

Invitation to tender

Attachment 2 – How to bid

**RM6195 Big Data and Analytics**

Contents

[1. How to make your bid 2](#_heading=h.30j0zll)

[2. Selection stage 3](#_heading=h.1fob9te)

[3. Selection process 3](#_heading=h.3znysh7)

[4. Selection criteria 3](#_heading=h.2et92p0)

[5. Selection questionnaire 4](#_heading=h.tyjcwt)

[6. Award stage](#_heading=h.s1w617jwzwp0) 10

[7. Award criteria](#_heading=h.1t3h5sf) 10

[8. Award process](#_heading=h.4d34og8) 11

[9. Quality Evaluation](#_heading=h.3rdcrjn) 12

[10. Award quality questionnaire](#_heading=h.26in1rg) 14

[11. Price evaluation](#_heading=h.lnxbz9) 15

[12. Final decision to award](#_heading=h.1y810tw) 19

1. **How to make your bid**
   1. Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
   2. You may bid for one or both of the lots, ensure you read paragraph 3.9 of Attachment 1.
   3. Your bid must be **entered into the eSourcing suite.** We can only accept bids that we receive through the eSourcing suite.
   4. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
   5. Make sure you answer every question.
   6. You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in attachment 1 - About the framework.
   7. It will be our decision whether we will accept bids submitted after the bid submission deadline.
   8. You must regularly check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
   9. If anything is unclear, or you are unsure how to complete your bid submission, you can raise a question before the clarification question deadline, via the eSourcing suite. Read paragraph 6 “When and how to ask questions” in attachment 1 - About the framework.
   10. We may require you to clarify aspects of your bid in writing and/or provide additional information. Failure to respond within the time required, or to provide an adequate response will result in the rejection of your bid and your exclusion from this competition.
2. **Selection stage** 
   1. At the selection stage, we evaluate bidders’ technical, professional and financial capabilities. We will ask a range of questions appropriate to the procurement. It is important that you answer these questions accurately.
   2. If you are relying on any key subcontractors to provide the answers to the technical and professional ability or you are relying on a guarantor to pass the economic and financial assessment, they must complete Parts 2 and 3 for themselves.
   3. In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 for themselves.
   4. We are providing the ‘Information and declaration’ workbook (Attachment 4) to enable you to collect and submit this data to us, whether from organisations on whom you are relying (for example a key subcontractor or a guarantor) or from other members of a consortium.
3. **Selection process**
   1. After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.
   2. We may ask you to clarify information you provide, if that is necessary. Don’t forget to check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
   3. If your bid is not compliant we will reject your bid and you will be excluded from the competition. We will tell you why your bid is not compliant.
   4. Not all selection questions need guidance as the questions are self-evident. However other questions such as the financial question, require a process to be undertaken before we can assess your response. In those instances we have told you what we will do in the **evaluation guidance**.
   5. Part 11 of the Selection Questionnaire (Technical and Professional Ability), requires you to provide Contract Examples. An explanation of how many you need to provide, what these need to include, and how we will evaluate them, is included in section 5.2 below. Please read that guidance in conjunction with part 11 in the Selection Questionnaire.
4. **Selection criteria**
   1. We may exclude you from the competition at the selection stage if:
      * you receive a ‘fail’ for any of the evaluated selection questions or for all Contract Examples provided.
      * any of the information you have provided proves to be false or misleading.
      * you have broken any of the competition rules in section 9 of Attachment 1 About the framework, or not followed the instructions given in this ITT pack.
   2. If we exclude you from the competition we will tell you and explain why.
5. **Selection questionnaire** 
   1. Please refer to Attachment 2a Selection questionnaire. Remember you must complete the questionnaire online in the eSourcing suite (Qualification Envelope).
   2. **Technical and Professional ability (Part 11) - Guidance**

5.2.1 General

* + - You are required to submit at least one Contract Example demonstrating the capability(s), as outlined in Section 2 of the Specification, that make up your offering.
    - Each Contract Example should demonstrate your ability to supply the Services required under this contract.
    - Each Contract Example should include the organisation’s name and contact details of a referee (name and email address). Please note, we may check these during the evaluation process.
    - If you are bidding as a consortium, if possible you should provide evidence of contracts where you have worked with your consortium members.
    - It is important that you read and fully comply with the instructions contained within the Selection Questionnaire and complete the example in full for each contract. If you fail to provide examples completed in line with the instructions, your bid may be deemed non-compliant and you may be excluded from this competition.
    - You must not reference other materials (for example, reports or information located on your website). Responses should be text only and a maximum 6,000 characters per Contract Example.

