**Request to Participate   
for the Supply of**

**Source to Pay System**

**COMPETITIVE WITH NEGOTIATION PROCEDURE**

**SERVICES/SUPPLIES CONTRACT**

**Invitation to Tender   
for the Supply of**

**XXX Works**

**OPEN PROCEDURE**

**WORKS CONTRACT**

Closing Submission Date: Completed online Questionnaire, with all mandatory and relevant attachments uploaded and submitted through the GreenSquareAccord Intend Supplier Portal by no later than **XXX on XX 2023**

Closing Submission Date: Completed online Questionnaire, with all mandatory and relevant attachments uploaded and submitted through the GreenSquareAccord Intend Supplier Portal by no later than **XXX on XX 20XX**

Introduction

**GreenSquareAccord Limited**, (Parent of the Group) as a central purchasing body on behalf of itself and any of its current or future entities and subsidiaries (together “**GreenSquareAccord**”) wishes to invite interested organisations (**“Potential** **Suppliers”**) to participate in a procurement process to award a contract for services.

**Purpose**

The purpose of this Request to Participate (RTP) is to invite potential suppliers is to enable GreenSquareAccord to identify which organisations are to be invited to tender by reference to their eligibility, economic and financial standing and professional and technical ability.

This document is divided into three parts:

* Part A sets out important information for potential suppliers regarding GreenSquareAccord’s requirements and the procurement process.
* Part B sets out the Minimum Levels of Suitability (pass/fail questions) and the scored selection criteria GreenSquareAccord will use to select the participants to take part in the ITT stage.
* Part C sets out the scored award criteria GreenSquareAccord will use to award a contract to the successful supplier at the Invitation to Tender (ITT) stage.

Part A – Information about the procurement

1. **Definitions**

The **“Authority”** means the Contracting Authority (“GreenSquareAccord” or “GSA”) (“the Employer”), or anyone acting on behalf of GreenSquareAccord, that is seeking to invite potential suppliers to participate in this procurement process.

**“You” / “Your”** or **“potential supplier”** means the body completing these questions i.e., the legal entity seeking to be awarded a contract and responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

“**GSA Supplier Portal**” means the electronic tendering site hosted by Intend, which is found at:

<https://in-tendhost.co.uk/greensquare/aspx/Home>

“**Contract**” means the contract or framework contracts to be entered into between GreenSquareAccord and the successful supplier(s) on the conclusion of this procurement.

“**Evaluation Questionnaire**” means the electronic questionnaire completed by each potential supplier, which is used to by GreenSquareAccord to assess each potential supplier against the Minimum Levels of Suitability and selection criteria.

**“Find a Tender”** (FTS) means the new UK e-notification service introduced in place of the Official Journal of European Union (OJEU) from 1st January 2021

“**ITT**” means Invitation to Tender

“**Minimum Levels of Suitability**” means the minimum standards for potential suppliers to be eligible to be considered for award of the Contract, as set out in Part B

**“PCR 2015”** means Public Contracts Regulations 2015.

“**SQ**” means Standard Selection Questionnaire, published by Crown Commercial Service in PPN 03/23, for the purpose of supplier selection covered by the Public Contracts Regulations 2015.

“**TUPE**” means the Transfer of Undertakings (Protection of Employment) Regulations 2006

1. **Overview of Procurement Process**

The procurement process will be conducted in two stages under the Competitive Procedure with Negotiation within Regulation 29 of Public Contract Regulations 2015.

The first stage, which is the request to participate (“RTP”), will involve submission of a response to this prequalification stage. This enables GreenSquareAccord to gather information on and make assessments of the potential suppliers' credentials, to ensure that they have not breached the exclusion grounds and meet the Minimum Levels of Suitability and, from the responses submitted, we will select participants to take part in the second stage, the Invitation to Tender (“ITT”) which will include submission of initial tender proposals for the services.

**Negotiation phase**

The initial tenders will form the basis of negotiations. During negotiations GreenSquareAccord may reduce the number of tenders by applying the award criteria. GreenSquareAccord reserves the right to award the contract following evaluation of the initial tenders.

To conclude the negotiations, GreenSquareAccord will inform the remaining tenderers and set a common deadline to submit any new or revised tenders. The final tenders will form the basis of the award.

**Evaluation Approach**

GreenSquareAccord will score each RTP in accordance with the Minimum Levels of Suitability and Selection criteria set out in Part B. Failure to provide a satisfactory response to any of the questions may result in GreenSquareAccord not proceeding further with your organisation.

Assuming that more than the minimum number of candidates apply, and are not otherwise excluded, we will select the highest scoring candidates up to **five** in number, subject to a minimum score.

The award criteria for the contract which will be used at ITT stage are set out, with the scoring details, in Part C.

The information supplied will be checked for completeness and compliance before responses are evaluated. Within your response, please answer all the questions specifically for your organisation and not your parent or holding company unless specifically requested. We will be looking for evidence of your understanding of the requirements and experience in delivering similar projects for similar organisations, ideally in the social housing sector.

1. **Procurement Timetable**

The anticipated timetable for this procurement process is set out below although it is indicative only and GreenSquareAccord reserves the right to vary it.

| **Process step** | **Date / Time** |
| --- | --- |
| **Stage 1 (RTP)** |  |
| Opportunity Advertised | Thursday 15th August 2024 |
| Last Date for Submitting Clarification Questions | 14:00 Hours on Friday 30th August 2024 |
| Deadline for submission in response to this RTP | **12:00 Hours Monday 09th September 2024** |
| Evaluation of Returned RTP Submissions completed by | Tuesday 24th September 2024 |
| **Stage 2 (ITT) (dates subject to confirmation in the ITT)** |  |
| Invitation to tender issued to shortlisted suppliers | Tuesday 24th September 2024 |
| Supplier Clarification Deadline | Thursday 03rd October 2024 |
| GSA responses to Clarifications | Monday 7th October 2024 |
| Submission of Initial ITT response | **Monday 14th October 2024** |
| Desktop Evaluation of Returned ITT Submissions completed by | Tuesday 29th October 2024 |
| Potential Interviews with top scoring potential suppliers | Wednesday 30th October 2024 – Wednesday 06th November 2024 |
| Negotiation phase | Friday 08th November |
| Invitation to submit Final Tender(s) | **Tuesday 19th November 2024** |
| Evaluation of Final Tender(s) and internal GSA approval process | Friday 06th December 2024 |
| Tender Evaluation Outcome Correspondence issued via GSA Supplier Portal | Tuesday 24th December 2024 |
| Completion of Standstill Period | Midnight on Wednesday 08th January 2025 |
| Issue of Award Correspondence via GSA Supplier Portal | Thursday 09th January 2025 |
| **Contract Commencement** | Monday 27th January 2025 |

GreenSquareAccord may set the time limit for the receipt of initial tenders by mutual agreement with all selected candidates. In the absence of such an agreement, the time limit shall be at least 10 days (and up to a maximum of 25 days) from the date on which the invitation to tender is sent.

1. **The Procurement Documents**

The documents listed below comprise the RTP procurement documents. Potential suppliers should ensure that they are totally familiar with the contents of all parts of the documents before compiling and submitting their completed online Evaluation Questionnaire and submission documents.

