



Crown
Commercial
Service

Invitation to tender Attachment 2 – How to bid

RM6179 Legal 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 4.2 of Attachment 1- About the framework.
- 1.3 Upload ONLY those attachments we have asked for. Do not upload any attachments we haven't asked for.
- 1.4 Make sure you answer every question.
- 1.5 You must submit your bid before the bid submission deadline, in paragraph 6 "Timelines for the competition" in Attachment 1 - About the framework.
- 1.6 It will be our decision whether we will accept bids submitted after the bid submission deadline.
- 1.7 You must log on to the eSourcing suite and access your message inbox for this competition to check for messages regularly for the duration of this competition.
- 1.8 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 7 "When and how to ask questions" in Attachment 1 - About the framework.
- 1.9 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 may result in the rejection of your bid and your exclusion from this competition.

2. How to submit your bid in the eSourcing suite

- 2.1 Your bid must be entered into the eSourcing suite. We can only accept bids that we receive through **the eSourcing** suite.
- 2.2 Responses to the selection questionnaire (qualification envelope), quality questionnaire (technical envelope) and the price questionnaire (commercial envelope) must be answered online in the eSourcing suite.

3. Overview of the competition stages

3.1 Selection stage

At the selection stage, we will evaluate Bidders' technical, professional and financial capabilities to deliver the Deliverables.

If you have successfully passed the selection stage, you will proceed to the Award stage part 1.

3.2 Award stage part 1

At the Award stage part 1, we will evaluate the Bidders' responses to the quality questionnaire in the eSourcing suite ("Part 1 Quality Evaluation"); and we will evaluate the values tendered in the Price Matrix ("Part 1 Price Evaluation), in accordance with the instructions provided in paragraphs 6 and 7.

Lot 1 - If you have been ranked 1st to 20th, you will be invited to participate in Award stage part 2.

Lot 2 - If you have been ranked 1st to 10th you will be invited to participate in Award stage part 2.

3.3 Award stage part 2

At the Award stage part 2, we will evaluate the responses provided by the Bidder's representatives at the Interview Presentation ("Part 2 Quality Evaluation Lot 1") and ("Part 2 Quality Evaluation Lot 2"); and we will evaluate the Bidders' best and final offer Price Matrix ("Part 2 Price Evaluation), in accordance with the instructions provided in paragraph 10, 11 and 12.

We will offer the number of Bidders a Framework Contract as set out in paragraph 3 of Attachment 1 – About the framework.

4. Selection stage

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

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.

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, 2a, 3 and 4 for themselves.

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, 2a, 3, 4 and 1.10 (if applicable) for themselves.

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.

4.1 Selection process

After the bid submission deadline, we will check all bids to make sure we have received everything we have asked for.

We may ask you to clarify information you provide, if that is necessary. Don't forget you must log on to the eSourcing suite and access your message inbox for this competition to check for messages regularly for the duration of this competition.

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.

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**.

4.2 Selection criteria

We may exclude you from the competition at the selection stage if:

- your bid is non-compliant
- 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 paragraph 10 of Attachment 1 - About the framework, or not followed the instructions given in this ITT pack

If you successfully passed the selection stage, you will proceed to Award stage part 1.

If we exclude you from the competition we will tell you and explain why.

5. **Award stage part 1**

If you have successfully passed the selection stage, you will proceed to Award stage part 1, which will comprise of:

- an evaluation of Bidders' responses to the quality questionnaire in the eSourcing suite ("Part 1 Quality Evaluation"); and
- an evaluation of the values tendered in Attachment 3 – Price Matrix ("Part 1 Price Evaluation").

5.1 Award stage part 1 criteria

Lot	Quality weighting		Price weighting
	Social Value	Quality	
Lot 1	10%	60%	30%
Lot 2	10%	70%	20%

5.2 When completing your bid you must:

- Read through the entire ITT pack specifically Framework Schedule 1 (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 quality questions in Award stage part 1.

5.3 What **YOU** need to do:

- Answer the quality questions in sections A and B of the quality questionnaire in the eSourcing suite (technical envelope).
- Lot 1 Bidders answer the quality questions in section C of the quality questionnaire in the eSourcing suite (technical envelope).
- Lot 2 Bidders answer the quality questions in section D of the quality questionnaire in the eSourcing suite (technical envelope).
- Complete the Price Matrix (Attachment 3) for the Lot(s) in which you are bidding.
- Upload your completed Price Matrix to question PQ1 in the eSourcing suite (commercial envelope).

5.4 What **WE** will do at Award stage part 1:

1.	<p>Compliance Check</p> <p>First, we will do a check to make sure that you completed the price matrix 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 for the question/key area and the related component parts. Each evaluator will give a mark for each question/key area and a reason for their mark. 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 responses to each question/key area, we will arrange for the evaluators to meet and we will facilitate the discussion. At the consensus meetings, the evaluators will discuss the quality of your answers to each question/key area and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and the reason for the mark. These marks will be used to calculate your Part 1 Quality Score for each Lot which you have bid for.</p>
4.	<p>Quality Threshold</p> <p>If you have received a zero for question B1 and/or B2 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>If you have received a zero for any of the key areas in questions C1, C2, D1, D2, or if you have not met a Part 1 Quality Score of 35.00 for Lot 1 and 40.00 for Lot 2 (minimum quality score), 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 provided at paragraph 5.5.11 and 5.5.12 for an example of how your Part 1 Quality Score will be calculated for each applicable Lot.</p>

5.	<p>Price Evaluation</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 Part 1 Price Score using the evaluation criteria in paragraph 7 (Part 1 Price Evaluation).</p>
6.	<p>Part 1 Total Score</p> <p>Your Part 1 Quality Score will be added to your Part 1 Price Score, to create your Part 1 Total Score as illustrated in paragraphs 8.1 and 8.2 (Process of selection of bids to proceed from Award stage part 1 to Award stage part 2).</p>

5.5 How we will evaluate Part 1 Quality Score

- 5.5.1 Question A1 in section A of the quality questionnaire is a mandatory question applicable to both Lots and will be evaluated 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.
- 5.5.2 Questions B1 and B2 in section B of the quality questionnaire are applicable to Lot 1 and Lot 2.
- 5.5.3 Questions C1 and C2 in section C of the quality questionnaire are applicable to Lot 1 only.
- 5.5.4 Questions D1 and D2 in section D of the quality questionnaire are for applicable to Lot 2 only.
- 5.5.5 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.
- 5.5.6 Each of the quality questions in section B, C and D of the quality questionnaire will be independently assessed by our evaluation panel.
- 5.5.7 Questions B1 and B2, when the consensus meeting has taken place and the final mark for the question has been agreed by the evaluators, your final mark for each question will be multiplied by the question weighting to calculate your weighted mark for that question.
- 5.5.8 Questions C1, C2, D1 and D2, when the consensus meeting has taken place and the final mark for each key area of the question has been agreed by the evaluators, your final mark for each key area of the question will be multiplied by that key area weighting to calculate your weighted mark for the key area of that question.

5.5.9 Each weighted mark for question B1 and B2 and each key area of the questions C1, C2 (Lot 1), D1 and D2 (Lot 2) will then be added together to calculate your Part 1 Quality Score.

5.5.10 Please see tables A and B below for an example of how your Part 1 Quality Score will be calculated for each Lot.

5.5.11 Table A – Lot 1 quality weighting 70%.

Please see the illustrative example for **Lot 1** below.

Question and key areas		Question Weighting (%)	Marking scheme	Maximum mark available	Your final mark	Your weighted mark
QB1	Social value	5.5%	100/75/50/25/0	100	100	5.50
QB2	Social value	4.5%	100/75/50/25/0	100	50	2.25
QC1						
1	Staffing allocation	8%	100/75/50/25/0	100	75	6.00
2	Commitment to Government work	10%	100/75/50/25/0	100	50	5.00
3	Ability to strategise	10%	100/75/50/25/0	100	100	10.00
QC2						
1	Collaborative Working	8%	100/75/50/25/0	100	100	8.00
2	Effective delivery	6%	100/75/50/25/0	100	50	3.00
3	Quality assurance	10%	100/75/50/25/0	100	50	5.00
4	Client satisfaction	8%	100/75/50/25/0	100	100	8.00
Part 1 Quality Score for Lot 1 (out of 70) (minimum quality score 35)						52.75

5.5.12 **Table B** – Lot 2 quality weighting 80%.

Please see the illustrative example for **Lot 2** below.

Question and key areas		Question Weighting (%)	Marking scheme	Maximum mark available	Your final mark	Your weighted mark
QB1	Social Value	5.5%	100/75/50/25/0	100	100	5.50
QB2	Social Value	4.5%	100/75/50/25/0	100	50	2.25
QD1 -						
1	Staffing allocation	10%	100/75/50/25/0	100	75	7.50
2	Commitment to the client	10%	100/75/50/25/0	100	50	5.00
3	Ability to strategise	12%	100/75/50/25/0	100	100	12.00
QD2 -						
1	Collaborative Working	10%	100/75/50/25/0	100	100	10.00
2	Effective delivery	10%	100/75/50/25/0	100	50	5.00
3	Quality assurance	8%	100/75/50/25/0	100	50	4.00
4	Client satisfaction	10%	100/75/50/25/0	100	75	7.50
Part 1 Quality Score for Lot 2 (out of 80) (minimum quality score 40)						58.75

6. Part 1 quality evaluation

The part 1 quality questionnaire is split into the following sections:

- Confirmation of Lots bidding for question
- Section A – mandatory scored questions applicable to both Lots.
- Section B – social value questions applicable to Lot 1 and Lot 2.
- Section C – scored questions applicable to Lot 1 only.
- Section D – scored questions applicable to Lot 2 only

The quality questionnaire for Award Stage part 1, along with the marking scheme for each key area of the question is set out below:

Confirmation of Lot(s) you are bidding for – all Bidders
Please confirm which Lot(s) you are bidding for: <ul style="list-style-type: none">• Lot 1 and/or• Lot 2
Response guidance You will only be able to access the Lot specific questions for the Lot(s) you have confirmed you are bidding for in this question. Please ensure you select the correct Lot(s).

Section A – Mandatory scored questions – All Lots
A1 Compliance with Framework Schedule 1 (Specification) for Lot 1 and/or Lot 2
If you are awarded a Framework Contract, will you unreservedly deliver in full all the mandatory service requirements, as set out in Framework Schedule 1 (Specification) for each Lot which you are bidding for. Please answer ' Yes ' or ' No '. Yes - You will unreservedly deliver in full all the mandatory service requirements for each relevant Lot you are bidding for as set out in Framework Schedule 1 (Specification) for Lot 1 and/or Lot 2. No - You will not, or cannot, deliver in full all the mandatory service requirements for each relevant Lot you are bidding for as set out in Framework Schedule 1 (Specification) for Lot 1 and/or Lot 2.
A1 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 competition.

You are required to select either option **YES, NO** from the drop down list.

Providing a 'Yes' response means you will unreservedly deliver in full all the mandatory service requirements each relevant Lot you are bidding for as set out in Framework Schedule 1 (Specification) for Lot 1 and/or Lot 2.

