

1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Authority and its Agent to evaluate Potential Provider responses to each question set out within the e-Sourcing event. It also sets out the marking scheme which will apply.
- 1.2 The following information has been provided in relation to each question (where applicable):
- 1.2.1 Weighting – highlights the relative importance of the question
 - 1.2.2 Guidance – sets out information for the Potential Providers to consider
 - 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation
- 1.3 The defined terms used in the ITT document shall apply to this document.

2 OVERVIEW

- 2.1 The e-Sourcing event is broken down into the following Questionnaires:

Questionnaire Reference	Questionnaire Title
1	KEY PARTICIPATION REQUIREMENTS
2	CONFLICTS OF INTEREST
3	INFORMATION ONLY
4	CAPABILITY
5	SERVICE DELIVERY
6	APPROACH
7	PRICE
8	PRESENTATION

2.2 Quality Evaluation Process

2.2.1 The evaluation of each response to the Quality/Service Delivery Questionnaire(s) will be conducted and consensus checked in accordance with the Consensus Marking Procedure set out in paragraph 2.3 below.

2.2.2 Each response to questions within the Quality/Service Delivery Questionnaire(s) will be marked in accordance with the table below:

Mark	Comment
0	Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations.
25	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.
50	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.
75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

2.2.3 Each mark achieved will be multiplied by the corresponding weighting to provide an overall question score.

2.2.4 When the score for each question has been determined they will be added together to provide an overall score for the Quality Evaluation (“Quality Score”).

2.3 Consensus Marking Procedure

2.3.1 Tenders that are scored and require evaluation will be evaluated in accordance with the procedure described in this paragraph.

2.3.2 The Consensus Marking Procedure is a two-step process, comprising of:

- 2.3.2.1 Independent evaluation; and
- 2.3.2.2 Group consensus marking.

2.3.3 During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by Potential Providers in their Tender. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question.

2.3.4 The Agent will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.

2.3.5 During the meeting, the evaluators will discuss the independent marks until they reach a consensus regarding the marks that should be attributed to each Potential Providers’ answer to the questions.

2.3.6 Once all quality responses have been evaluated in accordance with Section 8 of the Invitation to Tender the individual scores attributed to each response will be added together to provide a ‘Quality Score’.

2.4 Price Evaluation Process

2.4.1 Prices submitted by Potential Providers' in the Price Schedule will be recorded and evaluated in accordance with the following process.

2.4.2 Potential Providers' are required to provide a completed pricing schedule against the 'Price' Questionnaire within the e-Sourcing event.

2.4.3 Prices offered will be evaluated against the range of prices submitted by all Potential Providers for that item.

2.4.4 The Potential Provider with the lowest price for the requirement shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted.

2.4.5 The calculation used is the following:

2.4.6 = $\frac{\text{Lowest Price Tendered}}{\text{Tender price}} \times \text{Maximum Score Available}$

Potential Provider	Price Submitted	Score Calculation	Maximum Score Available	Score Awarded
Potential Provider A	£1,000	$\frac{£1,000}{£1,000} * 100$	100	100
Potential Provider B	£2,000	$\frac{£1,000}{£2,000} * 100$	100	50
Potential Provider C	£2,500	$\frac{£1,000}{£2,500} * 100$	100	40

2.5 Final score

2.5.1 The Quality Score achieved at stage one (1) – assessment of the written bids – will be added to the Price Score to determine a ranking for each Potential Provider ("Stage One Score").

2.5.2 The Stage One Score shall act as a gateway for progression to Stage Two (2). The highest three (3) ranked Potential Providers, who achieve the minimum acceptable Quality Score at Stage One (1) will be invited to participate in the Stage Two (2) evaluation. In the event of a tie between two or more Potential Providers for third place in the Stage One (1) evaluation, then more than three (3) Potential Providers will be invited to participate in the Stage Two (2) evaluation.

2.5.3 For the Potential Providers invited to participate at stage two (2), the Award decision shall be based upon the combined scores achieved by those Potential Providers at Stage One (1) and Stage Two (2). The weighting for the Award decision following Stage Two (2) will be as follows:

Stage	Max Score	Weighting (%)
Stage One (1)	100	60%
Stage Two (2)	100	40%

3 EVALUATION CRITERIA

- 3.1 A summary of all the questions contained within the e-Sourcing event, along with; the minimum acceptable score, maximum score available and weighting (where applicable) are set out below:
- 3.2 Questionnaires 1 and 2 contain ‘Pass/Fail’ questions and act as a doorway for progression to the following stages of the evaluation. Potential Providers are strongly advised to read and understand the specific guidance provided before responding to these questionnaires.
- 3.3 Questionnaire 3 is for information only. Although this questionnaire does not form part of the evaluation process, Potential Providers are advised to complete it in full as any omissions could affect the award process.
- 3.4 The Authority and its Agent reserve the right to challenge any information provided in response to Questionnaire 3 and request further information in support of any statements made therein.

