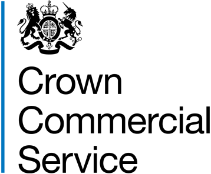
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| --- | --- | --- | --- |
| Version Number | Date | Initials | Comments |
| V1.1 | 19/04/2016 | JM | \*Edited AQA2.1 to remove superfluous text  \*Edited AQC3 to remove ‘if this should be required’ in attempt to clarify that this question needs to be answered by all Potential Providers (regardless of whether they currently intend to use sub-contractors or not).  \*Edited Lot titles in text of L2E1, L3E1 and L4E1 to appear as correct Lot titles |



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| **AWARD QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION AND MARKING SCHEME**  **REFERENCE NUMBER**  **RM949**  **ATTACHMENT 3** |

**INTRODUCTION**

* 1. This document provides an overview of the methodology which will be adopted by the Authority to evaluate your response to each question set out within the Award Questionnaire. It also sets out the Marking Scheme which will apply. For the avoidance of doubt, references to “you” in this document shall be references to the Potential Provider.
  2. The defined terms used in the ITT document (Attachment 1) shall apply to this document.

1. **OVERVIEW**
   1. The Award Questionnaire is broken down into the following sections:

SECTION A – MANDATORY QUESTIONS

SECTION B – FRAMEWORK AGREEMENT POPULATION

SECTION C – GENERIC QUESTIONS

SECTION D – LOT SPECIFIC QUESTIONS

SECTION E - PRICING

* 1. If you fail to provide a response to any applicable question of the Award Questionnaire, your Tender may be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender will be rejected and excluded from further participation in this Procurement.
  2. Please ensure you fully read the question AND response guidance AND marking scheme before forming your response.
  3. A summary of all the questions contained within the Award Questionnaire, along with the Marking Scheme, Available Marks and Maximum Score Available for each question is set out below:

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| --- | --- | --- | --- | --- |
| **Section** | | **Available Marks** | **Maximum Score Available** | **Section Weighting %** |
|  |
| **SECTION A – Mandatory Questions** | | | |  |
| AQA1 | Tender Response | PASS/FAIL | PASS | N/A |
| AQA2 | European Economic Area | PASS/FAIL | PASS | N/A |
| **SECTION B – Framework Agreement Population** | | | |  |
| AQB1 | Framework Population - Recitals | Not Evaluated | N/A | N/A |
| AQB2 | Framework Population – Clause 46 (Notices) | Not Evaluated | N/A | N/A |
| AQB3 | Framework Population – Schedule 7 (Key Sub-Contractor) | Not Evaluated | N/A | N/A |
| AQB4 | Framework Population – Schedule 11 (Marketing) | Not Evaluated | N/A | N/A |
| AQB5 | Framework Population – Schedule 17 (Commercially Sensitive Information) | Not Evaluated | N/A | N/A |
| **SECTION C –Generic Questions** | | | | **40** |
| AQC1 | Data and Information Security | 0/20/40/60/80/100 | 10 | 10 |
| AQC2 | Management of Contract Performance | 0/20/40/60/80/100 | 10 | 10 |
| AQC3 | Key Sub Contractors | 0/33/66/100 | 2 | 2 |
| AQC4 | MI Provision and Technical Adaptability | 0/25/50/75/100 | 9 | 9 |
| AQC5 | Business Continuity | 0/33/66/100 | 9 | 9 |
| **SECTION D – Lot Specific Questions** | | | |  |
| **Lot One: G&PS Administration Services** | | | | **55** |
| L1Q1 | Customer and Administrative Support | 0/33/66/100 | 18.33 | 18.33 |
| L1Q2 | Basic Grant and Programme Assessment and/or Award | 0/33/66/100 | 18.33 | 18.33 |
| L1Q3pt1 | Payment Processing | 0/25/50/75/100 | 9.17 | 9.17 |
| L1Q3pt2 | Payment Processing | 0/33/66/100 | 9.17 | 9.17 |
| **Lot Two: Communications, Promotions and Support to understand G&PS** | | | | **55** |  |
| L2Q1 | Communications and Marketing | 0/25/50/75/100 | 27.5 | 27.5 |
| L2Q2 | Production and Design of Supporting Intelligent Guidance and Materials and Design of Templates for Audience Usability | 0/33/66/100 | 27.5 | 27.5 |
| **Lot Three: G&PS Policy Design and Implementation** | | | | **55** |  |
| L3Q1 | G&PS Policy Design and Implementation | 0/20/40/60/80/100 | 55 | 55 |
| **Lot Four: G&PS Evaluation** | | | | **55** |  |
| L4Q1 | Evaluation of Outcomes and Delivery | 0/20/40/60/80/100 | 55 | 55 |
| **SECTION E – Pricing** | | | |  |  |

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| **Lot One: G&PS Administration Services** | | | | **5** |
| L1AQE1 | Maximum Margin Percentage | 0/50/100 | 5 | 5 |
| L1AQE2 | Day Rates | PASS/FAIL | N/A | N/A |
| **Lot Two: Communications, Promotions and Support to understand G&PS** | | | | **5** |
| L2AQE1 | Maximum Margin Percentage | 0/50/100 | 5 | 5 |
| L2AQE2 | Day Rates | PASS/FAIL | N/A | N/A |
| **Lot Three: G&PS Policy Design and Implementation** | | | | **5** |
| L3AQE1 | Maximum Margin Percentage | 0/50/100 | 5 | 5 |
| L3AQE2 | Day Rates | PASS/FAIL | N/A | N/A |
| **Lot Four: G&PS Evaluation** | | | | **5** |
| L4AQE1 | Maximum Margin Percentage | 0/50/100 | 5 | 5 |
| L4AQE2 | Day Rates | PASS/FAIL | N/A | N/A |

**Section A – Mandatory Questions**

The following Section A questions are mandatory pass/fail questions.

Potential Providers are required to respond to every question in this Section B regardless of the Lot(s) for which they are submitting a tender and must achieve a pass at all Section A questions for their tender to move forward in the evaluation process.

If your response achieves a fail at any Section A question, your tender will not be evaluated any further beyond this point.

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| **AQA1 Tender Response**  **Please select Yes to confirm that you understand that your entire Tender response will appear at Schedule 21 of your Framework Agreement should you be successful.** |
| Please select **YES** to indicate your response. |
| **Response Guidance**  **Selecting Yes confirms that you have read and understood that your entire Tender response will appear at Schedule 21 of your Framework Agreement (if successful).**  **The appearance of your Tender response as part of your Framework Agreement is a mandatory requirement of the Framework Agreement. Failure to select Yes to this question means that you cannot proceed further with this Procurement.**  **Except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this Framework Agreement will be published**. **Please see Attachment 6 for information on this procedure.** |

