



Crown  
Commercial  
Service

# Invitation to tender Attachment 2 – How to bid

RM6240 Public Sector Legal Services

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## **1. How to make your bid**

- 1.1. Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
- 1.2. You may bid for one or more of the Lots, ensure you read paragraph 3.1 of Attachment 1.
- 1.3. Your bid must be entered into the eSourcing suite. We can only accept bids that we receive through the eSourcing suite.
- 1.4. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven't asked for.
- 1.5. Make sure you answer every question.
- 1.6. You must submit your bid before the bid submission deadline, in paragraph 5 "Timelines for the competition" in Attachment 1 - About the Framework.
- 1.7. It will be our decision whether we will accept bids submitted after the bid submission deadline.
- 1.8. 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, throughout the competition.
- 1.9. 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 Attachment 1 - About the Framework.
- 1.10. 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.

## **2. How to submit your bid in the eSourcing suite**

- 2.1. Your bid must be entered into the eSourcing suite.
- 2.2. Responses to the selection questionnaire (qualification envelope), quality questionnaire (technical envelope) and the price questionnaire (commercial envelope) must be answered online in the eSourcing suite. We will only accept bids that we receive through the eSourcing suite.

## **3. Selection stage**

- 3.1. 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.
- 3.2. 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, 2a, 3 and 4 (Attachment 2a - Selection Questionnaire) for themselves.
- 3.3. 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, 2a, 3 and 4 (Attachment 2a - Selection Questionnaire) for themselves.
- 3.4. 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.

## **4. Selection process**

- 4.1. After the bid submission deadline, we will check all bids to make sure we have received everything we have asked for.
- 4.2. 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.
- 4.3. 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.
- 4.4. 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**.

## **5. Selection criteria**

- 5.1. We may exclude you from the competition at the selection stage if:
- 5.2. your bid is non-compliant
- 5.3. you receive a 'fail' for any of the evaluated selection questions.
- 5.4. any of the information you have provided proves to be false or misleading.

5.5. you have broken any of the competition rules in paragraph 9 of Attachment 1 About the Framework, or not followed the instructions given in this ITT pack.

5.6. If we exclude you from the competition we will tell you and explain why.

## **6. Selection questionnaire**

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

## **7. 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 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.

## **8. Award criteria**

The Award Stage consists of a quality evaluation (see paragraph 10 of this document) and a price evaluation (see paragraph 12 of this document).

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

Lot	Quality weighting		Price weighting
	Social Value	Quality	
Lot 1	10%	60%	30%
Lot 2	10%	60%	30%
Lot 3	10%	70%	20%

## 9. Award process

### 9.1. 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 Attachment 3 for the Lot(s) for which you are bidding.
- Upload your completed Price Matrix into the eSourcing suite in the commercial envelope to question(s) PQ1, PQ2 and PQ3.

### 9.2. What WE will do at the award stage

1	<b>Compliance Check</b> First, we will do a check to make sure that you completed the pricing matrix in line with our instructions.
2	<b>Quality Evaluation</b> 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	<b>Consensus</b> 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	<p><b>Quality Threshold</b></p> <p>If you have received a zero for any of the quality questions or if you have not met the minimum quality score for each question in Lot 1(a, b, c), Lot 2(a, b, c) and/or Lot 3 as detailed in the table titled 'Marking Scheme' at <b>paragraph 11.3</b>, 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.</p> <p>Refer to tables at paragraph 10 for an example of how your <b>quality score</b> for</p>
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	each Lot will be calculated.
5	<p><b>Evaluate Pricing</b></p> <p>We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.</p> <p>They will calculate your price score using the evaluation criteria in Paragraph 12 – Price Evaluation.</p>
6	<p><b>Final Score</b></p> <p>Your quality score will be added to your price score, to create your final score as illustrated in Paragraph 13, Final decision to award.</p>
7	<p><b>Award</b></p> <p>Awards will be made to the successful bidders following the standstill period, subject to contract.</p>

## 10. Quality evaluation

The questions in section A are mandatory questions and will be evaluated PASS / FAIL. If you answer no to any questions in section A, 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.

Each question in section B, section C, section D and section E 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. You must not upload any attachments, you must insert your responses into the text boxes provided in the technical envelope.

Each of the quality questions, in section B, section C, section D and section E of the quality questionnaire will be independently assessed by our evaluation panel.

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 the questions weighting to calculate your weighted mark for that question.

The weighted mark for each question in each Lot you have submitted a bid for will

then be added together to calculate your quality score.

Please see the following tables A, B and C 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
B1	Social Value - Equal opportunity and diversity	10%	100	50	5.00
C1	Collaborative working and addressing client issues	15%	100	75	11.25
C2	Staff allocation and efficient delivery	15%	100	33	4.95
D1	Key area 1 - Ability to Strategise	30%	30	33	9.90
	Key area 2 - Innovation				
	Key area 3 – Commitment to Public Sector work				
Quality score (including social value) maximum score available 70					31.10

Table B – Lot 2

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
B1	Social Value - Equal opportunity and diversity	10%	100	75	7.50
C1	Collaborative working and addressing client issues	30%	100	100	30.00
C2	Staff allocation and efficient delivery	30%	100	66	19.80
<b>Quality score (including social value) maximum score available 70</b>					<b>57.30</b>

Table C - Lot 3

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
B1	Social Value - Equal opportunity and diversity	10%	100	75	7.50
E1	Key area 1 – Delivery of legal quality	35%	100	66	23.10
	Key area 2 - Strategic input				
	Key area 3 - Continuous improvement				
E2	Key area 1 - Resourcing	35%	100	33	11.55
	Key area 2 - Model of working				
	Key area 3 - Conflict of Interest				
Quality score (including social value) maximum score available 80					42.15

