

Invitation to tender

Attachment 2 – How to bid

**Framework Reference: RM6229**

**Permanent Recruitment 2**

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1. **How to make your bid**
   1. Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
   2. You may bid for one or more of the lots. Ensure you read paragraph 3.1 of attachment 1.
   3. Your bid must be **entered into the eSourcing suite.** We can only accept bids that we receive through the eSourcing suite.
   4. Upload ONLY those Attachments we have asked for. Do not upload any attachments we haven’t asked for.
   5. Make sure you answer every question.
   6. You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in Attachment 1 - About the framework.
   7. It will be our decision whether we will accept bids submitted after the bid submission deadline.
   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.
   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.
   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. **Selection stage** 
   1. At the selection stage, we evaluate bidders’ technical, professional and financial capabilities. We will ask a range of questions appropriate to the procurement. It is important that you answer these questions accurately.
   2. If you are relying on any key subcontractors to provide the answers to the technical and professional ability or you are relying on a guarantor to pass the economic and financial assessment, they must complete Parts 2 and 3 for themselves.
   3. In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 for themselves.
   4. We are providing Attachment 4 Information and declaration workbook 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.
3. **Selection process**
   1. After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.
   2. We may ask you to clarify information you provide, if that is necessary. Don’t forget to check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
   3. If your bid is not compliant we will reject your bid and you will be excluded from the competition. We will tell you why your bid is not compliant.
   4. Not all selection questions need guidance as the questions are self-evident. However, other questions such as the financial question, require a process to be undertaken before we can assess your response. In those instances we have told you what we will do in the **evaluation guidance**.
4. **Selection criteria**
   1. We may exclude you from the competition at the selection stage if:
      * you receive a ‘fail’ for any of the evaluated selection questions.
      * any of the information you have provided proves to be false or misleading.
      * you have broken any of the competition rules in Attachment 1 About the Framework, or not followed the instructions given in this ITT pack.
   2. If we exclude you from the competition we will tell you and explain why.
5. **Selection questionnaire**

5.1 Please refer to Attachment 2a Selection Questionnaire. Remember you must complete the questionnaire online in the eSourcing suite (Qualification Envelope). As part of this, you must also ensure you have updated Attachments 11 and 12 in the ITT Pack and uploaded your case study if you are bidding for Lot 2

1. **Award stage**

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

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

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

6.4 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.

1. **Award criteria**

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

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

7.3 The weighting for the quality evaluation is:

|  |  |  |
| --- | --- | --- |
| **Lots** | **Quality** | **Price** |
| Lot 1 | 80% | 20% |
| Lot 2 | 70% | 30% |

1. **Award process**
   1. What YOU need to do

* Answer the quality questions section A and sections B and C of the quality questionnaire in the eSourcing suite in the technical envelope.
* Complete Attachment 3 Pricing Model for the lot(s) for which you are bidding.
* Upload your completed Attachment 3 Pricing Model into the eSourcing suite 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 Pricing Model in line with our instructions. |
| 2. | **Quality Evaluation**  We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the eSourcing suite. |
| 3. | **Consensus**  Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your quality score for each lot that you have bid for. |
| 4. | **Quality Threshold**  If you have received a zero for any of the quality questions or if you have not met a minimum overall quality score of 50 for each lot that you are bidding for, 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 tables at paragraph 9.6 for an example of how your **quality score** for each lot will be calculated. |
| 5. | **Evaluate Pricing**  We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.  They will calculate your price score using the evaluation criteria in Part 11 – Price Evaluation. |
| 6. | **Final Score**  Your quality score will be added to your price score, to create your final score as illustrated in Part 12 Final decision to award. |
| 7. | **Award**  Awards will be made to the successful bidders following the standstill period, subject to contract. |

1. **Quality Evaluation**

9.1 Questions A1, A2, A3 and A4 are mandatory questions and will be evaluated PASS / FAIL. If you answer no to these 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.

9.2 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.

