

Invitation to Tender

Attachment 2 – How to Bid

**RM6315 Vehicle Telematics Solutions**

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# **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. This Framework will have 1 Lot., Please ensure you read section 3.3 of Attachment 1.
	3. Your bid must be entered into the eSourcing tool. We can only accept bids that we receive through the eSourcing tool.
	4. 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 1.12.2.
	5. If you are bidding as a consortium, each consortium member (other than the consortium member responding to the electronic Selection Questionnaire within the eSourcing tool) will be required to complete an Attachment 4a – Information & Declarations\_Consortium. In this attachment, consortium members will respond to part 1 and 2 Selection Questionnaire declarations and some part 3 selection questions in their own right. It is clearly indicated within the electronic Selection Questionnaire (a copy of which can be found at Attachment 2a Selection Questionnaire) when the consortium member completing the electronic Selection Questionnaire should respond on behalf of ALL consortium members for part 3 selection questions.
	6. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
	7. Make sure you answer every question.
	8. You must submit your bid before the bid submission deadline, in section 5 “Timelines for the competition” in Attachment 1 - About the Framework.
	9. You must regularly check for messages in the eSourcing tool throughout the competition. You must log on to the eSourcing tool and access your message inbox for this competition to check for messages.
	10. 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 tool. Read section 6 “When and how to ask questions” in Attachment 1 - About the Framework.
	11. 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.

# **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. When responding to part 1 and part 2 Selection Questionnaire declarations, you must respond on behalf of all relevant persons in your organisation as per PCR 2015, regulation 57(2), i.e., members of the administrative, management or supervisory body of your organisation including those with powers of representation, decision or control.
	3. If you are relying on any Key Subcontractors to meet the selection criteria within Part 3 of the Selection Questionnaire, you must tell us. If a Key Subcontractor is being relied on to meet Part 3 selection criteria, you must clearly tell us within Attachment 7 – Key Subcontractor Details which criteria you are relying on them for and you must ensure that each of these applicable Key Subcontractors completes Attachment 4b – Information and Declarations\_Key Subcontractor\_Guarantor and this is submitted via the applicable question within the electronic Selection Questionnaire.
	4. If, following financial assessment, we require you to nominate a guarantor, we will contact you and tell you. You are not permitted to nominate a guarantor for Part 3 – Financial Risk Viability Assessment (FVRA) at the point of tender submission. You must undergo the financial assessment within your own right initially. Should we deem it appropriate to offer you the opportunity to nominate a guarantor post-tender submission, we will also require the nominated guarantor to complete Attachment 4b – Information and Declarations\_Key Subcontractor\_Guarantor.

# **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 tool throughout the competition ***on a daily basis***. You must log on to the eSourcing tool 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**.

# **Selection Criteria**

* 1. We may exclude you from the competition at the selection stage if:
* You, or a member of your consortium, receive a ‘fail’ for any of the evaluated selection questions.
* you, or a member of your consortium, do not pass the economic and financial standing assessment to the satisfaction of CCS.
* your bid is deemed non-compliant.
* any of the information you have provided proves to be false or misleading.
* you have broken any of the competition rules in Attachment 1 About the Framework, or not followed the instructions given in this ITT pack.
	1. If we exclude you from the competition we will tell you and explain why.

# **Selection Questionnaire**

* 1. Please refer to Attachment 2a Selection Questionnaire. Remember you must complete the questionnaire online in the eSourcing tool (Qualification Envelope).

# **Award Stage**

* 1. If you have successfully passed the selection stage, you will proceed to the award stage.
	2. We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.
	3. Your bid must deliver what our Buyers need, at the best possible price you can give.
	4. When completing your bid you must:
* Read through the entire ITT pack, including Attachment 1a - Framework Schedule 1 (Specification)carefully, and read more than once.
* Read each question, the response guidance, marking scheme, evaluation criteria, and the instructions on response parameters and required format.
* Read the contract terms set out at Attachment 9 - Framework Contract Documents.
* If you are unsure, ask questions before the clarification questions deadline See section 4 ‘Timelines for the competition’ and section 5 ‘When and how to ask questions’ in Attachment 1 - About the framework document
* Allow plenty of time to complete your responses; it always takes longer than you think to submit your bid via the eSourcing tool and to ensure any completion errors are rectified before the bid submission deadline.
* Your prices should be in line with the service level you offer in response to the award quality questions.