If you select '**No**' (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the mandatory service requirements for each Lot you are bidding for as set out in Framework Schedule 1 (Specification) for Lot 1 and/or Lot 2 you will be excluded from further participation in this competition.

Marking scheme	Evaluation guidance
Pass	You have selected option ' Yes ' confirming that you will unreservedly deliver in full all the mandatory service requirements for each Lot you are bidding for as set out in Framework Schedule 1 (Specification) for Lot 1 and/or Lot 2.
Fail	You have selected ' No ' confirming that you will not, or cannot, deliver in full all the mandatory service requirements for each Lot you are bidding for as set out in Framework Schedule 1 (Specification) for Lot 1 and/or Lot 2.

Section B – Social value questions – All Lots

B1 Equal opportunity and diversity Lot 1 and/or Lot 2

Requirement

CCS requires Bidders to demonstrate an understanding of and measures to tackle inequality and to improve diversity with respect to women and Under-Represented Groups in employment, skills and pay in the Contract Workforce.

Contract Workforce means all grades of Supplier Staff who will work under this Framework Contract if the Bidder is successful in the competition.

Remember defined terms can be found in Framework Schedule 1 (Specification) and Joint Schedule 1 (Definitions) - Attachment 8 Framework contract documents.

B1 Response guidance

Describe your existing and planned activities to tackle inequality and to improve diversity with respect to women and Under-Represented Groups in employment, skills and pay in the Contract Workforce.

Your response must include:

- (a) a description of your existing and planned activities to tackle inequality and to improve diversity, and explanation of how your activities support these aims. Relevant examples of activities **may include** the illustrative examples provided below (i) to (ix).

Illustrative examples:

- i. inclusive and accessible recruitment, retention and promotion practices;
 - ii. promoting an inclusive working environment;
 - iii. actions to ensure the Contract Workforce at all levels proportionately reflects a diverse society;
 - iv. transparency in pay, reward and promotion processes;
 - v. positive action schemes to address under-representation and inequalities in promotion, including in particular pay grades;
 - vi. flexible working arrangements available for all which do not result in Staff being penalised;
 - vii. measures to support in-work progression to facilitate moves into higher paid work by developing new skills relevant to the contract;
 - viii. collection and publication of information about recruitment, retention and promotion; and
 - ix. regular equal pay audits.
- (b) how you will raise awareness or increase the influence of staff and clients of these issues, such as through engagement, co-design and creation of initiatives, training and education and partnering and collaborating
- (c) how you will monitor, measure and report on the activities and their impact
- (d) how you will seek feedback and look to improve in this area

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 component part you are responding to.

Maximum character count – 8,000 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 evaluation.

Marking scheme	Evaluation guidance
100	<p>A VERY GOOD ANSWER</p> <p>The response is comprehensive, unambiguous, and fully demonstrates your understanding of and measures to tackle inequality and to improve diversity with respect to women and Under-Represented Groups in employment, skills and pay in the Contract Workforce.</p> <p>Full and relevant evidence has been provided to clearly demonstrate the requirement and the related component parts (a to d) have been satisfied.</p> <p>The response provides a high level of confidence that your existing and planned activities will tackle inequality and improve diversity with respect to women and Under-Represented Groups in employment, skills and pay in the Contract Workforce.</p>
75	<p>A GOOD ANSWER</p> <p>The response is sufficiently detailed to demonstrate your understanding of and measures to tackle inequality and to improve diversity with respect to women and Under-Represented Groups in employment, skills and pay in the Contract Workforce.</p> <p>Sufficient evidence has been provided to demonstrate the requirement and the related component parts (a to d) of the response guidance.</p> <p>The response provides a good level of confidence that that your existing and planned activities will tackle inequality and improve diversity with respect to women and Under-Represented Groups in employment, skills and pay in the Contract Workforce.</p>
50	<p>A SATISFACTORY ANSWER</p> <p>The response demonstrates a satisfactory understanding of and provides some measures to tackle inequality and to improve diversity with respect to women and Under-Represented Groups in employment, skills and pay in the Contract Workforce, however it is not sufficiently detailed and/or does not include sufficient explanation.</p> <p>Whilst some evidence has been provided it does not sufficiently demonstrate the requirement and all of the related component parts (a to d) of the response guidance.</p> <p>The response provides an adequate level of confidence that your existing and planned activities will tackle inequality and improve diversity with respect to women and Under-Represented Groups in employment, skills and pay in the Contract Workforce.</p>

25	<p>A BELOW STANDARD ANSWER</p> <p>The response only partially demonstrates your understanding of and provides limited measures to tackle inequality and to improve diversity with respect to women and Under-Represented Groups in employment, skills and pay in the Contract Workforce.</p> <p>The response addresses some of the related component parts (a to d) but not all, and there is a significant lack of detail.</p> <p>Whilst some evidence has been provided it does not sufficiently demonstrate all of the related component parts (a to d) of the response guidance.</p> <p>There is a lack of detail and/or lack of explanation and/or ambiguity in the response which provides a low level of confidence that your existing and planned activities will tackle inequality and improve diversity with respect to women and Under-Represented Groups in employment, skills and pay in the Contract Workforce.</p>
0	<p>A POOR ANSWER</p> <p>The response has not demonstrated your understanding of and provided no measures to tackle inequality and to improve diversity with respect to women and Under-Represented Groups in employment, skills and pay in the Contract Workforce.</p> <p>The response has not addressed the related component parts (a to d) of the response guidance.</p> <p>The response provides no confidence that your existing and planned activities will tackle inequality and improve diversity with respect to women and Under-Represented Groups in employment, skills and pay in the Contract Workforce.</p> <p>OR</p> <p>No response provided.</p> <p>If you receive a zero, we will reject your bid and you will be excluded from the competition.</p>

B1.1

Please provide a percentage representing the proportion of billed hours over the previous 12 months recorded by fee earners from Under-Represented Groups (other than women) employed by the Bidder in teams which may service the mandatory specialisms (this will be the Under-Represented Groups Threshold).

B1.2

Please provide a percentage representing the proportion of billed hours over the previous 12 months recorded by women employed by the Bidder in teams which may service the mandatory specialisms (this will be the Gender Threshold).

B1.3

Please provide a percentage improvement commitment on the Under-Represented Groups Threshold during the term of the Framework Contract (this will be the Under-Represented Groups Improvements).

B1.4

Please provide a percentage improvement commitment on the Gender Threshold during the term of the Framework Contract (this will be the Gender Improvements).

B1.1 to B1.4 Response Guidance

The responses to questions B1.1 to B1.4 is for information only. However failure to provide this information may result in your bid being deemed non-compliant, and excluded from the competition.

The information will be used to populate the definitions of Under-Represented Groups Threshold, Gender Threshold, Under-Represented Groups Improvements and Gender Improvements in the Framework Award Form.

If you are the lead member of a consortium, you must complete questions B1.1 to B1.4 for your organisation. Other members of the consortium will be required to complete this information in the 'Information and declaration' workbook (Attachment 4).

B2 Wellbeing Lot 1 and/or Lot 2

Requirement

CCS requires Bidders to demonstrate an understanding of and measures to support health and wellbeing, including physical and mental health and wellbeing, in the Contract Workforce.

Contract Workforce means all grades of Supplier Staff who will work under this Framework Contract if the Bidder is successful in the competition.

Remember defined terms can be found in Framework Schedule 1 (Specification) and Joint Schedule 1 (Definitions) - Attachment 8 Framework contract documents.

B2 Response guidance

Describe your existing and planned activities to support health and wellbeing, including physical and mental health and wellbeing, in the Contract Workforce.

Your response must include:

- (a) a description of your existing and planned activities to support health and wellbeing and explanation of how your activities support these aims. Relevant examples of activities **may include** the illustrative examples provided below (i) to (iii).

Illustrative examples

- i. implementing the Mental Health Standards with respect to the Contract Workforce;
 - ii. public reporting by the Supplier and its sub-contractors on the health and wellbeing of all Supplier Staff; and
 - iii. engagement plans to engage the Contract Workforce in deciding the most important issues to address.
- b) how you will raise awareness or increase the influence of staff, clients and any other stakeholders of these issues, such as through engagement, co-design and creation of initiatives, training and education and partnering and collaborating
 - c) how you will monitor, measure and report on the activities and their impact
 - d) how you will seek feedback and look to improve in this area.

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 component part you are responding to.

Maximum character count – 8,000 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 evaluation.

Marking scheme	Evaluation guidance
100	<p>A VERY GOOD ANSWER</p> <p>The response is comprehensive, unambiguous, and fully demonstrates your understanding of and measures to support health and wellbeing, including physical and mental health and wellbeing in the Contract Workforce.</p> <p>Full and relevant evidence has been provided to clearly demonstrate the requirement and the related component parts (a to d) have been satisfied.</p> <p>The response provides a high level of confidence that your existing and planned activities will support health and wellbeing, including physical and mental health and wellbeing in the Contract Workforce.</p>
75	<p>A GOOD ANSWER</p> <p>The response is sufficiently detailed to demonstrate your understanding of and measures to support health and wellbeing, including physical and mental health and wellbeing in the Contract Workforce.</p> <p>Sufficient evidence has been provided to demonstrate the requirement and the related component parts (a to d) of the response guidance.</p> <p>The response provides a good level of confidence that that your existing and planned activities will support health and wellbeing, including physical and mental health and wellbeing in the Contract Workforce.</p>
50	<p>A SATISFACTORY ANSWER</p> <p>The response demonstrates a satisfactory understanding of and provides some measures to support health and wellbeing, including physical and mental health and wellbeing in the Contract Workforce, however it is not sufficiently detailed and/or does not include sufficient explanation.</p> <p>Whilst some evidence has been provided it does not sufficiently demonstrate the requirement and all of the related component parts (a to d) of the response guidance.</p> <p>The response provides an adequate level of confidence that your existing and planned activities will support health and wellbeing,</p>

	<p>including physical and mental health and wellbeing in the Contract Workforce.</p>
25	<p>A BELOW STANDARD ANSWER</p> <p>The response only partially demonstrates your understanding of and provides limited measures will support health and wellbeing, including physical and mental health and wellbeing in the Contract Workforce.</p> <p>The response addresses some of the related component parts (a to d) but not all, and there is a significant lack of detail.</p> <p>Whilst some evidence has been provided it does not sufficiently demonstrate all of the related component parts (a to d) of the response guidance.</p> <p>There is a lack of detail and/or lack of explanation and/or ambiguity in the response which provides a low level of confidence that your existing and planned activities will support health and wellbeing, including physical and mental health and wellbeing in the Contract Workforce.</p>
0	<p>A POOR ANSWER</p> <p>The response has not demonstrated your understanding of and provided no measures to support health and wellbeing, including physical and mental health and wellbeing in the Contract Workforce.</p> <p>The response has not addressed the related component parts (a to d) of the response guidance.</p> <p>The response provides no confidence that your existing and planned activities will support health and wellbeing, including physical and mental health and wellbeing in the Contract Workforce.</p> <p>OR</p> <p>No response provided.</p> <p>If you receive a zero, we will reject your bid and you will be excluded from the competition.</p>

Section C – Lot 1 scored questions – Lot 1 only

Question C1

Requirement

CCS requires Bidders to demonstrate **how they will deliver** the following three key areas and the related component parts:

1. Staffing allocation
2. Commitment to Government work
3. Ability to strategise

In their responses, Bidders are also required **to include examples of when they have delivered** the key areas and the related component parts when delivering **one** project, completed in the last three years, providing legal advice and services encompassing **at least three** of the following specialisms:

1. Contracts
2. Projects/PFI/PPP
3. Real Estate and Real Estate Finance
4. Public Procurement Law
5. Litigation and Dispute Resolution
6. Employment Law
7. Planning Law
8. Construction Law
9. Intellectual Property Law
10. Restructuring/Insolvency

Please **briefly summarise the project** and **set out the specialisms** encompassed in the project used for your examples in the text box provided at C1 Summary (2,000 characters allowed including spaces). This is additional to the character count allowed for your response to C1, and will **not** be part of the evaluation, but will provide context for the examples used for the C1 key areas and related component parts. However, if you do not provide the information your bid may be deemed non-compliant.