5.2.2 Lot 1

* + - You are required to submit Contract Examples in order to demonstrate the capabilities, as outlined in Section 2.1, of the Specification, that make up your offering for Lot 1.
    - If you are bidding for more than one capability, you must provide a Contract Example for each capability, meaning you can submit a maximum of 6 examples for Lot 1. You may use the same example for different capabilities but you must submit a Contract Example for each capability you are bidding for.
    - Note: When the framework is live, buyers will have the option to run a down-select against the capabilities they require to create a supplier short-list ahead of further competition. Buyers can also choose to include *all* suppliers in Lot 1 via a standard Further Competition Procedure. Supplier inclusion in the down-select matrix will be aligned with the capability contract examples passed at Selection.

5.2.3 Lot 2

* + - You are required to submit one or two Contract Examples in order to demonstrate the capabilities, as outlined in Section 2.2, of the Specification, that make up your offering for Lot 2.
    - Please choose the Contract Examples that best demonstrate your overall offering for the Lot.
    - Your Contract Example(s) should demonstrate your ability to supply the Services required under this contract.

**5.3 Technical and Professional Ability (Part 11) - How we evaluate your response:**

|  |  |
| --- | --- |
| 1 | Quality Evaluation  We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the key areas using the response guidance, marking scheme and evaluation guidance.  Each evaluator will give a mark and a reason for their mark for each key area they are assessing. Each evaluator will enter their marks and reasons for the mark for each key area into the eSourcing suite. |
| 2 | Consensus  Once the evaluators have independently assessed your responses to the key areas we will arrange for the evaluators to meet and we will facilitate the discussion.  At this consensus meeting, for each key area the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark.  The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each key area. |
| 3 | Quality Threshold  If you have received a mark of zero or 25 for one or more key area(s) that is a FAIL and we will reject your bid and you will be excluded from the competition.  We will tell you that your bid has been excluded from the competition and why. |

**5.3 Technical and Professional Ability (Part 11) - Contract Examples**

|  |
| --- |
| **Contract Example - LOT 1 ONLY** |
| **Requirement**  CCS requires bidders to demonstrate how they delivered/are delivering a contract for each of the capabilities they are bidding for in Section 2.1 of the Specification. The key criteria we will evaluate against will be:   1. Expertise 2. Approach 3. Outcome   You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the applicable text boxes provided, each box has a character count of 2,000 characters.  Please refer to the contract examples evaluation guidance. |
| **Response guidance**  You must clearly state the name of the capability the Contract Example describes. Your response must demonstrate the following key criteria 1 to 3 and related component parts:  1. Describe the expertise you provided, including how you:  a) added value through offering knowledge and expertise  b) ensured your specialism in the capability was current and extensive  2. Describe your approach to the solution you provided, demonstrating how you:  a) provided strategic input, including:  (i) how you developed an understanding of your customer’s strategic priorities and vision and shared this with your delivery team, including consortium members and key subcontractors where relevant  (ii) how you tailored your approach accordingly  b) took account of other strategic considerations such as organisation strategy, wider policy impacts, lessons learned from similar contracts, emerging academic research and thinking  3. Describe the outcome, including how the solution:  a) delivered on the customer’s requirements  b) addressed and resolved any challenges  c) Brought innovation  d) Demonstrated the value delivered.  Responses should be limited to, and focused on each of the key criteria and component parts of the question.  Bidders should refrain from making generalised statements and providing information not relevant to the requirement. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the key criteria in the order they are listed above and highlight which key criteria you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation. |

