

Your Offer

RM3810 Quality Assurance and Testing for IT Systems

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**Welcome to the Selection Stage.**

Make sure you have read and understood the Invitation, Buyer Needs and Crown Commercial Service (CCS) Needs before you attempt to complete Your Offer.

Please make sure you have read through all the information available to you. This includes the responses to any clarification questions.

Your Bid must be completed in the name and voice of the organisation that will be providing the services, if your bid is successful.

In the case of a consortium, the bid must be one of the members, on behalf of all the members.

Please answer all of the questions in each of the sections of the selection questionnaire below.

Some questions will tell us essential details about your organisation. Other questions seek to find out about your financial health and details of your services, locations, sectors and day rates or discount structures.

Where it is not self-evident how questions will be evaluated, a guidance has been provided and we have told you what we will do to assess your bid.

If you are unsure about how to answer any part of Your Offer, you can raise a question at any time during the clarification period via the eSourcing Suite. See the timetable provided in The Invitation

This document has been split into 3 parts.

Part 1 Starter questions. 0.1-0.8 questions are held in the CCS eSourcing Suite.

Part 2 Standard Selection Questionnaire. Questions are held in SID4Gov. This aligns with the Procurement Policy Note: Standard Selection Questionnaire. If you require guidance completing Your Offer please see the [Procurement Policy Note](https://www.gov.uk/government/publications/procurement-policy-note-816-standard-selection-questionnaire-sq-template)

Part 3 Award Questions

Everything you need to complete in order to bid is here in this document.

Make sure you have answered every question or provided confirmation/information where required. If you don’t, your bid may be rejected.

Leave plenty of time to upload relevant documents and don’t forget to press the Submit all Draft Bids button! Otherwise we will not be able to see your bid.

**Each of the questions have been referenced within this document.**

# PART 1 - CCS eSourcing Suite Questions

The following starter questions will be evaluated with Pass or Fail. Your bid will FAIL, if you do not answer ‘Yes’ to all these questions.

**Please complete your responses to all the questions in this section within the eSourcing Suite** <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp>

For guidance on how to get access to the eSourcing Suite please visit [www.gov.uk/ccs](http://www.gov.uk/ccs)

|  |  |  |
| --- | --- | --- |
| Ref | Question | Response Guidance |
| 0.1 | Do you agree to the competition rules as set out in the CCS Needs document? | Yes/ No |
| 0.2 | Do you accept the Terms and Conditions as set in the Buyer Needs and CCS Needs documents? | Yes/ No |
| 0.3 | We confirm we have read and understood the instructions contained within the Sid4Gov Supplier Registration Service ‘Help’ section https://sid4gov.cabinetoffice.gov.uk/help. | Yes/ No |
| 0.4 | We understand that we must share our profile in Sid4Gov with Crown Commercial Service and press the ‘Send' button to correctly submit our completed Sid4Gov profile for this procurement. | Yes/ No |
| 0.5 | We have read the document [‘e-Sourcing Supplier Guidance Part B - Tendering and Further Competitions’](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/539483/eSourcing_Suite_Supplier_Guidance_Part_B_-_Tendering_and_FCs_v1.12_04.07.2016.pdf). | Yes/ No |
| 0.6 | We understand that to send a message to the CCS procurement team we must ensure that the name of the procurement is in the context field and ‘ALL HOSTS’ is selected in the ‘TO’ box | Yes/ No |
| 0.7 | We understand that we must press the red ‘Submit all Draft Bids’ button to correctly submit our completed Offer | Yes/ No |
| 0.8 | We confirm we are aware that, if successful, buyers are likely to take account of our cyber security capacity when awarding Call-Off Contracts, including our level of Cyber Essentials certification. | Yes/ No |

# PART 2 - Standard Selection Questionnaire

# Selection Questionnaire – Part I

**Please complete your responses to all the questions in this section within** [**SID4GOV**](https://sid4gov.cabinetoffice.gov.uk/)**.**

Please note that we are using the standard selection questionnaire for this procurement. Items not required for this procurement are clearly highlighted with the words “NOT REQUIRED FOR THIS TENDER” and will not be evaluated for this procurement. If you wish to complete them for future procurements you may do so.

