



Crown
Commercial
Service

Invitation to tender

Attachment 2 – How to bid

RM6165 – Construction Professional Services

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1. How to make your bid

- 1.1 Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
- 1.2 You may bid for one or more of the lots, ensure you read paragraph 4 of attachment 1.
- 1.3 Your bid must be **entered into the eSourcing suite**. We can only accept bids that we receive through the eSourcing suite.
- 1.4 Upload **ONLY** those attachments we have asked for. Do not upload any attachments we haven't asked for.
- 1.5 Make sure you answer every question.
- 1.6 You must submit your bid before the bid submission deadline, in paragraph 5 "Timelines for the competition" in attachment 1 - About the framework.
- 1.7 It will be our decision whether we will accept bids submitted after the bid submission deadline.
- 1.8 You must regularly check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
- 1.9 If anything is unclear, or you are unsure how to complete your bid submission, you can raise a question before the clarification question deadline, via the eSourcing suite. Read paragraph 6 "When and how to ask questions" in attachment 1 - About the framework.
- 1.10 We may require you to clarify aspects of your bid in writing and/or provide additional information. Failure to respond within the time required, or to provide an adequate response will result in the rejection of your bid and your exclusion from this competition.

2. 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 or you are relying on a guarantor to pass the economic and financial assessment, they must complete Parts 2 and 3 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 for themselves.
- 2.4 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.

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.
 - any of the information you have provided proves to be false or misleading.
 - you have broken any of the competition rules in Attachment 1 About the framework, or not followed the instructions given in this ITT pack.
- 4.2 If we exclude you from the competition we will tell you and explain why.

5. **Selection questionnaire**

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

6. **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 Attachment 12 – 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 6 'Timelines for the competition' and paragraph 7 '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.

7. **Award criteria**

The Award Stage consists of a quality evaluation (see paragraph 9 of this document) and a price evaluation (see paragraph 10 of this document).

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

The weighting for the quality evaluation is 75 marks; and, the price evaluation is worth 25 marks.

8. **Award process**

8.1 What YOU need to do

- answer the quality questions section A, section B and the applicable Lot specific questions in sections C, D, E, F, G and H of the quality questionnaire in the eSourcing suite in the technical envelope.
- Complete the price model workbook in attachment 3 for the lot(s) for which you are bidding.

- Upload your completed price model workbook into the eSourcing suite in the commercial envelope to questions PQ1 – PQ6.

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

1.	<p>Compliance Check</p> <p>First, we will do a check to make sure that you completed the pricing model workbook in line with our instructions.</p>
2.	<p>Quality Evaluation</p> <p>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.</p>
3.	<p>Consensus</p> <p>Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your quality score for each lot you have bid for.</p>
4.	<p>Quality Threshold</p> <p>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.</p> <p>Refer to tables at paragraph 9.2 for an example of how your quality score for each lot will be calculated.</p>
5.	<p>Evaluate Pricing</p> <p>We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.</p> <p>They will calculate your price score using the evaluation criteria in Part D – Price Evaluation.</p>
6.	<p>Final Score</p> <p>Your quality score will be added to your price score, to create your final score as illustrated in Part E Final decision to award.</p>
7.	<p>Award</p> <p>Awards will be made to the successful bidders following the standstill period, subject to contract.</p>

9. Quality Evaluation

Question QA1 is a mandatory question and will be evaluated by 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.

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.

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

When the consensus meeting has taken place and the final mark for each question has been agreed by the evaluators, your final mark for each question will be multiplied by that question's weighting to calculate your weighted mark for that question.

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.

Please see tables A, B, C, D, E and F below for an example of how your quality score will be calculated.

Table A – Lot 1 Built Environment & General Infrastructure

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
QA1	Compliance with Specification	Pass/Fail	N/A	N/A	N/A
QB1	Social Value	10%	100	100	10.00
QB2	Resources	10%	100	100	10.00
QC1	Technical Ability	27.5%	100	100	27.50
QC2	Scenario Based Question	27.5%	100	100	27.50
Quality Score					75.00

Table B – Lot 2 Urban Regeneration

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
QA1	Compliance with Specification	Pass/Fail	N/A	N/A	N/A
QB1	Social Value	10%	100	100	10.00
QB2	Resources	10%	100	100	10.00
QD1	Technical Ability	27.5%	100	100	27.50

QD2	Scenario Based Question	27.5%	100	100	27.50
Quality Score					75.00

Table C – Lot 3 International

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
QA1	Compliance with Specification	Pass/Fail	N/A	N/A	N/A
QB1	Social Value	10%	100	100	10.00
QB2	Resources	10%	100	100	10.00
QE1	Technical Ability	15%	100	100	15.00
QE2	NEC	10%	100	100	10.00
QE3	Scenario Based Question	15%	100	100	15.00
QE4	Scenario Based Question	15%	100	100	15.00
Quality Score					75.00

