



1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Authority and its Agent to evaluate Potential Provider responses to each question set out within the e-Sourcing event. It also sets out the marking scheme which will apply.
- 1.2 The following information has been provided in relation to each question (where applicable);
- 1.2.1 Weighting – highlights the relative importance of the question
 - 1.2.2 Guidance – sets out information for the Potential Providers to consider
 - 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation
- 1.3 The defined terms used in the ITT document shall apply to this document.

2 OVERVIEW

- 2.1 The e-Sourcing event is broken down into the following Questionnaires:

Questionnaire Reference	Questionnaire Title
1	KEY PARTICIPATION REQUIREMENTS
2	CONFLICTS OF INTEREST
3	INFORMATION ONLY
4	CAPABILITY
5	SERVICE DELIVERY
6	APPROACH
7	PRICE
8	PRESENTATION

- 2.2 Quality Evaluation Process

2.2.1 The evaluation of each response to the Quality/Service Delivery Questionnaire(s) will be conducted and consensus checked in accordance with the Consensus Marking Procedure set out in paragraph 2.3 below.

2.2.2 Each response to questions within the Quality/Service Delivery Questionnaire(s) will be marked in accordance with the table below:



Mark	Comment
0	Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations.
25	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.
50	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.
75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

2.2.3 Each mark achieved will be multiplied by the corresponding weighting to provide an overall question score.

2.2.4 When the score for each question has been determined they will be added together to provide an overall score for the Quality Evaluation (“Quality Score”).

2.3 Consensus Marking Procedure

2.3.1 Tenders that are scored and require evaluation will be evaluated in accordance with the procedure described in this paragraph.

2.3.2 The Consensus Marking Procedure is a two-step process, comprising of:

- 2.3.2.1 Independent evaluation; and
- 2.3.2.2 Group consensus marking.

2.3.3 During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by Potential Providers in their Tender. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question.

2.3.4 The Agent will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.

2.3.5 During the meeting, the evaluators will discuss the independent marks until they reach a consensus regarding the marks that should be attributed to each Potential Providers’ answer to the questions.

2.3.6 Once all quality responses have been evaluated in accordance with Section 8 of the Invitation to Tender the individual scores attributed to each response will be added together to provide a ‘Quality Score’.



2.4 Price Evaluation Process

2.4.1 Prices submitted by Potential Providers’ in the Price Schedule will be recorded and evaluated in accordance with the following process.

2.4.2 Potential Providers’ are required to submit a completed pricing schedule against the ‘Price’ Questionnaire within the e-Sourcing event.

2.4.3 Prices offered will be evaluated against the range of prices submitted by all Potential Providers for that item.

2.4.4 The Potential Provider with the lowest price for the requirement shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted.

2.4.5 The calculation used is the following:

2.4.6 = $\frac{\text{Lowest Price Tendered}}{\text{Tender price}} \times \text{Maximum Score Available}$

Potential Provider	Price Submitted	Score Calculation	Maximum Score Available	Score Awarded
Potential Provider A	£1,000	$\frac{£1,000}{£1,000} * 100$	100	100
Potential Provider B	£2,000	$\frac{£1,000}{£2,000} * 100$	100	50
Potential Provider C	£2,500	$\frac{£1,000}{£2,500} * 100$	100	40

2.5 Final score

2.5.1 The Quality Score will be added to the Price Score to determine the final score for each Potential Provider (“Final Score”).

2.5.2 The Stage One Score shall act as a gateway for progression to stage two (2). Those who score within 10% of the highest Quality Score will be invited to participate in the stage two (2) evaluation.

2.5.3 The Award decision shall be based upon the scores achieved at both stage one (1) and stage two (2).

3 EVALUATION CRITERIA



- 3.1 A summary of all the questions contained within the e-Sourcing event, along with; the minimum acceptable score, maximum score available and weighting (where applicable) are set out below:
- 3.2 Questionnaires 1 and 2 contain ‘Pass/Fail’ questions and act as a doorway for progression to the following stages of the evaluation. Potential Providers are strongly advised to read and understand the specific guidance provided before responding to these questionnaires.
- 3.3 Questionnaire 3 is for information only. Although this questionnaire does not form part of the evaluation process, Potential Providers are advised to complete it in full as any omissions could affect the award process.
- 3.4 The Authority and its Agent reserve the right to challenge any information provided in response to Questionnaire 3 and request further information in support of any statements made therein.

