Department of Health and Social Care

Tender Evaluation Criteria and Methodology

Single eCommercial System

prj_2387

Introduction

This document provides an overview of the methodology which will be used by the Authority to evaluate tender responses received by the stated deadline, including the scoring mechanism which will be applied.

Evaluation of tender responses will take place in three separate stages:

- Qualification envelope
- Technical envelope
- Commercial envelope

Tender Evaluation Process

The Authority's evaluation process for each envelope is explained below.

Qualification Envelope

The Authority will check each tender response to ensure it is compliant against the qualification envelope questions. Any non-compliant tender responses will be excluded from the procurement at this stage.

Qualification Envelope – Economic and Financial Standing

Section 1.12 and Section 1.13 of the Qualification Envelope relate to economic and financial standing.

At 1.12.1 you are asked are you able to provide a copy of your audited accounts for the last two years, if requested. This a self-certification yes or no response. If you answer no, then you must indicate at 1.12.2 to self-certify the evidence you will supply if requested.

At 13.1.1 you are asked to self-certify that you meet, where the Authority has specified, a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement. The Authority's requirements and how it will apply an assessment to determine minimum levels of economic and financial standing is as set out below.

If you answer "no" to 13.1.1, your tender will be eliminated from the procurement and not evaluated further.

If you answer "yes" to 13.1.1 and, after completion of the full evaluation process, your tender response is the most economically advantageous (achieves the highest overall weighted score):

- you will be asked to provide evidence as requested by the Authority to assess if minimum economic and financial standing is satisfied before formal award of contract
- the Authority will obtain the most recent Dun and Bradstreet report (where available) for your company/organisation

Using the information obtained above, the Authority will conduct an assessment to determine whether your company/organisation (or its guarantor) has the necessary economic and financial standing to deliver the contract in accordance with the Authority's requirements.

In making this assessment, the Authority will consider the following factors, in combination, as measures of your company's/organisation's (or guarantor's) financial standing:

- Financial stability: Whether your company/organisation (or any guarantor) can demonstrate a stable trading position, typically whether the company/organisation has consistently made a profit over the last two financial years (or the number of years of trading if less than two years)
- Liquidity and cash position: Whether your company/organisation (or any guarantor) can demonstrate a low risk liquidity and cash position, typically showing a current ratio value of >1 over the last two financial years (or the number of years of trading if less than two years)
- Other financial concerns: Whether the financial report obtained from Dun and Bradstreet on your company/organisation (or any guarantor) or other financial information which is in the public domain identifies any other material concerns as to your company's/organisation's financial standing or stability.

Fail: your tender response will fail this assessment where, based on the Authority's combined analysis, the Authority identifies a concern regarding economic and financial standing which the Authority considers to pose a material risk to ability to deliver the contract requirements, and which is not addressed by any offered guarantee from a parent or group company or other entity whose financial standing does not pose a similar material risk.

Pass: your tender response will pass this section where, based on the Authority's combined analysis, the Authority identifies no material risks associated with your company's/organisation's (or any offered guarantor's) economic and financial standing and so sees no material risk in the financial ability to deliver the contract requirements.

For the avoidance of doubt, this assessment will be carried out prior to the award of contract, which is conditional on the stated minimum level of economic and financial standing being met as per the assessment outlined above.

Should the assessment be failed, the Authority, at its sole discretion, reserves the right to potentially award the contract to the second-placed tenderer subject to that organisation passing this financial and economic standing assessment.

Technical Envelope

An evaluation panel will be convened to assess compliant tender responses. Each evaluator will:

- evaluate individually in isolation, without conferring with other evaluators, by applying the stated criteria
- allocate a mark, along with their rationale, in accordance with the marking scheme explained in this document

When the independent evaluation exercise has been completed by all the evaluators, a group consensus marking exercise will be coordinated by a consensus marker as follows:

The consensus marker will:

- review the marks allocated by the individual evaluators together with their rationale for awarding the marks
- arrange for the evaluators to meet and discuss the marks they have allocated
- facilitate discussion among the evaluators regarding the marks awarded and the related rationale

- record the consensus mark and the rationale for the consensus mark in Bravo

The consensus process will continue until all responses have been consensus marked.

