

Invitation to Tender

Attachment 2 – How to Bid

RM6385 Energy Trading and Risk Management (ETRM) System

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# 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. Your bid must be entered into the eSourcing Suite. We can only accept bids that we receive through the eSourcing Suite.
  3. If you are bidding as a consortium, please submit your bid in the name of the lead member and follow the instructions when completing the Qualification Envelope, including providing the name of the consortium in question 1.12.2.
  4. If you are bidding as a consortium, each consortium member (other than the consortium member responding to the electronic Selection Questionnaire within the eSourcing Suite) will be required to complete an Attachment 4a – Information & Declarations \_ Consortium. In this attachment, consortium members will respond to part 1 and 2 Selection Questionnaire declarations and some part 3 selection questions in their own right. It is clearly indicated within the electronic Selection Questionnaire (a copy of which can be found at Attachment 2a Selection Questionnaire) when the consortium member completing the electronic Selection Questionnaire should respond on behalf of ALL consortium members for part 3 selection questions.
  5. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
  6. Make sure you answer every question.
  7. You must submit your bid before the bid submission deadline, in section 5 “Timelines for the competition” in attachment 1 - About the Contract.
  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 section 6 “When and how to ask questions” in Attachment 1 - About the Contract.
  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.

# 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. When responding to part 1 and part 2 Selection Questionnaire declarations, you must respond on behalf of all relevant persons in your organisation as per PCR 2015, regulation 57(2), i.e., members of the administrative, management or supervisory body of your organisation including those with powers of representation, decision or control.
  3. If you are relying on any Key Subcontractors to meet the selection criteria within Part 3 of the Selection Questionnaire, you must tell us. If a Key Subcontractor is being relied on to meet Part 3 selection criteria, you must clearly tell us within Attachment 7 – Key Subcontractor Details which criteria you are relying on them for and you must ensure that each of these applicable Key Subcontractors completes Attachment 4b – Information and Declarations\_Key Subcontractor\_Guarantor and this is submitted via the applicable question within the electronic Selection Questionnaire.
  4. If, following financial assessment, we require you to nominate a guarantor, we will contact you and tell you. You are not permitted to nominate a guarantor for Part 3 – Financial Risk at the point of tender submission. You must undergo the financial assessment within your own right initially. Should we deem it appropriate to offer you the opportunity to nominate a guarantor post-tender submission, we will also require the nominated guarantor to complete Attachment 4b – Information and Declarations\_Key Subcontractor\_Guarantor.

# 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 on a daily basis. 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**.

# Selection Criteria

* 1. We may exclude you from the competition at the selection stage if:
* you, or a member of your consortium, receive a ‘fail’ for any of the evaluated selection questions
* you, or a member of your consortium, do not pass the economic and financial standing assessment to the satisfaction of CCS
* your bid is deemed non-compliant
* any of the information you have provided proves to be false or misleading
* you have broken any of the competition rules in Attachment 1 About the Contract, or not followed the instructions given in this ITT pack
  1. If we exclude you from the competition we will tell you and explain why.

# Selection Questionnaire

* 1. Please refer to Attachment 2a Selection Questionnaire. Remember you must complete the questionnaire online in the eSourcing Suite (Qualification Envelope).

# 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, including Contract Schedule 2 (Specification) to Attachment 9 Contract Documentscarefully, and read more than once.
* Read each question, the response guidance, marking scheme, evaluation criteria and the instructions on response parameters and required format.
* Read the contract terms.
* If you are unsure, ask questions before the clarification questions deadline. See section 5 ‘Timelines for the competition’ and section 6 ‘When and how to ask questions’ in attachment 1 - About the Contract document
* Allow plenty of time to complete your responses; it always takes longer than you think to submit your bid via the eSourcing Suite and to ensure any completion errors are rectified before the bid submission deadline.
* Your prices should be in line with the service level you offer in response to the award quality questions.

# Award Criteria

* 1. The Award Stage consists of a quality evaluation (see sections 8,9 & 10 of this document), a demonstration evaluation (see section 11) and a price evaluation (see section 12 of this document).
  2. The award of this contract will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).
  3. In this competition, the weighting for the quality evaluation is 80% (the quality questions in sections A and B total 40% and the demonstration is 40%. The weighting for the price evaluation is worth 20%.

