

Attachment 2 – How to bid

RM6140 Energy Trading System

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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. Your bid must be **entered into the eSourcing suite.** We can only accept bids that we receive through the eSourcing suite.
   3. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
   4. Make sure you answer every question.
   5. You must submit your bid before the bid submission deadline, read “Timelines for the competition” in Attachment 1 About the Contract.
   6. It will be our decision whether we will accept bids submitted after the bid submission deadline.
   7. 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.
   8. 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 “When and how to ask questions” in Attachment 1 About the Contract.
   9. 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 may result in the rejection of your bid and your exclusion from this competition.
2. 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. Or they can provide you with their European Single Procurement Document (ESPD).
3. 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.
4. 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 Contract, or not followed the instructions given in this bid pack.
   2. If we exclude you from the competition we will tell you and explain why.
5. Selection questionnaire

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

5.2 You have the option of responding to Part 2 and Part 3 by attaching Parts II and III of your European Single Procurement Document (ESPD).

5.3 If you are submitting an EU ESPD you must still complete Parts 2A, 2B, 4, 5, 6, 7, 8, 9, 10, 11 and the declaration.

1. Award stage
   1. If you have successfully passed the selection stage, you will be evaluated.
   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 CCS needs, at the best possible price you can give.
   4. When completing your bid you must:
      * Read through the entire BID pack specifically Attachment 3 Specification carefully, and read more than once;
      * Read each question, the response guidance, marking scheme and evaluation criteria in Attachment 2b Award questionnaire;
      * Read the Contract terms;
      * If you are unsure, ask questions before the clarification questions deadline. See ‘Timelines for the competition’ and ‘When and how to ask questions’ in Attachment 1 - About the Contract 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.
2. 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 Contract will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).
   3. The weighting for the quality evaluation is 60% (quality questions at 30% and demonstration at 30%) and the price evaluation is worth 40%.
3. Award process
   1. What YOU need to do:

* Answer the mandatory questions in section A of the Award questionnaire;
* Answer the quality questions in section B of the Award questionnaire in the eSourcing suite in the technical envelope;
* Conduct the demonstration as per 10.3 (see the table section C); further details in section 8.3;
* Complete the Attachment 9 Pricing Matrix;
* Upload your completed Attachment 9 Pricing Matrix into the eSourcing suite in Commercial Envelope to question AQD1;
  1. What **WE** will do at the award stage:

|  |  |
| --- | --- |
| 1. | **Compliance Check**  First, we will do a check to make sure that you completed the pricing matrix in line with our instructions. |
| 2. | **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. |
| 2.a | **Demonstration**  You are required to demonstrate your system via a webinar and answer any clarification questions resulting from that Demonstration. Details of available time slots are included in the ‘Timelines for the Competition’ in Attachment 1 About the Contract. |
| 3. | **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. |
| 4. | **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 paragraph 11 Price Evaluation. |
| 5. | **Final Score**  Your quality and demonstration score will be added to your price score, to create your final score as illustrated in Part 12 Final decision to award. |
| 6. | **Award**  Award will be made to the successful bidder following the standstill period, subject to contract. |