Table D – Lot 4 High Rise

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
QA1	Compliance with Specification	Pass/Fail	N/A	N/A	N/A
QB1	Social Value	10%	100	100	10.00
QB2	Resources	10%	100	100	10.00
QF1	Technical Ability	27.5%	100	100	27.50
QF2	Scenario Based Question	27.5%	100	100	27.50
Quality Score					75.00

Table E – Lot 5 Defence

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
QA1	Compliance with Specification	Pass/Fail	N/A	N/A	N/A
QB1	Social Value	10%	100	100	10.00
QB2	Resources	10%	100	100	10.00
QG1	Technical Ability	27.5%	100	100	27.50
QG2	Scenario Based Question	27.5%	100	100	27.50
Quality Score					75.00

Table F – Lot 6 Environmental & Sustainability Technical Services

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
QA1	Compliance with Specification	Pass/Fail	N/A	N/A	N/A
QB1	Social Value	10%	100	100	10.00
QB2	Resources	10%	100	100	10.00
QH1	Technical Ability	27.5%	100	100	27.50
QH2	Scenario Based Question	27.5%	100	100	27.50
Quality Score					75.00

10. Award quality questionnaire

10.1 The quality questionnaire is split into three sections:

- Section A – Mandatory question
- Section B – Generic question
- Section C, D, E, F, G & H – Lot specific 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 %					
			Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6
A1	Compliance with Specification	Pass/Fail	N/A	N/A	N/A	N/A	N/A	N/A
B1	Social Value	100/75/50/25/0	10%	10%	10 %	10 %	10 %	10%
B2	Resources	100/75/50/25/0	10%	10%	10 %	10 %	10 %	10%
C1	Lot 1 Technical Ability	100/66/33/0	27.5 %					
C2	Lot 1 Scenario Based Question	100/75/50/25/0	27.5 %					
D1	Lot 2 Technical Ability	100/66/33/0		27.5 %				
D2	Lot 2 Scenario Based Question	100/75/50/25/0		27.5 %				
E1	Lot 3 Technical Ability	100/75/50/25/0			15%			
E2	Lot 3 NEC	100/66/33/0			10%			
E3	Lot 3 Scenario Based Question	100/66/33/0			15%			
E4	Lot 3 Scenario Based Question	100/66/33/0			15%			

F1	Lot 4 Technical Ability	100/66/33/0				27.5 %		
F2	Lot 4 Scenario based Question	100/75/50/25/				27.5 %		
G1	Lot 5 Technical Ability	100/75/50/25/0					27.5 %	
G2	Lot 5 Scenario Based Question	100/75/50/25/0					27.5 %	
H1	Lot 6 Technical Ability	100/66/33/0						27.5 %
H2	Lot 6 Scenario Based Question	100/75/50/25/0						27.5 %

		Marking scheme
Section A – Mandatory service requirements		
A1	Compliance with Mandatory Service Requirements Attachment 12 - Specification - All Lots	Pass / Fail

		Marking scheme	Weighting (%)
Section B – Generic Questions			
B1	Social Value	100/75/50/25/0	10%
B2	Resources	100/75/50/25/0	10%

		Marking scheme	Weighting (%)
Section C – Lot 1 Built Environment & General Infrastructure			
C1	Lot 1 Technical Ability	100/66/33/0	27.5%
C2	Lot 1 Scenario based Question	100/75/50/25/0	27.5%
Section D - Lot 2 Urban Regeneration			

D1	Lot 2 Technical Ability	100/66/33/0	27.5%
D2	Lot 2 Scenario based Question	100/75/50/25/0	27.5%
Section E – Lot 3 International			
E1	Lot 3 Technical Ability	100/75/50/25/0	15%
E2	Lot 3 NEC	100/66/33/0	10%
E3	Lot 3 Scenario Based Question	100/66/33/0	15%
E4	Lot 3 Scenario Based Question	100/66/33/0	15%
Section F – Lot 4 High Rise			
F1	Lot 4 Technical Ability	100/66/33/0	27.5%
F2	Lot 4 Scenario Based Question	100/75/50/25/0	27.5%
Section G – Lot 5 Defence			
G1	Lot 5 Technical Ability	100/75/50/25/0	27.5%
G2	Lot 5 Scenario Based Question	100/75/50/25/0	27.5%
Section H – Lot 6 Environmental & Sustainability Technical Services			
H1	Lot 6 Technical Ability	100/66/33/0	27.5%
H2	Lot 6 Scenario Based Question	100/75/50/25/0	27.5%

Section A – Mandatory service requirements	
A1 Compliance with Attachment 12 (Specification) - All Lots	
<p>If you are awarded a framework contract in any or all of Lots 1-6, will you unreservedly deliver in full the Deliverables for the applicable Lots, as set out in Attachment 12 (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 the Deliverables for the applicable Lots, as set out in Attachment 12 (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 Deliverables for the applicable Lots, as set out in Attachment 12 (Specification).</p>	
Marking scheme	Evaluation guidance
Pass	You have selected option 'Yes' confirming that you will unreservedly deliver in full the Deliverables for the applicable Lots, as set out in Attachment 12 (Specification).
Fail	<p>You have selected 'No' confirming that you will not, or cannot, deliver in full the Deliverables for the applicable Lots, as set out in Attachment 12 (Specification).</p> <p>OR</p> <p>You have not selected either 'Yes' or 'No'</p>

Section B – Generic questions

B1 Requirement: Social Value

CCS requires you to set out how you would deliver social, economic and environmental benefits to Additional Clients and the wider community through your provision of services under the framework agreement in accordance with section 27 (Social Value) of the Specification.

