

**INVITATION TO TENDER**

**MULTIFUNCTIONAL DEVICES, MANAGED PRINT AND CONTENT SERVICES AND  
RECORDS AND INFORMATION MANAGEMENT**

**REFERENCE NUMBER**

**RM3781**

**ATTACHMENT 1**

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## **1. INTRODUCTION**

- 1.1 Welcome to this Procurement which is being managed by Crown Commercial Service. Crown Commercial Service is referred to as the Authority in this Attachment 1 - Invitation to Tender (ITT), and you, along with other organisations participating in this Procurement, are referred to as Potential Providers.
- 1.2 This Procurement will establish a multi Supplier Framework Agreement for the supply of Multifunctional Devices, Managed Print and Content Services and Records and Information Management. The Framework Agreement will provide an information management solution which incorporates a combination of multifunctional devices, managed print and records storage services. This approach will align with market advancements and develop the best integrated commercial solutions whilst reflecting the needs of Contracting Authorities.
- 1.3 The Framework Agreement which comprises of 7 Lots will be available to Central Government Departments and Wider Public Sector organisations, primarily across the UK but with some requirements overseas for Lot 2.
- 1.4 The Potential Provider has the opportunity to submit a tender for all or any combination of Lots 1, 2, 3, 4, 5, 6 and 7, as set out in paragraphs 13.5 and 13.6.
- 1.5 The Authority has taken the decision to award this procurement in two phase periods. Phase 1 is applicable to Lots 2 and 3 and Phase 2 is applicable to Lots 1, 4, 5, 6 and 7. The Procurement Timetable at section 4 outlines the specific dates for award of Phase 1 and Phase 2.
- 1.6 This Attachment 1 - Invitation to Tender (ITT) contains the information and instructions that you need to submit a compliant Tender. Words in this ITT which are capitalised have definitions either in the paragraph in which such words appear or in the glossary at section 15.
- 1.7 Please read this ITT carefully as non-compliance with the instructions contained in this document and all its Attachments may result in exclusion of your Tender from this Procurement.
- 1.8 The Attachment 6 - Terms of Participation will apply throughout this Procurement. They set out further rights and obligations which apply to you and the Authority. You must confirm in the online 'Participation Requirements' section that you accept the Attachment 6 - Terms of Participation. If you do not answer Yes to this acceptance you will be excluded from this Procurement.
- 1.9 If you are participating in this Procurement as a member of a Group of Economic Operators, or are using Sub-Contractors please read the guidance in section 6.
- 1.10 The Authority is using an e-Sourcing Suite to manage this Procurement and to communicate with you. No hard copy documents will be issued and all communications with the Authority (including the submission of Tenders) will be conducted via the e-Sourcing Suite. You must ensure that the details of the point of contact you nominate in the e-Sourcing Suite are accurate at all times as the Authority will not be under any obligation to contact any other point of contact.
- 1.11 The e-Sourcing Suite messaging service facilitates all messages sent to you (from the Authority) and from you (to the Authority) in relation to this Procurement. Please note it is your responsibility to ensure that you access these messages through the e-Sourcing Suite on a regular basis to ensure you have sight of all relevant information and have access to all messages sent to you by the Authority.
- 1.12 Your responses to Attachment 2 - Participation Requirements and Selection Questionnaire and Evaluation Guidance and Attachment 3 - Award Questionnaire and

Evaluation Guidance have been designed to be completed on-line in the e-Sourcing Suite. Guidance on how to use the e-Sourcing Suite can be found at Attachment 8 – Supplier Guidance Document.

- 1.13 You are welcome to ask questions or seek clarification regarding this Procurement. See section 7 for details on how to do so. Please ensure you have read all the information contained with the ITT and its Attachments on the e-Sourcing Suite.
- 1.14 The Authority is managing this Procurement in accordance with the Regulations and specifically in accordance with the open procedure (Regulation 27 of the Regulations) and the requirements relating to Framework Agreements (Regulation 33 of the Regulations).