* 1. Demonstration
     1. If you have selected NO to question AQC1 confirming you will not, or cannot, attend any of the demonstration slots made available to present your system you will be excluded from further participation in this competition.
     2. You are required in the Award questionnaire to nominate your two (2) favoured demonstration dates/times in response to question AQC2a/AQC2b.
     3. You will be required to provide a practical demonstration which will be conducted via a webinar.
     4. Any questions in relation to demonstrations should be raised as early as possible during the clarification period. The deadline for asking questions is stated in Attachment 1 About the Contract ‘Timelines for the competition’.
     5. No legal representatives will be allowed.
     6. The language that the event will be concluded in will be English.
     7. The bidder needs to ensure that they have appropriate technical support prior to and during the presentation.
     8. No hard copy documents will be issued and all communications with the CCS will be conducted via the e-Sourcing suite. You must ensure that the details of the point of contact you nominate in the e-Sourcing suite are accurate at all times as the CCS will not be under any obligation to contact any other point of contact. Names and contact details of attendees must be provided via the e-Sourcing suite prior to the demonstration. We will request these when we send the invitations.
     9. The invitation letter shall confirm the event meeting date and time along with the login details.
     10. The demonstration session will open 5 minutes ahead of the allotted time to enable bidders to join in good time. There will be a 5 minute introduction. The maximum duration of the presentation itself will be 85 minutes. There will then be a 5 -10 minute break when CCS will consider if they need to ask any clarification questions about the presentation. There will then be a final Q&A period that will last up to a maximum of 20-25 minutes. *Excluding the 5 minutes opening time the total time allowable will be 2 hours. No additional time will be added to the set demonstration time unless there is a failure of the webinar technology in delivering the video or audio of the demonstration. In this case we will make available one of the contingency times to that bidder.*
     11. All bidders will be given the same amount of time with the CCS. Late attendees to the event may result in the bidder being deeming as non-compliant and the bidder may be excluded from this procurement process or may have to present their demonstration within the remaining time scheduled.
     12. The demonstration must present how your system would deliver all the activities listed in the table shown below in Section 10 AQC1. There are 12 (twelve) component parts that need to be covered in detail in order to be awarded a maximum score of 30. The maximum of each component is 2.5 marks. Please see the response guidance in the Award questionnaire for further detail on how this demonstration will be scored.
     13. Where the bidder’s proposed ETS does not currently have the functionality described in points the Award questionnaire AQC1 points 4c and 4d the bidder will need to provide a detailed roadmap specifying provision of functionality within 3 months of Contract commencing date.
     14. In relation to Award questionnaire AQC1 points 4c and 4d, if the bidder has not currently got the functionality within their proposed ETS and the bidder has received an Intention to Award letter (this Award would be dependant upon the bidder submitting in writing the detailed roadmap as used in the demonstration prior to Award), then the written roadmap will be included in the final Contract as a Deliverable.
     15. Consensus will be reached amongst the Evaluators post the Demonstration during the consensus meeting which will result in an agreed score for each component part and the final score for the bidder.
     16. Please note no feedback will be provided on the day of the event. This will be provided when CCS issue the Intention to Award letters, which will include a Debrief document covering quality and pricing scores awarded.
     17. Whilst the CCS intends to adhere to the timetable specified in the About the Contract document in section ‘Timelines for the competition’ please note that it is indicative only and assumes that all activities are completed on time and that all necessary resources are made available. The CCS expressly reserves the right to amend the timetable at its discretion at any time. Bidders will be informed through the e-Sourcing suite if the CCS decides that changes to the timetable are necessary.

1. Quality Evaluation
   1. Questions AQA1 and AQA2 are mandatory questions and will be evaluated PASS / FAIL. If you answer no to AQA1 we will reject your bid and you will be excluded from the competition. For AQA2 you must provide an appropriate attachment.
   2. Questions AQA3 and AQA4 are mandatory questions, however will not be evaluated and are for information purposes only.
   3. 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.
   4. Each of the quality questions in section B and the demonstration question in section C of the quality questionnaire will be independently assessed by our evaluation panel.
   5. Each mark for each question will be added together to calculate your quality score.
2. Award quality questionnaire and commercial questionnaire
   1. The quality questionnaire is split into three sections:

* Section A – Mandatory questions
* Section B – Quality questions
* Section C – Demonstration
  1. The commercial questionnaire is in one section:
* Section D – Pricing
  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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | | **Evaluated** | **Section Weight %** |
| **SECTION A – MANDATORY QUESTIONS** | | | **N/A** |
| AQA1 | Energy Trading System Contract Terms & Conditions | Pass / Fail | N/A |
| AQA2 | Contract Population Template - Attachment 11 | Pass / Fail | N/A |
| AQA3 | Additional Offerings | Not evaluated | N/A |
| AQA4 | Enhanced Technical Support | Not evaluated | N/A |
| **SECTION B – QUALITY QUESTIONS** | | | **30%** |
| AQB1 | Service Delivery | 100,75,50,25,0 | 10% |
| AQB2 | Customer Service | 100,66,33,0 | 10% |
| AQB3 | Account Management | 100,50,0 | 10% |
| **SECTION C  – DEMONSTRATION** | | | **30%** |
| AQC1 | Demonstration of the system | 100/0 per component part | 30% |