**Tendering and information documents**

| **Document** | **Contents** |
| --- | --- |
| Request to Participate (This Document) | Explanatory notes intended to provide a summary of the scope of the requirements, an overview of the procurement process and the evaluation criteria GreenSquareAccord will use to determine award of the Contract from amongst those who meet the Minimum Levels of Suitability. |
| Evaluation Questionnaire | The electronic questionnaire embedded in the GSA Supplier Portal which must be completed by each potential supplier and is used to by GreenSquareAccord to assess each potential supplier against the Minimum Levels of Suitability and selection criteria. |
| Appendix 1 Request to Participate High Level Requirements | A high-level summary of GreenSquareAccord’s requirements for the services. |
| Appendix 2 Supporting Organisation Questionnaire | Declaration to be completed by organisations that the supplier will rely upon to meet the selection criteria, as detailed further in paragraph 10 below. |
| Appendix 3 GSA Background Information | Background information about GreenSquareAccord comprising our structure, strategy and operating area. |
| Appendix 4 – High Level As Is model | A diagram displaying GreenSquareAccord’s current model in Ordering and Payments, with related systems. |

**The Contract**

A copy of the draft Contract will be supplied with the ITT to transparently furnish potential suppliers with a clear understanding of the Contract requirements., to avoid the expenditure of effort in completing the tender, if they are unable to meet the Contract requirements. If successful, the potential supplier will be required to counter-sign the formal Contract, as issued by GreenSquareAccord. In submitting their tender, the potential supplier, will by such action, confirm that they have reviewed the Contract and are willing to enter into the Contract and that they are able to execute the Contract as drafted (if selected).

1. **Scope of the requirements**

GreenSquareAccord requires the supply of high-quality services as set out in Appendix 1 Summary of Requirements. This will be superseded by a detailed Specification which will be supplied with the ITT. The potential supplier must have read this document and all documents supplied with this RTP to ensure it can meet with GreenSquareAccord’s requirements. In submitting their application, the potential supplier, will by such action, confirm that they have reviewed the requirements and are confident that they have the required knowledge, resource, and expertise to meet the requirements set out therein, including experience of delivering similar requirements for other customers.

The key output requirements are set out in Appendix 1 Summary of Requirements.

1. **Contract Value**

As an indication the Contract is expected to commence on Monday 27th January 2025 and will be for a period of 3 years until Wednesday 26th January 2028, with the option to extend for up to a further 7 years in +1 year increments until Friday 26th January 2035.

The estimated value excluding VAT for the entire duration of the Contract including all extension options is as follows:

| **Estimated contract value (excluding VAT)** |
| --- |
| Maximum estimated value |
| £1,800,000.00 |

This estimated value is intended to be used as a guide only and is not a guarantee of the level of business that will be generated from the Contract. GreenSquareAccord is not bound by this estimate and may buy more or less.

There is no obligation for GreenSquareAccord to place orders under the under the Contract.

The Contract shall be in the form as set out in the ITT and is not subject to any negotiation, drafting comments or legal mark-ups. The potential supplier in submitting their tender confirms they have reviewed and accepted the specification and the terms and conditions and are willing to enter into the Contract and that they are able to execute the Contract as drafted (if selected).

1. **Clarification Questions**

All enquiries relating to the completion of this RTP should be submitted through the GreenSquareAccord Supplier Portal via the correspondence function by no later the deadline set out in the above procurement timetable.

GreenSquareAccord will endeavour to respond to all clarifications received prior to the above date and shall not accept any liability or responsibility for failure to provide any information requested.

All enquiries received and responses provided may be circulated to all potential suppliers via the correspondence or clarification function on the GSA Supplier Portal. If a potential supplier believes an enquiry relates to a confidential aspect of their submission, it must mark the enquiry as “confidential”. If GreenSquareAccord agrees that the enquiry should be answered confidentially, GreenSquareAccord will send a response only to the potential supplier that submitted the enquiry.

Questions may arise on the interpretation of a submission by GreenSquareAccord. GreenSquareAccord reserves the right to raise clarification questions and delay the final evaluation of such submissions until the deadline for response to those questions. Clarification questions are not intended to allow potential suppliers to enhance any aspect of their submission. Responses must be confined to the matters on which clarification is sought.

1. **Submission instructions**

The completed **on-line Evaluation Questionnaire**, along with all mandatory and relevant attachments should be uploaded and submitted through the GSA Supplier Portal by no later than the deadline set out in the above procurement timetable.

The following documents are requested and should be submitted via the GSA Supplier Portal by the closing date:

| **Document Reference or section of Questionnaire** | **Document name** | **Contents and requirements** |
| --- | --- | --- |
| On-line Evaluation Questionnaire on GSA Supplier Portal | Evaluation Questionnaire | Electronic Evaluation Questionnaire completed **on-line** with any required supporting attachments |
| Evaluation Questionnaire Section 5 Economic & Financial Standing | Audited accounts, or alternative means of demonstrating financial status | Organisation’s Full audited accounts for last 2 financial years, or other means as stated in your response to Section 5 of the Evaluation Questionnaire |
| Supporting Organisation Questionnaire | Appendix 2 Supporting Organisation Questionnaire | Questionnaire to be completed, signed, and uploaded as an attachment for any supporting organisations, as applicable. |
| Completed Appendix 1 | Appendix 1 Summary of Requirements | A fully completed document to indicate available system functionality |

Please note the GSA Supplier Portal will not allow you to submit after the closing date and time deadline (the facility to submit will be automatically removed after the deadline). You are recommended to allow sufficient time to complete and upload your tender submission. As with all technology, connectivity issues can arise and so you should avoid submitting your tender response critically close to the closing date and or time. GreenSquareAccord shall have no responsibility in relation to returns which are not submitted by the closing date and time.

**Should you experience any technical difficulties in using the Intend system, please contact the Supplier Support helpline on 0114 497 0056 or email Support@in-tend.co.uk.**

1. **Completing the Evaluation Questionnaire**

In accordance with Public Contracts Regulations 2015 the Evaluation Questionnaire is based on and is compliant with the standard Selection Questionnaire (SQ). The Evaluation Questionnaire is divided into the following parts, which must be fully completed and submitted:

| **Part** | **Details** |
| --- | --- |
| 1 | **Potential Supplier Information** - Covers the basic information about the potential supplier, such as the contact details, trade memberships, details of parent companies, group bidding and so on. |
| 2 | **Exclusion Grounds -** Covers a self-declaration regarding whether or not any of the exclusion grounds apply to the potential supplier. |
| 3 | **Minimum Suitability Selection Questions** – asks for evidence and self-declarations regarding whether or not your organisation meets the Minimum Levels of Suitability in respect of their economic and financial standing, technical and professional ability and project specific requirements. |
| 4 | **Scored Selection Questions** - the criteria used to select the potential suppliers to be invited to submit a tender from amongst those who meet those Minimum Levels of Suitability. |
| 5 | **Contact details and declaration** |

The standard SQ includes self-declarations, made by you (the potential supplier), that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

Please note that a submission made in any format other than through the GSA Supplier Portal will be rejected.

1. **Applications from groups of potential suppliers or suppliers relying on sub-contractors.**

If you are a potential supplier bidding on behalf of a group, for example a consortium, or you intend to use sub-contractors that the potential supplier relies on to meet the selection criteria, there are different actions required for completion of each Part of the SQ.

