

Invitation to tender

Attachment 2 – How to bid

RM6268 Vehicle Lease, Fleet Management & Salary Sacrifice

Contents

[1. How to make your bid 3](#_heading=h.1fob9te)

[2. Selection stage 4](#_heading=h.3znysh7)

[3. Selection process 4](#_heading=h.2et92p0)

[4. Selection criteria 4](#_heading=h.tyjcwt)

[5. Selection questionnaire 5](#_heading=h.3dy6vkm)

[6. Award stage 6](#_heading=h.1t3h5sf)

[7. Award criteria 6](#_heading=h.4d34og8)

[8. Award process 6](#_heading=h.2s8eyo1)

[9. Quality Evaluation 8](#_heading=h.26in1rg)

[10. Award quality questionnaire 8](#_heading=h.lnxbz9)

[11. Price evaluation 12](#_heading=h.2jxsxqh)

[12. Final decision to award 15](#_heading=h.2xcytpi)

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 for bidding restraints.
   3. Your bid must be **entered into the eSourcing suite.** We can only accept bids that we receive through the eSourcing suite.

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

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

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

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

* 1. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
  2. Make sure you answer every question.
  3. You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in attachment 1 - About the framework.
  4. It will be our decision whether we will accept bids submitted after the bid submission deadline.
  5. You must regularly check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
  6. If anything is unclear, or you are unsure how to complete your bid submission, you can raise a question before the clarification question deadline, via the eSourcing suite. Read paragraph 6 “When and how to ask questions” in attachment 1 - About the framework.
  7. We may require you to clarify aspects of your bid in writing and/or provide additional information. Failure to respond within the time required, or to provide an adequate response will result in the rejection of your bid and your exclusion from this competition.

1. **Selection stage** 
   1. At the selection stage, we evaluate bidders’ technical, professional and financial capabilities. We will ask a range of questions appropriate to the procurement. It is important that you answer these questions accurately.
   2. If you are relying on any key subcontractors to provide the answers to the technical and professional ability or you are relying on a guarantor to pass the economic and financial assessment, they must complete Parts 2 and 3 for themselves.
   3. In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 for themselves.
   4. We are providing the ‘Information and declaration’ workbook (attachment 4) to enable you to collect and submit this data to us, whether from organisations on whom you are relying (for example a key subcontractor or a guarantor) or from other members of a consortium.
2. **Selection process**
   1. After the bid submission deadline, we will check all bids to make sure we have received everything we have asked for.
   2. We may ask you to clarify information you provide, if that is necessary. Don’t forget to check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
   3. If your bid is not compliant we will reject your bid and you will be excluded from the competition. We will tell you why your bid is not compliant.
   4. Not all selection questions need guidance as the questions are self-evident. However, other questions such as the financial question require a process to be undertaken before we can assess your response. In those instances, we have told you what we will do in the **evaluation guidance**.

1. **Selection criteria**
   1. We may exclude you from the competition at the selection stage if:
      * you receive a ‘fail’ for any of the evaluated selection questions.
      * any of the information you have provided proves to be false or misleading.
      * you have broken any of the competition rules in x Attachment 1 About the framework, or not followed the instructions given in this ITT pack.
      * having applied the policy set out in Procurement Policy Note 01/22 ([PPN 01/22](https://www.gov.uk/government/publications/procurement-policy-note-0122-contracts-with-suppliers-from-russia-and-belarus)) you (or any of your subcontractors named in your tender) are deemed as constituted or organised under the law of Russia or Belarus, or whose ‘Persons of Significant Control’ information states Russia or Belarus as the place of residency.
   2. If we exclude you from the competition we will tell you and explain why.
2. **Selection questionnaire**

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

1. **Award stage**

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

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

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

When completing your bid you must:

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

1. **Award criteria**

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

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

The weightings for the quality evaluation and price evaluation per lot are:

Lots 1, 2a and 2b: quality evaluation is worth 60 marks; price evaluation is worth 40 marks.

Lots 3 and 4: quality evaluation is worth 80 marks; price evaluation is worth 20 marks.

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

* Answer the quality questions section A to section E of the Quality questionnaire in the eSourcing suite in the technical envelope.
* Complete the price matrix Attachment 3 (a, b, c, d, and/or e) relevant to the lot(s) for which you are bidding.
* Upload your completed price matrix into the eSourcing suite in the commercial envelope to the questions as follows:

Attachment 3a – Lot 1: Question PQ1

Attachment 3b – Lot 2a: Question PQ2a

Attachment 3c – Lot 2b: Question: PQ2b

Attachment 3d – Lot 3: Question PQ3

Attachment 3e – Lot 4: Question PQ4

* 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 matrix in line with our instructions. |
| 2. | **Quality Evaluation**  We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the eSourcing suite. |
| 3. | **Consensus**  Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your quality score for each lot you have bid. |
| 4. | **Quality Threshold**  If you have received a zero for any of the quality questions, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why.  The minimum pass mark for questions QB2.3, QB2.4, QB2.5, QB2.12b, is 25.  The minimum pass mark for question QB2.11 is 33.  Refer to tables at paragraph 9.6 for an example of how your **quality score** for each lot will be calculated. |
| 5. | **Evaluate Pricing**  We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.  They will calculate your price score using the evaluation criteria in section 11 – Price Evaluation. |
| 6. | **Final Score**  Your quality score will be added to your price score, to create your final score as illustrated in section 12 - Final decision to award. |
| 7. | **Award**  Awards will be made to the successful bidders following the standstill period, subject to contract. |

1. **Quality Evaluation**
   1. Questions 2.1, 2.2 are **mandatory questions** and will be evaluated PASS / FAIL. If you answer ‘no’ to one or more of the questions, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded and why.
   2. Each question must be answered in its own right. You must not answer any of the questions by cross-referencing other questions or other materials for example reports or information located on your website.
   3. Each of the quality questions in section B, section C and section D of the quality questionnaire will be independently assessed by our evaluation panel.
   4. When the consensus meeting has taken place and the final mark for each question has been agreed by the evaluators, your final mark for each question will be multiplied by that question’s weighting to calculate your weighted mark for that question.
   5. Each weighted mark for each question for each lot you have submitted a bid for will then be added together to calculate your quality score.
   6. Please see tables A, B and C below for an example of how your quality score will be calculated.

Table A – Lots 1, 2a, and 2b:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| 2.3 | Managing the Buyer’s Account (All Lots) | 30% | 100 | 100 | 30.00 |
| 2.4 | Vehicle Order Process (All Lots) | 26.7% | 100 | 100 | 26.70 |
| 2.5 | Service Maintenance and Repair (SMR) (All Lots) | 26.6% | 100 | 50 | 13.30 |
| 2.6 | Social Value: Driving For Better Business (All Lots) | 8.4% | 100 | 100 | 8.40 |
| 2.7 | Social Value: Carbon Reduction Plan (All Lots) | 8.3% | 100 | 75 | 6.23 |
| **Total Weighted Mark** (max 100) | | | | | **84.63** |
| **Quality score** *(Total Weighted Mark multiplied by 60% quality)* | | | | | **50.78** |

Table B – Lot 3:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| 2.3 | Managing the Buyer’s Account (All Lots) | 21.9% | 100 | 100 | 21.90 |
| 2.4 | Vehicle Order Process (All Lots) | 21.9% | 100 | 100 | 21.90 |
| 2.5 | Service Maintenance and Repair (SMR) (All Lots) | 21.8% | 100 | 100 | 21.80 |
| 2.6 | Social Value: Driving For Better Business (All Lots) | 6.3% | 100 | 100 | 6.30 |
| 2.7 | Social Value: Carbon Reduction Plan (All Lots) | 6.2% | 100 | 50 | 3.10 |
| 2.11 | Fleet Management Services (Lot 3 only) | 21.9% | 100 | 100 | 21.90 |
| **Total Weighted Mark** (max 100) | | | | | **96.90** |
| **Quality score** *(Total Weighted Mark multiplied by 80% quality)* | | | | | **77.52** |