## 11. Award quality questionnaire

11.1. The quality questionnaire is split into five sections:

- Section A – Mandatory service requirements questions
- Section B – Social value questions, Lot 1 (a, b and c ), Lot 2 (a, b and c) and Lot 3
- Section C – Lot 1 (a, b and c ) and Lot 2 (a, b and c) questions
- Section D – Lot 1(a. b and c) question
- Section E – Lot 3 questions

11.2. A summary of all the questions in the quality questionnaire and weightings for each question along with the marking scheme in paragraph 11.3 is set out below:

Question		Weighting %		
		Lot 1 (a, b, and c)	Lot 2 (a, b, and c)	Lot 3
A1a	Lot 1a - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification	N/A Pass/Fail		
A1b	Lot 1b - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification	N/A Pass/Fail		
A1c	Lot 1c - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification	N/A Pass/Fail		
A2a	Lot 2a - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification		N/A Pass/Fail	
A2b	Lot 2b - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification		N/A Pass/Fail	
A2c	Lot 2c - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification		N/A Pass/Fail	
A3	Lot 3 - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification			N/A Pass/Fail
B1	Social Value - Equal opportunity and diversity	10	10	10
C1	Collaborative working and addressing client issues	15	30	
C2	Staff allocation and efficient delivery	15	30	
D1	Key area 1 - Ability to strategise	30		
	Key area 2 - Innovation			

	Key area 3 – Commitment to Public Sector work			
E1	Key area 1 - Delivery of legal quality			35
	Key area 2 - Strategic input			
	Key area 3 - Continuous improvement			
E2	Key area 1 - Resourcing			35
	Key area 2 - Model of working			
	Key area 3 - Conflict of Interest			

### 11.3 Marking Scheme and minimum quality scores

Section A – Mandatory service requirements		Marking scheme
A1a	Lot 1a - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification.	Pass / Fail
A1b	Lot 1b - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification.	Pass / Fail
A1c	Lot 1c - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification.	Pass / Fail
A2a	Lot 2a - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification.	Pass / Fail
A2b	Lot 2b - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification.	Pass / Fail
A2c	Lot 2c - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification.	Pass / Fail
A3	Lot 3 - Compliance with Mandatory Service Requirements Framework Schedule 1: Specification.	Pass / Fail

Section B – Social value questions, Lot 1 (a, b and c ), Lot 2 (a, b and c) and Lot 3		Minimum Quality Score	Marking scheme
B1	Equal opportunity and diversity	50	100/75/50/25/0

Section C –		Minimum Quality Score	Marking scheme
C1	Collaborative working and addressing client issues	50	100/75/50/25/0
C2	Staff allocation and efficient delivery	33	100/66/33/0

Section D – Lot 1 question		Minimum Quality Score	Marking scheme
D1	Key area 1 – Ability to Strategise	33	100/66/33/0
	Key area 2 - Innovation		
	Key area 3 – Commitment to Public Sector work		

Section E – Lot 3 questions		Minimum Quality Score	Marking scheme
E1	Key area 1 – Delivery of legal quality	33	100/66/33/0
	Key area 2 - Strategic input		
	Key area 3 - Continuous improvement		
E2	Key area 1 - Resourcing	33	100/66/33/0
	Key area 2 - Model of working		
	Key area 3 - Conflict of Interest		

#### 11.4 Questions

Section A – Mandatory service requirements questions
<p>Response guidance, questions A1a, A1b, A1c, A2a, A2b, A2c and A3</p> <p>All questions are Pass/Fail questions.</p> <p>If you cannot or are unwilling to select 'Yes' to the question, you will be disqualified from further participation in this competition.</p> <p>Providing a 'Yes' response means you will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot you are bidding for.</p> <p>If you select 'No' to indicate that you will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot in the required jurisdictions you are bidding for, you will be excluded from further participation in this competition for the Lot.</p> <p>If you select 'N/A' this indicates you are not bidding for that Lot.</p>
<p>Marking scheme and evaluation guidance for questions A1a, A1b, A1c, A2a, A2b, A2c and A3</p>

Marking scheme	Evaluation guidance
Pass	You have selected option 'Yes' or 'N/A'
Fail	You have selected 'No'

#### A1a - Lot 1a Compliance with Framework Schedule 1 (Specification)

If you are awarded a framework contract for Lot 1a, will you unreservedly deliver, in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 1 in the jurisdictional area of England and Wales.

Please answer 'Yes', 'No' or 'N/A'

**Yes** - You will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 1 in the jurisdictional area of England and Wales

**No** - You will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification), for Lot 1 in the jurisdictional area of England and Wales

**N/A** - you are not bidding for Lot 1a

#### A1b - Lot 1b Compliance with Framework Schedule 1 (Specification)

If you are awarded a framework contract for Lot 1b, will you unreservedly deliver, in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 1 in the jurisdictional area of Scotland.

Please answer 'Yes', 'No' or 'N/A'

**Yes** - You will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 1 in the jurisdictional area Scotland

**No** - You will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification), for Lot 1 in the jurisdictional area of Scotland

**N/A** - you are not bidding for Lot 1b

A1c - Lot 1c Compliance with Framework Schedule 1 (Specification)

If you are awarded a framework contract for Lot 1c, will you unreservedly deliver, in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 1 in the jurisdictional area of Northern Ireland.