QUESTIONNAIRE 1 – KEY PARTICIPATION REQUIREMENTS			
GUIDANCE	The following questions are ‘Pass/Fail’ questions. If Potential Providers are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. Potential Providers should confirm their answer by selecting the appropriate option from the drop down menu.		
Question Number	Question	Max Score	Weighting (%)
1.1	Have you read, understood and agree with Appendix A, Terms of Participation? By answering “Yes”, you are confirming your ‘Declaration of Compliance’ at Annex 1 of Appendix A, Terms of Participation.	Pass/Fail	N/A
1.2	Have you read, understood and accepted the Invitation to Tender and all associated appendices, specifically Appendix B, Statement of Requirement?	Pass/Fail	N/A
1.3	Do you agree, without caveats or limitations, that in the event that you are successful the Crown Commercial Service’s Terms and Conditions within Appendix C, Draft Contract Document, will govern the provision of this contract?	Pass/Fail	N/A
1.4	Do you confirm your Organisation’s e-Sourcing suite profile is complete and accurate at the time of Tendering and that any amendments made following acceptance of this event will be notified to the buyer in writing.	Pass/Fail	N/A
QUESTIONNAIRE 2 – CONFLICTS OF INTEREST			
GUIDANCE	Question 2.1 is a ‘Yes/No’ question and will dictate whether or not question 2.2		



	needs to be answered. Question 2.2 is a Pass / Fail question. Potential Providers are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore if Potential Providers cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and will be rejected.		
Question Number	Question	Max Score	Weighting (%)
2.1	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement. This involves any significant work conducted over the last three years that individually, or cumulatively, could cause a potential, actual or perceived conflict of interest.	None	N/A
2.2	We require that any potential, actual or perceived conflicts of interest in respect of this ITT are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	Pass/Fail	N/A

QUESTIONNAIRE 3 – INFORMATION ONLY

GUIDANCE	The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any omissions may delay completion of this Tender exercise.		
Question Number	Question	Max Score	Weighting (%)
3.1	Please provide the name, office address, telephone number and email address for your organisations Tender point of contract.	None	N/A
3.2	Please confirm whether your organisation is an SME as defined within EU recommendation 2003/361	None	N/A
3.3	Please provide details of any sub-contractors you propose to use in order to meet your obligations should	None	N/A



	<p>you be awarded a Contract. Your response must include their;</p> <ul style="list-style-type: none"> • Trading Name(s) • Registered Address(es) and contact details • Goods/Services to be provided 		
3.4	<p>If you are the Lead contact for a Group of Economic Operators, please provide details of all the members of the Group. Your response must include their;</p> <ul style="list-style-type: none"> • Trading Names(s) • Registered address(es) • Dunns Number(s) • Role/responsibility within the Group 	None	N/A

- 3.5 The following Quality/Service Delivery Questionnaires are designed to test Potential Providers' ability to deliver the requirement as set out in Appendix B, Statement of Requirements. Potential Providers *MUST* answer all Quality/Service Delivery questions.
- 3.6 Potential Providers must achieve the minimum acceptable Quality Score, as described, for each of the questions below. Only those responses which achieve the minimum acceptable Quality Score will be included in the Price Evaluation Process.
- 3.7 Where only one (1) submission is received which does not meet the minimum acceptable Quality Score, the Authority reserves the right to enter into dialogue and seek assurances regarding the delivery of the requirement.
- 3.8 Potential Providers are able to provide an attachments against each Questionnaire (4 5 and 6). This excludes Cvs and Appendix E. Question text fields must be populated with detailed references to relevant attachments or sections within their attachments.
- 3.9 Potential Providers' responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
- 3.10 Potential Providers' responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalised statements and providing information not relevant to the topic.
- 3.11 Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
- 3.12 Potential providers will be marked in accordance with the marking scheme at Section 2.

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- 3.13 Answers to Questionnaires 4, 5 and 6 below should be provided via attachment. The maximum word count for answering these three Questionnaires is **6,000** words in total (i.e. not per question), including titles and paragraph headings, and answers to these three Questionnaires should be no longer than 15 pages in total (note that these word and page limits do not apply to CVs). Attachments should be submitted in Microsoft Word, Excel, PDF format, and be in Arial font size 11.