9.3 Each of the quality questions, in sections B to C of the Quality Questionnaire will be independently assessed by our evaluation panel.

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

9.5 Each weighted mark for each question for each lot you have submitted a bid for will then be added together to calculate your quality score for that lot.

9.6 Please see tables B to C inclusive below for an example of how your quality score will be calculated.

Table B – Lot 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| B1 | 50% | 100 | 66 | 33.00 |
| B2 | 50% | 100 | 50 | 25.00 |
| **Quality score** | | | | **58.00** |

Table C – Lot 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| C1 | 100% | 100 | 100 | 100.00 |
| **Quality score** | | | | **100.00** |

1. **Award quality questionnaire**
   1. The quality questionnaire is split into two sections:

* Section A – Mandatory questions
* Section B to C - Lot Specific 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 below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | | **Marking scheme** | **Weighting %** |
| A1 | A1 Requirement Mandatory – lots 1and 2 | Pass/Fail | N/A |
| A2 | A2 Requirement Mandatory - lots 1and 2 | Pass/Fail | N/A |
| A3 | A3 Requirement  Mandatory – lots 1and 2 | Pass/Fail | N/A |
| A4 | A4 Requirement  Mandatory – lots 1and 2 | Pass/Fail | N/A |
| B1 | B1 Requirement - Lot1 | 100/66/33/0 | 50 |
| B2 | B2 Requirement - Lot1 | 100/50/0 | 50 |
| C1 | C1 Requirement - Lot2 | 100/50/0 | 100 |