Please answer 'Yes', 'No' or 'N/A'

**Yes** - You will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 1 in the jurisdictional area of Northern Ireland

**No** - You will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification), for Lot 1 in the jurisdictional area of Northern Ireland

**N/A** - you are not bidding for Lot 1c

A2a - Lot 2a Compliance with Framework Schedule 1 (Specification)

If you are awarded a framework contract for Lot 2a, will you unreservedly deliver, in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 2 in the jurisdictional area of England and Wales.

Please answer 'Yes', 'No' or 'N/A'

**Yes** - You will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 2 in the jurisdictional area of England and Wales

**No** - You will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification), for Lot 2 in the jurisdictional area of England and Wales

**N/A** - you are not bidding for Lot 2a

A2b - Lot 2b Compliance with Framework Schedule 1 (Specification)

If you are awarded a framework contract for Lot 2b, will you unreservedly deliver, in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 2 in the jurisdictional area of Scotland.

Please answer 'Yes', 'No' or 'N/A'

**Yes** - You will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 2 in the jurisdictional area Scotland

**No** - You will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification), for Lot 2 in the jurisdictional area of Scotland

**N/A** - you are not bidding for Lot 2b

A2c - Lot 2c Compliance with Framework Schedule 1 (Specification)

If you are awarded a framework contract for Lot 2c, will you unreservedly deliver, in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 2 in the jurisdictional area of Northern Ireland.

Please answer 'Yes', 'No' or 'N/A'

**Yes** - You will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 2 in the jurisdictional area of Northern Ireland

**No** - You will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification), for Lot 2 in the jurisdictional area of Northern Ireland

**N/A** - you are not bidding for Lot 2c



A3 - Lot 3 Compliance with Framework Schedule 1 (Specification)
<p>If you are awarded a framework contract for Lot 3, will you unreservedly deliver, in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 3.</p> <p>Please answer 'Yes', 'No' or 'N/A'</p> <p><b>Yes</b> - You will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification) for Lot 3</p> <p><b>No</b> - You will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification), for Lot 3</p> <p><b>N/A</b> - you are not bidding for Lot 3</p>

<p>Section B – Social value question – Lot 1(a, b, c), Lot 2(a, b, c) and Lot 3</p> <p>Bidders submitting bids for Lot 1 (a and/or b and/or c) and/or Lot 2 (a and/or b and/or c) and/or Lot 3 must provide a response to question B1.</p>
B1 Equal opportunity and diversity
<p><b>B1 Requirement</b></p> <p>CCS requires the Supplier to undertake planned activities to ensure they tackle inequality and improve diversity with respect to Under-Represented Groups in employment, skills and pay in the Contract Workforce throughout the life of this Framework Contract. Whilst measuring and reporting outcomes, as set out in Framework Schedule 1 (Specification) Appendix A Social Value Measures.</p> <p>Examples of activities that the Supplier may include are set out in the illustrative examples provided below:</p> <ul style="list-style-type: none"> <li>• inclusive and accessible recruitment, retention and promotion practices;</li> <li>• promoting an inclusive working environment;</li> <li>• actions to ensure the Contract Workforce, at all levels, proportionately reflects a diverse society;</li> <li>• transparency in pay, reward and promotion processes;</li> <li>• positive action schemes to address under-representation and inequalities in promotion, including in particular pay grades;</li> <li>• measures to support in-work progression to facilitate moves into higher paid work, by developing new skills relevant to the contract;</li> <li>• collection and publication of information about recruitment, retention and promotion; and</li> <li>• regular equal pay audits</li> </ul>

Defined terms can be found in Framework Schedule 1 (Specification) and Joint Schedule 1 (Definitions) - held in Attachment 10 (Framework Contract Documents).

#### B1 Response guidance

Your response must demonstrate your planned activities to tackle inequality and improve diversity with respect to Under-Represented Groups in employment, skills and pay in the Contract Workforce.

Your response must demonstrate:

- a) a description of your planned activities to tackle inequality and improve diversity of Under-Represented Groups in the Contract Workforce
- b) an explanation of how your planned activities will support you to tackle inequality and improve diversity of Under-Represented Groups in the Contract Workforce
- c) how you will monitor, measure and report on the planned activities and their impact on Under-Represented Groups as specified in paragraph 10 of Framework Schedule 1(specification)
- d) how you will seek feedback on your activities and look to improve how you tackle inequality and improve diversity with respect to Under-Represented Groups in employment, skills and pay in the Contract Workforce

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which component part you are responding to.

You must not exceed the character count – 8,000 characters including spaces and punctuation.

Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.

You are required to insert your response to this question in the technical envelope in boxes B1, B1i, B1ii and B1iii 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.
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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	<p>The bidder's response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question.</p>

#### Section C – Lot 1 (a, b and c ) and Lot 2 (a, b and c) questions

Bidders submitting bids for Lot 1 (a and/or b and/or c) and/or Lot 2 (a and/or b and/or c) must provide a response to questions C1 and C2.

#### C1 - Collaborative working and addressing client issues

##### C1 Requirement:

CCS requires Bidders to demonstrate how you will work collaboratively with the Buyer, Government Legal Department lawyers, the Buyers internal lawyers, lawyers from other Suppliers on the Framework Contract or from non-Framework Contract contractors to ensure effective collaboration and communication when delivering contracts through this Framework Contract.

You are required to demonstrate how you will effectively deal with client issues, when delivering contracts through this Framework Contract.

### C1 Response guidance

Bidders submitting bids for Lot 1(a and/or b and/or c) and/or Lot 2 (a and/or b and/or c) must provide a response to this question.

