



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 Guidance – sets out information for the Potential Providers to consider
 - 1.2.2 Marking Scheme – details the marks available to the Agent 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	PRICE

- 2.2 Response Evaluation Process

- 2.2.1 Following the ‘Tender Submission Deadline’, the Agent will review the responses to questionnaires 1 and 2 and mark them according to the marking scheme provided.
- 2.2.2 Potential Providers who are unable or unwilling to respond “YES” to the ‘Pass/Fail’ questions may be eliminated from further involvement in the procurement event.
- 2.2.3 Where a “NO” response has been received in respect to question 2.1 (Conflict of Interest), the Authority will assess the response to question 2.2 and mark it according to the marking scheme. The Authority’s decision in respect to the response provided to question 2.2 shall be final.



2.2.4 Neither the Agent or the Authority are under any obligation to confirm with the Potential Provider that any of its responses accurately represent their intentions. It is the responsibility of the Potential Provider to ensure their responses are factually correct and reflect their position.

2.2.5 Only those Potential Providers who successfully pass the Response Evaluation shall be considered in the Price Evaluation.

2.3 Price Evaluation Process

2.3.1 Prices submitted by Potential Providers' in the Appendix E - Pricing Schedule will be recorded and evaluated in accordance with the following process.

2.3.2 Potential Providers' are required to provide a completed Pricing Schedule against the 'Price' Questionnaire within the e-Sourcing event.

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

2.3.4 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.

2.3.5 The calculation used is the following:

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

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

2.4 Final score

2.4.1 Only the Price Score shall be used to determine the final score ("Final Score"). The Potential Provider with the highest Final Score shall be ranked 1st and invited to conclude the contract.

3 EVALUATION CRITERIA

- 3.1 A summary of all the questions contained within the e-Sourcing event, along with their respective marking scheme are provided 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	Pass/Fail	N/A



	acceptance of this event will be notified to the buyer in writing.		
[1.5]	Please confirm that you are compliant to PACE and ACPO guidelines.	Pass/Fail	N/A
[1.6]	Please confirm that you have attached a product sheet to this question, detailing the specification for each piece of equipment included within your tender submission.	Pass/Fail	N/A
[1.7]	Please confirm that you have attached user instructions for the digital recording equipment for clarity purposes.	Pass/Fail	N/A

QUESTIONNAIRE 2 – CONFLICTS OF INTEREST

GUIDANCE	<p>Question 2.1 is a ‘Yes/No’ question and will dictate whether or not question 2.2 needs to be answered.</p> <p>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.</p>		
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.	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.
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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 you be awarded a Contract. Your response must include their; <ul style="list-style-type: none"> • Trading Name(s) • Registered Address(es) and contact details • Goods/Services to be provided 	None	N/A
[3.4]	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; <ul style="list-style-type: none"> • Trading Names(s) • Registered address(es) • Dunns Number(s) • Role/responsibility within the Group 	None	N/A
QUESTIONNAIRE 4 – PRICE		Weighting – 100%	
GUIDANCE	<p>Potential Providers must upload the Pricing 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	
[4.1]	Please confirm, by selecting 'YES' that you have 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	100	



	VAT and firm for a period of 90 days following the Deadline for Submission.	
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