Table C – Lot 4:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| 2.3 | Managing the Buyer’s Account (All Lots) | 15% | 100 | 100 | 15.00 |
| 2.4 | Vehicle Order Process (All Lots) | 15% | 100 | 100 | 15.00 |
| 2.5 | Service Maintenance and Repair (SMR) (All Lots) | 7.5% | 100 | 50 | 3.75 |
| 2.6 | Social Value: Driving For Better Business (All Lots) | 6.3% | 100 | 100 | 6.30 |
| 2.7 | Social Value: Carbon Reduction Plan (All Lots) | 6.2% | 100 | 50 | 3.10 |
| 2.12b | Salary Sacrifice Car Schemes (Lot 4 only) | 50% | 100 | 100 | 50.00 |
| **Total Weighted Mark** (max 100) | | | | | **93.15** |
| **Quality score** *(Total Weighted Mark multiplied by 80% quality)* | | | | | **74.52** |

1. **Award quality questionnaire**
   1. The quality questionnaire is split into five (5) sections:
      * Section A – Mandatory questions for all lots (1-4);
      * Section B – Generic scored questions for all lots (1-4);
      * Section C – Social value questions for all lots (1-4);
      * Section D – Lot specific questions;
      * Section E – Information only questions for all lots (1-4).
   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 %** | | | | |
| **Lot 1** | **Lot 2a** | **Lot 2b** | **Lot 3** | **Lot 4** |
| 2.1 | Compliance with Framework Schedule 1 (Specification) | Pass/Fail | N/A | N/A | N/A | N/A | N/A |
| 2.2 | Compliance with Framework Schedule 22 (Lease Terms) | Pass/Fail | N/A | N/A | N/A |  |  |
| 2.3 | Managing the Buyer’s Account | 100/75/50/25/0 | 30% | 30% | 30% | 21.9% | 15% |
| 2.4 | Vehicle Order Process | 100/75/50/25/0 | 26.7% | 26.7% | 26.7% | 21.9% | 15% |
| 2.5 | Service Maintenance and Repair (SMR) | 100/75/50/25/0 | 26.6% | 26.6% | 26.6% | 21.8% | 7.5% |
| 2.6 | Social Value: Driving For Better Business | Pass/Fail | 8.4% | 8.4% | 8.4% | 6.3% | 6.3% |
| 2.7 | Social Value: Carbon Reduction Plan | Pass/Fail | 8.3% | 8.3% | 8.3% | 6.2% | 6.2% |
| 2.8 | Fleet Portal for Contract Hire  (Lot 1 only) | Pass/Fail | N/A |  |  |  |  |
| 2.9 | Contract Hire  (Lot 1, Lot 2a & Lot 2b only) | Pass/Fail | N/A | N/A | N/A |  |  |
| 2.10 | Independent Use  (Lot 3 only) | Pass/Fail |  |  |  | N/A |  |
| 2.11 | Fleet Management Services (Lot 3 only) | 100/75/50/25/0 |  |  |  | 21.9% |  |
| 2.12 a | Web based portal for Salary Sacrifice Car Schemes (Lot 4 only) | Pass/Fail |  |  |  |  | N/A |
| 2.12 b | Salary Sacrifice Car Schemes (Lot 4 only) | 100/75/50/25/0 |  |  |  |  | 50% |
| 2.13 | Enhanced Security | Information Only | N/A | N/A | N/A | N/A |  |
| 2.14a | Provision of Fleet Management Services (Lot 1, Lot 2a & Lot 2b only) | Information Only | N/A | N/A | N/A |  |  |
| 2.14b | Fleet Management Services (Lot 1, Lot 2a & Lot 2b only) | Information Only | N/A | N/A | N/A |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | **Marking scheme** |
| **Section A – Mandatory service requirements** | | | |
| 2.1 | Compliance with Mandatory Service Requirements Framework Schedule 1: Specification (ALL LOTS) | | Pass / Fail |
| 2.2 | Compliance with Framework Schedule 22 Lease Terms (LOTS 1, 2a & 2b ONLY) | | Pass / Fail |
|  | | | |
|  | | **Marking scheme** | **Weighting (%)** |
| **Section B – Generic Scored Questions – LOTS 1, 2a and 2b** | | | |
| 2.3 | Managing the Buyer’s Account | 100/75/50/25/0 | 30% |
| 2.4 | Vehicle Order Process | 100/75/50/25/0 | 26.7% |
| 2.5 | Service Maintenance and Repair (SMR) and Condition and Damage | 100/75/50/25/0 | 26.6% |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section B – Generic Scored Questions – LOT 3** | | | |
| 2.3 | Managing the Buyer’s Account | 100/75/50/25/0 | 21.9% |
| 2.4 | Vehicle Order Process | 100/75/50/25/0 | 21.9% |
| 2.5 | Service Maintenance and Repair (SMR) and Condition and Damage | 100/75/50/25/0 | 21.8% |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section B – Generic Scored Questions – LOT 4** | | | |
| 2.3 | Managing the Buyer’s Account | 100/75/50/25/0 | 15% |
| 2.4 | Vehicle Order Process | 100/75/50/25/0 | 15% |
| 2.5 | Service Maintenance and Repair (SMR) and Condition and Damage | 100/75/50/25/0 | 7.5% |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Marking scheme** | **Weighting (%)** |
| **Section C – Social Value Questions - LOTS 1, 2a and 2b** | | | |
| 2.6 | Social Value - Driving for Better Business | Pass = 100  Fail = 0 | 8.4% |
| 2.7 | Social Value - Carbon Reduction Plans | Pass = 100  Fail = 0 | 8.3% |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Marking scheme** | **Weighting (%)** |
| **Section C – Social Value Questions - LOTS 3 and 4** | | | |
| 2.6 | Social Value - Driving for Better Business | Pass = 100  Fail = 0 | 6.3% |
| 2.7 | Social Value - Carbon Reduction Plans | Pass = 100  Fail = 0 | 6.2% |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Marking scheme** | **Weighting (%)** |
| **Section D – Lot 1 Specific Questions** | | | |
| 2.8 | Fleet Portal for Contract Hire | Pass / Fail | N/A |
| 2.9 | Contract Hire (Lot 1, Lot 2a & Lot 2b only) | Pass / Fail | N/A |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Marking scheme** | **Weighting (%)** |
| **Section D – Lot 2a and 2b Specific Questions** | | | |
| 2.9 | Contract Hire (Lot 1, Lot 2a & Lot 2b only) | Pass / Fail | N/A |
|  | | **Marking scheme** | **Weighting (%)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section D – Lot 3 Specific Questions** | | | |
| 2.10 | Independent Use | Pass / Fail | N/A |
| 2.11 | Fleet Management Services | 100/75/50/25/0 | 21.9% |
|  | | **Marking scheme** | **Weighting (%)** |
| **Section D – Lot 4 Specific Questions** | | | |
| 2.12a | Web based portal for Salary Sacrifice Car Schemes | Pass/Fail | N/A |
| 2.12b | Salary Sacrifice Car Schemes | 100/75/50/25/0 | 50% |

|  |  |  |
| --- | --- | --- |
| **Section E – INFORMATION ONLY QUESTIONS** | | |
| 2.13(a-n) | Enhanced Security (Lots 1, 2a, 2b and 3 only) | N/A |
| 2.14(a-b) | Provision of Fleet Management Services (Lots 1, Lot 2a and Lot 2b only) | N/A |