If you are bidding for Lot 3 only, insert N/A in the first text box applicable to this question.

You must insert your response into the text fields in the eSourcing suite.

In order to satisfy the requirement your response must demonstrate how you will work collaboratively with your Buyer, Government Legal Department lawyers, the Buyers internal lawyers, lawyers from other Suppliers on the Framework Contract or from non-Framework Contract contractors to ensure effective collaboration when delivering contracts through this Framework Contract including by demonstrating:

In order to satisfy the requirement your response must demonstrate when working collaboratively how you will:

- a) ensure that your behaviours and cultures enable optimal 'one team' working which add value to the Buyers project
- b) build capability and capacity across the Framework Contract

In order to satisfy the requirement your response must demonstrate how, when addressing client issues you will:

- c) ensure that Buyer issues are effectively received and Buyers concerns are properly communicated and recorded
- d) respond to the issues to resolve, improve service delivery and prevent recurrence

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 C1, C1i, C1ii and C1iii 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	<p>The bidder's response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question.</p>
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C2 Staff allocation and efficient delivery
<p><b>C2 Requirement:</b></p> <p>CCS requires Bidders to demonstrate how you will ensure optimum staff allocations and efficient delivery of matters delivered via contracts through the Framework Contract.</p> <p>You are required to demonstrate how you will provide optimum staff allocation and efficient delivery, including the related component parts of the response guidance, when delivering contracts through this Framework Contract.</p>

## C2 Response guidance

Bidders submitting bids for Lot 1(a and/or b and/or c) and/or Lot 2 (a and/or b and/or c) must provide a response to this question.

If you are bidding for Lot 3 only, insert N/A in the first text box applicable to this question.

You must insert your response into the text fields in the eSourcing suite.

### **Staffing allocation**

In order to satisfy the requirement your response must demonstrate how, when delivering contracts through this Framework, you will:

- a) initially identify and deploy the most appropriate fee earner grades and quantities to deliver a best quality service in the most efficient and best value way
- b) monitor progress to ensure that appropriate staffing quantities and grades remain deployed to deliver high quality and best value

### **Efficient delivery**

In order to satisfy the requirement your response must demonstrate how, when delivering contracts through this Framework, you will:

- c) ensure efficient delivery of a quality service, at the most beneficial appropriate pace, and how you will use project management tools and techniques and relevant systems including technology

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 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 C2, C2i and C2ii 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	<p>The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question.</p>

## Section D – Lot 1(a, b and c) question

Bidders submitting a bid for Lot 1(a and/or b and/or c) must provide a response to the question in this section.

### Question D1

#### D1 Requirement:

CCS requires Bidders to demonstrate how you will deliver, the following three key areas and the related component parts. You are required to include relevant examples of when you have provided each of the three key areas and the related component parts of the response guidance within a project using a case study to demonstrate your experience.

#### Key areas

Key area 1 - Ability to strategise, including component parts a and b

Key area 2 - Innovation, including component part a

Key area 3 – Commitment to Public Sector work, including component part a

#### Important note:

The one project you use to demonstrate your experience in your responses, must have been completed in the last three years, providing legal advice and services encompassing at **least two** of the mandatory specialisms listed in paragraph 6.2 of Framework Schedule 1 (Specification).

You must ensure that you provide a response to D1 Case Study overview in the e-Sourcing suite .

You must clearly include in the overview:

- i. the scope of the project
- ii. the mandatory legal specialisms encompassed in the project (must be 2 or more) and the legal advice and services provided under the mandatory specialism
- iii. the dates of the project, that confirm that the project has been completed within the last three years
- iv. confirmation that the project was delivered for a public sector client

Maximum character count – 2,000 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Please note - the Case Study overview is not evaluated, but will provide context for the examples used for the three key areas and related component parts. However, if you do not clearly provide the information required this will affect the mark awarded.



### Response guidance

All Bidders bidding for Lot 1(a and/or b and/or c) must provide a response to this question.

If you are not bidding for Lot 1 insert N/A in the first text box applicable to this question.

You must insert your response into the text fields in the eSourcing suite.

The marking scheme assesses your demonstration of how you will deliver the key areas and related component parts, taking account of the evidence, and the examples you provided from the one project.

In order to satisfy the requirement, your response must demonstrate and provide examples from the one project for the following key areas and related component parts:

#### **Key area 1 Ability to strategise**

- a) how you will provide strategic input, including how you will develop an understanding of your client's strategic priorities and attitude to risk
- b) how you will tailor your approach accordingly

#### **Key area 2 Innovation**

- a) how you will consider and share innovative solutions, processes and approaches that improve performance and value for money, including technological innovations when delivering work under this Framework Contract.

#### **Key area 3 Commitment to Public Sector Work**

- a) how you will ensure sufficient capacity and resources are allocated to, and maintained, for work under this contract when your organisation has competing priorities, such as a large number of instructions from other clients

Maximum character count – 8,000 characters including spaces and punctuation.

You are required to insert your response to this question in the technical envelope in boxes D1, D1i, D1ii and D1iii, each box has a character count of 2,000 characters.

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.