This is essential information which we will use to verify who you are and what your approach is. Please comply by answering all questions in this section.

|  |  |
| --- | --- |
| **Introduction** | |
| When completing your standard selection questionnaire please ensure you use the following answers it bidding for this procurement.  Without this information, we will not be able to review your Selection Questionnaire and bid. | |
| Selection Questionnaire Name | **RM3810** |
| Selection Questionnaire Description | **QA and Testing** |
| CPV (Common Procurement Vocabulary) codes | **72590000** |

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| **Section 1** | **Potential supplier information** | |
| Question number | Question | Response guidance |
| 1.1(a) | Full name of the potential supplier submitting the information  - Full name of your company  - DUNS number  - Registered company address  - Date of registration in country of origin  - Registered VAT number  - Registered website address |  |

|  |  |  |
| --- | --- | --- |
| 1.1(a) – (i) | Confirm any registered numbers against your organisation.   * Registered company number (if applicable)   Registered charity number (if applicable) |  |
| 1.1(b) – (i)-(ii) | Details of immediate parent company:   * Full name of the immediate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |
| 1.1(b) – (iii)-(iv) | Details of ultimate parent company:   * Full name of the ultimate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) - (i) | NOT REQUIRED FOR THIS TENDER  If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | N/A |
| 1.1(d) - (ii) | NOT REQUIRED FOR THIS TENDER  If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). | N/A |
| 1.1(e) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes/No |
| 1.1(e) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(f) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(g) | Relevant classifications (confirm all that apply)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(h) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-2)? | Yes/No |
| 1.1(i) | Does any individual have significant control (greater than 25% share capital) over the organisation i.e. a Person of Significant Control (PSC)? | Yes/No |
| 1.1(j-l) – (i-ii) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-3)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[3]](#footnote-4)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the successful suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response guidance |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | If yes, please provide details listed in questions 1.2(a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (iii) | Are you a supporting bidder? | If yes, please provide:   * Name of the lead bidder * SQ reference of the lead bidder * Name of the group |
| 1.2(a) - (iii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iv) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. |  |
| 1.2(a) – (v) | If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes/No |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. |  |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| Section 1 | Contact details and declaration |
| Question number | Question |
| 1.3(a) | Contact name |
| 1.3(b) | Name of organisation |
| 1.3(c) | Role in organisation |
| 1.3(d) | Phone number |
| 1.3(e) | E-mail address |
| 1.3(f) | Postal address |
| 1.3(g) | Signature (electronic is acceptable) |
| 1.3(h) | Date |

# Selection Questionnaire - Part II

**Please answer the following questions.** Note, you must provide an answer for every organisation that is being relied on to enable you to meet the requirements in the customer needs.

This means:

1. you
2. any of the consortium members, and
3. any other organisations that you rely on to meet the selection criteria, (these could be parent companies, affiliates, associates, or essential subcontractors)

This is a Pass/Fail section, subject to a self-cleaning evaluation (see guidance box below)

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response guidance |
| 2.1 | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |  |
| 2.1(a) | Participation in a criminal organisation. | If Yes, please provide details at 2.1(a) – i |
| 2.1(b) | Corruption. | If Yes, please provide details at 2.1(b) – i |
| 2.1(c) | Fraud. | If Yes, please provide details at 2.1(c) – i |
| 2.1(d) | Terrorist offences or offences linked to terrorist activities | If Yes, please provide details at 2.1(d) - i |
| 2.1(e) | Money laundering or terrorist financing | If Yes, please provide details at 2.1(e) - i |
| 2.1(f) | Child labour and other forms of trafficking in human beings | If Yes, please provide details at 2.1(f) - i |
| 2.1(a-f) - i | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes/No |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response guidance |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |  |
| 3.1(a) | Breach of environmental obligations? | Yes/No  If yes please provide details (3.2 (b)) |
| 3.1 (b) | Breach of social obligations? |
| 3.1 (c) | Breach of labour law obligations? |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? |
| 3.1(e) | Guilty of grave professional misconduct? |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? |
| 3.1(h) | Been involved in the preparation of the procurement procedure? |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? |
| 3.1(j) | Please answer the following statements |
| 3.1(j) - (i) | The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. |
| 3.1(j) - (ii) | The organisation has withheld such information. |
| 3.1(j) –(iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | Yes/No  If yes please provide details (3.2 (b)) |
| 3.1(j)-(iv) | The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |

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| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |

# Selection Questionnaire - Part III

**Please complete all questions in this section.**

**This is a Pass/Fail section** **subject to evaluation.**

[See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes)

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| **Section 4** | **Economic and Financial Standing** | |
|  | Question | Response guidance |
| 4.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide one of the following: answer with Y/N in the relevant box. | Yes/No |
| 4.1(a) | (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes/No |
| 4.1(b) | (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes/No |
| 4.1(c) | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes/No |
| 4.2 | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes/No |

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| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | |
| Question | | Response guidance |
| **Name of organisation** | |  |
| **Relationship to the Supplier completing these questions** | |  |
| 5.1 | Are you able to provide parent company accounts if requested to at a later stage? | Yes/No |
| 5.2 | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes/No |
| 5.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes/No |

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| **Section 6** | **Technical and Professional Ability (Evaluated - Your response to this question must be completed in the e-Sourcing Suite)** | |
|  | Questions | Response guidance |
| **6.1** | NOT REQUIRED FOR THIS TENDER  Relevant experience and contract examples  Please provide details of up to three contracts in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main sub-contractor(s) who will deliver the contract. |  |
| **6.2** | NOT REQUIRED FOR THIS TENDER  Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
| **6.3** | NOT REQUIRED FOR THIS TENDER  If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |  |

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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015**  [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) | |
|  | Question | Response guidance |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?  Yes/N/A | Yes/No |
| **7.2** | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes/No  Yes - Please provide relevant the url  No - Please provide an explanation |

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| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |
| 8.1(a-d) | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Y/N   * Employer’s (Compulsory) Liability Insurance = £5m * Public Liability Insurance = £2m * Professional Indemnity Insurance = £1m * Product Liability Insurance = £ NOT REQUIRED FOR THIS TENDER   \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

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| **8.2** | **Skills and Apprentices[[4]](#footnote-5) – (please refer to supplier selection guidance)** |
| 8.2(a) | NOT REQUIRED FOR THIS TENDER  Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.Please confirm if you will be supporting apprenticeships and skills development through this contract. |
| 8.2(b) | NOT REQUIRED FOR THIS TENDER  If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? |
| 8.2(c) | NOT REQUIRED FOR THIS TENDER  Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? |

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| **8.3** | **Steel[[5]](#footnote-6) – (please refer to supplier selection guidance)** |
| 8.3(a) | NOT REQUIRED FOR THIS TENDER  Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management |
| 8.3(b) | NOT REQUIRED FOR THIS TENDER  Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel. |
| 8.3(c) | NOT REQUIRED FOR THIS TENDER  Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:  (i) Your company  (ii) All your supply chain members involved in the production or supply of steel. |

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| **8.4** | **Suppliers’ Past Performance[[6]](#footnote-7) - (please refer to supplier selection guidance - this question should only be included by central government contracting authorities)** |
| 8.4(a) | NOT REQUIRED FOR THIS TENDER  Can you supply a list of your relevant principal contracts for goods and/or services provided in the last three years? |
| 8.4(b) | NOT REQUIRED FOR THIS TENDER  On request can you provide a certificate from those customers on the list? |
| 8.4(c) | NOT REQUIRED FOR THIS TENDER  If you cannot obtain a certificate from a customer can you explain the reasons why? |
| 8.4(d) | NOT REQUIRED FOR THIS TENDER  If the certificate states that goods and/or services supplier were not satisfactory are you able to supply information which shows why this will not recur in this contract if you are awarded it? |
| 8.4(e) | NOT REQUIRED FOR THIS TENDER  Can you supply the information in questions a. to d. above for any sub-contractors [or consortium members] who you are relying upon to perform this contract? |

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| **NHS MIA Questions** | |
| The following questions have been deemed relevant to your organisation from the CPV (Common Procurement Vocabulary) codes which you selected within the "Introduction" section of this questionnaire (ref:Q0.5), which described the product/services included in this standard Selection Questionnaire. | |
| NOT REQUIRED FOR THIS TENDER  Does your organisation provide temporary labour to the health sector? | Yes/No |
| NOT REQUIRED FOR THIS TENDER  Is your organisation a member of The Recruitment and Employment Confederation (REC)? | Yes/No |
| NOT REQUIRED FOR THIS TENDER  Does your organisation have a fully comprehensive occupational health screening service in place? | Yes/No – If yes, please provide supporting evidence |

**What happens next?**

Once you have completed your Selection Questionnaire you will be given a Selection Questionnaire Reference.