## **2. THE FRAMEWORK AGREEMENT, CALL OFF AND LEASE AGREEMENT**

- 2.1 The intention of this Procurement is to conclude with the award of a Framework Agreement with successful Potential Providers. Once the Framework Agreements have been executed the successful Potential Providers will become Suppliers.
- 2.2 The Framework Agreement will enable Contracting Authorities to place orders with Suppliers for the Goods and Services via Call Off and Lease Agreements (for Lots 1 and 2), via direct award and further competition.
- 2.3 The Framework Agreement (including the Framework Schedules), Call Off (including the Call Off Schedules) and Lease Agreement (including the Lease Agreement Schedules) terms and conditions are available at Attachments 4, 4A, 4B and 4C on the e-Sourcing Suite. Please carefully review these documents so that you fully understand the rights and obligations it confers on the parties.
- 2.4 The Framework Agreement, Call Off and Lease Agreement terms are non-negotiable, whether during this Procurement or post award. However, you may seek clarification of any points of ambiguity or apparent error in relation to the terms throughout the clarification period (see section 7). If, in its sole discretion, the Authority accepts that there is either ambiguity or error, then it will make appropriate amendment.
- 2.5 Following the Authorities decision to award, the Framework Agreement will be updated to incorporate elements of the Tender including (but not limited to) the successful Potential Provider's prices, pricing methodology and the approach to delivering the Goods and Services.
- 2.6 The Authority will manage the overall performance of the Framework Agreement by Suppliers and collect Management Information and any Management Charges payable by Suppliers as defined in Schedule 9 and Clause 20 of the Framework Agreement.
- 2.7 **Contracting Authorities**
  - 2.7.1 The Framework Agreement will be available for use by Contracting Authorities throughout the whole of the UK, including Northern Ireland, Scotland and Wales, and where required will be available overseas for Lot 2, as described in the OJEU Contract Notice.
  - 2.7.2 Subject to paragraph 2.7.1 any relevant Contracting Authority may purchase the Goods and Services from any Supplier outside of the Framework Agreement. Being appointed to this Framework Agreement does not confer an exclusive right to supply on Suppliers or guarantee that a Supplier will receive any business at all under the Framework Agreement.
- 2.8 **The ordering process and further evaluation criteria**

- 2.8.1 Contracting Authorities may place orders for any of the Goods and Services by direct award for Lots 1 and 2 (i.e. without re-opening competition among Suppliers) or by further competition for Lots 2, 3, 4, 5, 6 and 7 including use of an eAuction. The procedures that Contracting Authorities use to make a direct contract award or conduct a further competition (including use of an eAuction) are set out in Framework Schedule 5 (Call Off Procedures) at Attachment 4 Framework Agreement Terms and Conditions.
- 2.8.2 Contracting Authorities will use the evaluation criteria and weightings set out in Framework Schedule 6 (Award Criteria) to determine which Potential Provider should be appointed a Call Off and Lease Agreement.
- 2.8.3 All Call Off and Lease Agreements awarded by Contracting Authorities will be subject to the Call Off and Lease Agreement terms and conditions contained within Attachment 4 – Framework Agreement Terms and Conditions - Schedule 4 (Template Order Form, Template Call-Off Terms and Template Lease Agreement Terms) supplemented as appropriate by such additional details as may be necessary and permissible.
- 2.8.4 The Call Off may contain contract terms which have been modified to fit within the specific requirements of each Lot (i.e. Lot 1, Lot 2, Lot 3, Lot 4, Lot 5, Lot 6 and Lot 7).
- 2.8.5 The Lease Agreement may contain contract terms which have been modified to fit within the specific requirements of each Lot (i.e. Lot 1 and Lot 2).
- 2.8.6 The Contracting Authority will manage the successful Supplier's day to day performance of the Call Off and Lease Agreement it has entered with the Supplier.

### 3. REQUIREMENTS AND LOT STRUCTURE

- 3.1 A detailed description of the Goods and Services that a Potential Provider will be required to supply for a Lot in which it has been successful is set out at Attachment 4a – Specification (Framework Schedule 2) and a short description is contained in the OJEU Contract Notice. A copy of the OJEU Contract Notice is published at: <http://ccs-agreements.cabinetoffice.gov.uk/procurement-pipeline>
- 3.2 The Goods and Services covered by this Procurement have been sub-divided into 7 Lots, as detailed in the table below. This table provides details of the maximum number of Suppliers with which Framework Agreements will be concluded.

LOT	DESCRIPTION	MAXIMUM NUMBER OF SUPPLIERS
Lot 1	Multifunctional Devices (MFDs) and Entry Level Print Management Software	1
Lot 2	Multifunctional Devices (MFD's) and Print Management Software Services	6
Lot 3	Managed Print and Content Management Services	6
Lot 4	Records Information Management Services	4
Lot 5	Scanning Services	4

Lot 6	Sensitivity Review Service	4
Lot 7	Audit and Consultancy Services	6

### 3.3 **Lot 1**

3.3.1 A Framework Agreement for Lot 1 will be awarded to a single Supplier.

### 3.4 **Lot 2, Lot 3, Lot 5, Lot 6 and Lot 7**

3.4.1 The maximum number of Suppliers for Lot 2, Lot 3, Lot 5, Lot 6 and Lot 7 may increase only where two or more Potential Providers have tied scores and are placed in the last position in respect of the number of positions it is intended to award for each Lot. In such cases, Potential Providers who are tied with the same score in the last position for each Lot shall be deemed to be one Supplier for the purpose of calculating the maximum number of Suppliers for each Lot. The Authority will award a Framework Agreement to additional Potential Providers where their Final Score is within 1% of the original awarded last place position only. For the avoidance of doubt, the last position is 6th for Lot 2, 6th for Lot 3, 4th for Lot 5, 4th for Lot 6 and 6th for Lot 7.

3.4.2 Where two or more Potential Providers have tied scores and are in any position except for the last position for each Lot, the number of Potential Providers will fill the positions immediately following the position that they have tied for until the number of positions it is intended to award for each Lot have been filled. For instance where three Potential Providers are tied in 3<sup>rd</sup> position they will occupy the 3<sup>rd</sup> position as well as the 4<sup>th</sup> and 5<sup>th</sup> positions respectively for the purpose of calculating the maximum number of Suppliers in respect of the Lot in question.