Marking  
scheme

Evaluation guidance

100	<p>The bidder's response addresses all 3 of key areas and related component parts of the response guidance above:</p> <p>To address each key area your response must:</p> <ul style="list-style-type: none"> <li>• include a relevant example from the project of when you have delivered the key area and related component part(s), which sufficiently demonstrates your experience; and</li> <li>• sufficiently demonstrates and provides a good level of confidence of how you will deliver the key area and related component part(s) when delivering contracts through this Framework Contract.</li> </ul>
66	<p>The bidder's response addresses 2 of the 3 of key areas and related component parts of the response guidance above:</p> <p>To address each key area your response must:</p> <ul style="list-style-type: none"> <li>• include a relevant example from the project of when you have delivered the key area and related component part(s), which sufficiently demonstrates your experience; and</li> <li>• sufficiently demonstrates, providing a good level of confidence of how you will deliver the key area and related component part(s) when delivering contracts through this Framework Contract.</li> </ul>
33	<p>The bidder's response addresses only 1 of the 3 key areas and related component parts of the response guidance above:</p> <p>To address the key area your response must:</p> <ul style="list-style-type: none"> <li>• include a relevant example from the project of when you have delivered the key area and related component part(s), which sufficiently demonstrates your experience; and</li> <li>• sufficiently demonstrates, providing a good level of confidence of how you will deliver the key area and related component part(s) when delivering contracts through this Framework Contract.</li> </ul>
0	<p>The bidder's response does not address any of the 3 key areas and related component parts of the response guidance above.</p> <p>OR</p> <p>No response provided. If you receive a zero, we will reject your bid and you will be excluded from the competition.</p>

### Section E – Lot 3 questions

Bidders submitting a bid for Lot 3 must provide a response to the questions in this section, E1 and E2.

### Section E – Case studies instructions

You must provide two (2) different case studies, which must have been completed in the last seven years, demonstrating your ability to provide transport and rail law, including at least one of the following:

- Rail transport law
- Rolling stock
- Planning and authorisation (Rail)
- Projects and infrastructure (Rail)

You must use one case study for your response to question E1 and a different one for question E2 .

Each case study must relate to a different aspects of transport and rail law from the following list:

- Rail transport law
- Rolling stock
- Planning and authorisation (Rail)
- Projects and infrastructure (Rail)

### E1 - Case Study

#### E1 Requirement:

CCS requires Bidders to demonstrate how you will deliver, the following three key areas and the related component parts. You are required to include relevant examples of when you have provided each of the key areas and the related component part(s) of the response guidance within a case study to demonstrate your experience.

#### Key areas

Key area 1- Delivery of legal quality, including component parts a and b

Key area 2 - Strategic input, including component part a and b

Key area 3 - Continuous improvement, component part a

#### Important note:

The case study you use to demonstrate your experience in your responses, must have been completed in the last seven years, providing legal advice and services encompassing at least **one** of the aspects of transport and rail law as listed in paragraph 8.4 of Framework Schedule 1 (Specification).

You must ensure that you provide a response to E1 Case Study overview in the e-Sourcing suite.

You must clearly include in the overview:

- i. the scope of the project
- ii. the aspects of transport and rail law included from the following:
  - Rail transport law
  - Rolling stock
  - Planning and authorisation (Rail)
  - Projects and infrastructure (Rail)
- iii. the dates of the project, that confirm that the project has been completed within the last seven years

Maximum character count – 2,000 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Please note - the overview is not evaluated, but will provide context for the examples used for the three key areas and related component parts. However, if you do not clearly provide the information required this will affect the mark awarded.

### E1 Response guidance

All Bidders bidding for Lot 3 must answer this question.

If you are not bidding for Lot 3 insert N/A in the first text box applicable to this question.

You must insert your response into the text fields in the eSourcing suite.

The marking scheme assesses your demonstration of how you will deliver the three key areas and related component parts, taking account of the evidence, and **the examples** you provided from the case study.

In order to satisfy the requirement, your response must demonstrate and provide examples (from the case study) of how you will deliver the following key areas and related component parts:

#### **Key area 1 Delivery of legal quality**

- a) how you will deliver high quality, value for money legal advice that delivers against the client's objectives
- b) how you will ensure that lessons will be learnt to drive continuous improvement in the service delivered by your firm during the project and more widely to the extent appropriate by your firm

#### **Key area 2 Strategic input**

- a) how you will understand the Buyers strategic objectives, policies and priorities and those of other relevant stakeholders that are relevant to the project

b) how you will tailor your approach and advice to take these into account

**Key area 3 Continuous improvement**

a) how you will maintain a focus on improving Services, through the life of the Framework Contract, through sharing and implementing lessons learnt

Maximum character count – 8,000 characters including spaces and punctuation.

You are required to insert your response to this question in the technical envelope in boxes E1, E1i, E1ii and E1iii, each box has a character count of 2,000 characters.

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.

Marking scheme	Evaluation guidance
100	<p>The bidder's response addresses all 3 of key areas and related component parts of the response guidance above:</p> <p>To address each key area your response must:</p> <ul style="list-style-type: none"><li>• include a relevant example from the project of when you have delivered the key area and related component part(s), which sufficiently demonstrates your experience; and</li><li>• sufficiently demonstrates and provides a good level of confidence of how you will deliver the key area and related component part(s) when delivering contracts through this Framework Contract.</li></ul>
66	<p>The bidder's response addresses 2 of the 3 of key areas and related component parts of the response guidance above:</p> <p>To address each key area your response must:</p> <ul style="list-style-type: none"><li>• include a relevant example from the project of when you have delivered the key area and related component part(s), which sufficiently demonstrates your experience; and</li><li>• sufficiently demonstrates and provides a good level of confidence of how you will deliver the key area and related component part(s) when delivering contracts through this Framework Contract.</li></ul>

33	<p>The bidder's response addresses 1 of the 3 of key areas and related component parts of the response guidance above:</p> <p>To address the key area your response must:</p> <ul style="list-style-type: none"> <li>• include a relevant example from the project of when you have delivered the key area and related component part(s), which sufficiently demonstrates your experience; and</li> <li>• sufficiently demonstrates and provides a good level of confidence of how you will deliver the key area and related component part(s) when delivering contracts through this Framework Contract.</li> </ul>
0	<p>The bidder's response does not address any of the 3 key areas and related component parts of the response guidance above.</p> <p>OR</p> <p>No response provided. If you receive a zero, we will reject your bid and you will be excluded from the competition.</p>

## E2 - Case Study

### E2 Requirement:

CCS requires Bidders to demonstrate how you will deliver, the following three key areas and the related component parts. You are required to include relevant examples of when you have provided each of the key areas and the related component part(s) of the response guidance within a case study to demonstrate your experience.

