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# Bid Pack For Open Market Competition

This procurement event will be conducted in accordance with the Public Contract Regulations 2015, specifically Chapter 8, Below Threshold Procurements.

**Attachment 2 – How To Bid Including Evaluation Criteria**

Contract Reference: CCZZ19A47 -The Provision of an External Evaluator for Deliberative Public Engagement

Contents

[1. How To Make Your Bid 2](#_Toc535400817)

[2. How The Questionnaires Are Structured: 2](#_Toc535400818)

[3. Award Criteria 12](#_Toc535400819)

[4. Marking Scheme 14](#_Toc535400820)

[5. Quality Evaluation 15](#_Toc535400821)

[6. Price Evaluation 16](#_Toc535400822)

[7. Final Decision to Award 18](#_Toc535400823)

[8. Further Information 18](#_Toc535400824)

# How To Make Your Bid

### Your bid must be made by the organisation that will be responsible for providing the deliverables if your bid is successful.

### This requirement has not been sub-divided into Lots, because the Authority requires a single supplier, in order to maintain the consistency of the external evaluation.

### Remember to:

### Accept or Decline this Bid Pack. If you Decline please provide a reason for doing so.

### Enter your bid into the e-Sourcing Suite. We can only accept bids that we receive through the e-Sourcing Suite.

### Make sure you answer every question .

### 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 e.g. reports located on your website.

### Submit your bid in good time and before the bid submission deadline.

### Upload ONLY those attachments we have asked for in line with the requirements specified – any other supporting evidence, certificates for example, will be requested separately by us.

### If we **do not** require attachments and have specified this please only use the Text Boxes provided for your answer.

### Check for messages in the e-Sourcing Suite throughout the competition.

### Press the Submit all **Draft Bids** button when your bid is ready, otherwise we will not be able to see it.

### If you are unsure, ask questions before the Clarification Questions Deadline.

# How The Questionnaires Are Structured:

### A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out below:

### QUESTIONNAIRE 1 - KEY PARTICIPATION REQUIREMENTS

### QUESTIONNAIRE 2 - CONFLICTS OF INTEREST

### QUESTIONNAIRE 3 - INFORMATION ONLY

### QUESTIONNAIRE 4 - QUALITY **-** TECHNICAL EXPERIENCE AND UNDERSTANDING OF THE REQUIREMENT

### QUESTIONNAIRE 5 - QUALITY - PROPOSED APPROACH AND METHODOLOGY WEIGHTING

### QUESTIONNAIRE 6 - QUALITY - PROGRAMME DELIVERY AND ACCOUNT MANAGEMENT

### QUESTIONNAIRE 7 – PRICE

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| **QUESTIONNAIRE 1 - KEY PARTICIPATION REQUIREMENTS**  **Response Guidance**  The following questions are ‘Pass/Fail’ questions. If Potential Bidders are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. Potential Bidders should confirm their answer by selecting the appropriate option from the drop down menu. | | | |
| **Question Number** | **Question** | | **Your Response** |
| 1.1 | Do you accept the competition rules as described in Attachment 1 – About the Procurement? | Yes/No | |
| 1.2 | Have you read, understood and accepted the Bid Pack and all associated attachments, specifically Attachment 3 - Statement of Requirements? | Yes/No | |
| 1.3 | Do you agree, without caveats or limitations, that in the event that you are successful Attachment 5 - Terms and Conditions will govern the provision of this contract? | Yes/No | |
| 1.4 | Do you confirm your Organisation’s e-Sourcing suite profile is complete and accurate at the time the bid closed and that any amendments made following acceptance of this event will be notified to the buyer in writing? | Yes/No | |
| 1.5 | Please confirm that you understand that CCS reserve the right to use a credit reference agency to obtain a financial risk score for you and any members of your consortium or any nominated guarantor(s)? | Yes/No | |
| 1.6 | Do you agree without caveat or limitations that you will provide upon request any relevant Insurance or Accreditation certificates? | Yes/No | |