|  |
| --- |
| **Contract Example - LOT 2 ONLY** |
| **Requirement**  CCS requires bidders to demonstrate how they delivered/are delivering a contract for one or more of the COTS Technologies listed within Section 2.2 of the Specification. The key criteria we will evaluate against will be:   1. COTS software solution 2. Approach 3. Outcome |
| **Response guidance**  You must clearly state the name of the COTS Technology(s) the Contract Example describes (in alignment with section 2.2 of the Specification) i.e. big data management; data mining, risking and science; machine learning and Artificial Intelligence (AI); reporting and analytics; and or search and discovery).  Your response must demonstrate the following key criteria 1 to 3 and related component parts:  1. Describe the solution you provided, including:  a) your technology’s capabilities  b) added value through knowledge and expertise  2. Describe your approach to the solution you provided, demonstrating how you:  a) assessed the suitability of your solution to meet the customer requirements  b) managed the implementation  c) considered costs and alternatives  3. Describe the outcome, including how the solution:  a) delivered on the customer’s requirements  b) addressed and resolved any challenges  c) achieved value for money  You are required to insert your response to this question in the applicable text boxes provided, each box has a character count of 2,000 characters.  Please refer to the contract examples evaluation guidance. |

**5.4 Technical and Professional Ability (Part 11) - Scoring approach**

Each key criteria and related component parts is evaluated PASS or FAIL

|  |  |
| --- | --- |
| PASS | The key criteria and related component parts scored 50 or above |
| FAIL | The key criteria and related component parts scored 25 or below |
| **Marking scheme** | **Evaluation guidance** |
| 100 | **A VERY GOOD ANSWER**  The response is relevant to the requirement and is comprehensive, unambiguous, and fully demonstrates how you have delivered the key criteria and the related component parts of the response guidance.  Full and relevant evidence has been provided to clearly demonstrate that the key criteria and the related component parts have been satisfied.  The response provides a high level of confidence that the approach meets the requirement for this key criteria and the related component parts and exceeds the requirement. |
| 75 | **A GOOD ANSWER**  The response is relevant to the requirement and is sufficiently detailed to demonstrate your ability to meet the key criteria and the related component parts of the response guidance.  Sufficient evidence has been provided to demonstrate the key criteria and the related component parts of the response guidance.  The response provides a good level of confidence that the approach met the requirement for this key criteria for the delivery of services. |
| 50 | **A SATISFACTORY ANSWER**  The response is relevant to the requirement. Whilst the response addresses the key criteria and the related component parts, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the key criteria and the related component parts of the response guidance.  Whilst some evidence has been provided it does not sufficiently demonstrate the key criteria and all of the related component parts of the response guidance. |
| 25 | **A BELOW STANDARD ANSWER**  The response is not fully relevant to or only partially addresses the requirement and/or the key criteria and the related component parts of the response guidance.  The response addresses some of the key criteria and the related component parts but not all, and there is a significant lack of detail.  Whilst some evidence has been provided it does not sufficiently demonstrate the key criteria and all of the related component parts of the response guidance.  There is a lack of detail and/or lack of explanation and/or ambiguity in the response which provides a low level of confidence that the approach had the ability to meet the requirement for this key criteria for the delivery of services.  If you receive a mark of 25, that is a FAIL and we will reject your bid and you will be excluded from the competition. |
| 0 | **A POOR ANSWER**  The response is not relevant to the requirement and/or the key criteria and the related component parts and/or the response has satisfied very few to none of the requirements for the key criteria and the related component parts of the response guidance.  The response provides no confidence that the approach will meet the requirement for this key criteria for the delivery of services.  or  No response provided.  If you receive a zero, that is a FAIL and we will reject your bid and you will be excluded from the competition. |

1. **Award stage** 
   1. If you have successfully passed the selection stage, you will proceed to the award stage.
   2. We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.
   3. Your bid must deliver what our buyers need, at the best possible price you can give.
   4. When completing your bid you must:

* Read through the entire ITT pack specifically Framework Schedule 1 (Specification)carefully, and read more than once
* Read each question, the response guidance, marking scheme and evaluation criteria
* Read the contract terms.
* If you are unsure, ask questions before the clarification questions deadline See paragraph 5 ‘Timelines for the competition’ and paragraph 6 ‘When and how to ask questions’ in Attachment 1 - About the Framework document
* Allow plenty of time to complete your responses; it always takes longer than you think to submit
* Your prices should be in line with the service level you offer, in response to the award quality questions.