### 3.5 **Lot 4**

3.5.1 The maximum number of Suppliers for Lot 4 may increase only where two or more Potential Providers have tied basket prices after the eAuction and are placed in last position in respect of the number of positions intended to award for Lot 4 (i.e. 4). In such cases, Potential Providers who are tied with the same score in the last position for each Lot shall be deemed to be one Supplier for the purpose of calculating the maximum number of Suppliers for each Lot.

### 3.6 **Lot 7**

3.6.1 Potential Provider's shall recognise that the requirement in Lot 7 – Audit and Consultancy Services covers both Print and Records Management and is specifically aimed at supporting Contracting Authorities' own organisational strategy development, design and implementation/delivery of Information/Content Management solutions. This approach will reflect the changing and maturing needs of current customers, as well as capture the needs of future potential customers who are increasingly demanding such solutions and whose custom is dependent upon keeping up with both market and customer change in the management of its information.

3.6.2 The Authority will only award places on Lot 7 to Potential Providers who are truly independent and therefore separate legal entities (i.e. a separately registered company) to any successful Potential Provider's awarded places on Lots 1 to 6, as set out in paragraphs 13.5 and 13.6. This approach will ensure that the Services covered under Lot 7 are appropriately delivered and that Contracting Authorities best utilise the benefits to be gained from this Framework Agreement.

#### 4. PROCUREMENT TIMETABLE

4.1 The timetables for this Procurement are set out in the tables below:

4.1.1 The timetable at paragraph 4.3 includes activity dates for the phased award of Lots 2 and 3;

4.1.2 The timetable at paragraph 4.4 includes activity dates for the phased award of Lots 1, 4, 5, 6 and 7.

4.2 The timetables may be changed by the Authority at any time. Changes to any of the dates will be made in accordance with the Regulations (where applicable). You will be informed through the e-Sourcing Suite if the Authority decides that changes to these timetables are necessary.

##### 4.3 Timetable for the award of Phase 1 - Lots 2 and 3:

DATE	ACTIVITY
03/08/2016	Despatch of the OJEU Contract Notice
08/08/2016	Clarification period starts
19/08/2016 at 17:00.00 GMT	Clarification period closes (" <b>Tender Clarifications Deadline</b> ")
24/08/2016 at 17:00.00 GMT	Deadline for the publication of responses to Tender Clarification questions
05/09/2016 at 17:00.00 GMT	Deadline for submission of Tenders to the Authority (" <b>Tender Submission Deadline</b> ")
12/10/2016	Intention to award notices issued to successful and unsuccessful Potential Providers.
24/10/2016	10 day Standstill Period (in accordance with Regulation 87) ends at 23:59 on this day
25/10/2016	Confirmation of Award
26/10/2016	Expected commencement date for Framework Agreement(s)

##### 4.4 Timetable for the award of Phase 2 - Lots 1, 4, 5, 6 and 7:

DATE	ACTIVITY
03/08/2016	Despatch of the OJEU Contract Notice
08/08/2016	Clarification period starts
19/08/2016 at 17:00.00 GMT	Clarification period closes (" <b>Tender Clarifications Deadline</b> ")
24/08/2016 at 17:00.00 GMT	Deadline for the publication of responses to Tender Clarification questions



DATE	ACTIVITY
05/09/2016 at 17:00.00 GMT	Deadline for submission of Tenders to the Authority ( <b>"Tender Submission Deadline"</b> )
07/11/2016 at 17:00.00 GMT	Issue invitations to eAuction (for Lot 1 and Lot 4)
14/11/2016	Lot 1 eAuction day
15/11/2016	Lot 4 eAuction day
30/11/2016	Intention to award notices issued to successful and unsuccessful Potential Providers.
12/12/2016	10 day Standstill Period (in accordance with Regulation 87) ends at 23:59 on this day
13/12/2016	Confirmation of Award
14/12/2016	Expected commencement date for Framework Agreement(s)

- 4.5 Potential Providers who fail the Selection Stage or fail on grounds of non-compliance will be notified accordingly.

## 5. COMPLETING AND SUBMITTING A TENDER

- 5.1 To participate in this competitive Tendering exercise, you are required to submit a Tender which fully complies with the instructions in this ITT and its Attachments. For the avoidance of doubt, a Potential Provider applying for multiple Lots is only required to submit one complete Tender Response detailing all the Lots for which it is applying in accordance with question SQ2g of the Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance.
- 5.2 You are strongly advised to read through all documentation first to ensure you understand how to submit a fully compliant Tender.
- 5.3 The information and documents that you are required to complete and return in order to submit a compliant Tender are:
- Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance (in the e-Sourcing Suite);
  - Attachment 9 – Framework Agreement Population Template (uploaded as an Attachment to question SQ6.7 in the e-Sourcing Suite);
  - Attachment 11 - Affiliated Bids (if applicable) (uploaded as an Attachment to question SQ6.8 in the e-Sourcing Suite);
  - Additional Financial information (Lot 1 only). Potential Providers submitting a bid for Lot 1 must also attach additional financial information as detailed in paragraph 10.2.3 of this ITT (uploaded as attachment to question SQ5.1 in the e-Sourcing Suite).
  - Attachment 3 – Award Questionnaire and Evaluation Guidance (in the e-Sourcing Suite);