A completed declaration of Part 1 and Part 2 of the SQ provides a formal statement that the organisation making the declaration has not breached any of the exclusion grounds. Consequently, all the organisations that you will rely on to meet the selection criteria must provide a completed Part 1 and Part 2. For this purpose, a MS Word copy of Part 1 and Part 2 has been included in the SQ as **Appendix 2 Supporting Organisation Questionnaire**.

Supporting organisations could be parent companies, affiliates, associates, or essential sub-contractors, **if** they are relied upon to meet the selection criteria pursuant to Regulation 63 of the PCR 2015. This means that.

* where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete Appendix 2.
* Sub-contractors that you rely on to meet the selection criteria must also complete Appendix 2 (although sub-contractors that are not relied upon do not need to complete the self-declaration).

**Guidance for consortia completing the Evaluation Questionnaire**

Where a consortium is proposed, the consortium lead should complete all of the questions in the Evaluation Questionnaire on behalf of the consortium and/or any subcontractors. The consortium lead should make it clear who the lead member of the group is, and who will be contractually responsible for delivery of the Contract. Each potential supplier in that group must complete **Appendix 2 Supporting Organisation Questionnaire**.

For Parts 3 to 5 of the Evaluation Questionnaire, the consortium lead should complete all of the questions therein, on behalf of the consortium and/or any sub-contractors. All members of the group are required to provide the information required in Parts 3 to 5 of the Evaluation Questionnaire, as part of a single composite response (unless the question specifically directs otherwise).

GreenSquareAccord may require members of the group to assume a specific legal form if appointed., if considered necessary for the satisfactory performance of the Contract. Where the group is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV) or consortium, they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity. They should also provide the name for the new entity and details of its legal and operational structure. An SPV is a legal entity that is formed to perform a specific contract.

GreenSquareAccord acknowledges that consortium arrangements may be subject to change. It is the responsibility of the lead member of the group to make GreenSquareAccord aware of any changes or updates to this or any other bidding model. GreenSquareAccord will require that a self-declaration of the exclusion grounds (**Appendix 2 Supporting Organisation Questionnaire**) for any new organisation proposed is provided and will carry out a further assessment using the standard minimum suitability questions and any specific minimum suitability criteria and shall reserve the right to deselect a potential supplier or a group prior to any appointment to the Contract, based on an assessment of the updated information.

1. **General guidance on preparing your submission.**

Please note the following when preparing your response:

* Please ensure that all questions are completed in full and in the format requested. If the question does not apply to you, please clearly enter ‘N/A’.
* Responses to the questions should be provided within the on-line Evaluation Questionnaire rather than referring to other documents. **If additional documents are provided where requested, then these should be referenced to the relevant question of the Evaluation Questionnaire. Failure to do this may lead to individual attachments not being attributed to the relevant question.**
* Answers provided by potential suppliers should be specific to the scope of the procurement exercise and not generic company information or documents. Promotional material should not be submitted unless specifically requested and will not be evaluated.
* Answers to each question are self-contained and should not cross-refer to responses to other questions.
* All submissions must be completed in English. Documents should be uploaded in common formats such as Microsoft Word; Excel or Adobe PDF unless another specific file type is requested.
* Word limits apply to some questions, and these are specified within the Evaluation Questionnaire where relevant. These word limits will be automatically applied to the relevant responses by the Intend Supplier Portal. Wording included in attachments are not included in the word count by the system and where requested these will be evaluated. However, otherwise any wording over the limit or the use of appendices added to questions to manipulate the wordcount will not be evaluated.
* Potential suppliers are advised neither to make any assumptions about their past or current supplier relationships with GreenSquareAccord and similarly, prior business relationships they may have had with GreenSquareAccord will not be considered in the evaluation procedure.
* Submissions must not be accompanied by any covering letter or any statement that could be construed as rendering the tender submission equivocal and/ or placing it on a different footing from other tender submissions. No unauthorised alteration or additions may be made to any part of the tender (save for the provision of responses to the online questionnaire).
* Submissions must not be qualified, conditional or expressed to be subject to the acceptance by GreenSquareAccord of any matter not provided for in the tender and submitted strictly in accordance with the instructions.

GreenSquareAccord shall be able, at its sole discretion, to withdraw from this procurement process, cancel the process and / or consider alternative procurement options.

The potential supplier is responsible for obtaining all information necessary for the preparation of their response. GreenSquareAccord (or its advisers) will not be liable for any costs, expenses or losses incurred by a potential supplier (or any third party acting under its instructions) in connection with the preparation and submission of its tender or arising directly or indirectly from this procurement process or termination thereof, including (without limitation) any changes or adjustments made to the procurement process or documentation.

Whilst GreenSquareAccord will use its reasonable endeavours to see that all information given to potential suppliers is both truthful and accurate, GreenSquareAccord in no way warrants the same and potential suppliers must satisfy themselves of the accuracy of any information provided by GreenSquareAccord. GreenSquareAccord accepts no responsibility or liability whatsoever for any loss or damage of whatever kind and howsoever caused arising from or in consequence of the use by potential suppliers of such information.

GreenSquareAccord shall retain the potential supplier’s submission for as long as it is required to do so to comply with audit requirements.

Potential suppliers are advised to retain a copy of their submission for themselves. GreenSquareAccord reserves the right to make a charge if a potential supplier requests a copy of its submitted tender.

The details contained in each potential supplier’s response will be specified in any future contract or may form an appendix thereof. Potential suppliers should therefore ensure that their responses are authorised at an appropriate level which would enable them, should they be successful, to become the subject of a binding Contract.

1. **Confidentiality**

The contents of the procurement documents and all information supplied by GreenSquareAccord, shall be treated at all times as private and confidential by potential suppliers (whether they submit a response or not). Potential suppliers shall not at any time, make use of the procurement documents or any information supplied by GreenSquareAccord for its own purpose or disclose such information to any person other than for the preparation of a response to the RTP, nor shall potential suppliers publicise GreenSquareAccord’s name or that they are taking part in the procurement process without prior written consent of GreenSquareAccord.

If a potential supplier fails to observe its undertakings set out in the paragraphs above, or in any other way does not treat the tender documents as confidential, GreenSquareAccord, may without limitation to any other remedies it may have, reject the potential supplier’s submission, and not consider it any further in the procurement process.

GreenSquareAccord confirms that it shall treat all information provided to it by each potential supplier as confidential and that such information will not be disclosed by GreenSquareAccord to any third parties, other than its advisors, consultants and other public sector organisations or bodies or as required by law.

1. **Conflicts of Interest**

Each potential supplier should notify GreenSquareAccord immediately in the event of any conflict of interest arising in respect of its tender submission. In such circumstances GreenSquareAccord may require further information from the potential supplier and reserves the right to disqualify any such potential supplier from further involvement in the procurement process in the event of a conflict of interest arising.

1. **Freedom of Information Act 2000 & Environmental Information Regulations**

GreenSquareAccord may have a duty to comply with The Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“the Environmental Regulations”).

Accordingly, all information submitted to GreenSquareAccord may need to be disclosed in response to a request under these Acts.

