

**ATTACHMENT 1 TO ITT  
EVALUATION STRATEGY  
GASKET 1C**

**1. Introduction**

1.1 The Authority requires 63 Mercedes Sprinter Vans to be delivered in accordance with the System Requirements Document at Annex C and the Statement of Work at Annex B to the Contract.

1.2. The Authority intends to award the contract to a single Bidder on the basis of a Proposal that:

- a. Is evaluated as being commercially compliant; and
- b. Is evaluated as technically compliant; and
- c. Achieves the highest overall Most Economically Advantageous Tender (MEAT) score in accordance with the marking and scoring schemes detailed in this document.

1.3. Evaluation will be conducted in a series of stages as detailed below to identify the Proposal that meets these conditions.

**2. Submissions of your Proposal**

2.1 Proposals must be sent to the Authority by the date and time stated in the covering letter issued with this document. Any bids received after the stated date and time and in accordance with Sections 1 and 3 of the ITT will be rejected.

**3. Evaluation Stages**

3.1 There are 2 Phases to the evaluation process.

**Phase 1:** Confirmation of Eligibility and Suitability

**Phase 2:** Evaluation of Tender

3.2 Phase 1 will be a series of Pass/Fail questions in a similar format to a traditional Dynamic Pre-Qualification Questionnaire (DPQQ) The Bidder will be required to achieve a “Pass” for all questions to proceed to Phase 2.

3.3 Phase 2 will be conducted in a series of Stages as outlined below:

- Stage 1: Evaluation of Commercial Compliance
- Stage 2a: Technical Evaluation - Evaluation of Systems Requirements
- Stage 2b: Technical Evaluation - Evaluation of Project Management (PM) & Safety
- Stage 3: Cost Evaluation
- Stage 4: MEAT Evaluation

3.4 Weighting and scoring is to be allocated as follows:

Phase	Stage	Weighting	Scoring
1	N/A	No weighting	Pass/Fail
2	1: Evaluation of Commercial Compliance	No weighting	Pass/Fail

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2a: Technical Evaluation - Evaluation of Systems Requirements	45%	As per Section 4.1
2b. Technical Evaluation - Evaluation of PM and Safety	5% Split into: PM – 3% Safety – 2%	As per Sections 4.2 and 4.3
3: Cost Evaluation	50%	As per Section 4.4
4: MEAT Evaluation	Combined score of Stages 2a, 2b and 3	

Table 1 - Evaluation Stage Weighting and Scoring

**Phase 1: Compliance Assessment**

3.5 Tenderers are required to complete the Compliance Assessment sheet at Annex A to this document. The responses will be evaluated in accordance with the Pass/Fail Criteria as outlined within Annex A to this document. If a Tenderer is awarded a “Fail” in response to any question, the Bid will be deemed non-compliant and the Tenderer will be excluded from further participation in the competition.

**Phase 2, Stage 1: Evaluation of Commercial Compliance**

3.6 Proposals will be evaluated for compliance with the Authority’s additional Terms and Conditions as outlined Schedule 15 of the Contract. Any proposal by the bidder to amend the Authority’s Terms and Conditions will cause the Proposal to be evaluated as non-compliant and will be deemed to have failed. A Bid deemed to have failed will result in exclusion from the competition.

**Phase 2, Stage 2a: Technical Evaluation - Evaluation of Systems Requirements**

3.7 Proposals that demonstrate compliance at Stage 1 will be evaluated against the Technical Compliance Matrix at Annex C to the ITT. Evaluation will take the form of an assessment by the Authority of the compliance claims made in the Proposal, using only the evidence presented in the Proposal. The extent to which the evidence supports the compliance claims made will inform a confidence factor that will be applied as outlined in paragraph 4.1.2.

3.7.1 Some SR’s are identified as Mandatory or Key and compliance with these at Threshold level or better, supported by sufficient evidence to provide a minimum confidence score of Satisfactory, is a necessary condition to achieve a minimum compliance at Stage 2. Proposals that do not achieve a satisfactory marking against the Mandatory or Key SR’s will be evaluated as non-compliant. A score of “non-compliant” against any of the Mandatory or Key SR’s will result in the Bid being deemed to have failed, and the Bidder will be excluded from further participation in the competition.