Attachment 5 - Pricing Matrix applicable to the Lot(s) that you are tendering for:

- Attachment 5 – Pricing Matrix Lot 1 (uploaded as an Attachment to question PQ1 in the e-Sourcing Suite);
- Attachment 5 – Pricing Matrix Lot 2 (uploaded as an Attachment to question PQ2 in the e-Sourcing Suite);
- Attachment 5 – Pricing Matrix Lot 3 (uploaded as an Attachment to question PQ3 in the e-Sourcing Suite);
- Attachment 5 – Pricing Matrix Lot 4 (uploaded as an Attachment to question PQ4 in the e-Sourcing Suite);
- Attachment 5 – Pricing Matrix Lot 5 (uploaded as an Attachment to question PQ5 in the e-Sourcing Suite);
- Attachment 5 – Pricing Matrix Lot 6 (uploaded as an Attachment to question PQ6 in the e-Sourcing Suite);
- Attachment 5 – Pricing Matrix Lot 7 (uploaded as an Attachment to question PQ7 in the e-Sourcing Suite);

5.4 The Authority utilises an e-Sourcing Suite to provide governance around the sourcing process. Your response must be managed through this tool. You are therefore advised of the following:

- 5.4.1 It is your responsibility to ensure that you submit a fully compliant Tender.
- 5.4.2 You must ensure that you are using the latest versions of this document and its Attachments, as the documentation may be updated from time to time.
- 5.4.3 Any incomplete or incorrect submissions may be deemed non-compliant, as a result you may be excluded from further participation in the Procurement process.
- 5.4.4 Allow plenty of time for the entering of responses into the e-Sourcing Suite. It is advised that this activity commences as soon as possible and is not left until the day of the Tender Submission Deadline.

5.5 For technical guidance on how to complete questions and text fields and how to upload any requested Attachments please see – Attachment 8 - Supplier Guidance Document.

#### 5.6 **Additional Materials, Documents and Attachments**

- 5.6.1 You must adhere to the following instructions:
  - 5.6.1.1 No additional Attachments should be submitted with a Tender unless specifically requested by the Authority.
  - 5.6.1.2 Any additional documents requested by the Authority must only be attached at the question level (not at Questionnaire Level and not at RFx Attachments) in the e-Sourcing Suite using a unique, unambiguous and relevant file name as specified by the Authority in the question. They must be submitted in the format requested by the Authority.

#### 5.7 **Data Entry**

- 5.7.1 A fully compliant Tender must adhere to the following instructions:

- 5.7.1.1 All responses must be inserted into the relevant text fields unless an Attachment is additionally permitted, located beneath the relevant question, no Attachments are permitted except where specifically requested by the Authority. Only information entered into the relevant text fields will be taken into consideration for the purposes of evaluating a Tender.
- 5.7.1.2 The Tender must be submitted in the English (UK) language.
- 5.7.1.3 All prices must be shown excluding VAT and in British Pounds Sterling (£).
- 5.7.1.4 You must answer all questions accurately and as fully as possible, within the word / character limits specified.
- 5.7.1.5 Where options are offered as a response to a question, you must select the relevant option from the drop down list.
- 5.7.1.6 You must not answer questions by cross referring to other answers or to other materials (e.g. annual company reports located on a web site). Each question answered must be complete in its own right.
- 5.7.1.7 The Authority will disregard any part of a response to a question which exceeds the specified character limit (i.e. the excess will be disregarded, not the whole response). The stated character limit includes spaces and punctuation.

## **5.8 Deadline for the submission of Tenders**

- 5.8.1 All Tenders must be received by the Authority before the Tender Submission Deadline (see the Procurement Timetable in section 4 for details).
- 5.8.2 Tenders received on or after the Tender Submission Deadline may be rejected by the Authority to ensure all Potential Providers are treated fairly. The decision whether to reject a Tender received after the Tender Submission Deadline is entirely at the Authorities discretion.

## **5.9 Uploading and submitting a Tender**

- 5.9.1 You are responsible for ensuring that your Tender has been successfully completed in the e-Sourcing Suite prior to the Tender Submission Deadline.
- 5.9.2 All Tenders must be submitted to the Authority using the e-Sourcing Suite. Tenders submitted by any other means will not be accepted.
- 5.9.3 Elements of a Tender may be submitted or attached as required at any time before the Tender Submission Deadline using the e-Sourcing Suite. See Attachment 8 - Supplier Guidance Document for details of how to formally submit the Tender.
- 5.9.4 You may modify and resubmit your Tender at any time prior to the Tender Submission Deadline. Before the Tender Submission Deadline, you must satisfy yourself that you have submitted all responses and attached any requested Attachments through the e-Sourcing Suite. You cannot modify your Tender after the Tender Submission Deadline.
- 5.9.5 You may withdraw from this Procurement by choosing not to submit a Tender by the Tender Submission Deadline.