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| **AQA2 European Economic Area**  **Please select YES or NO to indicate your response to AQA2.1 and then also AQA2.2 if the latter is applicable.** |
| **AQA2.1**  Please confirm by answering **Yes** or **No** whether or not you collect/process/store data outside of the European Economic Area (EEA), i.e. off shore.  **YES** to confirm that you do not, will not and do not intend to collect/process/store any data outside of the European Economic Area (EEA), i.e. off shore.  **NO** to confirm that you do, will or intend to collect/process/store any data outside of the European Economic Area (EEA), i.e. off shore  If you select **NO** to this question you are required to answer question AQA2.2.  If you select **YES** to this question please move on to Section B. |
| **AQA2.2** If you answered **NO** to question AQA2.1 please select **YES** to indicate that you will undertake to secure all necessary accreditations/certifications as required by law (and by Contracting Authorities at Call Off as applicable) to assure the security of data prior to award of this Framework (or award of the Call Off Contract as applicable).  Please select **YES** or **NO** to indicate your response.  **NOTE - IF YOU SELECT NO YOU WILL BE UNABLE TO PROCEED FURTHER IN THIS PROCUREMENT.** |
| **Response Guidance**  **AQA2.1** You are required to select option **YES or NO** from the drop down list associated with this question. If you select **NO** you **MUST** answer **AQA2.2 and failure to do so will be deemed NON-COMPLIANCE. NON COMPLIANCE WITH THIS REQUIREMENT MEANS YOU WILL BE UNABLE TO PROCEED FURTHER IN THIS PROCUREMENT**  **AQA2.2** This is a Pass/Fail question which you must answer if you have selected NO at AQA2.1. **IF YOU SELECT NO TO THIS REQUEST, YOU WILL BE UNABLE TO CONTINUE IN THIS PROCESS.**  **FAILURE TO ABIDE BY THIS COMMITMENT, ONCE THE CONTRACT IS OPERATIONAL, WILL BE DEEMED NON-COMPLIANCE. NON COMPLIANCE WITH THIS REQUIREMENT WILL RESULT IN SUSPENSION FROM THE FRAMEWORK.** |

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| **Marking Scheme** | **Evaluation Guidance** |
| **Pass** | You have selected YES at AQA2.1 confirming that you do not, will not and do not intend to collect/process/store any data outside of the European Economic Area (EEA), i.e. off shore.  OR  You have selected YES at AQA2.2 confirming that you will undertake to secure all necessary accreditations/certifications to assure the security of Contracting Bodies’ data prior to award of this contract. |
| **Fail** | You have selected NO at AQA2.1 and AQA2.2 confirming that you are not willing to commit unreservedly and without caveat or limitations, to undertaking to secure all necessary accreditations/certifications as applicable to assure the security of data prior to award of this contract.  OR  You have not selected an answer to either AQA2.1 AND/OR AQA2.2. |

**Section B – Framework Agreement Population**

The following Section B questions are for the purpose of populating your Framework Agreement should you be successful at this procurement.

Potential Providers are therefore required to respond to every question in this Section B regardless of the Lot(s) for which they are submitting a tender.

If you are successful at this procurement, failure to respond accurately to these Section B questions may impact on the timing of your availability to undertake work on this Framework Agreement or, if you have been found to make a misrepresentation, offer of a Framework Agreement may be withdrawn.

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| **AQB1 Framework Population – Recitals**  Please provide the following information which will be required to populate your Framework Agreement should you be successful in this Procurement.   * Name * Place of company registration * Company number * Registered company office address |
| **Response Guidance**  This question will not be evaluated or scored but the information is required should you be successful in this Procurement process to populate the recital clauses in the Framework Agreement. |

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| **AQB2 Framework Population – Clause 46 (Notices)**  Please provide the following information which will be required to populate your Framework Agreement should you be successful in this Procurement.   * Name * Address * Contact name * Telephone number * Email address |
| **Response Guidance**  This question will not be evaluated or scored but the information is required should you be successful in this Procurement process to populate Clause 46 in the Framework Agreement.  The contact name provided should be the name of the intended Senior Account Manager for the Framework Agreement, should you be successful. |

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| **AQB3 Framework Population – Schedule 7 (Key Sub-Contractors)**  Please populate the table with the names and roles of your proposed Key Sub-Contractors (see question AQC3). The table provides for up to twenty Key Sub-Contractors, if you wish to provide more than twenty Please attach these as an attachment to this question.   * Name of Key Sub-Contractor * Role of Key Sub-Contractor |
| **Response Guidance**  This question will not be evaluated or scored but the information is required should you be successful in this Procurement process to populate Schedule 7 in the Framework Agreement. |

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| **AQB4 Framework Population – Schedule 11 (Marketing)**  Please provide the following information which will be required to populate your Framework Agreement should you be successful in this Procurement.   * Name of marketing contact * Address of marketing contact * Telephone number of marketing contact * Email address of the marketing contact |
| **Response Guidance**  This question will not be evaluated or scored but the information is required should you be successful in this Procurement process to populate Schedule 11 in the Framework Agreement. |

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| **AQB5 Framework Population – Schedule 17 (Commercially Sensitive Information)**  Please provide the following information which will be required to populate your Framework Agreement should you be successful in this Procurement.   * Details of the commercially sensitive information * Duration of confidentiality |
| **Response Guidance**  This question will not be evaluated or scored but the information is required should you be successful in this Procurement process to populate Schedule 17 in the Framework Agreement. |

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| **AQB6 Framework Population – Schedule 18 (Dispute Resolution Procedure)**  Please provide the following information which will be required to populate your Framework Agreement should you be successful in this Procurement.   * Supplier’s role for commercial negotiations at paragraph 3.1 |
| **Response Guidance**  This question will not be evaluated or scored but the information is required should you be successful in this Procurement process to populate Schedule 18 in the Framework Agreement. |

**SECTION C – Generic Questions**

The following Section C questions are regarding over-arching Framework wide requirements and apply to every Lot under this Framework Agreement.

Potential Providers are therefore required to respond to every question in this Section C regardless of the Lot(s) for which they are submitting a tender.

Non-response to any required question will affect your Final Score and may mean you do not achieve a place on the Framework Agreement.

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| **AQC1 Data and Information Security**  It is possible that the Potential Providers staff will have access to personal data or other sensitive information in the delivery of G&PS under the Framework Agreement. This information should be afforded a level of care and protection in line with requirements at paragraph 2.1.1 (k) and (l) of Attachment 4 Framework Agreement Schedule 2. |
| **All Potential Providers MUST answer this question.**  Your response must:  i) Describe the process you will follow to ensure that data required by the Grant and/or Programme is collected, held and maintained in a secure and confidential manner.  ii) Describe the process you will follow to ensure that effective and secure IT systems including firewalls will be made integral to your operations and updated as necessary.  iii) Describe your procedures for ensuring personal and other sensitive data is disposed of safely.  iv) Describe your processes for ensuring that the transfer of data between third parties is conducted in a secure manner.  v) Describe how the security of portable IT and communications equipment will be maintained to ensure safe and secure working in remote locations, for example encryption of data or asset monitoring in the case of physical security of equipment.  **Maximum character count – 20480 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.**  **A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.**  **Responses must clearly (at each component part (i - v)) relate to the requirement of each component part and the Services required by Attachment 4 Schedule 2.**  **Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.**  **Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.**  **No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation**. |

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| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied the requirement expressed in the question and response guidance, including all component parts of the question i-v. |
| 80 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied four of the component parts i-v. |
| 60 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied three of the component parts i-v. |
| 40 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied two of the component parts i-v. |
| 20 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied one of the component parts i-v. |
| 0 | The Potential Provider has not fully satisfied any of the component parts i–v in the response guidance  OR  Has not provided a response. |