|  |  |
| --- | --- |
| **Section A – Mandatory Service Requirements** | |
| **A1 Compliance with Framework Schedule 1 (Specification) – Lot 1 and Lot 2** | |
| If you are awarded a framework contract in either or both of Lots 1 and 2, will you unreservedly deliver in full the Deliverables for the applicable Lots, as set out in Framework Schedule 1 (Specification)?  Please answer ‘Yes’ or ‘No’  **Yes -** You will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification), for the Lots that you are submitting a bid for.  **No -** You will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification), for the Lots that you are submitting a bid for | |
| **A1 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 option YES or NO from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full the Deliverables for the applicable Lots, as set out in Framework Schedule 1 (Specification).  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the Deliverables for the applicable Lots, as set out in Framework Schedule 1 (Specification).  **If you select ‘No’ and fail the question your bid will be excluded from the competition.** | |
| **Marking scheme** | **Evaluation Guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full the Deliverables for the applicable Lots, as set out in Framework Schedule 1 (Specification). |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full the Deliverables for the applicable Lots, as set out in Framework Schedule 1 (Specification).  OR  You have not selected ‘Yes’ or ‘No’ |
| **A2 Provision of Social Value when delivering the Service Specification – Lots 1 and 2** | |
| If you are awarded a framework contract in one or both of Lots 1 and 2, will you unreservedly deliver the Social Value Requirements as referenced in 4.5 of the Framework Specification (Attachment 1a) for each individual call off and Direct Award let against the Framework, as required and specified by the buyer?  In summary this may include:   * Supporting local communities to manage and recover from the impact of COVID 19 * Support tackling economic inequality by creating new jobs and skills and increasing supply chain resilience and capacity in the delivery of this framework * Help fight climate change by working towards net zero greenhouse gas emissions and promoting this with all key business stakeholders * Promote equal opportunity and tackle workforce inequality within your organisation * By improving health and wellbeing within your workforce including physical and mental health   Please answer ‘Yes’ or ‘No’  **Yes -** You will you unreservedly deliver the Social Value Requirements as referenced in 4.5 of the Framework Specification (Attachment 1a) for each individual Call Off and Direct Award requirement let against the Framework, as required and specified by the buyer for each of the Lots that you are submitting a bid for.  **No -** You will not, or cannot, deliver the Social Value Requirements as referenced in 4.5 of the Framework Specification (Attachment 1a) for each individual Call Off and Direct Award requirement let against the Framework, as required and specified by the buyer for each of the Lots that you are submitting a bid for. | |
| **A2 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 option YES or NO from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full the Social Value Requirements as referenced in 4.5 of the Framework Specification (Attachment 1a) for each individual Call Off and Direct Award requirement let against the Framework, as specified by the buyer for each of the Lots that you are submitting a bid for.  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in in full the Social Value Requirements as referenced in 4.5 of the Framework Specification (Attachment 1a) for each individual Call Off and Direct Award requirement let against the Framework, as specified by the buyer for each of the Lots that you are submitting a bid for.  **If you select ‘No’ and fail the question your bid will be excluded from the competition.** | |
| **Marking scheme** | **Evaluation Guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full Social Value Requirements specified in as referenced in 4.5 of the Framework Specification (Attachment 1a) for each individual Call Off and Direct Award requirement let against the Framework, as specified by the buyer for each of the Lots that you are submitting a bid for. |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full Social Value Requirements specified as referenced in 4.5 of the Framework Specification (Attachment 1a) for each individual Call Off and Direct Award requirement let against the Framework, as specified by the buyer for each of the Lots that you are submitting a bid for.  OR  You have not selected ‘Yes’ or ‘No’ |
| **A3 Submission of Supplier Specialisms for each Profession you can provide** | |
| Please confirm that you have fully completed Attachment 11 for the Lot(s) you are tendering for.  All information provided in this document will be used to make up the Supplier Capability Matrix enabling customers to make informed decisions on who to include in Further Competition or place a Direct Award to.  Please answer ‘Yes’ or ‘No’  **Yes -** You have completed Attachment 11 in full for the Lot(s) you are bidding for  **No -** You have not, or cannot, complete Attachment 11 in full for the Lot(s) you are bidding for | |
| **A3 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 option YES or NO from the drop down list.  Providing a ‘Yes’ response means you have completed Attachment 11 in full for the Lot(s) you are bidding for  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, complete Attachment 11 in full for the Lot(s) you are bidding for  **If you select ‘No’ and fail the question your bid will be excluded from the competition.** | |
| **Marking scheme** | **Evaluation Guidance** |
| Pass | You have selected option ‘Yes’ confirming that you have completed Attachment 11 in full for the Lot(s) you are bidding for |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, complete Attachment 11 in full for the Lot(s) you are bidding for  OR  You have not selected ‘Yes’ or ‘No’ |
| **A4 Submission of Regions that you can provide Service Coverage** | |
| Please confirm that you have fully completed Attachment 12 for the Lot(s) you are tendering for.  All information provided in this document will be used to make up the Supplier Capability Matrix enabling customers to make informed decisions on who to include in Further Competition or place a Direct Award to.  Please answer ‘Yes’ or ‘No’  **Yes -** You have completed Attachment 12 in full for the Lot(s) you are bidding for  **No -** You have not, or cannot, complete Attachment 12 in full for the Lot(s) you are bidding for | |
| **A4 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 option YES or NO from the drop down list.  Providing a ‘Yes’ response means you have completed Attachment 12 in full for the Lot(s) you are bidding for  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, complete Attachment 12 in full for the Lot(s) you are bidding for  **If you select ‘No’ and fail the question your bid will be excluded from the competition.** | |
| **Marking scheme** | **Evaluation Guidance** |
| Pass | You have selected option ‘Yes’ confirming that you have completed Attachment 12 in full for the Lot(s) you are bidding for |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, complete Attachment 12 in full for the Lot(s) you are bidding for  OR  You have not selected ‘Yes’ or ‘No’ |