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| **QUESTIONNAIRE 2 – CONFLICTS OF INTEREST**  **Response Guidance**  Question 2.1 is a ‘Yes/No’ question and will dictate whether or not question 2.2 needs to be answered.  Question 2.2 is a Pass / Fail question. Potential Bidders are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them.  Therefore, if Potential Bidders cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Bid will be deemed non-compliant and will be rejected. | | | |
| **Question Number** | **Question** | **Your Response** | |
| 2.1 | Please confirm whether you have any potential, actual or perceived conflicts of interest that may by relevant to this requirement. | | Yes/No |
| 2.2 | We require that any potential, actual or perceived conflicts of interest in respect of this Bid Pack are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services. | | Text Box |

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| **QUESTIONNAIRE 3 – INFORMATION ONLY**  **Response Guidance**  The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any omissions may delay completion of this procurement exercise. | | |
| **Question Number** | **Question** | **Your Response** |
| 3.1 | What are your details:   * Name (registered name if registered) * Office address (registered address if registered) * Website address (if applicable) * Date of registration (if applicable) or date of formation * Registration number (company, partnership, charity etc.) if applicable * DUNS number (of head office, if applicable) * VAT number | Text Box |
| 3.2 | What is your trading status:   * Public limited company * Limited company * Limited liability partnership * Other partnership * Sole trader * Third sector   Other | Text Box |
| 3.3 | Are you a Small, Medium or Micro Enterprise (SME)?  [See the definition of SME](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en) | Text Box |
| 3.4 | Please provide details of where the Award Outcome should be directed. Your response must include their;   * Full Name * Role/Title * Registered Address * Email Address | Text Box |
| 3.5 | Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their;   * Trading Name(s) * Registered Address(es) and contact details * Goods/Services to be provided | Text Box |
| 3.6 | Please provide details of the relevant Data Protection Officer for your Organisation in relation to this Contract. Your response must include their;   * Name * Registered Address * Email Address * Contact Telephone Number | Text Box |

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| **QUESTIONNAIRE 4 - QUALITY - TECHNICAL EXPERIENCE AND UNDERSTANDING OF THE REQUIREMENT WEIGHTING 27.5%**  **Response Guidance**  Potential Bidders MUST answer ALL the following questions. The method of response, page limit on attachments and evaluation criteria is set per question.   Your response to Questionnaires 4, 5 & 6 should be submitted as a single document, which you should attach at question 4.1 only, on the e-Sourcing portal. This document must not exceed 6 pages (single sides of A4).  Attachments may be submitted in Microsoft Word, Excel. PDF format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams. Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us  **No costings should be included in responses to this Questionnaire.** | | | | | |
| **Question Number** | **Question** | **Your Response** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting** |
| 4.1 | Please provide a CV of the proposed lead for this requirement, including their relevant experience and how that experience will add value to the requirement.  Your answers for questions 4.1 and 4.2 should not exceed 2 sides of A4 in line with the guidance set in the questionnaire. | Attachment | 50 | 100 | 50% |
| 4.2 | Please demonstrate how your agency is equipped to deliver the aims and objectives of the research project as outlined in Attachment 3 Statement of requirements, including providing up to three (3) case studies of evaluations your agency has conducted similar to this one and how any lessons learned will add value to this requirement.  Your answers for questions 4.1 and 4.2 should not exceed 2 sides of A4 in line with the guidance set in the questionnaire. | Answered within the single Attachment attached at question 4.1. | 50 | 100 | 50% |

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| **QUESTIONNAIRE 5 - QUALITY - PROPOSED APPROACH AND METHODOLOGY**  **WEIGHTING 27.5%**    **Response Guidance**  Potential Bidders MUST answer ALL the following questions. The method of response, page limit on attachments and evaluation criteria is set per question.  Your response to Questionnaires 4, 5 & 6 should be submitted as a single document, which you should attach at question 4.1 only, on the e-Sourcing portal. This document must not exceed 6 pages (single sides of A4).  Attachments may be submitted in Microsoft Word, Excel. PDF format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams. Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us  **No costings should be included in responses to this Questionnaire.** | | | | | |
| **Question Number** | **Question** | **Your Response** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting** |
| 5.1 | Please provide your proposed methodology for the evaluation as per section 6 of Attachment 3 Statement of Requirements. This should include:   * The rationale for your proposed approach, including how the Contracting Authority’s aims will be met. * How you would work with the deliberation provider in the process of evaluation. * How you will capture the evidence required to address the evaluation criteria.   Your answers should not exceed 2 side of A4 in line with the guidance set in the questionnaire. | Answered within the single Attachment attached at question 4.1. | 50 | 100 | 100% |