# **Award Criteria**

* 1. The Award Stage consists of a quality evaluation (see section 9 of this document) and a price evaluation (see section 11 of this document).
	2. The award of this framework will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).
	3. In this competition, the weighting for the quality evaluation is 80 marks; and, the weighting for the price evaluation is worth 20 marks.

# **Award Process**

* 1. What YOU need to do
* answer the quality questions section A and section B of the quality questionnaire in the eSourcing tool in the Technical Envelope.
* Complete the price matrix Attachment 3.
* Upload your completed price matrix into the eSourcing tool in the Commercial Envelope to question PQ1.
	1. What **WE** will do at the award stage

| 1. | **Compliance Check**First, we will do a check to make sure that you completed the questionnaires and 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 tool. |
| 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.  |
| 4. | **Moderation**​Once the consensus meetings have taken place, the consensus manager(s) will review the consensus marks and reasons for the marks agreed with evaluators for any errors or discrepancies. If any errors or discrepancies are identified, marks may be changed as a result of this moderation exercise. The reasons for revisiting the marks and the outcome of revisiting the marks will be fully recorded. |
| 5. | **Quality Threshold**If you receive a mark of 0 (zero) for any of the quality questions, or if you receive a ‘Fail’ for any of the Pass/Fail questions, or if you have not met a minimum total Quality Score of 32, 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. Refer to table within section 9 for an example of how your **Quality Score** will be calculated. |
| 6. | **Evaluate Pricing**We will give your pricing to the price evaluation panel, who are different evaluators from those who assess your quality responses.They will calculate your Price Score using the evaluation criteria in Part D – Price Evaluation. |
| 7. | **Final Score**Your Quality Score will be added to your Price Score, to create your Final Score as illustrated in Part E Final decision to award. |
| 8. | **Award** Awards will be made to the successful Bidders following the standstill period, subject to contract. Please note that this includes the requirement to return the requested list of service capabilities that you can offer to Buyers, as well as the supplier product pricing, as described within award questions 2.2 and 2.3. Both of these lists should be provided to us within 2 working days of the end of standstill i.e. end of 29 February 2024. |

# **Quality Evaluation**

* 1. Questions 2.1.1, 2.1.2, 2.1.3, 2.2, 2.3, 2.6 and 2.8 are mandatory questions and will be evaluated PASS / FAIL. If you answer no to one or more of the questions, 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, 2.4, 2.5 and 2.7 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's weighting to calculate your weighted mark for that question.
	5. Each weighted mark for each question 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 – Lot 1

| **Question**  | **Question Weighting**  | **Maximum Mark Available**  | **Your Final Mark** | **Your Weighted Mark** |
| --- | --- | --- | --- | --- |
| 2.1.1; 2.1.2; 2.1.3 | Mandatory Service Requirements | N/A | N/A | N/A | N/A |
| 2.2 | Supplier Service Capability | N/A (as Pass/Fail question) | N/A | N/A | N/A |
| 2.3 | Supplier Product Prices | N/A (as Pass/Fail question) | N/A | N/A | N/A |
| 2.4 | Enquiry and Complaint Management | 18% | 100 | 100 | 18.00 |
| 2.5 | Implementation Plans | 26% | 100 | 100 | 26.00 |
| 2.6 | Vehicle, Driver and Asset Tracking | N/A(as Pass/Fail question) | N/A | N/A | N/A |
|  2.7 | Telematics Platform | 26% | 100 | 100 | 26.00 |
| 2.8 | Social Value - Driving for Better Business | 10% | 100 | 100 | 10.00 |
| 2.9 | Commercial Off the Shelf (COTS) Software | N/A(as Information Only question) | N/A | N/A | N/A |
| 2.10 | Key Personnel and Capabilities | N/A(as Information Only question) | N/A | N/A | N/A |
| **Quality score**  | **80.00** |

Please remember that you must receive a minimum Quality score of 32 at Quality Evaluation. If you fail to receive a Quality score of 32 we will reject your bid and you will be excluded from the competition.

