 | 20 | 20 | 20 | 20 | 20 |
| B2 | Project Management | 100/66/33/0 | 20 | 20 | 20 | 20 | 20 | 20 |
| B3 | Social Value | 100/66/33/0 | 10 | 10 | 10 | 10 | 10 | 10 |
| B4 | Contract Management | 100/66/33/0 | 10 | 10 | 10 | 10 | 10 | 10 |
| C1 | Transport Professional Services | 100/66/33/0 | 40 |  |  |  |  |  |
| D1 | Transport & Pedestrian Control | 100/66/33/0 |  | 40 |  |  |  |  |
| E1 | Transport Signature & Lighting | 100/66/33/0 |  |  | 40 |  |  |  |
| F1 | Transport Data Services | 100/66/33/0 |  |  |  | 40 |  |  |
| G1 | Sustainable Transport Tech | 100/66/33/0 |  |  |  |  | 40 |  |
| H1 | Major Transport Solutions | 100/66/33/0 |  |  |  |  |  | 40 |

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| **Section A – Mandatory service requirements** | |
| **A1 Compliance with Framework Schedule 1 (Specification) – Lot 1 only** | |
| If you are awarded a framework contract, will you unreservedly deliver in full, as a minimum one or more of the service requirements for Lot 1 as set out in Framework Schedule 1 (Specification).  Please answer ‘Yes’ or ‘No’ or N/A if you are not applying for Lot 1.  **Yes -** You will unreservedly deliver in full as a minimum one or more of the Lot 1 mandatory service requirements as set out in Framework Schedule 1 (Specification).  **No** **-** You will not, or cannot, deliver in full as a minimum one or more of the services requirements for Lot 1 as set out in Framework Schedule 1 (Specification).  N/A **-** You are not applying for Lot 1. | |
| **A1 Response guidance**  This is a Pass/Fail question.  If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.  You are required to select either option YES, NO or N/A from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full as a minimum one or more of the Lot 1 service requirements as set out in Framework Schedule 1 (Specification).  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full as a minimum one or more of the Lot 1 service requirements as set out in Framework Schedule 1 (Specification) you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full as a minimum one or more of the Lot 1 mandatory service requirements as set out in Framework Schedule 1 (Specification).  OR  You have selected option N/A confirming that you are not applying for Lot 1. |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full as a minimum one or more of the Lot 1 service requirements as set out in Framework Schedule 1 (Specification).  OR  You have not selected either ‘Yes’ or ‘No’ or N/A. |

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| **Section A – Mandatory service requirements** | |
| **A2 Compliance with Framework Schedule 1 (Specification) – Lot 2 only** | |
| If you are awarded a framework contract, will you unreservedly deliver in full, as a minimum one or more of the service requirements for Lot 2 as set out in Framework Schedule 1 (Specification).  Please answer ‘Yes’ or ‘No’ or N/A if you are not applying for Lot 2.  **Yes -** You will unreservedly deliver in full as a minimum one or more of the Lot 2 mandatory service requirements as set out in Framework Schedule 1 (Specification).  No **-** You will not, or cannot, deliver in full as a minimum one or more of the services requirements for Lot 2 as set out in Framework Schedule 1 (Specification).  N/A **-** You are not applying for Lot 2. | |
| **A2 Response guidance**  This is a Pass/Fail question.  If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.  You are required to select either option YES, NO or N/A from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full as a minimum one or more of the Lot 2 service requirements as set out in Framework Schedule 1 (Specification).  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full as a minimum one or more of the Lot 2 service requirements as set out in Framework Schedule 1 (Specification) you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full as a minimum one or more of the Lot 2 mandatory service requirements as set out in Framework Schedule 1 (Specification).  OR  You have selected option N/A confirming that you are not applying for Lot 2. |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full as a minimum one or more of the Lot 2 service requirements as set out in Framework Schedule 1 (Specification).  OR  You have not selected either ‘Yes’ or ‘No’ or N/A. |