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| **QUESTIONNAIRE 6 - QUALITY - PROGRAMME DELIVERY AND ACCOUNT MANAGEMENT WEIGHTING 15%**  **Response Guidance**  Potential Bidders MUST answer ALL the following questions. The method of response, page limit on attachments and evaluation criteria is set per question.  Your response to Questionnaires 4, 5 & 6 should be submitted as a single document, which you should attach at question 4.1 only, on the e-Sourcing portal. This document must not exceed 6 pages (single sides of A4).  Attachments may be submitted in Microsoft Word, Excel. PDF format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams. Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us  **No costings should be included in responses to this Questionnaire.** | | | | | |
| **Question Number** | **Question** | **Your Response** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting** |
| 6.1 | Please outline how your organisation will manage this project. This should include but is not limited to:   * An outline of the time spent on each of the key stages of the project (in full time equivalent days) for each member of the team.   Your answers for questions 6.1, 6.2 and 6.3 should not exceed 2 sides of A4 in total in line with the guidance set in the questionnaire. | Answered within the single Attachment attached at question 4.1. | 50 | 100 | 30% |
| 6.2 | Please outline how your organisation will implement a robust quality assurance process throughout this project to ensure that the outputs are in line with the Contracting Authority’s high standards for research, noting that the final report must be of publishable quality. This should include:   * Details of how quality will be monitored throughout the public engagement activities * An outline of your organisation’s peer review process   Your answers for questions 6.1, 6.2 and 6.3 should not exceed 2 sides of A4 in total in line with the guidance set in the questionnaire. | Answered within the single Attachment attached at question 4.1. | 50 | 100 | 40% |
| 6.3 | Please outline how your organisation will manage change throughout this project. This should include:   * How emerging risks and issues will be escalated, especially where these impact scope, quality or time * How your organisation will evaluate and respond to changes requested by the Contracting Authority   Your answers for questions 6.1, 6.2 and 6.3 should not exceed 2 sides of A4 in total in line with the guidance set in the questionnaire. | Answered within the single Attachment attached at question 4.1. | 50 | 100 | 30% |

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| **QUESTIONNAIRE 7 – PRICE WEIGHTING 30%**  **Response Guidance**  Potential Bidders must enter costs by uploading the relevant Attachment 4 - Price Schedule at the question level on the e-Sourcing event.    Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.    Potential Bidders will be scored in accordance with the marking scheme at Section 2. | | |
| **Question Number** | **Question** | **Your Response** |
| 7.1 | Please confirm, by selecting ‘YES’ that you have attached a completed Price Schedule to the response to this question. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for the period following the Deadline for Submission as stated in the Attachment 1 - Bid Pack. | Yes/No  Attachment |

# Award Criteria

### The award stage consists of a quality evaluation and a price evaluation.

### The award of the resultant contract will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).

### The weighting for the quality evaluation is 70%; and, the price evaluation is 30%.

### **Award process - What you need to do**

### Answer the questions in section 2 above in the e-Sourcing suite.

### Complete the Attachment 4 – Price Schedule

### You must upload your completed Price Schedule into the e-Sourcing suite at questionnaire 7.

### **What we will do**

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| **Compliance Check**  First, we will complete a mandatory evaluation to make sure that you have answered all questions and have completed the Attachment 4 - Price Schedule in line with our instructions. All bids passing the mandatory evaluation will be progressed to the Quality Evaluation. |
| **Quality Evaluation**  We will give your responses to the **QUALITY questionnaires** to the Contracting Authority’s evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria.  They will give a score and a reason for their score for each question they are assessing. The evaluators will enter the scores and reasons into the e-Sourcing suite.  If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via the e-Sourcing suite on an individual basis. |
| **Consensus**  Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet. We will facilitate the discussion.  At this meeting, the evaluators will discuss the quality of your answers and review their scores and reasons for that score. The discussion will continue until they reach a consensus regarding the score, and reason for that score, for each question.  These final scores will be used to calculate your quality score.  If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via the e-sourcing suite on an individual basis. |
| **Quality Threshold**  If you have not met the minimum acceptable score for each question, you will be excluded from the competition. We will tell you that you have been excluded from the procurement and why at award stage. |
| **Evaluate Pricing**  We will then evaluate your price and calculate your price score using the evaluation criteria specified.  If we wish clarify any areas of your bid, bid clarification questions will be issued via the e-Sourcing suite on an individual basis. |
| **Final Score**  Your quality score will be added to your price score, to create your final score. |
| **Award**  Award will be made to the successful bidder, subject to contract.  We will notify successful and unsuccessful bidders providing feedback. |