C1 Response guidance

All Bidders bidding for Lot 1 must answer this question. If you are not bidding for Lot 1 insert N/A in the first text box applicable to this question.

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

The marking scheme assesses your demonstration of how you will deliver the three key areas and related component parts, taking account of the evidence,

and **the examples** you provided from the one project, encompassing three of the specialisms.

In order to satisfy the requirement, your response must demonstrate and provide examples from the one project for the following key areas and related component parts:

1. Staffing allocation, including component parts a (i and ii) and b
2. Commitment to Government work, including component parts a (i and ii) and b
3. Ability to strategise, including component parts a (i and ii) and b

1. Staffing allocation

- a) How you will allocate an appropriate mix of grades to deliver work under the contract.
 - i. to provide appropriate skills and experience
 - ii. to ensure work is done at the appropriate level of expertise and delivers value for money
- b) How you will flex the allocation which you've described in response to (a) to take account of increased complexity developing in a project.

2. Commitment to Government Work

- a) How you will ensure sufficient capacity and resources are allocated to, and maintained, for work under this contract, including:
 - i. when your organisation has competing priorities such as a large number of instructions from other clients
 - ii. where you need to accommodate staff absence or flexibility
- b) How you will build your understanding of work in a central government context and share this throughout your organisation.

3. Ability to strategise

- a) How you will provide strategic input, including:
 - i. How you will develop an understanding of your client's strategic priorities and attitude to risk
 - ii. How you will tailor your approach accordingly
- b) How you will take account of other strategic considerations such as tactics, timings or potential ramifications for linked work which could include effects on precedents, wider policies and related projects

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 the applicable text boxes provided, C1.1, C1.2, C1.3, C1.4 and C1.5 each box has a character count of 2,000 characters.

Marking scheme for each key area:

Marking scheme	Evaluation guidance
100	<p>A VERY GOOD ANSWER</p> <p>The response is relevant to the requirement and is comprehensive, unambiguous, and fully demonstrates your ability to meet the key area and the related component parts of the response guidance.</p> <p>Full and relevant evidence and examples have been provided to clearly demonstrate that the key area and the related component parts have been satisfied.</p> <p>The response including the examples provides a high level of confidence that the approach will meet the requirement for this key area and has a strong potential to exceed the requirement for the delivery of services.</p>
75	<p>A GOOD ANSWER</p> <p>The response is relevant to the requirement and is sufficiently detailed to demonstrate your ability to meet the key area and the related component parts of the response guidance.</p> <p>Sufficient evidence and examples have been provided to demonstrate the key area and the related component parts of the response guidance.</p> <p>The response including the examples provides a good level of confidence that the approach will meet the requirement for this key area for the delivery of services.</p>
50	<p>A SATISFACTORY ANSWER</p> <p>The response is relevant to the requirement. Whilst the response addresses the key area and the related component parts, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the key area and the related component parts of the response guidance.</p>

	<p>Whilst some evidence and examples have been provided it does not sufficiently demonstrate the key area and all of the related component parts of the response guidance.</p> <p>The response including the examples provides an adequate level of confidence that the approach has the potential to meet the requirement for this key area for the delivery of services.</p>
25	<p>A BELOW STANDARD ANSWER</p> <p>The response is not fully relevant to or only partially addresses the requirement and/or the key area and the related component parts of the response guidance.</p> <p>The response and examples addresses some of the key area and the related component parts but not all, and there is a significant lack of detail.</p> <p>Whilst some evidence and examples have been provided it does not sufficiently demonstrate the key area and all of the related component parts of the response guidance.</p> <p>There is a lack of detail and/or lack of explanation and/or ambiguity in the response which provides a low level of confidence that the approach has the ability to meet the requirement for this key area for the delivery of services.</p>
0	<p>A POOR ANSWER</p> <p>The response is not relevant to the requirement and/or the key area and the related component parts and/or the response has satisfied very few to none of the requirements for the key area and the related component parts of the response guidance.</p> <p>No relevant examples have been provided and/or the examples provided do not satisfy the requirements for the key area and the related component parts.</p> <p>The response provides no confidence that the approach will meet the requirement for this key area for the delivery of services.</p> <p>OR</p> <p>No response provided.</p> <p>If you receive a zero, we will reject your bid and you will be excluded from the competition.</p>

Question C2

Requirement

CCS requires Bidders to demonstrate **how they will deliver** the following four key areas and related component parts:

1. Collaborative working
2. Effective delivery
3. Quality assurance
4. Client satisfaction

In their responses, Bidders are also required **to include examples of when they have delivered** the key area and related component parts when delivering **one project** completed in the last three years, providing legal advice and services encompassing at least three of the following specialisms:

1. Contracts
2. Projects/PFI/PPP
3. Real Estate and Real Estate Finance
4. Public Procurement Law
5. Litigation and Dispute Resolution
6. Employment Law
7. Planning Law
8. Construction Law
9. Intellectual Property Law
10. Restructuring/Insolvency

Please note that the project used, and the specialisms used in this question C2 must be different from the project and specialisms used in response to C1.

Please **briefly summarise the project** and **set out the specialisms encompassed** in the project used for your examples in the text box provided at C2 Summary (2,000 characters allowed including spaces). This is additional to the character count allowed for your response to C2, and will not be part of the evaluation, but will provide context for the examples used for the C2 key areas and related component parts. However, if you do not provide the information your bid may be deemed non-compliant.

C2 Response guidance

All Bidders bidding for Lot 1 must answer this question. If you are not bidding for Lot 1 insert N/A in the first text box applicable to this question.

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

The marking scheme assesses your demonstration of how you will deliver the three key areas and related component parts taking account of the evidence,

and **the examples** provided from the one project, encompassing three of the specialisms.

In order to satisfy the requirement, your response must demonstrate and provide examples from the one project for the following key areas and related component parts:

1. Collaborative working, including component part a (i, ii and iii)
2. Effective delivery, including component part a (i and ii)
3. Quality assurance, including component parts a and b
4. Client satisfaction, including component parts a and b

1. Collaborative working

- a) How you will work collaboratively with the end client, the client's internal lawyers and with lawyers from other firms, including:
 - i. how you will communicate effectively with all parties
 - ii. how you will ensure that your interactions add value to your client and are not duplicative or surplus to requirements
 - iii. how you ensure all parties are kept up to date as the matter progresses including developments and changes.

2. Effective delivery

- a) How you will ensure effective delivery of a quality service, using:
 - i. project management tools and techniques
 - ii. relevant systems including technology

3. Quality assurance

- a) How you will ensure that the legal advice given is correct and practical for the client
- b) How you will apply your quality assurance process

4. Client Satisfaction

- a) How you will capture feedback and act on this to drive continuous improvements to your service
- b) How you will address client dissatisfaction to ensure this gives the best outcome for your client

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 the applicable text boxes provided, C2.1, C2.2, C2.3, C2.4 and C2.5 each box has a character count of 2,000 characters.

Marking scheme for each key area:

Marking scheme	Evaluation guidance
100	<p>A VERY GOOD ANSWER</p> <p>The response is relevant to the requirement and is comprehensive, unambiguous, and fully demonstrates your ability to meet the key area and the related component parts of the response guidance.</p> <p>Full and relevant evidence and examples have been provided to clearly demonstrate that the key area and the related component parts have been satisfied.</p> <p>The response including the examples provides a high level of confidence that the approach will meet the requirement for this key area and has a strong potential to exceed the requirement for the delivery of services.</p>
75	<p>A GOOD ANSWER</p> <p>The response is relevant to the requirement and is sufficiently detailed to demonstrate your ability to meet the key area and the related component parts of the response guidance.</p> <p>Sufficient evidence and examples have been provided to demonstrate the key area and the related component parts of the response guidance.</p> <p>The response including the examples provides a good level of confidence that the approach will meet the requirement for this key area for the delivery of services.</p>
50	<p>A SATISFACTORY ANSWER</p> <p>The response is relevant to the requirement. Whilst the response addresses the key area and the related component parts, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the key area and the related component parts of the response guidance.</p>

	<p>Whilst some evidence and examples have been provided it does not sufficiently demonstrate the key area and all of the related component parts of the response guidance.</p> <p>The response including the examples provides an adequate level of confidence that the approach has the potential to meet the requirement for this key area for the delivery of services.</p>
25	<p>A BELOW STANDARD ANSWER</p> <p>The response is not fully relevant to or only partially addresses the requirement and/or the key area and the related component parts of the response guidance.</p> <p>The response and examples addresses some of the key area and the related component parts but not all, and there is a significant lack of detail.</p> <p>Whilst some evidence and examples have been provided it does not sufficiently demonstrate the key area and all of the related component parts of the response guidance.</p> <p>There is a lack of detail and/or lack of explanation and/or ambiguity in the response which provides a low level of confidence that the approach has the ability to meet the requirement for this key area for the delivery of services.</p>
0	<p>A POOR ANSWER</p> <p>The response is not relevant to the requirement and/or the key area and the related component parts and/or the response has satisfied very few to none of the requirements for the key area and the related component parts of the response guidance.</p> <p>No relevant examples have been provided and/or the examples provided do not satisfy the requirements for the key area and the related component parts.</p> <p>The response provides no confidence that the approach will meet the requirement for this key area for the delivery of services.</p> <p>OR</p> <p>No response provided.</p> <p>If you receive a zero, we will reject your bid and you will be excluded from the competition.</p>

Section D - Case Studies Lot 2 only instructions

You must provide two (2) different case studies relating to complex customer projects which you have been involved in that demonstrate your ability to supply the Services required under Lot 2. One case study (case study 1) for D1 and a different case study (case study 2) for D2.

If you are submitting as a consortium if possible you should provide case studies where you have worked with your consortium members.