Please demonstrate how you will meet the requirement by fully addressing component parts (a to d) 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) Describe how your organisation will work to grow and diversify supply chain opportunities and how this would support developing a range of suppliers of different types, including SMEs and VCSEs.
- b) Describe ~~how~~ the practical steps you would take so that suppliers of different types (for example, SMEs and VCSEs) within your supply chain would offer better value for money for Additional Clients and promote innovative solutions.
- c) Describe the environmental policies and practices your organisation would implement to make an effective contribution through your operations to improve environmental impact.
- d) Describe how you would support Additional Clients so they could make an effective contribution through their operations and reduce their environment impact.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes B1(i), B1(ii), B1(iii) and B1(iv). 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 questions

B2 Resources

CCS requires you to demonstrate how you will appoint teams with the required skill and capability, in accordance with section 7 of the Specification, and how you will integrate with Additional Clients and manage stakeholders, so that you successfully deliver Project Contracts.

You are required to demonstrate how you will meet the requirement by fully addressing component parts (a to d) 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) Set out how you will select and appoint a team with the required skills and capability to deliver the services, in accordance with section 7 of the Specification, demonstrating how your approach will ensure that you meet the wide range of requirements of Additional Clients in different sectors and successfully deliver all Project Contracts.
- b) Set out how you will deliver continuity and consistency of personnel when delivering the services, demonstrating how your approach will ensure that knowledge is transferred and retained within your team.
- c) Set out how you will integrate your team with the Additional Client when you deliver a Project Contract, in accordance with section 20 of the Specification, demonstrating how your approach will provide benefits to the Additional Client at all phases of the project and ensure that the Additional Client has been upskilled when the project is completed.
- d) Set out how you will identify and manage stakeholders when you deliver the services, in accordance with section 26 of the Specification, demonstrating how your approach will ensure that stakeholders are managed effectively to support the successful delivery of projects.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes B2(i), B2(ii), B2(iii) and B2(iv). 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 - Lot 1

C1 Requirement: LOT 1 - Built Environment & General Infrastructure

CCS requires you to demonstrate how you will have the expertise, systems and processes to effectively deliver projects through all stages of the project life cycle, in accordance with the Lot specific services outlined in section 2 of the Specification. Your response must be in the context of the services within Lot 1.

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

C1 Response guidance

You must answer this question if you are bidding for Lot 1.

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

In order to satisfy the requirement, your response must:

- a. Set out how you will manage risk, in accordance with section 19 of the Specification, when delivering projects in Lot 1, demonstrating how your approach will ensure you identify risks that are specific and relevant to the

scope of Lot 1, and manage and mitigate these risks to deliver successful outcomes.

- b. Set out how you will design and appoint a supply chain for Lot 1, in accordance with section 9 of the Specification, demonstrating how your approach will enable you to establish a sustainable supply chain, with Lot 1 specific capability that you can use to ensure the successful delivery of Lot 1 projects.
- c. Set out how you will integrate BIM (section 34 of the Specification) and MMC (section 35 of the Specification) when delivering projects within Lot 1, demonstrating how your approach will ensure that BIM and MCC is embedded at each stage of the project lifecycle and that you deliver tangible benefits to the Additional Client as a result.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes C1(i), C1(ii), C1(iii) and C1(iv). Each box has a character count of 2,000 characters.

Marking Scheme 100/66/33/0

Marking scheme	Evaluation criteria
100	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.

	OR
	A response has not been provided to this question.

<p>Section C - Lot Specific</p>
<p>C2 Requirement: Lot 1 - Built Environment & General Infrastructure</p> <p>CCS requires you to demonstrate, in the form of a hypothetical scenario, that you have the expertise, systems, and processes to effectively deliver projects through all stages of the project life cycle, in accordance with the Lot specific services outlined in the Specification.</p> <p>You are required to demonstrate how you would deliver the RIBA Plan of Work 2020 Core Tasks & Core Statutory Processes in each workplan stage of the project set out in the Scenario.</p> <p><u>Scenario:</u></p> <p><i>You have tendered and won a contract to provide multi-disciplinary Construction Professional Services (ranging from planning, feasibility, design, coordination and project management, scheduling and cost control) on a high value, complex, multiple-stakeholder project.</i></p> <p><i>Emphasis is placed on early and on-going coordination between disciplines, health and safety, sustainable low carbon/green construction, and time and cost savings delivered through innovation.</i></p> <p><i>Programme management is essential and there is a requirement to respond to changing customer needs.</i></p> <p>Please demonstrate how you will meet the requirement by fully addressing component parts (a to d) of the response guidance below.</p>
<p>C2 Response guidance</p> <p>You must answer this question if you are bidding for Lot 1.</p> <p>You must insert your response into the text fields in the eSourcing suite.</p>

