

Invitation to tender

Attachment 2 – How to bid

RM6265 Vehicle Hire Solutions

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1. **How to make your bid**
	1. Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
	2. You may bid for one or more of the lots, ensure you read paragraph 3.6 of RM6265 - Attachment 1 - About the Framework.
	3. Your bid must be **entered into the eSourcing suite.** We can only accept bids that we receive through the eSourcing suite.

If you are bidding as a Consortium, please submit your bid in the name of the Lead member and follow the instructions when completing the Qualification envelope, including providing the name of the consortium in Section 1.8.2.

If you are bidding as a single entity on a Lot and as a Consortium on another Lot, you will need to set up an additional account in the eSourcing suite. Please submit your bids as follows:

* For your bid as a single entity, please submit your bid in the eSourcing suite in the name of your organisation.
* For your bid as a consortium, please create an additional account in the eSourcing suite in the name of your consortium

In both cases, when submitting your bid(s) please continue to follow the instructions when completing the Qualification envelope section 1.8 Group or Consortium Details.

* 1. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
	2. Make sure you answer every question.
	3. You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in RM6265 - Attachment 1 - About the Framework .
	4. It will be our decision whether we will accept bids submitted after the bid submission deadline.
	5. You must regularly check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
	6. If anything is unclear, or you are unsure how to complete your bid submission, you can raise a question before the clarification question deadline, via the eSourcing suite. Read paragraph 6 “When and how to ask questions” in RM6265 - Attachment 1 - About the Framework .
	7. We may require you to clarify aspects of your bid in writing and/or provide additional information. Failure to respond within the time required, or to provide an adequate response will result in the rejection of your bid and your exclusion from this competition.
1. **Selection stage**
	1. At the selection stage, we evaluate bidders’ technical, professional and financial capabilities. We will ask a range of questions appropriate to the procurement. It is important that you answer these questions accurately.
	2. If you are relying on any Key Subcontractors to provide the answers to the technical and professional ability or you are relying on a guarantor to pass the economic and financial assessment, they must complete Parts 2 and 3 for themselves.
	3. In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 for themselves.
	4. We are providing the ‘Information and declaration’ workbook (Attachment 4) to enable you to collect and submit this data to us, whether from organisations on whom you are relying (for example a key subcontractor or a guarantor) or from other members of a consortium.
2. **Selection process**
	1. After the bid submission deadline, we will check all bids to make sure we have received everything we have asked for.
	2. We may ask you to clarify information you provide, if that is necessary. Don’t forget to check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
	3. If your bid is not compliant we will reject your bid and you will be excluded from the competition. We will tell you why your bid is not compliant.
	4. Not all selection questions need guidance as the questions are self-evident. However other questions such as the financial question, require a process to be undertaken before we can assess your response. In those instances, we have told you what we will do in the **evaluation guidance**.

1. **Selection criteria**
	1. We may exclude you from the competition at the selection stage if:
		* you receive a ‘fail’ for any of the evaluated selection questions.
		* any of the information you have provided proves to be false or misleading.
		* you have broken any of the competition rules in section 9 RM6265 Attachment 1 About the framework, or not followed the instructions given in this ITT pack.
	2. If we exclude you from the competition we will tell you and explain why.
2. **Selection questionnaire**

Please refer to RM6265 Attachment 2a Selection questionnaire. Remember you must complete the questionnaire online in the eSourcing suite (qualification envelope).

1. **Award stage**

If you have successfully passed the selection stage, you will proceed to the award stage.

We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.

Your bid must deliver what our buyers need, at the best possible price you can give.

When completing your bid you must:

* Read through the entire ITT pack specifically Framework Schedule 1 (Specification)carefully, and read more than once
* Read each question, the response guidance, marking scheme and evaluation criteria
* Read the contract terms
* If you are unsure, ask questions before the clarification questions deadline. See paragraph 5 ‘Timelines for the competition’ and paragraph 6 ‘When and how to ask questions’ in RM6265 - Attachment 1 - About the Framework document
* Allow plenty of time to complete your responses; it always takes longer than you think to submit
* Your prices should be in line with the service level you offer, in response to the award quality questions.
1. **Award criteria**

The Award Stage consists of a quality evaluation (see paragraph 9 of this document) and a price evaluation (see paragraph 11 of this document).

The award of this framework will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).

The weighting for the quality evaluation is 70 marks; and the price evaluation is worth 30 marks.