# Award Process

* 1. What YOU need to do
* Answer the quality questions section A and B of the quality questionnaire in the eSourcing Suite in the Technical Envelope.
* Answer the demonstration questions section C in the eSourcing Suite in the Technical Envelope.
* Conduct the demonstration as per the instructions in Attachment C Demonstration Instructions and Guidance;
* Complete the price matrix attachment 3.
  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 questionnaires and 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. | **Demonstration**  You are required to demonstrate your system via a webinar and answer any clarification questions resulting from that demonstration. Details of available time slots are included in the ‘Timelines for the Competition’ in Attachment 1 About the Contract. The demonstration of your system will be subject to independent evaluation and then a consensus meeting. |
| 4. | **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 your bid. |
| 5. | **Moderation**  ​Once the consensus meetings have taken place, the consensus manager(s) will review the consensus marks and reasons for the marks agreed with evaluators for any errors or discrepancies. If any errors or discrepancies are identified, marks may be changed as a result of this moderation exercise. The reasons for revisiting the marks and the outcome of revisiting the marks will be fully recorded. |
| 6. | **Quality Threshold**  If you have received a zero (0) for any of the quality questions in sections B 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.  You must achieve a minimum weighted mark of 24.8 (out of 40) for the quality questions in section B. If your weighted mark for the quality questions in section B is below 24.8 your bid will be rejected and you will be excluded from further participation in the procurement.  You must achieve a minimum weighted mark of 25 (out of 40) for the demonstration. If your weighted mark for the demonstration is below 25 your bid will be rejected and you will be excluded from further participation in the procurement.    Refer to tables in section 9 for an example of how your **Quality Score** will be calculated. |
| 7. | **Evaluate Pricing**  We will give your pricing to the price evaluation panel, who are different evaluators from those who assess your quality responses.  They will calculate your Price Score using the evaluation criteria in Part 12 – Price Evaluation. |
| 8. | **Final Score**  Your Quality Score will be added to your Price Score, to create your Final Score as illustrated in Part 13 Final decision to award. |
| 9. | **Award**  Awards will be made to the successful Bidders following the standstill period, subject to contract. |

# Quality Evaluation

* 1. All questions in section A are mandatory questions and will be evaluated PASS / FAIL. If you answer ‘no’ to these 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 in section B 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 of the quality questionnaire and the demonstration described in section C will be independently assessed by our evaluation panel in accordance with the process outlined at 8.2 above.
  4. When the consensus meeting has taken place and the final mark for each question / demonstration has been agreed by the evaluators, your final mark for each question / demonstration will be multiplied by that question's weighting to calculate your weighted mark for that question.
  5. Each weighted mark for each question / demonstration will then be added together to calculate your Quality Score.
  6. Please see table A below for an example of how your Quality Score will be calculated.

Table A

| **Question** | | **Question Weighting** | **Maximum Mark Available** | **Your Final Mark** | **Your Weighted Mark** |
| --- | --- | --- | --- | --- | --- |
| 2.2 | Trade management | 10% | 100 | 100 | 10.00 |
| 2.3 | Data and connectivity | 10% | 100 | 100 | 10.00 |
| 2.4 | Basket management | 10% | 100 | 100 | 10.00 |
| 2.5 | Audit and activity management | 10% | 100 | 100 | 10.00 |
| 2.7 | Demonstration (attachment 2c) | 40% | 100 | 100 | 40.00 |
| **Quality score** | | | | | **80.00** |

# Award Quality Questionnaire

* 1. The quality questionnaire is split into these sections:
* Section A – Mandatory questions
* Section B – Quality questions
* Section C - Demonstration 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:

|  | | | **Marking Scheme** |
| --- | --- | --- | --- |
| **Section A – Mandatory Service Requirements** | | | |
| 2.1.1 | Accept Competition Rules | | Pass / Fail |
| 2.1.2 | Accept Contract Terms | | Pass / Fail |
| 2.1.3 | Compliance with Mandatory Service Requirements Contract Schedule 2 (Specification). | | Pass / Fail |
|  | | | |
|  | | **Marking Scheme** | **Weighting (%)** |
| **Section B –** | | | |
| 2.2 | Trade management | 100/66/33/0 | 10% |
| 2.3 | Data and connectivity | 100/75/50/25/0 | 10% |
| 2.4 | Basket management | 100/66/33/0 | 10% |
| 2.5 | Audit and activity management | 100/66/33/0 | 10% |