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

|  |  |
| --- | --- |
| **Section A – Mandatory service requirements (LOTS 1, 2a & 2b ONLY)** | |
| **2.2 Compliance with Framework Schedule 22 (Lease Terms)** | |
| If you are awarded a framework contract, will you unreservedly deliver in full, all of the mandatory service requirements set out in Framework Schedule 22 (Lease Terms).  Please answer ‘Yes’, ‘No’ or ‘N/A’.  Yes - You will unreservedly deliver in full, all of the mandatory service requirements set out in Framework Schedule 22 (Lease Terms).  No - You will not, or cannot, deliver in full the mandatory service requirements set out in Framework Schedule 22 (Lease Terms).  N/A - You are not bidding for Lot 1, Lot 2a and/or Lot 2b and this question is not applicable. | |
| **2.2 Response guidance:**  **All bidders must answer this question. This question is evaluated Pass/Fail. If you cannot, or are unwilling to select Yes or N/A to this question, you will be excluded from this competition.**  You are required to select either option YES, NO or N/A from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full all the mandatory service requirements set out in Framework Schedule 22 (Lease Terms).  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 set out in Framework Schedule 22 (Lease Terms), you will be excluded from further participation in this competition for Lot 1, Lot 2a and/or Lot 2b.  Please note, option N/A is only applicable if you are not submitting a bid for Lot 1, Lot 2a and/or Lot 2b. | |
| **Marking scheme** | **Evaluation guidance** |
| **Pass** | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full all of the mandatory service requirements set out in Framework Schedule 22 (Lease Terms); OR  You have selected option ‘N/A’ confirming that you are not submitting a bid for Lot 1, Lot 2a or Lot 2b and this question is not applicable. |
| **Fail** | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all of the mandatory service requirements set out in Framework Schedule 22 (Lease Terms). |

|  |  |
| --- | --- |
| **Section B – Generic scored questions** | |
| **2.3 Managing the Buyer’s Account (ALL LOTS)** | |
| **Requirement:**  CCS requires the Supplier to provide a contract management service to Buyers, as set out in Framework Schedule 1 (Specification) for each lot.  You are required to outline the processes you will have in place which clearly demonstrate how you will provide this contract management service, for each lot you are bidding. | |
| **Response guidance:**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  Your response must clearly demonstrate your approach to providing a contract management service to Buyers.  Your response must demonstrate:  a) how your contract management function will be structured to ensure the delivery of the variable requirements of Buyers under each lot of this Framework Agreement;  b) how you will maintain consistent levels of service during the period of onboarding a new Buyer’s account, throughout the duration of the contract, and at periods of peak demand;  c) the process you will have in place to acknowledge, record, monitor and resolve the Buyer’s, driver’s and Employee User’s enquiries and complaints; and how your telephone helpdesk and online support facility will support this to satisfy the Buyer’s service delivery requirements; and  d) how you will work with Buyer(s) to share best practice and lessons learned in order to promote effective and innovative ways of working.  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 across all four component parts a)-d) including spaces and punctuation**. You can allocate the overall character count as you wish, provided that it is clearly stated which component part is being answered.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.3.1, 2.3.2, 2.3.3 and 2.3.4 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

|  |  |
| --- | --- |
| **Section B – Generic scored questions** | |
| **2.4 Vehicle Order Process (ALL LOTS)** | |
| **Requirement:**  CCS requires the Supplier to receive and manage vehicle orders to ensure that the Buyer(s) orders are fulfilled and progressed accurately, as set out within Framework Schedule 1 (Specification) for each lot.  You are required to outline the processes you will have in place which clearly demonstrate how you will receive and manage Buyer(s) vehicle orders to ensure the specified vehicle is delivered to the specified location, at the agreed time, for each lot you are bidding. | |
| **Response guidance:**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  Your response should clearly demonstrate the processes that you will have in place for receiving and managing the Buyer(s) vehicle orders to ensure that the specified vehicle is delivered to the specified location, at the agreed time.  Your response must demonstrate:  a) how vehicle orders will be received, checked and confirmed with the Buyer(s) for Lots 1, 2a, 2b and 3, and Employee Users for Lot 4  b) how estimated vehicle delivery dates will be obtained, confirmed and communicated to the Buyer(s) for Lots 1, 2a, 2b and 3, and Employee Users for Lot 4;  c) how order amendments will be managed including how additional costs will be identified and communicated to the Buyer(s) for Lots 1, 2a, 2b and 3, and Employee Users for Lot 4;  d) how you will keep the Buyer(s) for Lots 1, 2a, 2b and 3, and Employee Users for Lot 4 updated on progress regarding the delivery of the vehicle, including the processes you will incorporate to minimise any potential delays.  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 across all four component parts a)-d) including spaces and punctuation**. You can allocate the overall character count as you wish, provided that it is clearly stated which component part is being answered.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.4.1, 2.4.2, 2.4.3 and 2.4.4 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

|  |  |
| --- | --- |
| **Section B – Generic scored questions** | |
| **2.5 Service Maintenance and Repair (SMR) and Condition and Damage (ALL LOTS)** | |
| **Requirement:**  CCS requires the Supplier to manage the service maintenance and repairs of vehicles in order to ensure value for money and minimise vehicle downtime, as set out in Framework Schedule 1 (Specification) for each lot.  You are required to outline the processes you will have in place which clearly demonstrate how you will manage the Service Maintenance and Repair (SMR) of the Buyer(s) vehicles, for each lot you are bidding. | |
| **Response guidance:**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  Your response should clearly demonstrate the processes that you will have in place for managing the Service Maintenance and Repair (SMR) of the Buyer(s) vehicles.  Your response must demonstrate:   1. the booking process for SMR requirements you will have in place, including details as to how this integrates with your supply chain; 2. the vehicle repair process you will have in place in order to minimise the downtime of the vehicles; 3. how you will ensure that parts and labour costs will be minimised and validated in order to ensure the rates represent value for money within the market; and 4. how end of contract vehicle damage will be managed, checked and validated in line with British Vehicle Rental and Leasing Association (BVRLA) guidelines.   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 across all four component parts a)-d) including spaces and punctuation**. You can allocate the overall character count as you wish, provided that it is clearly stated which component part is being answered.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.5.1, 2.5.2, 2.5.3 and 2.5.4 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

|  |  |
| --- | --- |
| **Section C – SOCIAL VALUE QUESTIONS FOR ALL LOTS** | |
| **2.6 Social Value - Driving for Better Business** | |
| **Requirement:**  CCS requires all Suppliers to sign up to the Driving for Better Business programme prior to the framework launch date of 16 May 2023. Subscription is free of charge and more information about the programme can be found via the following link:  <https://www.drivingforbetterbusiness.com/>  Progression through the Driving for Better Business accreditation stages will form part of the Supplier’s Performance Indicators and will be monitored on a regular basis as part of CCS’ Supplier Relationship Management programme, as set out in Attachment 1a – Framework Schedule 1 (Specification) at Clause 6.7.1 and detailed within Framework Schedule 4 (Framework Management). | |
| **Response guidance:**  **All bidders must answer this question.**  **This is a Pass/Fail question. If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.**  Selecting option ‘Yes’ means that you unreservedly agree to deliver all elements of this requirement in full.  In order to satisfy the requirement, you must agree to:  a) Sign up to the Driving for Better Business programme prior to the framework launch date of 16 May 2023.  b) Progress through the Driving for Better Business accreditation stages, as part of the Supplier’s Performance Indicators, as set out within Framework Schedule 4 (Framework Management).  You are required to select either option YES or NO from the drop down list.  Providing a ‘Yes’ response means you will unreservedly satisfy in full all the criteria (a-b) set out above.  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, satisfy in full all the criteria (a-b) set out above, you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| **Pass = score of 100** | You have selected option ‘Yes’ confirming that you will unreservedly satisfy in full all the criteria (a-b) set out above. |
| **Fail = score of 0** | You have selected ‘No’ confirming that you will not, or cannot, satisfy in full all the criteria (a-b) set out above  OR  You have not selected either ‘Yes’ or ‘No’. |