#### Key areas

Key area 1 - ~~Delivery of legal quality, including component parts a and b~~

**Resourcing, including component parts a and b**

Key area 2 - ~~Strategic input, including component part a and b~~ **Model of**

**working, including component part a and b**

Key area 3 - ~~Continuous improvement, component part a~~ **Conflict of Interest, including component part a**

#### Important note:

The case study you use to demonstrate your experience in your responses, must have been completed in the last seven years, providing legal advice and services encompassing at least **one** of the aspects of transport and rail law as

listed in paragraph 8.3 of Framework Schedule 1 (Specification).

You must ensure that you provide a response to E4<sup>2</sup> Case Study overview in the e-Sourcing suite.

You must clearly include in the overview:

- i. the scope of the project
- ii. the aspects of transport and rail law included from the following:
  - Rail transport law
  - Rolling stock
  - Planning and authorisation (Rail)
  - Projects and infrastructure (Rail)
- iii. the dates of the project, that confirm that the project has been completed within the last seven years

Maximum character count – 2,000 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Please note - the overview is not evaluated, but will provide context for the examples used for the three key areas and related component parts. However, if you do not clearly provide the information required this will affect the mark awarded.

## E2 - Response guidance

All Bidders bidding for Lot 3 must answer this question.

If you are not bidding for Lot 3 insert N/A in the first text box applicable to this question.

You must insert your response into the text fields in the eSourcing suite.

The marking scheme assesses your demonstration of how you will deliver the three key areas and related component parts, taking account of the evidence, and the examples you provided from the case study.

In order to satisfy the requirement, your response must demonstrate and provide examples (from the case study) of how you will deliver the following key areas and related component parts:

### **Key area 1 Resourcing**

- a) a viable, well-constructed resource plan demonstrating a suitable team structure with the right balance of skills and experience
- b) how resources will be mobilised rapidly and effectively and maintained through the duration of the contract

### **Key area 2 Model of working**

- a) mechanisms you will use for effective oversight across activities
- b) how you will assure the Buyer that high quality and cost-effective legal support will be provided throughout the duration of the contract

### **Key area 3 Conflict of Interest**

- a) how you will identify and assess potential Conflicts of Interest including the process, systems and controls you will have in place

Maximum character count – 8,000 characters including spaces and punctuation.

You are required to insert your response to this question in the technical envelope in boxes E2, E2i, E2ii and E2iii, each box has a character count of 2,000 characters.

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.

Marking  
scheme

Evaluation guidance



100	<p>The bidder's response addresses all 3 of key areas and related component parts of the response guidance above:</p> <p>To address each key area your response must:</p> <ul style="list-style-type: none"> <li>• include a relevant example from the project of when you have delivered the key area and related component part(s), which sufficiently demonstrates your experience; and</li> <li>• sufficiently demonstrates and provides a good level of confidence of how you will deliver the key area and related component part(s) when delivering contracts through this Framework Contract.</li> </ul>
66	<p>The bidder's response addresses 2 of the 3 key areas and related component parts of the response guidance above.</p> <p>To address each key area your response must:</p> <ul style="list-style-type: none"> <li>• include a relevant example from the project of when you have delivered the key area and related component part(s), which sufficiently demonstrates your experience; and</li> <li>• sufficiently demonstrates, providing a good level of confidence of how you will deliver the key area and related component part(s) when delivering contracts through this Framework Contract.</li> </ul>

33	<p>The bidder's response addresses only 1 of the 3 key areas and related component parts of the response guidance above.</p> <p>To address the key area your response must:</p> <ul style="list-style-type: none"> <li>• include a relevant example from the project of when you have delivered the key area and related component part(s), which sufficiently demonstrates your experience; and</li> <li>• sufficiently demonstrates, providing a good level of confidence of how you will deliver the key area and related component part(s) when delivering contracts through this Framework Contract.</li> </ul>
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0	<p>The bidder's response addresses only 1 of the 3 key areas and related component parts of the response guidance above.</p> <p>OR</p> <p>No response provided. If you receive a zero, we will reject your bid and you will be excluded from the competition.</p>
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## 12. Price evaluation

This paragraph contains information on how to complete the Pricing Matrix (Attachment 3a, 3b and 3c) and the price evaluation process.

### 12.1. General Instructions

Read and understand the instructions in the Pricing Matrix, Framework Schedule 3 (Framework Prices), and in this paragraph, before submitting your Pricing Matrix (e.g. prices) for each Lot you are bidding for.

All cells that require input are shaded orange, yellow, blue or green.

Cells that don't require any input are locked for editing.

You must not alter, amend or change the format or layout of this Pricing Matrix in any way. You must not insert or attach any notes or comments into any of the worksheets. Any alteration, amendment, change or addition will be disregarded by CCS and your Pricing Matrix may be deemed non-compliant.