# **Award Quality Questionnaire**

* 1. The quality questionnaire is split into 3 sections:
* Section A – Mandatory Service Requirements
* Section B – Generic Questions
* Section C – Information Only questions
	1. A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out above in the table under 9.6.

| **Section A – Mandatory Service Requirements** |
| --- |
| **2.1.1 Accept Competition Rules** |
| Do you accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules? Please answer ‘Yes’ or ‘No’**Yes -** You accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules.**No** **-** You do not accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules.  |
| **2.1.1 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 accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules. If you select ‘No’ to indicate that you do not accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules, you will be excluded from further participation in this competition. |
| **Marking Scheme** | **Evaluation Guidance** |
| Pass | You have selected option ‘Yes’ confirming that you accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules. |
| Fail  | You have selected ‘No’ confirming that you do not accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules. |

| **2.1.2 Accept Contract Terms** |
| --- |
| Do you accept the contract terms as incorporated in the Framework Award Form? Please answer ‘Yes’ or ‘No’**Yes -** You accept the contract terms as incorporated in the Framework Award Form.**No** **-** You do not accept the contract terms as incorporated in the Framework Award Form.  |
| **2.1.2 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 accept the contract terms as incorporated in the Framework Award Form. If you select ‘No’ to indicate that you do not accept the contract terms as incorporated in the Framework Award Form, you will be excluded from further participation in this competition. |
| **Marking Scheme** | **Evaluation Guidance** |
| Pass | You have selected option ‘Yes’ confirming that you accept the contract terms as incorporated in the Framework Award Form. |
| Fail  | You have selected ‘No’ confirming that you do not accept the contract terms as incorporated in the Framework Award Form. |

| **2.1.3 Compliance with Framework Schedule 1 (Specification)**  |
| --- |
| If you are awarded a Framework Contract, will you unreservedly deliver in full, all of 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 of the Lot 1 mandatory service requirements as set out in Framework Schedule 1 (Specification).No **-** You will not, or cannot, deliver in full all of the Lot 1 mandatory service requirements as set out in Framework Schedule 1 (Specification). |
| **2.1.3 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, NO from the drop down list.Providing a ‘Yes’ response means you will unreservedly deliver in full all of the Lot 1 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 of the Lot 1 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 of the Lot 1 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 of the Lot 1 mandatory service requirements as set out in Framework Schedule 1 (Specification). |

| **Section B – Generic Questions** |
| --- |
| **2.2 Supplier Service Capability** |
| **2.2 Requirement:** At the point of ‘Intention to award’ all suppliers will be required to confirm to CCS the service offerings that will be provided to Buyers under the RM6315 Vehicle Telematics Solutions Framework. The information provided will be used by CCS for information and benchmarking purposes, and may help to inform the development of framework guidance material. Please confirm that, at the point of ‘Intention to award’, you will provide CCS with a list of service capabilities that you can offer to Buyers under the RM6315 Framework, in accordance with the mandatory and desirable deliverables outlined in sections 3 and 4 of Framework Schedule 1 (Specification). For the avoidance of doubt, you have 7 calendar days from the date the letter was issued to you to provide your response. Failure to do so may mean that the offer of a Framework Contract is withdrawn. Please answer ‘Yes’ or ‘No’Yes - You can confirm that, at the point of ‘Intention to award’, you will provide CCS with a list of service capabilities that you can offer to Buyers under the RM6315 Framework, in accordance with the mandatory and desirable deliverables outlined in sections 3 and 4 of Framework Schedule 1 (Specification).No - You cannot confirm that, at the point of ‘Intention to award’, you will provide CCS with a list of service capabilities that you can offer to Buyers under the RM6315 Framework, in accordance with the mandatory and desirable deliverables outlined in sections 3 and 4 of Framework Schedule 1 (Specification).  |
| **2.2 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. |
| **Marking Scheme** | **Evaluation Criteria** |
| Pass | You have selected option ‘Yes’ confirming that you will, at the point of ‘Intention to award’, provide CCS with a list of service capabilities that you can offer to Buyers. |
| Fail  | You have selected ‘No’ confirming that you will not, at the point of ‘Intention to award’, provide CCS with a list of service capabilities that you can offer to Buyers. |