|  |  |
| --- | --- |
| **Section C – SOCIAL VALUE QUESTIONS FOR ALL LOTS** | |
| **2.7 Social Value - Carbon Reduction Plans** | |
| **Requirement:**  CCS requires all Suppliers to work towards the development of a Net Zero Carbon Reduction Plan (CRP). Suppliers will be required to provide evidence of completion of a CRP to CCS within 12 months of the framework award date of 24 January 2023 (i.e. by 23 January 2024).  The development of a CRP will form part of the Supplier’s Performance Indicators (PI’s) and will be monitored on a regular basis as part of CCS’ Supplier Relationship Management programme, as detailed within Framework Schedule 4 (Framework Management).  For further information about Carbon Reduction Plans please refer to the recent [Procurement Policy Note (PPN) 06/21](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/991622/PPN_0621_Taking_account_of_Carbon_Reduction_Plans__2_.pdf) (Taking Account of Carbon Reduction Plans in the Procurement of Major Government Contracts). | |
| **Response guidance:**  **All bidders must answer this question.**  **This is a Pass/Fail question. If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.**  You are required to select either option YES or NO from the drop down list.  Providing a ‘Yes’ response means that you unreservedly agree to work towards the development of Net Zero Carbon Reduction Plan (CRP) and you will provide evidence of completion of a CRP to CCS within 12 months of the framework award date of 24 January 2023 (i.e. by 23 January 2024).  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, agree to work towards the development of Net Zero Carbon Reduction Plan (CRP) and you will not provide evidence of completion of a CRP to CCS within 12 months of the framework award date, you will be excluded from further participation in this competition. | |
| **Marking scheme** | **Evaluation guidance** |
| **Pass = score of 100** | You have selected ‘Yes’ confirming that you agree to work towards the development of Net Zero Carbon Reduction Plan (CRP) and will provide evidence of completion of a CRP to CCS within 12 months of the framework award date of 24 January 2023 (i.e. by 23 January 2024). |
| **Fail = score of 0** | You have selected ‘No’ confirming that you will not, or cannot, agree to work towards the development of Net Zero Carbon Reduction Plan (CRP) and you will not provide evidence of completion of a CRP to CCS within 12 months of the framework award date of 24 January 2023 (i.e. by 23 January 2024).  OR  You have not selected either ‘Yes’ or ‘No’ |

|  |
| --- |
| **SECTION D – LOT SPECIFIC QUESTIONS** |
| **2.8 Fleet Portal for Contract Hire (Lot 1 only)** |
| **Requirement:**  If you are awarded a Framework Contract, will you provide live vehicle quotations for standard specification vehicles within the scope of Lot 1 via the CCS dedicated vehicle web portal (“Fleet Portal”) utilising Web Service technology, as set out in Clauses 3.2.12 and 3.2.13 of Framework Schedule 1 (Specification) and Annex 1 of Framework Schedule 4 (Framework Management).To be completed by framework launch date 16 May 2023. |
| **Response Guidance:**  **All bidders must answer this question. This question is evaluated Pass/Fail. If you cannot, or are unwilling to select Yes or N/A to this question, you will be excluded from this competition.**  You are required to select option Yes from the drop down list in the eSourcing suite, to indicate that in the event you are awarded a Framework Contract, you will provide live vehicle quotations for standard specification vehicles within the scope of Lot 1 via the CCS dedicated vehicle web portal (“Fleet Portal”) utilising Web Service technology, as set out in Clause 3.2.12 and 3.2.13 (Fleet Portal) of Framework Schedule 1 (Specification) and Annex 1 of Framework Schedule 4 (Framework Management).  Please note, option N/A is only applicable if you are not submitting a bid for Lot 1. |

|  |
| --- |
| **SECTION D – LOT SPECIFIC QUESTIONS** |
| **2.9 Contract Hire (Lot 1, Lot 2a & Lot 2b only)** |
| **Requirement:**  If you are awarded a Framework Contract, will you provide vehicles on the basis of contract hire (sometimes known as an operating lease), with the option to include routine maintenance, as outlined within Framework Schedule 1 (Specification), for the specific Lots. |
| **Response Guidance**  **All bidders must answer this question.**  **This question is evaluated Pass/Fail. If you cannot, or are unwilling to select Yes or N/A to this question, you will be excluded from this competition.**  You are required to select option Yes from the drop down list in the eSourcing suite, to indicate that in the event you are awarded a Framework Contract, you will provide vehicles on the basis of contract hire (sometimes known as an operating lease), with the option to include routine maintenance, as outlined within Framework Schedule 1 (Specification).  Please note, option N/A is only applicable if you are not submitting a bid for Lot 1 and/or Lot 2a and/or Lot 2b. |

|  |
| --- |
| **SECTION D – LOT SPECIFIC QUESTIONS** |
| **2.10 Independent Use (Lot 3 only)** |
| **Requirement:**  If you are awarded a Framework Contract, will you provide vehicles operating on the basis of being an “independent” fleet management company, meaning that the vehicles will not be financed by yourselves, but via a funder appointed to Lot 1 and/or Lot 2a and 2b of the framework, as outlined in Clause 4.2.1 of Framework Schedule 1 (Specification).  Use of funders on Lot 1 and/or Lots 2a and 2b is on the basis of indiscriminate use of all available suppliers, to serve the purpose of providing the best value lease for the Buyer. |
| **Response Guidance**  **All bidders must answer this question.**  **This question is evaluated Pass/Fail. If you cannot, or are unwilling to select Yes or N/A to this question, you will be excluded from this competition.**  You are required to select option Yes from the drop down list in the eSourcing suite, to indicate that in the event you are awarded a Framework Contract, you will provide vehicles operating on the basis of being an “independent” fleet management company, meaning that the vehicles will not be financed by yourselves, but via a funder appointed to Lot 1 and/or Lots 2a and 2b of the framework, as outlined in Clause 4.2.1 of Framework Schedule 1 (Specification).  Please note, option N/A is only applicable if you are not submitting a bid for Lot 3. |

|  |
| --- |
| **SECTION D – LOT SPECIFIC QUESTIONS** |
| **2.11 Fleet Management Services (Lot 3 only)** |
| **Requirement:**  CCS requires the Supplier to demonstrate how they propose to manage the implementation of Buyer service requirements.  You are required to outline the processes you will have in place which clearly demonstrate how you will manage the implementation of Buyer service requirements, including the management of existing vehicles onto the new agreement. |
| **Response Guidance:**  **Bidders must answer this question if bidding for Lot 3. If not bidding for Lot 3 please enter N/A.**  **You must insert your response into the text field in the eSourcing suite.**  Your response should clearly demonstrate the processes you will have in place to manage the implementation of Buyer service requirements, including the management of existing vehicles onto the new agreement.  Your response must:  a) describe how you propose to work with the Buyer’s existing Suppliers and any other third parties in order to effect a seamless transition of service;  b) demonstrate how you will support the Buyer to meet their obligations of working towards Carbon Net Zero under the Government’s Road to Zero policy and make informed choices about how they can transition their fleet to zero emission vehicles;  c) describe how you will establish and implement a programme of continuous improvement and gain the necessary understanding of the Buyer’s fleet operations to make innovative recommendations to increase the efficiency, effectiveness and value for money of the Buyer’s fleet, to remove unnecessary administrative burdens and streamline processes, and to promote fleet best practice and opportunities for cost savings; and  d) demonstrate how you will share relevant industry information regarding best practice relating to new or revised legislation with the Buyer so that appropriate informed decisions can be made.  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 across all four component parts a)-d) including spaces and punctuation**. You can allocate the overall character count as you wish, provided that it is clearly stated which component part is being answered.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.11.1, 2.11.2, 2.11.3 and 2.11.4 each box has a character count of 2,000 characters. |
|  |