1. **Award process**
	1. What YOU need to do
* answer the quality questions section A and section B of the quality questionnaire in the eSourcing suite in the technical envelope.
* Complete the price matrix RM6265 Attachment 3 Price Matrix for the lot(s) for which you are bidding.
* Upload your completed price matrix into the eSourcing suite in the commercial envelope to question PQ1.

What **WE** will do at the award stage

| 1. | **Compliance Check**First, we will do a check to make sure that you completed the pricing matrix in line with our instructions.  |
| --- | --- |
| 2. | **Quality Evaluation**We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the eSourcing suite. |
| 3. | **Consensus** Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your quality score for each lot you have bid for.  |
| 4. | **Quality Threshold**If you have received a zero for any of the quality questions, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why. The minimum pass mark for questions QB2.2, QB2.3, QB2.4 is 25. Refer to tables at paragraph 9.6 for an example of how your **quality score** for each lot will be calculated. |
| 5. | **Evaluate Pricing**We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.They will calculate your price score using the evaluation criteria in Section 11 – Price Evaluation. |
| 6. | **Final Score**Your quality score will be added to your price score, to create your final score as illustrated in Section 12 - Final decision to award. |
| 7. | **Award** Awards will be made to the successful bidders following the standstill period, subject to contract. |

1. **Quality Evaluation**
	1. Question 2.1 is a mandatory question and will be evaluated PASS / FAIL. If you answer no to this one question, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded and why.
	2. Each question must be answered in its own right. You must not answer any of the questions by cross referencing other questions or other materials for example reports or information located on your website.
	3. Each of the quality questions, in section B of the quality questionnaire will be independently assessed by our evaluation panel.
	4. When the consensus meeting has taken place and the final mark for each question has been agreed by the evaluators, your final mark for each question will be multiplied by that question weighting to calculate your weighted mark for that question.
	5. Each weighted mark for each question for each lot you have submitted a bid for will then be added together to calculate your quality score.
	6. Please see table A below for an example of how your quality score will be calculated.

Table A – All Lots (1-5):

| **Question**  | **Question Weighting**  | **Maximum mark available**  | **Your final mark** | **Your weighted mark** |
| --- | --- | --- | --- | --- |
| 2.2 | Customer Service Function (All Lots) | 27.5% | 100 | 100 | 19.25 |
| 2.3 | Managing Serious Industry Challenges (All Lots) | 27.5% | 100 | 50 | 9.63 |
|  2.4 | Sustainability; working toward zero emission (All Lots) | 27.5% | 100 | 75 | 14.44 |
| 2.5 | Social Value: Driving for Better Business (All Lots) | 17.5% | 100 | 100 | 12.25 |
| **Weighted Quality score out of 70** | **55.57** |
| **Total Quality score out of 100** | **79.38** |

1. **Award quality questionnaire**
	1. The quality questionnaire is split into two sections:
* Section A – Mandatory questions for all lots (1-5);
* Section B – Generic scored question for all lots (1-5)
	1. A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out below:

| **Question**  | **Marking scheme**  | **Weighting %** |
| --- | --- | --- |
| **Lot 1** | **Lot 2** | **Lot 3** | **Lot 4** | **Lot 5** |
| 2.1 | Compliance with Framework Schedule 1 (Specification) | Pass/Fail | N/A | N/A | N/A | N/A | N/A |
| 2.2 | Customer Service Function | 100/75/50/25/0  | 27.5%  | 27.5%  | 27.5%  | 27.5%  | 27.5%  |
| 2.3 | Managing Serious Industry Challenges | 100/75/50/25/0 | 27.5%  | 27.5%  | 27.5%  | 27.5%  | 27.5%  |
| 2.4 | Sustainability; working toward zero emission | 100/75/50/25/0  | 27.5%  | 27.5%  | 27.5%  | 27.5%  | 27.5%  |
| 2.5 | Social Value - Driving for Better Business | Pass/Fail | 17.5%  | 17.5%  | 17.5%  | 17.5%  | 17.5%  |

|  | **Marking scheme** |
| --- | --- |
| **Section A – Mandatory service requirements**  |
| 2.1 | Compliance with Mandatory Service Requirements Framework Schedule 1: Specification. | Pass / Fail |
|  |
|  | **Marking scheme** | **Weighting (%)** |
| **Section B – Generic Questions – ALL LOTS** |
| 2.2 | Customer Service Function | 100/75/50/25/0 | 27.5% |
| 2.3 | Managing Serious Industry Challenges | 100/75/50/25/0 | 27.5% |
| 2.4 | Sustainability; working toward zero emission | 100/75/50/25/0 | 27.5% |
| 2.5 | Social Value - Driving for Better Business | Pass = 100Fail = 0 | 17.5% |