|  | | **Marking Scheme** | **Weighting (%)** |
| --- | --- | --- | --- |
| **Section C –** | | | |
| 2.6 | Demonstration attendance (attachment 2c) | N/A | N/A |
| 2.7 | Demonstration (attachment 2c) | Pass / Fail per component part each element that achieves a pass will accrue the mark allocated to that element. | 40% |

| **Section A – Mandatory Service Requirements** | |
| --- | --- |
| **2.1.1 Accept Competition Rules** | |
| Do you accept the competition rules, as described in the ITT pack Attachment 1 - About the Contract, paragraph 8 Competition rules?  Please answer ‘Yes’ or ‘No’  **Yes -** You accept the competition rules, as described in the ITT pack Attachment 1 - About the Contract, paragraph 8 Competition rules.  **No** **-** You do not, accept the competition rules, as described in the ITT pack Attachment 1 - About the Contract, paragraph 8 Competition rules. | |
| **2.1.1 Response Guidance**  This is a Pass/Fail question.  If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.  You are required to select either option YES or NO from the drop down list.  Providing a ‘Yes’ response means you accept the competition rules, as described in the ITT pack Attachment 1 - About the Contract, paragraph 8 Competition rules.    If you select ‘No’ to indicate that you do not accept the competition rules, as described in the ITT pack Attachment 1 - About the Contract, paragraph 8 Competition rules, you will be excluded from further participation in this competition. | |
| **Marking Scheme** | **Evaluation Guidance** |
| Pass | You have selected option ‘Yes’ confirming that you accept the competition rules, as described in the ITT pack Attachment 1 - About the Contract, paragraph 8 Competition rules. |
| Fail | You have selected ‘No’ confirming that you do not accept the competition rules, as described in the ITT pack Attachment 1 - About the Contract, paragraph 8 Competition rules. |

| **2.1.2 Accept Contract Terms** | |
| --- | --- |
| Do you accept the contract terms as incorporated in the Contract Award Form?  Please answer ‘Yes’ or ‘No’  **Yes -** You accept the contract terms as incorporated in the Contract Award Form.  **No** **-** You do not, accept the contract terms as incorporated in the Contract Award Form. | |
| **2.1.2 Response Guidance**  This is a Pass/Fail question.  If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.  You are required to select either option YES or NO from the drop down list.  Providing a ‘Yes’ response means you accept the contract terms as incorporated in the Contract Award Form.    If you select ‘No’ to indicate that you do not accept the contract terms as incorporated in the Contract Award Form, you will be excluded from further participation in this competition. | |
| **Marking Scheme** | **Evaluation Guidance** |
| Pass | You have selected option ‘Yes’ confirming that you accept the contract terms as incorporated in the Contract Award Form. |
| Fail | You have selected ‘No’ confirming that you do not accept the contract terms as incorporated in the Contract Award Form. |

| **2.1.3 Compliance with Contract Schedule 2 (Specification)** | |
| --- | --- |
| If you are awarded a Contract, will you unreservedly deliver in full, all of the mandatory service requirements as set out in Contract Schedule 2 (Specification).  Please answer ‘Yes’ or ‘No’  Yes - You will unreservedly deliver in full all of the mandatory service requirements as set out in Attachment 1a Contract Schedule 2 (Specification).  No **-** You will not, or cannot, deliver in full all of the mandatory service requirements as set out in Attachment 1a Contract Schedule 2 (Specification). | |
| **2.1.3 Response Guidance**  This is a Pass/Fail question.  If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.  You are required to select either option YES, NO from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full all of the mandatory service requirements as set out in Contract Schedule 2 (Specification).  If you select ‘No’ (or do not answer the question) to indicate that you will not, or cannot, deliver in full all of the mandatory service requirements as set out in Contract Schedule 2 (Specification) you will be excluded from further participation in this competition. | |
| **Marking Scheme** | **Evaluation Guidance** |
| Pass | You have selected option ‘Yes’ confirming that you will unreservedly deliver in full all of the mandatory service requirements as set out in Contract Schedule 2 (Specification). |
| Fail | You have selected ‘No’ confirming that you will not, or cannot, deliver in full all of the mandatory service requirements as set out in Contract Schedule 2 (Specification). |