|  |  |
| --- | --- |
| **Section B – Lot 1 General Recruitment - Clinical** | |
| **B1 Requirement: Customer Planning** | |
| CCS requires you to demonstrate how you will develop effective working relationships with Health customers. | |
| **B1 Response guidance**  **All bidders must answer this question if you are bidding for this lot.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, responses must reflect and align with the customer requirement as outlined in the service specification. Examples of previous service delivery can be detailed providing they evidence how the approach will benefit framework customers in the future i.e. lessons learned, development of best practice and innovative bespoke solutions.  The response should demonstrate:   1. your understanding of the future of the domestic Permanent Clinical Workforce market for roles as detailed in Attachment 11 Supplier Specialisms (Lot 1) 2. your process for promoting the customer to the candidate market, including their customer values and their specific profile and specialities as referenced in 3.2.3.3 of the Framework Specification and Attachment 11 – Supplier Specialisms 3. your process for ensuring that customer expectations have been met and feedback is implemented into continuous improvements of the customer experience as referenced in 4.1.1 to 4.1.6 of the Framework Specification   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 note that the marking scheme will assess your future ability to deliver the requirement and not past experience.  Your response should focus on the points in the Response Guidance above (a to c) and must demonstrate how you would meet the requirement including the key assignment deliverables.  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 B1(i), B1(ii), and B1(iii), each box has a character count of 2,000 characters.  If you receive an overall score of below 50 for Questions B1 and B2, your bid will fail and will be excluded from the competition for this Lot. | |
| **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.  OR  A response has not been provided to this question. |
| **B2 Requirement: Attraction, Search and Strategic Priorities (Clinical)** | |
| CCS requires you to demonstrate how your processes are effective in the identification, attraction and placement of a wide and diverse range of highly skilled and capable candidates into Customer roles | |
| **B2 Response guidance**  **All bidders must answer this question if you are bidding for this lot.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, responses must reflect and align with the customer requirement as outlined in the service specification. Examples of previous service delivery can be detailed providing they evidence how the approach will benefit framework customers in the future i.e. lessons learned, development of best practice and innovative bespoke solutions.  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.  Specifically, your response for this question should demonstrate:   1. How the approach will meet the location and inclusion priorities of the NHS People Plan and NHS Long Term Plan as referenced in 3.2.3.1 and 3.2.2.1 of the Framework Specification 2. How you will ensure your tools, processes and approach are successful in attracting and vetting candidates into hard to fill and clinical roles as referenced in 5.1.2 Candidate Identification and Attraction and 5.1.3 Candidate Assessment and Evaluation and in conjunction with 3.2 Health & Social Care Sector of the Framework Specification   Your response should be limited to, and focused on, each of the component parts of the question posed (a to b). You must not make generalised statements or give irrelevant information.  Please note that the marking scheme will assess your future ability to deliver the requirement and not past experience.  Your response should focus on the points in the Response Guidance above (a to b) and must demonstrate how you would meet the requirement including the key assignment deliverables.  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 – 4,000 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 B2(i) and B2(ii), each box has a character count of 2,000 characters.  If you receive an overall score of below 50 for Questions B1 and B2, your bid will fail and will be excluded from the competition for this Lot. | |
| **Marking scheme 100/50/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses both of the component parts (a to b) of the response guidance above. |
| **50** | The bidder’s response fully addresses 1 of the 2 component parts (a to b) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed either of the 2 component parts (a to b) of the response guidance above.  OR  A response has not been provided to this question. |
| **Section C – Lot 2 General Recruitment (Non Clinical)** | |
| **C1 Requirement: Customer Planning** | |
| CCS requires you to demonstrate how your processes are effective in the identification, attraction and placement of a wide and diverse range of highly skilled and capable candidates into Customer roles. | |
| **C1 Response guidance**  **All bidders must answer this question if you are bidding for this lot.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, responses must reflect and align with the customer requirement as outlined in the service specification. Examples of previous service delivery can be detailed providing they evidence how the approach will benefit framework customers in the future i.e. lessons learned, development of best practice and innovative bespoke solutions.  Specifically, the response for this question should demonstrate:   1. How your approach will tackle the location and inclusion priorities of the public sector as referenced in 3.1.4.2 - Government Reform, 3.1.4.2 - Civil Service Diversity and Inclusion, 3.1.4.3 Government Estate Strategy and Places for Growth of the Framework Specification 2. How this approach will be successful in attracting candidates into niche, complex and professional roles as referenced in 5.1 - Core Modular Services and 5.2 - Candidate Attraction of the Framework Specification   Your response should be limited to, and focused on, each of the component parts of the question posed (a to b). You must not make generalised statements or give irrelevant information.  Please note that the marking scheme will assess your future ability to deliver the requirement and not past experience.  Your response should focus on the points in the Response Guidance above (a to b) and must demonstrate how you would meet the requirement including the key assignment deliverables.  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 – 4,000 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(i) and C1(ii), each box has a character count of 2,000 characters.  If you receive a score of below 50 for Question C1, your bid will fail and will be excluded from the competition for this Lot. | |
| **Marking scheme 100/50/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses both of the component parts (a to b) of the response guidance above. |
| **50** | The bidder’s response fully addresses 1 of the 2 component parts (a to b) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed either of the 2 component parts (a to b) of the response guidance above.  OR  A response has not been provided to this question. |

