

Technical Questionnaire

Part 1 – Technical Evaluation

Response Guidance

Tenderers must answer all the following questions. The word limit is included against each question. You must upload your response as attachments.

It is requested that attachments are submitted in Microsoft Word, Excel or PDF format and must be in Arial font size 11. Word limits exclude diagrams. Upload only those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us.

No costings should be included in your answers.

The Authority will use the Tender Marking Table (at Table B in the ITT) to score each question.

Questions

Criteria	Question	Minimum Acceptable Score (if applicable)	Word Limit	Overall Weighting (60%)	Technical Evaluation Weighting
1) Investigation of Assets	Bidders are required to demonstrate that they have the appropriate knowledge and skills to undertake the role of an Interim Receiver (see Part 2 of Schedule 1 (Specification) of the Framework Agreement terms	N/A	1,000 words (note personal profiles will	5%	8.3%

	<p>and conditions). In order to satisfy the requirement, your response must demonstrate:</p> <p>a) How you will ensure that your team have the necessary ability, expertise, experience and seniority to deliver the requirements (you may provide a professional profile for the people you are proposing to deliver the service, indicating their qualifications and track record of experience and how they will be applied to this requirement);</p> <p>b) How you would approach an Interim Receiver appointment and how you will leverage your past experience, skills and capabilities and demonstrate how these would be applied to deliver the requirements of that appointment (you may provide a casework example as part of the evidence for this question);</p> <p>c) How you will quickly and efficiently assess the customer's priorities and mobilise sufficient resources to carry out different kinds of investigations needed to determine the origin of assets that you will be managing.</p> <p>d) How you will work with the customer to deliver in relation to an Interim Receiver appointment as efficiently and effectively as possible in a timely manner.</p> <p>Your response should be limited to, and focussed on, each of the component parts of the question posed. You must not make generalised statements or give irrelevant information.</p>		not be subject to this word limit)		
2) Management and Realisation of Assets	Bidders are required to demonstrate that they have the appropriate knowledge and skills to undertake the roles of:	You must achieve a score of 60	3,000 words (note personal	20%	33.3%

	<ul style="list-style-type: none"> i. Management Receiver ii. Enforcement Receiver iii. NCA Receiver iv. Receiver in Connection with an Interim Freezing Order v. Receiver in Connection with a Property Freezing Order vi. Receiver in Connection with a Prohibition Order vii. Trustee for Civil Recovery <p>(see Parts 3-7 of Schedule 1 (Specification) of the Framework Agreement terms and conditions)</p> <p>In order to satisfy the requirement, your response must demonstrate:</p> <p>a) How you will ensure that your team have the necessary ability, expertise, experience and seniority to deliver the requirements (you may provide a professional profile for the people you are proposing to deliver the service, indicating their qualifications and track record of experience and how they will be applied to this requirement);</p> <p>b) How you would approach the management of assets in i. iii. iv. v. and vi. above and how you will leverage your past experience, skills and capabilities and demonstrate how these would be applied to deliver the requirements (you may provide a casework example as part of the evidence for this question);</p> <p>c) How you would approach the realisation of assets in ii. and vii. above and how you will leverage your past experience, skills and capabilities and demonstrate how these would be applied to deliver the requirements (you may provide a casework example as part of the evidence for this question);</p>	or above to pass this question.	profiles will not be subject to this word limit)		
--	--	---------------------------------	--	--	--

	<p>d) How you will quickly and efficiently assess the customer's priorities to be able to mobilise sufficient resources to carry out management and realisation of assets.</p> <p>e) How you will work with the customer to deliver in relation to management and realisation of assets as efficiently and effectively as possible in a timely manner.</p> <p>Your response should be limited to, and focussed on, each of the component parts of the question posed. You must not make generalised statements or give irrelevant information.</p>				
3) Digital Assets	<p>Please demonstrate how you would manage and realise digital assets, your response must include the following:</p> <p>a) How you will ensure that your team have the necessary ability, expertise, experience and seniority to store, manage and realise digital assets, whether in-house or by use of a sub-contractor</p> <p>b) How you will approach the storage, management and realisation of digital assets and how you will leverage your past experience, skills and capabilities and demonstrate how these would be applied to deliver the requirements (you may provide a casework example as part of the evidence for this question)</p> <p>c) How you will quickly and efficiently assess the customer's priorities to be able to mobilise sufficient resources to carry out management and realisation of digital assets.</p> <p>d) How you will work with the customer to deliver in relation to storage, management and realisation of digital assets as efficiently and effectively as possible in a timely manner.</p>	N/A	1,000 words	2.5%	4.2%