|  |  |
| --- | --- |
| **Marking scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

|  |
| --- |
| **SECTION D – LOT SPECIFIC QUESTIONS** |
| **2.12a Web based portal for Salary Sacrifice Car Schemes (Lot 4 only)** |
| **Requirement:**  If you are awarded a framework contract, will you unreservedly provide a web-based portal for Employee Users to access vehicles that are available via the Buyer’s Salary Sacrifice Car Scheme as set out in Clause 5.2 of Framework Schedule 1 (Specification). |
| **Response Guidance:**  **Bidders must answer this question if bidding for Lot 4. If not bidding for Lot 4 please enter N/A.**  **This question is evaluated Pass/Fail. If you cannot, or are unwilling to select Yes or N/A to this question, you will be excluded from this competition.**  You are required to select option Yes from the drop down list in the eSourcing suite, to indicate that in the event you are awarded a Framework Contract, you will unreservedly provide a web based portal for Employee Users to access vehicles which are available via the Buyer’s Salary Sacrifice Car Scheme, as set out in Clause 5.2 of Framework Schedule 1 (Specification).  Please note, option N/A is only applicable if you are not submitting a bid for Lot 4. |

|  |
| --- |
| **SECTION D – LOT SPECIFIC QUESTIONS** |
| **2.12b Salary Sacrifice Car Schemes (Lot 4 only)** |
| **Requirement:**  CCS requires the Supplier to demonstrate how they propose to manage the implementation of the Buyer’s Salary Sacrifice Car Scheme requirements.  You are required to outline the processes you will have in place which clearly demonstrate how you will mobilise and implement the Buyer’s Scheme in line with all legislation, how you will market and promote the scheme to optimise uptake and how you will support user access to the Web-based portal including the management of employee deduction reporting. |
| **2.12b Response Guidance**  **Bidders must answer this question if bidding for Lot 4. If not bidding for Lot 4 please enter N/A.**  **You must insert your response into the text field in the eSourcing suite.**  Your response should clearly demonstrate the processes you will have in place to mobilise and implement the Buyer’s Scheme in line with all legislation, market and promote the scheme to optimise uptake and support user access to the Web-based portal including the management of employee deduction reporting.  Your response must:   1. demonstrate the processes you will have in place to mobilise and implement a Salary Sacrifice Car Scheme in order to meet the Buyer’s specification, including how you will market and promote the scheme in order to optimise uptake and how you will ensure the scheme is compliant with all relevant legislation;   b) demonstrate how your scheme and the service wrap you provide will support the Buyer to meet their obligations of working towards Carbon Net Zero under the Government’s Road to Zero policy and individual employees to make informed choices about how they can transition to zero emission vehicles;  c) describe the service wrap you will offer that support Buyers and Employee Users to mitigate risk in the event of lifestyle changes as outlined in paragraph 5.9.3 of Framework Schedule 1 (Specification) and how this will be implemented and delivered as part of the delivery of the Buyer’s contract; and  d) demonstrate how you will manage and implement a process for employee deductions with the Buyer, including the processing and deduction of fines and penalty charges, and describe how you will implement the procedure to ensure that this is undertaken without error.  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 across all four component parts a)-d) including spaces and punctuation.** You can allocate the overall character count as you wish, provided that it is clearly stated which component part is being answered.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.12.1, 2.12.2, 2.12.3 and 2.12.4 each box has a character count of 2,000 characters. |

|  |  |
| --- | --- |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

|  |  |  |
| --- | --- | --- |
| **SECTION E – INFORMATION ONLY QUESTIONS** | | |
| **2.13(a-n) Enhanced Security (Lots 1, 2a, 2b and 3 only)** | | |
| **Requirement:**  A number of the Buyer(s) vehicles are involved in law enforcement and covert operations that require a higher level of security in addition to the security requirements detailed in Clauses 3.14 and 4.21 (Enhanced Security) and Call-Off Schedule 9 (Security). In order to ensure that the Buyer(s) personal safety and operation that the vehicle is involved in are not put at risk it is essential that the Supplier and their key subcontractors safeguard all information relating to the Buyer(s) vehicle fleet.  The Buyer(s) may require the Supplier to provide the following enhanced security requirements, as detailed below.  Please indicate by selecting either option Yes or No from the drop-down list in the eSourcing suite to indicate whether you will, or will not be able to provide each of these options. | | |
| 2.13(a) | Ensure that all vehicles are preferably secured inside workshop premises overnight if they are being retained. If this is not feasible it is essential that the vehicles are kept in a secure compound with the provision of adequate security lighting and ideally with CCTV camera protection | Yes / No |
| 2.13(b) | Ensure that at all times when the vehicle is not being worked on the vehicle must remain locked with the keys held in a secure area, ideally in the service manager’s office, in a locked cabinet. | Yes / No |
| 2.13(c) | Ensure that at no time must a marked or unmarked Police vehicle be left unlocked and vulnerable to public access, particularly on the public highway | Yes / No |
| 2.13(d) | Ensure that the Buyer(s) or their representative are immediately informed of any concerns in relation to the security of Police vehicles, in particular with regard to the loss of vehicle keys | Yes / No |
| 2.13(e) | Ensure that at no time should a dealership release a police vehicle to other agencies or individuals for repair without the authority of the Buyer or their representative | Yes / No |
| 2.13(f) | Ensure that if at any stage it is noted that a Police vehicle has gone missing from your control, you must immediately dial 999 and report it missing, possibly stolen, and provide full details of the vehicle involved, including the registration and fleet numbers. | Yes / No |
| 2.13(g) | Ensure that whenever there is a requirement to carry out high speed tests, particularly where there may be a requirement to exceed the national speed limit, advice must be sought from the Buyer’s fleet manager or their representative. | Yes / No |
| 2.13(h) | Ensure that dealers/repairers involved with the Buyer’s vehicles must display an A4 sign (template supplied by the customer) in both the front and rear screens showing “Police Vehicle Out Of Service Vehicle On Road Test”, in order to inform the public that the vehicle is not in operational use whilst being driven on the public highway. | Yes / No |
| 2.13(i) | Ensure if during a road test a member of the workshop/dealership staff is stopped by a police officer, it is imperative that the individuals can provide clear and precise details in relation to the dealership e.g. dealer name, address, contact number, manager/dealer principals full name, similarly the same level of detail is required for an independent workshop. | Yes / No |
| 2.13(j) | Ensure that any driver testing a police vehicle must not take the vehicle to any other address other than that of the contractor or official Police premises. At no time during the road test will the driver for any reason leave the vehicle insecure. | Yes / No |
| 2.13(k) | Ensure that any Police vehicle, in particular those that are fully marked ad equipped with blue lights, being transported by a private sector company on behalf of the local police authority, either whilst being driven or on a car transporter, must be kept secure at all times and not left in such a way that it is vulnerable to theft or damage. | Yes / No |
| 2.13(l) | Ensure that any Police vehicle being driven must have the police signs struck through by masking tape and where possible blue light bar covered. | Yes / No |
| 2.13(m) | Ensure that individual staff will be security vetted if request by the Buyer(s) e.g. Police vetting clearance. | Yes / No |
| 2.13(n) | Ensure that the Buyer(s) details are kept anonymous and, in some cases, adopt a pseudonym for use by the Supplier and all third parties. | Yes / No |
| **2.13(a-n) Response Guidance:**  All bidders must answer this question.  This question is for information purposes only and will not be evaluated. However, in the event that you are awarded a Framework Contract, the details provided in response to this question (e.g. 2.13(a-n)) will be inserted into your Framework Contract.  You are required to select either option Yes or No from the drop-down list in the eSourcing suite to indicate whether you will, or will not, be able to provide any of the enhanced security requirements listed in this question. | | |