3.7.2 Where there is no objective MOP (as threshold) this SR will only achieve a maximum MOP weighting of 1.

3.7.3 The total technical score awarded will be used in the MEAT calculation.

**Stage 2b: Technical Evaluation - Evaluation of PM & Safety**

3.8 Following allocation of a Technical Score, the Bidders’ Project Management and Safety deliverables will be assessed, with a maximum of 5% awarded based on the Authority’s confidence in the Bidders’ evidence in support to these deliverables. The marks awarded to each category can be found at sections 4.2 and 4.3 below.

**Stage 3: Cost Evaluation**

3.9 Evaluation of cost will be based on the total cost quoted by the Bidder for the full delivery of all 63 vehicles. Bidders will be evaluated utilising the calculations in section 4.5 of this document.

**Stage 4: MEAT Evaluation**

3.10 The Scores for Phases 2a (Technical Evaluation - Evaluation of Systems Requirements), 2b (Technical Evaluation - Evaluation of PM & Safety) and 3 (Cost Evaluation) will be added together to form the MEAT score for the Proposal. The Proposal that achieves the highest numerical MEAT score will be deemed the MEAT.

**4. Scoring Methodology**

The scoring methodologies for each phase of the evaluation are outlined below.

**4.1 Stage 2a: Technical Evaluation - Evaluation of Systems Requirements (45%)**

4.1.1 The bidders must be able to meet 'Threshold' MOP for all Key System Requirements (KSRs) and Mandatory Requirements (MR) and must also achieve a minimum confidence score of Satisfactory against each Key and Mandatory requirements for their bid to be deemed compliant and to proceed to Stage 3 (Evaluation of Project Management and Safety). This section will have a total weighting of 45%.

4.1.2 The scoring methodology to be applied to the System Requirements Technical Evaluation is as follows:

Confidence	Score	Evidence
Excellent	5	The responses are complete, providing full details and comprehensive evidence with relevant examples for each of the SR's.
Satisfactory	3	The response is limited but still provides enough evidence that the requirement is met.
Poor	1	The response provides little or no evidence for this requirement. The Authority has major concerns.
Unacceptable	0	No response provided (N within the MOP).

Table 2 – Technical Confidence Scoring

Priority	Weighting
Key	5
Mandatory	5
P1	3
P2	2
P3	1

Table 3 – Priority Weightings

MOP	Weighting
Objective	1.5
Threshold	1

Table 4 – MOP Weightings

4.1.3 A bidder providing evidence against a Key requirement and declares a Threshold MOP has a confidence score of Satisfactory will result in that SR being scored as follows:

$$SR \text{ Weighting} \times MOP \text{ Weighting} \times Confidence \text{ Score} = 5 \times 1 \times 3 = 15$$

4.1.4 The total technical score will be converted to a MEAT score using the following calculation:

$$\text{Technical MEAT Score} = (\text{Bidders Assessed Mark} / \text{Highest Achievable Mark}) * 45(\%)$$

$$\text{Highest Achievable Mark} = \underline{2597.5}$$

4.1.5 The response to this question should be provided using the Technical Compliance Matrix at Attachment 3 to the ITT.

**4.2 Stage 2b: Technical Evaluation - Evaluation of Project Management (3%)**

4.2.1 Following evaluation of the SR's, the Authority will assess the Project Management Plan (PMP), project schedule and project risk register provided by the Bidder and will use the following criteria to assess confidence in the Bidders' ability to deliver to plan.

4.2.2 The response to this question should be provided using the template at Annex B.

Confidence	Score (%)	Evidence
Excellent	5	The PMP is complete, providing full details and comprehensive evidence with relevant examples.
Satisfactory	3	The PMP is limited but still provides enough evidence that the requirement will be met.
Poor	1	The PMP provides little or no evidence for this requirement. The Authority has major concerns.
Unacceptable	0	No PMP provided.

Table 5 – Project Management Plan

**4.3 Stage 2b: Technical Evaluation - Evaluation of Safety (2%)**

4.3.1 The Authority seeks assurance that the vehicle modifications are safe and suitable for the intended use, with production of safety statements as part of the SEMP. There is no requirement for bidders to provide a Pt2 safety case, however the Authority will require, as a minimum, Certificates of Conformity (CofC) for the base vehicles as part of legislation compliance evidence.

