

**AWARD QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION AND  
MARKING SCHEME**

**LEASING AND ADVISORY SERVICE**

**REFERENCE NUMBER: RM6146**

**ATTACHMENT 3**

## **INTRODUCTION**

1. This document provides an overview of the methodology which will be adopted by the Authority to evaluate your response to each question set out within the Award Questionnaire. It also sets out the marking scheme which will apply. For the avoidance of doubt, references to “you” in this document shall be references to the bidder.
2. The defined terms used in the Joint Schedule 1 - Definitions shall apply to this document.

### **3. OVERVIEW**

- 3.1 The quality questionnaire is split into eight (8) sections:

Section A – Mandatory service requirements

Section B – Working with CCS (Crown Commercial Service) and the Public Sector

Section C - Working with Buyers

Section D – Effective service provision for the duration of the Framework Agreement

Section E - Service area 1 – Asset finance options appraisals

Section F - Service area 2 - Delivery of end to end asset acquisition

Section G - Service area 3 - Leasing portfolio reviews

Section H - Social Value

- 3.2 If you fail to provide a response to any applicable question of the Award Questionnaire, your Tender may be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender will be rejected and excluded from further participation in this Procurement.
- 3.3 Please ensure you fully read the question AND response guidance AND marking scheme before forming your response.
- 3.4 Please refer to Paragraph 12 Final Decision to Award in Attachment 2 How to Bid for a worked example of how your overall score for quality and price will be calculated.

The weighting for the quality evaluation is 70 marks.

A summary of all the questions contained within the Award Questionnaire, along with the Marking Scheme and Weighting (where appropriate) for each question is set out below:

		Marking scheme
<b>Section A – Mandatory service requirements</b>		
AQA1	Compliance with the Mandatory Deliverables	Pass / Fail

		Marking scheme	Weighting (%)
<b>Section B – Working with CCS (Crown Commercial Service) and the Public Sector</b>			
AQB1	Working with CCS	100/75/50/25/0	9

		Marking scheme	Weighting (%)
<b>Section C – Working with Buyers</b>			
AQC1	Engaging and collaborating effectively with Buyers	100/75/50/25/0	12

		Marking scheme	Weighting (%)
<b>Section D – Effective service provision for the duration of the Framework Agreement</b>			
AQD1	Ensuring a high quality service provision	100/66/33/0	8

		Marking scheme	Weighting (%)
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<b>Section E – Service area 1 – Asset finance options appraisals</b>			
AQE1	Demonstrating your ability to provide asset finance option appraisals	100/75/50/25/0	<b>11</b>

		<b>Marking scheme</b>	<b>Weighting (%)</b>
<b>Section F – Service area 2 - Delivery of end to end asset acquisition</b>			
AQF1	Demonstrating your ability to provide end to end asset acquisition	100/75/50/25/0	<b>11</b>

		<b>Marking scheme</b>	<b>Weighting (%)</b>
<b>Section G – Service area 3 - Leasing portfolio reviews</b>			
AQG1	Demonstrating your ability to provide leasing portfolio reviews	100/75/50/25/0	<b>11</b>

		<b>Marking scheme</b>	<b>Weighting (%)</b>
<b>Section H – Social Value</b>			
AQH1	Demonstrating your Social Values	100/75/50/25/0	<b>8</b>