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| **Section A – Mandatory service requirements** | |
| **A3 Compliance with Framework Schedule 1 (Specification) – Lot 3 only** | |
| If you are awarded a framework contract, will you unreservedly deliver in full, as a minimum one or more of the service requirements for Lot 3 as set out in Framework Schedule 1 (Specification).  Please answer ‘Yes’ or ‘No’ or N/A if you are not applying for Lot 3..  **Yes -** You will unreservedly deliver in full as a minimum one or more of the Lot 3 mandatory service requirements as set out in Framework Schedule 1 (Specification).  No **-** You will not, or cannot, deliver in full as a minimum one or more of the services requirements for Lot 3 as set out in Framework Schedule 1 (Specification).  N/A **-** You are not applying for Lot 3. | |
| **A3 Response guidance**  This is a Pass/Fail question.  If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.  You are required to select either option YES, NO or N/A from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full as a minimum one or more of the Lot 3 service requirements as set out in Framework Schedule 1 (Specification).  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full as a minimum one or more of the Lot 3 service requirements as set out in Framework Schedule 1 (Specification) you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full as a minimum one or more of the Lot 3 mandatory service requirements as set out in Framework Schedule 1 (Specification).  OR  You have selected option N/A confirming that you are not applying for Lot 3. |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full as a minimum one or more of the Lot 3 service requirements as set out in Framework Schedule 1 (Specification).  OR  You have not selected either ‘Yes’ or ‘No’ or N/A. |

|  |  |
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| **Section A – Mandatory service requirements** | |
| **A4 Compliance with Framework Schedule 1 (Specification) – Lot 4 only** | |
| If you are awarded a framework contract, will you unreservedly deliver in full, as a minimum one or more of the service requirements for Lot 4 as set out in Framework Schedule 1 (Specification).  Please answer ‘Yes’ or ‘No’ or N/A if you are not applying for Lot 4.  **Yes -** You will unreservedly deliver in full as a minimum one or more of the Lot 4 mandatory service requirements as set out in Framework Schedule 1 (Specification).  No **-** You will not, or cannot, deliver in full as a minimum one or more of the services requirements for Lot 4 as set out in Framework Schedule 1 (Specification).  N/A **-** You are not applying for Lot 4. | |
| **A4 Response guidance**  This is a Pass/Fail question.  If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.  You are required to select either option YES, NO or N/A from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full as a minimum one or more of the Lot 4 service requirements as set out in Framework Schedule 1 (Specification).  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full as a minimum one or more of the Lot 4 service requirements as set out in Framework Schedule 1 (Specification) you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full as a minimum one or more of the Lot 4 mandatory service requirements as set out in Framework Schedule 1 (Specification).  OR  You have selected option N/A confirming that you are not applying for Lot 4. |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full as a minimum one or more of the Lot 4 service requirements as set out in Framework Schedule 1 (Specification).  OR  You have not selected either ‘Yes’ or ‘No’ or N/A. |

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| **Section A – Mandatory service requirements** | |
| **A5 Compliance with Framework Schedule 1 (Specification) – Lot 5 only** | |
| If you are awarded a framework contract, will you unreservedly deliver in full, as a minimum one or more of the service requirements for Lot 5 as set out in Framework Schedule 1 (Specification).  Please answer ‘Yes’ or ‘No’ or N/A if you are not applying for Lot 5.  **Yes -** You will unreservedly deliver in full as a minimum one or more of the Lot 5 mandatory service requirements as set out in Framework Schedule 1 (Specification).  No **-** You will not, or cannot, deliver in full as a minimum one or more of the services requirements for Lot 5 as set out in Framework Schedule 1 (Specification).  N/A **-** You are not applying for Lot 5. | |
| **A5 Response guidance**  This is a Pass/Fail question.  If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.  You are required to select either option YES, NO or N/A from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full as a minimum one or more of the Lot 5 service requirements as set out in Framework Schedule 1 (Specification).  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full as a minimum one or more of the Lot 5 service requirements as set out in Framework Schedule 1 (Specification) you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full as a minimum one or more of the Lot 5 mandatory service requirements as set out in Framework Schedule 1 (Specification).  OR  You have selected option N/A confirming that you are not applying for Lot 5. |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full as a minimum one or more of the Lot 5 service requirements as set out in Framework Schedule 1 (Specification).  OR  You have not selected either ‘Yes’ or ‘No’ or N/A. |

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| **Section A – Mandatory service requirements** | |
| **A6 Compliance with Framework Schedule 1 (Specification) – Lot 6 only** | |
| If you are awarded a framework contract, will you unreservedly deliver in full, as a minimum one or more of the service requirements for Lot 6 as set out in Framework Schedule 1 (Specification).  Please answer ‘Yes’ or ‘No’ or N/A if you are not applying for Lot 6.  **Yes -** You will unreservedly deliver in full as a minimum one or more of the Lot 6 mandatory service requirements as set out in Framework Schedule 1 (Specification).  No **-** You will not, or cannot, deliver in full as a minimum one or more of the services requirements for Lot 6 as set out in Framework Schedule 1 (Specification).  N/A **-** You are not applying for Lot 6. | |
| **A6 Response guidance**  This is a Pass/Fail question.  If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.  You are required to select either option YES, NO or N/A from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full as a minimum one or more of the Lot 6 service requirements as set out in Framework Schedule 1 (Specification).  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full as a minimum one or more of the Lot 6 service requirements as set out in Framework Schedule 1 (Specification) you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full as a minimum one or more of the Lot 6 mandatory service requirements as set out in Framework Schedule 1 (Specification).  OR  You have selected option N/A confirming that you are not applying for Lot 6. |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full as a minimum one or more of the Lot 6 service requirements as set out in Framework Schedule 1 (Specification).  OR  You have not selected either ‘Yes’ or ‘No’ or N/A. |