In order to satisfy the requirement, your response must:

- a. Set out how you will deliver the required services for RIBA workplan stages 0 - 3, demonstrating how your approach will ensure the successful delivery of these stages for the project set out in the scenario above. Your response must include how you will deliver the RIBA Plan of Work Core Tasks & Core Statutory Processes in each workplan stage.
- b. Set out how you will deliver the required services for RIBA workplan stage 4, demonstrating how your approach will ensure the successful delivery of this stage for the project set out in the scenario above. Your response must include how you will deliver the RIBA Plan of Work Core Tasks & Core Statutory Processes in this workplan stage.
- c. Set out how you will deliver the required services for RIBA workplan stage 5, demonstrating how your approach will ensure the successful delivery of this stage for the project set out in the scenario above. Your response must include how you will deliver the RIBA Plan of Work Core Tasks & Core Statutory Processes in this workplan stage.
- d. Set out how you will deliver the required services for RIBA workplan stages 6 and 7, demonstrating how your approach will ensure the successful delivery of these stages for the project set out in the scenario above. Your response must include how you will deliver the RIBA Plan of Work Core Tasks & Core Statutory Processes in each workplan stage.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes C2(i), C2(ii), C2(iii) and C2(iv). 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

D1 Requirement: Lot 2 - Urban Regeneration

CCS requires you to demonstrate how you will have the expertise, systems and processes to effectively deliver projects through all stages of the project life cycle, in accordance with the Lot specific services outlined in section 2 of the Specification. Your response must be in the context of the services within Lot 2.

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

D1 Response guidance

You must answer this question if you are bidding for Lot 2.

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

In order to satisfy the requirement, your response must:

- a. Set out how you will manage risk, in accordance with section 19 of the Specification, when delivering projects in Lot 2, demonstrating how your approach will ensure you identify risks that are specific and relevant to the

scope of Lot 2, and manage and mitigate these risks to deliver successful outcomes.

- b. Set out how you will design and appoint a supply chain for Lot 2, in accordance with section 9 of the Specification, demonstrating how your approach will enable you to establish a sustainable supply chain, with Lot 2 specific capability that you can use to ensure the successful delivery of Lot 2 projects.
- c. Set out how you will integrate BIM (section 34 of the Specification) and MMC (section 35 of the Specification) when delivering projects within Lot 2, demonstrating how your approach will ensure that BIM and MCC is embedded at each stage of the project lifecycle and that you deliver tangible benefits to the Additional Client as a result.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes D1(i), D1(ii), D1(iii) and D1(iv). Each box has a character count of 2,000 characters.

Marking Scheme 100/66/33/0

Marking scheme	Evaluation criteria
100	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR

	A response has not been provided to this question.
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Section D - Lot Specific

D2 Requirement: Lot 2 - Urban Regeneration

CCS requires you to demonstrate, in the form of a hypothetical scenario, that you have the expertise, systems, and processes to effectively deliver projects through all stages of the project life cycle, in accordance with the Lot specific services outlined in the Specification.

You are required to demonstrate how you would deliver the RIBA Plan of Work 2020 Core Tasks & Core Statutory Processes in each workplan stage of the project set out in the Scenario.

Scenario:

You have tendered and won a contract to provide a range of services to support a major regeneration project aimed to increase the vibrancy and vitality of a town centre. The area has suffered from lack of investment and has high levels of deprivation, poor infrastructure and poor connectivity. The project aims to kick-start regeneration in the post Covid-19 environment and make the area a more attractive destination and improve the flow of people to the town centre.

The project comprises:

- *New-build college technology campus and refurbishment / conversion of an existing shopping parade*
- *Requirement to preserve heritage buildings*
- *Open space development*
- *Transportation (key junction) and pedestrian link improvements to promote sustainable travel modes*

Project Priorities include:

- *Working with the Additional Client to ensure the vision, concept is understood*
- *Provision of strategy and pre-planning support services*
- *Ensure sustainability is at the forefront of the solution*
- *Management of complex interfaces with many stakeholders*
- *Provision of Innovative solutions*
- *Enhancing technology and digital connectivity*
- *Project controls (Time, Cost, Quality)*

Please demonstrate how you will meet the requirement by fully addressing component parts (a to d) of the response guidance below.

D2 Response guidance

You must answer this question if you are bidding for Lot 2.

