# **Invitation to Tender**

# **Attachment 2c**

# **Certificate of Technical and Professional Ability (COTPA) guidance**

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## **RM6309 Management Consultancy Framework Four (MCF4)**

**Attachment 2c - Certificate of Technical and Professional Ability (COTPA) guidance**

### **Overview**

* 1. We require you to demonstrate that you have delivered the Services within the scope of the requirement for the Lot(s) you are bidding for.
	2. A Certificate of Technical and Professional Ability (COTPA) is a mandatory document, signed by a Customer to demonstrate a supplier's technical and professional ability to deliver the minimum number of framework Service Lines or Capabilities to the minimum value threshold as detailed in Table A for Lots 1 to 9 or Table B for Lot 10.
	3. An Additional COTPA is an optional document, signed by a Customer to demonstrate a supplier's technical and professional ability to deliver further framework Service Lines or Additional Capabilities . For Lots 1 to 9 there is no minimum value threshold. For Lot 10 the minimum value threshold as detailed in column H of Table B applies.
	4. Each COTPA and Additional COTPA must relate to a single contract with a start date from 1 August 2020 inclusive. The Service Lines must have been delivered and invoiced after 1 August 2020. The contract does not need to have ended providing that the Service you have selected in the COTPA or Additional COTPA have been delivered and invoiced. The value threshold applies to the contract value (excluding expenses) and not Service Lines.
	5. Table A below provides an overview of the COTPA and Additional COTPA requirements for Lots 1 to 9.
	6. Table B below provides an overview of the COTPA and Additional COTPA requirements for Lot 10.
	7. There is no restriction on the number of Service Lines, Capabilities or Sectors that can be demonstrated in one COTPA or Additional COTPA.
	8. For the avoidance of doubt, you will only be able to provide the Service Lines, or, in the case of Lot 10, the Capabilities or Sectors that you have selected in your valid COTPA or Additional COTPA.
	9. Each Lot has its own COTPA and Additional COTPA templates (with the exception of Lots 2 and 3 which do not have Additional COTPA). These are available for you to download from the Attachments area in the eSourcing tool. You must ensure you use the correct documentation for the Lot(s) you are bidding for. You will need to replicate the relevant Lot specific COTPA or Additional COTPA to ensure you are submitting the correct number of COTPAs for the specific Lot.
	10. Rename the file to include your company's name as a suffix to the original file name provided, here is an example (“Add” refers to Additional) : [Lot1\_COTPA1\_Biddername], [Lot1\_COTPA2\_Biddername], [Lot1\_COTPA3\_Biddername], [Lot1\_Add\_COTPA1\_Biddername].
	11. Uploading COTPAs instructions:
		1. Minimum COPTAs: upload individually per question (as instructed in the Attachment 2a) in the eSourcing tool.
		2. Additional COPTAs: upload as a zip file if the question requires as instructed in the Attachment 2a) in the eSourcing tool.

**Table A Lots 1 to 9**

| A | B | C | D  | E | F | G |
| --- | --- | --- | --- | --- | --- | --- |
| Lot  | Service Lines | Service Line requirements(mandatory) | COTPAs | Additional COTPAs (optional) | Total COTPAs and Additional COTPAs  | Minimum value threshold (includes VAT) |
|   | Service Lines in Lot | Minimum Service Lines to be provided by supplier | Minimum COTPAs to demonstrate the Service Lines in column C | Maximum Additional COTPAs to demonstrate supplier's ability to deliver remaining Service Lines in column B  | Maximum COTPAs and Additional COTPAs allowed (column D + E) | Minimum value threshold for the minimum number of COTPAs detailed in column D |
| **Lot 1**  | 14 | 7 | 3 | 1 | 4 | £150,000 |
| **Lot 2**  | 12 | 12 | 3 | Additional COTPAs not permitted for Lot 2 | 3 | £500,000 |
| **Lot 3**  | 14 | 14 | 3 | Additional COTPAs not permitted for Lot 3 | 3 | £5,000,000 |
| **Lot 4**  | 20 | 8 | 2 | 4 | 6 | £750,000 |
| **Lot 5**  | 9 | 4 | 2 | 1 | 3 | £250,000 |
| **Lot 6**  | 12 | 8 | 3 | 1 | 4 | £350,000 |
| **Lot 7**  | 20 | 5 | 3 | 2 | 5 | £250,000 |
| **Lot 8**  | 13 | 4 | 4 | 9 | 13 | £200,000 |
| **Lot 9**  | 18 | 4 | 4 | 2 | 5 | £100,000 |