1. **Award criteria** 
   1. The Award Stage consists of a quality evaluation (see paragraph 9 of this document) and a price evaluation (see paragraph 10 of this document).
   2. The award of this framework will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).
   3. The weighting for the quality evaluation is 70 marks (60 for the Technical element, and 10 for the Social Value element); and, the price evaluation is worth 30 marks.
2. **Award process**
   1. What YOU need to do

* answer the quality questions section A and section B (mandatory for all Lots) and section C (for Lot 1) and section D (for Lot 2) of the quality questionnaire in the eSourcing suite in the technical envelope.
* Complete Attachment 3 - Price Matrix, for the lot(s) for which you are bidding.
* Upload your completed Price Matrix into the eSourcing suite in the commercial envelope to question PQ1 (3.1.2).
  1. What **WE** will do at the award stage

|  |  |
| --- | --- |
| 1. | **Compliance Check**  First, we will do a check to make sure that you completed the Price Matrix in line with our instructions. |
| 2. | **Quality Evaluation**  We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the eSourcing suite. |
| 3. | **Consensus**  Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your quality score for each lot you have bid for. |
| 4. | **Quality Threshold**  If you have received a zero for any of the quality questions or if you have not met a minimum quality score of 44.10 out 70 for Lot 1 and/or 34.00 out of 70 for Lot 2, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why.  Refer to tables at paragraph 9.6 for an example of how your **quality score** for each lot will be calculated. |
| 5. | **Evaluate Pricing**  We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.  They will calculate your price score using the evaluation criteria in Paragraph 11 – Price Evaluation. |
| 6. | **Final Score**  Your quality score will be added to your price score, to create your final score as illustrated in Paragraph 12 Final decision to award.  For Lot 2 only, if your final score has not met the minimum total score threshold of 49 out of 100 we will reject your bid and you will be excluded from the competition. |
| 7. | **Award**  Awards will be made to the successful bidders following the standstill period, subject to contract. |

1. **Quality Evaluation**
   1. Questions AQA1, AQA2 are mandatory questions and will be evaluated PASS / FAIL. If you answer no to one or more of the questions, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded and why.
   2. Each question must be answered in its own right. You must not answer any of the questions by cross referencing other questions or other materials for example reports or information located on your website.
   3. Each of the quality questions, in section B, C and D of the quality questionnaire will be independently assessed by our evaluation panel.
   4. When the consensus meeting has taken place and the final mark for each question has been agreed by the evaluators, your final mark for each question will be multiplied by that question's weighting to calculate your weighted mark for that question.
   5. Each weighted mark for each question for each lot you have submitted a bid for will then be added together to calculate your quality score.
   6. Please see tables A and B below for an example of how your quality score will be calculated.

**Table A Example – Lot 1**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Question** | | | **Question Weighting** | **Maximum mark available** | **Your example score** | **Your weighted mark** |
| **No.** | **Ref** | **Title** |
| 2.1.1 | AQA1 | Compliance with Framework Schedule 1 (Specification) – Lot 1 | PASS/FAIL | N/A | PASS | PASS |
| 2.2.1 | AQB1 | Understanding Buyer Requirements  (All Lots) | 30% | 100 | 75 | 22.50 |
| 2.2.2 | AQB2 | Capabilities and Account Management  (All Lots) | 30% | 100 | 100 | 30.00 |
| 2.3.2 | AQC1 | Social Value - Economic Inequality > Create new businesses, new jobs and new skills  (Lot 1 Only) | 10% | 100 | 100 | 10.00 |
| **Quality score** | | | | | **62.50 / 70.00** | |

**Table B Example – Lot 2**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Question** | | | **Question Weighting** | **Maximum mark available** | **Your example score** | **Your weighted mark** |
| **No.** | **Ref** | **Title** |
| 2.1.2 | AQA2 | Compliance with Framework Schedule 1 (Specification) – Lot 2 | PASS / FAIL | N/A | PASS | PASS |
| 2.2.1 | AQB1 | Understanding Buyer Requirements  (All Lots) | 20% | 100 | 50 | 10.00 |
| 2.2.4 | AQB2 | Capabilities and Account Management  (All Lots) | 20% | 100 | 75 | 15.00 |
| 2.4.2 | AQD1 | Provide the described service provision - COTS software licenses, maintenance, support & implementation  (Lot 2 Only) | 20% | 100 | 100 | 20.00 |
| 2.4.9 | AQD2 | Social Value - Tackling Economic Equality - Manage cyber security risks  (Lot 2 Only) | 10% | 100 | 50 | 5.00 |
| **Quality score** | | | | | **50.00 / 70.00** | |