<b>Section A – Mandatory service requirements</b>	
<b>AQA1 Compliance with the Deliverables</b>	
<p><b>AQA1 Question</b></p> <p>If you are awarded a Framework Contract, will you unreservedly deliver in full, the Deliverables for ALL services as set out in Framework Schedule 1 (Specification).</p>	
<p><b><u>AQA1 Response guidance</u></b></p> <p>You must successfully provide ALL the Deliverables detailed in Framework Schedule 1 (Specification) of the Terms and Conditions.</p> <p>Please select YES to indicate that, in the event you are awarded the Framework Contract, you will unreservedly deliver in full all the Deliverables as set out in Framework Schedule 1 (Specification) of the Terms and Conditions.</p> <p>You are required to select either option YES or NO from the drop down list associated with this question.</p> <p>This is a PASS/FAIL question. If you cannot or are unwilling to select YES to this question, your Bid will Fail and will be excluded from further participation in this procurement.</p> <p>If you select YES this means you will unreservedly deliver in full all the Deliverables as set out in Framework Schedule 1 (Specification) of the Terms and Conditions.</p> <p>If you select NO to indicate that you will not, or cannot, deliver in full all the Deliverables as set out in Framework Schedule 1 (Specification) of the Terms and Conditions your Bid will Fail and will be excluded from further participation in this competition.</p> <p>You must select an option in response to this question. If you do not answer the question your bid may be excluded from further participation in this procurement.</p>	
<b>Marking scheme</b>	<b>Evaluation guidance</b>
Pass	You have selected option 'Yes' confirming that you will unreservedly deliver in full all the Deliverables as set out in Framework Schedule 1 (Specification).
Fail	<p>You have selected 'No' confirming that you will not, or cannot, deliver in full all the Deliverables as set out in Framework Schedule 1 (Specification).</p> <p>OR</p> <p>You have not selected either 'Yes' or 'No'</p> <p>OR</p>

	<p>You have selected 'YES' but included caveats to that response.</p> <p><u>Please note that if you are awarded a score of Fail for this question you will be deemed to have failed the procurement as a whole and we will reject your bid and you will be excluded from the competition</u></p>
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## Section B – Working with CCS (Crown Commercial Service) and the Public Sector

### AQB1 Working with CCS

How will you ensure an effective working relationship with CCS?

#### AQB1 Response guidance

This question seeks to understand the Bidders' processes for ensuring a high quality and effective relationship between yourselves and CCS.

All bidders must answer this question. You must insert your response into the text fields in the e-Sourcing Tool.

Before responding to this question, please ensure you have read and understood the specification as detailed in Framework Schedule 1 (Specification).

To satisfy the question your response must set out and clearly demonstrate:

- I. Your process for allocating an account manager with appropriate skills, knowledge and expertise to manage the relationship between yourself and CCS and the initial steps to ensuring a productive working relationship;
- II. Your process for effectively working with CCS to resolve any issues arising from this Framework Agreement, including the implementation of any improvements / innovations;
- III. How you will proactively manage your performance against the PIs (reference Framework Schedule 4 - Framework Management) and any service levels;
- IV. How will you work with CCS to meet our growth objectives and how you will report progress against that.

Your response should be limited to, and focused on, each of the component parts of the question posed (I to IV).

Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.

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 part (I to IV) you are responding to. i.e. within the text boxes please prefix the response with reference to the component part you are responding to.

Maximum character count for this question (I to IV) – 8000 characters including spaces and punctuation. Within the e-sourcing suite please submit your response in the four 2000 character text boxes available for this question. This character count cannot be exceeded within the e-Sourcing Tool. 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 100/75/50/25/0**

<b>Marking scheme</b>	<b>Evaluation criteria</b>
<b>100</b>	The bidder's response fully addresses all 4 of the component parts (I to IV) of the response guidance above, demonstrating that the Bidder can have an effective working relationship with CCS. This provides CCS with complete confidence that the Bidder is capable of successful delivery.
<b>75</b>	The bidder's response fully addresses 3 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can have a working relationship with CCS. This provides CCS with confidence that the Bidder is capable of successful delivery.
<b>50</b>	The bidder's response fully addresses 2 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can have a working relationship with CCS. This provides CCS with some confidence that the Bidder is capable of successful delivery.
<b>25</b>	The bidder's response fully addresses 1 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can have a working relationship with CCS.

	This provides CCS with limited confidence that the Bidder is capable of successful delivery.
0	<p>The bidder's response has not fully addressed any of the 4 component parts (I to IV) of the response guidance above, providing CCS with no confidence that the Bidder is capable of successful delivery.</p> <p><u>Please note that if you are awarded a score of zero for this question you will be deemed to have failed the procurement as a whole and we will reject your bid and you will be excluded from the competition</u></p>



## **Section C - Working with Buyers**

### **AQC1 - Engaging and collaborating effectively with Buyers**

How will you ensure an effective working relationship with Buyers?