GreenSquareAccord cannot accept blanket confidentiality clauses. If, at any stage of the procurement process, you provide any information to GreenSquareAccord in the expectation that it will be held in confidence, then you must indicate clearly what material is to be considered confidential and why a duty of confidence applies. Any future disclosure of that information by GreenSquareAccord will be made in accordance with the FoIA.

1. **Intellectual Property**

All intellectual property rights in the tender and all materials provided by GreenSquareAccord or its professional advisers in connection with the tender are, and shall remain, the property of GreenSquareAccord or its professional advisers (as the case may be).

Potential suppliers shall not infringe any intellectual property rights in the preparation of its submission and shall indemnify GreenSquareAccord and keep GreenSquareAccord indemnified against all actions, claims, demands, liability, proceedings, damages, costs, charges, and expenses whatsoever arising out of or in connection with any breach.

1. **Debriefing**

Potential suppliers shall be informed by electronic means of the outcome of the evaluation process by the sending of a tender evaluation outcome notification through the messaging of the GSA Supplier Portal. Potential suppliers will also be provided with feedback in accordance with the Public Contracts Regulations 2015.

1. **TUPE**

GreenSquareAccord does not envisage that TUPE will apply.

1. **Governing Law**

Potential suppliers should note that the Contract(s), its formation, interpretation, and performance, shall be subject to and interpreted in accordance with the laws of England and or Wales.

1. **Points to Note**

The Minimum Levels of Suitability and the selection criteria that will be applied to each question in the Evaluation Questionnaire are set out in Part B of this document.

GreenSquareAccord is allowing potential suppliers to self-certify answers to some questions in the questionnaire. GreenSquareAccord may ask for further information at any point during the procurement process and potential suppliers will be required to provide the evidence within the timescale stipulated by GreenSquareAccord in the request.

**Exclusion grounds**

GreenSquareAccord reserves the right to exclude any tender during the procurement process in accordance with Regulations 57 and 59 and/or in any of the following situations:

* Where GreenSquareAccord has established that the potential supplier has conflicting interests which may negatively affect the performance of the contract;
* Where the potential supplier has undertaken to unduly influence the decision-making process of GreenSquareAccord, or obtained confidential information that may confer upon the potential supplier undue advantages in the procurement procedure;
* Where the potential supplier has negligently or purposefully misled GreenSquareAccord, with inaccurate or misleading information and responses required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, or has withheld such information may have a material influence on decisions concerning exclusion or selection;
* Where the potential supplier no longer qualifies as a result of a change of circumstances following its submission;
* Where the potential supplier fails to provide evidence / information upon request to support or substantiate its submission or it contains significant omissions;
* Where the potential supplier has directly or indirectly canvassed any member of staff of GreenSquareAccord concerning the acceptance of the tender or has directly or indirectly obtained or attempted to obtain information from any such member of staff concerning this and / or any other SQ’s or tenders submitted by any other potential supplier;
* Where the potential supplier offers or agrees to pay or give, or does pay or give, any sum of money directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other potential supplier or any other proposed SQ’s or tenders or other documents any act or omission;
* Where the potential supplier has entered into an agreement or arrangement with any other person that such other person shall refrain from submitting a tender;
* Where the potential supplier fails to complete the tender in full;
* Where the potential supplier fails to use the English language.

Exclusion grounds may apply at any point in the procurement process up to the point of award.

Such exclusion shall be without prejudice to any other civil remedies available to GreenSquareAccord in respect thereof or to any criminal liability that such conduct by a potential supplier may attract.

**Consequences of misrepresentation**

If you materially misrepresent any factual information in filling in a tender and so induce us to enter into a contract, there may be significant consequences. You may be excluded from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

Part B: Minimum Prequalification Standards and Selection Criteria

1. **OVERVIEW**

The prequalification and selection process consists of two stages:

* Stage 1 (prequalification) – to identify which potential suppliers expressing an interest meet GreenSquareAccord’s Minimum Levels of Suitability;
* Stage 2 (selection) – to select the potential suppliers to be invited to submit an initial tender from amongst those who meet those Minimum Levels of Suitability. The questions in Part 4 of the Evaluation Questionnaire enable GreenSquareAccord to do this.

GreenSquareAccord will invite up to 5 potential suppliers with the highest weighted scores to submit an initial tender. GreenSquareAccord reserves the right in its absolute discretion, to increase the number of potential suppliers invited to tender by one or two potential suppliers if their scores are closely placed around the cut-off point.

1. **MINIMUM LEVELS OF SUITABILITY**

The questions in Parts 1 to 3 of the Evaluation Questionnaire enable GreenSquareAccord to identify which potential suppliers meet GreenSquareAccord’s Minimum Levels of Suitability.

Each question in this section requires a response which is either:

* for information only (in which case it is not scored);
* a prequalification question (in which case it is pass/fail).

Although “information only” questions are not scored, legally they are representations made by the potential supplier in the tender process. A potential supplier can be excluded from the tender process at any stage if any of those representations are found to be untrue.

The evaluation panel will assess whether or not a potential supplier has met GreenSquareAccord’s minimum standards. GreenSquareAccord may take professional advice on this. GreenSquareAccord’s decisions whether or not a potential supplier has met its minimum prequalification standards and as to the scores allocated for the purposes of the award process are to be final. GreenSquareAccord will give feedback on this to potential suppliers in accordance with the Public Contracts Regulations 2015.

* 1. **Section 2 Grounds for mandatory exclusion**
* In relation to question 2.1(a) of Section 2 of the SQ, you will be excluded from this procurement if you, any member of your administrative, management or supervisory body or any person having powers of representation, decision or control in your organisation, a Group company on whose resources you rely or a member of your consortium or any key subcontractor (“an Associated Organisation” pursuant to Regulation 57(2)), has been convicted of any of the offences listed in the question or on the webpage unless the Organisation has provided evidence of self-cleaning that we consider to be sufficient under Regulation 57(13) to (17) PCR 2015 (see paragraph on “self-cleaning”)).
* For guidance, entities and persons who have powers of representation, decision or control in the supplier could be:
  + - entities or persons with a 25% or more shareholding;
    - entities or persons with less than 25% shareholding who have the relevant powers depending on their particular rights;
    - a potential supplier’s ultimate parent company;
    - intermediate parent companies of the potential supplier that do not have a direct shareholding;
    - directors or members of an executive board of their immediate parent company (for example, in the case of a Special Purpose Vehicle set up specifically to bid for a particular contract);
    - holders of mortgages or liens.

