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**AWARD QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION
AND MARKING SCHEME**

SERVICE PROVISION FOR FINANCIAL MANAGEMENT REFORM COSTING PROGRAMME

REFERENCE NUMBER

RM4681

ATTACHMENT 3

AWARD QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION AND MARKING SCHEME

1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by The Contracting Authority to evaluate your response to each question set out within the Award Questionnaire. It also sets out the Marking Scheme which will apply. For the avoidance of doubt, references to “you” in this document shall be references to the Potential Provider.
- 1.2 The defined terms used in the ITT document (Attachment 1) shall apply to this document.

2 OVERVIEW

- 2.1 The Award Questionnaire is broken down into the following sections:

SECTION A – MANDATORY QUESTIONS

SECTION B – GENERIC QUESTIONS

- 2.2 A summary of all the questions contained within the Award Questionnaire, along with the Marking Scheme and Maximum Score Available for each question is set out below:

		Marking Scheme
SECTION A – Generic Mandatory Questions		
AQA1	<p>MANDATORY REQUIREMENTS</p> <p style="text-align: center;">A) CODES OF CONDUCT (paragraph 5.1 in Framework Agreement Schedule 2 Part A (Services))</p> <p style="text-align: center;">B) SERVICES (paragraph 5.2 in Framework Agreement Schedule 2 Part A (Services))</p> <p style="text-align: center;">C) TRAINING AND CONTINUOUS PROFESSIONAL DEVELOPMENT (paragraph 5.3 in Framework Agreement Schedule 2 Part A (Services))</p> <p style="text-align: center;">D) SECURITY VETTING/CLEARANCE (paragraph 5.4 in Framework Agreement Schedule 2 Part A (Services))</p> <p style="text-align: center;">E) DATA SECURITY</p>	PASS / FAIL

	(paragraph 5.5 in Framework Agreement Schedule 2 Part A (Services) F) TRAVEL AND RELATED COSTS (paragraph 5.6 in Framework Agreement Schedule 2 Part A (Services) G) MANAGEMENT INFORMATION AND DATA REPORTING (paragraph 5.7 in Framework Agreement Schedule 2 Part A (Services)	
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		Marking Scheme	Weighting (%)
SECTION B - Generic Questions			
AQB1	Selecting and Matching Personnel for Individual Costing Projects.	100/66/33/0	25
AQB2	Work Processes (Approach, Savings and Evidence).	100/66/33/0	25
AQB3	Skills and Knowledge Transfer.	100/66/33/0	25
AQB4	Risk Management and Continuous Improvement.	100/66/33/0	25

SECTION A – MANDATORY QUESTIONS

AQA1 COMPLIANCE WITH FRAMEWORK AGREEMENT SCHEDULE 2: SERVICES AND KEY PERFORMANCE INDICATORS PART A: SERVICES

Please indicate by selecting either option **YES** or **NO**, that in the event you are awarded a place on the Framework Agreement, whether you will or will not, unreservedly deliver in full, all the mandatory Service requirements as set out in Framework Agreement Schedule 2 Part A: Services.

YES - You will, unreservedly deliver in full, all the mandatory Service requirements as set out in Framework Agreement Schedule 2 Part A: Services.

NO - You will not, or cannot, deliver in full, all the mandatory Service requirements as set out in Framework Agreement Schedule 2 Part A: Services.

Question	Framework Agreement Schedule 2 Part A (Services) paragraph reference	Mandatory Requirements	Response Required
AQA1a	5.1	CODES OF CONDUCT	YES/NO
AQA1b	5.2	SERVICES	YES/NO
AQA1c	5.3	TRAINING AND CONTINUOUS PROFESSIONAL DEVELOPMENT	YES/NO
AQA1d	5.4	SECURITY VETTING/CLEARANCE	YES/NO
AQA1e	5.5	DATA SECURITY	YES/NO
AQA1f	5.6	TRAVEL AND RELATED COSTS	YES/NO
AQA1g	5.7	MANAGEMENT INFORMATION AND DATA REPORTING	YES/NO

AQA1(a-g) 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 Procurement.

You are required to select either option **YES** or **NO** from the drop down list associated with this question.

Providing a **YES** response means the Potential Provider will, unreservedly deliver in full, all the mandatory Service requirements as set out in Framework Schedule 2 Part A: Services.

If the Potential Provider selects **NO** (or does not answer the question) to indicate that they will not, or cannot, deliver in full, all the mandatory Service requirements as set out in Framework Agreement Schedule 2 Part A: Services, then the Potential Provider will be excluded from further participation in this Procurement.