# Marking Scheme

### The evaluation criteria set out below will be used during the Quality Evaluation:

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

# Quality Evaluation

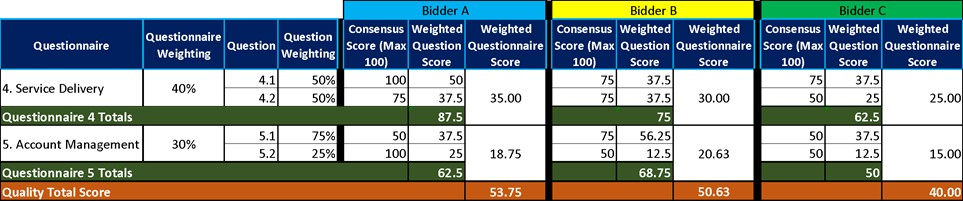
### Questionnaires Q1 and Q2 are mandatory question(s) and will be evaluated PASS / FAIL. If you fail any of these questions, you will be excluded from the competition. We will tell you that your bid has been excluded.

### When the consensus meeting has taken place and the final score for each question has been agreed by the evaluators, your final score for each question will be multiplied by that question’s weighting to calculate your weighted score for that question.

### Each weighted score for each question will then be added together to calculate your quality score.

### Please see table A below for an example of how your quality score will be calculated.

**Table A – EXAMPLE ONLY**

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# Price Evaluation

### This section contains information on how to complete Attachment 4 - Price Schedule and the price evaluation process.

### **How to complete your Attachment 4 – Price Schedule**

### Read and understand the instructions in the Attachment 4 - Price Schedule, and in this section before submitting your prices.

### Your prices should compare with the quality of your offer.

### Your prices must be sustainable and inclusive of all costs for example your operating costs and profit.

### Your prices are to exclude VAT.

### Pricing is to be inclusive of expenses.

### The currency is British pounds sterling, up to two decimal places.

### The percentages submitted shall be up to two decimal places.

### Pricing will be based on:

### Eight (8) hour Working Day; and

### Zero bids will not be allowed.

### We will investigate where we consider your bid to be abnormally low.

### The prices submitted shall not exceed the overarching commercial agreement rates.

### You must download and complete the Attachment 4 – Price Schedule. Further detail may be provided within the Attachment 4 – Price Schedule.

### When you have completed your Attachment 4 - Price Schedule, you must upload this into the e-Sourcing Suite at question Q7. If you do not upload your Attachment 4 – Price Schedule your bid may be rejected from this competition.

### Do not alter, amend or change the format or layout of the Attachment 4 – Price Schedule.

### **Price Evaluation Process**

### This is how we will evaluate your pricing:

### We will check you have completed the Attachment 4 – Price Schedule as instructed.

### Failure to complete the Attachment 4 - Price Schedule as instructed may result in your bid being deemed non-compliant and it may be rejected from this competition.

### The price evaluation will be undertaken separately to the quality evaluation process.

### The Potential Bidder with the lowest total will be awarded the maximum score available.

### All other Potential Bidders will get a price score relative to the lowest total price.

### The calculation we will use to evaluate your total price per element, is as follows:

Price Score = Lowest total price \* maximum score available Potential Bidder’s total price

### Please see table B below for an example of how your Price score will be calculated.

**Table B – EXAMPLE ONLY**



### Where we consider any of the total price(s) you have submitted to be abnormally low will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Public Contract Regulations 2015).

# Final Decision to Award

### We will add your quality score to your price score to calculate your final score.

### Please see table C below for an example of how your Quality score and Price score will be added together to identify your final score.

**Table C – EXAMPLE ONLY:**



### The bidder with the highest final score will be awarded the contract.

# Further Information

* 1. We will tell you if you have been successful or unsuccessful via the e-Sourcing Suite.
  2. The conclusion of a contract is subject to the provision of due ‘certificates, statements and other means of proof’ where Potential Bidders have, to this point, relied on self-certification. This means proof of the technical requirements prescribed by the cyber essentials scheme.