



Crown
Commercial
Service

Invitation to Tender Attachment 2 – How to Bid

RM6278 - Managed Staff Banks

Contents

1. How to make your bid	2
2. Selection stage	2
3. Selection process	3
4. Selection criteria	3
5. Selection questionnaire	3
6. Award stage	4
7. Award criteria	4
9. Quality Evaluation	6
10. Award quality questionnaire	7
11. Price evaluation	15
12. Final decision to award	17

1. How to make your bid

- 1.1 Your bid must be made by the organisation that will be responsible for providing the services if your bid is successful.
- 1.2 Your bid must be **entered into the eSourcing suite**. We can only accept bids that we receive through the eSourcing suite.
- 1.3 If you are bidding as a consortium, please submit your bid in the name of the lead member and follow the instructions when completing the selection questionnaire within the eSourcing suite (qualification envelope), including providing the name of the consortium at question 1.8.2 of the selection questionnaire.
- 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 set out at section 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.
- 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 section 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. Selection stage

- 2.1 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.
- 2.2 If you are relying on any Key Subcontractors to provide the answers to the technical and professional ability, they must answer the questions in parts 2 and 3 of the selection questionnaire for themselves.
- 2.3 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 of the selection questionnaire for themselves.
- 2.4 We have provided 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 from other members of a consortium.

3. Selection process

- 3.1** After the bid submission deadline, we will check all bids to make sure we have received everything we have asked for.
- 3.2** 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.
- 3.3** 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.
- 3.4** 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

- 4.1** We may exclude you from the competition at the selection stage if:
 - you receive a 'fail' for any of the evaluated selection questions.
 - you, or a member of your consortium, do not pass the economic and financial standing assessment to the satisfaction of CCS.
 - your bid is deemed non-compliant.
 - any of the information you have provided proves to be false or misleading.
 - you have broken any of the competition rules set out in Attachment 1 – About the Framework, or have not followed the instructions given in this ITT pack.
- 4.2** 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).

6. 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. When completing your bid, you must:
- Read through the entire ITT pack carefully, including Attachment 1a – Framework Schedule 1 (Specification), and read more than once.
 - Read each question, the response guidance, marking scheme and evaluation criteria.
 - Read the contract terms set out at Attachment 10 – Framework Contract Documents.
 - If you are unsure, ask questions before the clarification questions deadline See sections 5 (Timelines for the competition) and 6 (When and how to ask questions) in Attachment 1 - About the Framework.
 - 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.

7. Award criteria

- 7.1** The Award Stage consists of a quality evaluation (see sections 9 and 10 of this document) and a price evaluation (see section 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** In this competition, the Quality weighting is 85% and the Price weighting is 15%.

8. Award process

- 8.1** What **YOU** need to do
- answer the quality questions in sections A and B and C of the quality questionnaire in the eSourcing suite within the technical envelope.
 - Complete Attachment 3 – Pricing Matrix.
 - Upload your completed pricing matrix into the eSourcing suite in the commercial envelope at question PQ1.

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

1.	Compliance Check First, we will do a check to make sure that you completed the pricing matrix in line with our instructions.
2.	Quality Evaluation We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the eSourcing suite.
3.	Consensus Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your Quality Score. Once the consensus meetings have taken place, the consensus manager(s) will review the consensus marks and reasons for the marks agreed with evaluators for any errors or discrepancies. If any errors or discrepancies are identified, marks may be changed as a result of this moderation exercise . The reasons for revisiting the marks and the outcome of revisiting the marks will be fully recorded.
4.	Quality Threshold If you receive a mark of 0 (zero) any of the quality questions, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why. Section 9.6 below set out an example of how your Quality Score 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 in accordance with the process and evaluation criteria set out at section 11 – Price Evaluation.
6.	Final Score

	Your Quality Score (out of 85) will be added to your Price Score (out of 15) to create your Final Score (out of 100), as illustrated below in section 12 – Final decision to award.
7.	Award Awards will be made to the successful Bidders following the standstill period, subject to contract.

9. Quality Evaluation

- 9.1** Question A1 is a mandatory question and will be evaluated PASS/FAIL. If you answer 'no' to this question, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded and why.
- 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 section B 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 question's weighting to calculate your weighted mark for that question.
- 9.5** Each weighted mark for each question will then be added together to calculate your Quality Score.
- 9.6** Please see table below for an example of how your quality score will be calculated.