Each case study must:

1. involve two from the mandatory specialisms (a) to (c), and two from the mandatory specialisms (d) to (f) from the list below
2. been delivered and completed either for a central government client, a wider public sector client or in relation to a public sector project for a private sector client within the last seven (7) years, whether in or outside the UK

Two mandatory specialisms from:

- (a) Corporate finance;
- (b) Rescue, restructuring and insolvency;
- (c) Financial services, markets and competition regulation.

Two mandatory specialisms from:

- (d) High value or complex transactions and disputes;
- (e) High value or complex merger and acquisition activity; and
- (f) Projects of exceptional innovation or complexity.

Contract values

Case study 1 (D1) must have involved legal fees charged of £2 million or more

Case study 2 (D2) must have involved legal fees charged of £500,000 or more

Section D – Lot 2 scored questions – Lot 2 only

D1 – Case Study 1

Requirement

CCS requires Bidders to demonstrate **how they delivered** the following three key areas and related component parts:

1. Staffing allocation
2. Commitment to the client
3. Ability to strategise

D1 Case Study 1 overview

Please provide an overview of the scope, scale and complexity of Case Study 1.

You must include in the overview:

1. the two mandatory specialisms from (a) to (c), and the two mandatory specialisms from (d) to (f) that are demonstrated in your case study
2. confirm that the project has been delivered and completed within the last seven (7) years
3. the legal fees charged

Maximum character count – 4,000 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Please note – the overview is **not evaluated**, but will provide context for the evaluation of the D1 key areas and related component parts. However, if you do not provide the information required your bid may be deemed non-compliant.

D1 Response guidance

Your response must include the following key criteria 1 to 3 and related component parts:

1. Staffing allocation, including component parts a (i and ii) and b
2. Commitment to the client, including component parts a (i and ii) and b
3. Ability to strategise, including component parts a (i and ii) and b

1. Staffing allocation

- a) How you allocated an appropriate mix of grades to deliver work under the contract
 - i. to provide appropriate skills and experience
 - ii. to ensure work was done at the appropriate level of expertise and delivered value for money
- b) How you flexed the allocation which you've described in response to (a) to take account of increased complexity developing in the project.

2. Commitment to the client

- a) How you ensured sufficient capacity and resources were allocated to, and maintained for, work under this contract, including:
 - i. when your organisation had competing priorities such as a large number of instructions from other clients
 - ii. where you need to accommodate staff absence or flexibility
- b) How you built your understanding of your client's needs and working practices and shared this throughout your organisation.

3. Ability to strategise

- a) How you provided strategic input, including:
 - i. How you developed an understanding of your client's strategic priorities and attitude to risk
 - ii. How you tailored your approach accordingly
- b) How you took account of other strategic considerations such as tactics, timings or potential ramifications for linked work which could include effects on precedents, wider policies and related projects

Responses should be limited to, and focused on each of the key criteria and component parts of the question.

Bidders 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 key criteria in this response guidance in the order they are listed above and highlight which key criteria 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 the applicable text boxes provided, D1.1, D1.2, D1.3 and D1.4 each box has a character count of 2,000 characters.

D1 Key criteria	Weighting
Staffing allocation	10%
Commitment to the client	10%
Ability to strategise	12%

The following Marking scheme will be applied to each key criteria 1 to 3

Marking scheme	Evaluation guidance
100	<p>A VERY GOOD ANSWER</p> <p>The response is relevant to the requirement and is comprehensive, unambiguous, and fully demonstrates your ability to meet the key area and the related component parts of the response guidance.</p> <p>Full and relevant evidence has been provided to clearly demonstrate that the key area and the related component parts have been satisfied.</p> <p>The response provides a high level of confidence that the approach will meet the requirement for this key area and has a strong potential to exceed the requirement for the delivery of services.</p>
75	<p>A GOOD ANSWER</p> <p>The response is relevant to the requirement and is sufficiently detailed to demonstrate your ability to meet the key area and the related component parts of the response guidance.</p> <p>Sufficient evidence has been provided to demonstrate the key area and the related component parts of the response guidance.</p> <p>The response provides a good level of confidence that the approach will meet the requirement for this key area for the delivery of services.</p>

50	<p>A SATISFACTORY ANSWER</p> <p>The response is relevant to the requirement. Whilst the response addresses the key area and the related component parts, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the key area and the related component parts of the response guidance.</p> <p>Whilst some evidence has been provided it does not sufficiently demonstrate the key area and all of the related component parts of the response guidance.</p> <p>The response provides an adequate level of confidence that the approach has the potential to meet the requirement for this key area for the delivery of services.</p>
25	<p>A BELOW STANDARD ANSWER</p> <p>The response is not fully relevant to or only partially addresses the requirement and/or the key area and the related component parts of the response guidance.</p> <p>The response addresses some of the key area and the related component parts but not all, and there is a significant lack of detail.</p> <p>Whilst some evidence has been provided it does not sufficiently demonstrate the key area and all of the related component parts of the response guidance.</p> <p>There is a lack of detail and/or lack of explanation and/or ambiguity in the response which provides a low level of confidence that the approach has the ability to meet the requirement for this key area for the delivery of services.</p>
0	<p>A POOR ANSWER</p> <p>The response is not relevant to the requirement and/or the key area and the related component parts and/or the response has satisfied very few to none of the requirements for the key area and the related component parts of the response guidance.</p> <p>The response provides no confidence that the approach will meet the requirement for this key area for the delivery of services.</p> <p>or</p> <p>No response provided.</p> <p>If you receive a zero, we will reject your bid and you will be excluded from the competition.</p>

D2 – Case Study 2

Requirement

CCS requires Bidders to demonstrate **how they delivered** the following four key areas and related component parts:

1. Collaborative working
2. Effective delivery
3. Quality assurance
4. Client satisfaction

D2 Case Study 2 overview

Please provide an overview of the scope, scale and complexity of Case Study 2.

You must include in the overview:

1. the two mandatory specialisms from (a) to (c), and the two mandatory specialisms from (d) to (f) that are demonstrated in your case study
2. confirm that the project has been delivered and completed within the last seven (7) years
3. the legal fees charged

Maximum character count – 4,000 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Please note – the overview is not evaluated, but will provide context for the evaluation of the D2 key areas and related component parts. However, if you do not provide the information required your bid may be deemed non-compliant.

D2 Response guidance

Your response must include the following key criteria 1 to 4 and related component parts:

1. Collaborative working, including component part a (i, ii and iii)
2. Effective delivery, including component part a (i and ii)
3. Quality assurance, including component parts a and b
4. Client satisfaction, including component parts a and b

Key criteria:

1. Collaborative working

- a) How you worked collaboratively with the end client, the client's internal lawyers and with lawyers from other firms, including:
 - i. how you communicated effectively with all parties
 - ii. how you ensured that your interactions added value to your client and were not duplicative or surplus to requirements
 - iii. how you ensured that all parties are kept up to date as the matter progressed including developments and changes.

2. Effective delivery

- a) How you ensured effective delivery of a quality service, using:
 - i. project management tools and techniques
 - ii. relevant systems including technology

3. Quality assurance

- a) How you ensured that the legal advice given was correct and practical for the client
- b) How you applied your quality assurance process

4. Client satisfaction

- a) How you captured feedback and acted on this to drive continuous improvements to your service
- b) How you addressed client dissatisfaction to ensure this gave the best outcome for your client

Responses should be limited to, and focused on each of the key criteria of the question.

Bidders 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 key criteria in this response guidance in the order they are listed above and highlight which key criteria 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 the applicable text boxes provided, D2.1, D2.2, D2.3 and D2.4 each box has a character count of 2,000 characters.

D2 Key criteria	Weighting
Collaborative working	10%
Effective delivery	10%
Quality assurance	8%
Client satisfaction	10%

The following Marking scheme will be applied to each key criteria 1 to 4

Marking scheme	Evaluation guidance
100	<p>A VERY GOOD ANSWER</p> <p>The response is relevant to the requirement and is comprehensive, unambiguous, and fully demonstrates your ability to meet the key area and the related component parts of the response guidance.</p> <p>Full and relevant evidence has been provided to clearly demonstrate that the key area and the related component parts have been satisfied.</p> <p>The response provides a high level of confidence that the approach will meet the requirement for this key area and has a strong potential to exceed the requirement for the delivery of services.</p>
75	<p>A GOOD ANSWER</p> <p>The response is relevant to the requirement and is sufficiently detailed to demonstrate your ability to meet the key area and the related component parts of the response guidance.</p> <p>Sufficient evidence has been provided to demonstrate the key area and the related component parts of the response guidance.</p> <p>The response provides a good level of confidence that the approach will meet the requirement for this key area for the delivery of services.</p>

50	<p>A SATISFACTORY ANSWER</p> <p>The response is relevant to the requirement. Whilst the response addresses the key area and the related component parts, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the key area and the related component parts of the response guidance.</p> <p>Whilst some evidence has been provided it does not sufficiently demonstrate the key area and all of the related component parts of the response guidance.</p> <p>The response provides an adequate level of confidence that the approach has the potential to meet the requirement for this key area for the delivery of services.</p>
25	<p>A BELOW STANDARD ANSWER</p> <p>The response is not fully relevant to or only partially addresses the requirement and/or the key area and the related component parts of the response guidance.</p> <p>The response addresses some of the key area and the related component parts but not all, and there is a significant lack of detail.</p> <p>Whilst some evidence has been provided it does not sufficiently demonstrate the key area and all of the related component parts of the response guidance.</p> <p>There is a lack of detail and/or lack of explanation and/or ambiguity in the response which provides a low level of confidence that the approach has the ability to meet the requirement for this key area for the delivery of services.</p>
0	<p>A POOR ANSWER</p> <p>The response is not relevant to the requirement and/or the key area and the related component parts and/or the response has satisfied very few to none of the requirements for the key area and the related component parts of the response guidance.</p> <p>The response provides no confidence that the approach will meet the requirement for this key area for the delivery of services.</p> <p>or</p> <p>No response provided.</p> <p>If you receive a zero, we will reject your bid and you will be excluded from the competition.</p>

7. Part 1 price evaluation

This paragraph contains information on how to complete the Pricing Matrix (Attachment 3) and the price evaluation process.

7.1 How to complete and submit your Part 1 Pricing Matrix:

You should read and understand the instructions in the Pricing Matrix, Framework Schedule 3 (Framework Prices), and in this paragraph, before submitting your Pricing Matrix (e.g. prices and percentage discounts), for each Lot which you are bidding for.

Your price values must be sustainable in providing all of the mandatory requirements set out in Framework Schedule 1 (Specification) for each applicable Lot, and include the following:

- Your operating overhead costs and profit.
- All costs incurred by the Bidder.
- Direct Labour Costs (the basic rate paid by the Bidder to its Staff including any premium time payment, fringe benefits and bonus payments) please refer to Framework Agreement Schedule 3: Framework Prices and Charging Structure;
- All costs of the Bidder's standard employee benefits (e.g. retirement funds, health and life assurances and any bonus schemes).
- All costs associated with holidays with pay, sickness leave with pay, customary and public holidays.
- All costs associated with recruitment, training and security vetting.
- All administration costs, including video conferencing, word processing services, on request typing, photocopying and provision of all legal documents, production of template documents e.g. on request redaction of commercially sensitive terms based on the final agreed documents.
- Time spent on a particular matter including attending meetings, correspondence, drafting, advising, emails, telephone calls, court hearings, and other secretarial and all other related administrative requirements.
- An insurance level sufficient to cover the Limit of Liability listed in Joint Schedule 3 (Insurance Requirements) of the Framework Contract.
- Payroll Burden (all costs of taxes and contributions imposed by law, or regulations e.g. employer's liability insurance, unemployment compensation, old age benefits, pensions and annuities and disability insurance).