| **Section B – Generic Questions** | |
| --- | --- |
| **2.2 Trade management** | |
| **2.2 Requirement:**  CCS requires you to demonstrate how your solution will enable the recording and management of CCS trading activity in accordance with Contract Schedule 2 (Specification). | |
| **2.2 Response Guidance**  **All Bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing Suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how the solution will enable a streamlined and efficient workflow for trade entry (considering a trade could be for any of several commodities, delivery contracts or CCS baskets) in accordance with paragraph 3 of Contract Schedule 2 (Specification); and 2. Demonstrate how the solution will enable detailed categorisation and organisation of trades to enable easy location of existing records and rich datasets for analysis, in accordance with paragraph 3 of Contract Schedule 2 (Specification); and 3. Demonstrate how the solution will enable the CCS trade verification and approval process, in accordance with paragraph 3.6 of Contract Schedule 2 (Specification).   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the eSourcing Suite. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.2.1, 2.2.2 and 2.2.3 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/66/33/0** | |
| **Marking Scheme** | **Evaluation Criteria** |
| **100** | The Bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The Bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The Bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The Bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

| **2.3 Data and connectivity** | |
| --- | --- |
| **2.3 Requirement:**  CCS requires you to demonstrate how your solution will exchange data with other systems and applications, especially the Microsoft tools used by CCS (Excel, PowerBI, Azure) in accordance with Attachment 1a - Contract Schedule 2 (Specification).  In answering the below points, please keep in mind that Cabinet Office IT policy restricts the installation of third-party software on CCS computers. All interfaces to and from the solution must be usable without the installation of any additional software or modifications (e.g. addition of plugins) to existing software. | |
| **2.3 Response Guidance**  **All Bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing Suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how the solution will facilitate large scale data insertion and extraction, in accordance with paragraph 7 of Attachment 1a - Contract Schedule 2 (Specification); and 2. Demonstrate how the solution will enable CCS to flex data extraction to support evolving reporting and analysis needs, in accordance with paragraph 7 of Attachment 1a - Contract Schedule 2 (Specification); and 3. Demonstrate how you will ensure the solution will meet the performance requirements in relation to the aggregation and extraction of all position data to populate live reporting (e.g. via API), and how will you ensure the solution maintains this performance with increasing volumes of data in accordance with paragraph 7 of Attachment 1a - Contract Schedule 2 (Specification); and 4. Demonstrate how the solution will ensure that data in an incorrect format or out-of-bounds for its intended destination field cannot be loaded into the database, in accordance with paragraph 8 of Attachment 1a - Contract Schedule 2 (Specification).   Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 8,000 characters including spaces and punctuation.  You must not exceed the character count within the eSourcing Suite. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.3.1, 2.3.2, 2.3.3, and 2.3.4 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking Scheme** | **Evaluation Criteria** |
| **100** | The Bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The Bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The Bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The Bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The Bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

| **2.4 Basket management** | |
| --- | --- |
| **2.4 Requirement:**  CCS requires you to demonstrate how your solution will facilitate the management of the large number of baskets comprising the CCS portfolio. | |
| **2.4 Response Guidance**  **All Bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing Suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how the solution will enable the categorisation and organisation of baskets in different ways in accordance with paragraph 1 of Attachment 1a - Contract Schedule 2 (Specification); and 2. Demonstrate how the solution will support the recording of multiple demand forecasts for each basket in accordance with paragraph 2 of Attachment 1a - Contract Schedule 2 (Specification); and 3. Demonstrate how the solution will ensure trades can only be entered for active baskets (i.e. not for historic baskets or future baskets that have been set up but not yet commenced trading) in accordance with paragraph 1.2 of Attachment 1a - Contract Schedule 2 (Specification);   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the eSourcing Suite. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.4.1, 2.4.2, and 2.4.3 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/66/33/0** | |
| **Marking Scheme** | **Evaluation Criteria** |
| **100** | The Bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The Bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The Bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The Bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