Question		Question Weighting	Maximum Mark Available	Your Final Mark	Your Weighted Mark
B1	Fighting Climate Change	10%	100	100	10.00
B2	Mobilisation & Compliance Requirements	25%	100	33	8.25
B3	Contract Management	25%	100	66	16.50
B4	Operation and Management of a	25%	100	100	25.00

	Staff Bank				
Quality Score / 85:					59.75

10. Award quality questionnaire

10.1 The quality questionnaire is split into two sections:

Section A – Mandatory Service Requirements

Section B – Technical questions

10.2 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 (%)
Section A – Mandatory Service Requirements			
A1	Compliance with Framework Schedule 1 (Specification)	Pass/Fail	N/A
Section B – Technical Questions			
B1	Fighting Climate Change	100/66/33/0	10
B2	Mobilisation & Compliance Requirements	100/66/33/0	25
B3	Contract Management	100/66/33/0	25
B4	Operation and Management of a Staff Bank	100/66/33/0	25

10.3 The quality questionnaire is set out below:

Section A – Mandatory Service Requirements	
A1 Compliance with Framework Schedule 1 (Specification)	
<p>If you are awarded a Framework Contract, will you unreservedly deliver in full, all the mandatory service requirements, as set out in Framework Schedule 1 (Specification).</p>	
<p>A1 Response Guidance</p> <p>This is a Pass/Fail question.</p> <p>If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.</p> <p>You are required to select either option YES or NO from the drop-down list.</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).</p> <p>If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the mandatory service requirements, as set out in Framework Schedule 1 (Specification), you will be excluded from further participation in this competition.</p>	
Marking scheme	Evaluation guidance
Pass	You have selected option ‘Yes’ confirming that you will unreservedly deliver in full all the mandatory service requirements, as set out in Framework Schedule 1 (Specification).
Fail	<p>You have selected ‘No’ confirming that you will not, or cannot, deliver in full all the mandatory service requirements, as set out in Framework Schedule 1 (Specification).</p> <p>OR</p> <p>You have not selected either ‘Yes’ or ‘No’.</p>

Section B Technical Questions – B1 Fighting Climate Change

B1 Requirement:

You are required to demonstrate how you will deliver environmental benefits to customers and the wider community through your provision of services under the framework agreement, in support of the Fighting Climate Change theme, in accordance with Section 13.8 (Social Value) of the Specification

Please demonstrate how you will meet the requirement by fully addressing component parts a) to c) of the Response Guidance below.

B1 Response Guidance

All Bidders must answer this question.

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

In order to satisfy the requirement, your response must:

- a) Demonstrate how you will deliver additional environmental benefits through this framework agreement, to support the achievement of Carbon Net Zero by 2050. Areas of focus within your own organisation may include, but is not limited to, the use of plastics, fleet operations, energy use and management and waste management.
- b) Demonstrate how you will influence and support your staff, flexible workers and customers to contribute towards environmental sustainability initiatives whilst delivering against this framework agreement. This may include, but is not limited to, educating staff in terms of their own personal capacity to contribute to net zero initiatives, community voluntary activities and working with your supply chains to reduce carbon production as well as customer focused initiatives.
- c) Demonstrate how you will work with communities to support environmental protection and improvement whilst delivering against this framework agreement. This may include, but is not limited to, engaging with local authorities and the voluntary sector in projects focusing on greening the environment, litter picking, waterways maintenance and encouraging local population involvement.

Your response should be limited to, and focused on, the 3 component parts of the Response Guidance (a to c) set out above. 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 B1(i), B1(ii) and B1(iii). Each box has a character count of 2,000 characters.

If you receive a mark of 0 (zero) for this question your bid will fail and will be excluded from the competition.

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.

Section B Technical Questions – B2 Mobilisation and Compliance Requirements

B2 Requirement:

You are required to demonstrate how you will set up and mobilise a managed staff bank under the framework agreement in accordance with Section 4 (Staff Bank Set-Up and Mobilisation) and Section 5 (Compliance Requirements) of the Specification

Please demonstrate how you will meet the requirement by fully addressing component parts a) to c) of the Response Guidance below.

B2 Response guidance

All Bidders must answer this question.

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

In order to satisfy the requirement, your response must:

- a) Demonstrate how you will manage the implementation process for customers, including the resources that you will put in place to meet customers' requirements both in terms of quality and timescales.
- b) Demonstrate how you will attract and retain quality candidates to increase the pool of available workers to meet required fill rates, reduce the reliance on agency cascade and improve the customer's long-term workforce planning. This includes internal and external recruitment activities via specific campaigns and on an ongoing basis.
- c) Demonstrate the processes you will implement to on-board workers and ensure that all workers placed under this framework agreement are fully compliant with the NHS Employers Check Standards and any additional requirements as specified by the customer.