**Table B Lot 10**

| A | B | C | D | E  | F | G | H |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Lot  | Primary Capabilities(mandatory) | Additional Capabilities (optional) | Sectors(optional) | COTPAs | Additional COTPAs(optional) | Total COTPAs and Additional COTPAs  | Minimum value threshold  |
|   | Primary Capabilities in Lot | Maximum Additional Capabilities to be provided by supplier | Maximum Sectors to be provided  | Maximum COTPAs to demonstrate the Primary Capabilities in column B, Additional Capabilities in Column C (if applicable) and Sectors in column D (if applicable) | Maximum Additional COTPAs to demonstrate supplier's ability to deliver remaining Additional Capabilities in Column C and Sectors in column D  | Maximum COTPAs and Additional COTPAs allowed (column E and F) | Minimum value threshold for the COTPAs and Additional COTPAs detailed in column E and F |
| **Lot 10**  | 7 | 6 | 16 | 3 | 13 | 16 | 1. relate to a company with an annual turn over of at least £100m; and
2. with a debt of at least £25m
 |

### **Lots 1 to 9 evaluation criteria**

* 1. All COTPAs and Additional COTPAs will be marked as a Pass or Fail.

**COTPAs**

* 1. You may fail Part 3 – Technical and Professional Capability of the selection questionnaire and be excluded from the competition for a Lot(s) if:
		1. your COTPA does not meet all the requirements set out in this document for the Lot(s) you are bidding for; or
		2. your COTPA does not meet the minimum number of Service Lines required as detailed in column C of Table A; or
		3. your COTPA does not meet the required minimum value threshold detailed in column G of Table A; or
		4. the Service Lines are not delivered and invoiced within the timeframe as detailed in paragraph 1.4; or
		5. the Customer is unable or unwilling to verify the information in the COTPA if contacted by CCS.

**Note**: It is vital that you select a Customer that is prepared to verify the information you have provided and be contactable in the event that clarification is required; or

* + 1. you have not completed all of the information required in the COTPA template; or
		2. the Customer has not provided the required information in Section B of the COTPA template including their signature; or
		3. you do not use the correct COTPA template for the Lot(s) you are bidding for; or
		4. you alter the structure or format of any of the COTPA templates.
	1. If we determine that you have failed Part 3 – Technical and Professional Capability of the Selection Questionnaire we will notify you and tell you the reasons for this using the eSourcing tool.