Refer to the tab called 'Grade Structure' for a description of each Grade listed.

In the event that you are successful in this procurement the rates submitted in the Pricing Matrix will be incorporated into Framework Schedule 3 (Framework Prices) and will be the maximum rates payable under this Framework. Refer to Framework Schedule 3 (Framework Prices) and Framework Schedule 7 (Call-Off Award Procedure).

## 12.2. How to submit your pricing matrix

Bidders bidding for Lot 1 (a and/or b and/or c) should complete the relevant tab(s) on Attachment 3a - PQ1 Pricing Matrix for Lot 1a, Lot 1b and Lot 1c and submit the Pricing Matrix at question PQ1 in the commercial envelope in the esourcing suite. The prices submitted will be used to calculate your price score for Lot 1a, Lot 1b and/or Lot 1c. Rename the attachment PQ1\_[insertyourcompanyname]

Bidders bidding for Lot 2 (a and/or b and/or c) should complete the relevant tab(s) on Attachment 3b - PQ2 Pricing Matrix for Lot 2a, Lot 2b and Lot 2c and submit the Pricing Matrix at question PQ2 in the commercial envelope in the esourcing suite. The prices submitted will be used to calculate your price score for Lot 2a, Lot 2b and/or Lot 2c. Rename the attachment PQ2\_[insertyourcompanyname]

Bidders bidding for Lot 3 should complete the relevant tab on Attachment 3c - PQ3 Pricing Matrix for Lot 3 and submit the Pricing Matrix at question PQ3 in the commercial envelope in the esourcing suite. The prices submitted will be used to calculate your price score for Lot 3. Rename the attachment PQ3\_[insertyourcompanyname]

If you do not upload your Pricing Matrix for each of the bids you are bidding for your bid may be rejected from this competition

### **Remember**

Your Hourly Rates must be sustainable in providing all of Mandatory Requirements specified in Framework Schedule 1 (Specification) for each applicable lot and should include the following:

- Your operating overhead costs and profit.
- All costs incurred by the Bidder.
- Direct Labour Costs (the basic rate paid by the Bidder to its Staff including any premium time payment, fringe benefits and bonus payments) please refer to Framework Agreement Schedule 3: Framework Prices.
- All costs of the Bidder's standard employee benefits (e.g. retirement funds, health and life assurances and any bonus schemes).
- All costs associated with holidays with pay, sickness leave with pay, customary and public holidays.
- All costs associated with recruitment, training and security vetting.
- All costs associated with bidding for work under the Further Competition Procedure set out in Framework Schedule 7.
- All administration costs, including video conferencing, word processing services, on request typing, photocopying and provision of all legal documents, production

of template documents e.g. on request redaction of commercially sensitive terms based on the final agreed documents.

- Time spent on a particular matter including attending meetings, correspondence, drafting, advising, emails, telephone calls, court hearings, and other secretarial and all other related administrative requirements.
- An insurance level sufficient to cover the Limit of Liability listed in Joint Schedule 3 (Insurance Requirements) of the Framework Contract.
- Payroll Burden (all costs of taxes and contributions imposed by law, or regulations e.g. employer's liability insurance, unemployment compensation, old age benefits, pensions and annuities and disability insurance).

All costs incurred by the Bidder must be calculated and charged through the price values submitted in your Pricing Matrix. Your Hourly Rates submitted must:

- exclude VAT;
- be inclusive of expenses/travel and subsistence and travel time;
- be in British pounds sterling; and
- submitted up to two (2) decimal places and the nearest £1

Zero or negative bids are not permitted.

You should also take into account our Management Charge of 1.5%, which shall be paid by you to us as set out in the Framework Award Form and Framework Schedule 5 (Management Charges and Information).

You should have read and understood the information on TUPE in paragraph 8 of 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 at the Call-Off Stage 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.

### 12.3. Price evaluation process

Price will be evaluated on the basis of set hourly rates per Grade.

Weighting breakdown for hourly rates per Grade of fee earner will be aligned to the level at which work is typically delivered under the Framework Contract, refer to the tab called 'Grade Structure' for a description of each Grade listed.

The Price Evaluation is weighted at :

- 30% for Lot 1 (a, b ,c)
- 30% for Lot 2 (a, b, c)
- 20% for Lot 3

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

## Hourly Rates

A definition for each of the Grades can be found in the tab titled 'Grade Structure'.

You must ensure that the value for each Grade is in ascending order (i.e. the price for the next Grade is equal to or exceeds the price of the previous more junior Grade e.g. Grade 1 must be higher than or equal to Grade 2).

Hourly rates across all Lots for Trainee will be a maximum of £100 per hour and for Paralegal and £90 per hour for Legal Assistant. You can submit a lower Hourly Rate, they will be the maximum rates payable under this Framework and any Call-Off Contract in accordance with Framework Schedule 3 (Framework Prices) and subject to Framework Schedule 1 (Specification). Please note: any Hourly Rate inserted that exceeds the maximum Hourly Rate for the Grade will revert back to the maximum Hourly Rate for that Grade for evaluation. The maximum Hourly Rate will also be the Hourly Rate inserted into your Framework Contract if you are successful in this competition, and will be evaluated as part of the Price Evaluation

If you do not insert a compliant Hourly Rate your Price Matrix may be deemed non-compliant and your bid excluded from the competition.

We will evaluate the price submitted for each Grade by comparing it against all prices submitted by other Bidders for the applicable Grade.

The Bidder who submits the lowest Hourly Rate for each Grade in the Pricing Matrix will receive 100% of the maximum score available for the applicable Grade, as detailed in the tables below.