|  |  |  |  |
| --- | --- | --- | --- |
|  | 1. Demonstration of user experience for Traders   a. trade entry for gas and power  b. position management tools/ reports  2. Demonstration of user experience for Risk  a. trade confirmation  b. basket setup  c. loading demands into baskets  d. loading power and gas curves  3. Demonstration of power user experience  a. System configuration  b. User Access Controls  4. Reporting Capabilities  a. Position management  b. P&L reporting - trade mark to market valuation, open basket position valuation, basket valuation  c. Automated price feed**\***:   * + 1. c.1 demonstration of live/delayed price feed from a broker;     2. c.2 delayed or live price feed from ICE;     3. c.3 end of day price curve from ICE   d. Risk Reporting functionality currently available**\*\*** | 100/0  for each individual component part | Each component mark carries a maximum score of 2.5% |
| AQC2a | Selection of the demonstration slot   First time slot | Mandatory | N/A |
| AQC2b | Selection of the demonstration slot   Second time slot | Mandatory | N/A |

**\*** Where price feeds are not available, please provide a roadmap to providing the functionality within 3 months of Contract commencement date. You will be required to submit a copy of the roadmap via the messaging facility within the eSourcing suite 48 hours ahead of your allocated demonstration slot.

**\*\*** Please detail risk reporting available in your system currently. Where this does not match CCS reporting requirement as detailed in Attachment 3 Specification, please supplement with a roadmap to providing the functionality within 3 months of Contract commencement date. You will be required to submit a copy of the roadmap via the messaging facility within the eSourcing suite 48 hours ahead of your allocated demonstration slot.

In relation to points 4c and 4d, if the bidder has not currently got the functionality within their proposed ETS and the bidder has received an intention to award letter (this Award would be dependent upon the bidder submitting in writing the detailed roadmap as used in the demonstration prior to Award), then the written roadmap will be included in the final Contract as a Deliverable. Please note if the bidder has not currently got the functionality within their proposed ETS the bidder will be required to submit a copy of the roadmap via the messaging facility within the eSourcing suite 48 hours ahead of their allocated demonstration slot.

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION D – PRICING** | | | **40%** |
| AQD1 Card A | Pricing Card A |  | 37.5% |
| AQD1 Card B | Pricing Card B |  | 2.5% |

* 1. Please refer to Attachment 2b Award questionnaire for Section A – Mandatory Questions, Section B – Quality Questions, Section C – Demonstration and Section D - Pricing.
  2. Remember you must complete the questionnaire online in the eSourcing suite (technical and commercial envelopes).

1. Price evaluation
   1. This paragraph 11 contains information on how to complete Attachment 9 Pricing Matrix and the price evaluation process.
   2. How to complete your Attachment 9 Pricing Matrix:

* Read and understand the instructions in Attachment 9 Pricing Matrix, and in this paragraph, before submitting your prices.
* Your prices must be firm and inclusive of all costs for example your operating overhead costs and profit.
* Prices must remain valid for 120 days after the deadline for return of bids.
* For evaluation purposes, pricing will be based on a combination of mandatory and optional modules CCS may elect to take during the life of the Contract. As a result, a probability factor has been applied to each cost element. As not all providers are likely to offer all the additional modules, CCS has inserted costs it would incur to have an alternative provider provide optional functionality. Where providers cannot provide the listed functionality, please leave the CCS alternative cost figures in place. Where the functionality is available in the system, please insert the applicable cost. Please be aware, if you provide pricing for optional functionality, CCS may require you to provide functionality at the price specified.
* Please note, if you enter 'yes' in Column B within Pricing Card B but then enter no value in Column C, then CCS will assume your price is zero and included within your core system at no additional cost.
* You should have read and understood the information on TUPE in Attachment 1 About the Contract. 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 Attachment 9 Pricing Matrix.
  1. Your prices submitted must:
* exclude VAT
* be exclusive of expenses/travel and subsistence
* be in British pounds sterling, up to two decimal places.
  1. We will investigate where we consider your bid to be abnormally low.
  2. The prices submitted will be the maximum payable under this Contract.
  3. Provide a price, where one has been requested, in the orange cells.
  4. You must download and complete Attachment 9 Pricing Matrix.
  5. When you have completed your Attachment 9 Pricing Matrix, you must upload this into the eSourcing suite at question AQD1 in the commercial envelope. If you do not upload your Attachment 9 Pricing Matrix your bid may be rejected from this competition.
  6. Do not alter, amend or change the format or layout of the Attachment 9 Pricing Matrix
  7. Price evaluation process.
     1. This is how we will evaluate your pricing:
* We will check you have completed all the orange cells.
* Failure to insert an applicable price may result in your bid being deemed non-compliant and may be rejected from this competition. For Pricing Card A and B negative prices will not be accepted.
* The price evaluation will be undertaken separately to the quality evaluation process.