	Your response should be limited to, and focussed on, each of the component parts of the question posed. You must not make generalised statements or give irrelevant information.				
4) Approach to UK-Based Assets (Scenario)	<p>Please provide your approach to delivering the scenario at Appendix 1, your response must include the following:</p> <ul style="list-style-type: none"> a) your approach to realising the assets; b) a realistic and sensible timeline to realise the assets from the point of receiving the instructions to making a final payment to HMCTS; c) justification for the timescales you will take and outline how you will ensure that you deliver within the timescales; d) how you will ensure value for money is achieved, including detailing how you will maximise value of assets recovered and how you will ensure that you keep within the price quoted. 	You must achieve a score of 60 or above to pass this question	2,000 words	12.5%	20.8%
5) Approach to Northern Ireland and Overseas-Based Assets	<p>Please demonstrate how you would approach realising assets abroad where:</p> <ul style="list-style-type: none"> i. the country where the assets are based can recognise a receiver appointed by an English court; and ii. the country where the assets are based does not recognise a receiver appointed by an English court. <p>In order to satisfy the requirement, your response must include the following:</p>	N/A	1,500 words	2.5%	4.2%

	<p>a) The countries outside of the UK in which you will be able to deliver services, using evidence of the countries in which you have delivered services in the past;</p> <p>b) The countries outside of the UK in which you will not be able to deliver services and the reasons why;</p> <p>c) The types of services you will be able to carry out in those countries outside of the UK in which you can deliver services, including:</p> <p style="padding-left: 40px;">A) how you would approach the realisation of assets in i. above and how you will leverage your past experience, skills and capabilities and demonstrate how these would be applied to deliver the requirements (you may provide a casework example as part of the evidence for this question); and</p> <p style="padding-left: 40px;">B) How you would approach the realisation of assets in ii. above and how you will leverage your past experience, skills and capabilities and demonstrate how these would be applied to deliver the requirements (you may provide a casework example as part of the evidence for this question);</p> <p>d) how you will:</p> <p style="padding-left: 40px;">A) deliver services in Northern Ireland</p> <p style="padding-left: 40px;">B) approach the Northern Ireland unique security environment and;</p> <p style="padding-left: 40px;">C) deliver services in other high-risk countries</p> <p style="padding-left: 40px;">with supporting evidence for each</p> <p>Your response should be limited to, and focussed on, each of the component parts of the question posed. You must not make generalised statements or give irrelevant information.</p>				
--	--	--	--	--	--

6) Breadth of Assets and Access to Appropriate Expertise	<p>Please describe how you would manage and realise the following differing types of assets:</p> <ul style="list-style-type: none"> i. Golf club (solvency of golf club not apparent); ii. Live animal (racing horse, stabled in Newmarket); iii. Artwork (rare oil painting); iv. Estate of deceased defendant; and v. Luxury yacht (moored in Torquay) <p>In order to satisfy the requirement, your response must include the following:</p> <ul style="list-style-type: none"> a) How you will ensure that your team have the necessary ability, expertise, experience and seniority to store, manage and realise the list of assets above, whether in-house or by use of a sub-contractor b) How you will approach the storage, transportation, management and realisation of the list of assets above and how you will leverage your past experience, skills and capabilities and demonstrate how these would be applied to deliver the requirements c) How you will quickly and efficiently assess the customer's priorities to be able to mobilise sufficient resources to carry out management and realisation of the list of assets above. d) How you will work with the customer to deliver in relation to storage, management and realisation of the list of assets above as efficiently and effectively as possible in a timely manner. <p>Your response should be limited to, and focussed on, each of the component parts of the question posed. You must not make generalised statements or give irrelevant information.</p>	N/A	1,500 words	7.5%	12.5%
--	--	-----	-------------	------	-------

