



## **Contract Notice - Procurement Stages (Attachment 1)**

The procurement will be conducted in three (3) stages. Stage 1 and Stage 2 will be run concurrently.

Full details are available in the Invitation to Tender ('the Invitation'). The Invitation can be accessed at: <https://gpsesourcing.cabinetoffice.gov.uk> using the instructions detailed in III.2.1)

An overview of the stages are as follows:

### **Stage 1 — Eligibility (Eligibility Questionnaire):**

Potential Providers will be required to complete an Eligibility Questionnaire. Information submitted in the Stage 1 Eligibility Questionnaire will be evaluated to assess eligibility, capability to pursue a professional activity, economic and financial standing, and capacity and experience in accordance with the Invitation. All Potential Providers who meet the requirements of Stage 1 Eligibility Questionnaire Tender Submissions, will proceed to Stage 2.

### **Stage 2 — Suitability (Suitability Questionnaire and Stage 2 Pricing):**

Potential Providers will be required to complete a Suitability Questionnaire which includes the submission of two (2) case studies, and the response to an evaluated question, and a Stage 2 Pricing Matrix together forming the 'Stage 2 Tender Submission'.

The Authority will evaluate the Potential Providers' Stage 2 Tender Submission as set out in the Invitation. Stage 2 evaluation will be based on quality and price. The Stage 2 Quality Evaluation is weighted as 80%. The Stage 2 Price Evaluation is weighted as 20%.

Following the evaluation of Potential Providers' Stage 2 Tender Submission for the purposes of determining the Potential Providers to be invited to Stage 3, the results of the Stage 2 Tender Submission will be ranked from the highest Stage 2 final score downwards.

A maximum of 18 Potential Providers will be invited to participate in Stage 3 of this Procurement. Where there are 2 or more Potential Providers who have tied scores and are placed in 18th position, the Authority will apply a tie breaker to determine which Potential Provider will proceed to Stage 3. The other Potential Provider will be then be ranked 19th.

### **Stage 3 — Compatibility (Compatibility Meeting and Stage 3 Pricing):**

Potential Providers will be required to attend a Compatibility Meeting and submit a completed Stage 3 Pricing Matrix and a completed Panel Agreement Population Template.

Potential Providers will participate in a Stage 3 Compatibility Meeting where they will present their answer to a Legal Problem Question in the form of a presentation and answer questions from the Evaluation Panel on their presentation. Also the Evaluation Panel will question the Potential Providers representative on Case Study F1 submitted at Stage 2.

The Authority will evaluate the Compatibility Meeting in accordance with the Invitation.

The Authority will assess responses to the Stage 3 Pricing Matrix in accordance with the Invitation.

The Stage 3 Quality Evaluation is weighted as 80%.  
The Stage 3 Price Evaluation is weighted as 20%.

The Stage 3 Quality Evaluation (80%) will comprise of:  
— the Stage 2 mark for Case Study C1 weighted 20% ;  
— the Stage 3 Compatibility Score weighted 60%.

The Stage 3 Compatibility Score (60%) will comprise of  
— the Legal Problem Question evaluation weighted 30%;  
— the Legal Problem Competencies weighted 10% ; and  
— the Knowledge Evaluation weighted 20%

Following the evaluation of Stage 3, for the purposes of determining the final decision to award all results will be ranked from the highest Stage 3 final score downwards.

It is the intention to award a Panel Agreement to 9 suppliers.

The Authority will award a Panel Agreement to an additional Potential Provider where their Stage 3 Final Score is within 1% of the original awarded last place position score only. For the avoidance of doubt, last place position is 9th position.

Where there is more than one Potential Provider with Stage 3 Final Score that is within 1% of the original awarded last place position score then the Potential Provider who has the highest score out of those within 1% will be awarded the 10th position.

Where there are 2 or more Potential Providers who have tied scores and are placed in the 9th or 10th position, the Authority will apply a tie breaker to determine which Potential Provider will be awarded a place on the Panel.

Although this Procurement is being run under the Light Touch Regime, the Authority has chosen to observe a Standstill Period. Following a Standstill Period of ten (10) calendar days and subject to there being no substantive challenge to the Intention to Award, a Panel Agreement will be formally awarded, subject to contract.