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| **AQC2 Management of Contract Performance**  It is critical that services provided under this Framework Agreement consistently deliver the required outputs of individual Grants or Programmes to the standards specified by Contracting Authorities in line with requirements at Schedule 2 and also Schedule 8 of Attachment 4 Framework Agreement (Framework Management). |
| All Potential Providers MUST answer this question.  Your response must:  i) Describe how throughout the term of the Framework Agreement and any contracts awarded thereunder, how you will collect, analyse and act on the results of Customer satisfaction monitoring to ensure that you maintain and, where required deliver continuous improvement to service delivery.  ii) Describe how you will assess the requirements of Grants and/or Programmes in order to determine the resource you intend to deploy and the process that you will have in place for existing/departing staff to pass on the skills and knowledge to allow new entrants to provide the same level of skills and knowledge ensuring a seamless offering with no dip in performance levels in delivering the Grants and Programmes Services for Contract Authorities through Call-Off Contracts established under the Framework Agreement.  iii) Describe how you will ensure that you meet specified Service Levels and Key Performance Indicators (KPIs), which can be found at Attachments 4 and 5 respectively and how you will address any failure to meet these and work with Contracting Authorities to continuously improve your processes including how you will identify innovative ways to deliver the Services and apprise customers of the advantages and disadvantages of these improvements/innovations throughout the life of the Framework.  iv) Describe how you will manage stakeholders within Contracting Authorities to ensure their support in the successful delivery of Grants and/or Programmes.  v) Describe how you will deal with issues raised and complaints by the Contracting Authority or Authority in such a way so as to minimise disruption during a project.  Maximum character count – 20480 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.  A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.  Responses must clearly (at each component part (i - v) relate to the requirement of each component part and the Services required by Attachment 4 Schedule 2  Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.  Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.  No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation. |

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| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied the requirement expressed in the question and response guidance, including all component parts of the question i-v. |
| 80 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied four of the component parts i-v. |
| 60 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied three of the component parts i-v. |
| 40 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied two of the component parts i-v. |
| 20 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied one of the component parts i-v. |
| 0 | The Potential Provider has not fully satisfied any of the component parts i–v in the response guidance  OR  Has not provided a response. |

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| **AQC3 Key Sub Contractors** |
| It is important that the Authority is assured of the capability of any sub-contractors engaged by Suppliers on this Framework Agreement.  It is recognised that Potential Providers may not be in a position to know at this stage who their sub-contractors might be over the course of the full Framework term. The requirement is for the Potential Providers to have processes in place to manage Key Sub-Contractor(s) appointed under this Framework Agreement.  The Potential Provider shall demonstrate their ability to appoint and manage Key Sub-Contractor(s) under this Framework Agreement.  Potential Providers who do not presently intend using any Key Sub-Contractor(s) are still required to answer this question in the context of how they would appoint and manage Key Sub-Contractor(s) in the future.  Maximum character count – 4096 characters including spaces and punctuation. |
| **AQC3 Response Guidance**  **Your response must:**  i) Describe the process you will use to ensure that only qualified and able key sub-contractors are engaged in the delivery of GP&S Services to Contracting Authorities under a Call Off contract.  ii) Describe the process you will use to track delivery targets of any key sub-contractors that are appointed by you to assist in the delivery of GP&S Services to Contracting Authorities under a Call Off contract?  iii) Describe the process that you will use for dealing with unsatisfactory performance, or non-delivery by key sub-contractors delivering GP&S Services to the Contracting Authorities.  **Maximum character count – 12288 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.**  **A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.**  **Responses must clearly (at each component part (i - iii) relate to the requirement of each component part.**  **Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.**  **Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.**  **No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.** |

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| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied the requirement expressed in the question and response guidance, including all component parts of the question i-iii. |
| 66 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied two of the three component parts i-iii. |
| 33 | The response has not fully satisfied the requirement expressed in the question and response guidance, having fully satisfied one of the three component parts i-iii. |
| 0 | The Potential Provider has not fully satisfied any of the component parts i–iii in the response guidance  OR  Has not provided a response. |

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| **AQC4 MI Provision and Technical Adaptability**  Public bodies are sometimes required to report their grant and programme activity to their parent bodies or the central Grants Efficiency Programme.  It is therefore important that you will be able to successfully interface with Contracting Authorities technological infrastructure, provide management information to and manage any reporting changes requested by Contracting Authorities. |
| **Response Guidance**  **Your response must:**  i) Describe how you will gather and provide monthly management information reports to meet the Contracting Authority AND Authority requirements, as required by paragraph 2.1.1 (h) of Framework Agreement Schedule 2 Services and Framework Agreement Schedule 9.  ii) Describe the process you will follow to adapt your systems and processes (these may already be in place with ongoing grants or programmes) to ensure that any data required can still be easily extracted and reports can be provided in alternative formats if required, as required by paragraph 2.1.1 (h) of Framework Agreement Schedule 2 Services  iii) Describe how you will work with Contracting Authorities to ensure any required changes in data reporting are completed in a timely manner (as defined by Contracting Authority at time of Call Off) to minimise disruptions to daily activity, as required by paragraph 2.1.1 (h) of Framework Agreement Schedule 2 Services  iv) Describe the process you will follow to communicate these changes to Contracting Authorities and keep them updated on the transition, as required by paragraph 2.1.1 (g) and (h) of Framework Agreement Schedule 2 Services  **Maximum character count – 16384 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.**  **A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.**  **Responses must clearly (at each component part (i – iv) relate to the requirement of each component part and the Services required by Attachment 4 Schedule 2**  **Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.**  **Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.**  **No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.** |

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| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied the requirement expressed in the question and response guidance, including all component parts of the question i-iv. |
| 75 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied three of the four component parts i-iv. |
| 50 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied two of the four component parts i-iv. |
| 25 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied one of the four component parts i-iv. |
| 0 | The Potential Provider has not fully satisfied any of the component parts i–iv in the response guidance  OR  Has not provided a response. |

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| **AQC5 Business Continuity**  It is a requirement that all funds and data under this Framework Agreement are recoverable and therefore Contracting Authorities may wish to assure themselves of Suppliers Business Continuity procedures including disaster recovery procedures, as per requirement at paragraph 2.1.1 (j) of Attachment 4 Framework Agreement Schedule 2 Services. | |
| **Response Guidance**  **Your response must:**  i) Describe your standard disaster recovery services that will be made available to contracting bodies via the Framework and how you will work with Contracting Authorities to put in place an appropriate disaster recovery plan and control measures that will meet their business continuity needs including how you help Contracting Authorities understand the cost implications associated with their specific disaster recovery requirements.  ii) Describe how you will communicate any actions to the Contracting Authorities (from beginning to end of the process), should your disaster recovery and business continuity plans be implemented.  iii) Describe your disaster recovery procedures for your own internal systems, detailing how these ensure your systems are kept running in the event that you suffer a disaster with no gap in a Contracting Authorities continuity of service.  **Maximum character count – 12288 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.**  **A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.**  **Responses must clearly (at each component part (i - iii) relate to the requirement of each component part and the Services required by Attachment 4 Schedule 2**  **Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.**  **Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.**  **No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.** | |
| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied the requirement expressed in the question and response guidance, including all component parts of the question i - iii. |
| 66 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied two out of three component parts i - iii. |
| 33 | The response has not fully satisfied the requirement expressed in the question and response guidance, having fully satisfied only one out of three component parts i - iii. |
| 0 | The Potential Provider has not fully satisfied any of the five component parts i - iii in the response guidance  OR  Has not provided a response. |