This will complete evaluation of the technical envelope.

Commercial Envelope

The commercial envelope will not be opened until the technical envelope evaluation is complete. Those involved in qualification and/or technical envelope evaluation will have no knowledge of Commercial envelope submissions before or during the Technical envelope evaluation.

The Commercial Envelope score will be calculated from the commercial response that has been entered in Bravo

Award of Contract

The commercial envelope score will be added to the technical envelope score to determine the final total weighted score for each surviving tender response.

The tender response awarded the highest total weighted score will be offered the contract.

Contract award is through formal signature by both parties. It is subject to all preconditions being met by the potential provider e.g. certificates, statements and other means of proof where potential providers may have relied on self-certification.

Qualification Envelope

A summary of all the questions contained within the qualification envelope appears below.

Some questions are mandatory and require a response. All such questions are indicated throughout the qualification envelope response form.

If you do not provide a response to any applicable question of the qualification envelope your tender may be deemed to be non-compliant.

If your tender is deemed to be non-compliant, it will be rejected and excluded from further participation in this procurement.

Section 1.1: Timetable

Question	Description
1.1.1 Process Timetable	The deadlines and milestones relating to this procurement. Please confirm you have read and understood these deadlines and milestones.
Response Guidance Select either confirm or can't confirm from the options.	

Section 1.2: Requirements and Evaluation Criteria

Question	Description
1.2.1 Requirement Document / System Specification	Download the detailed requirements document. Please confirm you have read and understood the document.
1.2.2 Tender Evaluation Criteria	Download the evaluation criteria document. Please confirm you have read and understood the document attached.
1.2.3 Commercial Schedule	Download the evaluation criteria document. Please confirm you have read and understood the document attached.
Response Guidance Select either confirm or can't confirm from the options.	

Section 1.3 Non-Canvassing and Non-Collusive

Question	Description
1.3.1 Non-collusion statement (Part 1)	Read the statement. Will you comply with it or not.
1.3.2 Non-collusion statement (Part 2)	Read the statement. Will you comply with it or not.

1.3.3 Non-canvassing statement	Read the statement. Will you comply with it or not.
Response Guidance Select either confirm or can't confirm from the options.	

Section 1.4 Draft Contract

Question	Description
1.4.1 Draft Terms and Conditions	Download the draft Terms & Conditions document. Please confirm you have read and understood the document.
Response Guidance Select either confirm or can't confirm from the options. Be advised the Authority will not accept any changes to the draft Standard Terms and Conditions nor renegotiate. Any population required (for example contract managers, Schedule 5, Schedule 6) will be completed at the contract award stage.	

Section 1.5 Notes for completion for the following questions

Question	Description
1.5.1 – 1.5.10 Notes	1.5.1 – 1.5.10 contain guidance notes to aid with your completion of questions which appear in subsequent sections of the qualification envelope.
Response Guidance No response is required for 1.5.1 – 1.5.10. It is suggested you read the guidance notes carefully before completing the subsequent sections in the technical envelope.	

Section 1.6 Part 1 - Potential Supplier Information

Question	Description
1.6.1 SQ-1.1(a) Full name of the potential supplier submitting the information	The full name of the potential provider completing the tender response.
1.6.2 SQ-1.1(b) – (i) Registered office address (if applicable)	Your registered office address. Enter N/A if not applicable.
1.6.3 SQ-1.1(b) – (ii) Registered website address (if applicable)	The URL of your web site. Enter N/A if not applicable.
1.6.4 SQ-1.1(d) Date of registration in country of origin	The date of registration in your country of origin.
1.6.5 SQ-1.1(i) - (i) Is your organisation registered with the appropriate	Select the appropriate option from the list.