| **2.5 Audit and activity management** | |
| --- | --- |
| **2.5 Requirement:**  CCS requires you to describe how your solution will enable CCS to comprehensively audit all portfolio management activity, and keep track of live activity happening in the system. | |
| **2.5 Response Guidance**  **All Bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing Suite.**  In order to satisfy the requirement, and the question associated with the requirement, you must:   1. Demonstrate how the solution will log or record the activity of each user in accordance with paragraph 10 of Attachment 1a - Contract Schedule 2 (Specification); and 2. Demonstrate how the solution will enable specific activity to be found in the audit log in accordance with paragraph 10 of Attachment 1a - Contract Schedule 2 (Specification); and 3. Demonstrate how the solution will enable all users to see the current status of the system and how it will affect their activities, in accordance with paragraph 9 of Attachment 1a - Contract Schedule 2 (Specification).   Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.  Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 6,000 characters including spaces and punctuation.  You must not exceed the character count within the eSourcing Suite. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks submitted will be ignored in the evaluation of this question.  You are required to insert your response to this question in the technical envelope in boxes 2.5.1, 2.5.2 and 2.5.3 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/66/33/0** | |
| **Marking Scheme** | **Evaluation Criteria** |
| **100** | The Bidder’s response fully addresses all 3 of the component parts (a to c) of the response guidance above. |
| **66** | The Bidder’s response fully addresses 2 of the 3 component parts (a to c) of the response guidance above. |
| **33** | The Bidder’s response fully addresses 1 of the 3 component parts (a to c) of the response guidance above. |
| **0** | The Bidder’s response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.  OR  A response has not been provided to this question. |

# Demonstration Process and Evaluation

* 1. As part of your bid for RM6385 Energy Trading and Risk Management (ETRM) System, you are required to complete a live demonstration of your solution which must demonstrate the required functionality detailed in this document and in accordance with Attachment 1a - Contract Schedule 2 (Specification).

| **Section C – Demonstration Questions** | |
| --- | --- |
| **2.6 Demonstration attendance** | |
| **2.6 Requirement:**  CCS requires you to confirm that you will take part in the demonstration to present your Solution by confirming your two preferred time slots. | |
| **2.6 Response Guidance**  **All Bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing Suite.**  Please select your first and second preferred demonstration time slot.  Available time slots:  a) 13/01/2025 09:00-11:00  b) 13/01/2025 12:00-14:00  c) 13/01/2025 15:00-17:00  d) 14/01/2025 09:00-11:00  e) 14/01/2025 12:00-14:00  f) 14/01/2025 15:00-17:00  CCS will endeavour to consider your expressed preferences when booking your organisation’s demonstration slot. After the tenders have been received each bidder will be informed via the e-Sourcing suite messaging facility of the demonstration slot that has been allocated. However CCS cannot guarantee that you will be given your preferred time slot.  Please note the contingency demonstrations may be required to be used in the circumstances outlined in the Attachment 1 About the Contract in ‘Timelines for the competition’ | |

| **2.7 Demonstration** | |
| --- | --- |
| **2.7 Requirement:**  You must provide a live demonstration of the Solution. During the demonstration you will be asked to perform live calculations. You must successfully demonstrate the functionality the required key elements. | |
| **2.7 Response Guidance**  Please see attachment 2b Demonstration Guidance for information and guidance.  The marking scheme below is applicable for each element.  Please note that each element that achieves a pass will accrue the mark allocated to that element. | |
| **Marking Scheme Pass / Fail for each element** | |
| **Marking Scheme** | **Evaluation Criteria** |
| **Pass** | Bidder clearly demonstrates functionality and it is intuitive to use.  Intuitive means:  1. processes are clear, coherent, efficient;  2. entering/ inserting/ editing information is logical and avoids unnecessary steps;  3. data/ information displayed is clear and easily understandable |
| **Fail** | Bidder does not demonstrate functionality  OR  Bidder does not address the requirement in the demonstration |

* 1. Please refer to Attachment 2c Demonstration Instructions and Guidance. Remember you must complete the questionnaire online in the eSourcing Suite (Qualification Envelope).