**Please input this SQ Reference to any related tender documentation or e-sourcing systems.  
SQ-#######/1**

To share this standard Selection Questionnaire with CCS for this procurement please select:

|  |
| --- |
| and share with **Crown Commercial Service** |

# PART 3 – Award Stage

**Welcome to the Award Stage**

Part of the Award Stage is completed within the eSourcing Suite.

Part of the Award Stage is completed with an eform (link provided within the question).

We have detailed this for you below.

If you have successfully passed the Selection Stage above, this section (the Award Stage), will decide if you will be awarded a framework agreement “Agreement” or not.

We have tried to make our Award Stage as simple as possible whilst achieving the best possible commercial outcomes.

Your Offer must deliver what our Buyers need, at the best possible price you can give us.

**Don’t forget:**

* Read through the Buyers Needs carefully, and read it more than once.
* Know the evaluation and scoring method.
* Be aware of the Special terms.
* If you are unsure, ask questions.
* Allow plenty of time to complete your responses; it always takes longer than you think.
* Your prices should be in line with the goods and/or service level you offer in response to the quality questions.

**Award Criteria:**

The award of this public framework agreement will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).

The award criteria take into account the quality of the QA & Testing services you offer. The weighting for quality is 100 marks.

Your quality response will be evaluated using the 4 point ratings system method detailed.

You must respond to all award questions. Your responses to those award questions must score 75 marks each for your bid to be successful.

**Award Process:**

As soon as we are ready, we will send ‘Intention to Award’ letters to the successful bidders. Bidders who have not been successful, will get a letter containing debrief information. This will help them to understand their result and where they can improve for future bids. We will include details of:

* The award criteria;
* The score of the bidder;
* The name of the successful bidder(s);
* The score for the successful bidder(s);
* The characteristics and relative advantages of the successful bidder(s).

Before any contract award is made, we will hold a minimum standstill period of 10 calendar days. Following this we will make the Agreement award(s) to the successful bidder(s), who have been successful at the Award Stage and subject to contract.

What YOU need to do

You need to answer the award questions in this section. Once you have determined the level of service you are offering, complete the pricing section in question 5.

What WE will do

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| --- | --- |
|  | Compliance Check  First, we will do a check to make sure that you have answered all quality and price questions as specified. We will also check that your pricing is relative to the level of services you have offered in your responses to the award questions. |
|  | Allocate Questions  We will gather your responses to the award questions and any relevant supporting evidence you provide in Part C, and give this information to our evaluation panel.  The evaluation panel is made up of customer representatives from the Home Office – Testing Services team |
|  | Evaluate Questions  The evaluator panel will independently assess your responses to the award questions and give their marks to us for moderation. |
|  | Moderation  We will moderate the marks to make sure they are accurate and in line with the quality evaluation criteria. |
|  | Facilitate consensus between evaluators  We will facilitate consensus across the evaluation panel. |
|  | Evaluate Pricing  Price evaluation is based on a pass or fail: providing you have submitted your maximum day rates for all of the roles and levels that you wish to offer together with your volume discount structure in the eform – you will pass. Failure to submit day rate and discount structure will fail the price element of evaluation. |
|  | Final Score  Your quality score will create your final score. All pass scores will be offered an Agreement. |
|  | Award  Awards will be made to the successful bidders following the standstill process subject to contract. |

Quality Evaluation Method

There is a 4 point scoring method. If a bidder receives a ‘0’, no scores will be awarded for that question.

Table 1: Questions and weightings - Weighting define the maximum score available. The maximum score is divided based of the score you receive.

|  |  |  |
| --- | --- | --- |
| Question Number | Question | Total % score available per question |
| 1 | Managing Resources & Performance | 40% |
| 2 | Service Development | 30% |
| 3 | Responsiveness to Buyer needs | 15% |
| 4 | Example work packages | 15% |
| 5 | Required bidder information (eform) | Pass/Fail |
|  | Total Score available: | 100% |

Table 2: Example of a scored bid response



Award Questions

**Please pay attention to the evaluation criteria, weightings and scoring method.**

**Please complete your responses to all the questions in this section within the eSourcing Suite** <https://gpsesourcing.cabinetoffice.gov.uk/sso/jsp/login.jsp> unless prompted otherwise (Question 5.). No additional attachments should be submitted with a bid unless specifically requested by CCS.