|  |
| --- |
| **SECTION E – INFORMATION ONLY QUESTIONS** |
| **2.14(a) Provision of Fleet Management for Lot 1, Lot 2a and/or Lot 2b** |
| **Requirement:**  Please select option Yes, No or N/A to indicate, that in the event you are awarded a Framework Contract, whether you will, or will not, offer fleet management services to Buyers under Lot 1 and/or Lot 2 of this Framework Agreement, which includes the mandatory requirements outlined in Section 3 of Framework Schedule 1 (Specification). |
| **2.14(a) Response Guidance:**  All bidders must answer this question.  This question is for information purposes only and will not be evaluated. However, in the event that you are awarded a Framework Contract, the details provided in response to this question will be inserted into your Framework Contract.  You are required to select option Yes, No or N/A from the drop down list in the eSourcing suite, to indicate that in the event you are awarded a Framework Contract, whether you will, or will not, fleet management services to Buyers under Lot 1 and/or Lot 2 of this Framework Agreement, which includes the mandatory requirements outlined in Section 3 of Framework Schedule 1 (Specification).  Please note, option N/A is only applicable if you are not submitting a bid for Lot 1 and/or Lot 2. |

|  |
| --- |
| **SECTION E – INFORMATION ONLY QUESTIONS** |
| **2.14(b) Fleet Management Services for Lot 1, Lot 2a and/or Lot 2b** |
| **Requirement:**  If you answered Yes to question 2.14(a) Provision of Fleet Management for Lot 1, Lot 2a and/or Lot 2b, you are required to outline the processes you will have in place to manage the implementation of Buyer service requirements, including the management of existing vehicles onto the new agreement. |
| **2.14(b) Response Guidance:**  Bidders must answer this question if they answered Yes to question 2.14(a). If you did not answer Yes please enter N/A.  This question is for information purposes only and will not be evaluated. However, in the event that you are awarded a Framework Contract, the details provided in response to this question will be inserted into your Framework Contract.  You must insert your response into the text field in the eSourcing suite.  Your response should clearly demonstrate the processes you will have in place to manage the implementation of Buyer service requirements, including the management of existing vehicles onto the new agreement.  Your response must:  a)describe how you propose to work with the Buyer’s existing Suppliers and any other third parties in order to effect a seamless transition of service;  b) demonstrate how you will support the Buyer to meet their obligations of working towards Carbon Net Zero under the Government’s Road to Zero policy and make informed choices about how they can transition their fleet to zero emission vehicles;  c) describe how you will establish and implement a programme of continuous improvement and gain the necessary understanding of the Buyer’s fleet operations to make innovative recommendations to increase the efficiency, effectiveness and value for money of the Buyer’s fleet, to remove unnecessary administrative burdens and streamline processes, and to promote fleet best practice and opportunities for cost savings; and  d) demonstrate how you will share relevant industry information regarding best practice relating to new or revised legislation with the Buyer so that appropriate informed decisions can be made.  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 across all four component parts a)-d) including spaces and punctuation. You can allocate the overall character count as you wish, provided that it is clearly stated which component part is being answered.  You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.14.1, 2.14.2, 2.14.3 and 2.14.4 each box has a character count of 2,000 characters. |

1. **Price evaluation**

This paragraph 11 contains information on how to complete the pricing matrix attachments 3a, 3b, 3c, 3d and 3e and the price evaluation process for each lot.

* 1. How to complete your pricing matrix

You should read and understand the instructions in the pricing matrix, and in this paragraph, before submitting your prices.

Your price values must be sustainable in providing all of the mandatory requirements set out in Framework Schedule 1 (Specification) for each applicable lot, and include the following:

* an insurance level sufficient to cover the limit of liability listed in joint schedule 3 (insurance requirements) of the framework contract
* direct labour costs (the basic rate paid by the supplier to its staff including any premium time payment, fringe benefits and bonus payments). Please refer to framework schedule 3 (framework prices)
* 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 of the supplier’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
* your operating overhead costs and profit.

You should also take into account our management charge of 0.5%, which shall be paid by you to us as set out in the framework award form and framework schedule 5 (management charges and information).

Zero or negative bids will not be allowed.

When inserting a price, you must enter a figure:

* to two decimal places
* excluding VAT
* in Pounds Sterling (£)

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 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.

CCS reserves the right to seek verification of any prices that it deems to be unsustainable in respect of the delivery of the goods and services required.

We will investigate where we consider your bid to be abnormally low.

In the event that you are successful in this competition the values inserted for fleet management services in each applicable pricing matrix, will be incorporated into framework schedule 3 (framework prices). Refer to framework schedule 3 (framework prices) and framework schedule 7 (call-off award procedure).

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

Do not alter, amend or change the format or layout of any of the pricing matrix attachments. You must not insert or attach any notes or comments into any of the worksheets, any additional information will be disregarded by CCS.

You must input prices (£), into the cells shaded YELLOW in each pricing matrix where your organisation offers the applicable fuel type, in accordance with the instructions provided for each lot. The prices submitted in the YELLOW cells will be used in the price evaluation for each applicable lot and as such, failure to insert an applicable price may result in your bid being excluded from this competition.

You must input the prices (£), information or percentages (%) we have asked for in the cells shaded GREEN, in accordance with the instructions provided for each lot. The information submitted in the GREEN cells will not be evaluated or form part of the price evaluation for each applicable lot. However, if you are successful in this competition the values submitted in the GREEN cells will be inserted into your framework contract.

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

|  |  |  |
| --- | --- | --- |
| Price matrix attachment | Question in commercial envelope | Rename attachment before uploading |
| Attachment 3a – Lot 1 | PQ1 | L1price\_insertyourcompanyname |
| Attachment 3b – Lot 2a | PQ2a | L2aprice\_insertyourcompanyname |
| Attachment 3c – Lot 2b | PQ2b | L2bprice\_insertyourcompanyname |
| Attachment 3d – Lot 3 | PQ3 | L3price\_insertyourcompanyname |
| Attachment 3e – Lot 4 | PQ4 | L4price\_insertyourcompanyname |

If you do not upload your pricing matrix for each applicable lot your bid may be excluded from this competition.

* 1. **Price Evaluation process**

We will check you have completed all the YELLOW and GREEN cells, applicable to each lot you are bidding.

Failure to insert an applicable price (£) may result in your bid being deemed not compliant and excluded from this competition.

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

**Lot 1**

The instructions in this paragraph should be read in conjunction with the instructions provided in the lot 1 pricing matrix (attachment 3a) and framework schedule 3 (framework prices) in attachment 10 – framework contract documents.

The lot 1 pricing will be evaluated on the basis of a basket of ‘total annual contract hire including SMR’ prices.

The basket items for Lot 1 consist of the ‘Total Annual Contract Hire including SMR’ for 20 vehicles. The 20 vehicles consist of a range of vehicle makes and models, each with a lease period and annual contract mileage of:

• 36 months and 12,000 miles.

The basket of vehicles has been verified with the vehicle manufacturers as being commercially available during the tender period.

Bidders are required to provide prices based on an “annual in advance” payment profile as detailed in the lot 1 pricing matrix.