1. **Award quality questionnaire**
   1. The quality questionnaire is split into four sections:

* Section A – Mandatory questions
* Section B – Generic questions
* Section C – Lot 1 specific question
* Section D – Lot 2 specific questions
  1. A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question** | | **Marking scheme** | **Weighting %** | |
| **Lot 1** | **Lot 2** |
| Section A | | | | |
| AQA1 | Compliance with Framework Schedule 1 (Specification) – Lot 1 | Pass/Fail | N/A | N/A |
| AQA2 | Compliance with Framework Schedule 1 (Specification) - Lot 2 | Pass/Fail | N/A | N/A |
| Section B | | | | |
| AQB1 | Understanding Buyer Requirements  (All Lots) | 100/75/50/25/0 | 30% | 20% |
| AQB2 | Capabilities and Account Management  (All Lots) | 100/75/50/25/0 | 30% | 20% |
| Section C | | | | |
| AQC1 | Social Value - Economic Inequality > Create new businesses, new jobs and new skills  (Lot 1 Only) | 100/75/50/25/0 | 10% |  |
| Section D | | | | |
| AQD1 | Provide the described service provision - COTS software licenses, maintenance, support & implementation  (Lot 2 Only) | 100/75/50/25/0 |  | 20% |
| AQD2 | Social Value - Tackling Economic Equality - Manage cyber security risks  (Lot 2 Only) | 100/75/50/25/0 |  | 10% |

* 1. The quality questions are set out in Attachment 2f - Award Questionnaire.

1. **Price evaluation**
   1. This paragraph 11 contains information on how to complete the Price Matrix attachment 3 and the price evaluation process.
   2. How to complete your Price Matrix:
   3. Read and understand the instructions in the pricing matrix, and in this paragraph, before submitting your prices. Please note, Lot 1 and Lot 2 have a different price evaluation approach.
   4. Your prices should compare with the quality of your offering.
   5. Your prices and percentage discounts must be sustainable and include your operating overhead costs and profit.
   6. You should also take into account our management charge of 1% which shall be paid by you to us, as set out in the Framework Award form.
   7. You should have read and understood the information on TUPE in paragraph 6 of Attachment 1 – About the framework. You are reminded that it is your responsibility to take your own advice and consider whether TUPE is likely to apply and to act accordingly. You are encouraged to carry out your own due diligence exercise on the application of TUPE when completing your pricing matrix.
   8. **Pricing for Lot 1** will be based on:
2. an eight (8) hour Working Day, exclusive of breaks including lunch
   1. For Lot 1, your prices submitted must :
   * exclude VAT
   * be exclusive of expenses/travel and subsistence
   * be in British pounds sterling
   * submitted up to 2 decimal places.
   1. **Pricing for Lot 2** will be based on:
3. contract value bands and the minimum discount you will offer
4. SFIA grades will not be evaluated but will be incorporated into Framework Schedule 3 - Framework Prices.
   1. For Lot 2, your minimum percentage discounts submitted must be:
      * a minimum of 0.5% for each band
      * the minimum discount you will offer
      * submitted as a percentage
      * submitted up to 2 decimal places
      * exclusive of VAT
   2. The discounts submitted will be the minimum you will offer under this framework, irrespective of contract length. Discounts may be increased at the call off stage. If Buyers or Deliverables are eligible for greater discounts these must also be represented at call-off stage.
   3. We are using the SFIA 7 grade definitions which are available at:<https://sfia-online.org/en/sfia-7/responsibilities> Alignment of SFIA grades and DDaT roles is also available within Attachment 3, Pricing Schedule and Annex 1 of the Specification (Schedule 1).
   4. For both Lots, zero or negative bids will not be allowed. Your pricing must not be below the National Living Wage (i.e. 8(hrs) x £8.91). We will investigate where we consider your bid to be abnormally low.
   5. The prices submitted for Lot 1 will be the maximum payable under this framework for that Lot. Prices may be lowered at the Call-Off stage. Discounts submitted for Lot 2 will be the minimum applicable under this framework for that Lot. Discounts may be increased at the Call-Off stage. Refer to Framework Schedule 3 – Framework Prices.
   6. You must download and complete the Attachment 3 - Price Matrix for the lots you are submitting a bid for.
   7. For Lot 1, provide a price, where one has been requested, in the cells highlighted yellow and blue. Please note the cells in yellow will be evaluated as part of the price evaluation, the blue cells will not be evaluated but the inputs will be incorporated into Framework Schedule 3 - Framework Prices.
   8. For Lot 2, provide a discount or price, where one has been requested, in the cells highlighted yellow and blue. Please note the cells in yellow will be evaluated as part of the price evaluation, the blue cells will not be evaluated but the inputs will be incorporated into Framework Schedule 3 - Framework Prices.
   9. When you have completed the Price Matrix, you must upload this into the eSourcing suite at question PQ1, in the commercial envelope at 3.1.2. If you do not upload your Price Matrix your bid may be rejected from this competition.
   10. Do not alter, amend or change the format or layout of Attachment 3 - Price Matrix
   11. After completing the matrix you must upload your completed Price Matrix via the e-Sourcing Suite prior to the Tender submission deadline. Please name the file [price\_insertyourcompanyname]