1. **Price evaluation**

This paragraph 11 contains information on how to complete Attachment 3 - Pricing Model and the price evaluation process.

* 1. How to complete your Attachment 3 – Pricing Model:

Read and understand the instructions in Attachment 3 – Pricing Model and in this paragraph, before submitting your prices.

Your prices should compare with the quality of your offer.

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

You should also take into account our management charge of one point five (1.5%) which shall be paid by you to us, as set out in the Framework Award form

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 and to act accordingly. You are encouraged to carry out your own due diligence exercise on the application of TUPE when completing your pricing model.

Your prices submitted must:

* + exclude VAT.
  + be inclusive of any 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.

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

You must download and complete the Pricing Model (Attachment 3) for the lot(s) you are submitting a bid for.

You must indicate under each Lot reference tab whether you wish to submit a bid for that specific lot, using the dropdown facility.

You must provide a price, where one has been requested, in the cells highlighted yellow.

When you have completed your Attachment 3 Pricing Model, you must upload this into the eSourcing suite at question PQ1 in the commercial envelope. If you do not upload your Attachment 3 - Pricing Model your bid may be rejected from this competition.

Do not alter, amend or change the format or layout of the Attachment 3 - Pricing Model .

* 1. Price evaluation process

This is how we will evaluate your pricing:

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

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

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

For both lots 1 and 2, we will calculate your fee as a percentage of the annual salary for each salary band.

The calculation we will use to evaluate your total score, for each lot you are bidding for, is as follows:

The average of all fees submitted, **for each salary band**, will be calculated (sum of all fees submitted divided by total number of bids received).