professional or trade register(s) in the member state where it is established.	
1.6.6 SQ-1.1(i) - (ii) If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s).	Enter the relevant details if appropriate.
1.6.7 SQ-1.1(j) - (i) Is it a legal requirement in the state where you are established for you to possess a particular authorisation or be a member of a particular organisation in order to provide the services specified in this procurement.	Select the appropriate option from the list.
1.6.8 SQ-1.1(j) - (ii) If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this.	Enter the relevant details if appropriate.
1.6.9 SQ-1.1(k) Trading name(s) that will be used if successful in this procurement	Enter the relevant details.
1.6.10 SQ-1.1(l) Relevant classifications (state whether you fall within one of these, and if so which one)	Select the appropriate option.
1.6.11 SQ-1.1(m) Are you a Small, Medium or Micro Enterprise (SME)?	Select the appropriate option.
1.6.12 Note	See EU definition of SME: http://ec.europa.eu/enterprise-/policies/sme/facts-figuresana-lysis/sme-definition/
1.6.13 SQ-1.1(n) Details of Persons of Significant Control (PSC), where appropriate.	Enter the information requested. Enter N/A if not appropriate.
1.6.14 SQ-1.1(o) Details of immediate parent company.	Enter the information requested. Enter N/A if not appropriate.
1.6.15 SQ-1.1(p) Details of ultimate parent company.	Enter the information requested. Enter N/A if not appropriate.
1.6.16 Note	Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.
Response Guidance Enter your response to each question in the format requested.	

Section 1.7 Part 1 - Bidding model - Question Section

Question	Description
1.7.1 Note	Please provide the following information about your approach to this procurement:
1.7.2 SQ-1.2(a) - (i) Are you bidding as the lead contact for a group of economic operators?	Select the appropriate option. Depending on your answer to this question, answer the other relevant questions as appropriate/indicated in the questionnaire.
1.7.3 SQ-1.2(a) - (ii) Name of group of economic operators (if applicable)	Enter the name if applicable.
1.7.4 SQ-1.2(a) - (iii) Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	Enter details of the proposed legal structure if appropriate.
1.7.5 SQ-1.2(b) - (i) Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	Select the appropriate option.
1.7.6 SQ-1.2(b) - (ii) If you responded yes to 1.2(b)-(i) please provide additional details for each subcontractor here. We may ask them to complete this form as well.	If you answered yes to the question above, upload a file here with details for each subcontractor.
Response Guidance Enter your response to each question in the format requested.	

Section 1.8 Part 1 - Declaration - Question Section

Question	Description
1.8.1 Declaration I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.	Select the appropriate option.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement. I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section. I am aware of the consequences of serious misrepresentation.	
Response Guidance Enter your response the question in the format requested.	

Section 1.9 Part 1 – Contact Details

Question	Description
1.9.1 SQ-1.3(a) Contact name	Enter the relevant details.
1.9.2 SQ-1.3(b) Name of organisation	Enter the relevant details.
1.9.3 SQ-1.3(c) Role in organisation	Enter the relevant details.
1.9.4 SQ-1.3(d) Phone number	Enter the relevant details.
1.9.5 SQ-1.3(e) E-mail address	Enter the relevant details.
1.9.6 SQ-1.3(f) Postal address	Enter the relevant details.
Response Guidance Enter your response to each question in the format requested.	

Section 1.10 Part 2 - Grounds for Mandatory Exclusion

Question	Description
1.10.1 Note	Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.
1.10.2 Regulations 57(1) and (2)	The detailed grounds for mandatory exclusion of an organisation are set out on the below web page, which should be

	referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed at the web page below.
1.10.3 URL	https://www.gov.uk/government/-uploads/system/uploads/attachm-ent_data/file/551130/List_of_M-andatory_and_Discretionary_Exc-lusions.pdf
1.10.4 SQ-2.1(a).1 Conviction for Participation in a criminal organisation.	Select the appropriate option.
1.10.5 SQ-2.1(a).2 Conviction for Corruption.	Select the appropriate option.
1.10.6 SQ-2.1(a).3 Conviction for Fraud.	Select the appropriate option.
1.10.7 SQ-2.1(a).4 Conviction for Terrorist offences or offences linked to terrorist activities	Select the appropriate option.
1.10.8 SQ-2.1(a).5 Conviction for Money laundering or terrorist financing	Select the appropriate option.
1.10.9 SQ-2.1(a).6 Conviction for Child labour and other forms of trafficking in human beings	Select the appropriate option.
1.10.10 SQ-2.1(b) If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	Enter the relevant details.
1.10.11 SQ-2.2 If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	Enter the relevant details.
1.10.12 SQ-2.3(a) Regulation 57(3)	Select the appropriate option.

Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?	
1.10.13 SQ-2.3(b) If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	Enter the relevant details.
1.10.14 Note	Please Note: The Authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.
Response Guidance Enter your response to each question in the format requested.	

Section 1.11 Part 2 - Grounds for discretionary exclusion

Question	Description
1.11.1 Regulations 57(1) and (2)	The detailed grounds for discretionary exclusion of an organisation are set out on the below web page, which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.
1.11.2 URL	https://www.gov.uk/government/-uploads/system/uploads/attachm-ent_data/file/551130/List_of_M-andatory_and_Discretionary_Exc-lusions.pdf
1.11.3 SQ-3.1(a) Breach of environmental obligations?	Select the appropriate option.

1.11.4 SQ-3.1 (b) Breach of social obligations?	Select the appropriate option.
1.11.5 SQ-3.1 (c) Breach of labour law obligations?	Select the appropriate option.
1.11.6 SQ-3.1(d) Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Select the appropriate option.
1.11.7 SQ-3.1(e) Guilty of grave professional misconduct?	Select the appropriate option.
1.11.8 SQ-3.1(f) Entered into agreements with other economic operators aimed at distorting competition?	Select the appropriate option.
1.11.9 SQ-3.1(g) Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Select the appropriate option.
1.11.10 SQ-3.1(h) Been involved in the preparation of the procurement procedure?	Select the appropriate option.
1.11.11 SQ-3.1(i) Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Select the appropriate option.
1.11.12 SQ-3.1(j) - (i) The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Select the appropriate option.
1.11.13 SQ-3.1(j) - (ii) The organisation has withheld such information.	Select the appropriate option.
1.11.14 SQ-3.1(j) –(iii) The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Select the appropriate option.
1.11.15 SQ-3.1(j)-(iv) The organisation has influenced the decision-making process of	Select the appropriate option.

the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	
1.11.16 SQ-3.2 If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)	Enter the relevant details.
Response Guidance Enter your response to each question in the format requested.	

Section 1.12 Part 3: Selection Questions - Economic and Financial Standing

Question	Description
1.12.1 SQ-4.1 Are you able to provide a copy of your audited accounts for the last two years, if requested?	Select the appropriate option.
1.12.2 SQ-4.1(a-c) If no, can you provide one of the following: (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Select the appropriate option.
Response Guidance Enter your response to each question in the format requested.	

Section 1.13 Part 3: Selection Questions - Economic and Financial Standing Continued

Question	Description
1.13.1 SQ-4.2 Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	Select the appropriate option.
Response Guidance Enter your response to each question in the format requested.	

Section 1.14 Part 3: Selection Questions - Group

Question	Description
1.14.1 Note	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below.
1.14.2 SQ-5(a) Name of organisation	Enter the relevant details.
1.14.3 SQ-5(b) Relationship to the Supplier completing these questions	Enter the relevant details.
1.14.4 SQ-5.1 Are you able to provide parent company accounts if requested to at a later stage?	Select the appropriate option.
1.14.5 SQ-5.2 If yes, would the parent company be willing to provide a guarantee if necessary?	Select the appropriate option.
1.14.6 SQ-5.3 If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Select the appropriate option.
Response Guidance Enter your response to each question in the format requested.	

Section 1.15 Part 3: Selection Questions - Technical and Professional Ability

Question	Description
1.15.1 SQ-6.1 Relevant experience and contract examples Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may	Upload your response as a file attachment.

include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member). Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract. If you cannot provide examples, see question 6.3	
1.15.2 SQ-6.2 Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s) Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)	Upload your response as a file attachment.

1.15.3 SQ-6.3 If you cannot provide at least one example for questions 6.1, in no more than 2000 characters please provide an explanation for this e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract.	Enter the relevant details.
Response Guidance Enter your response to each question in the format requested.	