Your response should be limited to, and focused on, the 3 component parts of the Response Guidance (a to c) set out above. 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 B2(i), B2(ii) and B2(iii). Each box has a character count of 2,000 characters.

If you receive a mark of 0 (zero) for this question your bid will fail and will be excluded from the competition.

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.

Section B Technical Questions – B3 Contract Management

B3 Requirement:

You are required to demonstrate how you will deliver effective ongoing contract management to ensure customer requirements are met throughout the life of the contract in accordance with Section 7.3 and 11.4 of the Specification.

Please demonstrate how you will meet the requirement by fully addressing component parts a) to c) of the Response Guidance below.

B3 Response guidance

All Bidders must answer this question.

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

In order to satisfy the requirement, your response must:

- a) Demonstrate the internal processes you will implement and operational activities you will undertake to ensure effective service delivery, including but not limited to identifying, agreeing, delivering and reporting against the customer's key performance indicators.
- b) Demonstrate how you will monitor customer satisfaction and drive continuous improvement activities to meet and exceed customer expectations.
- c) Demonstrate how you will manage the agency cascade to ensure suitable candidates are made available where the staff bank cannot meet the requirement, including but not limited to communications, suitability of candidate and candidate compliance.

Your response should be limited to, and focused on, the 3 component parts of the Response Guidance (a to c) set out above. 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 B3(i), B3(ii) and B3(iii). Each box has a character count of 2,000 characters.

If you receive a mark of 0 (zero) for this question your bid will fail and will be excluded from the competition.	
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.

Section B Technical Questions – B4 Operation and Management of a Staff Bank
<p>B4 Requirement:</p> <p>You are required to demonstrate how you will deliver value to customers via the technology solution that you will implement under the framework agreement, in accordance with Section 7.1 and 7.2 (Operation and Management of a Staff Bank) of the Specification.</p> <p>Please demonstrate how you will meet the requirement by fully addressing component parts a) to c) of the Response Guidance below.</p>
<p>B4 Response guidance</p> <p>All Bidders must answer this question.</p> <p>You must insert your response into the text fields in the eSourcing suite.</p> <p>In order to satisfy the requirement, your response must:</p> <ul style="list-style-type: none"> a) Demonstrate the key functionality of the technology solution for booking management, including but not limited to interoperability with customer technology to identify and fill roles on an urgent and non-urgent basis and the provision of a self-fill facility.

- b) Demonstrate how the technology solution will interface in real time with existing customer systems including e-rostering systems and Electronic Staff Records, including how any system faults will be resolved.
- c) Demonstrate how the technology solution will facilitate collaboration of customers across different organisations to drive increased value.

Your response should be limited to, and focused on, the 3 component parts of the Response Guidance (a to c) set out above. 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 B4(i), B4(ii) and B4(iii). Each box has a character count of 2,000 characters.

If you receive a mark of 0 (zero) for this question your bid will fail and will be excluded from the competition.

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.

11. Price evaluation

This section 11 contains information on the price evaluation process and how to complete Attachment 3 – Pricing Matrix.

11.1 How to complete your pricing matrix:

Read and understand the instructions in this section and within the 'Instructions' tab within Attachment 3 – Pricing Matrix before submitting your prices.

You must download and complete Attachment 3 – Pricing Matrix. You must not alter, amend or change the format or structure of the pricing matrix.

You must submit all of the required information and pricing in the red tabs within Attachment 3 – Pricing Matrix (Organisation Details, Managed Staff Bank Set-Up and Service Model 1). Within the 'Managed Staff Bank Set-Up' and 'Service Model 1' tabs, you **must submit** a price in every BLUE and YELLOW cell. If you do not submit all of the pricing information your bid will be non-compliant and may be excluded from the competition.

Service Model 2 pricing is non-mandatory. However, you **must submit** a price in every BLUE cell if you have confirmed at question 11.1.1 of the selection questionnaire that you are bidding for Service Model 2.

You should have read and understood the information on TUPE in section 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 matrix.

Your prices submitted must:

- exclude VAT
- be in British pounds sterling (£), up to two decimal places

You should take into account our management charge of 1% which shall be paid by you to us, as set out in the Framework Award Form (within Attachment 10 – Framework Contract Documents).

Zero or negative bids are not permitted. If you submit a zero or negative price your bid will be non-compliant and may be excluded from the competition. We will investigate where we consider your bid to be abnormally low.