All costs incurred by the Bidder must be calculated and charged through the price values submitted in your Pricing Matrix.

Your rates submitted must:

- exclude VAT;
- be inclusive of expenses/travel and subsistence and travel time;
- be in British pounds sterling; and
- be submitted up to two (2) decimal places and to the nearest £1

Zero or negative bids are not permitted.

You should also take into account our Management Charge of 1.5%, which shall be paid by you to us as set out in the Framework Award Form and Framework Schedule 5 (Management Charges and Information).

Cells that don't require any input are locked for editing.

You must not alter, amend or change the format or layout of the Pricing Matrix in any way. You must not insert or attach any notes or comments into any of the worksheets.

Any alteration, amendment, change or addition will be disregarded by CCS and your Pricing Matrix may be deemed non-compliant.

You should have read and understood the information on TUPE in paragraph 9 of Attachment 1 – About the framework. You are reminded that it is your responsibility to take your own advice and consider whether TUPE is likely to apply at the Call-Off Stage and to act accordingly. You are encouraged to carry out your own due diligence exercise on the application of TUPE when completing your Pricing Matrix.

In the event that you are successful in this procurement the values inserted into the Pricing Matrix will be incorporated into Framework Schedule 3 (Framework Prices). Refer to Framework Schedule 3 (Framework Prices) and Framework Schedule 7 (Call-Off Award Procedure).

The rates submitted in Table 1 of the Lot 1 Rate Card and Lot 2 Rate Card tabs will be the maximum rates payable under this Framework and any Call-Off Contract.

The percentages submitted in Table 2 of the Lot 1 Rate Card and/or Lot 2 Rate Card tabs will be the Volume Discounts applicable under this Framework and any Call-Off Contract for each Lot, in accordance with Framework Schedule 3 (Framework Prices).

The prices already set out in the blue cells of Table 1 of the Lot 1 Rate Card and/or Lot 2 Rate Card tabs will be the maximum rates payable under this Framework and any Call-Off Contract for each Lot, in accordance with Framework Schedule 3 (Framework Prices).

You must download the Pricing Matrix (Attachment 3) and complete it for the Lot(s) you are bidding for. You must input values into the cells shaded yellow and green in the Pricing Matrix, in accordance with the instructions

provided for each Lot you are bidding for. The values submitted in the yellow cells will be used in the price evaluation and as such, failure to insert an applicable value may result in your bid being excluded from this competition.

You must input the rates we have asked for in the cells shaded green. The information submitted in the green cells will not be evaluated or form part of the price evaluation. However, if you are successful in this competition the values submitted will be inserted into your Framework Contract and will be the maximum rates chargeable under this Framework.

Do not alter, amend or change the format or layout of the Pricing Matrix (Attachment 3). You must not insert or attach any notes or comments into any of the worksheets, any additional information will be disregarded by CCS.

You are required to complete, upload and return your completed Pricing Matrix to us via the eSourcing suite, by the deadline set out in paragraph 6 (“Timelines for the competition”) of Attachment 1 – About the framework.

When uploading your Part 1 Pricing Matrix to question PQ1 in the technical envelope, you must rename the attachment as follows:
[price_insertyourcompanyname]

7.2 Price Evaluation process

This is how we will evaluate your Pricing:

We will check you have completed all the yellow and green cells, applicable to each Lot you are bidding for.

Failure to insert an applicable price (£) or percentage (%) may result in your bid being deemed not compliant and excluded from this competition.

The Part 1 Price Evaluation is worth:

- 30% of the Part 1 price score for Lot 1
- 20% of the Part 1 price score for Lot 2

	Lot 1	Lot 2
Hourly Rates	25%	17.5%
Volume Discounts	5%	2.5%
Price weighting	30%	20%

The Price Evaluation will be undertaken separately to the Quality Evaluation process.

All Lots

The Pricing for each Lot will be evaluated on the basis of each of the Grades and the Volume Discount Threshold ranges listed in the Pricing Matrix.

Hourly Rates

A definition for each of the Grades can be found in the tab titled 'Grade Structure' in Attachment 3.

You must ensure that the value for each Grade is in ascending order (i.e. the price for the next Grade is equal to or exceeds the price of the previous more junior Grade e.g. Grade 1 must be higher than or equal to Grade 2).

Maximum Hourly Rates for Trainee and Paralegal are fixed.

We will evaluate the price submitted for each Grade by comparing it against all prices submitted by other Bidders for the applicable Grade.

The Bidder who submits the lowest Hourly Rate for each Grade in the Pricing Matrix will receive 100% of the maximum score available for the applicable Grade, as detailed in the tables below.

The maximum number of marks available for each Grade in each Lot, are as follows:

Lot 1 – Hourly Rates

Grade	Weighting (%)	Maximum Marks Available
Partner	20%	20.00
Legal Director / Counsel (or equivalent)	20%	20.00
Senior Solicitor, Senior Associate	30%	30.00
Solicitor, Associate	15%	15.00
NQ Solicitor/Associate, Junior Solicitor/Associate	15%	15.00
Trainee	N/A	N/A-
Paralegal / Legal Assistant	N/A	N/A
Total	100%	100.00

Lot 2 – Hourly Rates

Grade	Weighting (%)	Maximum Marks Available
Partner	30%	30.00
Legal Director / Counsel (or equivalent)	20%	20.00
Senior Solicitor, Senior Associate	25%	25.00
Solicitor, Associate	15%	15.00

NQ Solicitor/Associate, Junior Solicitor/Associate	10%	10.00
Trainee	N/A	N/A
Paralegal / Legal Assistant	N/A	N/A
Total	100%	100.00

Where two or more Bidders submit an equal lowest Hourly Rate for the same Grade, then these Bidders will each achieve 100% of the maximum score available for the applicable Grade, as detailed in the previous tables for each Lot.

All other Bidders who submitted an Hourly Rate for each Grade, will each receive a percentage of the maximum score available relative to the lowest Hourly Rate submitted for the Grade, applicable to each Lot.

Example Lot 1

For the Grade Senior Solicitor / Senior Associate, Bidder A submitted an Hourly Rate of £300.00.

The lowest Hourly Rate submitted by any Bidder for the Grade Senior Solicitor / Senior Associate, was Bidder B, who submitted £268.00.

Bidder C however, also submitted an equal lowest Hourly Rate of £268.00. Therefore both Bidder B and Bidder C each receive 100% of the maximum marks available for the Grade Senior Solicitor / Senior Associate (e.g. 30 marks for Lot 1).

The following calculation will be applied to all other submissions:

$$\text{Mark} = \frac{\text{Lowest tendered Hourly Rate}}{\text{Bidders tendered Hourly Rate}} \times \text{maximum mark available}$$

Using the above formula, the calculation for Bidder A for the Lot 1 Grade Senior Solicitor / Senior Associate is as follows:

$$\text{Mark} = \frac{268.00}{300.00} \times 30 = 26.80$$

How we will calculate each Bidders Total Hourly Rate Mark

First, we will calculate each Bidder's Hourly Rate Mark for each Lot by adding together the marks awarded for each Hourly Rate, applicable to each Lot.

Example Lot 1:

Threshold	Maximum mark	Bidder mark for the Threshold
Partner	20.00	15.50
Legal Director / Counsel (or equivalent)	20.00	16.50
Senior Solicitor, Senior Associate	30.00	20.00
Solicitor, Associate	15.00	12.00
NQ Solicitor/Associate, Junior Solicitor/Associate	15.00	12.00
Bidders Hourly Rate Mark		76.00

We will then multiple the Bidder's Hourly Rates by the weighting (Lot 1 = 25% and Lot 2 = 17.5%) to calculate the Bidders Total Hourly Rates Mark.

The calculation we will use is as follows

Bidders Total Hourly Rates Mark	=	Bidders Hourly Rates Mark	x	% Hourly Rates weighting
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Example Lot 1

Bidders Total Hourly Rates Mark	=	76.00	x	25%
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Bidders Total Hourly Rates Mark = 19.00

Volume Discount

We will evaluate the Volume Discount submitted for each Volume Threshold, by comparing it against all Volume Discounts submitted by other Bidders for the applicable Volume Threshold.

You must ensure that the percentage for each Volume Discount Threshold is in ascending order (i.e. the price for the next Threshold exceeds or is equal to the price of the previous Threshold.)

Volume discount thresholds:

Volume Discount Threshold	Threshold values
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Threshold 1	£1m and above, up to a maximum of £2,499,999.99
Threshold 2	£2.5m and above, up to a maximum of £4,999,999.99
Threshold 3	£5m and above

The Bidder who submits the highest Volume Discount for each Threshold in the Pricing Matrix (for each lot) will receive 100% of the maximum score available for the applicable Threshold, as detailed in the tables below.

The maximum number of marks available for each Volume Discount in each Lot, are as follows:

Lot 1 Volume Discounts

Volume Discount Threshold	Weighting (%)	Maximum Marks Available
Threshold 1 £1m and above, up to a maximum of £2,499,999.99	40%	40.00
Threshold 2 £2.5m and above, up to a maximum of £4,999,999.99	40%	40.00
Threshold 3 £5m and above	20%	20.00
Total	100%	100.00

Lot 2 Volume Discounts

Volume Discount Threshold	Weighting (%)	Maximum Marks Available
Threshold 1 £1m and above, up to a maximum of £2,499,999.99	40%	40.00
Threshold 2 £2.5m and above, up to a maximum of £4,999,999.99	40%	40.00
Threshold 3	20%	20.00

£5m and above		
Total	100%	100.00

Where two or more Bidders submit an equal highest Volume Discount for the same Threshold, then these Bidders will each achieve 100% of the maximum score available for the applicable Threshold, as detailed in the tables above for each Lot.

All other Bidders who submitted a Volume Discount for each Threshold, will each receive a percentage of the maximum score available relative to the highest Volume Discount submitted for the Threshold, applicable to each Lot.

The following calculation will be applied to all other submissions:

$$\text{Mark} = \frac{\text{Bidders Volume Discount \%}}{\text{Highest Volume Discount \%}} \times \text{maximum mark available for Threshold}$$

Example Lot 1

For the Volume Threshold 1, Bidder A submitted a Volume Discount of 2.5%.

The Volume Discount submitted by any Bidder for the Threshold 1, was Bidder B, who submitted a Volume Discount of 5%.

Bidder C however, also submitted an equal Volume Discount of 5%. Therefore both Bidder B and Bidder C receive 100% of the maximum marks available for the Lot 1 Threshold 1 (e.g. 40.00 marks).