QUESTIONNAIRE 1 – KEY PARTICIPATION REQUIREMENTS			
GUIDANCE	The following questions are ‘Pass/Fail’ questions. If Potential Providers are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. Potential Providers should confirm their answer by selecting the appropriate option from the drop down menu.		
Question Number	Question	Max Score	Weighting (%)
1.1	Have you read, understood and agree with Appendix A, Terms of Participation? By answering “Yes”, you are confirming your ‘Declaration of Compliance’ at Annex 1 of Appendix A, Terms of Participation.	Pass/Fail	N/A



1.2	Have you read, understood and accepted the Invitation to Tender and all associated appendices, specifically Appendix B, Statement of Requirement?	Pass/Fail	N/A
1.3	Do you agree, without caveats or limitations, that in the event that you are successful the Draft Contract Document within Appendix C will govern the provision of this contract?	Pass/Fail	N/A
1.4	Do you confirm your Organisation's e-Sourcing suite profile is complete and accurate at the time of Tendering and that any amendments made following acceptance of this event will be notified to the buyer in writing?	Pass/Fail	N/A

QUESTIONNAIRE 2 – CONFLICTS OF INTEREST

GUIDANCE	<p>Question 2.1 is a 'Yes/No' question and will dictate whether or not question 2.2 needs to be answered.</p> <p>Question 2.2 is a Pass / Fail question. Potential Providers are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore if Potential Providers cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and will be rejected.</p>		
Question Number	Question	Max Score	Weighting (%)
2.1	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	None	N/A
2.2	We require that any potential, actual or perceived conflicts of interest in respect of this ITT are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	Pass/Fail	N/A

QUESTIONNAIRE 3 – INFORMATION ONLY

GUIDANCE	The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in
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	preparation of any Contract Award and any omissions may delay completion of this Tender exercise.		
Question Number	Question	Max Score	Weighting (%)
3.1	Please provide the name, office address, telephone number and email address for your organisations Tender point of contract.	None	N/A
3.2	Please confirm whether your organisation is an SME as defined within EU recommendation 2003/361	None	N/A
3.3	Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their; <ul style="list-style-type: none"> • Trading Name(s) • Registered Address(es) and contact details • Goods/Services to be provided 	None	N/A
3.4	If you are the Lead contact for a Group of Economic Operators, please provide details of all the members of the Group. Your response must include their: <ul style="list-style-type: none"> • Trading Names(s) • Registered address(es) • Dunns Number(s) • Role/responsibility within the Group 	None	N/A

- 3.5 The following Quality/Service Delivery Questionnaires are designed to test Potential Providers' ability to deliver the requirement as set out in Appendix B, Statement of Requirements. Potential Providers *MUST* answer all Quality/Service Delivery questions.
- 3.6 Potential Providers must achieve the minimum acceptable Quality Score, as described, for each of the questions below. Only those responses which achieve the minimum acceptable Quality Score will be included in the Price Evaluation Process.
- 3.7 Where only one (1) submission is received which does not meet the minimum acceptable Quality Score, the Authority reserves the right to enter into dialogue and seek assurances regarding the delivery of the requirement.

- 3.8 Potential Providers are able to provide attachments against each question. Question text fields must be populated with detailed references to relevant attachments or sections within their attachments.
- 3.9 Potential Providers' responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
- 3.10 Potential Providers' responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalised statements and providing information not relevant to the topic.
- 3.11 Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
- 3.12 Potential providers will be marked in accordance with the marking scheme at Section 2.
- 3.13 Answers to Questionnaires 4, 5 and 6 below should be provided via attachment. The maximum word count for answering these three Questionnaires is **6,000** words in total (i.e. not per question), including titles and paragraph headings, and answers to these three Questionnaires should be no longer than 15 pages in total (note that these word and page limits do not apply to CVs). Attachments should be submitted in Microsoft Word, Excel, PDF format, and be in Arial font size 11.