**Additional COTPAs**

* 1. The requirements of paragraph 2.2.4 to 2.2.9 above also apply to Additional COTPAs and the Additional COTPA template. If not met the Additional COTPA will be non-compliant.
	2. Any Service Lines specific to a failed Additional COTPA will not be attributed to you as a supplier and you will not be able to provide these Service Lines.
	3. Additional COTPAs do not need to meet any value threshold.
1. **Lots 1 to 9 mandatory requirements and response guidance**
	1. COTPAs and Additional COTPAs can be from the public sector, third sector (charity) or the private sector.
	2. COPTAs and Additional COTPAs can be UK or international examples.
	3. COTPAs and Additional COTPAs must be signed and dated by someone employed by the Customer.
	4. Typed signatures are acceptable. For the avoidance of doubt Customers are able to type their name in the signature box in section B of the COTPA or Additional COTPA. By submitting these documents, you the Bidder are confirming that the information is correct and that the Customer has reviewed and signed Section B.
	5. CCS reserves the right to contact the Customer to verify the content of the COTPAs and Additional COTPAs submitted. You must notify the Customer that they may be contacted by CCS.
	6. For each Lot for which you are bidding, you must provide the minimum number of COTPAs as detailed in column D of Table A which must all meet the minimum value threshold detailed in column G of Table A. The total number of unique Service Lines across a Lot specific COTPA must be equal to or higher than the minimum number of Service Lines as detailed in column C of Table A.
	7. If the minimum number of COTPAs does not cover all of the Service Lines you wish to provide for a particular Lot, then you are able to submit up to the maximum number of Additional COTPAs in column E of Table A detailing these Additional Service Lines. You must not exceed the total number of COTPAs detailed in column F of Table A.
	8. Additional COTPAs are not permitted in Lot 2 and Lot 3 as you must offer all Service Lines in these two Lots.
	9. The supplier must have delivered and invoiced the minimum value threshold in column G of Table A for each Lot specific COTPA. CCS reserves the right to request invoices from the Bidder to demonstrate that the delivery of Service meets minimum contract value.
	10. Contracts which are ongoing but have not yet delivered and invoiced the Service Line(s) in your submitted COPTA(s) are not compliant.
	11. If you are providing Additional COTPAs, these do not need to meet the minimum value threshold in column G of Table A.
	12. Expenses incurred are not to be included in the minimum value threshold in column G of Table A.
	13. COTPAs and Additional COTPAs must be delivered and invoiced within the timeframe as detailed in paragraph 1.4 above.
	14. Pro bono contracts (Service provided free of charge) are only able to be used as Additional COTPAs as they will not meet the minimum value threshold in column G of Table A.
	15. Where a contract extension makes the contract compliant this will be acceptable. Contract extensions are permitted provided that it is in relation to the original contract. Where a new contract is signed for additional work, even if this is related to an existing or previous contract, this is not an extension and will not be permitted.
	16. It is permissible to use the same contract example across different Lots provided it meets the Service Line(s) requirements. Where the same contract example is used a separate COTPA or Additional COTPA must be submitted on the Lot specific template for each Lot for which you are bidding. Each COTPA or Additional COTPA must be signed separately by the Customer.
	17. Call-Off Contracts awarded under a Framework Contract (Agreement) (not just from CCS Framework Contracts) will be considered valid as long as they meet the appropriate requirements. Framework Contracts themselves will not be compliant.
	18. The Customer contact provided must not be affiliated to the supplier organisation and not have been employed or appointed by the Bidder or supplier, or from within your associated group of companies, within the contract period of the example given in the COTPA or Additional COTPA.
	19. The Service provided must have been delivered by the Bidder, a partnership member if the Bidder is a partnership, a consortium member if the Bidder is a consortium, or a Subcontractor, this could include your parent company. You are not permitted to use example(s) where an employee(s) completed the work outside of the above.
	20. If you are bidding as a consortium or partnership you are able to submit COTPAs and Additional COTPAs from each consortium or partnership member. Please make it clear who has delivered the Service in Section A of the COTPA or Additional COTPA template.
	21. If you are using Subcontractors as part of your bid you are able to submit COTPAs and Additional COTPAs from each Subcontractor. Please make it clear who has delivered the Service in Section A of the COTPA or Additional COTPA template.
	22. If a Subcontractor has delivered work to the COTPA requirements set out in this document through a prime supplier both the Subcontractor and prime would be able to submit the COTPA or Additional COTPA as long as the Customer is willing to sign them off and it meets the requirement.
	23. You are not permitted to submit a COTPA or Additional COTPA for work carried out in your organisation or your associated group of companies.
	24. Once a Bidder has submitted their bid including COTPAs and Additional COTPAs they will not be able to add Service Lines. This includes once the Framework Contract is live.
	25. Service Lines will be collated to create a filter which the Buyer will be able to use to shortlist Suppliers in accordance with the call-off award procedure detailed in Framework Schedule 7 Call-Off Award Procedure
	26. Other than extracting Service Lines to create the filter referenced at 3.24 above, the information provided in the COTPAs and Additional COTPAs will not be shared outside of CCS. They are only being used for the purpose of evaluation.
	27. Section B of the COTPA and Additional COTPA is to be completed by the Customer and not the Supplier.
	28. No attachments other than the COTPAs and Additional COTPAs are permitted to demonstrate a supplier's technical and professional ability. Any Additional documents submitted will be disregarded.
	29. CCS will not be providing further definitions or examples on the Service Lines.

### **Lot 10 evaluation criteria**

* 1. All COTPAs and Additional COTPAs will be marked as a Pass or Fail.

**COTPAs**

* 1. You may fail Part 3 – Technical and Professional Capability of the selection questionnaire and be excluded from the competition for a Lot(s) if:
		1. your COTPA does not meet all the requirements set out in this document for the Lot(s) you are bidding for; or
		2. your COTPA does not meet the minimum number of Primary Capabilities required as detailed in column B of Table B above; or
		3. your COTPA does not meet the required minimum value threshold detailed in column H of Table B; or
		4. if the Capabilities/Additional Capabilities are not delivered and invoiced within the timeframe as detailed in paragraph 1.4; or
		5. the Customer is unable or unwilling to verify the information in the COTPA if contacted by CCS.

Note: It is vital that you select a Customer that is prepared to verify the information you have provided and be contactable in the event that clarification is required; or

* + 1. you have not completed all of the information required in the COTPA template; or
		2. the Customer has not provided the required information in Section B of the COTPA template including their signature; or
		3. you do not use the correct COTPA template for the Lot(s) you are bidding for; or
		4. you alter the structure or format of any of the COTPA templates.
	1. If we determine that you have failed Part 3 – Technical and Professional Capability of the Selection Questionnaire we will notify you and tell you the reasons for this using the eSourcing tool.