The prices submitted will be the maximum prices payable by Buyers under this Framework. Prices may be lowered at the Call-Off stage. Please review Framework Schedule 3 – Framework Prices (within Attachment 10 – Framework Contract Documents).

You must upload your completed pricing matrix to question PQ1 in the eSourcing suite within the commercial envelope. If you do not upload your pricing matrix your bid will be non-compliant and may be rejected from the competition.

11.2 Price evaluation process

The price weighting is 15%. The maximum Price Score available is 15.

The 27 line items with price fields in YELLOW within the 'Service Model 1' tab will be used for the price evaluation.

Each price field in YELLOW has an associated "Maximum Available Points". The maximum possible score when the Maximum Available Points for each evaluated line item are added together is 450.

For each line item with a YELLOW price field, the Bidder that submits the lowest price for the line item will receive the Maximum Available Points for that line item. All other Bidders will be awarded a score that is relative to the lowest price submitted for that line.

The calculation we will use for each of the 27 evaluated line items is as follows:

$$\text{Line item score} = \frac{\text{Lowest price submitted for line item}}{\text{Bidder's price for line item}} \times \text{Maximum Available Points for line item}$$

This is illustrated in the example below:

In this example, the line item has 10 Maximum Available Points –

Bidder A line item price	Bidder B line item price	Bidder C line item price
£50	£100	£200

Using the calculation set out above:

- Bidder A has a lowest line item price of £50 and receives the 10 points (i.e. the Maximum Available Points).
- Bidder B has a line item price of £100 and receives 5 points.
- Bidder C has a line item price of £200 and receives 2.5 points.

When the points for each of the 27 evaluated line items have been calculated, each Bidder will have a total score out of 450.

Each Bidder's score out of 450 will be divided by 30 to calculate their Price Score out of 15. This is illustrated in the table below:

Bidder	Total Score / 450	Price Score / 15
Bidder A	450	15
Bidder B	300	10
Bidder C	150	5

The "Worked Example" tab within Attachment 3 – Pricing Matrix sets out a full example of how your Price Score out of 15 will be calculated.

11.3 Abnormally low bids

If we consider that the prices you have submitted are potentially abnormally low we will ask you to explain your prices (in accordance with 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.

12. Final decision to award

12.1 How we will calculate your final score

We will add your Quality Score to your Price Score to calculate your Final Score.

Example:

Bidder	Quality score	Price score	Final score
	(Maximum score available 85)	(Maximum score available 15)	(Maximum score available 100)
Bidder A	85.00	5.00	90.00
Bidder B	68.25	12.00	80.25
Bidder C	59.75	13.00	72.75

We will then rank all Final Scores from highest to lowest.

As set out in section 3 of Attachment 1 – About the Framework, we will offer a Framework Contract to highest ranked 10 Bidders.

The maximum number of awarded Bidders may only increase where two (2) or more Bidders have tied scores in the last awarded position (i.e. 10th position).

12.2 Reserved rights

We also reserve the right to award a Framework to any Bidders that have a Final Score that is with 1% of the last awarded position (i.e. 10th position).

Example:

The last awarded position is 10th position.

The Bidder in 10th place has a Final Score of 60.00

The calculation we will use is:

10th place Bidders final score is 60.00

1% of 60.00 = 0.60

The calculation will be rounded to two decimal places.

60.00 - 0.60 = 59.40

Any Bidder that has a Final Score of 59.40 or above will be awarded a place on the Framework.

12.3 Intention to award

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

At this stage, a standstill period of ten (10) calendar days will start, the term standstill period is set out in regulation 87(2) of the Regulations.

During this time, you can ask questions that relate to our decision to award. We cannot provide advice to unsuccessful Bidders on the steps they should take and they should seek independent legal advice, if required.

Following the standstill period, and if there are no challenges to our decision, successful Bidders will be formally awarded a Framework Contract subject to signatures.

12.4 Framework Contract

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

The conclusion of a Framework Contract is subject to the provision of due 'certificates, statements and other means of proof' where Bidders have, to this point, relied on self-certification.

If you have bid as a consortium, the conclusion of a Framework Contract is subject to the provision of due 'certificates, statements and other means of proof' from EACH member of the consortium.

This means:

- Cyber Essentials Certificate
- ISO27001 Certificate
- ISO14001 Certificate
- Employer's (Compulsory) Liability Insurance = £10,000,000
- Public Liability Insurance = £10,000,000
- Professional Indemnity Insurance = £10,000,000

You are required to send the documentary evidence of the above to no later than the date that we will set out in the Intention to Award letter. Failure to do so may result in our offer of a Framework Contract being withdrawn.