**SECTION D – LOT SPECIFIC QUESTIONS**

**Note to Potential Providers – there are no separate questions for Lot 5. A Potential Provider that wishes to bid for Lot 5 must fill in ALL questions for Lots 1, 2 and 3 inclusive.**

**As per instructions at Attachment 1 (ITT),**Potential Providers have the opportunity to bid for any of Lots 1 to 5. Please be aware that Lot 5 is different from the other Lots (1-4) in terms of bidding requirements in that you do not bid directly for Lot 5 but, instead, become eligible to be awarded Lot 5 by virtue of having bid for and been successful at all of Lots 1, 2 and 3 inclusive. If you are successful at Lots 1, 2 and 3 inclusive you will be eligible to be awarded Lot 5, either as Lot 5 on its own (if you have indicated in your response to Attachment 2, Participation requirement and Selection Questionnaire SQ1.3 that you only want to be awarded Lot 5) or as part of a multiple lot award ie Lots 1,2 ,3, 4 & 5. If you fail to be successful at any Lot out of Lots 1, 2 or 3 you cannot be considered for award of Lot 5.

If you have indicated that you are bidding for Lot 5 or are bidding for other Lots as well as Lot 5, then failure to get the required Lots for award of Lot 5 will not prevent you from being considered for (in line with evaluation procedures at paragraphs 8 onward in this Attachment 1 ITT) and being successful in any of the other Lot(s) that you have bid for (i.e. Lots 1, 2, 3 or 4)

Potential Providers may bid for and be successful (in accordance with evaluation procedures and final decision to award to paragraphs 9 and 14 Attachment 1 (ITT)) on multiple lots i.e. successful suppliers will not be limited on the number of Lots they may appear on.

Non-response to any required question will affect your Final Score and may mean you do not achieve a place on the Framework Agreement.

**Lot One: G&PS Administration Services**

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| **L1Q1 – Customer and Administrative Support**  The Requirement for Lot 1 is for the Potential Provider to provide customer and administrative services, basic grant and award payment processing (as defined within section 2.3 of Schedule 2 of the Framework Agreement.) | |
| **All Potential Providers who wish to be on Lot 1 or Lots 1 and 5 or any combination of Lots including Lot 1 MUST answer this question and all its component parts.**  **You are required to describe how you would meet the requirements of 2.3 of Schedule 2 - Services and Key Performance Indicators.**  **Response Guidance**  **Your response must:**  i) Describe how you will provide a customer service function that will provide assistance, advice and guidance to customers participating, or seeking to participate in G&PS initiatives, as required by paragraph 2.3.2 (a) of Framework Agreement Schedule 2 Services  ii) Describe how your administrative services will support easy identification and retrieval of individual records or files for publication or audit, enabling Contracting Authorities to be transparent and accountable, as required by paragraph 2.3.2 (b) of Framework Agreement Schedule 2 Services  iii) Describe the systems you will use, and how you will identify and record operational and resource demand management risks and issues relevant to G&PS initiatives to enable you to predict demand and outcomes, as required by paragraph 2.3.2 (c) of Framework Agreement Schedule 2 Services  **Maximum character count – 12288 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.**  **A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.**  **Responses must clearly cover (at each component part (i - iii) how the specific Services as described in paragraph 2.3 of Schedule 2 - Services and Key Performance Indicators will be delivered by you.**  **Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.**  **Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.**  **No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.** | |
| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied all three component parts expressed in the question and response guidance. |
| 66 | The response has not fully satisfied the three component requirements expressed in the question and response guidance having only fully satisfied two of the three component parts i – iii. |
| 33 | The response has not fully satisfied the three component requirements expressed in the question and response guidance having only fully satisfied one of the three component parts i – iii. |
| 0 | The Potential Provider has not fully satisfied any of the three component parts i - iii in the response guidance  OR  Has not provided a response. |

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| **L1Q2 – Basic Grant and Programme Assessment and/or Award**  The Requirement for Lot 1 is for the Potential Provider to provide Basic Grant and Programme Assessment and/or Award (as defined within section 2.3 of Schedule 2 of the Framework Agreement.) | |
| **All Potential Providers who wish to be on Lot 1 or Lots 1 and 5 or any combination of Lots including Lot 1 MUST answer this question and all its component parts.**  **You are required to describe how you would meet the requirements of 2.3 of Schedule 2 - Services and Key Performance Indicators.**  **Response Guidance**  **Your response must:**  i) Describe how you will manage the receipt and basic assessment of all applications into a Grant or Programme as required by 2.3.3 of Framework Agreement Schedule 2 Services  ii) Describe how you will communicate with Applicants during the process of basic assessment and ensure Applicants are made aware of the results, as required by paragraph 2.3.3 (a) and (b) of Framework Agreement Schedule 2 Services  iii) Describe how and the systems you will use to maintain data on number and profile of applications including outcomes, as required by paragraph 2.3.3 (c) of Framework Agreement Schedule 2 Services  **Maximum character count – 12288 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.**  **A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.**  **Responses must clearly (at each component part (i - iii) the specific Services as described in paragraph 2.3 of Schedule 2 - Services and Key Performance Indicators will be delivered by you.**  **Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.**  **Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.**  **No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.** | |
| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied all three component parts expressed in the question and response guidance. |
| 66 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied two of the three component parts i - iii. |
| 33 | The response has not fully satisfied the requirement expressed in the question and response guidance, having fully satisfied only one of the three component parts i - iii. |
| 0 | The Potential Provider has not fully satisfied any of the three component parts i - iii in the response guidance  OR  Has not provided a response. |