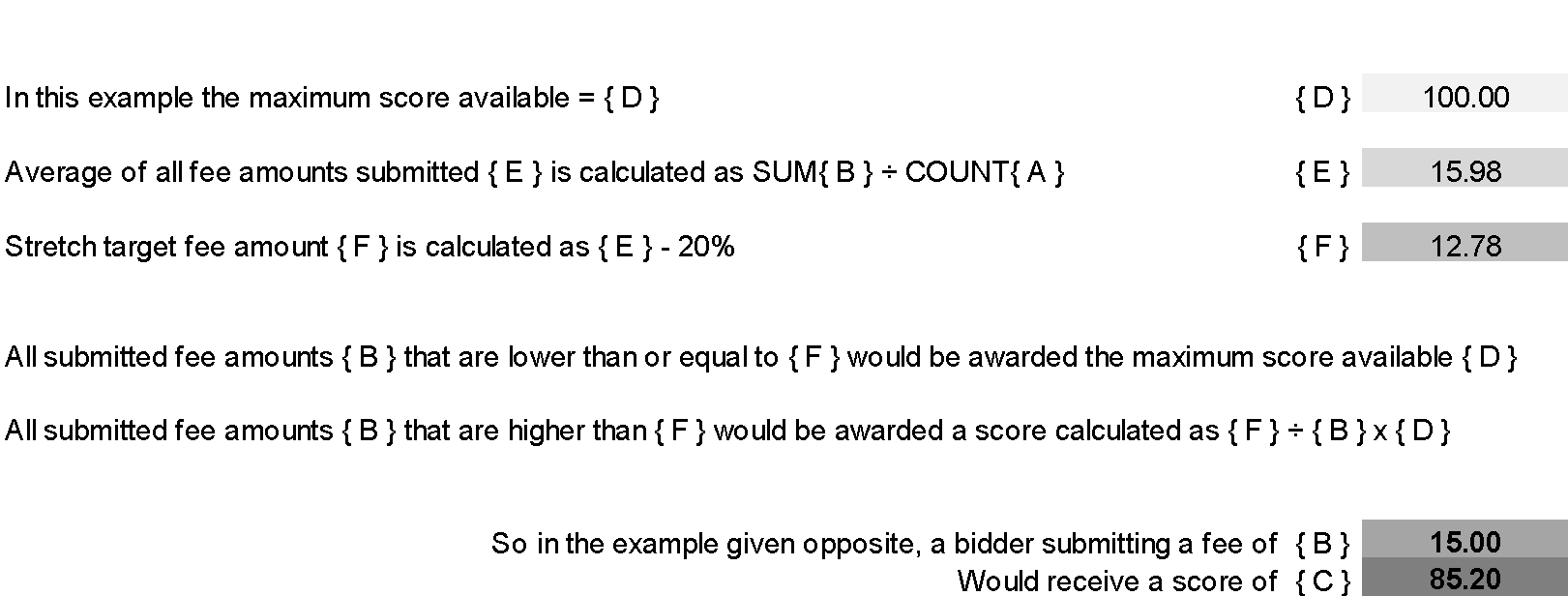
This average less 20% (of the average) will form the stretch target fee from which all bid scores for that salary band will be calculated.

Fees submitted that are lower than or equal to the stretch target fee will receive the maximum score available.

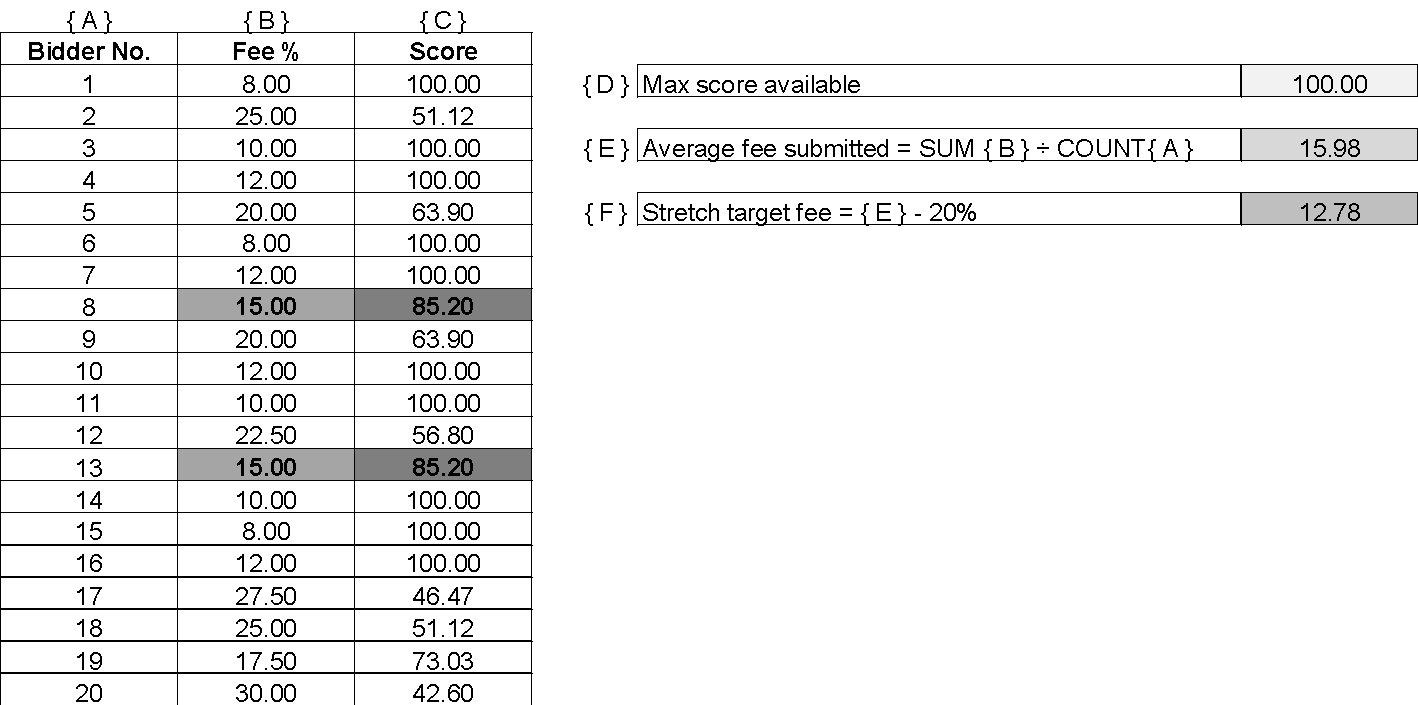
Fees submitted that are higher than the stretch target fee will receive a score relative to the amount that the submitted fee is higher than the stretch target fee.