**Section 3 Grounds for mandatory and discretionary exclusion relating to payment of taxes and social security contributions**

* If you have answered “No” to question SQ 3.1(a) on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If you are in that position, please provide details. You may contact GreenSquareAccord for advice before completing this form.
  1. **Section 4 Grounds for discretionary exclusion**
* We may exclude you if you or any Associated Organisation answers ‘Yes’ to any of questions set out in SQ 4.1 paragraphs (a) and (j) (in Section 4 of the SQ) unless either:
  + - we consider (in our absolute discretion) that exclusion is not proportionate in the light of the situation justifying the potential exclusion; or
    - you (or Associated Organisation) have provided evidence of self-cleaning which we consider to be sufficient under Regulation 57 (13) to (17) PCR 2015 (see paragraph on “self-cleaning”).
* In accordance with question SQ 4.1(g) in Section 4 of the SQ, we may exclude you where there is a conflict of interest which cannot effectively be remedied. The concept of a conflict of interest includes any situation where relevant staff members (including staff members of an Associated Organisation) have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Organisation to inform GreenSquareAccord, detailing the conflict and the steps they would be prepared to take (e.g. information barriers, exclusions of relevant personnel from the bid team, use of a different Associated Organisation etc) in the light of the answer to question 4.3 of the SQ. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by GreenSquareAccord should not represent a conflict of interest for the potential supplier
* In accordance with question SQ 4.1(i) (Past Performance), GreenSquareAccord may assess the past performance of a potential supplier (through a Certificate of Performance provided by a customer or other means of evidence). GreenSquareAccord may take into account any failure to discharge obligations under the previous principal relevant contracts of the potential supplier completing this SQ. GreenSquareAccord may also assess whether specified minimum standards for reliability for such contracts are met.
* In addition, GreenSquareAccord may re-assess potential suppliers, including their reliability based on past performance, at key stages in the procurement process (i.e. potential supplier selection, tender evaluation, contract award stage etc.). Potential suppliers may also be asked to update the evidence they provide to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).
* Where the potential supplier fails to provide evidence / information upon request to support or substantiate its submission or it contains significant omissions. GreenSquareAccord may ask any potential supplier at any time during the procurement to submit all or part of the evidence if it is necessary to ensure the proper conduct of the procedure. Potential suppliers will be required to provide the evidence within the timescale stipulated by GreenSquareAccord in the request. As a minimum GreenSquareAccord will check the evidence of the top-ranking potential supplier before award of the contract.

**‘SELF-CLEANING’**

Any potential supplier that answers ‘Yes’ to questions in section 2 and in section 4 of the SQ should provide sufficient evidence, which provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The potential supplier has to demonstrate it has taken such remedial action, to the satisfaction of GreenSquareAccord in each case.

If such evidence is considered by GreenSquareAccord (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the potential supplier shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the potential supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by GreenSquareAccord to be insufficient, the potential supplier shall be given a statement of the reasons for that decision.

**Section 4 Modern Slavery Act**

* Self-certification that your Organisation is compliant with the requirements of the Modern Slavery Act 2015, if applicable, or confirmation the Organisation is not required to comply (Questions SQ 4.2)
* Since 1 October 2015, commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more ("relevant commercial organisations") have been required under Section 54 of the Act to prepare a slavery and human trafficking statement as defined by section 54 of the Act.
* If the potential supplier meets the definition of “relevant commercial organisation”, a response of yes to question 4.2 must be provided confirming compliance with the annual reporting requirements contained within Section 54 (“Transparency in supply chains etc.”) of the Modern Slavery Act 2015 and the relevant URL providing a satisfactory statement. Failure to do this will result in the potential supplier’s tender submission being marked as a fail.

**Section 5 Economic and Financial Standing**

* That nothing is disclosed by any of the financial information required to be supplied by the organisation or discovered from GreenSquareAccord’s other checks about the organisation that gives rise to concerns that the organisation may not complete the contract because of financial difficulties, including bank and credit references.
* Minimum average annual turnover of £300,000.
* Minimum Liquidity over last 2 accounting periods - Acid Test Ratio required to pass is 0.8 (calculated as follows: Current Assets / Current Liabilities);
* Minimum Net Profit Margin as percentage of audited turnover over last 2 accounting periods, calculated as follows: (Profit after Tax / Turnover) x 100, shall be greater than 0% in order to pass.
* Where applicable, provision of a guarantee from any wider group company whose resources are used in order for you to meet the minimum financial selection standards or an equivalent guarantee is available from a bank (Question SQ 5.2 or SQ 5.3)

GreenSquareAccord will take the self-certification response provided in relation to the economic and financial criteria element for pass / fail evaluation purposes in the first instance. The assessments to verify this response in relation to minimum average turnover, minimum liquidity and minimum profit after tax, by reference to the evidence provided, shall be undertaken prior to determining notification of award.

GreenSquareAccord may consider qualifying potential suppliers where the financial risk indicated from an inadequate turnover, liquidity score or net profit margin can be reassessed by taking into account other ratios and/or information in the financial statements, or from further information provided by the potential supplier. An example might include where the net profit margin is adversely affected in an isolated year, and this would be considered in conjunction with the balance sheet resources available to cover this loss.

Where a potential supplier proposes to rely on the resources of a parent company, GreenSquareAccord reserves the right to require a bond or guarantee from that parent or a bank. In order to “pass” this section, the parent must pass all of the tests detailed above and that parent must be willing to provide a guarantee, or one must be obtained from a bank if requested by GreenSquareAccord.

**Section 7 Additional Questions (SQ)**

**Insurance**

* Minimum levels of insurance required of potential suppliers are as follows:

GreenSquareAccord shall maintain existing buildings insurance policy under its name only, which shall maintain cover of the buildings’ structure. The supplier shall take out an All-Risks policy in joint Names to cover the Works.

* Employer’s liability insurance with a limit of indemnity of at least £10 (ten) million pounds in relation to any one occurrence or series of occurrences arising out of any one event, the total number of events being unlimited.
* Public liability insurance with a limit of indemnity of at least £10 (ten) million pounds in relation to any one occurrence or series of occurrences arising out of any one event, the total number of events being unlimited, with no policy exceptions which would render the policy non-compliant for the scope of the Contract.
* Product Liability insurance with a limit of indemnity of at least £5 (five) million pounds in relation to any series of occurrences in any annual period of cover or in aggregate.

or evidence that the potential supplier can secure such insurances (Question SQ 7.1).

* GreenSquareAccord will take the self-certification response provided in relation to the insurance and liability criteria element for pass / fail evaluation purposes in the first instance. Upon request from GreenSquareAccord, the potential supplier shall provide the evidence to substantiate this self-certification. Failure to provide upon request evidence that satisfactorily demonstrates the self-certification response will result in a fail.

**Payment terms**

* Self-certification that the potential supplier will include (as a minimum) 30-day payment terms in all its supply chain contracts and require that such terms are passed down through its supply chain (Question SQ 7.5).

**Data Protection**

* Self-certification that the potential supplier will have in place the human and technical resources to perform the contract to ensure compliance with the UK GDPR and to ensure the protection of the rights of data subjects (Question SQ 7.2)
* Self-certification that the potential supplier can implement a company policy in relation to Data Protection to comply with the requirements of the Data Protection legislation and the specific data processing requirements included within the Contract.

**Equality legislation**

* Evidence that it is the potential supplier’s policy to comply with equality and diversity legislation and either that there have been no findings of unlawful discrimination against the potential supplier under equality and diversity legislation or that, where there have been, adequate steps have been taken to prevent a recurrence.

**Environmental legislation**

* Self-certification that the potential supplier complies with environmental legislation and that there have been no prosecutions of, or notices served on, the potential supplier for breaches of environmental laws or that, where there have been, adequate steps have been taken to prevent a recurrence.

**Probity**

* That none of your potential supplier’s Board members, directors, partners, or senior managers is a current or former (during the last 12 months) board member or employee of GreenSquareAccord.
* That your organisation is not affiliated or associated with another organisation tendering for this work.