| **Section A – Mandatory service requirements** |
| --- |
| **2.1 Compliance with Framework Schedule 1 (Specification)**  |
| If you are awarded a framework contract, will you unreservedly deliver in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification).Please answer ‘Yes’ or ‘No’**Yes -** You will unreservedly deliver in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification).**No -** You will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification). |
| **2.1 Response guidance**This is a Pass/Fail question. If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.You are required to select either option YES or NO from the drop-down list.Providing a ‘Yes’ response means you will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification).If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification) you will be excluded from further participation in this competition. |
| **Marking scheme** | **Evaluation guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification). |
| Fail  | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all the mandatory service requirements as set out in [Framework Schedule 1 (Specification). |

| **Section B – Generic questions** |
| --- |
| **B1 Customer Service Function – All Lots (1-5)** |
| **2.2 Requirement:** CCS requires the Supplier to provide accurate information on their products and services to support the Buyer from initial engagement through to account management, as set out in Framework Schedule 1 (Specification) for each lot. You are required to outline the process you will have in place which clearly demonstrates how you will provide this customer service and account management. |
| **2.2 Response guidance** **All bidders must answer this question.****You must insert your response into the text fields in the eSourcing suite.**In order to satisfy the requirement, and the question associated with the requirement, your response must demonstrate:1. how will you provide accurate information to the Buyer to ensure that the Framework is correctly represented and any Call-Off Contracts are suitable for their requirements;
2. how will you ensure customer-facing staff have sufficient knowledge of the framework agreement and Supplier products and services, to enable them to successfully manage requests for information and orders, potentially including some of the following initiatives: communication plans, training programs, managing new staff or other solutions;
3. how will you ensure customer-facing staff have sufficient knowledge of the framework agreement and Supplier products and services, to enable them to successfully manage complaints;
4. your process for ensuring delivery against the call-off requirements including how contractual poor performance is addressed and how you will work with the Buyer to rectify poor performance.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.Maximum character count – 8,000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.You are required to insert your response to this question in the technical envelope in boxes 2.2.1, 2.2.2, 2.2.3 and 2.2.4 each box has a character count of 2,000 characters. |
| **Marking scheme 100/75/50/25/0** |
| **Marking scheme** | **Evaluation criteria**  |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.ORA response has not been provided to this question. |

| **Section B – Generic questions** |
| --- |
| **B2 Managing Serious Industry Challenges – All Lots (1-5)** |
| **2.3 Requirement:** CCS requires you to demonstrate how you propose to manage serious industry challenges which affect cost to serve and service provisions as set out in Framework Schedule 1 (Specification) and Call-Off Schedule 22 - Vehicle Hire Terms or Call-Off Schedule 24 - Car Share Hire Terms (where applicable). You are required to outline the solutions and processes you will have in place which clearly demonstrate how you will manage serious industry challenges which affect service provision and costs. This should include, but is not restricted to, how you will communicate effectively to Buyers, consider and include your supply chain, and ensure solutions are consistent across your organisation.  |
| **2.3 Response guidance** **All bidders must answer this question.****You must insert your response into the text fields in the eSourcing suite.**In order to satisfy the requirement, and the question associated with the requirement, your response must demonstrate:1. how will you react to unexpected changes to the market/peaks in customer demand and what process will you use to ensure effective delivery of services;
2. how you will optimise, manage and communicate vehicle availability, for both standard and prioritised users;
3. how you will manage vehicle-off-road time, including service, maintenance and repair;
4. how you will attempt to prioritise service delivery on RM6265 Call Off Contracts over other contracts outside of this Framework.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.Maximum character count – 8,000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.You are required to insert your response to this question in the technical envelope in boxes 2.3.1, 2.3.2, 2.3.3 and 2.3.4 each box has a character count of 2,000 characters. |
| **Marking scheme 100/75/50/25/0** |
| **Marking scheme** | **Evaluation criteria**  |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.ORA response has not been provided to this question. |