|  |  |
| --- | --- |
| **Section B – Supply Chain And/Or Subcontractor Management - Scored Question For All Lots** | |
| **B1 Requirement:**  CCS requires all suppliers to manage their supply chain for Buyers effectively, as set out in Framework Schedule 1, paragraph 3.11.This question seeks to understand the Bidders' supply chain processes ensure projects are managed well and focussed on delivering for the Buyer. | |
| **B1 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how you will maintain effective processes for establishing and managing Subcontractors/partners to enable the provision of the Goods and/or Services; as set out in Framework Schedule 1, paragraph 3.11.5; and 2. Demonstrate how you will maintain effective processes for establishing, managing, maintaining, reviewing and delivering an effective, efficient supply chain to enable the provision of the Goods and/or Services; as set out in Framework Schedule 1, paragraph 3.11.2; and 3. Demonstrate how you will manage the process of risk transfer to your Subcontractors in project development and Delivery. as set out in Framework Schedule 1, paragraph 3.11.6.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes B1(i), B1(ii) and B1(iii) each box has a character count of 2,000 characters. | |
| **Marking scheme 100/66/33/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **Section B – Project Management - Scored Question For All Lots** | |
| **B2 Requirement:**  CCS requires all Suppliers to ensure effective project management is applied as set out in framework schedule 1, paragraph 3.10. This question seeks to understand the bidder’ project management processes to meet the buyers requirements. | |
| **B2 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how will you ensure that the Goods and/or Services you supply are delivered on-time, on-budget and to the required Specification of the Buyer as set out in framework schedule 1, paragraph 3.10.1; and 2. Demonstrate how you will use an effective recognised methodology to ensure that Goods and/or Services are delivered to the Buyers expectations as set out in framework schedule 1, paragraph 3.10.2; and 3. Demonstrate how you maintain an appropriate risk and issues log as set out in framework schedule 1, paragraph 3.10.3.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes B2(i), B2(ii) and B2(iii) each box has a character count of 2,000 characters. | |
| **Marking scheme 100/66/33/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **Section B – Social Value - Scored Question For All Lots** | |
| **B3 Requirement:**  We wish to enable central government and wider public sector contracting authorities to purchase services that deliver wider benefits to people, the environment and waste management.  The social value priority themes for this requirement are:  Energy efficiency  Waste management | |
| **B3 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:  Describe your organisation’s contribution to support of environmental protection and improvement. This may include net zero greenhouse gas emissions and energy efficient, waste management, your response must clearly demonstrate:   * How your organisation supports environmental protection and improvement in relation to its corporate policies and internal operations. * How you expect your organisation's contributions to environmental protection to be implemented and add value in any call of contracts you undertake.   Your response must clearly demonstrate the above across the following activities within the component parts below;  Component parts to be answered;   1. Demonstrate how you engage with customers to understand their environmental policies; and 2. Demonstrate the activities you lead or contribute to which enable a collaborative way of working with relevant stakeholders. Including any industry or professional bodies, research bodies and your supply chain; and 3. Demonstrate the activities you enact to influence staff, suppliers, communities and/all any other appropriate organisations (eg charities, local interest groups).   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 8,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes B3(i), B3(ii), B3(iii) and B3(iv) each box has a character count of 2,000 characters. | |
| **Marking scheme 100/66/33/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **Section B – Contract Management - Scored Question For All Lots** | |
| **B4 Requirement:**  CCS requires you to demonstrate how you will effectively manage call-off contracts, including performance, obligations and timescales as set out in framework schedule 1, paragraph 3.12. This question seeks to understand the Bidders' contract management processes. | |
| **B4 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how you will collaborate with the Buyers to ensure that the Buyer remains informed of key areas including Contract status, issues, performance and timescales as set out in framework schedule 1, paragraph 3.12.1.1; and 2. Demonstrate how you will effectively manage your obligations for the Buyer’s Call-Off Contracts as set out in framework schedule 1, paragraph 3.12.1.2; and 3. Demonstrate how you will add continuous value throughout the contract as set out in framework schedule 1, paragraph 3.12.1.4.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes B4(i), B4(ii) and B4(iii) each box has a character count of 2,000 characters. | |
| **Marking scheme 100/66/33/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **Section C – Transports and Professional Services Scored Question For Lot 1 Only** | |
| **C1 Requirement:**  CCS requires you to demonstrate how your Professional services will benefit and add value to the buyer as set out in framework schedule 1, Section 4. This question seeks to understand the Bidder’ professional services, consultancy, skills and experience | |