QUESTIONNAIRE 4 – CAPABILITY		Weighting – 40%		
All Potential Providers MUST answer ALL the following questions				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting 100%
4.1	Provide CVs (maximum 2 sides of A4 per person) of the people who would be working on, quality controlling and overseeing the project along with an organisational chart detailing the structure of the delivery team, complete with reporting lines and escalation routes and setting out how much of each individual’s time would be dedicated to the project. This includes pre-specified sub contractors. This should be provided via an attachment.	50	100	40%
4.2	Set out details of your experience in developing emergency response plans, particularly to drought, including options developed economic and option appraisals of interventions to manage drought emergencies, identifying for whom the relevant experience was conducted for and for what purpose. Relate this experience to the particular challenges the NIC is seeking to address – set out	50	100	60%



	<p>in Appendix B – Statement of Requirements. This should also include the experience of the subcontractors that might be involved in the work. Your response should detail any examples of recent successful projects as evidence of this existing relationship. The response should also detail how the particular subcontractors add to the breadth of the team’s experience and skillset and how this would complement the scope of the work as set out in set out in Appendix B Statement of Requirements.</p> <p>This should be provided via an attachment.</p>			
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QUESTIONNAIRE 5 – SERVICE DELIVERY				Weighting – 10%
All Potential Providers MUST answer ALL the following question				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting 100%
5.1	<p>Provide information about your organisation’s structure, ways of working, approach to resourcing and risk management, and any other relevant operational features to demonstrate your ability to deliver the workstreams set out in Appendix B Statement of Requirements. This should also cover:</p> <ul style="list-style-type: none"> • Details of additional support staff with the necessary experience and qualifications that could be drafted in if the need arises, and 	50	100	100%



	<p>how availability could be assured.</p> <ul style="list-style-type: none"> • Details, including full names and contact details, of any sub-contracting entities. Your response is to detail the nature of the sub-contracting relationship(s) and how long this arrangement has been in place. <p>This should be provided via an attachment.</p>			
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QUESTIONNAIRE 6 – APPROACH				Weighting – 30%
All Potential Providers MUST answer ALL the following question				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting 100%
6.1	<p>Set out your proposed approach to and project plan for delivering against the milestones set out in Appendix B – Statement of Requirements. This should cover (but not be limited to):</p> <ul style="list-style-type: none"> • The approach you would take to project planning and management, including outlining possible risks and mitigation measures. • The approach you would take to develop your understanding of the issue and the relevant data and arguments. • The sources of data, research and expertise that you would 	50	100	100%



	<p>envisage using to inform your advice and how you would present your conclusions.</p> <p>This should be provided via an attachment.</p>			
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QUESTIONNAIRE 7 – PRICE		Weighting – 10%	
GUIDANCE	<p>Potential Providers must enter costs within the relevant Bid Fields or upload the price schedule at the question level on the e-Sourcing event.</p> <p>Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.</p> <p>Potential Providers will be marked in accordance with the marking scheme at Section 2.</p>		
Question Number	Question	Max Score	
7.1	Please confirm, by selecting 'YES' that you have entered costs within the relevant Bid Fields or attached a completed Price Schedule to the response to this question. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for a period of 90 days following the Deadline for Submission.	100	

4 STAGE TWO

QUESTIONNAIRE 8 – PRESENTATION		Weighting – 10%	
GUIDANCE	<p>Potential Providers who are taken through to Stage 2 will be asked to present to a NIC panel at the Authority's premises on the following issues. The presentation should last no longer than 20 minutes. This will be followed by Q&A. The session will not last longer than 45 minutes in total.</p>		
Question Number	Question	Max Score	Weighting (%)
8.1	Provide information about one or more case studies of comparable projects or pieces of work to that set out in the Appendix B – Statement of Requirements that you have delivered.	100	100%

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	<p>This should include, but is not limited to:</p> <ul style="list-style-type: none">• the way you organised and resourced the project,• your approach to tackling the questions and issues,• what was the outcome,• and how you would propose to apply the approach and techniques you used to the project set out in the Appendix B – Statement of Requirements.		
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