You need to answer the following questions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question number** | | | **Question** |
| 1 | | | **Managing Resources & Performance** |
| Tell us how you will successfully manage your resource and their performance, demonstrating that you understand the skills and technical knowledge required; that you understand the benefit of technology and tools in delivering services; and that you have an approach to continuous professional development.  Your response(s) must describe;   1. How you will you ensure that the people you assign who can have a significant impact on the level of performance of the contract have relevant qualifications & experience to meet specific Buyer needs; 2. What techniques you will use in relation to managing resources and performance to ensure that the service offered is relevant to the Buyer’s needs; 3. How you will you provide broader & deeper levels of support to innovatively deliver additional value to Buyers; 4. What support you will offer to ensure the buyer has a positive experience. 5. How you understand the development, skills and experience needed to deliver the services and your approach to keeping knowledge and skills up to date; 6. How your internal staff professional skills development approach grows and improves your service delivery; 7. How you have and can successfully use the technology, tools and techniques to deliver the Buyers needs, demonstrating that you understand the technical environment that will be deployed in; 8. How you innovate in testing services.   Maximum Character Count 4096 characters | | | |
| **Marking Scheme**  (Score available and evaluation guidance)  **Minimum pass mark – 75** | | | |
| **0** | The response has not fully addressed any of the component parts above OR A response has not been provided to this question. | | |
| **50** | The response fully addresses only 1-4 of the component parts above. | | |
| **75** | The response fully addresses only 5-7 of the component parts above. | | |
| **100** | The response fully addresses all component parts (1 to 8) of the response guidance above. | | |
| **Question number** | **Question** | | |
| 2 | **Service Development** | | |
| Tell us how your service development activities and assistance, can support the development of the buyer’s services. For example, software and licensing issues, best practice, usability, monitoring and auditing. You should demonstrate how you will collaborate with the buyer to deliver higher quality services, increased efficiency and value.  Your response must describe:   1. Your approach to service development; 2. How you will assist the buyer’s delivery support team; 3. How your service development plans will improve the quality of buyers services; and innovatively deliver additional value to the buyer; 4. How you plan and work collaboratively with buyers to improve existing services, drive up quality or develop new services; 5. How your own business & service development plans drives innovation and change for buyers; 6. Your awareness of the buyers needs and priorities; and 7. and evidence your ability and intention to deliver services more efficiently.   Maximum Character Count 4096 characters | | | |
| **Marking Scheme**  (Score available and evaluation guidance)  **Minimum pass mark – 75** | | | |
| **0** | | The response has not fully addressed any of the 7 component parts of the response guidance above.  OR  A response has not been provided to this question. | |
| **50** | | The response fully addresses between 1 and 3 of the 7 component parts of the response guidance above. | |
| **75** | | The response fully addresses between 4 and 6 of the 7 component parts of the response guidance above. | |
| **100** | | The response fully addresses all component parts (1 to 7) of the response guidance above. | |

|  |  |  |
| --- | --- | --- |
| **Question number** | **Question** | |
| **3** | **Responsiveness to Buyer needs** | |
| Relating to the buyer needs and priorities tell us how you will ensure you have the capability and capacity to respond to new or changing and potentially fast paced change and/or scale requirements:  You will need to answer separately for each service Lot that you are bidding for with specific reference to the requirements of that Lot.  Your response must describe   1. The scale and depth of the experience of the resources that you will use when delivering the services. Tell us how you will have appropriately experienced resources covering all the lot specific skills; 2. How you will scale services up, if required. For example, via wider corporate resources or via collaboration or partnering with other service providers; 3. Your approach, supporting infrastructure, technology and the tools you will use to ensure that varying and fast moving business demands can be met; 4. How you will consider and address urgent requirements; 5. How you will mobilise the required resources; and 6. How you will ensure flexibility to respond to changing demand.   Maximum Character Count 4096 characters | | |
| **Marking Scheme**  (Score available and evaluation guidance)  **Minimum pass mark – 75** | | |
| **0** | | The response has not fully addressed any of the 6 component parts of the response guidance above.  OR  A response has not been provided to this question. |
| **50** | | The response fully addresses only 1 or 2 of the 6 component parts of the response guidance above. |
| **75** | | The response fully addresses only 3-5 of the 6 component parts of the response guidance above. |
| **100** | | The response fully addresses all component parts (1 to 6) of the response guidance above. |