4.3.2 The response to this question should be provided using the template at Annex C.

Confidence	Score (%)	Evidence
Excellent	2	The SEMP is complete, providing full details and comprehensive evidence that the bidder understands their safety responsibilities.
Acceptable	1	The SEMP is limited but still provides sufficient evidence that the requirement is understood and will be met.
Unacceptable	0	No evidence provided.

Table 6 – Safety Deliverables

**4.4 Cost Evaluation (50%)**

4.4.1 The cost score is calculated as follows:

$$\text{Cost MEAT Score} = (\text{Lowest Tendered Price} / \text{Bidders' Tendered Price}) * 50(\%)$$

#### 4.5 Total Score

4.5.1 The total MEAT score is the sum of the Technical, Project Management, Safety and Cost score.

$$\text{Overall MEAT Score} = \text{Technical - Systems Requirements} + \text{PM/Safety} + \text{Cost}$$

The Tenderer with the highest overall MEAT Score will be awarded the Contract. Should more than one Tenderer achieve the same score, the Contract will be awarded to the Tenderer achieving the highest total score for Stage 2a (as at Section 4.1 above).

**Annex A – Compliance Assessment (Response to Phase 1)**

1. Tenderers are required to complete each of the tables below and upload the completed Annex with their Tender response.
2. Any supporting documents must be uploaded as individual attachments, clearly labelled to reference the question to which they relate.

**Question 1: Mandatory Declarations**

**Weighting and Scoring Criteria:** All sub-questions contained within this question are PASS/FAIL. If you fail any question within this question, you will automatically be deemed unsuccessful and will be excluded from further participation in the competition.

If you answer “Yes”, please set out (in a separate Annex) full details of the relevant conviction and any remedial action taken, including any compensation paid, steps taken by you to aid the investigation of the matter, measures that you have taken to prevent further offences or misconduct. If you answer "No", but wish to provide any information relevant to this question, please provide the information in a separate Annex and make it clear that it relates to this question.

<b>FOUNDATIONS FOR MANDATORY REJECTION</b>	<b>Yes/No</b>	<b>Evidence Provided (Y/N)</b> <b>Note: please provide relevant file reference in this column.</b>
Has your organisation or any directors or partner or any other person who has powers of representation, decision, or control been convicted of any of the following offences?		
a) Conspiracy within the meaning of section 1 or section 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983, or in Scotland the Offence of conspiracy, where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA.		
b) Involvement in serious organised crime or directing serious organised crime within the meaning of section 28 or 30 of the Criminal Justice and Licensing (Scotland) Act 2010.		
c) Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906*.		
d) The offence of bribery.		
e) Bribery within the meaning of section 1, 2 or 6 of the Bribery Act 2010.		
f) Bribery or corruption within the meaning of section 68 and 69 of the Criminal Justice (Scotland) Act 2003.		
g) Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union*, within the meaning of:		

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h) Money laundering within the meaning of section 93A, 93B, or 93C of the Criminal Justice Act 1988, section 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996 or the Money Laundering Regulations 2003 or money laundering or terrorist financing within the meaning of the Money Laundering Regulations 2007*.		
(i) the offence of cheating the Revenue;		
(ii) the offence of conspiracy to defraud;		
(iii) fraud or theft within the meaning of the Theft Act 1968* the Theft Act (Northern Ireland) 1969*, the Theft Act 1978* or the Theft (Northern Ireland) Order 1978*;		
(iv) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006;		
(v) in Scotland, the offence of fraud;		
(vi) in Scotland, the offence of theft;		
(vii) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies Act (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;		
(viii) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994*;		
(ix) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;		
(x) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968* or section 19 of the Theft Act (Northern Ireland) 1969* or making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006;		
(xi) in Scotland the offence of uttering; or		
(xii) in Scotland, the criminal offence of attempting to pervert the course of justice.		
(xiii) Not applicable, none of the offences apply		
i) Terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Framework Decision 2002/475/JHA*.		
j) An offence in connection with proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994.		
k) In Scotland, the offence of incitement to commit any of the crimes described in Regulation 23(1).		

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l) Any other offence within the meaning of Article 39(1) of the Defence and Security Procurement Directive 2009/81/EC as defined by the national law of any member State.		
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**Question 2: Discretionary Rejection**

Weighting and Scoring Criteria: All sub-questions contained within this question are PASS/FAIL. If you fail any question within Question 2, you may be deemed unsuccessful.