Marking Scheme	Evaluation Guidance
PASS	You have selected option YES confirming that you will, unreservedly deliver in full, all the mandatory Service requirements as set out in Framework Agreement Schedule 2 Part A: Services.
FAIL	You have selected NO confirming that you will not, or cannot, deliver in full, all the mandatory Service requirements as set out in Framework Agreement Schedule 2 Part A: Services. OR The Potential Provider has not selected either YES or NO .

SECTION B – GENERIC QUESTIONS

AQB1 – SELECTING AND MATCHING PERSONNEL FOR INDIVIDUAL COSTING PROJECTS

REQUIREMENT:

The Contracting Authority requires Potential Providers to demonstrate how they will effectively select and match personnel for individual Costing Projects, ensuring that all personnel are suitable in terms of quality and cost, and have the appropriate level of experience, knowledge, skills and expertise which are relevant to the subject matter of the individual Costing Projects, as set out in Framework Agreement Schedule 2 Part A: Services.

Maximum character count – 8192 characters including spaces and punctuation.

AQB1 Response Guidance

All Potential Providers must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

Your response must clearly demonstrate how your selection and matching processes will ensure that all personnel selected and matched for individual Costing Projects are suitable in terms of quality and cost, and have the appropriate level of experience, knowledge, skills and expertise, which are relevant to the subject matter of the individual Costing Projects, as set out in Framework Agreement Schedule 2 Part A: Services.

Your response must:

- a) Demonstrate how the processes you will implement for selecting and matching appropriate personnel for individual Costing Projects will ensure that all personnel offered to the Contracting Authority have the relevant experience, knowledge, skills and expertise relevant to the subject matter of individual Costing Projects, as set out in paragraphs 5.2.2 and 5.2.29 of Framework Agreement Schedule 2 Part A: Services;
- b) Demonstrate how the number of personnel involved and the grade mix of the team assigned will be flexed by Costing Project, to provide the right balance in terms of quality and cost effectiveness for Costing Projects of varying size and scope, as set out in paragraphs 5.2.2 and 5.2.3 of Framework Schedule 2 Part A: Services; and
- c) Demonstrate how you will ensure that all the individuals assigned to Costing Project teams will be able to adapt their approach to the work where a flexible or different approach is required due to the varying size and scope of Costing Projects, as set out in Annex A of Framework Agreement Schedule 2 Part A: Services.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

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

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response addresses all 3 of the component parts (a to c) of the response guidance above
66	The Potential Provider's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above
33	The Potential Provider's response addresses 1 of the 3 component parts (a to c) of the response guidance above
0	The Potential Provider's response has not 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

AQB2 – WORK PROCESSES (APPROACH, SAVINGS AND EVIDENCE)

REQUIREMENT:

The Contracting Authority requires Potential Providers to demonstrate how they will work with the Contracting Authority to identify efficiency opportunities, including savings, without impacting the quality of Service delivery, as set out in Framework Agreement Schedule 2 Part A: Services.

Maximum character count – 8192 characters including spaces and punctuation.

AQB2 Response Guidance

All Potential Providers must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

Your response must clearly describe the processes you will have in place for identification of efficiency opportunities, including savings, without impacting the quality service delivery you shall deliver under this Framework Agreement.

Your response must:

- a) Describe the process you will adopt to provide a comprehensive breakdown of unit-costs on how activity costs are modelled, including:
 - how you will define inputs, outputs, outcomes, and cost drivers;
 - how you will link inputs, outputs and outcomes; and
 - how you will be able to demonstrate how a change in inputs affects outputs and outcomes, and vice versa;as set out in paragraphs 4.2, 5.2.11, 5.2.12, 5.2.13 and Annex A of Framework Agreement Schedule 2 Part A: Services.
- b) Explain how you will identify opportunities for (cashable and non-cashable) savings both in the short and long term; including how, through your industry expertise, you will make recommendations that will improve cost effectiveness for, and on behalf of, the Contracting Authority, as set out in paragraphs 4.2, 5.2.14 and Annex A of Framework Agreement Schedule 2 Part A: Services; and
- c) Describe the process that you will adopt which explains how you will determine what type(s) of qualitative and quantitative information and data you will use, and how you will determine what types of supporting evidence (both qualitative and quantitative) are appropriate to underpin Costing Projects, which must include financial, commercial and economic data, as set out in Annex A of Framework Agreement Schedule 2 Part A: Services.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

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

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

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AQB3 – SKILLS AND KNOWLEDGE TRANSFER

REQUIREMENT

The Contracting Authority requires Potential Providers to demonstrate how they will manage skills and knowledge transfer as part of the delivery of the Financial Management Reform Costing Projects throughout the lifetime of the Framework Agreement, as set out in Framework Agreement Schedule 2 Part A: Services.