| **Section B – Generic questions** |
| --- |
| **B3 Sustainability; working toward zero emission – All Lots (1-5)** |
| **2.4 Requirement:** CCS requires you to actively support Buyers to reach carbon net zero, as set out in Framework Schedule 1 (Specification).You are required to outline the processes you will have in place to ensure your operations and the services you provide to Buyers through this commercial agreement, are working towards the UK Government's Net Zero targets.  |
| **2.4 Response guidance** **All bidders must answer this question.****You must insert your response into the text fields in the eSourcing suite.**In order to satisfy the requirement, and the question associated with the requirement, your response must demonstrate:1. that you understand the important role transport plays in carbon reduction;
2. how you will support Buyers to meet The Government Fleet Commitment to electrify car and LCV fleets by 2027, and wider Buyer policy targets to move to low carbon vehicles, in the vehicles you make available to Buyers;
3. how you will support the extension of electric vehicle charging infrastructure within your premises, car share networks, local areas or other solutions for electric vehicles or other low carbon vehicles appropriate to your vehicle portfolio;
4. how you will support Buyers to improve booking practices for a more sustainable, lower carbon operation.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.Maximum character count – 8,000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.You are required to insert your response to this question in the technical envelope in boxes 2.4.1, 2.4.2, 2.4.3 and 2.4.4 each box has a character count of 2,000 characters. |
| **Marking scheme 100/75/50/25/0** |
| **Marking scheme** | **Evaluation criteria**  |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.ORA response has not been provided to this question. |

| **Section B – Social Value – All Lots (1-5)** |
| --- |
| **B4 Social Value - Driving for Better Business** |
| **2.5 Requirement:** CCS requires you to sign up to the Driving for Better Business programme within 3 months of the framework go live date of 28 February 2023. Subscription is free of charge and more information about the programme can be found via the following link:<https://www.drivingforbetterbusiness.com/>Progression through the Driving for Better Business accreditation stages will form part of the Supplier’s Performance Indicators and will be monitored on a regular basis as part of CCS’s Supplier Relationship Management programme, as set out in RM6265 Attachment 1a – Framework Schedule 1 (Specification) at paragraph 6.6.4.1. |
| **2.5 Response guidance** **All bidders must answer this question.****This is a Pass/Fail question. If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.**Selecting option ‘Yes’ means that you unreservedly agree to deliver all elements of this requirement in full.In order to satisfy the requirement, you must agree to:1. sign up to the Driving for Better Business programme within 3 months of the framework go live date of 19 April.
2. progress through the Driving for Better Business accreditation stages, as part of the Supplier’s Performance Indicators

You are required to select either option YES or NO from the drop down list.Providing a ‘Yes’ response means you will unreservedly satisfy in full all the criteria (a-b) set out above.If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, satisfy in full all the criteria (a-b) set out above, you will be excluded from further participation in this competition. |
| **Marking scheme** | **Evaluation guidance** |
| Pass = score of 100 | You have selected option ‘Yes’ confirming that you will unreservedly satisfy in full all the criteria (a-b) set out above. |
| Fail = score of 0 | You have selected ‘No’ confirming that you will not, or cannot, satisfy in full all the criteria (a-b) set out aboveORYou have not selected either ‘Yes’ or ‘No’. |

1. **Price evaluation**

This paragraph 11 contains information on how to complete the RM6265 Attachment 3 pricing matrix attachments 3a, 3b, 3c, 3d and 3e and the price evaluation process for Lots 1 to 5.

* 1. How to complete your pricing matrix:

Read and understand the instructions in the pricing matrix, and in this paragraph, before submitting your prices.

Your prices should compare with the quality of your offer.

Your prices must be sustainable and include your operating overhead costs and profit.

You should also take into account our management charge of 1% which shall be paid by you to us, as set out in the Framework Award form and Framework Schedule 5.

You should have read and understood the information on TUPE in paragraph 8 of RM6265 Attachment 1 – About the framework. You are reminded that it is your responsibility to take your own advice and consider whether TUPE is likely to apply and to act accordingly. You are encouraged to carry out your own due diligence exercise on the application of TUPE when completing your pricing matrix.

Zero or negative bids will not be allowed. We will investigate where we consider your bid to be abnormally low.

The prices submitted will be the maximum payable under this framework. Prices may be lowered at the call-off stage. Refer to Framework Schedule 3 – Framework Prices.

You must download and complete the pricing matrix (attachment 3a, attachment 3b, attachment 3c, attachment 3d and/or attachment 3e) relevant to the lot(s) you are submitting a bid.

Provide a price, where one has been requested, in the cells highlighted yellow.

