Invitation to Tender

Attachment 2b – Certificate of Past Performance Guidance

**RM6187 – Management Consultancy Framework Three (MCF3)**

**Attachment 2b - Certificate of Past Performance Guidance**

The requirement for the submission of Certificates of Past Performance (CoPPs) is included to enable you to demonstrate your ability to deliver the service line(s) to customers, within the scope of the Lot(s) for which you are bidding.

The table below provides an overview of the CoPP requirements. Some examples have been included below to demonstrate examples of CoPPs which are permitted, and those which are not permitted.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **A** | **B** | **C** | **D** | **E** | **F** |
|  | **No. of service lines per Lot** | **Minimum no. of service lines required to demonstrate capability** | **Minimum value threshold for minimum no. of CoPPs** | **Minimum no. of CoPPs required to demonstrate capability** | **Additional CoPPs (if necessary)** | **Total number of CoPPs which can be submitted (i.e. minimum no. + additional no(s))** |
| **Lot 1** | 14 | 7 | £150k | 3 | 1 | 4 |
| **Lot 2** | 9 | 9 | £500k | 2 | 1 | 3 |
| **Lot 3** | 13 | 13 | £5m | 2 | 2 | 4 |
| **Lot 4** | 24 | 12 | £1m | 2 | 4 | 6 |
| **Lot 5** | 10 | 4 | £250k | 2 | 1 | 3 |
| **Lot 6** | 13 | 6 | £250k | 2 | 2 | 4 |
| **Lot 7** | 21 | 5 | £150k | 3 | 2 | 5 |
| **Lot 8** | 8 | 2 | £150k | 3 | 1 | 4 |
| **Lot 9** | 19 | 4 | £150k | 3 | 2 | 5 |

* Each CoPP can be from the public or private sector.
* Each CoPP provided must relate to contracts completed between October 2017 and October 2020 to be valid.
* Each CoPP must clearly and unambiguously fall within the scope of the requirement of the Lot(s) for which you are bidding.
* Each CoPP provided must be signed and dated by the customer.
* Contracts awarded under other frameworks via call-off contracts will be considered valid, but framework contracts themselves will NOT be considered valid.
* CCS reserves the right to contact the customer to verify the content of the CoPPs you have submitted. You must notify the customer that they may be contacted by us.
* The customer contact provided must not have been employed or appointed by your organisation, or from within your associated group of companies, within the past 3 years prior to the publication of the OJEU contract notice.
* CoPPs may cover situations where your organisation was acting as prime contractor, key subcontractor or part of a consortium.
* In order to bid for a Lot, you must be able to offer the minimum number of service lines detailed in column B in the table above. The service lines for each Lot are detailed in Attachment 9 - Framework Schedule 1 (Specification), and on each Lot- specific CoPP.
* For each Lot for which you are bidding, you must provide the minimum number of CoPPs as detailed in column D in the table above, which must meet the minimum value threshold as detailed in column C in the table above.
* Each Lot has a different Lot-specific template for the CoPP, which you will need to download and complete.
* You will need to replicate the relevant Lot-specific template where you are submitting multiple CoPPs for a particular Lot.
* If the minimum number of CoPPs does not cover all of the service lines you wish to offer for a particular Lot, then additional CoPPs (column E) can be submitted, up to a maximum number of CoPPs (column F). If you are providing additional CoPPs, these do not need to meet the minimum value threshold (column C).
* You must not submit more than the maximum number of CoPPs for each Lot, as detailed in column F in the table above.
* You must upload a zip folder containing all of your CoPPs for each of the Lot(s) for which you are bidding to the relevant question in the Qualification Envelope of the eSourcing Suite i.e. one folder containing Lot 1-specific CoPPs for Lot 1, one folder containing Lot 2-specific CoPPs for Lot 2, etc.

Some worked examples are included below, to illustrate how you may meet the requirement. Examples 1 and 2 are permitted, and examples 3 to 8 are not permitted.

**Example 1 - Permitted**

* The Bidder is bidding for Lot 1 and wants to offer 10 service lines
* Requirement: a minimum of 3 CoPPs, to cover a minimum of 7 services lines, each with a minimum value of £150k
* 3 CoPPs are submitted by the Bidder:
  + Minimum CoPP 1
* 6 service lines
* Value £200k
* Concluded in July 2020.
  + Minimum CoPP 2
* 2 service lines
* Value £150k
* Concluded in September 2020.

* Minimum CoPP 3
* 2 service lines
* Value £250k
* Concluded in August 2019.