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| **L1Q3 pt 1 – Payment Processing**  Blocks of funding will be transferred to the Supplier, and it will be their responsibility to use the funding to pay Grant funds to Participants and fund recipients in a timely and accurate manner. Required payments, can be either pre-planned or reactive. | |
| **All Potential Providers who wish to be on Lot 1 or Lots 1 and 5 or any combination of Lots including Lot 1 MUST answer this question and all its component parts.**  **You are required to describe how you would meet the requirements of 2.3 of Schedule 2 - Services and Key Performance Indicators.**  **Response Guidance**  **Your response must:**  i) Describe how you will release pre-planned payments to the participant for the amount as instructed by the Contracting Authority, as required by paragraph 2.3.4 (d) of Framework Agreement Schedule 2 Services.  ii) Describe how you will review if predetermined criteria have been met in order to assess if reactive payments can be made and how you will seek authorisation from the Contracting Authority before release of the payment, as required by paragraph 2.3.4 (e) of Framework Agreement Schedule 2 Services  iii) Describe how you will ensure funds are released in line with agreed monitoring and payment processes (which will be specified by the Contracting Authority in section 1.2 of Schedule 4 (Template order form and template Call Off terms)).  iv) Describe how you will ensure that any list of generic payments to be paid to Participants on a date specified by Contracting Authorities, (in the Call Off Agreement), will be processed on time.  **Maximum character count – 16,384 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.**  **A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.**  **Responses must clearly cover (at each component part (i - iv) how the specific Services as described in paragraph 2.3 of Schedule 2 - Services and Key Performance Indicators will be delivered by you.**  **Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.**  **Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.**  **No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.** | |
| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied the seven components expressed in the question and response guidance. |
| 75 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied three out of four component parts i - iv. |
| 50 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied two out of four component parts i - iv. |
| 25 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied one out of four component parts i - iv. |
| 0 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied none of the component parts i – iv.  OR  Has not provided a response. |
| **L1Q3 pt 2 – Payment Processing**  Blocks of funding will be transferred to the Supplier, and it will be their responsibility to use the funding to pay Grant funds to Participants and fund recipients in a timely and accurate manner. Required payments, can be either pre-planned or reactive. | |
| **All Potential Providers who wish to be on Lot 1 or Lots 1 and 5 or any combination of Lots including Lot 1 MUST answer this question and all its component parts.**  **You are required to describe how you would meet the requirements of 2.3 of Schedule 2 - Services and Key Performance Indicators.**  **Response Guidance**  **Your response must:**  i) Describe how you will provide Contracting Authorities with a full record of the payments transacted against any Grant, within 24 hours of the receipt of a request, as required by paragraph 2.3.4 (h) of Framework Agreement Schedule 2 Services.  ii) Describe in detail your process for conducting due diligence checks on the organisations that are proposed for funding.  iii) Describe how you will manage payment suspension to the charity/recipient on basis of their underperformance, as required by paragraph 2.3.4 (i) of Framework Agreement Schedule 2 Services.  **Maximum character count – 12,288 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.**  **A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.**  **Responses must clearly cover (at each component part (i - vii) how the specific Services as described in paragraph 2.3 of Schedule 2 - Services and Key Performance Indicators will be delivered by you.**  **Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.**  **Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.**  **No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.** | |
| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied the seven components expressed in the question and response guidance. |
| 66 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied two out of three component parts i - iii. |
| 33 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied one out of three component parts i - iii. |
| 0 | The response has not fully satisfied the requirement expressed in the question and response guidance, having satisfied none of the three component parts i – iii.  OR  Has not provided a response. |

**Lot Two: Communications, Promotions and Support to understand G&PS**

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| **L2Q1 – Communications and Marketing** | |
| **All Potential Providers who wish to be on Lot 2 or Lots 2 and 5 or any combination of Lots including Lot 2 MUST answer this question and all its component parts.**  **You must insert your response into the text box(s) in the e-Sourcing Suite.**  **Please describe how you would meet the requirements of 2.4.2 of Schedule 2 - Services and Key Performance Indicators.**  **Response Guidance**  **Your response must:**  i) Describe how you will work with Contracting Authorities to identify and target relevant audiences and potential applicants for specific G&PS initiatives as required by paragraph 2.4.2 (a) of Schedule 2 Services.  ii) Describe how you will promote Grants or Programmes to potential applicants and support Applicants through the application process by creating and delivering clear messages through a range of mediums as required by paragraph 2.4.2 (a) of Schedule 2 Services.  iii) Describe how you will work closely with Contracting Authorities to run events at which you will create opportunities to bring together Potential Applicants and Applicants to enable them to increase their knowledge of G&PS initiatives and achieve the development of high quality proposals as required by paragraph 2.4.2 (b) of Schedule 2 Services.  iv) Describe how you will work closely with Contracting Authorities to identify, target and interact at the right level with audiences to promote the ongoing activities and achievements of Grants or Programmes as a whole including identifying the appropriate style of communication to Potential Applicants and Applicants as required by paragraph 2.4.2 (c) of Schedule 2 Services.  **Maximum character count – 16384 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.**  **A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.**  **Responses must clearly cover (at each component part (i - iv) how the specific Services as described in paragraph 2.4 of Schedule 2 - Services and Key Performance Indicators will be delivered by you.**  **Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.**  **Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.**  **No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.** | |
| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied the requirement expressed in the question and response guidance, including all component parts of the question i – iv. |
| 75 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied three of the four component parts i – iv. |
| 50 | The response has not fully satisfied the requirement expressed in the question and response guidance, having fully satisfied only two of the four component parts i – iv. |
| 25 | The response has not fully satisfied the requirement expressed in the question and response guidance, having fully satisfied only one of the four component parts i – iv. |
| 0 | The Potential Provider has not fully satisfied any of the four component parts i – iv in the response guidance  OR  Has not provided a response. |

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| **L2Q2 – Production and Design of Supporting Intelligent Guidance; and**  **Materials and Design of Templates for Audience Usability** |
| **All Potential Providers who wish to be on Lot 2 or Lots 2 and 5 or any combination of Lots including Lot 2 MUST answer this question and all its component parts.**  **You must insert your response into the text box(s) in the e-Sourcing Suite.**  **Please describe how you would meet the requirements of 2.4.3 and 2.4.4 of Schedule 2 - Services and Key Performance Indicators.**  **Response Guidance**  **Your response must:**  i) Describe how you will produce appropriate pre-application guidance that clearly communicates the aims, objectives and criteria of the Grant or Programme, allowing an accurate decision on the suitability of the Grant and/or Programme for the organisation or applicant, as required by paragraph 2.4.3 (a) of Schedule 2 Services  ii) Describe how you will ensure that forms (such as application forms) are easily accessible and appropriately styled for Applicants and Participants including how you will distribute relevant specific guidance in a suitable manner for the intended audience and maintain documentation and information on behalf of Contracting Authorities, as required by paragraph 2.4.4 (a) of Schedule 2 Services. Your response must clearly cover documents and digital information such as spreadsheets/contacts/emails and note the different issues to be concerned with maintenance of those different sets of information.  iii) Describe how you will develop material that will support and guide staff and decision makers in executing assessments, awards and monitoring and evaluation of Grants and Programmes, as required by paragraph 2.4.4 (b) of Schedule 2 Services  **Maximum character count – 12288 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.**  **A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.**  **Responses must clearly cover (at each component part (i - iii) how the specific Services as described in paragraph 2.4 of Schedule 2 - Services and Key Performance Indicators will be delivered by you.**  **Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.**  **Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.**  **No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.** |

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| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied the three component requirements expressed in the question and response guidance |
| 66 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied two of the three component parts i – iii. |
| 33 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied one of the three component parts i – iii. |
| 0 | The Potential Provider has not fully satisfied any of the three component requirements expressed in the question and response guidance  OR  Has not provided a response. |