The weightings which will be applied to each vehicle is as follows:

|  |  |  |
| --- | --- | --- |
| **Vehicle** | **Weighting (%)** | **Maximum Mark Available** |
| 1 | 2.00% | 2.00 |
| 2 | 2.00% | 2.00 |
| 3 | 2.00% | 2.00 |
| 4 | 2.00% | 2.00 |
| 5 | 2.00% | 2.00 |
| 6 | 2.00% | 2.00 |
| 7 | 2.00% | 2.00 |
| 8 | 2.00% | 2.00 |
| 9 | 2.00% | 2.00 |
| 10 | 2.00% | 2.00 |
| 11 | 2.00% | 2.00 |
| 12 | 2.00% | 2.00 |
| 13 | 2.00% | 2.00 |
| 14 | 2.00% | 2.00 |
| 15 | 2.00% | 2.00 |
| 16 | 2.00% | 2.00 |
| 17 | 2.00% | 2.00 |
| 18 | 2.00% | 2.00 |
| 19 | 2.00% | 2.00 |
| 20 | 2.00% | 2.00 |
|  | **40%** | **40.00** |

When you have completed your Pricing matrix for Lot 1, you must upload the attachment into the eSourcing suite (commercial envelope) at the question PQ1.

Please note, the prices you insert into the ‘Fleet Management Services’ tab of the lot 1 pricing matrix will be inserted into Framework Schedule 3 (Framework Prices), if you are successful in this competition.

**How we will evaluate your lot 1 pricing**

We will evaluate the total annual contract hire including SMR prices submitted for each vehicle make and derivative in tab 3) lot 1 lease prices by comparing it against all other prices submitted by other bidders for the same vehicle make and derivative.

The bidder who submits the lowest total annual contract hire including SMR price for each vehicle make will receive 100% of the maximum mark available for the applicable vehicle, as detailed in the table above.

Where two or more bidders submit an equal total annual contract hire including SMR price, which is the lowest, then these bidders will each achieve 100% of the maximum mark available for the applicable vehicle.

All other bidders will receive a mark relative to the lowest total annual contract hire including SMR price submitted for the applicable vehicle.

The following calculation will be applied to all other submissions for each vehicle:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Lowest total annual contract hire including SMR price |  | Weighting (%) for the vehicle |
|  |  | x |
|  | Bidder’s total annual contract hire including SMR price |  |

**How we will determine lot 1 price score**

The lot 1 price score will be calculated by adding together the weighted mark awarded for each vehicle (maximum price score of 40.00).

**Lot 2a**

The instructions in this paragraph should be read in conjunction with the instructions provided in the lot 2a pricing matrix (attachment 3b) and framework schedule 3 (framework prices) in attachment 10 – framework contract documents.

The lot 2a pricing will be evaluated on the basis of a basket of ‘total annual contract hire including SMR’ prices.

The basket items for Lot 2a consist of the ‘Total Annual Contract Hire including SMR’ for 10 vehicles. The 10 vehicles consist of a range of vehicle makes and models, each with a lease period and annual contract mileage of:

• 72 months and 60,000 miles.

The basket of vehicles has been verified with the vehicle manufacturers as being commercially available during the tender period.

Bidders are required to provide prices based on an “annual in advance” payment profile as detailed in the lot 2a pricing matrix.

The weightings which will be applied to each vehicle is as follows:

|  |  |  |
| --- | --- | --- |
| **Vehicle** | **Weighting (%)** | **Maximum Mark Available** |
| 1 | 4.00% | 4.00 |
| 2 | 4.00% | 4.00 |
| 3 | 4.00% | 4.00 |
| 4 | 4.00% | 4.00 |
| 5 | 4.00% | 4.00 |
| 6 | 4.00% | 4.00 |
| 7 | 4.00% | 4.00 |
| 8 | 4.00% | 4.00 |
| 9 | 4.00% | 4.00 |
| 10 | 4.00% | 4.00 |
|  | **40%** | **40.00** |

When you have completed your Pricing matrix for Lot 2a, you must upload the attachment into the eSourcing suite (commercial envelope) at the question PQ2a.

Please note, the prices you insert into the ‘Fleet Management Services’ tab of the lot 2a pricing matrix will be inserted into Framework Schedule 3 (Framework Prices), if you are successful in this competition.

**How we will evaluate your lot 2a pricing**

We will evaluate the total annual contract hire including SMR prices submitted for each vehicle make and derivative in tab 3) lot 2a lease prices by comparing it against all other prices submitted by other bidders for the same vehicle make and derivative.

The bidder who submits the lowest total annual contract hire including SMR price for each vehicle make will receive 100% of the maximum mark available for the applicable vehicle, as detailed in the table above.

Where two or more bidders submit an equal total annual contract hire including SMR price, which is the lowest, then these bidders will each achieve 100% of the maximum mark available for the applicable vehicle.

All other bidders will receive a mark relative to the lowest total annual contract hire including SMR price submitted for the applicable vehicle.

The following calculation will be applied to all other submissions for each vehicle:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Lowest total annual contract hire including SMR price |  | Weighting (%) for the vehicle |
|  | *(divided by)* | x |
|  | Bidder’s total annual contract hire including SMR price |  |

**How we will determine lot 2a price score**

The lot 2a price score will be calculated by adding together the weighted mark awarded for each vehicle (maximum price score of 40.00).

**Lot 2b**

The instructions in this paragraph should be read in conjunction with the instructions provided in the lot 2b pricing matrix (attachment 3c) and framework schedule 3 (framework prices) in attachment 10 – framework contract documents.

The lot 2b pricing will be evaluated on the basis of a basket of ‘total annual contract hire including SMR’ prices.

The basket items for Lot 2b consist of the ‘Total Annual Contract Hire including SMR’ for 10 vehicles. The 10 vehicles consist of a range of vehicle makes and models, each with a lease period and annual contract mileage of:

• 72 months and 60,000 miles.

The basket of vehicles has been verified with the vehicle manufacturers as being commercially available during the tender period.

Bidders are required to provide prices based on an “annual in advance” payment profile as detailed in the lot 2b pricing matrix.

The weightings which will be applied to each vehicle is as follows:

|  |  |  |
| --- | --- | --- |
| **Vehicle** | **Weighting (%)** | **Maximum Mark Available** |
| 1 | 4.00% | 4.00 |
| 2 | 4.00% | 4.00 |
| 3 | 4.00% | 4.00 |
| 4 | 4.00% | 4.00 |
| 5 | 4.00% | 4.00 |
| 6 | 4.00% | 4.00 |
| 7 | 4.00% | 4.00 |
| 8 | 4.00% | 4.00 |
| 9 | 4.00% | 4.00 |
| 10 | 4.00% | 4.00 |
|  | **40%** | **40.00** |

When you have completed your Pricing matrix for Lot 2b, you must upload the attachment into the eSourcing suite (commercial envelope) at the question PQ2b.

Please note, the prices you insert into the ‘Fleet Management Services’ tab of the lot 2b pricing matrix will be inserted into Framework Schedule 3 (Framework Prices), if you are successful in this competition.

**How we will evaluate your lot 2b pricing**

We will evaluate the total annual contract hire including SMR prices submitted for each vehicle make and derivative in tab 3) lot 2b lease prices by comparing it against all other prices submitted by other bidders for the same vehicle make and derivative.

The bidder who submits the lowest total annual contract hire including SMR price for each vehicle make will receive 100% of the maximum mark available for the applicable vehicle, as detailed in the table above.

Where two or more bidders submit an equal total annual contract hire including SMR price, which is the lowest, then these bidders will each achieve 100% of the maximum mark available for the applicable vehicle.