| **C1 Response guidance**  **All bidders must answer this question. If not bidding for Lot 1 please insert N/A into the first text box in the eSourcing suite.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how you will fully understand the services the Buyer has stated in their requirements, as set out in framework schedule 1, Section 4 ; and 2. Demonstrate how you will ensure you will adopt continuous improvement of skills and knowledge for ongoing support for the Buyer’s requirement including recruitment processes, training and upskilling as set out in framework schedule 1, Section 4; and 3. Demonstrate how you will add value to the lifetime of the contract, as set out in framework schedule 1, Section 4   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes C1(i), C1(ii) and C1(iii) each box has a character count of 2,000 characters. | |
| **Marking scheme 100/66/33/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **Section D – Transport & Pedestrian Control Scored Question For Lot 2 Only** | |
| **D1 Requirement:**  CCS requires you to describe how you will deliver and install goods and services as set out in framework schedule 1, Section 5. This question seeks to understand bidders’ processes in delivering quality of service for Goods and Services for Transport & Pedestrian Control and continuity of service. | |
| **D1 Response guidance**  **All bidders must answer this question. If not bidding for Lot 2 please insert N/A into the first text box in the eSourcing suite.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate the processes you will have in place to provide Goods and/or Services described in Lot 2, to the buyer’s expectations, as set out in framework schedule 1, Section 5; and 2. Demonstrate how you will engage with the Buyers and your supply chain to secure the Goods and/or Services as described in Lot 2 identified by the Buyer, as set out in framework schedule 1, Section 5; and 3. Demonstrate how you will effectively manage the use of your supply chain and subcontractors in the delivery and installation of Goods and/or Services related to Lot 2, in order to fulfill Buyer’s requirements, as set out in framework schedule 1, Section 5.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes D1(i), D1(ii) and D1(iii) each box has a character count of 2,000 characters. | |
| **Marking scheme 100/66/33/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **Section E – Transport Signage & Lighting Scored Question For Lot 3 Only** | |
| **E1 Requirement:**  CCS requires you to describe how you will deliver and install goods and services as set out in framework schedule 1, Section 6. This question seeks to understand bidders’ processes in delivering quality of service for Goods and Services for Transport Signage & Lighting and continuity of service. | |
| **E1 Response guidance**  **All bidders must answer this question. If not bidding for Lot 3 please insert N/A into the first text box in the eSourcing suite.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate the processes you will have in place to provide the Goods and/or Services described in Lot 3, to the buyer’s expectations; and 2. Demonstrate how you will engage with both the Buyers and your supply chain to secure the Goods and/or Services described in Lot 3 identified by the Buyer; and 3. Demonstrate how you will effectively manage the use of your supply chain and subcontractors in the delivery and installation of Goods and/or Services related to Lot 3, in order to fulfill Buyer requirements.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes E1(i), E1(ii) and E1(iii) each box has a character count of 2,000 characters. | |
| **Marking scheme 100/66/33/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **Section F – Transport Data Services Scored Question For Lot 4 Only** | |
| **F1 Requirement:**  CCS requires you to demonstrate how you will understand the Buyers data and analytics requirements as set out in framework schedule 1, Section 7. This question seeks to understand the Bidder’s understanding of the buyer’s data requirements. | |
| **F1 Response guidance**  **All bidders must answer this question. If not bidding for Lot 4 please insert N/A into the first text box in the eSourcing suite.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how you will fully understand the Buyer’s technical specification and operating environment within which the Lot 4 Goods and/or Services will be implemented, specifying the nature and level of access to sites systems and personnel that will be necessary to understand the Buyer’s existing technology infrastructure, systems and resources and data security requirements; and 2. Demonstrate how you will maintain accountability and mitigate risk during implementation and communicate progress, risks and issues to the Buyer; and 3. Demonstrate how your project management approach will be used to define the overall scope of work including how roles and responsibilities will be agreed and defined with the Buyer.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes F1(i), F1(ii) and F1(iii) each box has a character count of 2,000 characters. | |
| **Marking scheme 100/66/33/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **Section G – Sustainable Transport Technologies Scored Question For Lot 5 Only** | |
| **G1 Requirement:**  CCS requires you to demonstrate how you will manage and deliver the environmental sustainability services and policies as set out in framework schedule 1, Section 8. Providing an outline of your organisational commitment to sustainability, outlining the initiatives you intend to put in place. This question seeks to understand how the bidders' processes produce a positive impact on sustainability. | |
| **G1 Response guidance**  **All bidders must answer this question. If not bidding for Lot 5 please insert N/A into the first text box in the eSourcing suite.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how you will support buyers in developing their environmental policies; and 2. Demonstrate how you provide advice on the best practice for sustainability for Goods and/or Services supplied; and 3. Demonstrate how you will ensure that the Sustainability information and communication technology is considered for goods deployed and any relevant minimum energy efficiency targets are met.   https://www.gov.uk/government/publications/sustainability-in-information-and-communication-technology-ict-a-defra-guide  Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes G1(i), G1(ii) and G1(iii) each box has a character count of 2,000 characters. | |
| **Marking scheme 100/66/33/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