**IMPORTANT NOTICE:** The Authority is entitled to exclude you from participating in this procurement if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

<p align="center"><b> GROUNDS FOR DISCRETIONARY REJECTION </b></p>	<p align="center"><b> Yes/No </b></p>	<p align="center"><b> Evidence Provided (Y/N) </b>  <b> Note: please provide relevant file reference in this column. </b></p>
<p>Is any of the following true of your organisation?</p>		
<p>a) Being an individual, is a person in respect of whom a debt relief order has been made or is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order or debt relief restrictions order made against him or has made any composition or arrangement with or for the benefit of creditors or has made any conveyance or assignment for the benefit of creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of Section 268 of the Insolvency Act 1986, or Article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other State.</p>		
<p>b) Being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate.</p>		
<p>c) Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has passed a resolution or is the subject of an order by the court for the company's winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or has had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part of the company's business or is the subject of similar procedures under the law of any other State?</p>		
<p>Has your organisation?</p>		
<p>a) Been convicted of a criminal offence relating to the conduct of its business or profession, including, for example, any infringements of any national or foreign law on protecting security of information or the export of defence or security goods.</p>		

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<p>b) Committed an act of grave misconduct in the course of its business or profession, including a breach of obligations regarding security of information or security of supply required by the contracting authority in accordance with Regulation 38 or 39 of the DSPCR during a previous contract.</p>		
<p>c) Been told by a contracting authority, that the Potential Provider does not to possess the reliability necessary to exclude risks to the security of the United Kingdom*.</p>		
<p>d) Failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the member State in which it is established.</p>		
<p>e) Failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the member State in which it is established.</p>		
<p>f) Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p>		
<p>g) If you have answered 'Yes' to the above question f) above are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p>		
<p>h) If you have answered 'Yes' to the above question g) above please provide the relevant url OR if you have answered 'No' please provide an explanation</p>		

**Question 3: Economic and Financial Standing**

**Financial Information**

Weighting and Scoring Criteria: A financial assessment that is proportionate to the proposed contract will be undertaken on the supplier's financial status. An overall pass / fail judgement will be made after considering areas such as turnover, profit, net assets, liquidity, gearing and capacity. This assessment will include the Parent company, where applicable. An independent financial assessment obtained from a reputable credit rating organisation may be utilised as part of this process.

**IMPORTANT NOTICE:** Where the Potential Provider is a consortium or association of suppliers, the financial information is required for each Potential Provider that is a member of the consortium or association. Where the Potential Provider is a subsidiary of a group, the financial information is required for both the subsidiary and the parent company.

<b>FINANCIAL INFORMATION</b>		<b>Evidence Provided (Y/N)</b> Note: please provide relevant file reference in this column.
What was your overall turnover in each of the last two financial years?	£..... for year ended --/-- /----	
	£..... for year ended --/-- /----	

<b>FINANCIAL INFORMATION</b>		<b>Evidence Provided (Y/N)</b> Note: please provide relevant file reference in this column.
A copy of your audited accounts for the most recent two years or for the period that is available if trading for less than two years.		
A statement of your turnover, profit & loss account and cash flow for the most recent year of trading.		
A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.		
Alternative means of demonstrating financial status if trading for less than a year.		

**Insurance**

Weighting and Scoring Criteria: If you do not meet this legal requirement you will be deemed unsuccessful.

INSURANCE	Yes/No	Evidence Provided (Y/N)Note: please provide relevant file reference in this column.
Employer's liability insurance is a legal requirement (except for businesses employing only the owner / close family members) and this must be at least £5 million. Please confirm that you have this in place.		

**Question 4: Electronic Trading**

Weighting and Scoring Criteria: PASS/FAIL. The use of CP&F is a mandatory requirement for this Contract, the Authority must be assured that you have the technical ability to trade electronically and connect to the CP&F system. If this assurance is not provided you will be deemed unsuccessful.

The Authority will trade electronically with the Contractor during the life of the Contract using the Contracting, Purchasing and Finance (CP&F) system. Whilst the use of CP&F is a mandatory requirement for this Contract, the Authority does not require you to be already connected electronically to the CP&F system. The Authority does need to be assured that you have the technical ability to trade electronically and connect to the CP&F system if you were awarded the Contract. You can find details of the CP&F system and how to connect to the CP&F system at <https://www.gov.uk/government/publications/mod-contracting-purchasing-and-finance-e-procurement-system>

ELECTRONIC TRADING	Yes/No	Evidence Provided (Y/N)Note: please provide relevant file reference in this column.
Do you possess the technical equipment and know-how to conduct electronic trading with the Authority by being already connected to the CP&F system?		
If you answered "No" to the above question, please confirm that you possess the technical ability to take all necessary measures to connect to the CP&F system if the Authority decides to award the Contract to you?		