**Lot Three: G&PS Policy Design and Implementation**

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| **L3Q1 – G&PS Policy Design and Implementation**  The Authority requires the Potential Provider to demonstrate how you will provide Design and Development of Programme Policy and Guidance and how you will work collaboratively with Contracting Authorities on the G&PS Framework Agreement, in order to consistently deliver the requirements of 2.5 of Schedule 2 - Services and Key Performance Indicators. | |
| **All Potential Providers who wish to be on Lot 3 or Lots 3 and 5 or any combination of Lots including Lot 3 MUST answer this question and all its component parts.**  **You must insert your response into the text box(s) in the e-Sourcing Suite.**  **Please describe how you would meet the requirements of 2.5 of Schedule 2 - Services and Key Performance Indicators.**  **Response Guidance**  **Your response must:**  i) Describe how you will design and develop specific guidance and policy around high-level Programme aims and objectives, including how you will recommend appropriate programme design elements. Your response must include a description of how you will develop a suite of tools and documents to measure and articulate the success of Grants and /or Programmes, as required by paragraph 2.5.2 of Schedule 2 Services  ii) Describe how you will support effective decision making when assessing or awarding grants and make strategic recommendations to the Contracting Authority to support the wider programme objectives, as required by paragraph 2.5.3 of Schedule 2 Services.  iii) Describe how you will put in place key monitoring regimes to track progress of activities towards set milestones and objectives and how you will decide on the level of engagement with Participants and/or Programme Beneficiaries. Also describe how you will deal with any issues that arise and ensure that the Authority is kept informed of these issues, as required by paragraph 2.5.4 (a) and (b) of Schedule 2 Services  iv) Describe how you will signpost Participants to existing sources of information, guidance and advice and how you will anticipate challenges for Participants that could affect the achievement of desired outcomes, as required by paragraph 2.5.5 of Schedule 2 Services  v) Describe how you will design and directly deliver packages of direct support to Potential Applicants and Applicants to ensure the best outcomes for pre-award proposals and post-award projects including how you will meet agreed delivery milestones, as required by paragraph 2.5.6 of Schedule 2 Services.  **Maximum character count – 20480 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.**  **A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.**  **Responses must clearly cover (at each component part (i - v) how the specific Services as described in paragraph 2.5 of Schedule 2 - Services and Key Performance Indicators will be delivered by you.**  **Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.**  **Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.**  **No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.** | |
| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied the five components expressed in the question and response guidance. |
| 80 | The response has not fully satisfied the requirement expressed in the question and response guidance having only fully satisfied four of the five component parts i – v |
| 60 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied three of the five components i- v. |
| 40 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied two of the five components i- v. |
| 20 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied one of the five components i- v. |
| 0 | The Potential Provider has not fully satisfied any of the five component requirements expressed in the question and response guidance  OR  No response has been provided. |

**Lot Four: G&PS Evaluation**

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| **L4Q1 – Evaluation of Outcomes and Delivery**  The Authority requires the Potential Provider to demonstrate how you will provide Evaluation of delivery and outputs as described in 2.6 of Schedule 2 - Services and Key Performance Indicators. | |
| **All Potential Providers who wish to be on Lot 4 MUST answer this question.**  **You must insert your response into the text box(s) in the e-Sourcing Suite.**  **Please describe how you would meet the requirements of 2.6 of Schedule 2 - Services and Key Performance Indicators.**  **Response Guidance**  **Your response must:**  (i) Describe how you will work with Contracting Authorities to design and deliver the evaluation of Grants and/or Programmes outcomes, as required by paragraph 2.6.2 (a) (i) of Schedule 2 Services.  (ii) Clearly describe the process you will use to measure and report on the outcomes and impacts of Grants and/or Programme spend. Your response should include how you will promote and incorporate lessons learned from the measuring and reporting activity, into future work, as required by paragraph 2.6.2 (a) (ii) of Schedule 2 Services  (iii) Clearly describe how you will work with Contracting Authorities to provide secondary research evidence, as required by paragraph 2.6.2 (b) of Schedule 2 Services  (iv) Describe how you will work with Contracting Authorities to deliver strategic planning and development, as required by paragraph 2.6.2 (c) of Schedule 2 Services  (v) Describe how you will deliver research support services, as required by paragraph 2.6.2 (d) of Schedule 2 Services  **Maximum character count – 20480 characters including spaces and punctuation - that is 4096 characters for each component part. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.**  **A separate, numbered space is provided on the e-Sourcing Suite for response to each component part.**  **Responses must clearly cover (at each component part (i - v) how the specific Services as described in paragraph 2.6 of Schedule 2 - Services and Key Performance Indicators will be delivered by you.**  **Potential Providers should refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.**  **Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas.**  **No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.** | |
| **Marking Scheme** | **Evaluation Guidance** |
| 100 | The Potential Provider has fully satisfied the five components expressed in the question and response guidance. |
| 80 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied four of the five components i - v. |
| 60 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied three of the five components i - v. |
| 40 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied two of the five components i - v. |
| 20 | The response has not fully satisfied the requirement expressed in the question and response guidance, having only fully satisfied one of the five components i - v. |
| 0 | The Potential Provider has not fully satisfied any of the five component requirements expressed in the question and response guidance  OR  Has not provided a response. |

**SECTION E – PRICING**

**Introduction**

In accordance with Regulation 18 of the UK Public Procurement Regulations, Contracting Authorities have a duty to treat potential providers equally.

To enable equal treatment, and by extension equal evaluation, the Authority requires Potential Providers to fit their own pricing structure into the structure required by this Section E.

This may mean a Potential Provider needs to join together their standard rates for various services to reach an overall price or percentage (as required by questions below) for all Services to be provided under the relevant Lot. Equally it may mean a Potential Provider needs to judge how its own individual grading structure best fits into the one required by this Section E.

Potential Providers are required to respond to all Section E questions for each Lot for which they are bidding.

There will be no requirement for separate charges for Lot 5.  If you wish to gain a place on Lot 5 of the Framework Agreement you are required to enter bids for Lots 1, 2 and 3.

In the instance that a Potential Provider is successful at achieving a place on Lot 5 of this Framework Agreement, the charges that Supplier provided for Lots 1, 2 and 3 will be represented in their Framework Agreement.  Please see Attachment 4 Framework Agreement Schedule 3 (Charges) for further information.

Potential Providers are advised that pricing provided in response to these Section E questions should not contain any provision for staff transfer costs. Please see paragraph 7 of Attachment 1 ITT for further information.

Non-response to any required question will affect your Final Score and may mean you do not achieve a place on the Framework Agreement.

**LOT ONE: G&PS Administration Services**

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| **L1E1 Margin Percentage**  **What Margin percentage will you apply to the total cost of your service offerings to arrive at the price for G&PS Administration Services?**  **Margin, for the purposes of this Framework Agreement, means the percentage a Supplier will apply on top of the total cost of provision of the Services alone (not including overheads or staff costs) to enable effective delivery, continuous improvement and, where applicable according to the status of the Suppliers, profit.** | |
| **L1E1 Response Guidance**  This question drives straight to the value proposition that the Authority will be able to offer to Contracting Authorities. Lot 1 of this framework is intended to facilitate Contracting Authorities access to best value G&PS Administrative Services.  Potential Providers must state the maximum Margin percentage that will be applied to the total cost of Service offerings for Lot 1 to arrive at the price Contracting Authorities will be charged.  You must populate the text box within the e-Sourcing Suite with a response (in percentage terms) to two decimal places in respect of the maximum Margin percentage that you intend to apply.   |  |  | | --- | --- | | *L1E1 Response*:  *Maximum Response – One number to two decimal places* | % | | |
| **Maximum Score** | **Evaluation Guidance** |
| **100** | The response from the Potential Provider was to add 10.00% or less to the cost of services to arrive at a price. |
| **50** | The response from the Potential Provider was to add 10.01 to 19.99% to the cost of services to arrive at a price. |
| **0** | The response from the Potential Provider was to add more than 20.00% to the cost of services to arrive at a price.  OR  The Potential Provider has not provided a response. |