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| **Section H – Major Transport Solutions - Scored Question for Lot 6 Only** | |
| **H1 Requirement:** | |
| **H1 Response guidance**  **All bidders must answer this question. If not bidding for Lot 6 please insert N/A into the first text box in the eSourcing suite.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how you will project manage a major solution project with a value of £20m+; and 2. Demonstrate how you will collaborate with Buyers during the process of a major solution project; and 3. Demonstrate how you will add continuous value and best practice throughout the supply chain for the duration of the project.   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 8,000 characters including spaces and punctuation.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes H1(i), H2(ii), H3(iii) and H4 (iv), each box has a character count of 2,000 characters. | |
| **Marking scheme 100/66/33/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

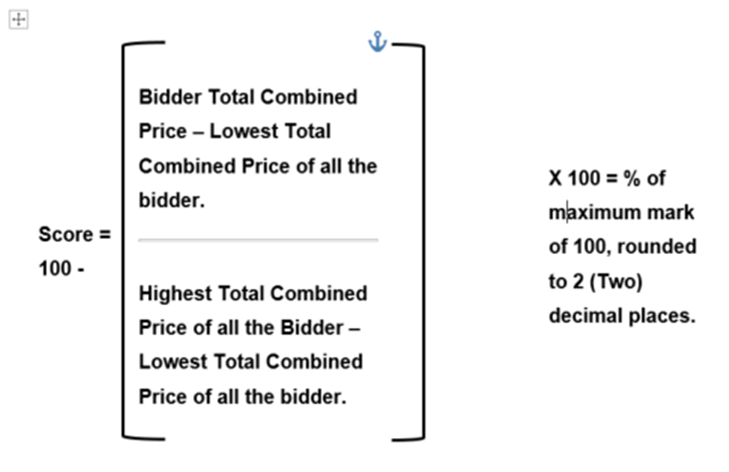
1. **Price evaluation**

This section contains information on how to complete the pricing matrix and the price evaluation process.

Your commercial pricing response comprises of two parts;

AQC1 is operating profit margins and your response will pass or fail in line with the methodology described within the question response guidance paragraph 11.1. For AQC1 the maximum margin for goods (manufactured and resold) must not exceed 30% and for resold services the maximum margin must not exceed 10%. Any bids which receive a “fail” for AQC1 will result in your bid being rejected and you will be excluded from the competition.

AQC2 is Day Rates and will be evaluated using the methodology below:



The maximum mark achievable for AQC2 will be 100.

The mark achieved in response to question AQC2 will entitle the bidder to receive a mark which will be a percentage of the maximum mark available for this question. For example if a bidder scored 100% they would score 20, if they scored 50% they would score 10.

The price mark is generated by using the formula shown above to compare against all compliant bidder’s Total Combined Price which is generated by adding together all of the Combined Prices for question (as shown in the table above). Using this, the price evaluation will be conducted for each bidder in the applicable Lot.

You should have read and understood the information on TUPE in paragraph 6 of attachment 1 – About the framework. You are reminded that it is your responsibility to take your own advice and consider whether TUPE is likely to apply and to act accordingly. You are encouraged to carry out your own due diligence exercise on the application of TUPE when completing your pricing matrix.

Your prices submitted for ACQ2 must :

* + exclude VAT.
  + be exclusive of expenses/travel and subsistence
  + be in british pounds sterling, up to two decimal places
  + submitted up to two decimal places

When you have completed your pricing matrix, you must upload this into the eSourcing suite at question PQ1 in the commercial envelope. If you do not upload your pricing matrix your bid may be rejected from this competition.

Do not alter, amend or change the format or layout of the pricing matrix attachment 3.