**Question 5: Cyber Essentials Certificate**

Weighting and Scoring Criteria: PASS/FAIL. You must have a Cyber Essentials certificate by the contract start date. And flow down this mandatory selection criterion to any part of the supply chain that falls within its scope.

For all requirements involving the transfer of MOD identifiable information from customer to supplier or the generation of information by supplier(s) specifically in support of the MOD contract, the MOD will require suppliers to have a Cyber Essentials certificate by the contract start date. The potential prime contractor must flow down this mandatory selection criterion to any part of the supply chain that falls within its scope. Please confirm where MOD Identifiable Information is being generated or transferred under this requirement that your organisation and all members of your supply chain and Group of Economic Operators (where applicable), comply with the criteria set out below. You are required to answer 'Yes' or 'No' against each question and you have the option to provide comments in support of your answer at 8.5. For example, you may explain why not every member of your supply chain holds the appropriate level of certification.

CYBER ESSENTIALS CERTIFICATE	Yes/No	Evidence Provided (Y/N)Note: please provide relevant file reference in this column.
Your organisation currently has a current and valid Cyber Essentials certificate, which has been awarded by one of the government approved Cyber Essentials accreditation bodies within the last 12 months		
Your organisation does not currently have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies BUT you are working towards gaining it, and will be in a position to confirm that you have been awarded a current and valid Cyber Essentials certificate by one of the government approved accreditation bodies by the Commencement Date of the Contract.		
Your organisation does not have a current and valid Cyber Essentials certificate which has been awarded by one of the government approved Cyber Essentials accreditation bodies, but you can demonstrate (or will be able to demonstrate by the Commencement Date of the Contract) that your organisation meets the technical requirements prescribed by the Cyber Essentials Scheme, as detailed in the following link: <a href="https://www.cyberessentials.ncsc.gov.uk/">https://www.cyberessentials.ncsc.gov.uk/</a> and that you can provide evidence of verification by a technically competent and independent third party (which has taken place within the last 12 months) that your organisation demonstrates current compliance with Cyber Essentials technical requirements.		

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<p>Please confirm you are working with your proposed supply chain to ensure where appropriate that they either have a Cyber Essentials certificate, are working towards obtaining one or that they can demonstrate and provide evidence that they have the technical requirements prescribed by the Cyber Essentials Scheme as detailed in the link above, and that you will have this in place by the Commencement Date of each of your supplier Contracts. (Answer 'No' if this does not apply, i.e. there is no supply chain).</p>		
<p>If you have any comments you wish to offer in support of your answers, for example if you want to explain why not every member of your supply chain holds the appropriate level of certification, you can provide them here. The Authority may, at its discretion, consider your comments when determining whether it will pass or fail your answers. Note: You are not obliged to provide any comments; the option to provide them is to allow you to offer the rationale for your answers where you feel it necessary to do so.</p>		

**Question 6: Health and Safety**

HEALTH AND SAFETY	Yes/No	Evidence Provided (Y/N) Note: please provide relevant file reference in this column.
Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirement		
If you use sub-contractors, for all key sub-contractors then are you able to confirm the subcontractors are compliant with the relevant health and safety and employment legislation that applies to their work under the subcontract		
Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years. If yes please provide information on the orders and what, if any, subsequent actions have been taken in light of the order.		
If you use sub-contractors, for all key sub-contractors then do you have the processes in place to check whether any of the circumstances outlined at 6 apply to these other organisations.		
Have any of your sub-contractors been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years. Please provide information on the orders and what, if any, subsequent actions have been taken in light of the order.		

**Annex B – Technical Evaluation - Evaluation of Project Management (Response to Stage 2b)**

Please provide your response to Stage 2b Question “Technical Evaluation - Evaluation of Project Management” here.



**Annex C - Technical Evaluation – Evaluation of Safety (Response to Stage 2b)**

Please provide your response to Stage 2b Question “Technical Evaluation - Evaluation of Safety” here.