When you have completed your pricing matrix for each applicable lot, you must upload the price matrix for each lot you are bidding into the eSourcing suite (commercial envelope), as in the following table:

| Price matrix attachment  | Question in commercial envelope | Rename attachment before uploading  |
| --- | --- | --- |
| Attachment 3a – Lot 1 | PQ1 |  L1price\_insertyourcompanyname |
| Attachment 3b – Lot 2 | PQ2 |  L2aprice\_insertyourcompanyname |
| Attachment 3c – Lot 3 | PQ3 |  L3price\_insertyourcompanyname |
| Attachment 3d – Lot 4 | PQ4 |  L4price\_insertyourcompanyname |
| Attachment 3e – Lot 5 | PQ5 |  L5price\_insertyourcompanyname |

If you do not upload your pricing matrix your bid may be rejected from this competition.

Do not alter, amend or change the format or layout of the RM6265 Attachment 3 pricing matrix.

* 1. Price evaluation process

This is how we will evaluate your pricing:

We will check you have completed all the yellow cells for each lot you are bidding for.

Failure to insert an applicable price may result in your bid being deemed non-compliant and may be rejected from this competition. Remember zero or negative prices will not be accepted.

The price evaluation will be undertaken separately to the quality evaluation process.

Please refer to the Instructions tab of the relevant pricing matrix for each lot to see how your bid will be evaluated.

* 1. Abnormally low tenders

Where we consider any of the total basket prices you have submitted to have no correlation with the quality of your offer or to be **abnormally low** or will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Regulations).

If your explanation is not acceptable, we will reject your bid and exclude you from this competition, we will inform you if your bid has been excluded and why.

1. **Final decision to award**
	1. How we will calculate your final score

We will add your quality score to your price score to calculate your final score.

Example for all lots:

| Bidder | Quality score | Price score | Final score |
| --- | --- | --- | --- |
| (Maximum score available 70) | (Maximum score available 30) | (Maximum score available 100) |
| Bidder A | 70.00 | 30.00 | 100.00 |
| Bidder B | 60.00 | 15.00 | 75.00 |
| Bidder C | 50.00 | 12.00 | 62.00 |

We will then rank all final scores from highest to lowest.

We will offer the number of bidders a framework contract as set out in paragraph 3.8 of RM6265 Attachment 1 – about the framework.

The maximum number of bidders for each lot of this framework may increase where two (2) or more bidders have tied scores in last position only.

* 1. Reserved rights

We also reserve the right to award a framework to any bidders whose final score is within 1% of the last position. The last position for lot 1 and 2 is 20th position. The last position for lot 3 is 15th position. The last position for lot 4 is 12th position. The last position for lot 5 is 10th position.

**Example:**

If the bidder in 10th place, last position has a final score of 60.00

The calculation we will use is:

Lot 1 - 10th place bidders final score is 60.00

1% of 60.00 = 0.60

The calculation will be rounded to two decimal places in excel.

60.00 - 0.60 = 59.40

So, any bidder whose final score is 59.40 or above will be awarded a lot 1 place on the framework.

* 1. Intention to award

We will tell you if you have been successful or unsuccessful via the eSourcing suite. We will send intention to award letters to all bidders who are still in the competition i.e. who have not been excluded.

At this stage, a standstill period of ten (10) calendar days will start, the term standstill period is set out in regulation 87(2) of the Regulations. During this time, you can ask questions that relate to our decision to award. We cannot provide advice to unsuccessful bidders on the steps they should take and they should seek independent legal advice, if required.

If during standstill we do receive a substantive challenge to our decision to award and the challenge is for a certain lot, we reserve the right, to conclude a framework contract with successful bidders for the lot(s) that have not been challenged.

Following the standstill period, and if there are no challenges to our decision, successful bidders will be formally awarded a framework contract subject to signatures.

* 1. Framework contract

You must sign and return the framework contract within 10 days of being asked. If you do not sign and return, we will withdraw our offer of a framework contract.

The conclusion of a framework contract is subject to the provision of due ‘certificates, statements and other means of proof’ where bidders have, to this point, relied on self-certification.

If you have bid as a consortium, the conclusion of a framework contract is subject to the provision of due ‘certificates, statements and other means of proof’ from EACH member of the consortium.

This means Cyber Essentials or one of the following listed certificates:

* SO27001
* PSN Compliance Certificate
* CSA Star Certification level 2 or above
* FedRAMP Certification
* PCI-DSS Certification
* SSAE Certification
* GBEST/CBEST Certification
* NIS CA Assurance Statement

A valid certificate for each of the standards listed in question 1.27 of the Selection Questionnaire and which is relevant to the services you will be providing under the specific Lot.

You are required to send the documentary evidence of the above to no later than the date provided in the Intention to Award letter. Failure to do so may mean that we will withdraw our offer of a framework contract.