**Additional COTPAs**

* 1. The requirements of paragraph 4.2.3 to 4.2.9 above also apply to Additional COTPAs and the Additional COTPA template. If not met the Additional COTPA will be non-compliant.
	2. Any Additional Capabilities or Sectors specific to a failed Additional COTPA will not be attributed to you as a supplier and you will not be able to provide these Services.
1. **Lot 10 Mandatory requirements and response guidance**
	1. COTPAs and Additional COTPAs can be from the public sector, third sector (charity) or the private sector.
	2. COPTAs and Additional COTPAs can be UK or international examples.
	3. COTPAs and Additional COTPAs must be signed and dated by someone employed by the Customer except where an appointed Insolvency Practitioner is signing in accordance with paragraph 5.4.
	4. Whichever firm that an appointed Insolvency Practitioner works for can sign the COTPA and Additional COTPA provided that they are doing so in their legal capacity as the appointed Insolvency Practitioner rather than as an employee or partner of the firm, and only where the company in insolvency was the Customer for the work undertaken.
	5. Typed signatures are acceptable. For the avoidance of doubt Customers are able to type their name in the signature box in section B of the COTPA or Additional COTPA. By submitting these documents you the Bidder are confirming that the information is correct and that the Customer has reviewed and signed in Section B.
	6. CCS reserves the right to contact the Customer to verify the content of the COTPAs and Additional COTPAs submitted. You must notify the Customer that they may be contacted by CCS.
	7. You must evidence all Primary Capabilities within the maximum number of COTPAs in column E of Table B which must all meet the minimum value threshold detailed in column H of Table B. You do not have to use the maximum number of COTPAs and can submit fewer if you are able to meet all Primary Capabilities within those COTPAs.
	8. If you wish to provide Additional Capabilities, or Primary Capabilities in additional Sectors than those evidenced in your COTPA, then you are able to submit up to the maximum number of Additional COTPAs in column F of Table B detailing these Additional Capabilities and Sectors. You must not exceed the total number of COTPAs detailed in column G of Table B.
	9. Contracts which are ongoing but have not yet delivered and invoiced the Capabilities, or to the Sectors, in your submitted COPTA(s) are not compliant..
	10. COTPAs and Additional COTPAs must meet the minimum value threshold in column H of Table B.
	11. COTPAs and Additional COTPAs must be delivered and invoiced within the timeframe as detailed in paragraph 1.4. CCS reserves the right to request invoices from the Bidder to demonstrate that the delivery of Service has taken place. CCS also reserves the right to verify that the minimum value threshold in column H of Table B has been met.
	12. Pro bono contracts (Service provided free of charge) are only able to be used if they meet the minimum value threshold in column H of Table B.
	13. Where a contract extension makes the contract compliant this will be acceptable. Contract extensions are permitted provided that it is in relation to the original contract. Where a new contract is signed for additional work, even if this is related to an existing or previous contract, this is not an extension and will not be permitted. This new contract will only be permitted if it meets the COTPA requirements in full without reliance on the earlier contract.
	14. Call-Off Contracts awarded under Framework Contracts (not just from CCS Framework Contracts) will be considered valid as long as they meet the appropriate requirements. Framework Contracts themselves will not be compliant.
	15. Except where paragraph 5.4 above applies, the Customer contact provided must not be affiliated to the supplier organisation and not have been employed or appointed by the Bidder or supplier, or from within your associated group of companies, within the contract period of the example given in the COTPA or Additional COTPA.
	16. The Service provided must have been delivered by the Bidder, a partnership member if the Bidder is a partnership, a consortium member if the Bidder is a consortium, or a Subcontractor, this could include your parent company. You are not permitted to use example(s) where an employee(s) completed the work outside of the above.
	17. If you are bidding as a consortium or partnership you are able to submit COTPAs and Additional COTPAs from each consortium or partnership member. Please make it clear who has delivered the Service in Section A of the COTPA or Additional COTPA template.
	18. If you are using Subcontractors as part of your bid you are able to submit COTPAs and Additional COTPAs from each Subcontractor. Please make it clear who has delivered the Service in Section A of the COTPA or Additional COTPA template.
	19. If a Subcontractor has delivered work to the COTPA requirements set out in this document through a prime supplier both the Subcontractor and prime would be able to submit the COTPA or Additional COTPA as long as the Customer is willing to sign them off and it meets the requirement.
	20. You are not permitted to submit a COTPA or Additional COTPA for work carried out in your organisation or your associated group of companies.
	21. Once a Bidder has submitted their bid including COTPAs and Additional COTPAs they will not be able to add Primary Capabilities, Additional Capabilities or Sectors. This includes once the Framework Contract is live.
	22. Other than extracting Capabilities and Sectors to create the filter referenced at paragraph 5.23, the information provided in the COTPAs and Additional COTPAs will not be shared outside of CCS. They are only being used for the purpose of evaluation.
	23. Capabilities and Sectors, where provided, will be collated to create a filter which the Buyer will be able to to use to shortlist Suppliers in accordance with the call-off award procedure detailed in Framework Schedule 7 Call-Off Award Procedure.
	24. Each sector to be provided must be evidenced on a COTPA or Additional COTPA provided that at least one Primary Capability or Additional Capability can be evidenced through the same COTPA or Additional COTPA.
	25. Where a Sector has been evidenced on a COTPA or Additional COTPA then a Bidder is able to provide all Primary Capabilities and any Additional Capabilities evidenced on any other compliant COTPA or Additional COTPA within that Sector.
	26. No attachments other than the COTPAs and Additional COTPAs are permitted to demonstrate a supplier's technical and professional ability. Any Additional documents submitted will be disregarded.
	27. CCS will not be providing further definitions or examples on the Capabilities or Sectors.
	28. Uploading COTPAs instructions:
		1. Minimum COPTAs: upload individually per question (as instructed in the Attachment 2a) in the eSourcing tool.
		2. Additional COPTAs: upload as a zip file if the question requires as instructed in the Attachment 2a) in the eSourcing tool.
	29. Rename the file to include your company's name as a suffix to the original file name provided, here is an example (“Add” refers to Additional): [Lot10\_COTPA1\_Biddername], [Lot10\_COTPA2\_Biddername],[Lot10\_COTPA3\_Biddername] [Lot10\_Add\_COTPA1\_Biddername].