#### **AQC1 Response guidance**

This question seeks to understand the Bidders' processes for ensuring a high quality and effective working relationship between yourselves and Buyers.

All bidders must answer this question. You must insert your response into the text fields in the e-Sourcing Tool.

Before responding to this question, please ensure you have read and understood the specification as detailed in Framework Schedule 1 (Specification).

To satisfy the question your response must clearly set out and demonstrate:

- I. How you will provide an effective Support function to deal with Buyers Queries and complaints;
- II. How you will promote the Framework Contract with Buyers and the market so that the benefits to them are clear;
- III. How you will manage conflicts of interest with other routes to market that you are part of;
- IV. How you will make Buyers aware of any lessons learnt so that Buyers will benefit from best practice becoming working practice.

Your response should be limited to, and focused on, each of the component parts of the question posed (I to IV).

Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.

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 part (I to IV) you are responding to. i.e. within the text boxes please prefix the response with reference to the component part you are responding to.

Maximum character count for this question (I to IV) – 8000 characters including spaces and punctuation. Within the e-sourcing suite please submit your response in the four 2000 character text boxes available for this question. This character count cannot be exceeded within the e-Sourcing Tool. 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 100/75/50/25/0**

Marking scheme	Evaluation criteria
100	The bidder's response fully addresses all 4 of the component parts (I to IV) of the response guidance above, demonstrating that the Bidder can have an effective working relationship with Buyers. This provides CCS with complete confidence that the Bidder is capable of successful delivery.
75	The bidder's response fully addresses 3 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can have an effective working relationship with Buyers. This provides CCS with some confidence that the Bidder is capable of successful delivery.
50	The bidder's response fully addresses 2 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can have a working relationship with Buyers. This provides CCS with limited confidence that the Bidder is capable of successful delivery.
25	The bidder's response fully addresses 1 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can have a working relationship with Buyers. This provides CCS with little confidence that the Bidder is capable of successful delivery.
0	<p>The bidders response has not fully addressed any of the 4 component parts (I to IV) of the response guidance above, providing CCS with no confidence that the Bidder is capable of successful delivery.</p> <p><u>Please note that if you are awarded a score of zero for this question you will be deemed to have failed the procurement as a whole and we will reject your bid and you will be excluded from the competition</u></p>

## **Section D - Effective service provision for the duration of the Framework Agreement**

### **AQD1 - Ensuring a high quality service provision**

How will you ensure that a high quality service is provided for the duration of the Framework Agreement?

#### **AQD1 Response guidance**

This question seeks to understand the Bidders' processes for ensuring a high quality service provision is provided for the duration of the Framework Agreement.

All bidders must answer this question. You must insert your response into the text fields in the e-Sourcing Tool.

Before responding to this question, please ensure you have read and understood the specification as detailed in Framework Schedule 1 (Specification).

To satisfy the question your response must clearly set out and demonstrate:

- I. How you will maintain and seek to increase your knowledge of the public sector Leasing market as described in paragraph 2 of the Framework Schedule 1 (Specification);
- II. Your process for responding to direct award/further competition opportunities ensuring a successful outcome;
- III. How you will increase capacity and mobilise new staff to meet increases in demand as take-up increases;

Your response should be limited to, and focused on, each of the component parts of the question posed (I to III).

Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.

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 part (I to III) you are responding to. i.e. within the text boxes please prefix the response with reference to the component part you are responding to.