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

In order to satisfy the requirement, your response must:

- a. Set out how you will deliver the required services for RIBA workplan stages 0 - 3, demonstrating how your approach will ensure the successful delivery of these stages for the project set out in the scenario above. Your response must include how you will deliver the RIBA Plan of Work Core Tasks & Core Statutory Processes in each workplan stage.
- b. Set out how you will deliver the required services for RIBA workplan stage 4, demonstrating how your approach will ensure the successful delivery of this stage for the project set out in the scenario above. Your response must include how you will deliver the RIBA Plan of Work Core Tasks & Core Statutory Processes in this workplan stage.
- c. Set out how you will deliver the required services for RIBA workplan stage 5, demonstrating how your approach will ensure the successful delivery of this stage for the project set out in the scenario above. Your response must include how you will deliver the RIBA Plan of Work Core Tasks & Core Statutory Processes in this workplan stage.
- d. Set out how you will deliver the required services for RIBA workplan stages 6 and 7, demonstrating how your approach will ensure the successful delivery of these stages for the project set out in the scenario above. Your response must include how you will deliver the RIBA Plan of Work Core Tasks & Core Statutory Processes in each workplan stage.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes D2(i), D2(ii), D2(iii) and D2(iv). 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 - Lot Specific

E1 Requirement: Lot 3 - International

CCS requires you to demonstrate how you will have the expertise, systems, and processes to effectively deliver projects through all stages of the project life cycle, in accordance with the Lot specific services outlined in the Specification section 2.

Please demonstrate how you will meet the requirement by fully addressing component parts (a to d) of the response guidance below.

E1 Response guidance

You must answer this question if you are bidding for Lot 3.

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 ensure that the Standards, set out at section 3 of the Specification, are met when projects are delivered outside of the UK, and how you will ensure compliance with the Standards when using in-country supply chain partners.
- b) Demonstrate how you will deliver high quality design and development, across a programme of projects spread across the world that vary in technical standards/specifications, scope and scale
- c) Set out how you will provide assurance and confidence in the delivery of the services, including the resources, tools, processes and technology you will use, demonstrating how your approach will ensure you maintain productivity, and the accuracy of cost and schedule advice, in overseas projects.
- d) Set out how you and your in-country supply chain will identify, manage and mitigate risks when delivering international projects, demonstrating how your approach will ensure you provide risk assessments that Additional Clients can use to make value-based decisions about risk in their projects.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes E1(i), E1(ii), E1(iii) and E1(iv). 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 - Lot Specific

E2 Requirement: Lot 3 - International

CCS requires you to demonstrate how you will provide NEC3/4 qualified people to meet the requirements of Additional Clients in Lot 3, including how you will manage unexpected surges in demand, and how you ensure the continuing professional development of NEC3/4 qualified people.

Please demonstrate how you will meet the requirement by fully addressing component parts (a to c) of the response guidance below

E2 Response guidance

You must answer this question if you are bidding for Lot 3.

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

In order to satisfy the requirement, your response must:

- a) Set out how you will have a sufficient number of qualified people to meet the demand to deliver NEC3/4 Project Contracts, demonstrating how your approach will ensure you are able to manage and administer a high volume of NEC3/4 Project Contracts, of varying size and scope, so that you successfully deliver for Additional Clients throughout the lifetime of the agreement.
- b) Set out the measures you will take to respond to occasional and unexpected surges in demand for NEC3/4 qualified people, including how you will utilise your supply chain, demonstrating an agile approach that will ensure you are able to meet the requirements of the Additional Client in such instances.

- c) Set out how your NEC3/4 qualified people will undertake continuing professional development throughout the lifetime of the agreement, demonstrating how your approach will ensure they always have up to date knowledge and understanding of NEC3/4 and implement current NEC3/4 good practice when delivering the services

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes E2(i), E2(ii), E2(iii) and E2(iv). Each box has a character count of 2,000 characters.

Marking Scheme 100/66/33/0

Marking scheme	Evaluation criteria
100	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	<p>The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question.</p>

Section E

E3 Requirement: Lot 3 - International

CCS requires you to demonstrate, in the form of a hypothetical scenario, that you have the expertise, systems and processes to effectively deliver projects through all stages of the project life cycle, in accordance with the Lot specific services outlined in the Specification.

Scenario:

A professional inspection of a facility required at an overseas location that has seismic issues.

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

E3 Response guidance

You must answer this question if you are bidding for Lot 3.

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

In order to satisfy the requirement, your response must:

- a) Set out how you would estimate and cost the proposed project resources, utilising your framework pricing, demonstrating how your approach will ensure accuracy and deliver value for money for the Additional Client.
- b) Set out how you would plan, select and mobilise the required resources, demonstrating how your approach would ensure that your operational resource could undertake the work in the required location, in accordance with the Additional Client's programme, and that your 'back office' resource could support them to achieve a successful outcome
- c) Explain how your Professional Inspection would provide the Additional Client with a comprehensive report, including recommendations and estimated costs, of the works required, which will demonstrate how you would ensure a compliant facility.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes E3(i), E3(ii), E3(iii) and E3(iv). Each box has a character count of 2,000 characters.