# Price Questionnaire and Evaluation

This section 12 contains information on how to complete the price matrix (attachment 3) and the price evaluation process.

| **Response Guidance**  You must complete attachment 3 - price matrix, in line with the guidance in attachment 2 - how to bid, paragraphs 12 and the instructions contained within the price matrix and attach to the question below. | | |
| --- | --- | --- |
| **Question Number** | **Question** | **Your Response** |
| PQ1 | Upload to this question your completed Attachment 3 - price matrix  Please name the file [price\_insertyourcompanyname] | Text Box |

* 1. How to complete your attachment 3 price matrix:
* Read and understand the instructions in the price matrix, and in this section, before submitting your prices.
* Your prices should compare with the quality of your offer.
* Your prices must be sustainable and include your operating overhead costs and profit.
* For evaluation purposes, pricing will be based on delivery of the service requirements as outlined in Contract Schedule 2 (Specification) to the Contract.
* You should have read and understood the information on TUPE in attachment 1 – About the contract. 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 attachment 3 price matrix.

Your prices submitted must :

* exclude VAT.
* submitted up to two decimal places
* Zero or negative bids will not be allowed. We will investigate where we consider your bid to be abnormally low.
* The prices submitted will be the maximum payable under this contract. Refer to Contract Schedule 3 (charges).
* You must download and complete Attachment 3 Price Matrix.
* Provide a price, where one has been requested, in the cells highlighted yellow.
* When you have completed your Attachment 3 Price Matrix, you must upload this into the eSourcing Suite at question PQ1 in the commercial envelope. If you do not upload your price matrix your bid may be rejected from this competition.
* Do not alter, amend or change the format or layout of the Attachment 3 Price Matrix.
  1. Price evaluation process

This is how we will evaluate your pricing:

* We will check if you have completed all the yellow cells.
* 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.
* The price evaluation will be undertaken separately to the quality evaluation process.
* The Bidder with the lowest total basket price will be awarded the maximum mark available (a Price Score of 20).
* All other Bidders will get a Price Score relative to the lowest total basket price.
* The calculation we will use to evaluate your total basket price is as follows:

| Price Score = | Lowest total basket price | x | 20 (maximum Price Score available) |
| --- | --- | --- | --- |
| Bidder’s total basket price |

| Bidder A total basket price |  | Bidder B total basket price |  | Bidder C total basket price |
| --- | --- | --- | --- | --- |
| £217,000 |  | £434,000 |  | £542,500 |

* Bidder A has the lowest basket price of £217,000. Bidder A is awarded the maximum mark available for price, which is 20;
* Bidder B submits a total basket price of £434,000. Bidder B is awarded a Price Score of 10
* Bidder C submits a total basket price of £542,500 and is awarded a Price Score of 8.
  1. Abnormally Low Tenders

Where we consider any of the total price(s) you have submitted to have no correlation with the quality of your offer or to be abnormally low we will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Regulations 2015).

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.

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# Final Decision To Award

How we will calculate your final score:

* We will add your quality score (score for the quality questions section B and the demonstration section C) to your price score to calculate your final score.

Example:

| Bidder | Quality Score | Demo Score | Price Score | Final Score |
| --- | --- | --- | --- | --- |
| (Maximum Score Available 40) | (Maximum Score Available 40) | (Maximum Score Available 20) | (Maximum Score Available 100) |
| Bidder A | 40.00 | 40.00 | 20.00 | 100.00 |
| Bidder B | 35.00 | 28.00 | 10.00 | 73.00 |
| Bidder C | 40.00 | 25.00 | 8.00 | 73.00 |

* We will then rank all final scores from highest to lowest.
* This is a single Supplier Contract, so CCS will offer one bidder a Contract. The Contract will be awarded to the highest scoring bidder.

* 1. Intention to award

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

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.

Following the standstill period, and if there are no challenges to our decision, successful bidder will be formally awarded a Contract subject to signatures.

In the event that the highest scoring Bidder declines the offer of the Contract, we reserve the right to award to the second placed highest scoring bidder.

* 1. Contract

You must sign and return the Contract within 10 days of being asked. If you do not sign and return, we may withdraw our offer of a Contract.

The conclusion of a 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.

If you have bid as a consortium, the conclusion of a Contract is subject to the provision of due ‘certificates, statements and other means of proof’ from EACH member of the consortium.

This means

* 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
* a current and valid Cyber Essentials certificate OR an IASME certified equivalent that covers the requirements of Cyber Essentials

You are required to send the documentary evidence of the above to no later than the date provided in the Intention to Award letter.

Failure to do so may mean that we will withdraw our offer of a Contract.