**Example 2 - Permitted**

* The Bidder is bidding for Lot 9 and wants to offer 6 service lines
* Requirement: A minimum of 3 CoPPs, to cover a minimum of 4 services lines, each with a minimum value of £150k
* 4 CoPPs are submitted by the Bidder:
  + Minimum CoPP 1
* 1 service line
* Value £200k
* Concluded in January 2020.
  + Minimum CoPP 2
* 1 service lines
* Value £151k
* Concluded in July 2018.
  + Minimum CoPP 3
* 2 service lines
* Value £175k
* Concluded in May 2018.
  + Additional CoPP 4
* 2 service lines
* Value £60k
* Concluded in February 2018.

**Example 3 - Not Permitted**

* The Bidder is bidding for Lot 2 and wants to offer 9 service lines
* Requirement: a minimum of 2 CoPPs, to cover all 9 services lines, each with a minimum value of £500k
* 2 CoPPs are submitted by the Bidder:
  + Minimum CoPP 1
* 5 service lines
* Value £750k
* Concluded in July 2017.
  + Minimum CoPP 2
* 4 service lines
* Value £1m
* Concluded in May 2017.

Reason not permitted: Both CoPPs do not fall within the required timescales. For all Lots, the contracts must have been completed between October 2017 and October 2020.

**Example 4 - Not Permitted**

* The Bidder is bidding for Lot 2 and wants to offer 7 service lines
* Requirement: a minimum of 2 CoPPs, to cover all 9 services lines, each with a minimum value of £500k
* 2 CoPPs are submitted by the Bidder:
  + CoPP 1
* 2 service lines
* Value £600k
* Concluded in July 2019.
  + CoPP 2
* 5 service lines
* Value £800k
* Concluded in June 2020.

Reason not permitted: The Bidder has not submitted the required minimum number of service lines. In this example, a minimum of 9 service lines are required for Lot 2 (see column B in the table above).

**Example 5 - Not Permitted**

* The Bidder is bidding for Lot 4 and wants to offer 14 service lines
* Requirement: a minimum of 2 CoPPs, to cover a minimum of 12 services lines, each with a minimum value of £1m
* 3 CoPPs are submitted by the Bidder
  + Minimum CoPP 1
* 4 service lines
* Value £350k
* Concluded in January 2019.
  + Minimum CoPP 2
* 6 service lines
* Value £1.2m
* Concluded in January 2020.
  + Additional CoPP 3
* 4 service lines
* Value £800k
* Concluded in March 2019.

Reason not permitted: The Bidder has not submitted a minimum of 2 CoPPs above the minimum threshold for the Lot. In this example, a minimum of 2 CoPPs each with a minimum value of £1m is required for Lot 4 (see column C in the table above).

**Example 6 - Not Permitted**

* The Bidder is bidding for Lot 5 and wants to offer 10 service lines
* Requirement: a minimum of 2 CoPPs, to cover a minimum of 4 services lines, each with a minimum value of £250k
* 4 CoPPs are submitted by the Bidder
  + Minimum CoPP 1
* 3 service lines
* Value £500k
* Concluded in October 2019.
  + Minimum CoPP 2
* 3 service lines
* Value £600k
* Concluded in December 2019.
  + Additional CoPP 3
* 2 service lines
* Value £250k
* Concluded in June 2019.
  + Additional CoPP 4
* 2 service lines
* Value £350k
* Concluded in June 2018.

Reason not permitted: The Bidder has exceeded the maximum permitted number of CoPPs. In this example, the Bidder is only able to submit a maximum of 3 CoPPs for Lot 5 (see column F in the table above).

**Example 7 - Not Permitted**

* The Bidder is bidding for Lot 7 and wants to offer 4 service lines
* Requirement: a minimum of 3 CoPPs, to cover a minimum of 5 services lines, each with a minimum value of £150k
* 3 CoPPs are submitted by the Bidder
  + Minimum CoPP 1
* 2 service lines
* Value £320k
* Concluded in October 2019.
  + Minimum CoPP 2
* 1 service line
* Value £175k
* Concluded in December 2019.
  + Minimum CoPP 3
* 1 service line
* Value £200k
* Concluded in June 2019.

Reason not permitted: The CoPPs do not meet the minimum requirement for the number of service lines to be submitted. In this example, a minimum of 5 service lines are required for Lot 7 (see column B in the table above).

**Example 8 - Not Permitted**

* The Bidder is bidding for Lot 9 and wants to offer 8 service lines
* Requirement: a minimum of 3 CoPPs, to cover a minimum of 4 services lines, each with a minimum value of £150k
* 1 CoPP is submitted by the Bidder
  + Minimum CoPP 1
* 8 service lines
* Value £350k
* Concluded in January 2020.

Reason not permitted: The Bidder has not provided a minimum of 3 CoPPs. In this example, a minimum of 3 CoPPs are required for Lot 9 (see column D in the table above).