7) Cost control, management, VFM and reporting	<p>Please describe how you would manage cost control, deliver value for money and approach contract management. Your response should include the following:</p> <ul style="list-style-type: none"> a) How you will manage non-legal costs (including disbursements) to ensure you stay within the agreed price and what processes you have in place to ensure that there is early identification and notification to the Customer of, unforeseen events which could result in a request for the customer to consider increasing the price, including how you will ensure that such requests will be kept to a minimum and how you will ensure that you notify the customer at the earliest opportunity. b) How you will manage legal costs (including disbursements), whether in-house or outsourced, to ensure you stay within the agreed price and what processes you have in place to ensure that there is early identification and notification to the Customer of, unforeseen events which could result in a request for the customer to consider increasing the price, including how you will ensure that such requests will be kept to a minimum and how you will ensure that you notify the customer at the earliest opportunity c) How you will ensure that casework is dealt with at the most appropriate grade and provides best value for money; d) How you will ensure that assets are realised within the shortest time possible time and for the best price; e) How you will approach contract management, including: 	You must achieve a score of 60 or above to pass this question	1,000 words	10%	16.7%

	A) How you will manage all progress reporting and obligations contained in the terms and conditions; and B) How your contract management team will be structured				
--	---	--	--	--	--

Asset Recovery Scenario

X is convicted of possession with intent to supply Class A controlled drugs and money laundering offences and is sentenced to 12 years in custody. The assets below are subject to a restraint order. The Confiscation Order has a benefit figure of £1,700,000 with an available amount as £400,000.

Assets

A)	Residential - House in Blackpool valued at:	£325,000
B)	Vehicle - BMW X5 valued at:	£45,000
C)	Bank accounts (x3 accounts) - containing a total of:	£85,000
D)	Chattel - Rolex watch valued at:	£15,000

Assumptions

1. Vacant possession of residential property and in saleable condition. Mortgage to be redeemed
2. Vehicle is parked on drive but currently available for use by defendant's family
3. Bank accounts are frozen
4. Rolex watch is held by law enforcement

Part 2 – Social Value Evaluation

Response Guidance

Tenderers must answer all the following questions. The word limit is included against each question. You must upload your response as attachments.

It is requested that attachments are submitted in Microsoft Word, Excel or PDF format and must be in Arial font size 11. Word limits exclude diagrams. Upload only those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us.

No costings should be included in your answers.

The Authority will use the Tender Marking Table (at Table B in the ITT) to score each question.

Overview

1. Tenders should note that their responses to these questions will become their social value commitments. Once a Tenderer is appointed to the Framework Agreement, their social value commitments will only need to be delivered once they have received remuneration from Contracts placed with Customers the total of which in aggregate meets or exceeds the Social Value Threshold. Social Value Threshold is defined in the terms and conditions as: “the threshold that applies to the Public Contracts Regulations 2015 as applicable to this Framework Agreement as may be set out in primary or secondary legislation (or equivalent threshold in any replacement legislation) or otherwise notified by government and updated from time to time” For illustrative purposes, the current relevant threshold (as at May 2024) is £139,688 inclusive of VAT.

CPS Social Value Strategy

Crown Prosecution Service (CPS) Priority Groups

2. Our Social Value Strategy has been aligned with the CPS 2025 Strategy to put our stakeholders at the heart of what the Organisation does, increase public confidence, building strategic partnerships whilst recognising the importance of digital capability and inclusion.
3. CPS has numerous above threshold procurements per annum which could have a significant positive impact in the lives of its end-users in the wider community through effective delivery of social value benefits. Our Social Value Strategy therefore identifies the following as CPS' Priority Groups:
 - a. Victims of Crime;
 - b. Ex-offenders;
 - c. People at risk of entering the criminal justice system (including but not limited to: People (and associated supporting organisations) from disadvantaged backgrounds (living in poverty or vulnerable), people not in employment, education or training (NEETs), black and minority ethnic people, disabled people and the homeless amongst several other disenfranchised groups).