Section 1.16 Part 3: Selection Questions - Modern Slavery Act 2015

Question	Description
1.16.1 SQ-7.1 Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Select the appropriate option.
1.16.2 SQ-7.2 If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Select the appropriate option.
1.16.3 SQ-7.2(a) If you have answered yes to question 7.2, please provide the relevant URL	Enter the relevant URL.
1.16.4 SQ-7.2(b) If you have answered no to question 7.2, please provide an explanation	Enter the relevant details.
Response Guidance Enter your response to each question in the format requested.	

Section 1.17 Additional Questions - Insurance

Question	Description
1.17.1 Note	Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.
1.17.2 SQ-8.1 Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:	Select the appropriate option.

Employer's (Compulsory) Liability Insurance = £5,000,000 Public Liability Insurance = £1,000,000 Professional Indemnity Insurance = £1,000,000 Product Liability Insurance = £1,000,000 *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.	
Response Guidance Enter your response to each question in the format requested.	

Section 1.18 Appendices

Question	Description
1.18.1 Appendices If you need to submit any additional information to complete your response to the above questions, please include it here as part of a single, zipped attachment response. Please ensure each appendix is clearly marked to indicate the SQ question number	Upload your response as a file attachment.
Response Guidance Enter your response to each question in the format requested.	

Technical Envelope

A summary of all the questions contained within the technical envelope, with the marking scheme and maximum score available (where appropriate) for each question is set out below.

The technical envelope has an overall weighting of **70%.**

Each technical envelope question to be evaluated has a weighting applied to it as shown in this document. The individual question weighting is a percentage of the overall envelope weighting

Section 2.1 of the technical envelope totals 90% of the overall envelope weighting.

Section 2.2 of the technical envelope totals 10% of the overall envelope weighting.

Response	How well does the response demonstrate an understanding of the Authority's service requirements?	Score
Non-Compliant	Poor/No information received. Does not meet requirement/ poor standard as to provide no confidence that the service will meet requirement.	0
Weak	The proposed approach fails to demonstrate an adequate understanding of the Authority's service requirements and objectives.	25
Acceptable	The proposed approach demonstrates an adequate understanding of the Authority's service requirements and objectives and covers the key issues to an acceptable standard.	50
Good	The proposed approach demonstrates a good understanding of the Authority's service requirements and objectives. It deals fully with the key issues over the life of the service	75
Excellent	The proposed approach has been tailored specifically to deliver the Authority's service requirements and objectives, uses innovative approaches to deal comprehensively with the key issues and is likely to maximize performance.	100

The score of 0, 25, 50, 75 or 100 refers to the percentage of the maximum available mark for each technical question envelope to be scored.

Score	Percentage of the maximum mark available
0	0% of the maximum mark available for the question
25	25% of the maximum mark available for the question
50	50% of the maximum mark available for the question
75	75% of the maximum mark available for the question
100	100% of the maximum mark available for the question

Section 2.1 Quality Questions

The Quality Question section weighting totals 90% of the overall weighting for the Technical Envelope. The question weightings within this section total 100%

2.1.1 Implementation	**Weight: 10%**
Question Describe how you will manage implementation of the service and provide an implementation plan as per **Section 4** of the specification including customisation and configuration as per **Section 4** of the specification.	
Response Guidance Your response must clearly demonstrate how your proposed implementation approach will successfully achieve: a) the initial implementation phase b) subsequent implementations c) customisation and configuration Your proposed implementation plan must be fully itemised including all steps, actions, dependencies, risks, issues and timings leading to implementation by dates agreed between the Authority and Supplier. Your response should focus on the component parts of the question as above. You 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.	
Response Limit	

Your response to this question is limited to a maximum of **six (6)** pages. Your proposed implementation plan must be attached separately and does not count towards the maximum page limit.

A page is defined as one side of A4, font size Arial 11pt, single line spacing and minimum margin width of 2cm.

Anything in excess of the page limit **will not** be evaluated.