* 1. **Price evaluation process**
  2. This is how we will evaluate your pricing for **Lot 1**:
  3. We will check you have completed all the yellow and blue cells for each lot you are bidding for.
  4. Failure to insert an applicable price may result in your bid being deemed non-compliant and may be rejected from this competition. Remember zero or negative prices will not be accepted.
  5. The price evaluation will be undertaken separately to the quality evaluation process.
  6. The bidder with the lowest total average rate will be awarded the maximum mark available (a price score of 30).
  7. All other bidders will get a price score relative to the lowest average rate.
  8. The calculation we will use to evaluate your average rate price, for you are bidding for **Lot 1**, is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Price Score |  | Lowest total average rate |  | 30 (maximum mark available) |
| = |  | x |
|  | Your total average rate |  |

**Example:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder A |  | Bidder B |  | Bidder C |
| Total average rate |  | Total average rate |  | Total average rate |
| £ 2,170 |  | £ 4,320 |  | £ 5,420. |
|  |  |  |  |  |

1. Bidder A has the lowest average rate of £2,170. Bidder A is awarded the maximum mark available for price, which is 30;
2. Bidder B submits a total average rate of £4,320. Bidder B is awarded a price score of 15.07
3. Bidder C submits a total average rate of £5,420 and is awarded a price score of 12.01.
   1. The calculation we will use to evaluate your minimum discount for you are bidding for **Lot 2**, is as follows:
   2. We will check you have completed all the yellow and blue cells.
   3. Failure to insert an applicable discount may result in your bid being deemed non-compliant and you may be rejected from this competition. Remember zero bids will not be accepted.
   4. The maximum mark available is 30. There are 10 total committed contract values bands each worth 1% of the total pricing score. You must submit a minimum percentage discount against each Total Committed Contract Value Band. The bidder(s) with the highest discount per total committed contract value band will receive a weighted price score of 1%. All other bidders will receive a score relative to the highest percentage discount offered in each total committed contract value band - please see 11.36 for how this price score is calculated.
   5. Your weighted price scores against each total committed contract value band will then be totalled together, to give you your overall price score.
   6. Your Pricing score will be rounded to 2 decimal places.
   7. The calculation we will use to evaluate your price score against each total committed contract value band is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Price Score |  | Bidder minimum  percentage discount |  | 1 (maximum mark  available/weighted value) |
| = |  | x |
|  | Highest minimum  percentage discount |  |

Our weighting formula:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Weighted Price Score |  |  |  | 3 (maximum mark  available/weighted value) |
| = | Total Price Score | x |
|  |  |  |