Maximum character count for this question (I to III) – 6000 characters including spaces and punctuation. Within the e-sourcing suite please submit your response in the four 2000 character text boxes available for this question. This character count cannot be exceeded within the e-Sourcing Tool. 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 100/66/33/0**

Marking scheme	Evaluation criteria
100	The bidder's response fully addresses all 3 of the component parts (I to III) of the response guidance above, demonstrating that the Bidder can provide an effective service provision for the duration of the Framework Agreement. This provides CCS with complete confidence that the Bidder is capable of successful delivery.
66	The bidder's response fully addresses 2 of the 3 component parts (I to III) of the response guidance above, demonstrating that the Bidder can provide an effective service provision for the duration of the Framework Agreement. This provides CCS with some confidence that the Bidder is capable of successful delivery.
33	The bidder's response fully addresses 1 of the 3 component parts (I to III) of the response guidance above, demonstrating that the Bidder can provide service provision for the duration of the Framework Agreement. This provides CCS with limited confidence that the Bidder is capable of successful delivery.
0	<p>The bidders response has not fully addressed any of the 3 component parts (I to III) of the response guidance above, providing CCS with no confidence that the Bidder is capable of successful delivery.</p> <p><u>Please note that if you are awarded a score of zero for this question you will be deemed to have failed the procurement as a whole and we will reject your bid and you will be excluded from the competition</u></p>

## Section E - Service area 1 - Asset finance option appraisals

### AQE1 - Demonstrating your ability to provide asset finance option appraisals

How will you provide the Buyer with an independent assessment of the funding options available and advice on the most advantageous route to acquiring the Buyer's identified asset?

### **AQE1 Response guidance**

This question seeks to understand the Bidders' processes for ensuring you can provide an independent assessment of the funding options available and advice on the most advantageous route to acquiring the Buyer's identified assets.

All bidders must answer this question. You must insert your response into the text fields in the e-Sourcing Tool.

Before responding to this question, please ensure you have read and understood the specification as detailed in Framework Schedule 1 (Specification).

To satisfy the question your response must clearly set out and demonstrate:

- I. How you will ensure that you have individuals performing the work with the correct skills and knowledge to be able to provide effective asset finance options appraisals advice, and how you will ensure that individuals maintain their expertise;
- II. How you will conduct a detailed analysis of the funding options available for the asset targeted by the Buyer?;
- III. Your process for the impartial production of a clear and concise report on the options available including the merits and disadvantages of each option;
- IV. How you will ensure all advice given conforms to IRFS (International Finance Reporting Standards) as well as all other applicable regulations.

Your response should be limited to, and focused on, each of the component parts of the question posed (I to IV).

Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.

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 part (I to IV) you are responding to. i.e. within the text boxes please prefix the response with reference to the component part you are responding to.

Maximum character count for this question (I to IV) – 8000 characters including spaces and punctuation. Within the e-sourcing suite please submit your response in the four 2000 character text boxes available for this question. This character count cannot be exceeded within the e-Sourcing Tool. Responses must include spaces between words.

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### **Marking Scheme 100/75/50/25/0**

<b>Marking scheme</b>	<b>Evaluation criteria</b>
<b>100</b>	

	The bidder's response fully addresses all 4 of the component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide asset finance option appraisals. This provides CCS with complete confidence that the Bidder is capable of successful delivery.
<b>75</b>	The bidder's response fully addresses 3 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide asset finance option appraisals. This provides CCS with some confidence that the Bidder is capable of successful delivery.
<b>50</b>	The bidder's response fully addresses 2 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide asset finance option appraisals. This provides CCS with limited confidence that the Bidder is capable of successful delivery.
<b>25</b>	The bidder's response fully addresses 1 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide asset finance option appraisals. This provides CCS with little confidence that the Bidder is capable of successful delivery.
<b>0</b>	<p>The bidders response has not fully addressed any of the 4 component parts (I to IV) of the response guidance above, providing CCS with no confidence that the Bidder is capable of successful delivery.</p> <p><u>Please note that if you are awarded a score of zero for this question you will be deemed to have failed the procurement as a whole and we will reject your bid and you will be excluded from the competition</u></p>

## **Section F - Service area 2 - Delivery of end to end asset acquisition**

### **AQF1 - Demonstrating your ability to provide end to end asset acquisition**

How will you provide the delivery of the asset acquisition processes for the Buyer?