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2.1.2 General System Requirements	**Weight: 10%**

Question

Describe how your proposed System will provide functionality to meet the general system requirements set out in **Section 5** of the specification.

Response Guidance

Your response must clearly demonstrate:

That your proposed System:

- is hosted in the UK
- fully electronic
- does not rely on other local software applications to carry out processes
- is accessible via any web browser
- allows buyers and suppliers to create and manage their own accounts via secure, password protected functionality

How your proposed System will ensure compliance with:

- the Public Contracts Regulations 2015 (and any future regulations)
- local procurement policies

How your proposed System will:

- record a full audit trail of all activity
- configure different levels of user access with different levels of authority/permissions
- allow a supplier to:

- have unrestricted and full direct access free of charge to procurement documents in accordance with Regulation 53
- self-register on the System, free of charge
- respond to any current procurement opportunity advertised by any Participating Authority

- allow any document or collection of documents to be exported from the System by the Participating Authority
- have a System uptime of at least 99.99%
- fully satisfy the requirements for secure messaging

Your response should focus on the component parts of the question as above.

You 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.

Response Limit

Your response to this question is limited to a maximum of **six (6)** pages.

A page is defined as one side of A4, font size Arial 11pt, single line spacing and minimum margin width of 2cm.

Anything in excess of the page limit **will not** be evaluated.

2.1.3 Planning, Savings, Governance and Approvals Management	**Weight: 10%**

Question

Describe how your proposed System will provide functionality allowing all Participating Authorities to plan procurements and manage them in line with their individual internal governance and approvals routes as per **Section 6** of the specification.

Response Guidance

Your response must clearly demonstrate how your proposed System will:

a) be flexible and capable of configuration by a Participating Authority to meet their own governance and approvals routes including:

- the creation of a procurement project in logical stages
- the allocation of a unique reference number to each activity created
- the ability to change/amend project plans and timescales
- the ability to attach relevant documents at the appropriate stage (for example business case, procurement strategy, risk and issue logs)

b) allow each Participating Authority to:

- create their own templates based on their own working practices, governance and approvals routes
- use those templates to create and manage the planning, governance and approvals of future procurements
- configure their own alerts including which users' alerts are sent to, when, with what frequency (if regular alerts) and when a reply and or action (for example approval) is due by

c) allow for different levels of approvals to be configured

d) where an explicit approval step is required, not allow further action on the procurement until approval is granted

e) allow the creation of an "at a glance" procurement pipeline giving the Participating Authority an overview of procurements planned an in progress to aid with planning and resource allocation

f) have the ability to create individual and collective Participating Authority potential procurement pipelines

g) allow for changes in the workflow settings and configuration mid-process where needed on an individual basis

h) track savings as a result of commercial processes

Your response should focus on the component parts of the question as above.

You 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.

Response Limit

Your response to this question is limited to a maximum of **six (6)** pages.

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Anything in excess of the page limit **will not** be evaluated.

2.1.4 Creation and Publication of Relevant Notices	**Weight: 10%**

Question

Describe how your proposed System will be capable of the creation and publication of relevant notices as set out in **Section 7** of the specification.

Response Guidance

Your response must clearly demonstrate:

That you are:

- an official TED eSender accredited to publish notices
- registered on Contracts Finder as a buyer to publish notices

How your proposed System shall:

- provide a facility to create and publish notices in the required format provided by external publishing services which must be maintained by the supplier to ensure a live service is maintained.

- integrate with Tenders Electronic Daily, Contracts Finder and/or any equivalent publishing route which may be introduced post-Brexit. Early guidance can be found here https://www.gov.uk/guidance/public-sector-procurement-after-a-no-deal-brexit

- send completed official notices directly for publication on the appropriate publishing route at the appropriate stage of the procurement
- record that the notice has been successfully published with a link to the published notice
- allow notices to be saved in draft form for later completion and sending
- allow unsent draft notices to be deleted
- prompt the user populating the notice to properly complete all mandatory fields and information
- pre-populate information where it may be appropriate – for example Participating Authority contact details
- not allow a notice to be submitted for publication until it is correctly completed and saved
- allow a notice to be withdrawn or amended as may be necessary from time to time to comply with PCR2015 (for example a modification notice)
- provide an alert if there is a problem with the notice submission

Your response should focus on the component parts of the question as above.