**Professional registration and accreditations**

* Self-certification that the potential supplier possesses and shall maintain for the duration of the contract the following valid registrations/accreditations:

|  |
| --- |
| **Registration / Accreditation** |
| * *Cyber Essentials, Cyber Essentials plus, ISO27001 or other equivalent* |

* A response of yes is required, confirming current registration and accreditation. Failure to do this will result in the potential supplier’s tender submission being marked as a fail.

GreenSquareAccord reserves the right to disqualify any potential supplier if it finds out at any time during the procurement that the organisation either did not meet or no longer meets the Minimum Levels of Suitability set out above.

1. **SELECTION CRITERIA**

The assessment of each SQ against the selection criteria will be based on the evaluation of responses to questions in Part 4 of the Evaluation Questionnaire.

For scored questions a common marking system will be adopted for scoring the responses to these questions. The table below sets out the scoring system and identify which responses will score high marks.

| **Score** | **Assessment** | **Interpretation** |
| --- | --- | --- |
| 0 | Unacceptable | Either no answer is given, or the answer does not comply and/or provides no or insufficient evidence that the potential supplier meets any of GreenSquareAccord’s requirements.  The response does not demonstrate that the potential supplier has the ability, understanding, experience, skills, resource, and quality measures required to provide the requirements.  Scoring 0 for any question may result in your application being deemed non-compliant and may be rejected. |
| 1 | Serious reservations | The answer provides some (but limited) evidence that the potential supplier meets a small proportion of GreenSquareAccord’s requirements but only in a minimal way.  GreenSquareAccord has serious reservations that the potential supplier has the ability, understanding, experience, skills, resource, and quality measures required to provide the requirements.  Scoring 1 for any question may result in your application being deemed non-compliant and may be rejected. |
| 2 | Very poor | The answer provides some (but limited) evidence that the potential supplier meets some of GreenSquareAccord’s requirements but only in a minimal way.  GreenSquareAccord has some major reservations of the potential supplier’s ability, understanding, experience, skills, resource, and quality measures required to provide the requirements.  Scoring 2 for any question may result in your application being deemed non-compliant and may be rejected. |
| 3 | Poor | The answer provides some evidence that the potential supplier meets some of GreenSquareAccord’s requirements but only to a minimal standard.  GreenSquareAccord has reservations of the potential supplier’s ability, understanding, experience, skills, resource, and quality measures required to provide the requirements. |
| 4 | Reservations | The answer provides some evidence that the potential supplier meets some of GreenSquareAccord’s requirements to a reasonable standard.  GreenSquareAccord has reservations of the potential supplier’s ability, understanding, experience, skills, resource, and quality measures required to provide the requirements. |
| 5 | Minor reservations | The answer provides evidence that the potential supplier meets a majority of GreenSquareAccord’s requirements to an acceptable standard.  GreenSquareAccord has minor reservations of the potential supplier’s ability, understanding, experience, skills, resource, and quality measures required to provide the requirements. |
| 6 | Satisfactory | The answer provides satisfactory evidence with some examples that the potential supplier meets GreenSquareAccord’s requirements to a satisfactory standard. |
| 7 | Reasonably good | The answer provides good evidence with some examples that the potential supplier meets GreenSquareAccord’s requirements to a reasonably good standard. |
| 8 | Good | The answer provides good evidence with some examples that the potential supplier meets all GreenSquareAccord’s requirements to a good standard. |
| 9 | Very good | The answer provides excellent evidence that the potential supplier fully meets all GreenSquareAccord’s requirements to a very good standard. |
| 10 | Excellent | The answer provides comprehensive, detailed and specific evidence, with good examples that demonstrate the potential supplier fully meets all GreenSquareAccord’s requirements to an excellent standard. |

Where the panel considers that the response falls between the requirements for two whole mark scores, half marks may be awarded.

Where questions have a number of elements (a, b, c etc) those elements will not be marked separately. Instead the answers to all these elements will be considered together and a mark allocated for the question as a whole. Questions should be answered accurately and as succinctly as possible, whilst covering all the specified topics. Some questions contain a word limit which will be applied automatically by the GSA Supplier Portal.

Where a potential supplier scores either a 0, 1 or a 2 for any individual question detailed above, that potential supplier may be excluded from further consideration in the procurement process.

The responses to the questions in the completed Evaluation Questionnaire will be scored by a panel established by GreenSquareAccord. This may involve members of staff, professional advisers and/or residents. Each member of the Evaluation Panel will allocate a provisional score out of 10 to the responses from each potential supplier to the part of the Evaluation Questionnaire they are marking. The provisional scores for each question from each member of the Evaluation Panel will be moderated to agree a single score to the nearest half-mark (and set of reasons for that score) with all members of the Evaluation Panel.

The moderated scores out of 10 for each question will be divided by 10 and then multiplied by the percentage weighting allocated to that question, so that they are expressed as a percentage of the 100% available.

Example: If the Evaluation Panel agrees a score for a question of 8 out of 10, and the weighting for that question is 5%, then the weighted = (8 ÷ 10) x 5% = 4% out of 100%.

**Clarification and verification of responses**

As part of the evaluation process to clarify and verify responses to the application. GreenSquareAccord reserves the right without limitation to seek references.

If, in validating the responses given in the submission, it is clearly apparent that the potential supplier cannot / does not meet the Minimum Suitability Requirements, GreenSquareAccord reserves the right to reject the relevant potential suppliers’ submission and not consider it any further in the procurement process.

The table below sets out:

* the selection criteria GreenSquareAccord will use to select those potential suppliers to be invited to submit an initial tender;
* the section and questions in the Evaluation Questionnaire to which those criteria relate;
* the weightings applied to the each of those criteria, and,
* GreenSquareAccord’s requirements in terms of what will score high marks in relation to those criteria.

The percentage weightings allotted to individual questions within each section are shown against each question and within the electronic Evaluation Questionnaire.