### **Examples**

* 1. Examples have been included below to demonstrate COTPAs and Additional COTPAs which would be evaluated as a pass, and those which would be classed as a fail.
	2. Worked examples are included below, to illustrate how you may meet the requirement. Examples 1, 2, 7, 8, 10, 11 and 14 would be marked as a pass, and examples 3, 4, 5, 6, 9, 11 and 12 would be marked as a fail. Example 13 would be marked as a partial pass.

#### **Example 1 - Lot 1**

The Bidder is bidding for Lot 1 and wants to offer 10 Service Lines out of a possible 14.

Requirement: 3 COTPAs, to cover a minimum of 7 Service Lines, each with a minimum value of £150,000.

3 COTPAs are submitted by the Bidder:

Each COTPA and Additional COTPA must relate to a single contract with a start date from 1 August 2020 inclusive. The Service Lines must have been delivered and invoiced after 1 August 2020. The contract does not need to have ended providing that the Service you have selected in the COTPA or Additional COTPA have been delivered and invoiced. The value threshold applies to the contract value (excluding expenses) and not Service Lines.

* COTPA 1
* 6 Service Lines
* value £200,000
* Service Lines delivered and invoiced by 10 August 2022
* COTPA 2
* 2 Service Lines
* value £150,000
* Service Lines delivered and invoiced by 15 October 2021
* COTPA 3
* 2 Service Lines
* value £250,000
* Service Lines delivered and invoiced by 23 November 2023

**Pass: Reason(s) for pass:**

This would be classed as a pass as the COTPAs have met the requirements of 7 unique Service Lines, the Service Lines were delivered after 1 August 2020 each with a minimum value of £150,000.

#### **Example 2 - Lot 2**

The Bidder is bidding for Lot 2 and has to provide all 12 Service Lines.

Requirement: 3 COTPAs, to cover all 12 unique Service Lines, each with a minimum value of £500,000.

3 COTPAs are submitted by the Bidder:

* COTPA 1
* 4 Service Lines
* value £750,000
* Service Lines delivered and invoiced by 28 January 2023
* COTPA 2
* 5 Service Lines
* value £300k
* contract extension value £250,000`
* total value of contract £550,000
* contract extension was in relation to the same project
* Service Lines delivered and invoiced by 15 August 2023
* COTPA 3
* 3 Service Lines
* value £525,000
* Service Lines delivered and invoiced by 25 July 2022

**Pass: Reason(s) for pass:**

This would be classed as a pass as the COTPAs have met the requirements of all 12 unique Service Lines, the Service Lines were delivered after 1 August 2020 each with a minimum value of £500,000. COTPA 2 is a pass as the contract extension was in relation to the same project and a new contract was not signed.

### **Example 3 - Lot 3**

The Bidder is bidding for Lot 3 and has to provide all 14 Service Lines.

Requirement: 3 COTPAs, to cover all 14 unique Service Lines, each with a minimum value of £5,000,000.

2 COTPAs are submitted by the Bidder:

* COTPA 1
* 8 Service Lines
* value £5,000,000
* Service Lines delivered and invoiced by 5 December 2022
* COTPA 2
* 6 Service Lines
* value £7,000,000
* Service Lines delivered and invoiced by 8 July 2024

**Fail: Reason(s) for fail:** This would be classed as a fail as the Bidder has not provided 3 COTPAs.

#### **Example 4 - Lot 4**

The Bidder is bidding for Lot 4 and wants to offer 14 Service Lines out of a possible 20 Service Lines.