| **2.3 Supplier Product Prices** |
| --- |
| **2.3 Requirement:** At the point of ‘Intention to award’ all suppliers will be required to confirm prices for the telematics products that will be offered to Buyers under the RM6315 Vehicle Telematics Solutions Framework. The information provided will be used by CCS for information and benchmarking purposes. Pricing for each individual call-off contract will be agreed between the Buyer and Supplier at the point of call-off. Please confirm that, at the point of ‘Intention to award’, you will provide CCS with a price list for the telematics equipment and solutions that you can offer to Buyers under the RM6315 Framework, in accordance with the mandatory and desirable deliverables outlined in sections 3 and 4 of Framework Schedule 1 (Specification). For the avoidance of doubt, you have 7 calendar days from the date the letter was issued to you to provide your response. Failure to do so may mean that the offer of a Framework Contract is withdrawn. Please answer ‘Yes’ or ‘No’Yes - You can confirm that, at the point of ‘Intention to award’, you will provide CCS with a price list for the telematics equipment and solutions that you can offer to Buyers under the RM6315 Framework, in accordance with the mandatory and desirable deliverables outlined in sections 3 and 4 of Framework Schedule 1 (Specification)No - You cannot confirm that, at the point of ‘Intention to award’, you will provide CCS with a price list for the telematics equipment and solutions that you can offer to Buyers under the RM6315 Framework, in accordance with the mandatory and desirable deliverables outlined in sections 3 and 4 of Framework Schedule 1 (Specification) |
| **2.3 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. |
| **Marking Scheme** | **Evaluation Criteria** |
| Pass | You have selected option ‘Yes’ confirming that you will, at the point of ‘Intention to award’, provide CCS with a price list for the telematics equipment and solutions that you can offer to Buyers. |
| Fail  | You have selected ‘No’ confirming that you will not, at the point of ‘Intention to award’, provide CCS with a price list for the telematics equipment and solutions that you can offer to Buyers. |

| **2.4 Enquiry and Complaint Management** |
| --- |
| **2.4 Requirement:** CCS requires you to provide a description on how you will evidence that you have robust processes and procedures in place for managing queries and complaints, as outlined in Framework Schedule 1 (Specification). |
| **2.4 Response Guidance** **All Bidders must answer this question.****You must insert your response into the text fields in the eSourcing tool.**In order to satisfy the requirement, and the question associated with the requirement, you must: 1. Describe in detail how you will provide the Buyer with support for general queries for the duration of the Contract, as outlined in section 3.7.1 and 3.7.2 of Framework Schedule 1 (Specification); and
2. Describe in detail how a Buyer can raise a complaint and the process you have in place to investigate and resolve the issue; and
3. Describe in detail how you will maintain service levels relating to the enquiry and complaint management during periods of increased demand; and
4. Describe in detail how you will identify opportunities for continuous improvement while managing the Buyer’s enquiries and complaints.

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 tool. 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. |

| **2.5 Implementation Plans** |
| --- |
| **2.5 Requirement:** CCS requires you to provide a description on how you will evidence that you have robust processes and procedures in place for the installation of devices into vehicles as part of contract mobilisation, as outlined in Framework Schedule 1 (Specification). |
| **2.5 Response Guidance** **All Bidders must answer this question.****You must insert your response into the text fields in the eSourcing tool.**In order to satisfy the requirement, and the question associated with the requirement, you must: 1. Describe in detail the steps you will take to develop the Implementation Plan for the installation of telematics in the Buyer’s fleet; and
2. Describe in detail how you will install the devices with minimal impact to the fleet in terms of vehicle downtime; and
3. Describe in detail how you will manage the Implementation Plan to ensure that key milestones are met.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). 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 – 6,000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing tool. 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 2.5.1, 2.5.2 and 2.5.3 each box has a character count of 2,000 characters. |
| **Marking Scheme 100/66/33/0**  |
| **Marking Scheme** | **Evaluation Criteria** |
| **100** | The Bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The Bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The Bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The Bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.ORA response has not been provided to this question. |