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| **L1E2 Day Rate**  You are required to provide a Day Rate for each of the categories listed within RM949 Attachment 3a - Lot 1 - L1E2 - Day Rate, at each of the levels of experience described in that Attachment. The prices will form the Day Rate chargeable for the subsequent Call-Off Contracts.  These Day Rates should be applicable to provision of Services (as defined in Framework Schedule 2) for Lot 1. | |
| **L1E2 Response Guidance**   * **THIS IS A PASS / FAIL QUESTION.** If a Tenderer cannot or is unwilling to agree to this request and provide the required information in (ii) below, they will be unable to continue in this process. * Please complete RM949 Attachment 3a - Lot 1 - L1E2 - Day Rate to list your Day Rate per category and per level then upload to question L1E2 in the E-sourcing suite. The prices provided are for information only and will not be scored. * Please select YES to indicate that you have attached your fully completed RM949 Attachment 3a - Lot 1 - L1E2 - Day Rate to question L1E2 in the E-sourcing suite.   When compiling your response please be advised of the following:   * All tendered prices shall be deemed to be fully inclusive – i.e. to include margin (in accordance with the margin percentage you returned in response to L1E1), any and all costs, overheads, setting up costs, account management, central costs, technology, reporting, billing and profit. * Pricing should be based on an 8 hour working day. * No overtime or other enhancement to the Day Rate stated within the Call-Off Contract applies, irrespective of how many hours are worked during the day.  Contracting Authorities may elect to invite bids during the further competition procedure (as defined in the Framework Agreement) using a range of pricing mechanisms including but not limited to; actual Day Rates, fixed, or capped pricing.Prices provided must be submitted in pounds sterling and EXCLUDE Value Added Tax (VAT).  * In considering the Day Rates tendered, you should take full account of the Authority’s Management Charge of 1%, which shall be paid by the Supplier to the Authority as set out in the Framework Agreement.   **This is a PASS/FAIL question. Failure to provide a price where one is required may result in your Tender being deemed non-compliant and disqualified from further participation in this Procurement. For the purposes of your response it should be presumed that all of the work is conducted in the greater London area. Day Rates are based on eight (8) hours, whether or not such hours are worked consecutively and whether or not they are worked on the same day in accordance with the definition in the Framework Agreement.** | |
| **Maximum Score** | **Evaluation Guidance** |
| **Pass** | Day Rate has been provided as required by this question and response guidance |
| **Fail** | Day Rate has not been provided as required by this question and response guidance; OR  The Potential Provider has not provided a response. |

**LOT TWO: G&PS Communications, Promotions and Support to understand G&PS**

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| **L2E1 Margin Percentage**  **What Margin percentage will you apply to the total cost of your service offerings to arrive at the price for G&PS Communications, Promotions and Support to understand G&PS ?**  **Margin, for the purposes of this Framework Agreement, means the percentage a Supplier will apply on top of the total cost of provision of the Services alone (not including overheads and staff costs) to enable effective delivery, continuous improvement and, where applicable according to the status of the Suppliers, profit.** | |
| **L2E1 Response Guidance**  This question drives straight to the value proposition that the Authority will be able to offer to Contracting Authorities. Lot 2 of this framework is intended to facilitate Contracting Authorities access to best value G&PS Communications, Promotions and Support to understand G&PS.  Potential Providers must state the maximum Margin percentage that will be applied to the total cost of service offerings for Lot 2 to arrive at the price Contracting Authorities will be charged.  You must populate the text box within the e-Sourcing Suite with a response (in percentage terms) to two decimal places in respect of the maximum Marginpercentage that you intend to apply.   |  |  | | --- | --- | | *L2E1 Response*:  *Maximum Response – One number to two decimal places* | % | | |
| **Maximum Score** | **Evaluation Guidance** |
| **100** | The response from the Potential Provider was to add 10.00% or less to the cost of services to arrive at a price. |
| **50** | The response from the Potential Provider was to add 10.01 to 19.99% to the cost of services to arrive at a price. |
| **0** | The response from the Potential Provider was to add more than 20.00% to the cost of services to arrive at a price.  OR  The response is unanswered. |

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| **L2E2 Day Rate**  You are required to provide a Day Rate for each of the categories listed within RM949 Attachment 3a - Lot 2 - L2E2 - Day Rate, at each of the levels of experience. The prices will form the Day Rate chargeable for the subsequent Call-Off Contracts.  These Day Rates should be applicable to provision of Services (as defined in Framework Schedule 2) for Lot 2. | |
| **L2E2 Response Guidance**   * **THIS IS A PASS / FAIL QUESTION.** If a Tenderer cannot or is unwilling to agree to this request and provide the required information in (ii) below, they will be unable to continue in this process. * Please complete RM949 Attachment 3a - Lot 2 - L2E2 - Day Rate to list your Day Rate per category and per level. The prices provided are for information only and will not be scored. * Please select YES to indicate that you have attached your fully completed RM949 Attachment 3a - Lot 2 – L2E2 - Day Rate to question L2E2 in the E-sourcing suite.   When compiling your response please be advised of the following:   * All tendered prices shall be deemed to be fully inclusive – i.e. to include margin (in accordance with the margin percentage you returned in response to L2E1), any and all costs, overheads, setting up costs, account management, central costs, technology, reporting, billing and profit. * Pricing should be based on an 8 hour working day. * No overtime or other enhancement to the Day Rate stated within the Call-Off Contract applies, irrespective of how many hours are worked during the day.  Contracting Authorities may elect to invite bids during the further competition procedure (as defined in the Framework Agreement) using a range of pricing mechanisms including but not limited to; actual Day Rates, fixed, or capped pricing.Prices provided must be submitted in pounds sterling and EXCLUDE Value Added Tax (VAT).In considering the Day Rates tendered, you should take full account of the Authority’s Management Charge of 1%, which shall be paid by the Supplier to the Authority as set out in the Framework Agreement. **This is a PASS/FAIL question. Failure to provide a price where one is required may result in your Tender being deemed non-compliant and disqualified from further participation in this Procurement. For the purposes of your response it should be presumed that all of the work is conducted in the greater London area. Day Rates are based on eight (8) hours, whether or not such hours are worked consecutively and whether or not they are worked on the same day in accordance with the definition in the Framework Agreement.** | |
| **Maximum Score** | **Evaluation Guidance** |
| **Pass** | Day Rate has been provided as required by this question and response guidance |
| **Fail** | Day Rate has not been provided as required by this question and response guidance; OR  The Potential Provider has not provided a response. |