CPS Social Value Priority Outcomes

4. The main objective of the CPS Social Value Strategy is to level the playing field for CPS Priority Groups by supporting them, improving their quality of life by delivering SMARTER (specific, measurable, articulated, realistic, timely, evaluated and re-evaluated) social value benefits by creating opportunities through procurement best practices by:
 - a. Supporting victims of crime by offering jobs, apprenticeships, wellbeing support, digital skills and business creation opportunities.
 - b. Supporting people at risk of entering the criminal justice system (including but not limited to: People from disadvantaged backgrounds (living in poverty or vulnerable), people not in employment, education or training (NEETs), black and minority ethnic people, disabled people, the homeless). This will be achieved by offering jobs, wellbeing support, apprenticeships, digital skills and business creation opportunities.
 - c. Rehabilitation of ex-offenders through promotion of digital skills, employment, wellbeing support and business skills.
 - d. Fighting climate change in CPS Priority Group communities.

Social Value Question 1 – Theme 2 – Tackling Economic Inequality – MAC 2.2

Evaluation Question

5. Using a maximum of 1400 words, clearly describe the commitment your organisation will make to create jobs and training opportunities for CPS Priority Groups in line with the CPS Social Value Strategy. Your response should focus on how your proposed initiative will assist and support CPS to deliver the Social Value Strategy as a result of this specific Framework Agreement (PR 2022 112) opportunity. Your response should also describe the commitment your organisation will make to ensure that opportunities under this Framework Agreement deliver the Policy Outcome (see page 6 of the Social Value Model [Social-Value-Model-Edn-1.1-3-Dec-20.pdf \(publishing.service.gov.uk\)](#)) and Award Criteria (MAC 2.2) below.
6. Your response should include:
 - a. your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and
 - b. a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:
 - i. timed action plan
 - ii. use of metrics (including a KPI)
 - iii. tools/processes used to gather data
 - iv. reporting
 - v. feedback and improvement
 - vi. transparency
 - c. how you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. engagement, co-design/creation, training and education, partnering/collaborating, volunteering

Award Criteria and Sub-Criteria

7. The following Award Criteria (MAC 2.2) and Sub-Criteria for MAC 2.2 will be used to evaluate your response:
 - a. Award Criteria (MAC 2.2) – Effective measures to deliver any/all of the following benefits through the contract:

- i. MAC2.2: Creation of employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors
- b. Sub-Criteria for MAC 2.2 – Employment Activities that demonstrate and describe the tenderer’s existing or planned:
 - i. Understanding of employment and skills issues, and of the skills and employment shortages of high growth sectors relating to the contract. Illustrative examples: demographics, skills shortages, new opportunities in high growth sectors, groups under-represented in the workforce (e.g. prison leavers, disabled people), geographic/local community and skills/employment challenges.
 - ii. Implementation of recruitment practices and employment conditions, such as the five foundational principles of quality work set out in the Good Work Plan (e.g. fair pay, participation and progression, voice and autonomy), in relation to the contract that will attract good candidates from all backgrounds, minimise turnover of staff and improve productivity.
 - iii. Creation of employment opportunities particularly for those who face barriers to employment, such as prison leavers, and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors.
 - iv. Promotion of awareness of careers and recruitment opportunities relating to known skills shortages or in high growth sectors relating to the subject matter of the contract.
 - v. Support for the contract workforce by providing career advice, and providing opportunities for staff working on the contract with in-work progression career development into known skills shortages or high growth areas. Illustrative examples: mentoring; mock interviews; CV advice and careers guidance; learning and development; volunteering; influencing staff, suppliers, customers and communities through the delivery of the contract to support employment and skills opportunities in high growth sectors.
 - vi. Offer of opportunities for work experience or similar activities under the contract. Illustrative examples: work placements, pre-employment courses, paid/unpaid student placements, or paid internships of 6 weeks or more.