Failure to complete all sections of pricing within the Attachment 3 Pricing Matrix with a figure for the Lot(s) being bid for will result in your bid being deemed non-compliant and therefore failing these questions (AQC1 and AQC2). Your bid will then be disqualified from further participation in this Procurement for those Lot(s).

You must complete Attachment 3 Pricing Matrix by entering Maximum Percentage Margin(s) for AQC1 into the relevant tables within the relevant tabs (depending on which Lot(s) you are bidding for), and you must enter day rates for AQC2 for each Lot(s) you are bidding for into each relevant tab within Attachment 3 Pricing Matrix. Once complete, you must upload your completed pricing matrix as an attachment to question PQ1. You must upload your pricing matrix attachment as a file titled “Attachment 3 [bidder name] pricing matrix”.

You must enter a value / price / percentage, if you do not your bid will fail. CCS will review any prices that appear to be abnormally low. You should know your prices will be fixed for the term of the Framework Contract.

* 1. Price evaluation response guidance

**AQC1**

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| **AQC1 Operating Profit Margins**  Please complete the tab within Attachment 3 Pricing Matrix with the Maximum Percentage Margin(s) that you will apply per Lot under the Framework Contract to costs (as defined below). | |
| **Response Guidance**  The Margins are to be the maximum percentage increase you will apply to costs, based on the following definitions of costs:  **Goods - Manufactured**  In this field we address goods being sold to Buyers under this framework agreement which your organisation has manufactured and/or holds proprietary intellectual property rights in. We recognise that the cost base for manufactured goods differs significantly from the direct costs in a resale environment and accordingly require you to input the maximum percentage margin you will apply to the price at which you make such goods available to Distribution as wholesale in order to achieve your recommended retail price or equivalent, as generally made available to buyers (outside of this framework agreement). You should be aware that the figure inserted here will become a contractual commitment as the maximum margin permissible to be applied within manufactured goods sale price to Buyers under this framework agreement.  **Goods - Re-sold**  In this field we address goods being sold to Buyers under this framework agreement which your organisation has not manufactured nor owns any respective intellectual property rights in. We require you to input the maximum percentage margin you will apply to the direct buy-in cost of such goods (wholesale from Distribution) in order to achieve the sale price. You should be aware that the figure inserted here will become a contractual commitment as the maximum margin permissible to be applied within re-sold goods sale price to Buyers under this framework agreement.  **Services - Re-sold**  In this field we address services being provided to Buyers under this framework agreement which are delivered using resource outside of your organisation's own employed resources (i.e. bought-in services). We require you to input the maximum percentage margin you will apply to the direct buy-in cost of such services in order to achieve the relevant sale price as invoiced to the Buyer. You should be aware that the figure inserted here will become a contractual commitment as the maximum margin permissible to be applied within re-sold services sale price to Buyers under this framework agreement.  This is a **PASS/FAIL** question.If you do not answer this question, your response will be deemed non-compliant and you will fail this question and be excluded from this procurement. The margin provided for goods (manufactured and resold) must not exceed 30% and the margin for resold services must not exceed 10%. If these limits are exceeded the response will receive a fail. Any bids which receive a “fail” for AQC1 will result in your bid being rejected and you will be excluded from the competition,  The Authority will undertake both continuous and periodic benchmarking, if the prices offered for your services are found not to be in line with your obligations described above, the Authority reserves the right to remove or suspend you from the Framework Contract until the prices have been amended to comply with the clause in the Framework Contract.  Bidders should note that if you enter a margin of 0 this will be carried forward to your populated Framework Contract should you be successful. | |
| **Marking Scheme** | **Evaluation Criteria** |
| **PASS** | The Bidder has provided details of the maximum percentage Margins that will apply. The bidder has provided a margin for goods (manufactured and resold) below 30% AND a margin for resold services below 10%. |
| **FAIL** | The Bidder has only partially or has not at all provided the maximum percentage Margins that can apply under the Framework Contract and; the bidder has provided a margin for goods (manufactured and resold) **above** 30% and/or a margin for resold services **above** 10%.  **OR**  A response has not been provided. |