**LOT THREE: G&PS Policy Design and Implementation**

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| **L3E1 Margin Percentage**  **What Margin percentage will you apply to the total cost of your service offerings to arrive at the price for G&PS Policy Design and Implementation?**  **Margin, for the purposes of this Framework Agreement, means the percentage a Supplier will apply on top of the total cost of provision of the Services alone (not including overheads and staff costs) to enable effective delivery, continuous improvement and, where applicable according to the status of the Suppliers, profit.** | |
| **L3E1 Response Guidance**  This question drives straight to the value proposition that the Authority will be able to offer to Contracting Authorities. Lot 3 of this framework is intended to facilitate Contracting Authorities access to best value G&PS Policy Design and Implementation.  Potential Providers must state the maximum Margin percentage that will be applied to the total cost of service offerings for Lot 3 to arrive at the price Contracting Authorities will be charged.  You must populate the text box within the e-Sourcing Suite with a response (in percentage terms) to two decimal places in respect of the maximum Margin percentage that you intend to apply.   |  |  | | --- | --- | | *L3E1 Response*:  *Maximum Response – One number to two decimal places* | % | | |
| **Maximum Score** | **Evaluation Guidance** |
| **100** | The response from the Potential Provider was to add 10.00% or less to the cost of services to arrive at a price. |
| **50** | The response from the Potential Provider was to add 10.01 to 19.99% to the cost of services to arrive at a price. |
| **0** | The response from the Potential Provider was to add more than 20.00% to the cost of services to arrive at a price.  OR  The response is unanswered. |

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| **L3E2 Day Rate**  You are required to provide a Day Rate for each of the categories listed within RM949 Attachment 3a - Lot 3 – L3E2 - Day Rate at each of the levels of experience. The prices will form the Day Rate chargeable for the subsequent Call-Off Contracts.  These Day Rates should be applicable to provision of Services (as defined in Framework Schedule 2) for Lot 3. | |
| **L3E2 Response Guidance**   * **THIS IS A PASS / FAIL QUESTION.** If a Tenderer cannot or is unwilling to agree to this request and provide the required information in (ii) below, they will be unable to continue in this process. * Please complete RM949 Attachment 3a - Lot 3 – L3E2 - Day Rate to list your Day Rate per category and per level. The prices provided are for information only and will not be scored. * Please select YES to indicate that you have attached your fully completed RM949 Attachment 3a - Lot 3 – L3E2 - Day Rate to question L3E2 in the E-sourcing suite.   When compiling your response please be advised of the following:   * All tendered prices shall be deemed to be fully inclusive – i.e. to include margin (in accordance with the margin percentage you returned in response to L3E1), any and all costs, overheads, setting up costs, account management, central costs, technology, reporting, billing and profit. * Pricing should be based on an 8 hour working day. * No overtime or other enhancement to the Day Rate stated within the Call-Off Contract applies, irrespective of how many hours are worked during the day.  Contracting Authorities may elect to invite bids during the further competition procedure (as defined in the Framework Agreement) using a range of pricing mechanisms including but not limited to; actual Day Rates, fixed, or capped pricing.Prices provided must be submitted in pounds sterling and EXCLUDE Value Added Tax (VAT).In considering the Day Rates tendered, you should take full account of the Authority’s Management Charge of 1%, which shall be paid by the Supplier to the Authority as set out in the Framework Agreement. **This is a PASS/FAIL question. Failure to provide a price where one is required may result in your Tender being deemed non-compliant and disqualified from further participation in this Procurement. For the purposes of your response it should be presumed that all of the work is conducted in the greater London area. Day Rates are based on eight (8) hours, whether or not such hours are worked consecutively and whether or not they are worked on the same day in accordance with the definition in the Framework Agreement.** | |
| **Maximum Score** | **Evaluation Guidance** |
| **Pass** | Day Rate has been provided as required by this question and response guidance |
| **Fail** | Day Rate has not been provided as required by this question and response guidance; OR  The Potential Provider has not provided a response. |

**LOT FOUR: G&PS Evaluation**

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| **L4E1 Margin Percentage**  **What Margin percentage will you apply to the total cost of your service offerings to arrive at the price for G&PS Evaluation?**  **Margin, for the purposes of this Framework Agreement, means the percentage a Supplier will apply on top of the total cost of provision of the Services alone (not including overheads and staff costs) to enable effective delivery, continuous improvement and, where applicable according to the status of the Suppliers, profit.** | |
| **L4E1 Response Guidance**  This question drives straight to the value proposition that the Authority will be able to offer to Contracting Authorities. Lot 4 of this framework is intended to facilitate Contracting Authorities access to best value G&PS Evaluation.  Potential Providers must state the maximum Margin percentage that will be applied to the total cost of service offerings for Lot 4 to arrive at the price Contracting Authorities will be charged.  You must populate the text box within the e-Sourcing Suite with a response (in percentage terms) to two decimal places in respect of the maximum Margin percentage that you intend to apply.   |  |  | | --- | --- | | *L4E1 Response*:  *Maximum Response – One number to two decimal places* | % | | |
| **Maximum Score** | **Evaluation Guidance** |
| **100** | The response from the Potential Provider was to add 10.00% or less to the cost of services to arrive at a price. |
| **50** | The response from the Potential Provider was to add 10.01 to 19.99% to the cost of services to arrive at a price. |
| **0** | The response from the Potential Provider was to add more than 20.00% to the cost of services to arrive at a price.  OR  The response is unanswered. |

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| **L4E2 Day Rate**  You are required to provide a Day Rate for each of the categories listed within RM949 Attachment 3a - Lot 4 – L4E2 - Day Rate, at each of the levels of experience. The prices will form the Day Rate chargeable for the subsequent Call-Off Contracts.  These Day Rates should be applicable to provision of Services (as defined in Framework Schedule 2) for Lot 4. | |
| **L4E2 Response Guidance**   * **THIS IS A PASS / FAIL QUESTION.** If a Tenderer cannot or is unwilling to agree to this request and provide the required information in (ii) below, they will be unable to continue in this process. * Please complete RM949 Attachment 3a - Lot 4 – L4E2 - Day Rate to list your Day Rate per category and per level. The prices provided are for information only and will not be scored. * Please select YES to indicate that you have attached your fully completed RM949 Attachment 3a - Lot 4 – L4E2 - Day Rate to question L4E2 in the E-sourcing suite.   When compiling your response please be advised of the following:   * All tendered prices shall be deemed to be fully inclusive – i.e. to include margin (in accordance with the margin percentage you returned in response to L4E1), any and all costs, overheads, setting up costs, account management, central costs, technology, reporting, billing and profit. * Pricing should be based on an 8 hour working day. * No overtime or other enhancement to the Day Rate stated within the Call-Off Contract applies, irrespective of how many hours are worked during the day.  Contracting Authorities may elect to invite bids during the further competition procedure (as defined in the Framework Agreement) using a range of pricing mechanisms including but not limited to; actual Day Rates, fixed, or capped pricing.Prices provided must be submitted in pounds sterling and EXCLUDE Value Added Tax (VAT).  * In considering the Day Rates tendered, you should take full account of the Authority’s Management Charge of 1%, which shall be paid by the Supplier to the Authority as set out in the Framework Agreement   **This is a PASS/FAIL question. Failure to provide a price where one is required may result in your Tender being deemed non-compliant and disqualified from further participation in this Procurement. For the purposes of your response it should be presumed that all of the work is conducted in the greater London area. Day Rates are based on eight (8) hours, whether or not such hours are worked consecutively and whether or not they are worked on the same day in accordance with the definition in the Framework Agreement.** | |
| **Maximum Score** | **Evaluation Guidance** |
| **Pass** | Day Rate has been provided as required by this question and response guidance |
| **Fail** | Day Rate has not been provided as required by this question and response guidance; OR  The Potential Provider has not provided a response. |