**PRICING CARD A**

* 1. The bidder with the lowest total price for Pricing Card A (Mandatory requirements) will be awarded the maximum score available for that element. All other bidders will get a price score relative to the lowest total price. The calculation we will use to evaluate your total price per element, is as follows:

Price Score = Lowest bidders total price  \* maximum score available

Your total price

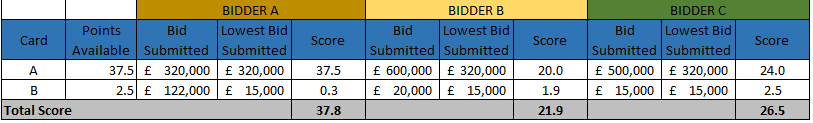
**PRICING CARD B**

* 1. These optional features may be used by CCS if available. Please ensure you indicate in column C if the functionality is available or not.
  2. If functionality is not available, CCS will apply a cost to reflect sourcing functionality by alternative means. The bidder is not obliged to provide this functionality at the CCS default price. This is for evaluation purposes only.
  3. If functionality is available, please indicate this and the annual cost. If cost is included in base product, enter £0. These prices will be considered to be firm for the duration of the Contract and applicable on an annual (or a prorata basis if <10 months usage in a Contract year) should CCS elect to utilise the functionality.
  4. As CCS may elect not to use this optional functionality, a weighting is applied to reflect the possibility that CCS may not use the functionality.
  5. This annual cost is multiplied by four (4) to reflect the total potential OJEU lifetime costs should all extensions permissible be exercised.
  6. All other bidders will get a price score relative to the lowest total price. For the avoidance of doubt, if all optional functionality is offered for a weighted lifetime cost of less than £10, £10 will be used for pricing purposes.
  7. The calculation we will use to evaluate your total price per element, is as follows:

Price Score =   Lowest bidders total price  \* maximum score available

Your total price

### **Please see the table below for an example of how your price score will be calculated.**



* 1. The total score for each pricing card for each bidder will be added together to give the bidder’s score for the pricing evaluation.
  2. Abnormally low tenders:
     1. Where we consider any of the total price(s) you have submitted to have no correlation with the quality of your offer or to be abnormally low we will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Regulations 2015).
     2. If your explanation is not acceptable, we will reject your bid and exclude you from this competition, we will inform you if your bid has been excluded and why.

1. Final decision to award
   1. How we will calculate your final score:
      1. We will add your quality score and your demonstration score to your price score to calculate your final score.

Example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder | Quality score | Demo score | Price score | Final score |
| (Maximum score available 30) | (Maximum score available 30) | (Maximum score available 40) | (Maximum score available 100) |
| Bidder A | 30.00 | 30.00 | 40.00 | 100.00 |
| Bidder B | 20.00 | 20.00 | 15.00 | 55.00 |
| Bidder C | 15.00 | 20.00 | 10.00 | 45.00 |

* + 1. We will then rank all final scores from highest to lowest.
    2. This is a single Supplier Contract, so CCS will offer one bidder a Contract as set out in paragraph 6.2 of Attachment 1 – About the Contract. The Contract will be offered to the highest scoring bidder.
  1. Intention to award
     1. 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.
     2. 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.
     3. Following the standstill period, and if there are no challenges to our decision, successful bidders will be formally awarded a Contract subject to signatures.
  2. Contract
     1. You must sign and return the Contract within 10 days of being asked. If you do not sign and return, we may withdraw our offer of a Contract.
     2. The conclusion of a 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.
     3. This means you will need to provide us with copies of the following certificates:

● Employer’s (Compulsory) Liability Insurance = £5,000,000  
● Public Liability Insurance = £1,000,000  
● Professional Indemnity Insurance = £1,000,000  
● Product Liability Insurance = £1,000,000

● Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the last 12 months. Please see the following link: <https://www.cyberessentials.ncsc.gov.uk/requirements-for-it-infrastructure>