### Lot 1 (a, b and c) – Hourly Rates

Grade	Weighting (%)	Maximum Marks Available
Partner	30%	30.00
Senior Solicitor, Senior Associate	30%	30.00
Solicitor, Associate	20%	20.00
NQ Solicitor/Associate, Junior Solicitor/Associate	15%	15.00
Trainee	2.50%	2.50
Paralegal/Legal Assistant	2.50%	2.50
Total	100%	100.00

Lot 2 (a, b and c) – Hourly Rates

Grade	Weighting (%)	Maximum Marks Available
Partner	35%	35.00
Senior Solicitor, Senior Associate	25%	25.00
Solicitor, Associate	20%	20.00
NQ Solicitor/Associate, Junior Solicitor/Associate	10%	10.00
Trainee	5%	5.00
Paralegal / Legal Assistant	5%	5.00
Total	100%	100.00

Lot 3 – Hourly Rates

Grade	Weighting (%)	Maximum Marks Available
Partner	30%	30.00
Senior Solicitor, Senior Associate	30%	30.00
Solicitor, Associate	20%	20.00
NQ Solicitor/Associate, Junior Solicitor/Associate	15%	15.00
Trainee	2.50%	2.50
Paralegal / Legal Assistant	2.50%	2.50
Total	100%	100.00

Where two or more Bidders submit an equal lowest Hourly Rate for the same Grade, then these Bidders will each achieve 100% of the maximum score available for the applicable Grade, as detailed in the previous tables for each Lot.

All other Bidders who submitted an Hourly Rate for each Grade, will each receive a percentage of the maximum score available relative to the lowest Hourly Rate submitted for the Grade, applicable to each Lot.

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

### Example Lot 1a

For the Grade Senior Solicitor / Senior Associate, Bidder A submitted an Hourly Rate of £300.00.

The lowest Hourly Rate submitted by any Bidder for the Grade Senior Solicitor / Senior Associate, was Bidder B, who submitted £268.00.

Bidder C however, also submitted an equal lowest Hourly Rate of £268.00.

Therefore both Bidder B and Bidder C each receive 100% of the maximum marks available for the Grade Senior Solicitor / Senior Associate (e.g. 30 marks for Lot 1a).

The following calculation will be applied to all other submissions:

Weighted Mark =	Lowest tendered Hourly Rate	X	maximum mark available
	Bidders tendered Hourly Rate		

Using the above formula, the calculation for Bidder A for the Lot 1a Grade Senior Solicitor / Senior Associate is as follows:

Weighted Mark =	268.00	X	30 = 26.80
	300.00		

We will then add together the Bidders Weighted Marks for each Grade to calculate the Bidders Hourly Rate Mark, please see example below for Lot 1a.

### Example Lot 1a:

Grade	Weighted mark
Partner	30.00
Senior Solicitor, Senior Associate	26.80
Solicitor, Associate	10.00
NQ Solicitor/Associate, Junior Solicitor/Associate	5.00
Trainee	1.25
Paralegal/Legal Assistant	1.66
Bidders Hourly Rate Mark	74.71

We will then multiply the Bidder's Hourly Rates by the Price Weighting for the Lot, as detailed in paragraph 12.3 to calculate the Bidders Price Score.

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

The calculation we will use is as follows

Price Score	=	Bidders Hourly Rates Mark	x	Price Weighting for the applicable Lot
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Example Lot 1a

Price Score	=	74.71	x	30%
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Bidders Price Score = 22.41

#### 12.4. Abnormally low tenders

Where we consider any of the Hourly Rates you have submitted to have no correlation with the quality of your offer or to be **abnormally low** we 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.

## 13. Final decision to award

#### 13.1. How we will calculate your final score

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	31.25	22.41	53.60
Bidder C	50.00	12.00	62.00

We will add your Quality Score to your Price Score to calculate your final score.

Example Lot 1a :



### Example Lot 3:

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	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 3.1, Table 2 of Attachment 1 – About the Framework.

The maximum number of bidders for Lot 1a, 1b, 1c, Lot 2a, 2b, 2c and for Lot 3 of this framework may increase where two (2) or more bidders have tied scores in last position only.

#### 13.2. 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. This applies to all Lots.

#### **Example Lot 1a:**

If the bidder in 22nd place, 'last position for Lot 1a' and has a final score of 60.00

The calculation we will use is:

Lot 1a - 22nd 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 would be awarded a place on the framework on Lot 1a.

#### 13.3. Intention to award

We will tell you if you have been successful or unsuccessful via the eSourcing suite. We will send an 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 Framework Contracts subject to signatures.

#### 13.4. 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.

This means:

- Employer's (Compulsory) Liability Insurance - £5m for all Lots
- Public Liability Insurance - £1m for all Lots
- Professional Indemnity Insurance - £5m for Lot 1(a, b, c) and Lot 3, £3m for Lot 2(a, b, c)
- Cyber Essentials Plus Certificate or ISO 27001 as an accepted equivalent

Certification or proof of working in accordance with:

- ISO9001 Certificate
- ISO/IEC 27002:2013
- ISO/IEC 27031:2011 Certificate
- ISO/22301:2019 Certificate
- ISO 22313:2020

Prospectus template.

- Suppliers are to complete in line with Annex A of Framework Schedule 7. All prospectuses must be submitted to CCS for approval by 5th September 2022.

A valid certificate for each of the standards listed in question 1.25 and/or 1.26 and 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 will mean that we will withdraw our offer of a Framework Contract.