- 5.9.6 Your Tender must remain valid and capable of acceptance by the Authority for a period of 120 days following the Tender Submission Deadline. An attempt to submit a Tender with a shorter validity period may lead to the exclusion of your Tender.

## **5.10 Confidentiality**

- 5.10.1 Potential Providers must not collude with nor disclose the fact of their intention to submit a Tender to other Potential Providers.
- 5.10.2 The Authority may disclose information provided by a Potential Provider in accordance with Regulation 21(2) of the Regulations.
- 5.10.3 On 2 April 2014 the Government introduced a new Government Security Classifications (GSC) scheme to replace the Government Protective Marking System (GPMS). A key aspect of this is the reduction in the number of security classifications used. All Potential Providers are encouraged to make themselves aware of the changes and identify any potential impacts in their Tender, as the protective marking and applicable protection of any material passed to, or generated by, you during the Tender process pursuant to any contract awarded to you as a result of this Tender process will be subject to the GSC introduced on 2 April 2014. The link below to the gov.uk website provides information about the GSC:

<https://www.gov.uk/government/publications/government-security-classifications>

- 5.10.4 The Authority reserves the right to amend any security related term or condition of the draft contract accompanying this ITT to reflect any changes introduced by the GSC. In particular where this ITT is accompanied by any instructions on safeguarding classified information (e.g. a Security Aspects Letter) as a result of any changes stemming from the new GSC, whether in respect of the applicable protective Marking Scheme, specific protective markings given, the aspects to which any protective marking applies or otherwise. This may relate to the instructions on safeguarding classified information (e.g. a Security Aspects Letter) as they apply to the Tender as they apply to the Tender process and/or any contracts awarded to you as a result of the Tender process.

## **5.11 Cyber Essentials Scheme**

- 5.11.1 To be awarded a place on the proposed Framework Agreement successfully it will be essential for the Potential Provider to meet the requirements of the Cyber Essentials Scheme, introduced in June 2014. This scheme defines a set of controls which, when properly implemented, provides organisations with basic protection from the most prevalent forms of threat coming from the internet. You can view the details of the Cyber Essentials Scheme at:

<https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>

- 5.11.2 The easiest way to demonstrate that the Cyber Essentials requirements are met is to gain the Cyber Essentials certificate, which is also likely to be the cheapest way to demonstrate compliance.
- 5.11.3 The Cyber Essentials Assurance Framework, leading to the awarding of Cyber Essentials and Cyber Essentials Plus certificates for

organisations, has been designed in consultation with SMEs, including the Federation for Small Business, to be 'light-touch' and achievable at low cost. The two options give organisations a choice over the level of assurance they wish to gain and the cost of doing so. This scheme offers the right balance between providing additional assurance of an organisation's commitment to implementing cyber security to third parties, while retaining a simple and low cost mechanism for doing so.

5.11.4 For the avoidance of doubt, no agreement will be signed with any awarded Supplier who does not demonstrate that the Cyber Essentials requirements are met in full. Please note that it will NOT be acceptable to submit a completed Cyber Essentials Common Questionnaire as evidence of the requirements being met, in the absence of appropriate verification by an independent Certification Body acceptable to the Authority.

5.11.5 Similarly, no Sub-Contractor may be used until it has demonstrated that it meets the Cyber Essentials requirements too. The Supplier and any Sub- Contractors will need to renew their evidence of Cyber Essentials compliance at least annually.

## **6. CONTRACTING ARRANGEMENTS (SUB-CONTRACTORS AND GROUPS OF ECONOMIC OPERATORS)**

6.1 It is important that your Tender conveys a complete and accurate picture of how the Authorities minimum requirements for legal, economic, technical and professional capacity, as set out in the Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance, will be satisfied.

6.2 The Authority is happy to receive and welcomes Tenders from economic operators collaborating as a Group of Economic Operators or sub-contracting elements of their obligations. Where one of these approaches is adopted the following guidance set out in this paragraph must be followed.

6.3 The Tender must be completed in the name and 'voice' of the economic operator (as defined in the Regulations) or, in the case of a Group of Economic Operators, the economic operators members that, if awarded, will ultimately enter into a Framework Agreement with the Authority and therefore assume liability for performance of the Framework Agreement (the "**Potential Provider**"), subject to section 6.8 below.

6.4 With the exception of Sub-Contractors identified in the Tender (and subject to section 6.10), no organisation other than the Potential Provider will be able to provide Goods and Services through the Framework Agreement, whether Group company, subsidiary, parent company, holding company, associated company, franchise or fellow franchisee, strategic partner or organisation in any other relationship with the Potential Provider whatsoever. For the avoidance of doubt, the use of any kind of Group companies associated with the Potential Provider can be only as Sub-Contractors identified in the Tender.

6.5 Potential Providers have the opportunity to submit a Tender for Lots 1, 2, 3, 4, 5, 6 and 7. A Potential Provider may submit a Tender for any of the Lots as listed in paragraph 3.4. However, in order to ensure that the competition on the Framework Agreement is not distorted, Potential Providers are not permitted

to submit more than one Tender for any one Lot regardless of whether that Tender is submitted in their own name or as part of a Group of Economic Operators.