| Area | Question | Weighting | GreenSquareAccord requirements / sub-criteria |
| --- | --- | --- | --- |
| Relevant experience and contract examples | Please provide details of up to three contracts that are relevant to GreenSquareAccord’s high level requirements. Reference contracts 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 below. During this phase of the procurement, GreenSquareAccord will seek a reference from each customer very shortly after the deadline for RTP submissions, therefore the bidder must supply all of the information requested below in its response.   * Name of customer organisation * Point of contact in the organisation * Position in the organisation * Email address * Contract start date * Contract completion date * Contract value * Description of the contract including evidence as to your capability, including but not limited to; Was the project delivered on time and in budget? How was the solution technically implemented to the customer’s requirements? How was post-implementation support? * If any services were subcontracted, details of the subcontractors and the nature of the work that they undertook   **Word limit 750 words** | 20% | Experience of up to three contracts with similar scope and requirements to those of GreenSquareAccord and for organisations similar to GreenSquareAccord.  The named contacts provided should be able to provide written evidence to confirm the accuracy of the information provided. When providing their response to this question, potential suppliers should ensure that they provide details of contracts which are similar to the scope of GreenSquareAccord’s requirements demonstrating their breadth of experience.  Failure to demonstrate satisfactory evidence of the above will result in a fail.  GreenSquareAccord is looking for evidence of successful completion of the contract to the customer’s satisfaction and that nothing is disclosed from the reference contracts that give rise to concerns that the organisation will not deliver the services to the standards that GreenSquareAccord will require throughout the Contract. |
| Implementation case study and methodologies | Please provide a case study which demonstrates your organisation’s capability, capacity and approach to provide and deploy a system, and provide ongoing support to meet GreenSquareAccord’s high level requirements. Your response should include but is not limited to; Overview of the project, Project Management Principles, Timelines, Challenges, Lessons Learned & Working with Housing Associations, Public Sector or Not for Profit organisations.  **Word limit 1000 words** | 25% | GreenSquareAccord is looking for evidence of successful completion of a project to implement an integrated source to pay system that highlights:   * Meeting challenging delivery timescales * Introducing innovative approaches to meet client aspirations * Improving and automating processes * Migration of legacy data * Customisation and configuration of system |
| Integration | Appendix 4 summarises the high-level as-is model for our current business applications.  Please explain how your organisation’s product and services have worked with existing customers and/or has the capability that meets the following requirements:   * Managed and hosted cloud platform * Ability to integrate with Open Accounts Finance System and MRI Housing Management System   **Word limit 500 words** | 25% | GreenSquareAccord is looking for evidence that a shortlisted supplier can demonstrate experience of integrating with existing Key GSA system software, currently including but not limited to Open Accounts Finance tool and MRI Housing Management Tool. |
| Key Functionality to meet requirements | Please complete Appendix 1 to indicate which elements of the high level requirements your organisation’s products has the capability to deliver. | 30% | GreenSquareAccord is looking for a provider of an end-to-end Source to Pay system, including the potential for e-Tendering platform |
| Total | | 100% |  |

Part C: AWARD CRITERIA

At ITT Stage GreenSquareAccord shall award the Contract on the basis of the most economically advantageous tender from the point of view of GreenSquareAccord. This shall be identified on the basis of the best price-quality ratio linked to the subject matter of the Contract, which shall be assessed on the basis of the award criteria as set out below.

All tenders will be scored (expressed in percentages) according to the following criteria:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Quality and Technical Merit | 75% |
| Price | 25% |
| Total | 100% |

**QUALITY AND TECHNICAL MERIT CRITERIA**

The assessment of quality and technical merit of the tenders will be based on the evaluation of responses to scored questions, and on interviews. The relevant content of the successful supplier’s quality and technical merit submission will form part of the contract.

For scored questions a common marking system will be adopted for scoring the responses to these questions. The table below sets out the scoring system and identify which responses will score high marks.

| **Score** | **Assessment** | **Interpretation** |
| --- | --- | --- |
| 0 | Unacceptable | Either no answer is given, or the answer does not comply and/or provides no or insufficient evidence that the potential supplier proposal in their tender meets any of GreenSquareAccord’s requirements.  The response does not demonstrate that the potential supplier has the ability, understanding, experience, skills, resource, and quality measures required to provide the requirements.  Scoring 0 for any question may result in your tender being deemed non-compliant and may be rejected. |
| 1 | Serious reservations | The answer provides some (but limited) evidence that the potential supplier proposal in their tender meets a small proportion of GreenSquareAccord’s requirements but only in a minimal way.  GreenSquareAccord has serious reservations that the potential supplier has the ability, understanding, experience, skills, resource, and quality measures required to provide the requirements.  Scoring 1 for any question may result in your tender being deemed non-compliant and may be rejected. |
| 2 | Very poor | The answer provides some (but limited) evidence that the potential supplier proposal in their tender meets some of GreenSquareAccord’s requirements but only in a minimal way.  GreenSquareAccord has some major reservations of the potential supplier’s ability, understanding, experience, skills, resource, and quality measures required to provide the requirements.  Scoring 2 for any question may result in your tender being deemed non-compliant and may be rejected. |
| 3 | Poor | The answer provides some evidence that the potential supplier proposal in their tender meets some of GreenSquareAccord’s requirements but only to a minimal standard.  GreenSquareAccord has reservations of the potential supplier’s ability, understanding, experience, skills, resource, and quality measures required to provide the requirements. |
| 4 | Reservations | The answer provides some evidence that the potential supplier proposal in their tender meets some of GreenSquareAccord’s requirements to a reasonable standard.  GreenSquareAccord has reservations of the potential supplier’s ability, understanding, experience, skills, resource, and quality measures required to provide the requirements. |
| 5 | Minor reservations | The answer provides evidence that the potential supplier proposal in their tender meets a majority of GreenSquareAccord’s requirements to an acceptable standard.  GreenSquareAccord has minor reservations of the potential supplier’s ability, understanding, experience, skills, resource, and quality measures required to provide the requirements. |
| 6 | Satisfactory | The answer provides satisfactory evidence with some examples that the potential supplier proposal in their tender meets GreenSquareAccord’s requirements to a satisfactory standard. |
| 7 | Reasonably good | The answer provides good evidence with some examples that the potential supplier proposal in their tender meets GreenSquareAccord’s requirements to a reasonably good standard. |
| 8 | Good | The answer provides good evidence with some examples that the potential supplier proposal in their tender re fully meets all GreenSquareAccord’s requirements to a good standard and offers minor additional benefits. |
| 9 | Very good | The answer provides excellent evidence that the potential supplier proposal in their tender fully meets all GreenSquareAccord’s requirements to a very good standard and offers some additional benefits. |
| 10 | Excellent | The answer provides comprehensive, detailed and specific evidence, with good examples that demonstrate the potential supplier proposal in their tender fully meets all GreenSquareAccord’s requirements to an excellent standard and offers some major additional benefits. |

**Interviews**

As part of the evaluation process. GreenSquareAccord reserves the right without limitation to undertake interviews (which may include a presentation). Prior to interviews taking place, GreenSquareAccord may eliminate tenderers whose total score after evaluation of the Evaluation Questionnaire falls below a certain threshold. GreenSquareAccord reserves the right to adjust this threshold reasonably to take into account the number and quality of the tender returns.

If, in validating the responses given in the tender submission, it is clearly apparent that the potential supplier cannot / does not meet the specification and / or other contract requirements, GreenSquareAccord reserves the right to reject the relevant potential suppliers’ tender submission and not consider it any further in the procurement process.

In the event of potential suppliers being required to attend, deliver or undertake interviews, the potential suppliers should ensure that the relevant staff / personnel are available to attend, including:

* The person submitting the tender response on behalf of the potential suppliers’ organisation
* Director responsible for the delivery of the contract;
* The person who will manage the overall contract on behalf of the potential supplier
* Other key personnel proposed for the contract if successful.

The individual interviews will not be scored separately. The interviews will be used to investigate in more depth specific aspects of the quality and technical merit that the Potential supplier is proposing to deliver for GreenSquareAccord (and potential suppliers may be required to make a presentation on some of these). The scores from the evaluation of the quality and technical merit proposals by the Evaluation Panel may be adjusted (up or down) depending upon the outcomes from the interview.

The table below sets out:

* the quality and technical merit criteria GreenSquareAccord will use to award the contract (which will be evaluated from the potential supplier’s responses to the Evaluation Questionnaire, and interview);
* the section and questions in the Evaluation Questionnaire to which those criteria relate;
* the weightings applied to the each of those criteria, and,
* GreenSquareAccord’s requirements in terms of what will score high marks in relation to those criteria.