* 1. Your price score received against each total committed contract value will then be added together, to give you your total price score. Please note, to receive the maximum score of 10 a bidder would have to submit the highest minimum percentage discount across all bands. As the maximum marks available for the price evaluation is 30, we will times your total price score by 3.
  2. Worked pricing example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Total Committed Contract Value bands | Bidder A  minimum  percentage discount  offered | Bidder B  minimum  percentage discount  offered | Highest  discount  per band | Bidder A  weighted  price  score | Bidder B  weighted price  score |
| £01 - £99,999 | 22 | 35 | 35 | 0.62 | 1 |
| £100,000-£249,999 | 22 | 14 | 22 | 1 | 0.63 |
| £250,000 - £499,999 | 19 | 22 | 22 | 0.86 | 1 |
| £500,000 - £999,999 | 21 | 22 | 22 | 0.95 | 1 |
| £1,000,000-£4,999,999 | 23 | 30 | 30 | 0.76 | 1 |
| £5,000,000 - £9,999,999 | 30 | 29 | 30 | 1 | 0.96 |
| £10,000,000 - £19,999,999 | 70 | 54 | 70 | 1 | 0.77 |
| £20,000,000 - £29,999,999 | 67 | 85 | 85 | 0.78 | 1 |
| £30,000,000 -£39,999,999 | 89 | 90 | 90 | 0.98 | 1 |
| £40,000,000+ | 90 | 95 | 95 | 0.94 | 1 |
| Total Price Score | | | | 8.89 | 9.36 |
| Weighted Price Score | | | | 26.67 | 28.08 |

* 1. Bidder B has the highest total of weighted price scores across the total committed contract value bands, therefore receiving a higher pricing score than Bidder A.

**Abnormally low tenders**

* 1. Where we consider any of the total average rate card or minimum discount against a committed contract band you have submitted to have no correlation with the quality of your offer or to be **abnormally low** or will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Regulations).
  2. If your explanation is not acceptable, we will reject your bid and exclude you from this competition, we will inform you if your bid has been excluded and why.

1. **Final decision to award**
   1. How we will calculate your final score for Lot 1 and Lot 2
   2. We will add your quality score to your price score to calculate your final score.

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| Bidder | Quality score  (including Social Value) | Price score | Final score |
| (Maximum score available 70) | (Maximum score available 30) | (Maximum score available 100) |
| Bidder A | 70.00 | 30.00 | 100.00 |
| Bidder B | 60.00 | 15.00 | 75.00 |
| Bidder C | 50.00 | 12.00 | 62.00 |

* 1. We will then rank all final scores from highest to lowest. Only Suppliers who have passed the minimum quality threshold (and for Lot 2, the minimum total threshold) will be awarded a place on the framework.
     + The Lot 1 minimum quality threshold is set to 63%. Weighted, this is a minimum quality score of 44.10 out of 70. There is no minimum total threshold score for Lot 1.
     + For Lot 2**,** the minimum quality threshold is set to 49%. Weighted, this is a minimum quality score of 34 out of 70. For Lot 2, the minimum *total* threshold score is 49 out of 100.
  2. **For Lot 1,** The Framework Agreement includes a range of six (6) Capabilities. For each of these capabilities, CCS will appoint the five (5) highest scoring Suppliers who have passed the award threshold score and corresponding capability contract example at Selection.
  3. CCS is seeking to appoint a minimum of 20 unique Suppliers. Should the total number of unique Suppliers appointed to Lot 1 be less than 20, the Contracting Authority will appoint one (1) additional Supplier to each Capability until the minimum number of unique Suppliers appointed to Lot 1 exceeds 20.
  4. Lot 1 of the Framework Agreement has a quota of 20 unique Suppliers to fulfil.
  5. Once bids have been submitted and evaluated, CCS will rank the Final Score scores for each capability. The top 5 ranking Suppliers in each capability will be awarded a place on the framework. For example, as shown in the white cells:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Capabilities | | | | | |
| Advanced Analytics and Cognitive Solutions | Data Risking | Data Management and Acquisition | Platform Services | Reporting and Dashboards | Search and Discovery Services |
| Ranking | 1 | Supplier 1 | Supplier 2 | Supplier 3 | Supplier 2 | Supplier 12 | Supplier 2 |
| 2 | Supplier 2 | Supplier 3 | Supplier 8 | Supplier 4 | Supplier 1 | Supplier 14 |
| 3 | Supplier 3 | Supplier 6 | Supplier 9 | Supplier 5 | Supplier 13 | Supplier 15 |
| 4 | Supplier 4 | Supplier 7 | Supplier 1 | Supplier 1 | Supplier 11 | Supplier 16 |
| 5 | Supplier 5 | Supplier 1 | Supplier 10 | Supplier 11 | Supplier 8 | Supplier 17 |
| 6 | Supplier 18 | Supplier 19 | Supplier 13 | Supplier 20 | Supplier 20 | Supplier 21 |

In the example above we have awarded the top 5 Suppliers in each capability, however we haven’t reached a minimum of 20 unique Suppliers, only 17. In this instance we would add a sixth row of Suppliers who ranked sixth overall, shown in yellow. If it still hadn’t been met, we would keep adding subsequent rows of ranked Suppliers until a minimum of 20 unique Suppliers is met.