Using the above formula, the calculation for Bidder A for Threshold 1 is as follows:

$$\text{Mark} = \frac{2.5\%}{5\%} \times 40.00 = 20.00$$

How we will calculate each Bidders Total Volume Discount Mark

First we will calculate each Bidder's Volume Discount Mark for each Lot by adding together the marks awarded for each Volume Discount, applicable to each Lot.

Example Lot 1:

Threshold	Maximum mark	Bidder mark for the Threshold
Threshold 1	40.00	30.00
Threshold 1	40.00	20.00
Threshold 1	20.00	13.00
Bidders Volume Discount Mark		63.00

We will then multiple the Bidder's Volume Discount Mark by the weighting (Lot 1 = 5% and Lot 2 = 2.5%) to calculate the Bidders Total Volume Discount Mark.

The calculation we will use is as follows

Bidders	Total	Volume	=	Bidders	Volume	Discount	x	% Volume discount weighting
Discount Mark				Mark				

Example Lot 1

Bidders	Total	Volume	=	63.00	x	5%
Discount Mark						

Bidders Total Volume Discount Mark = 3.15

7.3 Price Score

We will calculate each Bidder's Price Score for each Lot by adding together the Total Hourly Rates Mark and Total Volume Discount Mark applicable to each Lot.

Example Lot 1

Total Hourly Rates Mark	19.00
Total Volume Discount Mark	3.15
Price Score	21.15

7.4 Abnormally low tenders

Where we consider any of the Hourly Rates or Volume Discounts you have submitted to have no correlation with the quality of your offer or to be abnormally low, we will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Regulations).

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.

8. Process of selection of bids to proceed from Award stage part 1 to Award stage part 2

8.1 How we will calculate your Part 1 Total Score – Lot 1

We will add your Part 1 Quality Score to your Part 1 Price Score to calculate your Part 1 Total Score, for each applicable Lot.

Lot 1 example:

Bidder	Part 1 Quality Score	Part 1 Price Score	Part 1 Total Score
	(Maximum score available 70)	(Maximum score available 30)	(Maximum score available 100)
Bidder A	65.25	25.00	90.25
Bidder B	50.25	15.00	65.25
Bidder C	50.00	26.00	76.00

For the purposes of determining which Bidders will be invited to Award stage part 2, CCS will rank all Bidders from the highest “**Part 1 Total Score**”. Bidders ranked 1st to 20th in Lot 1 will be invited to participate via the eSourcing suite.

CCS reserves the right to invite less Bidders to Award stage part 2 where less than 20 Bidders in Lot 1 are considered to have successfully met the Part 1 Award Stage criteria set out in this document.

Bidders ranked in 21st position onwards in Lot 1 will be excluded from this procurement. Bidders will be notified accordingly via the eSourcing suite.

Where there are two or more Bidders who have tied scores and are placed in last position 20th for Lot 1, CCS will apply a tie breaker and the Bidder who obtained the highest ‘Part 1 Quality Score’ will be taken through to Award stage part 2.

In the event that there are still two or more Bidders who have tied scores following the tie break process outlined above, then CCS will use the ‘Total Hourly Rates Mark’ awarded in the Part 1 Price Evaluation. The Bidder with the highest ‘Total Hourly Rates Mark’ will be taken through to Award stage part 2.

Where two or more Bidders have tied scores and are in any position except for the last position, the number of Bidders will fill the positions immediately following the position that they have tied for. For instance where two Bidders are tied in the 16th position they will occupy that 16th position as well as the 17th position respectively for the purpose of calculating the top 20 Bidders in Lot 1.

8.2 How we will calculate your Part 1 Total Score – **Lot 2**

We will add your Part 1 Quality Score to your Part 1 Price Score to calculate your Part 1 Total Score, for each applicable Lot.

Lot 2 example:

Bidder	Part 1 Quality Score	Part 1 Price Score	Part 1 Total Score
	(Maximum score available 80)	(Maximum score available 20)	(Maximum score available 100)

Bidder A	75.25	15.00	90.25
Bidder B	60.25	10.00	70.25
Bidder C	50.00	16.00	66.00

For Lot 2:

A maximum of the top scoring 10 Bidders in Lot 2 will be invited to participate in Award stage part 2 (e.g. Interview Presentations and Part 2 Price Evaluation) for this procurement.

For the purposes of determining which Bidders will be invited to Award stage part 2, CCS will rank all Bidders from the highest “**Part 1 Total Score**”. Bidders ranked 1st to 10th in Lot 2 will be invited to participate in Award stage part 2 via the eSourcing suite.

CCS reserves the right to invite less Bidders to Award stage part 2 where less than 10 Bidders in Lot 2 are considered to have successfully met the Award stage part 1 criteria set out in this document.

Bidders ranked in 11th position onwards in Lot 2 will be excluded from this procurement. Bidders will be notified accordingly via the eSourcing Suite.

Where there are two or more Bidders who have tied scores and are placed in last position (10th for Lot 2), CCS will apply a tie breaker and the Bidders who obtained the highest ‘Part 1 Quality Score’ will be taken through to Award stage part 2.

In the event that there are still two or more Bidders who have tied scores following the tie break process outlined above, then CCS will use the ‘Total Hourly Rates Mark’ awarded in the Part 1 Price Evaluation. The Bidder with the highest ‘Total Hourly Rate Mark’ will be taken through to Award stage part 2.

Where two or more Bidders have tied scores and are in any position except for the last position, the number of Bidders will fill the positions immediately following the position that they have tied for. For instance where two Bidders are tied in the 3rd position they will occupy that 3rd position as well as the 4th position respectively for the purpose of calculating the top 6 Bidders in Lot 2.

9. Award stage part 2

9.1 If you ranked 1st to 20th for Lot 1 and/or 1st to 10th for Lot 2 at Award stage part 1 (as detailed above) you will proceed to the Award stage part 2.

9.2 Award stage part 2 will comprise of:

- An evaluation of the Interview Presentation (“Part 2 Quality Evaluation”).

- An evaluation of the best and final offer tendered in the Price Matrix (“Part 2 Price Evaluation”).

9.3 Part 2 Award Criteria

Lot	Quality weighting		Price weighting
	Social Value	Quality	
Lot 1	10%	60%	30%
Lot 2	10%	70%	20%

9.4 What **YOU** need to do:

- Complete an Interview Presentation with senior panel evaluators, as detailed in Annex 1 of this document.
- Complete the Price Matrix (Attachment 3) with your best and final offer for the Lot(s) in which you are bidding.
- Send your completed Part 2 Price Matrix to us via the eSourcing suite messaging system.

9.5 What **WE** will do at Award stage part 2

1.	<p>Quality Evaluation</p> <p>A panel of senior civil servants (“Panel Evaluator”) will independently assess your responses to the Interview Presentation questions using each of the evaluation criteria of the Interview Presentation (e.g. Capability and Competency Criteria) detailed in paragraphs 10 and 11. Each Panel Evaluator will give a mark and a reason for their mark for each criteria of the Interview Presentation they are assessing (e.g. Capability and Competency Criteria)</p>
2.	<p>Consensus</p> <p>Once the evaluators have independently assessed your responses to each of the criteria in the Interview Presentation (e.g. Capability and Competency Criteria), we will arrange for the evaluators to meet and we will facilitate the discussion. At the consensus meetings, the evaluators will discuss the quality of your answers for each criteria 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 criteria of the Interview Presentation (e.g. Capability and Competency Criteria). These final marks will be used to calculate your Part 2 Quality Score for each Lot you have bid for.</p>
3.	<p>Quality Threshold</p> <p>If you have received a zero for any of criteria in the Interview Presentation (e.g. Capability and Competency Criteria), 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 provided at paragraphs 10.5 and 11.5 for an example of how your Part 2 Quality Score will be calculated for each applicable Lot.</p>
4.	<p>Compliance Check</p> <p>We will do a check to make sure that you have resubmitted your best and final offer Price Matrix in line with our instructions.</p>
5.	<p>Price Evaluation</p> <p>We will then give your Part 2 Pricing Matrix (best and final offer) to the price evaluation panel, who are different</p>

	<p>evaluators from those who assessed your Interview Presentations.</p> <p>They will calculate your Part 2 Price Score using the evaluation criteria in paragraph 12 – Part 2 Price Evaluation.</p>
6.	<p>Final Score</p> <p>Your Part 2 Quality Score will be added to your Part 2 Price Score to create your Final Score as illustrated in paragraph 13 – 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>

10. Part 2 quality evaluation Lot 1

The Part 2 Quality Score for Lot 1 weighting is 70% which is broken down as follows:

Part 2 Quality Score – Lot 1	
Interview Presentation – Capability Criteria	15%
Interview Presentation – Competency Criteria	15%
Award stage part 1 Social Value (B1 and B2)	10%
Award stage part 1 C1 and C2	30%

10.1 Interview Presentation (15%)

The Interview Presentation will comprise of the Bidders Representatives:

- a) presenting their response to the capability criteria using the Legal Scenario provided on the day of the Interview Presentation; and
- b) answering Evaluation Panel members questions in relation to the capability criteria and Legal Scenario

All information in relation to the Interview Presentation is provided in Annex 1 of this document. No additional information will be issued to Bidders.

The Interview Presentations will each be scored on the basis of the following areas in the Capability and Competency criteria as follows:

Interview Presentation Evaluation – Lot 1	Sub- Weighting
Capability Criteria:15% weighting, sub-weighted into the following	
Capability (1) identify legal, commercial and handling issues/risks at high level	7%
Capability (2) assess the legal risks identified in (1) and propose legal solutions for avoiding or mitigating risks	8%
Competency Criteria: 15% weighting, sub-weighted into the following:	
(a) Communication	4%
(b) Persuasiveness	4%
(c) Decisiveness	4%
(d) Team presentation and interview	3%

10.2 Capability Criteria (15%)

The marks awarded for this element of the Interview Presentation will account for 15% of the overall 70% marks for the Part 2 Quality Evaluation.

The Evaluation Panel will apply the Capability Criteria at Table A when assessing the Bidder Representative's capability at the Interview Presentation.

Table A:

Table A – Capability criteria	
1	Identification and summary of all the legal issues raised by the scenario and the legal and non-legal challenges inherent in it which are likely to impact on delivering a legal solution .
2	Assessment of the legal risks identified in 1, and outlined workable/practicable solutions to the legal issues raised by the scenario, explaining why they provide an effective and efficient means of delivering the client's objectives, how they avoid or mitigate the main legal and commercial risks and how they demonstrate a clear and thorough understanding of the overall policy context as stated in the scenario.

The Capability Scoring Criteria set out in Table B below will be used by the Evaluation Panel to score the quality of the responses provided by the Bidder's Representatives in relation to the Bidders presentation and questions asked against each capability criteria in Table A.