Requirement: 2 COTPAs, to cover a minimum of 8 unique Service lines, each with a minimum value of £750,000.

1 COTPA and 2 Additional COTPAs are submitted by the Bidder

* COTPA 1
* 4 Service Lines
* value £850,000
* Service Lines delivered and invoiced by 1 January 2024
* Additional COTPA 1
* 6 Service Lines
* value £500,000
* Service Lines delivered and invoiced by 22 November 2022
* Additional COTPA 2
* 4 Service Lines
* value £800,000
* Service Lines delivered and invoiced by 15 March 2019

**Fail: Reason(s) for fail:**

This would be classed as a fail as the Bidder had to provide a minimum of 8 Service Lines across 2 COTPAs (only one COTPA was submitted). Additional COTPA 2 would be classed as a fail as the Service Lines were delivered before 1 August 2020.

#### **Example 5 - Lot 5**

The Bidder is bidding for Lot 5 and wants to offer 4 Service Lines out of a possible 9 Service Lines.

Requirement: 2 COTPAs, to cover a minimum of 4 unique Service Lines, each with a minimum value of £250,000.

3 COTPAs are submitted by the Bidder:

* COTPA 1
* 1 Service Lines
* value £250,000
* Service Lines delivered and invoiced by 8 October 2022
* COTPA 2
* 1 Service Lines
* value £300,000
* Service Lines delivered and invoiced by 2 December 2021
* COTPA 3
* 2 Service Lines
* value £270,000
* Service Lines delivered and invoiced by 29 June 2023

**Fail: Reason(s) for fail:**

This would be classed as a fail as the Bidder has exceeded the maximum permitted number of COTPAs and not met the minimum number of unique Service Lines on 2 COTPAs (Bidder offered 2 unique Service Lines and the minimum requirement was 4 unique Service Lines). The maximum number of COTPAs permitted is 2 and the Bidder has submitted 3 COTPAs. The third COTPA example cannot be accepted as an Additional COTPA as this should be submitted on the appropriate Additional COTPA form.

**Example 6 - Lot 6**

The Bidder is bidding for Lot 6 and wants to offer 6 Service Lines out of a possible 12.

Requirement: 3 COTPAs, to cover a minimum of 8 unique Service Lines, each with a minimum value of £350,000.

3 COTPAs are submitted by the Bidder:

* COTPA 1
* 2 Service Lines
* value £600,000
* Service Lines delivered and invoiced by 18 August 2021
* COTPA 2
* 3 Service Lines
* value £400,000
* Service Lines delivered and invoiced by 5 June 2023
* COTPA 3
* 1 Service Lines
* value £375,000
* Service Lines delivered and invoiced by 10 October 2023

**Fail: Reason(s) for failure:**

This would be classed as a fail as the Bidder had to provide a minimum of 8 Service Lines across 3 COTPAs.

**Example 7 - Lot 7**

The Bidder is bidding for Lot 7 and wants to offer 5 Service Lines out of a possible 20 Service Lines.

Requirement: 3 COTPAs, to cover a minimum of 5 unique Service Lines, each with a minimum value of £250,000

3 COTPAs are submitted by the Bidder:

* COTPA 1
* 1 Service Lines
* value £250,000
* Service Lines delivered and invoiced by 8 October 2022
* COTPA 2
* 2 Service Lines
* value £300,000
* Service Lines delivered and invoiced by 2 December 2021
* COTPA 3
* 2 Service Lines
* value £270,000
* Service Lines delivered and invoiced by 29 June 2023

**Pass: Reason(s) for pass:**

This would be classed as a pass as the COTPAs have met the requirements of 5 unique Service Lines. The Service Lines were delivered after 1 August 2020, each with a minimum value of £250,000 and the Bidder submitted the minimum number of COTPA’s

**Example 8 - Lot 8**

The Bidder is bidding for Lot 8 and wants to offer 8 Service Lines out of a possible 13.

Requirement: 4 COTPAs, to cover a minimum of 4 unique Service Lines, each with a minimum value of £200k.

4 COTPAs and 2 Additional COTPAs are submitted by the Bidder:

* COTPA 1
* 1 Service Lines
* value £220,000
* Service Lines delivered and invoiced by 18 January 2022
* COTPA 2
* 1 Service Lines
* value £250,000
* Service Lines delivered and invoiced by 29 July 2023
* COTPA 3
* 2 Service Lines
* value £270,000
* Service Lines delivered and invoiced by 2 May 2022
* COTPA 4
* 2 Service Lines
* value £325,000
* Service Lines delivered and invoiced by 19 June 2023
* Additional COTPA 1
* 1 Service Lines
* value £60,000
* Service Lines delivered and invoiced by 10 February 2024
* Additional COTPA 2
* 1 Service Lines
* value £100,000
* Service Lines delivered and invoiced by 15 March 2023.