A weighting will then be applied to each salary band to give the weighted score for that band. Each of the weighted band scores will be added to give the overall lot score.

**Example Lots 1 and 2 (fee as percentage of salary)**



**Worked example Lots 1 and 2 (fee as percentage of salary)**



Once the individual salary band scores have been calculated, we will then apply the weighting as indicated in the Lot tabs in Attachment 3 Pricing Model

So for example in Lot 1, if you choose to offer varying on-costs for each salary band we would calculate your total weighted score as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Salary Band | On-cost rate bid % | Score Calculated (using above methodology (x) | Weighting (y) | Weighed score (x\*y) |
| up to £24,999 | 15.0 | 85.20 | 20% | 17.04 |
| £25,001 to £44,999 | 22.5 | 56.80 | 20% | 11.36 |
| £45,000 to £64,999 | 15.0 | 85.20 | 20% | 17.04 |
| £65,000 to £89,999 | 12.0 | 100.00 | 20% | 20.00 |
| Over £90,000 | 10.0 | 100.00 | 20% | 20.00 |
| **Total Weighted Score for Lot 1** | | | | **85.44** |

* 1. Abnormally low tenders

Where we consider any of the 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.

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

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

Example: Lot 1

|  |  |  |  |
| --- | --- | --- | --- |
| 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 of Attachment 1 – About the framework.

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

* 1. Reserved rights

We also reserve the right to award a framework to any bidders whose final score is within 1% of the last position, so for example the last position for lot 1 is 50th position.

**Example:**

If the bidder in 50th place, last position has a final score of 60.00

The calculation we will use is:

Lot 1 - 50th place bidders final score is 60.00

1% of 60.00 = 0.06

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

You can submit a bid for one or more lots.

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

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

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

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

* 1. Framework contract

It is CCS intention to award Lot 1 ahead of Lot 2. This is because the requirements of Lot 1 are not fully covered by existing frameworks.

The two lots are separate and will be evaluated and awarded independently and this will mean that we will notify those suppliers that bid for Lot 1 of the outcome, ahead of Lot 2. It must not be assumed that if you have bid for Lots 1 and 2 and are successful/unsuccessful on Lot 1 that there will be a similar outcome for Lot 2.

We have indicated the anticipated timelines for Intention to Award, Standstill, Notification of Award and Start dates in Attachment 1.

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. These will be detailed in the award letter.