QUESTIONNAIRE 4 – CAPABILITY		Weighting – 35 %		
All Potential Providers MUST answer ALL the following questions				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting [X]%
4.1	Potential providers should provide CVs of the people (maximum 2 sides per person) who would be working on, quality controlling and overseeing the project along with an organisational chart detailing the structure of the delivery team, complete with reporting lines and escalation routes and setting	50	100	40%

	<p>out how much of each individual's time would be dedicated to the project.</p> <p>This should be provided via an attachment.</p>			
4.2	<p>Potential providers should set out details of their experience and understanding of infrastructure performance measures, and relate this experience to the particular challenges the NIC is seeking to address – set out in Appendix B – Statement of Requirements.</p> <p>This should be provided via an attachment.</p>	50	100	60%

QUESTIONNAIRE 5 – SERVICE DELIVERY				Weighting – 15 %
All Potential Providers MUST answer ALL the following questions				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting [X]%
5.1	<p>Potential providers should provide information about their organisation's structure, ways of working, approach to resourcing and risk management, and any other relevant operational features to demonstrate their ability to deliver the workstreams set out in Appendix B Statement of Requirements. This should also cover (but not be limited to):</p> <ul style="list-style-type: none"> • Details of additional support staff with the necessary experience and qualifications that could be drafted in if the need arises, and 	50	100	100%



	<p>how availability could be assured.</p> <ul style="list-style-type: none"> • Details, including full names and contact details, of any sub-contracting entities. Your response is to detail the nature of the sub-contracting relationship(s) and how long this arrangement has been in place, and include any examples of recent successful projects as evidence of this existing relationship. <p>This should be provided via an attachment.</p>			
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QUESTIONNAIRE 6 – APPROACH				Weighting – 30 %
All Potential Providers MUST answer ALL the following questions				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting [X]%
6.1	<p>Potential providers should set out their proposed approach to and project plan for delivering against the milestones set out in Appendix B – Statement of Requirements. This should cover (but not be limited to):</p> <ul style="list-style-type: none"> • The approach they would take to project planning and management. • The approach they would take to develop their understanding of 	50	100	100%



	<p>the issue and the relevant data and arguments.</p> <ul style="list-style-type: none"> The sources of data, research and expertise that they would envisage using to inform their advice and how they would present their conclusions. <p>This should be provided via an attachment.</p>			
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QUESTIONNAIRE 7 – PRICE		Weighting – 20 %
GUIDANCE	<p>Potential Providers must enter costs within the relevant Bid Fields or upload the price schedule at the question level on the e-Sourcing event.</p> <p>Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.</p> <p>Potential Providers will be marked in accordance with the marking scheme at Section 2.</p>	
Question Number	Question	Max Score
7.1	Please confirm, by selecting 'YES' that you have entered costs within the relevant Bid Fields or attached a completed Price Schedule to the response to this question. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for a period of 90 days following the Deadline for Submission.	100

4 STAGE TWO

QUESTIONNAIRE 8 – PRESENTATION		Weighting – 80%
GUIDANCE	<p>Potential Providers who are taken through to Stage 2 will be asked to present to – and answer questions from – a NIC panel on the following issues and building on information provided in Stage 1. The presentation should last no longer than 30 minutes.</p>	

Question Number	Question	Max Score	Weighting (%)
8.1	<p>Provide information about one or more case studies of comparable projects or pieces of work to that set out in the Appendix B – Statement of Requirements that you have delivered.</p> <p>This should include, but is not limited to:</p> <ul style="list-style-type: none"> the way you organised and resourced the project, your approach to tackling the questions and issues (building on the questionnaire topics and the answers you provided in Stage 1, as appropriate), what was the outcome, and how you would propose to apply the approach and techniques you used to the project set out in the Appendix B – Statement of Requirements. 	100	60%
8.2	Demonstrate your ability to clearly and succinctly present the information required in Question 8.1 to a senior but non-technical audience.	100	20%

QUESTIONNAIRE 9 – PRICE

Weighting – 20 %

GUIDANCE	<p>The pricing information provided by Potential Providers at Stage 1 (as per Questionnaire 7 above) will be used in the Stage 2 evaluation also. For the avoidance of doubt, there is no requirement for Potential Providers to restate price at Stage 2 as this will be automatically carried over from Stage 1. Potential Providers will be marked in accordance with the marking scheme at Section 2.</p>
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4.1 The weighting for the Award decision following Stage Two (2) will be as follows:

Stage	Max Score	Weighting (%)
Stage One (1)	100	60%
Stage Two (2)	100	40%

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