|  |  |
| --- | --- |
| **Question number** | **Question** |
| **4** | **Example work packages** |
| Relating to the buyer needs and priorities, example work package proposals are required for the following Lots you are bidding for, each with specific reference to the requirements of that Lot:   * Lot 1 QA & Testing Specialists * Lot 2 Automation, Agile & DevOps * Lot 3 Load & Performance Testing * Lot 4 Functional Testing * Lot 5 Infrastructure Testing & Environments * Lot 6 Operational Acceptance Testing & DR * Lot 7 QA & Testing Management Service * Lot 8 QA & Testing Consultancy Service   Tell us what your proposal is and how it will meet the services needed. Please note it must reference each of the scenario work packages for the Lots you are bidding for.  Your response must include a description of:   1. Your understanding of the Buyer Needs for that Lot; 2. Your view of the delivery environment for that Lot; 3. Evidence of your ability to perform the services set out in the Lot professionally and technically; 4. Your proposed use of technology, tools or other innovation, specifically in relation to the Lot; 5. The team you will deploy, their skills, experience and pricing, specifically in relation to the Lot; 6. What you would do to deliver the service and meet the buyer need with specific reference to that Lot; and 7. Any assumptions you have made in drawing up your response.   Maximum Character Count 4096 characters | |
| **Marking Scheme**  (Score available and evaluation guidance)  **Minimum pass mark – 75** | |
| **0** | The response has not fully addressed any of the 7 component parts of the response guidance above. OR A response has not been provided to this question. |
| **50** | The response fully addresses only 1 - 3 of the 7 component parts of the response guidance above. |
| **75** | The response fully addresses only 4-6 of the 7 component parts of the response guidance above. |
| **100** | The response fully addresses all component parts (1 to 7) of the response guidance above. |

|  |  |
| --- | --- |
| **Question number** | **Question** |
| **5** | **Required bidder information** |
| Please confirm you have completed the next questions on the eform at: <https://goo.gl/forms/VLhOOpNK3M5ChLz22>  If you are unable to access the eform please contact us by the messaging facility in the eSourcing Suite in the first instance.  You will be asked to provide:  • Organisations Full Legal Name:  • Organisation SID4GOV ID  • SID4GOV Selection Questionnaire (SQ) Reference  (for this procurement)  • Management Information (MI) and reporting contacts  This information below will be used to populate your Agreement automatically. If we have any queries regarding this eform. We will contact you via the eSourcing Suite.  \*\*\*Award Stage - Required bidder information\*\*\*  • Services - Which Services/Lots you are bidding for?  • Roles you are bidding for,  • Maximum Day Rates in £ sterling, by role and experience level  (Spit into each role and the level you are bidding for. Please note the Maximum Day Rates, excluding VAT, travel expenses, by role and experience level must be the same across all Lots you are bidding for)  • Discount percentages  • Regional locations you can provide  • Sub-Contractor Mark up  Please note this information will appear on the Buyers catalogue held on Gov.uk.  Please ensure you complete this eform and confirm that you have completed all questions online within the eSourcing suite. | |
| **Marking Scheme**  (Score available and evaluation guidance)  **Minimum pass mark - Pass** | |
| **Pass** | You have provided the information requested |
| **Fail** | You have not provided the information requested or the information is incomplete. |

1. See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ [↑](#footnote-ref-2)
2. UK companies, Societas European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-3)
3. Central Government contracting authorities should use this information to have the PSC information for the successful supplier checked before award. [↑](#footnote-ref-4)
4. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-5)
5. [Procurement Policy Note 16/15– Procuring steel in major projects](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/473545/PPN_16-15_Procuring_steel_in_major_projects.pdf) [↑](#footnote-ref-6)
6. [Procurement Policy Note 04/15 Taking Account of Suppliers’ Past Performance](https://www.gov.uk/government/publications/procurement-policy-note-0415-taking-account-of-suppliers-past-performance) [↑](#footnote-ref-7)