You should refrain from making generalised statements and providing information not relevant to the topic.

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Response Limit

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2.1.5 Tender Creation, Issue and Management	Weight: 10%

Question

Describe how your proposed System will be capable of the creation, issue and management of tenders as set out in **Section 8** of the specification.

Response Guidance

Your response must clearly demonstrate how your proposed System shall fully comply with all of the following requirements in this section of the specification:

- General tendering
- Tender creation
- Tender issue and supplier access to tender documents
- Tender management

Your response should focus on the component parts of the question as above.

You should refrain from making generalised statements and providing information not relevant to the topic.

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Response Limit

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2.1.6 Tender Evaluation and Award	Weight: 10%

Question

Describe how your proposed System will be capable of the evaluation and award of tenders as set out in **Section 9** of the specification.

Response Guidance

Your response must clearly demonstrate how your proposed System shall fully comply with all of the following requirements in this section of the specification:

- General Evaluation
- Scoring options and capability
- Tender opening
- Tender evaluation – individual evaluators
- Tender evaluation – consensus and moderation
- Contract award

Your response should focus on the component parts of the question as above.

You should refrain from making generalised statements and providing information not relevant to the topic.

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Response Limit

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2.1.7 Contract and Supplier Management	Weight: 10%

Question

Describe how your proposed System will be capable meeting the contract and supplier management capabilities as set out in **Section 10** of the specification.

Response Guidance

Your response must clearly demonstrate how your proposed System shall fully comply with all of the following requirements in this section of the specification:

- create a top-level library of awarded contracts from all Participating Authorities
- manage the configuration of any additional metadata questions required by a Participating Authority
- facilitate the electronic signature of contracts
- list sub-contractor details
- facilitate the issue and management of contract variations and change notes
- create a unique contract and supplier management area
- facilitate communication between the Participating Authority and supplier on all contractual matters
- be configurable to enable the automatic issue of alerts to be sent to the Participating Authority and/or supplier at various points
- be flexible to enable a Participating Authority to set the nature and timing of certain alerts as required
- Enable the Participating Authority to routinely measure and rate the performance of suppliers across all of the contracts that they have in place

Your response should focus on the component parts of the question as above.

You should refrain from making generalised statements and providing information not relevant to the topic.

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Response Limit

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2.1.8 Data Management and Reporting	**Weight: 10%**

Question

Describe how your proposed System will be capable meeting the data management and reporting capabilities as set out in **Section 11** of the specification.

Response Guidance

Your response must clearly demonstrate how your proposed System shall fully comply with all of the following requirements in this section of the specification:

- provide a full suite of data management and reporting tools enabling a Participating Authority to access and interrogate the data held in the System
- enable the creation of reports that include data from all Participating Authorities
- provide an “at a glance” dashboard view
- ensure that dashboards are configurable
- record compliance with publishing obligations as required by PCR2015 and other relevant legal obligations
- enable reports to be viewed (per procurement/contract and overall) showing:
    - the date notices were published
    - any notices which were not published

Your response should focus on the component parts of the question as above.

You should refrain from making generalised statements and providing information not relevant to the topic.

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Response Limit

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2.1.9 Training, Technical Support and Account management	**Weight: 10%**

Question

Describe how your proposed System will be capable meeting the training, technical support and account management requirements as set out in **Section 12, 13 and 14** of the specification.

Response Guidance

Your response must clearly demonstrate how you will fully comply with all of the following requirements in these sections of the specification:

Training

How you will provide:

- initial and ongoing training to all System users to ensure each user is able to fully use the System to their level of access and fully discharge their responsibilities within the System
- training via a number of different methods as may be appropriate
- training materials
- a ring-fenced area in the System to be used for training and testing purposes

Technical Support

How you will provide:

- responsive technical support service function to Participating Authorities which shall give technical support and advice on demand via telephone and email as set out in the specification

- technical support personnel who possess the appropriate level of System experience to provide knowledgeable and accurate responses to all support requests received

Account Management

How you will provide:

- Regular/ad hoc account management contact
- Contract performance reviews
- Sharing best practice across Participating Authorities and wider UK Government
- Notification of system upgrades
- MI reports prior to meetings
- Innovation management
- Enhancement request management

Your response should focus on the component parts of the question as above.