* 1. Another example, below, is where CCS is unable to award the top 5 Suppliers in each capability because the minimum quality threshold hasn’t been met.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | | Capabilities | | | | | |
| Advanced Analytics & Cognitive Solutions | Data Risking | Data Management & Acquisition | Platform Services | Reporting & Dashboards | Search & Discovery Services |
| Ranking | 1 | Supplier 8 | Supplier 2 | Supplier 7 | Supplier 10 | Supplier 12 | Supplier 2 |
| 2 | Supplier 2 | Supplier 3 | Supplier 8 | Supplier 4 | Supplier 1 | Supplier 14 |
| 3 | Supplier 3 | Supplier 4 | Supplier 9 | Supplier 5 | Supplier 13 | Supplier 13 |
| 4 | Supplier 4 | Supplier 5 | Supplier 1 | Supplier 1 | Supplier 11 | No more Suppliers pass minimum quality threshold |
| 5 | No more Suppliers pass minimum quality threshold | Supplier 6 | Supplier 6 | Supplier 2 | Supplier 8 |
| 6 | Supplier 15 | Supplier 16 | Supplier 17 | Supplier 18 |
| 7 | Supplier 19 | Supplier 20 | Supplier 15 | Supplier 21 |

* 1. In this instance we would be unable to appoint the 5 highest scoring Suppliers in each capability, however, we would be able to add the subsequent ranked Suppliers to the 4 capabilities remaining, until we met the minimum requirement of 20 unique Suppliers, as shown above in yellow.
  2. **For Lot 2,** all bids that meet the minimum *total* threshold score of 49 out of 100 will be offered a place on the framework.
  3. **Reserved rights (Lot 1 only)**
  4. In the event that the minimum number of Suppliers required for a Capability has been reached but the total number of unique Suppliers appointed to Lot 1 is less than 20, the Contracting Authority will appoint one (1) additional Supplier to each Capability until the minimum number of unique Suppliers appointed to Lot 1 exceeds 20.
  5. We also reserve the right to award a place on the framework to any bidders whose final score is within 1% of the last position and has met the minimum threshold score.

**Example:**

If the bidder in 21st place, and last position has a final score of 70.00

The calculation we will use is:

Lot 1 - 20th place bidders final score is 70.00

1% of 70.00 = 0.07

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

70.00 - 0.07 = 69.93

So any bidder whose final score is 69.93 or above will be awarded a Lot 1 place on the framework.

* 1. **Intention to award**
  2. You can submit a bid for one or both lots. If you have submitted a bid for both lots and are successful on both, you will be awarded a place on each lot.
  3. We will tell you if you have been successful or unsuccessful via the eSourcing suite. We will send intention to award letters to all bidders who are still in the competition i.e. who have not been excluded.
  4. At this stage, a standstill period of ten (10) calendar days will start, the term standstill period is set out in regulation 87(2) of the Regulations. During this time, you can ask questions that relate to our decision to award. We cannot provide advice to unsuccessful bidders on the steps they should take and they should seek independent legal advice, if required.
  5. If during standstill we do receive a substantive challenge to our decision to award and the challenge is for a certain lot, we reserve the right to conclude a framework contract with successful bidders for the lot that has not been challenged.
  6. Following the standstill period, and if there are no challenges to our decision, successful bidders will be formally awarded a framework contract subject to signatures.
  7. **Framework contract**
  8. You must sign and return the framework contract within 5 days of being asked. If you do not sign and return, we will withdraw our offer of a framework contract.
  9. The conclusion of a framework contract is subject to the provision of due ‘certificates, statements and other means of proof’ where bidders have, to this point, relied on self-certification.
  10. This means inclusion of the following certificates as described in the selection questionnaire:
      + Cyber Essentials Plus
      + Insurances: Employer’s (Compulsory) Liability Insurance; Public Liability Insurance; Professional Indemnity Insurance; and Product Liability Insurance.