### **AQF1 Response guidance**

This question seeks to understand the Bidders' processes for ensuring that you can provide the delivery of the asset acquisition processes to the Buyer.

All bidders must answer this question. You must insert your response into the text fields in the e-Sourcing Tool.

Before responding to this question, please ensure you have read and understood the specification as detailed in Framework Schedule 1 (Specification).

To satisfy the question your response must clearly set out and demonstrate:

- I. How you will ensure that you have individuals performing the work with the correct skills and knowledge to be able to provide effective delivery of end to end asset acquisition, and how they will ensure that individuals maintain their expertise;
- II. How you will ensure that you provide a fully legally compliant asset acquisition process for the Buyer's preferred funding option;
- III. Your process for setting and agreeing a milestone timetable with the Buyer and how you will monitor and report your performance against the milestones;
- IV. How you will review and evaluate funder submissions including those listed at 2.2.4.5 of Framework Schedule 1 (Specification).

Your response should be limited to, and focused on, each of the component parts of the question posed (I to IV)

Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.

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 part (I to IV) you are responding to. i.e. within the text boxes please prefix the response with reference to the component part you are responding to.

Maximum character count for this question (I to IV) – 8000 characters including spaces and punctuation. Within the e-sourcing suite please submit your response in the four 2000 character text boxes available for this question. This character count cannot be exceeded within the e-Sourcing Tool. Responses must include spaces between words.

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### **Marking Scheme 100/75/50/25/0**

<b>Marking scheme</b>	<b>Evaluation criteria</b>
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<b>100</b>	The bidder's response fully addresses all 4 of the component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide end to end asset acquisition. This provides CCS with complete confidence that the Bidder is capable of successful delivery.
<b>75</b>	The bidder's response fully addresses 3 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide end to end asset acquisition. This provides CCS with some confidence that the Bidder is capable of successful delivery.
<b>50</b>	The bidder's response fully addresses 2 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide end to end asset acquisition. This provides CCS with limited confidence that the Bidder is capable of successful delivery.
<b>25</b>	The bidder's response fully addresses 1 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide end to end asset acquisition. This provides CCS with little confidence that the Bidder is capable of successful delivery.
<b>0</b>	<p>The bidders response has not fully addressed any of the 4 component parts (I to IV) of the response guidance above, providing CCS with no confidence that the Bidder is capable of successful delivery.</p> <p><u>Please note that if you are awarded a score of zero for this question you will be deemed to have failed the procurement as a whole and we will reject your bid and you will be excluded from the competition</u></p>

## **Section G - Service area 3 - Leasing portfolio reviews**

### **AQG1 - Demonstrating your ability to provide leasing portfolio reviews**



How will you review the full portfolio of leases held by the Buyer and offer advice that will lead to savings on the acquisition cost of current assets?

### **AQG1 Response guidance**

This question seeks to understand the Bidders' processes for ensuring you can provide an independent assessment of the funding options available and advice on the most advantageous route to acquiring the Buyer's identified assets.

All bidders must answer this question. You must insert your response into the text fields in the e-Sourcing Tool.

Before responding to this question, please ensure you have read and understood the specification as detailed in Framework Schedule 1 (Specification).

To satisfy the question your response must clearly set out and demonstrate:

- I. How you will ensure that you have individuals performing the work with the correct skills and knowledge to be able to provide effective leasing portfolio reviews, and how you will ensure that individuals maintain their expertise;
- II. The methodology you will employ to gain a comprehensive understanding of the overall quality of a Buyers leasing portfolio and the Buyer's various leasing commitments (split by sector);
- III. How you will seek to generate greater value for money on a Buyers leasing portfolio and ensure that any savings can be carried over into the future;
- IV. How will you report back to the Buyer a detailed analysis of your findings and recommendations.

Your response should be limited to, and focused on, each of the component parts of the question posed (I to IV).

Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.

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 part (I to IV) you are responding to. i.e. within the text boxes please prefix the response with reference to the component part you are responding to.