All other bidders will receive a mark relative to the lowest total annual contract hire including SMR price submitted for the applicable vehicle.

The following calculation will be applied to all other submissions for each vehicle:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Lowest total annual contract hire including SMR price |  | Weighting (%) for the vehicle |
|  | *(divided by)* | x |
|  | Bidder’s total annual contract hire including SMR price |  |

**How we will determine lot 2b price score**

The lot 2a price score will be calculated by adding together the weighted mark awarded for each vehicle (maximum price score of 40.00).

**Lot 3**

The instructions in this paragraph should be read in conjunction with the instructions provided in the lot 3 pricing matrix (attachment 3d) and framework schedule 3 (framework prices) in attachment 10 – framework contract documents.

The lot 3 pricing will be evaluated on the basis of a basket price for a range of ‘fleet management services’.

The basket for Lot 3 consists of the prices submitted for vehicle administration and compliance, vehicle sourcing and vehicle disposal, vehicle maintenance (SMR) including downtime management and breakdown and recovery for a fleet size 1001-2500 vehicles, as detailed in lot 3 pricing matrix.

The prices submitted for vehicle administration and compliance, vehicle sourcing and vehicle disposal, vehicle maintenance (SMR) including downtime management and breakdown and recovery for the fleet size 1001-2500, will be multiplied by 12 months to calculate the total annual cost for each fleet management service.

The basket price for Lot 3 will be calculated by adding together the ‘total annual costs’ in column k of tab 3 ‘fleet management services’.

When you have completed your lot 3 pricing matrix, you must upload the attachment into the eSourcing suite (commercial envelope) at the question PQ3.

Please note, the prices you insert into the lot 3 pricing matrix will be inserted into Framework Schedule 3 (Framework Prices), if you are successful in this competition.

**How we will evaluate your lot 3 pricing and determine your lot 3 price score**

We will evaluate the lot 3 basket price by comparing it against all other basket prices submitted by other bidders for lot 3.

The bidder who submits the lowest total basket price will receive 100% of the maximum mark available, a price score of 20 for lot 3.

Where two or more bidders submit an equal total basket price, which is the lowest, then these bidders will each achieve 100% of the maximum mark available.

All other bidders will receive a price score relative to the lowest total basket price.

The following calculation will be used to determine your price score for lot 3:

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

Example applicable for lot 3:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder A |  | Bidder B |  | Bidder C |
| Total basket price |  | Total basket price |  | Total basket price |
| £ 217,000.00 |  | £ 432,000.00 |  | £ 542,000.00 |

1. Bidder A has the lowest basket price of £217,000.00. Bidder A is awarded the maximum mark available for price, which is 20;
2. Bidder B submits a total basket price of £432,000.00. Bidder B is awarded a price score of 10;
3. Bidder C submits a total basket price of £542,000.00 and is awarded a price score of 4.

**Lot 4**

The instructions in this paragraph should be read in conjunction with the instructions provided in the lot 4 pricing matrix (attachment 3e) and framework schedule 3 (framework prices) in attachment 10 – framework contract documents.

The lot 4 pricing will be evaluated on the basis of a basket of ‘total amount sacrificed per month in advance including SMR prices’.

The basket items for Lot 4 consist of the ‘Total Amount Sacrificed per Month in Advance including SMR’ for 20 Salary Sacrifice vehicles. The 10 vehicles consist of a range of vehicle makes and models, for different insurance profiles, each with a lease period and annual contract mileage of:

• 36 months and 12,000 miles.

The basket of vehicles has been verified with the vehicle manufacturers as being commercially available during the tender period.

Bidders are required to provide prices based on a “monthly in advance” payment profile as detailed in the lot 4 pricing matrix.

The weightings which will be applied to each vehicle is as follows:

|  |  |  |
| --- | --- | --- |
| **Salary Sacrifice Vehicle** | **Weighting (%)** | **Maximum Mark Available** |
| 1 | 2.00% | 2.00 |
| 2 | 2.00% | 2.00 |
| 3 | 2.00% | 2.00 |
| 4 | 2.00% | 2.00 |
| 5 | 2.00% | 2.00 |
| 6 | 2.00% | 2.00 |
| 7 | 2.00% | 2.00 |
| 8 | 2.00% | 2.00 |
| 9 | 2.00% | 2.00 |
| 10 | 2.00% | 2.00 |
|  | **20%** | **20.00** |

When you have completed your lot 4 pricing matrix, you must upload the attachment into the eSourcing suite (commercial envelope) at the question PQ4.

**How we will evaluate your lot 4 pricing**

We will evaluate the total amount sacrificed per month in advance including SMR price submitted for each salary sacrifice vehicle in tab 3) lot 4 lease prices by comparing it against all other prices submitted by other bidders for the same vehicle make and derivative.

The bidder who submits the lowest the total amount sacrificed per month in advance including SMR price for each vehicle make will receive 100% of the maximum mark available for the applicable vehicle, as detailed in the table above.

Where two or more bidders submit an equal total amount sacrificed per month in advance including SMR price, which is the lowest, then these bidders will each achieve 100% of the maximum mark available for the applicable vehicle.

All other bidders will receive a mark relative to the lowest total amount sacrificed per month in advance including SMR price submitted for the applicable vehicle.

The following calculation will be applied to all other submissions for each vehicle:

|  |  |  |  |
| --- | --- | --- | --- |
|  | Lowest total amount sacrificed per month in advance including SMR price |  | Weighting (%) for the vehicle |
|  | (divided by) | x |
|  | Bidder’s total amount sacrificed per month in advance including SMR price |  |

**How we will determine lot 4 price score**

The lot 4 price score will be calculated by adding together the weighted mark awarded for each vehicle (maximum price score of 20.00).

**Abnormally low tenders**

Where we consider any of the 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, 2a and 2b:

|  |  |  |  |
| --- | --- | --- | --- |
| Bidder | Quality score | Price score | Final score |
| (Maximum score available 60) | (Maximum score available 40) | (Maximum score available 100) |
| Bidder A | 60.00 | 40.00 | 100.00 |
| Bidder B | 50.00 | 25.00 | 75.00 |
| Bidder C | 40.00 | 22.00 | 62.00 |

Example, Lot 3 and 4:

|  |  |  |  |
| --- | --- | --- | --- |
| 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 the last awarded position only.

* 1. **Reserved rights**

We also reserve the right to award a framework to any bidder whose final score is within 1% of the last awarded position. The last position for Lot 1 is 25th position. The last position for Lot 2a and 2b is 10th position. The last position for Lot 3 is 15th position. The last position for Lot 4 is 8th position.

**Example:**

If the bidder in 10th place for Lot 1, last position has a final score of 60.00.

The calculation we will use is:

Lot 1 - 10th place bidders final score is 60.00

1% of 60.00 = 0.60

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

60.00 - 0.60 = 59.40

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

* 1. **Intention to award**

You can submit a bid for one or more lots. However, if successful, Bidders will only be awarded a Framework Contract on individual lots, OR a combination of lots as set out below.

Bidders can be awarded a Framework Contract for:

* Any combination of Lots 1-2; and Lot 4

OR

* Lot 3 and Lot 4.

To confirm, if a Bidder is successful across a combination of Lots 1, 2 and 3, they will be awarded a Framework Contract for the lot(s) they have told us is their preference, in selection question 1.11.

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

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

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

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

* 1. **Framework contract**

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

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

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

This means:

* Insurance certificates; and
* Cyber Essentials Basic certification or an acceptable alternative verified by an accrediting body, which may include but is not limited to the following:

- PCI-DSS Certification

- ISO27001

Any alternative certifications submitted will be assessed by CCS who will confirm acceptance at its sole discretion.

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