Marking scheme 100/66/33/0

Marking scheme	Evaluation criteria
100	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

Section E

E4 Requirement: Lot 3 - International

CCS requires you to demonstrate, in the form of a hypothetical scenario, that you have the expertise, systems and processes to effectively deliver projects through all stages of the project life cycle, in accordance with the Lot specific services outlined in the Specification.

Scenario:

You have tendered and won a Project Contract to provide multi-disciplinary Construction Professional Services from inception through to the completion (end of Defects Liability Period) to extend an existing operational Embassy building in Central Africa.

The mission contains a high classification area and all operations at the Embassy need to continue throughout the building works.

During the period of the Project Contract the political situation changes resulting in more constrained working.

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

E4 Response guidance

You must answer this question if you are bidding for Lot 3.

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 would plan your activities to ensure that both the design and construction elements are fully understood by all those affected directly and indirectly by your actions. This should include stakeholder identification, communications and transfer of information, and how you will identify resource and provide a plan of works.
- b) During the period of the Project Contract the political situation changes resulting in more constrained working. Set out how you would work with the Additional Client, the project team, and other stakeholders to deal with the change in the political situation, including how any changes would be communicated, and demonstrate how your approach would ensure you manage the challenges of more constrained working so that the project continues to progress
- c) Set out how you would identify the impact the changes required because of the changing political situation would have on the project, including in respect of meeting original objectives, programme, and cost, demonstrating how your approach would ensure the Additional Client has full and accurate information.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes E4(i), E4(ii), E4(iii) and E4(iii). Each box has a character count of 2,000 characters.	
Marking scheme 100/66/33/0	
Marking scheme	Evaluation criteria
100	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

Section F - Lot Specific
<p>F1 Requirement: Lot 4 - High Rise</p> <p>CCS requires you to demonstrate how you will have the expertise, systems and processes to effectively deliver projects through all stages of the project life cycle, in accordance with the Lot specific services outlined in section 2 of the Specification. Your response must be in the context of the services within Lot 4.</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>F1 Response guidance</p> <p>You must answer this question if you are bidding for Lot 4.</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. Set out how you will manage risk, in accordance with section 19 of the Specification, when delivering projects in Lot 4, demonstrating how your approach will ensure you identify risks that are specific and relevant to the

scope of Lot 4, and manage and mitigate these risks to deliver successful outcomes.

- b. Set out how you will design and appoint a supply chain for Lot 4, in accordance with section 9 of the Specification, demonstrating how your approach will enable you to establish a sustainable supply chain, with Lot 4 specific capability that you can use to ensure the successful delivery of Lot 4 projects.
- c. Set out how you will integrate BIM (section 34 of the Specification) and MMC (section 35 of the Specification) when delivering projects within Lot 4, demonstrating how your approach will ensure that BIM and MCC is embedded at each stage of the project lifecycle and that you deliver tangible benefits to the Additional Client as a result.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes F1(i), F1(ii), F1(iii) and F1(iv). Each box has a character count of 2,000 characters.

Marking Scheme 100/66/33/0

Marking scheme	Evaluation criteria
100	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR

	A response has not been provided to this question.
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Section F - Lot Specific

F2 Requirement: Lot 4 - High Rise

CCS requires you to demonstrate how you will have the expertise, systems and processes to effectively deliver projects through all stages of the project life cycle, in accordance with the Lot specific services outlined in the section 2 of the Specification.

Please demonstrate how you will meet the requirement by fully addressing component parts (a to d) of the response guidance below.

F2 Response guidance

You must answer this question if you are bidding for Lot 4.

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

In order to satisfy the requirement, your response must:

- a. Explain how your organisation will align with the objectives set out in the 'Building a Safer Future Charter' and demonstrate how you will ensure that all employees have the competence to meet their obligations and commitment to the Building a Safer Future Charter.
- b. Demonstrate how you will support relevant duty holders (Additional Client, Principal Designer, Principle Contractor, Accountable Person(s) and Building Safety Managers) in meeting their building safety obligations, including the safety obligations and working practices you will employ to ensure the safety of all throughout all phases of design, construction and operation.
- c. Set out how you will deal with the specific design, construction and operational issues associated with the height and operation of the building, including how you will engage with the occupiers, demonstrating how your approach will ensure that plans and assumptions are realistic for the building.
- d. Demonstrate how you will prepare for the draft Building Safety Bill becoming legislation to ensure you will be in a position to comply with the applicable regulatory requirements

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes F2(i), F2(ii), F2(iii) and F2(iv). 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 G - Lot Specific

G1 Requirement: Lot 5 - Defence

CCS requires you to demonstrate how you will have the expertise, systems and processes to effectively deliver projects through all stages of the project life cycle, in accordance with the Lot specific services outlined in the section 2 of the Specification.