You should refrain from making generalised statements and providing information not relevant to the topic.

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Response Limit

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2.1.10 System Maintenance and Upgrades, Integration with External Systems	Weight: 10%

Question

Describe how your proposed System will be capable of meeting the system maintenance and integration with external systems requirements as set out in **Section 15 and 16** of the specification.

Response Guidance

Your response must clearly demonstrate how you will fully comply with all of the following requirements in these sections of the specification:

System Maintenance and Upgrades

How you will provide system maintenance and upgrade requirements as set out in the specification.

Integration with External Systems

How your proposed System will meet the integration requirements as set out in the specification.

Your response should focus on the component parts of the question as above.

You should refrain from making generalised statements and providing information not relevant to the topic.

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Response Limit

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Section 2.2 Data and Security Question

The Data and Security Question section weighting totals 10% of the overall weighting for the Technical Envelope. The question weightings within this section total 100%.

2.2.1 Data and Security	**Weight: 100%**
Question Describe how your proposed System will be capable meeting the data and security requirements as set out in **Section 17** of the specification.	
Response Guidance Your response must clearly demonstrate how you will fully comply with the requirements in these sections of the specification: **Data and Security** The system must provide security features and be hosted in a secure environment, while allowing users appropriate access. The information to be held on the system is Commercial and will therefore be required to be held at the Government Security Classification level of OFFICIAL – SENSITIVE – COMMERCIAL and as such it should be stored and transmitted securely using appropriate measures and managed by appropriately vetted staff. Suppliers shall provide details of their security policy (typically their ISMS) which applies to the service, explain and provide evidence of how the service offered is managed in line with NCSC Cloud Security principles and Cyber Essentials (links below). Suppliers should summarise their certifications, for example ISO accreditation. Where any part of the service is provided by personnel outside the UK, details should be stated.	

https://www.ncsc.gov.uk/collection/cloud-security?curPage=/collection/cloud-security/implementing-the-cloud-security-principles https://www.cyberessentials.ncsc.gov.uk/ Your response should focus on the component parts of the question as above. You 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.
Response Limit Your response to this question is limited to a maximum of **six (6)** pages. A page is defined as one side of A4, font size Arial 11pt, single line spacing and minimum margin width of 2cm. Anything in excess of the page limit **will not** be evaluated.

Commercial Envelope

The commercial envelope has an overall weighting of **30%.**

The successful tenderer's pricing proposal will be inserted at Schedule 6 (Commercial Schedule) of the contract document.

Question 3.1.1 of the Commercial Envelope contains a file for you to download and insert your pricing proposal. Once completed, this file should be uploaded in Bravo as your response to Question 3.1.1.

Please refer to the Commercial Schedule attached at 1.2.3 in the Qualification Envelope for more information.

The total amount (total cost) should be entered at Question 3.2.1 of the Commercial Envelope.

Your proposed pricing will be scored as follows.

The maximum commercial envelope score will be awarded to the tender response with the lowest price based on the below weightings:

- Implementation carries a weighing of 10%
- Full licence fee carries a weighting of 85%
- Lite licence fee carries a weighting of 4%
- Read only licence fee carries a weighting of 1%

The remaining tender responses will receive a mark based on the amount by which their price deviates from the lowest price, and which will be calculated as follows:

$$\text{Cost Score} = n\% * \frac{\text{lowest price} * \text{Scaler}) - \text{price}}{(\text{Scaler}-1) * \text{lowest price}}$$

Where:

Scaler = 3

A negative calculation attracts a score of zero (0%)

The Authority reserves its right to seek clarification where it believes the price is abnormally low, and to reject tenders where the evidence supplied does not satisfactorily account for the low level of the price proposed.