- 6.6 If a Potential Provider submits more than one Tender for a Lot, the Authority is entitled to disqualify one or all of the Tenders submitted by the Potential Provider in respect of the relevant Lot. For the avoidance of doubt Lots are detailed in paragraph 3.4.

**6.7 Sub-contracting proposals:**

- 6.7.1 You need to complete question SQ2f in the Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance if you propose to use one or more Sub-Contractors.
- 6.7.2 If you need to rely on the capability and/or experience of one or more Sub Contractors in your Tender to demonstrate your ability to provide the Goods and Services in accordance with the requirements of the question and the Framework Agreement you must inform the Authority in your Tender.
- 6.7.3 A Potential Provider's Tender must clearly identify when it is relying on a Sub Contractor in its response to a question giving the name of the Sub Contractor and explain the Sub Contractor's role, capability and experience as the context of the question requires.
- 6.7.4 The Authority does not require all Sub-Contractors to be disclosed. You need only disclose those Sub-Contractors who directly contribute to your ability to meet your obligations under the Framework Agreement (including under any Call Off or Lease Agreement). There is no need to specify Sub-Contractors providing general services to the Potential Provider (such as window cleaners etc.) that indirectly enable the Potential Provider to perform the Framework Agreement. Please read the definition of Sub-Contractor in section 15.

**6.8 Group of Economic Operator proposals:**

- 6.8.1 If a Group of Economic Operators wish to act jointly to provide the Goods and Services they may do so with all parties signing the resultant Framework Agreement and assuming joint and several responsibility for performance of the Framework Agreement including any Call Off and Lease Agreements.
- 6.8.2 Please note that, in accordance with Regulation 19(6), the Authority may require the Group of Economic Operators to assume a specific legal form for the purpose of concluding the Framework Agreement. In this case, the Authority is also likely to require the members of the Group of Economic Operators to nominate a Framework Guarantor for the single legal entity's performance of the Framework Agreement.
- 6.8.3 The Group of Economic Operators should nominate a Lead Contact to lead the bidding process. If the Group of Economic Operators plans to collaborate on a joint and several basis, then the Group of Economic Operators should nominate a Lead Contact to and complete the Tender on behalf of all the other members of the Group of Economic Operators.
- 6.8.4 The Lead Contact should complete question SQ2d in the Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance to provide details of the members of the proposed Group of Economic Operators who will be jointly and severally

responsible for the entire contract requirements, including the percentage of contractual obligations assigned to each member of the Group of Economic Operators.

6.8.5 Where the Lead Contact relies on the capability and/or experience of one or more members of the Group of Economic Operators to demonstrate the Group of Economic Operators' ability to provide the Goods and Services in accordance with the requirements of the ITT and the Framework Agreement, it must inform the Authority in its Tender.

6.8.6 The Tender submitted by the Lead Contact must clearly identify in response to any question, when it is relying on another member of the Group of Economic Operators, the name of the particular member and explain the member's role, capability and experience as the context of the question requires.

## **6.9 Queries**

6.9.1 It is difficult for these instructions to deal with all potential Group of Economic Operators and Sub-Contracting scenarios. If you are unsure how to classify and communicate your contracting arrangements in your Tender, then you should contact the Authority at the earliest opportunity in accordance with section 7.

## **6.10 Changes to the contracting arrangements**

6.10.1 The Authority recognises that arrangements in relation to Sub-Contracting and Groups of Economic Operators may be subject to future change, and may not be finalised until a later date. However, any changes to those arrangements may affect your ability to deliver the requirements. You must tell us about any changes to the proposed Sub-Contracting or to the Group of Economic Operators. The Authority will assess the new information provided and reserves the right to exclude the Potential Provider prior to any award of contract.

6.10.2 If you are awarded a Framework Agreement, any changes to arrangements in relation to Sub-Contracting and Group of Economic Operators arrangements which are made following the award will be dealt with in accordance with clause 25 of Attachment 4 - Framework Agreement Terms and Conditions.

## **6.11 Declaration of Compliance**

6.11.1 The Authority requires you as either the Potential Provider or Lead Contact to confirm that each Sub-Contractor and/or member of the Group of Economic Operators named in the Tender has read, understood and complied with the statements contained within Attachment 7- Declaration of Compliance. You do this in the e-Sourcing Suite (Attachment 2 - Participation Requirements and Selection Questionnaire and Evaluation Guidance PR3). If you do not answer Yes to this confirmation you will be excluded from this Procurement. This provides the Authority with assurance that statements made by or in relation to the Sub-Contractors and/or members of the Group of Economic Operators are accurate and that they have participated in this Procurement in accordance with this ITT and Attachment 6 - Terms of Participation.