Table B:

Table B – Capability Scoring Criteria		
Mark	Classification	Definition
100	Outstanding Demonstration	<p>The response is relevant to the capability criteria and is comprehensive, unambiguous, and fully demonstrates your ability to meet the capability criteria.</p> <p>Full and relevant evidence has been provided to clearly demonstrate that the capability criteria has been satisfied.</p> <p>The response provides a high level of confidence that the approach will meet the capability criteria and has a strong potential to exceed the capability criteria for the Legal Scenario.</p>

75	Good Demonstration	<p>The response is relevant to the capability criteria and is sufficiently detailed to demonstrate your ability to meet the capability criteria.</p> <p>Sufficient evidence has been provided to demonstrate the capability criteria.</p> <p>The response provides a good level of confidence that the approach will meet the capability criteria for the Legal Scenario.</p>
50	Acceptable Demonstration	<p>The response is relevant to the capability criteria. Whilst the response addresses the capability criteria, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the capability criteria.</p> <p>Whilst some evidence has been provided it does not sufficiently demonstrate the capability criteria.</p> <p>The response provides an adequate level of confidence that the approach has the potential to meet the capability criteria for the Legal Scenario.</p>
25	Minimal Demonstration	<p>The response is not fully relevant to or only partially addresses the capability criteria. The response addresses some of the capability criteria but not all, and there is a significant lack of detail.</p> <p>Whilst some evidence has been provided it does not sufficiently demonstrate the capability criteria.</p> <p>There is a lack of detail and/or lack of explanation and/or ambiguity in the response which provides a low level of confidence that the approach has the ability to meet the capability criteria for the Legal Scenario.</p>
0	Not Demonstrated	<p>The response is not relevant to the capability criteria and/or the response has satisfied very few to none of the capability criteria.</p> <p>The response provides no confidence that the approach will meet the capability criteria for the Legal Scenario.</p> <p>OR</p> <p>No response provided.</p> <p>If you receive a zero, we will reject your bid and you will be excluded from the competition</p>

10.3 Competency Criteria (15%)

The marks for this element of the Interview Presentation will account for 15% of the overall 70% marks for the Part 2 Quality Evaluation.

Based on the responses provided at the Interview Presentation, the Evaluation Panel will individually assess each Competency Criteria detailed at Table C below when assessing the Bidders' Representatives.

Table C:

Table C – Competency Criteria	
Competency Criteria	Description
Communication	(a) Clarity and succinctness of presentation (b) Ability to communicate complex information in a logical style (c) Ability to tailor approach to the audience
Persuasiveness	(a) Ability to guide the client on the pros/cons of a particular point of view (b) Ability to enable the client to commit to a course of action
Decisiveness	(a) Ability to articulate a clear rationale for their advice and given point of view (b) Ability to respond clearly and directly to the question (c) Ability to adapt advice to take account of additional information provided
Team presentation and interview	(a) Collaboration and organisation amongst the team presenting and responding to questions

Each of the Competency Criteria in Table C above will receive a score in accordance with the Competency Scoring Criteria in Table D below.

Table D:

Table D – Competency Scoring Criteria		
Score	Definition	Interpretation
100	Outstanding Demonstration	Evidence provided wholly exceeds expectation at this level
75	Good Demonstration	Substantial positive evidence of the competency
50	Acceptable Demonstration	Adequate positive evidence of the competency
25	Minimal Demonstration	Limited positive evidence of the competency
0	Not Demonstrated	No positive evidence of the competency

Once each Evaluation Panel Member has independently assessed each of the Capability and Competency Criteria at the Interview Presentation, a consensus meeting will take place to agree the Bidders mark, and reason for the mark, for each criteria in the Interview Presentation (e.g. Capability and Competency Criteria).

10.4 Interview Presentation – Capability Criteria (15%) and Competency Criteria (15%)

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

Each weighted mark for each of the Capability and Competency Criteria, in each applicable Lot, will then be added together to calculate your Part 2 Quality Score.

10.5 Part 1 Quality Evaluation (40%)

The marks awarded in the Part 1 Quality Evaluation will be carried forward to Part 2 as follows:

Lot 1

Question	Weighting
Social value	10%
C1	14%
C2	16%
Total Weighted Marks carried forward From Part 1	40%

The calculation used to determine the Total Weighted Mark for each question to be used in the Part 2 Quality Score, is as follows:

Lot 1

Question and Key Area		Your final mark at Part 1 (max 100)	Weighting at Part 2 (%)	Your weighted mark at Part 2
B1	Social value	100	5.5%	5.50
B2	Social value	50	4.5%	2.25
QC1				
1	Staffing allocation	100	4%	4.00
2	Commitment to Government work	50	5%	2.50
3	Ability to strategise	100	5%	5.00
QC2				
1	Collaborative working	100	4%	5.00
2	Effective delivery	50	3%	1.50
3	Quality assurance	50	5%	2.50
4	Client satisfaction	100	4%	4.00
Part 1 marks carried forward to Part 2 (max 40)				32.25

Please see the tables below for an example of how your Part 2 Quality Score will be calculated for Lot 1.

Please see the illustrative example for **Lot 1 only** below.

Question		Question Weighting (%)	Maximum mark available	Your mark	Your weighted mark
Total Marks carried forward From Part 1 Quality Evaluation 40% weighting, sub-weighted into the following questions:					
B1	Social value	5.5%	See paragraph 10.5 above for calculations		5.50
B2	Social value	4.5%			2.25
C1	QC1	14%			11.50
C2	QC1	16%			13.00
Interview Presentation – Capability Criteria 15% weighting, sub-weighted into the following criteria:					
1	Capability 1	7%	100	100	7.00
2	Capability 2	8%	100	50	4.00
Interview Presentation – Competency Criteria 15% weighting, sub-weighted into the following criteria:					
(a)	Communication	4%	100	100	4.00
(b)	Persuasiveness	4%	100	50	2.00
(c)	Decisiveness	4%	100	25	1.00
(d)	Team presentation and interview	3%	100	100	3.00
Part 2 Quality Score for Lot 1 (max 70)					53.50

11. Part 2 quality evaluation Lot 2

The Part 2 Quality Score for Lot 2 weighting is 80%, which is broken down as follows:

Part 2 Quality Score Lot 2	
Interview Presentation – Capability Criteria	20%
Interview Presentation – Competency Criteria	15%
Award stage part 1 Social Value (B1 and B2)	10%

Award stage part 1 D1 and D2	35%
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11.1 Interview Presentation (35%)

The Interview Presentation will comprise of the Bidders Representatives:

- a) presenting their response to the capability criteria using the Legal Scenario provided on the day of the Interview Presentation; and
- b) answering Evaluation Panel members questions in relation to the capability criteria and Legal Scenario.

All information in relation to the Interview Presentation is provided in Annex 1 of this document. No additional information will be issued to Bidders.

The Interview Presentations will each be scored on the basis of the following areas in the Capability and Competency criteria as follows:

Interview Presentation Evaluation	Sub- Weighting
Capability Criteria: 20% weighting, sub-weighted into the following:	
Legal area 1	5%
Legal area 2	5%
Legal area 3	5%
Legal area 4	5%
Competency Criteria: 15% weighting, sub-weighted into the following:	
1. Communication	4%
2. Persuasiveness	4%
3. Decisiveness	4%
4. Team presentation and interview	3%

11.2 Capability Criteria (20%)

The marks awarded for this element of the Interview Presentation will account for 20% of the overall 80% mark for the Part 2 Quality Evaluation.

The Evaluation Panel will apply the Capability Criteria at Table A when assessing the Bidder Representative's capability at the Interview Presentation.

Table A:

Table A – Capability Criteria
<p>Legal area 1</p> <p>Corporate Finance, and any legal issues that are raised by HM Government's focus on seeing how this industry can be encouraged by government to support climate change action.</p> <p>Including:</p> <ul style="list-style-type: none"> a) Identification and assessment of the legal risks b) Provision of comparative legal insights on the UK's legal and regulatory position vis-à-vis other jurisdictions / regions c) Demonstration of an innovative approach to the problem, in terms of managing the substantive issues and the organisation of your team to meet these issues
<p>Legal area 2</p> <p>Rescue, Restructuring and Insolvency, and the legal issues for HM Government of taking a more active role in the economy after COVID-19</p> <p>Including:</p> <ul style="list-style-type: none"> a) Identification and assessment of the legal risk(s) b) Provision of comparative legal insights on the UK's legal and regulatory position vis-à-vis other jurisdictions / regions c) Demonstration of an innovative approach to the problem, in terms of managing the substantive issues and the organisation of your team to meet these issues
<p>Legal area 3</p> <p>High value or complex transactions and disputes, and the legal issues for HM Government of various different departments looking to implement such transactions at or around the same time and for (potentially different / competing) department-specific policy reasons</p> <p>Including:</p> <ul style="list-style-type: none"> a) Identification and assessment of the legal risk(s) b) Provision of comparative legal insights on the UK's legal and regulatory position vis-à-vis other jurisdictions / regions c) Demonstration of an innovative approach to the problem, in terms of managing the substantive issues and the organisation of your team to meet these issues

Legal area 4

Projects of exceptional innovation or complexity, and the legal risks that this raises for HM Government when having to execute such projects at speed given the urgency in relation to **either** climate change or the immediate need to support the economy post-COVID-19

Including:

- a) Identification and assessment of the legal risk(s)
- b) Provision of comparative legal insights on the UK's legal and regulatory position vis-à-vis other jurisdictions / regions
- c) Demonstration of an innovative approach to the problem, in terms of managing the substantive issues and the organisation of your team to meet these issues

The Capability Scoring Criteria set out in Table B below will be used by the Evaluation Panel to score the quality of the response provided by the Bidder's Representatives in relation to the Bidders presentation and questions asked against each Legal Area in Table A.

Table B:

Table B – Capability Scoring Criteria		
Mark	Classification	Definition
100	Outstanding Demonstration	<p>The response is relevant to legal area and is comprehensive, unambiguous, and fully demonstrates your ability to deliver the capability criteria.</p> <p>Full and relevant evidence has been provided to clearly demonstrate that the component parts a to c of the capability criteria have been satisfied.</p> <p>The response provides a high level of confidence that the approach will meet the capability criteria and has a strong potential to exceed the capability criteria for the Legal Scenario.</p>
75	Good Demonstration	<p>The response is relevant to the legal area and is sufficiently detailed to demonstrate your ability to meet the capability criteria.</p> <p>Sufficient evidence has been provided to demonstrate component parts a to c of the capability criteria.</p>

		The response provides a good level of confidence that the approach will meet the capability criteria for the Legal Scenario.
50	Acceptable Demonstration	<p>The response is relevant to the legal area. Whilst the response addresses component parts a to c of the capability criteria, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the capability criteria.</p> <p>Whilst some evidence has been provided it does not sufficiently demonstrate the capability criteria.</p> <p>The response provides an adequate level of confidence that the approach has the potential to meet the capability criteria for the Legal Scenario.</p>
25	Minimal Demonstration	<p>The response is not fully relevant to or only partially addresses the capability criteria. The response addresses some of the capability criteria but not all, and there is a significant lack of detail.</p> <p>Whilst some evidence has been provided it does not sufficiently demonstrate the component part a to c of the capability criteria.</p> <p>There is a lack of detail and/or lack of explanation and/or ambiguity in the response which provides a low level of confidence that the approach has the ability to meet the capability criteria for the Legal Scenario.</p>
0	Not Demonstrated	<p>The response is not relevant to the capability criteria and/or the response has satisfied very few to none of the component parts a to c of the capability criteria.</p> <p>The response provides no confidence that the approach will meet the capability criteria for the Legal Scenario.</p> <p>OR</p> <p>No response provided.</p> <p>If you receive a zero, we will reject your bid and you will be excluded from the competition</p>

11.3 Competency Criteria (15%)

The marks for this element of the Interview Presentation will account for 15% of the overall 80% marks for the Part 2 Quality Evaluation.