| **2.6 Vehicle, Driver and Asset Tracking** |
| --- |
| **2.6 Requirement:** CCS requires you to confirm that your telematics platform will provide the Buyer with live visibility of asset tracking.Please answer ‘Yes’ or ‘No’**Yes -** You can confirm that your telematics platform will provide the Buyer with live visibility of vehicles, drivers and/or assets as outlined in clause 3.2.3 of Framework Schedule 1 (Specification).**No** **-** You cannot confirm that your telematics platform will provide the Buyer with live visibility of vehicles, drivers and/or assets as outlined in clause 3.2.3 of Framework Schedule 1 (Specification).  |
| **2.6 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. |
| **Marking Scheme** | **Evaluation Guidance** |
| Pass | You have selected option ‘Yes’ confirming that your telematics platform will provide the Buyer with live visibility of vehicles, drivers and/or assets as outlined in clause 3.2.3 of Framework Schedule 1 (Specification). |
| Fail  | You have selected ‘No’ confirming that your telematics platform will not provide the Buyer with live visibility of vehicles, drivers and/or assets as outlined in clause 3.2.3 of Framework Schedule 1 (Specification). |

| **2.7 Telematics Platform** |
| --- |
| **2.7 Requirement:** CCS requires you to describe how you will evidence that your telematics platform has the functionality to manage access and enable customers to access standard and bespoke reporting to support fleet decision making, as outlined in Framework Schedule 1 (Specification). |
| **2.7 Response Guidance** **All Bidders must answer this question.****You must insert your response into the text fields in the eSourcing tool.**In order to satisfy the requirement, and the question associated with the requirement, you must: 1. Describe in detail how your telematics platform is configured to enable user access to be managed and controlled; and
2. Describe in detail how the standard reports that you make available to Buyers using the telematics platform will help them to make effective decisions about their fleet operation; and
3. Describe in detail how the Buyer can create bespoke reports in the telematics platform and the support you provide to enable them to do so..

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). 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 – 6,000 characters including spaces and punctuation. You must not exceed the character count within the e-Sourcing tool. 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 2.7.1, 2.7.2 and 2.7.3 each box has a character count of 2,000 characters. |
| **Marking Scheme 100/66/33/0**  |
| **Marking Scheme** | **Evaluation Criteria** |
| **100** | The Bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The Bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The Bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The Bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.ORA response has not been provided to this question. |

| **2.8 Social Value - Driving for Better Business** |
| --- |
| **2.8 Requirement:** CCS requires you to confirm that you have registered for the ‘Driving for Better Business’ programme prior to the framework launch date of 24 April 2024. 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’ Supplier Relationship Management programme, as set out in Framework Schedule 1 (Specification) at Clause 3.16.5 and detailed within Framework Schedule 4 (Framework Management).By answering ‘Yes’ to this question, you commit to: * sign up to the Driving for Better Business programme prior to the framework launch date of 24 April 2024; and
* progress through the Driving for Better Business accreditation stages, as part of the Supplier’s Performance Indicators, as set out within Framework Schedule 4 (Framework Management).

Please answer ‘Yes’ or ‘No’**Yes -** You can confirm that you will register successfully for the ‘Driving for Better Business’ programme prior to the framework launch date, and then progress through the Driving for Better Business accreditation stages, as part of the Supplier’s Performance Indicators, as set out within Framework Schedule 4 (Framework Management).**No** **-** You cannot confirm that you will register successfully for the ‘Driving for Better Business’ programme prior to the framework launch date, and then progress through the Driving for Better Business accreditation stages, as part of the Supplier’s Performance Indicators, as set out within Framework Schedule 4 (Framework Management). |
| **2.8 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. |
| **Marking Scheme** | **Evaluation Guidance** |
| Pass | You have selected option ‘Yes’ confirming that you have (or will have) registered for the ‘Driving for Better Business’ programme prior to the framework launch date. |
| Fail  | You have selected ‘No’ confirming that you will not be registering for the ‘Driving for Better Business’ programme prior to the framework launch date. |

| **Section C – Information Only questions** |
| --- |
| **2.9 Commercial Off the Shelf (COTS) Software** |
| **2.9 Requirement:** CCS requires you to provide details of all COTS Software you supply as part of your vehicle telematics solution. Your response must be in the form of an attachment and shall be up to date as of 4 December 2023. For the avoidance of doubt, CCS is aware that the information provided may be subject to change during the lifetime of the agreement.  |
| **2.9 Response Guidance** **All Bidders must answer this question.****You must submit your response as an attachment in the submission box provided in response to the question in the eSourcing tool.**This question is for information purposes only and will not be evaluated. However, in the event that you are awarded a Framework Contract, the details provided in response to this question will be inserted into your Framework Contract.Your response should be limited to, and focused on the question. You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar.We recommend a maximum character count of 4,000 characters, equivalent to 2 sides of A4. No hyperlinks are permitted; any additional documents submitted will be ignored.You are required to upload your response to this question into box 2.9.1. |