## **7. QUESTIONS AND CLARIFICATIONS**

- 7.1 You may raise questions or seek clarification regarding any aspect of this Procurement at any time prior to the Tender Clarifications Deadline (see the Procurement Timetable in set out section 4). Questions must be submitted using the messaging facility provided within the e-Sourcing Suite.
- 7.2 To ensure that all Potential Providers have equal access to information regarding this Procurement, the Authority will publish all its responses to questions asked and or clarifications raised by you in the “Attachments” section of the e-Sourcing Suite.
- 7.3 If you ask any questions and or raise clarifications please do not refer to your identity in the body of the question.
- 7.4 Questions asked and or clarifications raised may be responded to in a “Questions and Answers” document, which will be available in the “Attachments” section of the e-Sourcing Suite. Responses to questions will not identify the originator of the question and will be answered in batches, rather than one at a time, with updates appearing at regular (approximately two to three working day) intervals.
- 7.5 The Authority will endeavour to publish responses to all questions outstanding at the end of the clarification period, before the deadline for the publication of responses to Tender Clarification questions (see Procurement Timetable set out in section 4).
- 7.6 If you wish to ask a question or seek clarification in confidence you must notify the Authority and provide your justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Authority will inform you and you will have an opportunity to withdraw the question or clarification. If the question and or clarification is not withdrawn, then the response will be issued to all Potential Providers
- 7.7 The Authority reserves the right to contact you at any time, for clarification on all and/or any part of your Tender during this Procurement and which is likely to require a prompt response from you.
- 7.8 You are responsible for monitoring the e-Sourcing Suite and the “Questions and Answers” document in particular, for any responses to questions, general clarifications or other information issued by the Authority. Answers to such questions may contain important information that could affect how you complete your Tender.
- 7.9 The Authority reserves the right to contact you at any time, for clarification on all and/or any part of your Tender during the Procurement process and which is likely to require a prompt response from you.

## **8. OVERVIEW OF THE EVALUATION PROCESS**

- 8.1 Sections 8, 9, 10, 11 and 12 below set out and explain the procedure, stages and process by which the Authority will assess your Tender. The evaluation procedure is divided into the following key stages, which the Authority may decide to run concurrently;
  - 8.1.1 Compliance/Validation – The Authority will check your Tender to ensure it is compliant with the ITT and that your responses are valid. This includes satisfying all the participation requirements listed in the e-Sourcing Suite ‘Participation Requirements’ section in accordance with



section 9 below ("**Compliance/Validation Stage**"). Non-compliant Tenders may be excluded from this Procurement by the Authority.

8.1.2 Selection Stage Evaluation – The Authority will assess your responses to the Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance in accordance with section 10 below ("**Selection Stage**"). Tenders that do not meet the selection criteria at the Selection Stage will be excluded from this Procurement by the Authority.

8.1.3 Award Stage Evaluation - The Authority will assess your responses to Attachment 3- Award Questionnaire and Evaluation Guidance) in accordance with section 11 below ("**Award Stage**").

## 8.2 Consensus Marking Procedure

8.2.1 Tenders that are scored and require evaluation will be evaluated in accordance with the procedure described in this paragraph at both the Selection Stage and the Award Stage.

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

8.2.2.1 Independent evaluation; and

8.2.2.2 Group consensus marking.

8.2.3 During the independent evaluation process each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by you in your Tender. Evaluators will apply the criteria applicable to the question as set out in the evaluation guidance to determine the overall quality of each answer. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question. Each evaluator will also provide a justification for the mark he/she attributed to an answer. All of the evaluators' marks and related justifications will be recorded separately in the e-Sourcing Suite.

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

8.2.4.1 The consensus marker will review the marks allocated by the individual evaluators together with their justifications for awarding the marks.

8.2.4.2 The consensus marker will arrange for the evaluators to meet and discuss the marks they have allocated to responses provided in the Tender. The consensus marker will facilitate discussion among the evaluators regarding the marks awarded and the related justifications.

8.2.4.3 During the meeting each evaluator will discuss the quality of the answers given to a question and review his/her justification for attributing the marks having regard to the relevant Marking Schemes at Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance and Attachment 3 - Award Questionnaire and Evaluation Guidance. The evaluators will continue discussing the answers until the

evaluators reach a consensus regarding the mark that should be attributed to each Potential Provider's answer to the question.

8.2.4.4 The consensus marker will record the consensus mark and the justification for the consensus mark (in addition to each evaluator's original mark and justification) in the e-Sourcing Suite.

8.2.4.5 The process above will be repeated until all applicable answers in the Tender have been consensus marked by evaluators.

8.2.4.6 When the Consensus Marking Procedure has been completed, the e-Sourcing Suite will be secured by the consensus marker to ensure no further modifications are made to the consensus marks and justifications.

## **9. COMPLIANCE/VALIDATION STAGE**

9.1 Prior to commencing the formal evaluation process, Tenders will be checked to ensure they are compliant with the requirements of this ITT and its Attachments. Any non-compliant Tenders may, including in the event further questions are asked or clarification is sought by the Potential Providers but fail to produce a satisfactory response, be rejected by the Authority without proceeding to the next stage of evaluation.

9.2 If you cannot answer 'Yes' to the questions in the 'Participation Requirements' section (Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance) PR1, PR2 and PR3, your Tender shall be excluded from further participation in this Procurement.