Based on the responses provided at the Interview Presentation, the Evaluation Panel will individually assess each Competency Criteria detailed at Table D below when assessing the Bidders' Representatives.

Table D:

Table D – Competency Criteria	
Competency Criteria	Description
1. Communication	(a) Clarity and succinctness of presentation (b) Ability to communicate complex information in a logical style (c) Ability to tailor approach to the audience
2. Persuasiveness	(a) Ability to guide the client on the pros/cons of a particular point of view (b) Ability to enable the client to commit to a course of action
3. Decisiveness	(a) Ability to articulate a clear rationale for their advice and given point of view (b) Ability to respond clearly and directly to the question (c) Ability to adapt advice to take account of additional information provided
4. Team presentation and interview	(a) Collaboration and organisation amongst the team presenting and responding to questions

Each of the Competency Criteria in Table C above will receive a score in accordance with the Competency Scoring Criteria in Table E below.

Table E – Competency Scoring Criteria		
Score	Definition	Interpretation
100	Outstanding Demonstration	Evidence provided wholly exceeds expectation at this level
75	Good Demonstration	Substantial positive evidence of the competency
50	Acceptable Demonstration	Adequate positive evidence of the competency
25	Minimal Demonstration	Limited positive evidence of the competency
0	Not Demonstrated	No positive evidence of the competency

Once each Evaluation Panel Member has independently assessed each of the Capability and Competency Criteria at the Interview Presentation, a consensus meeting will take place to agree the Bidders mark, and reason for the mark, for each criteria in the Interview Presentation (e.g. Capability and Competency Criteria).

11.4 Interview Presentation – Capability Criteria (20%) and Competency Criteria (15%)

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

Each weighted mark for each of the Capability and Competency Criteria, in each applicable Lot, will then be added together to calculate your Part 2 Quality Score.

11.5 Part 1 Quality Evaluation (45%)

The marks awarded in the Part 1 Quality Evaluation will be carried forward to Part 2 as follows:

Lot 2

Question	Weighting
Social value	10%
D1	16%
D2	19%
Total Weighted Marks carried forward From Part 1	45%

The calculation used to determine the Total Weighted Mark for each question to be used in the Part 2 Quality Score, is as follows:-

Lot 2

Question and Key Area		Your final mark at Part 1 (max 100)	Weighting at Part 2 (%)	Your weighted mark at Part 2
B1	Social value	100	5.5%	5.50
B2	Social value	50	4.5%	2.25
D1				
1	Staffing allocation	75	5%	3.75
2	Commitment to the client	50	5%	2.50
3	Ability to strategise	100	6%	6.00
QC2				
1	Collaborative working	100	5%	2.50
2	Effective delivery	50	5%	2.50
3	Quality assurance	50	4%	2.00
4	Client satisfaction	75	5%	3.75.
Part 1 marks carried forward to Part 2 (max 45)				33.25

Please see the tables below for an example of how your Part 2 Quality Score will be calculated for Lot 2.

Please see the illustrative example for **Lot 2** below.

Question		Question Weighting (%)	Maximum mark available	Your mark	Your weighted mark
Total Marks carried forward From Part 1 Quality Evaluation					
40% weighting, sub-weighted into the following questions:					
B1	Social value	5.5%	See paragraph 11.5 above for calculations		5.50
B2	Social value	4.5%			2.25
D1	Case study 1	16%			12.25
D2	Case study 2	19%			13.25
Interview Presentation – Capability Criteria					
15% weighting, sub-weighted into the following criteria:					
1	Legal area 1	5%	100	100	5.00
2	Legal area 2	5%	100	50	2.50
3	Legal area 3	5%	100	100	5.00
4	Legal area 4	5%	100	25	1.25
Interview Presentation – Competency Criteria					
15% weighting, sub-weighted into the following criteria:					
1	Communication	4%	100	100	4.00
2	Persuasiveness	4%	100	50	2.00
3	Decisiveness	4%	100	25	1.00
4	Team presentation and interview	3%	100	50	1.50
Part 2 Quality Score for Lot 1 (max 80)					55.50

12. Part 2 price evaluation

This paragraph contains information on how to complete and resubmit your Part 2 Pricing Matrix.

You need to complete and submit Attachment 3 Price Matrix with your best and final offer.

You should read and understand the instructions in the Pricing Matrix, and in paragraph 7 of this document, before submitting your best and final offer

price values (e.g. prices and percentage discounts), for each Lot which you are bidding for.

You are required to send your best and final offer via the eSourcing messaging system by the deadline in Attachment 1 – About the Framework paragraph 6 Timelines for the competition. Please title your message [your company name Stage 2 Price submission] and your completed Attachment 3 [your company name S2 Price].

We will use the same price evaluation process as detailed in paragraph 7 of this document to calculate your Stage 2 Price score.

13. Final decision to Award

13.1 How we will calculate your Final Score

We will add your Part 2 Quality Score to your Part 2 Price Score to calculate your Final Score.

Example Lot 1:

Bidder	Part 2 Quality Score	Part 2 Price Score	Final Score
	(Maximum score available 70)	(Maximum score available 30)	(Maximum score available 100)
Bidder A	70.00	30.00	100.00
Bidder B	60.00	15.00	75.00
Bidder C	50.00	10.00	60.00

Example Lot 2:

Bidder	Part 2 Quality Score	Part 2 Price Score	Final Score
	(Maximum score available 80)	(Maximum score available 20)	(Maximum score available 100)
Bidder A	80.00	20.00	100.00
Bidder B	60.00	15.00	75.00
Bidder C	50.00	10.00	60.00

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 3 of Attachment 1 – About the framework.

The maximum number of Bidders for Lot 1 and for Lot 2 of this Framework may increase where two (2) or more Bidders have tied scores in last position only.

13.2 Reserved rights

We also reserve the right to award a Framework Contract to any Bidders whose final score is within 1% of the last position, the last position for Lot 1 is 12th position and the last position for Lot 2 is 6th position.

Lot 1 example:

If the Bidder in 12th place for Lot 1, last position has a final score of 60.00

The calculation we will use is:

Lot 1 - 12th place Bidders final score is 60.00

1% of 60.00 = 0.60

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

$60.00 - 0.6 = 59.40$

So any Bidder whose final score is 59.40 or above will be awarded a Lot 1 place on the framework.

13.3 Intention to Award

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.

13.4 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:

- Employer's (Compulsory) Liability Insurance - £10m both Lots
- Public Liability Insurance - £10m both Lots
- Professional Indemnity Insurance - £10m Lot 1 and £100m Lot 2
- Cyber Essentials Plus Certificate or ISO 27001 as an accepted equivalent

Certification or proof of working in accordance with:

- ISO9001 Certificate
- ISO/IEC 27001 Certificate
- ISO/IEC 27002:2013
- ISO/IEC 27031:2011 Certificate
- ISO/22301:2019 Certificate
- ISO 22313:2020

Prospectus template.

- Suppliers are to complete in line with Annex A of Framework Schedule 7. All prospectuses must be submitted to CCS for approval by 29th November 2021.

Annex 1 – Part 2 Interview Presentations

1. Any queries in relation to the Interview Presentations at Award stage part 2 must be raised by Bidders during the clarification period as set out in paragraph 6 of Attachment 1 – About the framework.
 2. An invitation will be issued to the Bidders who are invited to take part in Award stage part 2.
 3. We will confirm the exact date, time and web based platform to be used for the Interview Presentations (e.g. Microsoft Teams, WebEx, or Google Hangouts) when we issue the invitations to Award stage part 2, on the indicative date detailed in paragraph 6 of Attachment 1 – About the framework.
 4. We will issue the Legal Scenario to the Bidders who have been invited to take part in the Interview Presentations 1 hour prior to their interview taking place.
 5. CCS reserves the right to deem late attendees non-compliant and the Bidder may be excluded from further participation in this procurement.
 6. The Evaluation Panel at the Part 2 Interview Presentations will consist of senior civil servants from across Central Government. The Evaluation Panel will consist of an Independent Chair and Senior Panel Member Evaluators, as a minimum.
 7. The Evaluation Panel will ask questions in accordance with the evaluation criteria, guidance and scoring set out in this document. The Interview Presentations will represent:
- Lot 1 - 30% of the total 70% mark achievable by the Bidder in the Part 2 Quality evaluation.
- Lot 2 - 35% of the total 80% mark achievable by the Bidder in the Part 2 Quality evaluation.
8. The Evaluation Panel requires assurance that as an organisation the Bidder has a thorough understanding of how to provide the client with a high quality of service in the Legal Scenario (which will be shared with Bidders prior to the Interview Presentation), and the organisation's ability to deliver the services to the Framework Buyers.
 9. The Evaluation Panel also requires assurance that the Framework Buyers will be able to work with the Bidder in the future and have a successful working relationship.

10. Bidders must adhere to the following instructions when participating in a Part 2 Interview Presentation:

- The Bidder shall ensure that their representatives at the Interview Presentations are from a range of grades and are able to answer detailed questions about the Legal Scenario. The Bidder shall be wholly responsible for its choice of representatives in relation to the requirement.
- The Bidder should note, that the Interview Presentation is not an opportunity to market their organisations or attempt to overtly influence the Evaluation Panel in any such way.
- The Bidder shall present a maximum of four (4) representatives who can answer specific questions in relation to the Legal Scenario provided prior to the Interview Presentation.
- It is mandatory that the Interview Presentations are conducted verbally; therefore presentation materials or handouts are not permitted.
- The Interview Presentations will last 60 minutes, broken down as per the table below. The Authority will notify Bidders when each time limit expires so that timings are adhered to and not exceeded.

Lot 1 - Part 2 Interview Presentation	
Introduction by Chair, Panel members and Bidder representatives	5 minutes
Bidder's presentation of response to the capability criteria using the Legal Scenario, and Evaluation Panel questions in relation to the capability criteria	50 minutes
Close to the meeting	5 minutes

Lot 2 - Part 2 Interview Presentation	
Introduction by Chair, Panel members and Bidder representatives	5 minutes
Bidder's presentation of response to the capability criteria using the Legal Scenario, and Evaluation Panel questions in relation to the capability criteria	50 minutes
Close to the meeting	5 minutes

11. Bidders may seek clarification regarding any question asked, but otherwise there will be no opportunity for Bidder's to ask questions during the Interview Presentations.

12. The evaluation of your Interview Presentation will be conducted and consensus checked in accordance with the published criteria in this document.
13. When the Consensus Marking Procedure for the Interview Presentations has been completed, this will determine the mark awarded for the Interview Presentation.
14. No feedback will be provided on the day.