The percentage weightings allotted to individual questions within each section are shown against each question and within the electronic Evaluation Questionnaire.

| Area of quality and technical merit | Question | Weighting | GreenSquareAccord requirements / sub-criteria |
| --- | --- | --- | --- |
| Compliance with specification | Please provide your detailed proposals for how your system delivers the functional specification. Please confirm delivery of the detailed requirements by completing Appendix X. | 35% | GreenSquareAccord is looking for a solution that delivers all the required functionality, via user-friendly and efficient processes, which delivers maximum benefits in terms of use of business resources. |
| Delivery Method Statement and delivery programme | Please provide your detailed proposals for your project management of the project. Please include:  a. Your proposal and methodology to ensure efficient project management and delivery on time of the project outcomes  b. Identification of the risks to the programme and how you propose to manage them.  c. Description of the phases of the implementation, the key milestones and the delivery timelines.  d. Your proposal for implementation across multiple stakeholders.  e. Detail how the implementation will reduce the risk of error and what controls will be used to ensure system is functioning as required.  f. Provide a project plan to be attached to provide a visual representation and  demonstrates how the project will be delivered in the most efficient manner, completed in the most cost-effective way, and minimise prelim costs. If the tenderer wishes to provide a programme in the form of a Gantt chart or excel document, then this may be uploaded as an attachment.  g. Based on the specification and other supporting documents, please provide suggestions for efficiencies that could be made, and highlight any challenges that could potentially impact on progress.  **(Maximum word count: 2000 words)** | 10% | GreenSquareAccord is looking for a detailed proposal from tendering Contractors which clearly demonstrates a comprehensive understanding of the requirements of the Term Contract and your technical ability to deliver.  Evidence that demonstrates organisations possess appropriate accreditations, sufficient resource capacity with relevant experience and qualifications.  Expertise to deliver the Term Contract, including management of the work packages that are to be sub-contracted.  The proposal should demonstrate a structured organisation, with sufficient resource in the right place and procedures to ensure a high quality of work. |
| Resourcing | Please describe the size and makeup of your organisation, the dedicated project team that will support the implementation, and the support staff that will support the solution after go-live, please also detail the support in place for cover of your key resources if absent.  Please describe the amount and type of resources that would be required to support the implementation from within GreenSquareAccord. | 5% | GreenSquareAccord is looking for a supplier who can provide the appropriately qualified and trained management and resources with expertise to deliver the contract, including management of the implementation.  GreenSquareAccord is looking for a supplier who can demonstrate a tried and tested and robust approach to the management of the contract.  The proposal should demonstrate a structured organisation and procedures to ensure a high quality of services. |
| Integration | a. Please describe how you will Integrate the solution with OpenAccounts, MRI Housing & other systems within GreenSquareAccord.  b. How will you work with us to ensure the solution is customised and configured to our operational requirements?  c. How will you ensure that operational risks to our Business As Usual (BAU) are minimised during transition? | 15% | GreenSquareaccord is looking for a supplier whose solution can integrate with GreenSquareAccord’s existing key systems so that appropriate data can be exchanged between them. |
| Culture and process change management | a. How will you support us through the cultural changes/challenges of introducing business processes and new ways of working?  b. How will support us with the drafting and delivery of training to users at GreenSquareAccord?  c. Describe how you will support us post implementation when the system is live? Please provide a Responsibility Assignment Matrix (RACI Matrix). | 5% | GreenSquareAccord is looking for a supplier who can provide support them through the significant change to processes and ways of working through the use of engagement of employees, training and post-implementation support. |
| Disaster Recovery / Risk Management | Data Protection, loss of data and GDPR compliance are key risks for GreenSquareAccord.  a. Please provide details of how your solution will enable us to comply with existing data protection legislation, in terms of any personal data that the system may hold.  b. Provide details of the appropriate measures your organisation has implemented to secure its systems and data against internal and external threats and risks; and the process you take to continuously review and revise those measures to address ongoing threats and risks. | 5% |  |
| Total Quality and Technical Merit | | 75% |  |

**PRICE EVALUATION CRITERIA**

Price will be assessed based upon the **total** tender price based upon the priced schedules in the Pricing Model.

**Abnormally low tenders**

If a tender is considered potentially to be abnormally low, GreenSquareAccord will request an explanation of this, via the GSA Supplier Portal, in accordance with Regulation 69 of the Regulations. GreenSquareAccord will take into consideration the explanation given for any abnormally low tender, including any explanation of the economics of the methods of working proposed by the potential supplier, the technical solution offered, any favourable conditions available to the potential supplier for the delivery of the requirements and the originality of the works offered by the potential supplier. Following such assessment, and verification of the tender or part of the tender considered to be abnormally low, GreenSquareAccord may reject the abnormally low tender in accordance with Regulation 69. GreenSquareAccord will give the potential supplier a chance to request a debriefing to GreenSquareAccord’s decision to reject a tender as abnormally low after receiving the requested explanations. A tender that has been excluded as abnormally low will not be considered further in the tender evaluation process and will be excluded from the “averages” of the tendered prices (set out below).

**Price Scoring for Tenders**

The score for price for each tender will be based on the percentage variance of the total tender price from the average tender price of all tenders submitted using the table below. A table showing some examples of the scoring is shown below.

The average price will be calculated using all tender prices other than any Tender Prices that have been excluded as “abnormally low”.

| Percentage variance versus average total tender price | Price score (%) |
| --- | --- |
| More than 40% below the average total tender price | 25% |
| 36% below the average total tender price | 23.8% |
| 32% below the average total tender price | 22.5% |
| 28% below the average total tender price | 21.3% |
| 24% below the average total tender price | 20% |
| 20% below the average total tender price | 18.8% |
| 16% below the average total tender price | 17.5% |
| 12% below the average total tender price | 16.3% |
| 8% below the average total tender price | 15% |
| 4% below the average total tender price | 13.8% |
| 0% variance from the average total tender price | 12.5% |
| 4% above the average total tender price | 11.3% |
| 8% above the average total tender price | 10% |
| 12% above the average total tender price | 8.8% |
| 16% above the average total tender price | 7.5% |
| 20% above the average total tender price | 6.3% |
| 24% above the average total tender price | 5% |
| 28% above the average total tender price | 3.8% |
| 32% above the average total tender price | 2.5% |
| 36% above the average total tender price | 1.3% |
| 40% above the average total tender price | 0% |

Negotiation

GreenSquareAccord may negotiate with tenderers the initial and subsequent tenders submitted by them, except for the final tender, to improve their content. This may take place in successive stages in order to reduce the number of tenders to be negotiated by applying the award criteria.

Alternatively, GreenSquareAccord may award contracts on the basis of the initial tenders without negotiation.

**FINAL DUE DILIGENCE**

Before the award of the contract to the potential supplier submitting the most economically advantageous tender, GreenSquareAccord may undertake further final due diligence in respect of that potential supplier.

The purpose of this final due diligence is to determine that the potential supplier still meets GreenSquareAccord’s minimum suitability requirements. Any potential supplier that fails to do so may be eliminated from the tender process. The potential supplier will be expected to provide such assistance as GreenSquareAccord may reasonably require in undertaking any such due diligence.