**Pass: Reason(s) for pass:**

This would be classed as a pass as the COTPAs have met the requirements of 4 unique Service Lines, the Service Lines were delivered after 1 August 2020 each with a minimum value of £200,000. The Additional COTPA 1 and Additional COTPA 2 allowed the bidder to offer an Additional 2 Service Lines. The Additional COTPAs have to meet date requirements (start date after 1 August 2020) but do not have to meet the minimum value of £200,000.

#### **Example 9 - Lot 9**

The Bidder is bidding for Lot 9 and wants to provide 13 Service Lines out of a possible 18.

Requirement: 4 COTPAs, to cover a minimum of 4 unique Service Lines, each with a minimum value of £100k.

4 COTPAs are submitted by the Bidder:

* COTPA 1
* 5 Service Lines
* value £125,000
* Service Lines delivered and invoiced by 7 June 2024.
* COTPA 2
* 3 Service Lines
* value £50,000
* new contract value £100,000
* total value of contracts £150,000
* a new contract was signed (not an extension) for the same project
* Service Lines delivered and invoiced by 28 March 2022.
* COTPA 3
* 4 Service Lines
* value £200,000
* Service Lines delivered and invoiced by 18 December 2022.
* COTPA 4
* 1 Service Line
* value £175,000
* Service Lines delivered and invoiced by 13 September 2021.

**Fail: Reason(s) for fail:**

This would be classed as a fail as the Bidder has used 2 different contracts for COTPA 2. The signing of a new contract on the same project as the initial contract, is not an extension and is therefore not permitted (paragraph 3.15).

#### **When bidding for Lot 10 Suppliers must ensure they select the Sectors associated with the contract demonstrated within that COTPA or Additional COTPA.**

#### **Example 10 - Lot 10**

The Bidder is bidding for Lot 10 and wants to offer the 7 Primary Capabilities and 5 Additional Capabilities.

Requirement:

Up to a maximum of 3 COTPAs, to cover all 7 Primary Capabilities, each COTPA must:

* relate to a company with an annual turnover of at least £100,000,000
* relate to a company with a debt size of at least £25,000,000
* Primary Capabilities delivered and invoiced after 1 August 2020
* a minimum of one sector must be selected per COTPA

Up to a maximum of 13 Additional COTPAs, each Additional COTPA must:

* relate to a company with an annual turnover of at least £100,000,000
* relate to a company with a debt size of at least £25,000,000
* Primary Capabilities delivered and invoiced after 1 August 2020
* a minimum of one sector must be selected per Additional COTPA

3 COTPAs are submitted by the Bidder:

* COTPA 1
* 5 Primary Capabilities
* company annual turnover is £100,000,000 and debt size is £40,000,000
* Primary Capabilities delivered and invoiced by 17 November 2023
* 2 sectors selected (Construction, Aviation)
* COTPA 2
* 2 Primary Capabilities
* company annual turnover is £150,000,000 and debt size is £30,000,000
* Primary Capabilities delivered and invoiced by 1 August 2022
* 1 sector selected (Education)
* COTPA 3
* 3 Primary Capabilities
* company annual turnover is £160,000,000 and debt size is £30,000,000
* Primary Capabilities delivered and invoiced by 1 September 2023
* 1 sector selected (Sports and leisure)

2 Additional COTPAs are submitted by the Bidder:

* Additional COTPA 1
* 2 Primary Capabilities
* company annual turnover is £200,000,000 and debt size is £55,000,000
* Primary Capabilities delivered and invoiced by 11 September 2021
* 1 sector selected (Health and social care)
* Additional COTPA 2
* 3 Primary Capabilities
* company annual turnover is £150,000,000 and debt size is £30,000,000
* Primary Capabilities delivered and invoiced by 13 August 2023
* 1 sector selected (Utilities)

**Pass: Reason(s) for pass:** This would be classed as a pass as the COTPAs have met the requirements of all 7 Primary Capabilities, the Primary Capabilities have been delivered after 1 August 2020, the companies have an annual turnover of at least £100,000,000 and a debt size of at least £25,000,000. A minimum of 1 sector has been selected on each COTPA and Additional COTPA.

The Additional COTPAs have met the requirement, the Primary Capabilities have been delivered after 1 August 2020, company to have an annual turnover of at least £100,000,000 and a debt size of at least £25,000,000.