Maximum character count for this question (I to IV) – 8000 characters including spaces and punctuation. Within the e-sourcing suite please submit your response in the four 2000 character text boxes available for this question. This character count cannot be exceeded within the e-Sourcing Tool. 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 100/75/50/25/0**

<b>Marking scheme</b>	<b>Evaluation criteria</b>
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<b>100</b>	The bidder's response fully addresses all 4 of the component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide leasing portfolio reviews. This provides CCS with complete confidence that the Bidder is capable of successful delivery.
<b>75</b>	The bidder's response fully addresses 3 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide leasing portfolio reviews. This provides CCS with some confidence that the Bidder is capable of successful delivery.
<b>50</b>	The bidder's response fully addresses 2 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide leasing portfolio reviews. This provides CCS with limited confidence that the Bidder is capable of successful delivery.
<b>25</b>	The bidder's response fully addresses 1 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide leasing portfolio reviews. This provides CCS with little confidence that the Bidder is capable of successful delivery.
<b>0</b>	<p>The bidders response has not fully addressed any of the 4 component parts (I to IV) of the response guidance above, providing CCS with no confidence that the Bidder is capable of successful delivery.</p> <p><u>Please note that if you are awarded a score of zero for this question you will be deemed to have failed the procurement as a whole and we will reject your bid and you will be excluded from the competition</u></p>

## Section H - Social Value

### AQH1 - Demonstrating your social values

How will you upskill the UK public sector in its ability to conduct Asset Finance on behalf of the taxpayer?

### **AQH1 Response guidance**

This question seeks to understand the Bidders' processes for ensuring you can deliver an education programme available to public sector customers that upskills organisations Asset Finance delivery capability to drive more commercially advantageous outcomes to the taxpayer.

All bidders must answer this question. You must insert your response into the text fields in the e-Sourcing Tool.

Before responding to this question, please ensure you have read and understood the specification as detailed in Framework Schedule 1 (Specification).

To satisfy the question your response must clearly set out and demonstrate:

- I. The method(s) that will be utilised by bidders to convey the education programme to public sector organisations;
- II. The content that will be included in the education programme and any key capability gaps the bidder can identify as priority areas;
- III. How a review of the education programme will be conducted to ensure it is effective and having the desired impact;
- IV. How the bidder will utilise the education programme opportunity to drive best practice in the public sector Asset Finance arena.

Your response should be limited to, and focused on, each of the component parts of the question posed (I to IV).

Bidders must refrain from including generalised statements, information not relevant to the topic and information related to marketing of your organisation.

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 part (I to IV) you are responding to. i.e. within the text boxes please prefix the response with reference to the component part you are responding to.

Maximum character count for this question (I to IV) – 8000 characters including spaces and punctuation. Within the e-sourcing suite please submit your response in the four 2000 character text boxes available for this question. This character count cannot be exceeded within the e-Sourcing Tool. 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 100/75/50/25/0**

<b>Marking scheme</b>	<b>Evaluation criteria</b>
<b>100</b>	

	The bidder's response fully addresses all 4 of the component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide social value. This provides CCS with complete confidence that the Bidder is capable of successful delivery.
<b>75</b>	The bidder's response fully addresses 3 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide social value. This provides CCS with some confidence that the Bidder is capable of successful delivery.
<b>50</b>	The bidder's response fully addresses 2 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide social value. This provides CCS with limited confidence that the Bidder is capable of successful delivery.
<b>25</b>	The bidder's response fully addresses 1 of the 4 component parts (I to IV) of the response guidance above, demonstrating that the Bidder can provide social value. This provides CCS with little confidence that the Bidder is capable of successful delivery.
<b>0</b>	<p>The bidders response has not fully addressed any of the 4 component parts (I to IV) of the response guidance above, Providing CCS with no confidence that the Bidder is capable of successful delivery.</p> <p><u>Please note that if you are awarded a score of zero for this question you will be deemed to have failed the procurement as a whole and we will reject your bid and you will be excluded from the competition</u></p>