| **2.10 Key Personnel and Capabilities** |
| --- |
| **2.10 Requirement:** Your response must be in the form of an attachment in which CCS requires you to describe the experience and capabilities of the key personnel that will be assigned to manage the Framework and the Buyer’s Call-Off Contracts under the Framework. |
| **2.10 Response Guidance** **All Bidders must answer this question.****You must submit your response as an attachment in the submission box provided in response to the question in the eSourcing tool.**This question is for information purposes only and will not be evaluated. However, in the event that you are awarded a Framework Contract, the details provided in response to this question will be inserted into your Framework Contract.Your response should be limited to, and focused on the question. You must not make generalised statements or give irrelevant information. Please attend to layout, spelling, punctuation and grammar.We recommend a maximum character count of 4,000 characters, equivalent to 2 sides of A4. No hyperlinks are permitted; any additional documents submitted will be ignored.You are required to upload your response to this question into box 2.10.1. |

# **Price Evaluation**

This section 11 contains information on how to complete the pricing matrix (attachment 3) and the price evaluation process.

* 1. How to complete your pricing matrix:

Read and understand the instructions in the pricing matrix, and in this section, 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 0.5% which shall be paid by you to us, as set out in the Framework Award Form.

Your prices submitted must :

* + exclude VAT.
	+ be exclusive of expenses/travel and subsistence
	+ be in british pounds sterling, up to two decimal places
	+ submitted up to two decimal places

Pricing will be based on:

1. eight (8) hour Working Day; and
2. rounded to the nearest £10.

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

You must download and complete the pricing matrix attachment 3.

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

When you have completed your pricing matrix, you must upload this into the eSourcing tool at question PQ1 in the commercial envelope. 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 pricing matrix attachment 3.

* 1. Price evaluation process

This is how we will evaluate your pricing:

We will check you have completed all the yellow cells in attachment 3 Price Matrix.

Failure to insert an applicable price may result in your bid being deemed non-compliant and your bid 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.

The Bidder with the lowest total basket price (shown as the ‘Total Weighted Contract Price’ within Attachment 3) will be awarded the maximum mark available (a Price Score of 20).

All other Bidders will get a Price Score relative to the lowest total basket price.

The calculation we will use to evaluate your total basket price is as follows:

| Price Score = | Lowest total basket price | x | 20 (maximum Price Score available) |
| --- | --- | --- | --- |
| Bidder’s total basket price |

Example applicable to Lot 1:

| Bidder A total basket price |  | Bidder B total basket price |  | Bidder C total basket price |
| --- | --- | --- | --- | --- |
| £217,000 |  | £434,000 |  | £542,500 |

* Bidder A has the lowest basket price of £217,000. Bidder A is awarded the maximum mark available for price, which is 20;
* Bidder B submits a total basket price of £434,000. Bidder B is awarded a Price Score of 10
* Bidder C submits a total basket price of £542,500 and is awarded a Price Score of 8.

* 1. Abnormally Low Tenders

Where we consider any of the total basket price(s) 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.

# **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:

| **Bidder** | **Quality score** | **Price score** | **Final score** |
| --- | --- | --- | --- |
| (Maximum score available 80) | (Maximum score available 20) | (Maximum score available 100) |
| Bidder A | 80.00 | 20.00 | 100.00 |
| Bidder B | 65.00 | 10.00 | 75.00 |
| Bidder C | 54.00 | 8.00 | 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 section 3.1 of Attachment 1 – About the Framework.

The maximum number of Bidders for 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 Contract to any Bidders whose Final Score is within 1% of the last position, the last position for Lot 1 is 25th position.

If the Bidder in 25th place, last position has a Final Score of 60.00

The calculation we will use is:

Lot 1 - 25th place Bidder’s 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 tool. 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.

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 insurance certificates and Cyber Essential’s certification.

A valid certificate for each of the standards listed in question 1.27.2 of the Selection Questionnaire and which is relevant to the services you will be providing under Lot 1.

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 will mean that we will withdraw our offer of a Framework Contract.