#### **Example 11 - Lot 10**

The Bidder is bidding for Lot 10 and wants to offer all 7 Primary Capabilities and 2 Additional Capabilities.

Requirement:

Up to a maximum of 3 COTPAs, to cover all 7 Primary Capabilities, each COTPA must:

* relate to a company with an annual turnover of at least £100,000,000
* relate to a company with a debt size of at least £25,000,000
* Primary Capabilities delivered and invoiced after 1 August 2020
* a minimum of one sector must be selected per COTPA

 Maximum of 13 Additional COTPAs, each Additional COTPA must:

* relate to a company with an annual turnover of at least £100,000,000
* relate to a company with a debt size of at least £25,000,000
* Primary Capabilities delivered and invoiced after 1 August 2020
* a minimum of one sector must be selected per Additional COTPA

3 COTPAs are submitted by the Bidder:

* COTPA 1
* 4 Primary Capabilities
* company annual turnover is £250,000,000 and debt size is £37,000,000
* Primary Capabilities delivered and invoiced by 25 July 2019
* 0 sectors selected
* COTPA 2
* 2 Primary Capabilities
* company annual turnover is £140,000,000 and debt size is £28,000,000
* Primary Capabilities delivered and invoiced by 10 February 2022
* 1 sector selected (Defence)
* COTPA 3
* 1 Primary Capabilities
* company annual turnover is £125,000,000 and debt size is £25,000,000
* Primary Capabilities delivered and invoiced by 1 December 2023
* 1 sector selected (Education)

1 Additional COTPAs are submitted by the Bidder:

* Additional COTPA 1
* 2 Additional Capabilities
* company annual turnover is £120,000,000 and debt size is £25,000,000
* Additional Capabilities delivered and invoiced by 28 May 2021
* 1 sector selected (Financial services)

**Fail: Reason(s) for fail:** This would be classed as a fail, because in COTPA 1 the Service Lines were delivered before 1 August 2020 and no sectors were selected. Therefore the Bidder has not demonstrated all 7 Primary Capabilities across up to a maximum of 3 COTPAs.

#### **Example 12 - Lot 10**

The Bidder is bidding for Lot 10 and wants to offer all 7 Primary Capabilities and all 6 Additional Capabilities.

Requirement:

Up to a maximum of 3 COTPAs, to cover all 7 Primary Capabilities, each COTPA must:

* relate to a company with an annual turnover of at least £100,000,000
* relate to a company with a debt size of at least £25,000,000
* Primary Capabilities delivered and invoiced after 1 August 2020
* a minimum of one sector must be selected per COTPA

Up to a Maximum of 13 Additional COTPAs, each Additional COTPA must:

* relate to a company with an annual turnover of at least £100,000,000
* relate to a company with a debt size of at least £25,000,000
* Primary Capabilities delivered and invoiced after 1 August 2020
* a minimum of one sector must be selected per Additional COTPA

1 COTPA is submitted by the Bidder:

* COTPA 1
* 7 Primary Capabilities
* company annual turnover is £300,000,000 and debt size is £35,000,000
* Primary Capabilities and invoiced by 25 March 2024
* 2 sectors selected

3 Additional COTPAs are submitted by the Bidder:

* Additional COTPA 1
* 6 Additional Capabilities
* company annual turnover is £150,000,000 and debt size is £30,000,000
* Additional Capabilities and invoiced by 16 September 2023
* 1 sector selected (Construction)
* Additional COTPA 2
* 3 Additional Capabilities
* company annual turnover is £110,000,000 and debt size is £25,000,000
* Additional Capabilities and invoiced by 30 June 2020
* 1 sector selected (Aviation)
* Additional COTPA 3
* 5 Additional Capabilities
* company annual turnover is £120,000,000 and debt size is £19,000,000
* Additional Capabilities delivered and invoiced by 8 February 2023
* 1 sector selected (Technology, media and telecoms)

**Pass (with restrictions): Reason(s) for pass :** This would be classed as a pass as the COTPAs have met the requirements of all 7 Primary Capabilities, the Primary Capabilities were delivered after 1 August 2020, the companies have an annual turnover of at least £100,000,000 and a debt size of at least £25,000,000. Additional COTPA 1 meets the requirements and therefore the 6 Additional Capabilities detailed on this Additional COTPA can be offered. A minimum of 1 sector has been selected on each COTPA and Additional COTPA.

**Restrictions:** Additional COTPA 2 does not meet the requirement as the Additional Capabilities were delivered before 1 August 2020. Additional COTPA 3 does not meet the requirement for the company to have a debt size of at least £25,000,000.

The 3 Additional Capabilities demonstrated in Additional COTPA 2 and the 5 Additional Capabilities demonstrated in Additional COTPA 3 will not be attributed to the suppliers service offerings.