Maximum character count – 8192 characters including spaces and punctuation.

AQB3 Response Guidance

All Potential Providers must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

Your response must clearly demonstrate how the processes you will have in place for skills and knowledge transfer will enable HMG to undertake its own Costing Projects, through embedding HMG personnel into Costing Project teams.

Your response must:

- a) Describe what provision you will make to embed HMG personnel into your Costing Projects team to ensure an effective skills and knowledge transfer takes place, explaining how skills and knowledge transfer will improve capability within the Contracting Authority's Costing Centre of Excellence and HMG, as set out in paragraphs 4.2, 5.2.2, 5.3.2 and 5.3.3 of Framework Agreement Schedule 2 Part A: Services;
- b) Describe the process that you will implement which will enable you to monitor and measure the effectiveness (or otherwise) of skills and knowledge transfer to Contracting Authority's Costing Centre of Excellence and HMG personnel, including how you will identify and address any gaps and in your approach to skills and knowledge transfer, as set out in paragraphs 5.3.3, 5.3.4 and 5.3.5 of Framework Agreement Schedule 2 Part A: Services; and
- c) Describe the process you will implement which explains how you will increase the capability of personnel in the Contracting Authority's Costing Centre of Excellence and HMG in applying the costing methodology ensuring that any skills and knowledge transfer will enable Other Contracting Authorities to be sufficiently skilled and knowledgeable to undertake their own Costing Projects, as set out in paragraphs 5.3.3, 5.3.4 and 5.3.5 of Framework Agreement Schedule 2 Part A: Services.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

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

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must

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

Marking Scheme	Evaluation Criteria
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AQB4 – RISK MANAGEMENT AND CONTINUOUS IMPROVEMENT

REQUIREMENT

The Contracting Authority requires Potential Providers to describe the approach they will adopt to ensure the early identification and management and mitigation of any relevant risks that may impact on the successful fulfilment of individual Costing Projects and the process for continuous improvements as part of Costing Projects delivery, as set out in Framework Agreement Schedule 2 Part A: Services.

Maximum character count – 8192 characters including spaces and punctuation.

AQB4 Response Guidance

All Potential Providers must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

Your response must clearly describe the processes you will have in place for risk identification and management, and continuous improvement as a consequence of the Service you shall deliver under this Framework Agreement.

Your response must:

- a) Describe the approach that you will implement to ensure early identification of any risks which may have an impact on the successful delivery of individual Costing Projects, explaining how you will manage and monitor mitigation strategies, ensuring that they are effective, as set out in paragraph 5.2.30 of Framework Agreement Schedule 2 Part A: Services;
- b) Describe the process you will adopt for continuously developing and improving a costing methodology (including best practice guidance) and explain how it will be applied to all types of spend spanning the public sector, as set in paragraph 3.3.1 of Framework Agreement Schedule 2 Part A: Services; and
- c) Describe the process that you will follow to share lessons learnt across the wider HMG audience, explaining how you will minimise the reoccurrence of negative lessons, and encourage the reoccurrence of positive lessons, as set out in paragraph 4.2, 5.2.1 and 5.2.29 of Framework Agreement Schedule 2 Part A: Services.

Your response should be limited to, and focused on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

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

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Marking Scheme	Evaluation Criteria
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66	The Potential Provider's response addresses 2 of the 3 component parts (a to c) of the response guidance above
33	The Potential Provider's response addresses 1 of the 3 component parts (a to c) of the response guidance above
0	The Potential Provider's response has not 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 C – INFORMATION ONLY (NOT EVALUATED)

AQC1 – CV’S OF SENIOR MANAGEMENT TEAM

REQUIREMENT - The Contracting Authority requires Potential Providers to submit up to three (3) CV’s for individuals who will form the senior management team responsible for the delivery of the Services as described in Framework Agreement Schedule 2 Part A: Services.

AQC1 Response Guidance

All Potential Providers must answer this question.

This question is for information purposes only and will not be evaluated

CV’s should be uploaded in the eSourcing Suite to this question – AQC1