You must detail **how** you will deliver the Lot 5 services to quality, meeting and adhering to the mandatory, statutory and specific project requirements, in relation to both internal and external processes.

Please demonstrate how you will meet the requirement by fully addressing component parts (a to d) of the response guidance below.

G1 Response guidance

You must answer this question if you are bidding for Lot 5.

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 have access to, and provide, a range of suitable resources to successfully deliver projects within a high security environment, and how you will use the skill, experience, and capability of your team, and apply lessons learnt from other projects, to ensure you deliver improved outcomes for Additional Clients.
- b. Set out how your systems and processes will provide assurance and confidence in the delivery of major programmes and projects, demonstrating how your approach will ensure that you deliver stakeholder management, effective data management/assurance, and accurate project costings along with planning schedule advice, and management of project change.
- c. Set out how you will adopt continuous improvement methodologies in the areas of tools/processes, staff development, and sharing and adopting good industry practice, demonstrating how you ensure your approach will improve your performance and the quality of your services throughout the lifetime of the agreement.
- d. Set out how you will understand and interpret the Additional Client's requirements in the project brief, demonstrating how your approach will ensure that you deliver tangible benefits to the Additional Client by developing a solution that meets the users' needs within budget, accurately assessing the impact of any change in the requirement, and adopting value engineering when identifying opportunities to innovate.

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.

<p>Maximum character count – 10,000 characters including spaces and punctuation.</p> <p>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.</p> <p>You are required to insert your response to this question in the technical envelope in boxes G1(i), G1(ii), G1(iii), G1(iv) and G1(v). Each box has a character count of 2,000 characters.</p>	
Marking Scheme 100/75/50/25/0	
Marking scheme	Evaluation criteria
100	The bidder's response fully addresses all 4 of the component parts (a to d) of the response guidance above.
75	The bidder's response fully addresses 3 of the 4 component parts (a to d) of the response guidance above.
50	The bidder's response fully addresses 2 of the 4 component parts (a to d) of the response guidance above.
25	The bidder's response fully addresses 1 of the 4 component parts (a to d) of the response guidance above.
0	<p>The bidder's response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question.</p>

Section G - Lot Specific
<p>G2 Requirement: Lot 5 - Defence</p> <p>CCS requires you to demonstrate how you will provide subject matter expert advice and technical support to Additional Clients when delivering services in Lot 5 (across all RIBA 2020 work stages) and how you will deliver complex options analyses and facilitate design workshops, to achieve successful outcomes for Additional Clients.</p> <p>Please demonstrate how you will meet the requirement by fully addressing component parts (a to d) of the response guidance below.</p>
<p>G2 Response guidance</p> <p>You must answer this question if you are bidding for Lot 5.</p>

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

In order to satisfy the requirement, your response must:

- a. Set out how you will provide subject matter expert advice to the Additional Client in the early phase of a project, demonstrating how you will evolve early requirement definition into a universally recognised demand signal and act as the customer critical friend to ensure that the minimum military requirement (or equivalent) is maintained.
- b. Demonstrate how you will provide technical support and effective stakeholder management to a complex programme or project, including how you will ensure you deliver cost and schedule accuracy, and risk and opportunity management.
- c. Demonstrate how you will deliver a complex options analysis on behalf of an Additional Client, including how you will present a balanced options analysis, identify a recommended option and ensure certainty of cost and schedule
- d. Set out how you will facilitate design workshops, conduct design reviews, and review plans for completeness, demonstrating how your approach will enable you to successfully work with and manage diverse stakeholder groups to implement innovative, affordable design options incorporating value engineering and ensuring design coherence.

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 – 10,000 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 G2(i), G2(ii), G2(iii), G2(iv) and G2(v). 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 H - Lot Specific

H1 Requirement: Lot 6 – Environmental & Sustainability Technical Services

CCS requires you to demonstrate how you would have the appropriate expertise, systems and processes to effectively deliver projects through all stages of the project life cycle, in accordance with the Lot specific services outlined in section 2 of the Specification. Your response must be in the context of the services within Lot 6.

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

H1 Response guidance

You must answer this question if you are bidding for Lot 6.

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

In order to satisfy the requirement, your response must:

- a. Set out how you will manage risk, in accordance with section 19 of the Specification, when delivering projects in Lot 6, demonstrating how your approach will ensure you identify risks that are specific and relevant to the scope of Lot 6, and manage and mitigate these risks to deliver successful outcomes.
- b. Set out how you will design and appoint a supply chain for Lot 6, in accordance with section 9 of the Specification, demonstrating how your

approach will enable you to establish a sustainable supply chain, with Lot 6 specific capability that you can use to ensure the successful delivery of Lot 6 projects.

- c. Set out how you will integrate BIM (section 34 of the Specification) and MMC (section 35 of the Specification) when delivering projects within Lot 6, demonstrating how your approach will ensure that BIM and MMC is embedded at each stage of the project lifecycle and that you deliver tangible benefits to the Additional Client as a result.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes H1(i), H1(ii), H1(iii) and H1(iv). Each box has a character count of 2,000 characters.