- vii. Support for educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications.
- viii. Delivery of training schemes and programmes to address any identified skills gaps and under-representation in the workforce for the contract (e.g. prison leavers, disabled people).
- ix. Other activities to support relevant sector related skills growth and sustainability such as delivering the following, in relation to the contract. Illustrative examples: careers talks, curriculum support, literacy support and safety talks.
- x. Delivery of apprenticeships, traineeships and T Level industry placement opportunities (Level 2, 3, and 4+) in relation to the contract.
- xi. Measures to ensure equality and accessibility, without discrimination, to employment and workforce related opportunities on the contract, and promote them so as to be fully

Weighting of Social Value Question 1

Overall Weighting (10%)	Social Value Evaluation Weighting
5%	50%

Social Value Question 2 – Theme 4 – Equal Opportunity – MAC 6.1

Evaluation Question

8. Using a maximum of 1400 words, clearly describe the commitment your organisation will make to tackle inequality in employment, skills and pay in the contract workforce for CPS Priority Groups in line with the CPS Social Value Strategy. Your response should focus on how your proposed initiative will assist and support CPS to deliver the Social Value Strategy as a result of this specific Framework Agreement (PR 2022 112) opportunity. Your response should also describe the commitment your organisation will make to ensure that opportunities under this Framework Agreement deliver the Policy Outcome (see page 21 of the Social Value Model [Social-Value-Model-Edn-1.1-3-Dec-20.pdf \(publishing.service.gov.uk\)](#)) and Award Criteria (MAC 6.1) below.
9. Your response should include:
- a. your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and
 - b. timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:
 - i. timed action plan
 - ii. use of metrics (including a KPI)
 - iii. tools/processes used to gather data
 - iv. reporting
 - v. feedback and improvement
 - vi. transparency
 - c. how you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. engagement, co-design/creation, training and education, partnering/collaborating, volunteering.

Award Criteria and Sub-Criteria

10. The following Award Criteria (MAC 6.1) and Sub-Criteria for MAC 6.1 will be used to evaluate your response:

- a. Award Criteria (MAC 6.1) – Effective measures to deliver any/all of the following benefits through the contract:
 - i. MAC 6.1: Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce
- b. Sub-Criteria for MAC 6.1 – Activities that demonstrate and describe the tenderer’s existing or planned:
 - ii. Understanding of the issues affecting inequality in employment, skills and pay in the market, industry or sector relevant to the contract, and in the tenderer’s own organisation and those of its key sub-contractors.
 - iii. Measures to tackle inequality in employment, skills and pay in the contract workforce. Illustrative examples:
 - 1) Inclusive and accessible recruitment practices, and retention-focussed activities.
 - 2) Offering a range of quality opportunities with routes of progression if appropriate, e.g. T Level industry placements, students supported into higher level apprenticeships.
 - 3) Working conditions which promote an inclusive working environment and promote retention and progression.
 - 4) Demonstrating how working conditions promote an inclusive working environment and promote retention and progression.
 - 5) A time-bound action plan informed by monitoring to ensure employers have a workforce that proportionately reflects the diversity of the communities in which they operate, at every level.
 - 6) Including multiple women, or others with protected characteristics, in shortlists for recruitment and promotions.
 - 7) Using skill-based assessment tasks in recruitment.
 - 8) Using structured interviews for recruitment and promotions.
 - 9) Introducing transparency to promotion, pay and reward processes.
 - 10) Positive action schemes in place to address under-representation in certain pay grades.
 - 11) Jobs at all levels open to flexible working from day one for all workers.
 - 12) Collection and publication of retention rates, e.g. for pregnant women and new mothers, or for others with protected characteristics.
 - 13) Regular equal pay audits conducted

Weighting of Social Value Question 2

Overall Weighting (10%)	Social Value Evaluation Weighting
5%	50%