**AQC2**

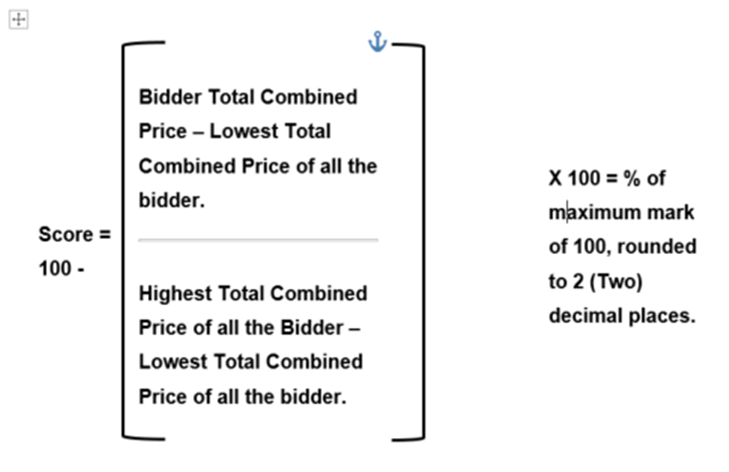
AQC2 is evaluated based on the total combined price, the addition of all the combined prices that is generated by your completion of the day rates tab(s) in Attachment 3 Pricing Matrix.

To answer AQC2 you are required to provide a maximum day rate for each (every one) of the categories within the Skills Framework for the Information Age version 7, (details about each of the categories and levels can be found here <https://sfia-online.org/en/sfia-7> ) and at every level of experience, these are outlined in Framework Schedule 3, Prices. An example of this can be found at Table 1 below. This price will form the maximum day rate chargeable for the subsequent Call-Off Contracts. These day rates should be applicable to provision of solutions for the Lot(s) for which you have bid.

The day rates (per Lot) shall be based on a 7.5 hour day (exclusive of breaks and exclusive of travel). Please note each day rate must be a minimum of £ 69.75 (ie 7.5(hrs) x £9.30 (National Living Wage)). If you submit rates which are lower than this minimum, or zero, subject to an adequate response to compliance checking your entire Tender for that specific Lot(s) will be excluded from the Procurement.

The maximum mark achievable for AQC2 will be 100.

The day rate calculation used is the following:



The mark achieved in response to question AQC2 will entitle the bidder to receive a mark which will be a percentage of the maximum mark available for this question. For example if a Bidder scored 100% they would score 20, if they scored 50% they would score 10.

The price mark is generated by using the formula shown above to compare against all compliant Bidder’s Total Combined Price which is generated by adding together all of the Combined Prices for question (as shown in the table above). Using this, the price evaluation will be conducted for each Bidder in the applicable Lot.

**Worked Example for Lot 1**

Please see below for a worked example for Lot 1 with respect to their final pricing score.

**Day Rates table for Bidder A:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **Total Price** |
| **Strategy and Architecture** |  | **£200** | **£250** |  |  |  |  | **£450** |
| **Change and Transformation** |  |  |  | **£300** | **£300** | **£750** |  | **£1,350** |
| **Skills and Quality** |  |  | **£300** | **£325** | **£300** | **£350** | **£1200** | **£2,475** |
| **Relationship and Engagement** |  |  |  | **£250** | **£300** | **£350** | **£1100** | **£2,000** |

**Day Rates table for Bidder B:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **Total Price** |
| **Strategy and Architecture** |  | **£250** | **£300** |  |  |  |  | **£550** |
| **Change and Transformation** |  |  |  | **£350** | **£350** | **£800** |  | **£1,500** |
| **Skills and Quality** |  |  | **£350** | **£375** | **£350** | **£400** | **£1250** | **£2,725** |
| **Relationship and Engagement** |  |  |  | **£300** | **£350** | **£400** | **£1150** | **£2,200** |

**Day Rates table for Bidder C:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **Total Price** |
| **Strategy and Architecture** |  | **£200** | **£225** |  |  |  |  | **£425** |
| **Change and Transformation** |  |  |  | **£275** | **£275** | **£700** |  | **£1,250** |
| **Skills and Quality** |  |  | **£275** | **£300** | **£275** | **£325** | **£1075** | **£2,250** |
| **Relationship and Engagement** |  |  |  | **£225** | **£275** | **£325** | **£1075** | **£1,900** |

**Day Rates table for Bidder D:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **Total Price** |
| **Strategy and Architecture** |  | **£300** | **£350** |  |  |  |  | **£650** |
| **Change and Transformation** |  |  |  | **£400** | **£400** | **£850** |  | **£1,650** |
| **Skills and Quality** |  |  | **£400** | **£425** | **£400** | **£450** | **£1300** | **£2,975** |
| **Relationship and Engagement** |  |  |  | **£350** | **£400** | **£450** | **£1200** | **£2,400** |