Marking scheme 100/66/33/0

Marking scheme	Evaluation criteria
100	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

Section H - Lot Specific

H2 Requirement: Lot 6 - Environmental & Sustainability Technical Services

CCS requires you to have the expertise, systems, and processes to effectively deliver sustainability, waste management, carbon management advice and 'net zero-ready' solutions across the full lifecycle of projects, in accordance with the Lot specific services outlined in the Specification section 2.

Please demonstrate how you will meet the requirement by fully addressing component parts (a to d) of the response guidance below.

H2 Response guidance

You must answer this question if you are bidding for Lot 6.

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 your organisation would support Additional Clients in meeting the Government's Greening Government Commitments and other policy objectives contained in legislation (such as the Climate Change Act 2008 (2050 Target Amendment) Order 2019 and the Environment Bill 2019-21).
- b. Demonstrate how you will support the Additional Client and other duty holders in understanding and dealing with their environmental obligations to ensure regulatory compliance with current / known future legislation and best practice.
- c. Demonstrate how you will identify, develop and implement innovative opportunities to contribute to sustainability performance improvement (In accordance with section 11.2.25 of the Specification - encouraging "green" technologies, promoting innovation).
- d. Demonstrate how your organisation will support Additional Clients to ensure they understand and minimise the greenhouse gas emissions footprint of projects and programmes throughout their lifecycle.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

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

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes H2(i), H2(ii), H2(iii) and H2(iv). 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.

11. Price evaluation

- 11.1 Detailed guidance and instructions are set out in Attachment 3a - Price Model and Price Evaluation Guidance. It is your responsibility to comply with the instructions contained within Attachment 3a and the associated Price Model Workbook(s). Failure to complete the Price Model Workbook(s) in accordance with the instructions may result in your bid being deemed non-compliant and excluded from further participation in the competition (for the affected Lot(s)).
- 11.2 We will calculate your price score using the process and evaluation criteria in Attachment 3a – Price Model and Price Evaluation Guidance.
- 11.3 When we have completed the price evaluation you will have a price score out of 25 for every Lot you have submitted a bid for.

11.4 Abnormally low tenders

11.4.1 Where we consider that any of the prices you have submitted could potentially be abnormally low, we will ask you to explain the prices (as required in regulation 69 of the Regulations).

11.4.2 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 75	Maximum score available 25	Maximum score available 100
Bidder A	70.00 75.00	20.00 25.00	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 4 of attachment 1 – about the framework.

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

12.2 Reserved rights

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

Example:

Lot 1 -If the bidder in 20th place, last position has a final score of 60.00

The calculation we will use is:

Lot 1 - 20th place bidders final score is 60.00

1% of 60.00 = 0.6

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

60.00 - 0.06 = 59.94

So any bidder whose final score is 59.94 or above will be awarded a lot 1 place on the framework.

Intention to award

You can submit a bid for one or more lots.

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

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

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

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

Framework contract

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

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

This means;

- Third Party Public Liability Insurance = £2,000,000
- Professional Indemnity Insurance = £1,000,000
- Cyber Essentials Basic Certificate

Certification and / or evidence required, please refer to the selection questionnaire (qualification envelope) for guidance

Environmental

Valid BS EN ISO 14001 or (or equivalent) issued by a UKAS or equivalent accredited certification body or a valid EMAS certificate

- a) documented policy and organisation for the management of construction-related environmental issues or If you are a micro-business, you may provide a statement rather than a policy; and
- b) documented arrangements for ensuring that your environmental management procedures are effective in reducing/preventing significant impacts on the environment; and
- c) evidence that your organisation has a system for monitoring environmental management procedures on an ongoing basis and for updating them at periodic interval; and
- d) arrangements for ensuring that any suppliers you engage apply environmental protection measures that are appropriate to the activity for which they are being engaged

Please note if you are a micro-business you do not need to provide evidence of b , c and d above.

Quality

Valid BS EN ISO 9001 (or equivalent) issued by a UKAS or equivalent accredited certification body

BIM

BS EN ISO 19650 Parts 1 and 2 certificates issued by a UKAS or equivalent accredited certification body

- a) evidence that your organisation understands the concept of a “Common Data Environment” as described in BS EN ISO 19650 Parts 1 and 2 and is able to exchange information between supply chain members in an efficient and collaborative manner; and
- b) documented policy, systems and procedures to achieve “Level 2 BIM” maturity as defined in the government’s BIM Strategy; and
- c) evidence of your capability of developing and delivering or working to a BIM Execution Plan (BEP) as described in BS EN ISO 19650 Parts 1 and 2; and
- d) evidence of your training arrangements to ensure that its staff/workforce have sufficient skills and understanding to implement and deliver projects in accordance with the policy and procedures established to achieve “Level 2 BIM” maturity.