|  |  |
| --- | --- |
|  | **Total Combined Price of the Commercial Pricing Matrix for Day Rates Lot 1** |
| **Bidder A** | **£6,275** |
| **Bidder B** | **£6,975** |
| **Bidder C** | **£5,825** |
| **Bidder D** | **£7,675** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Total Combined Price of the Commercial Pricing Matrix for Day Rates Lot 1** | **Score**  **(out of 100)** | **Score x Pricing weighting (20%)** |
| **Bidder C** | **£5,825** | **100** | **20** |
| **Bidder A** | **£6,275** | **75.68** | **15.14** |
| **Bidder B** | **£6,975** | **37.84** | **7.57** |
| **Bidder C** | **£7,675** | **0.00** | **0.00** |

|  |  |
| --- | --- |
| **Marking Scheme** | **Evaluation Criteria** |
| **PASS** | The Bidder has entered a price in all sections of the Commercial Pricing Matrix for Day Rates. |
| **FAIL** | The Bidder has not entered a price in all sections of the Commercial Pricing Matrix for Day Rates.  **OR**  The Bidder has entered a price lower than the National Living Wage at any/all section of the Commercial Pricing Matrix for Day Rate.  **OR**  A response has not been provided. |
| **AND**  If you **PASS** in accordance with the marking scheme at this AQC2 then your prices provided will be evaluated in accordance with the scoring range below. | |
| **Score range: 100 – 0** | If the Bidder’s Total Combined Price is the least expensive compared to other bids then they will score 100.  If the Bidder’s Total Combined Price is the most expensive (highest) compared to other bids then they will score 0.  If the bid is somewhere in between the lowest and the highest bids then the Bidder will be awarded a pro-rata score depending upon that Bidder’s Total Combined Price. |

**Abnormally low tender**

If a day rate(s) provided by you appear abnormally low CCS may reject your Tender. The steps CCS will take in this event are as follows:

to request in writing an explanation of the abnormally low day rate, which may include explanations of one or more of the following;

1. the economics of the services provided;
2. the technical solutions suggested by you or the exceptionally favourable conditions available to you for the supply of services;
3. the originality of the Goods and/or Related Services;
4. your compliance with the provisions relating to environmental, social, labour laws referred to in regulation 56 (2);
5. your compliance with the sub-contracting obligations referred to in Regulation 71;
6. the possibility of you obtaining state aid; to take account of the evidence provided by the bidder in response; and
7. to subsequently verify with you the day rate being abnormally low.
8. **Final decision to award**
   1. How we will calculate your final score
      1. We will add your quality score to your price score to calculate your final score.

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| Bidder | Quality score | Price score | Final score |
| (Maximum score available 80) | (Maximum score available 20) | (Maximum score available 100) |
| Bidder A | 70.00 | 15.14 | 85.14 |
| Bidder B | 80.00 | 7.57 | 87.57 |
| Bidder C | 60.00 | 20.00 | 80.00 |
| Bidder D | 60.00 | 0.00 | 60.00 |

* + 1. We will then rank all final scores from highest to lowest.
    2. We will offer the number of bidders a framework contract as set out in paragraph 12.1 of attachment 1 – about the framework.
    3. In the example table above Bidder D would be excluded from the competition as they did not meet the minimum overall score of 75.
  1. Intention to award
     1. You can submit a bid for one or more lots. You can be successful on all of the lots and gain a place on all of the lots. All successful bidders for lots 1-5 will automatically gain a place on Lot 7 - TTAS Catalogue.
     2. If you **have not met a minimum overall final score of 75 f**or the Lot(s) you are bidding on we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why.
     3. We will tell you if you have been successful or unsuccessful via the eSourcing suite. We will send intention to award letters to all bidders who are still in the competition i.e. who have not been excluded.
     4. At this stage, a standstill period of ten (10) calendar days will start, the term standstill period is set out in regulation 87(2) of the Regulations. During this time, you can ask questions that relate to our decision to award. We cannot provide advice to unsuccessful bidders on the steps they should take and they should seek independent legal advice, if required.
     5. If during standstill we do receive a substantive challenge to our decision to award and the challenge is for a certain lot, we reserve the right to conclude a framework contract with successful bidders for the lot(s) that have not been challenged.
     6. Following the standstill period, and if there are no challenges to our decision, successful bidders will be formally awarded a framework contract subject to signatures.
  2. Framework contract
     1. You must sign and return the framework contract within 10 days of being asked. If you do not sign and return, we will withdraw our offer of a framework contract.
     2. The conclusion of a framework contract is subject to the provision of due ‘certificates, statements and other means of proof’ where bidders have, to this point, relied on self-certification.

This means:

* Employer’s (Compulsory) Liability Insurance = £5,000,000
* Public Liability Insurance = £5,000,000
* Professional Indemnity Insurance = £1,000,000
* Product Liability Insurance = £1,000,000
* Cyber Essentials certificate