9.3 If you cannot answer 'Yes' to the questions in the 'Participation Requirements' section (Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance) PR4, PR5 and PR6 your submission of a compliant Tender is at significant risk.

9.4 Potential Providers who are excluded on grounds of non-compliance will be notified accordingly.

## **10. SELECTION STAGE EVALUATION**

10.1 The information submitted in your response to the Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance will enable the Authority to consider your suitability to pursue a professional activity, economic and financial standing and technical and professional ability. If you fail to respond fully and accurately your Tender may be deemed non-compliant. The Authority reserves the right to exclude non-compliant Tenders from this Procurement.

### **10.2 Stage 1 – Selection Questionnaire section 5 – Economic and Financial Standing for Lot 1**

10.2.1 The information you submit in response to Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance SQ1 Potential Provider Information and SQ2 Bidding Model will be used to carry out an assessment of your economic and financial standing. If in response to question SQ5.1b or SQ5.2a, you indicate that a Framework Guarantee will be provided,

the Authority will perform an assessment of the proposed Framework Guarantor's economic and financial standing in accordance with this paragraph 10.2.1.

- 10.2.2 The Authority will use a credit reference agency (Experian) to request a detailed financial risk report based on the information provided in response to the Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance.
- 10.2.3 In addition, the Authority will also ask you to provide a copy of your audited accounts for the most recent two years and/or one or more of following in respect of your organisation or proposed Framework Guarantor (as the case may be):
- 10.2.3.1 a statement of your turnover profit and loss account and cash flow for the most recent year of trading;
  - 10.2.3.2 a statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position; and/or
  - 10.2.3.3 an alternative means of demonstrating financial status.
- 10.2.4 The Authority will use the information described in paragraph 10.2.3, in addition to the Experian report described in paragraph 10.2.2 (where available) to assess whether your organisation's or your proposed Framework Guarantor's financial risk is 'average or better'. This will be performed using the Authorities financial assessment template which can be viewed using the template provided at Attachment 10 – Financial Assessment Template, which covers a range of financial risk indicators.
- 10.2.5 If the Authority then determines (in accordance with paragraph 10.2.4) that the financial risk is determined as being 'average or better', then your Tender will proceed to Stage 2 of the Selection Stage evaluation process.
- 10.2.6 If the Authority determines (in accordance with paragraph 10.2.4) that the financial risk is determined as being 'worse than average', then the Authority may (in its sole discretion) request that you nominate a Framework Guarantor. If you nominate a Framework Guarantor the Authority will undertake the steps at paragraphs 10.2.1 to 10.2.5 in respect of the proposed Framework Guarantor.
- 10.2.7 Only if, after evaluating all the information requested and provided, the level of financial risk is still deemed not acceptable, or where the requested information at paragraph 10.2.3 has not been provided, then the Tender will be excluded from further involvement in the Procurement.
- 10.2.8 If you are bidding as Lead Contact for a Group of Economic Operators, the assessment of economic and financial standing will be carried out in respect of each member of the Group of Economic Operators. If one or more members of the Group of Economic Operators is determined as having a 'worse than average' risk level following this assessment, then the relevant member(s) will be required to obtain a Framework Guarantee. The Authority will undertake the steps at paragraphs 10.2.1 to 10.2.5 in respect of the proposed Framework Guarantor. If a Framework Guarantor cannot be provided and the level of financial risk

remains not acceptable, the Tender will be excluded from further involvement in this Procurement.

**Stage 1 – Selection Questionnaire section 5 – Economic and Financial Standing for Lots 2, 3, 4, 5, 6 and 7**

- 10.2.9 The information you submit in Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance SQ1 Potential Provider Information and SQ2 Bidding Model will be used to carry out an assessment of your economic and financial standing. If you indicate in response to question SQ5.1b or SQ5.2a that a Framework Guarantee will be provided, the Authority will perform an assessment of the proposed Framework Guarantor's economic and financial standing in accordance with this paragraph 10.2.9.
- 10.2.10 The Authority uses a credit reference agency (Experian) as the first step in determining financial risk. The Authority will request an Experian financial risk score based on the information provided in response to the Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance. The report provided by Experian will be used to determine the level of financial risk you represent. If the score provided by Experian is 51 or more (where a standard UK score is available), or the risk level is equivalent or better (where a standard International score is available) then your Tender will proceed to Stage 2 of the Selection Stage evaluation process.
- 10.2.11 If any of the following circumstances arise:
- 10.2.11.1 the score provided by Experian (where a standard UK score is available) is less than 51;
  - 10.2.11.2 the score is less than the equivalent risk level above (where a standard international score is available); or
  - 10.2.11.3 no standard Experian score is available for your organisation;
- 10.2.12 then the Authority may ask you to provide a copy of your audited accounts for the most recent two years and/or one or more of the following in respect of your organisation or the proposed Framework Guarantor (as the case may be):
- 10.2.12.1 a statement of your turnover, profit and loss account, current liabilities and assets and cash flow for the most recent year of trading for this organisation; or
  - 10.2.12.2 a statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position; and/or
  - 10.2.12.3 an alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).
- 10.2.13 The Authority will use the information described in paragraph 10.2.12, in addition to a detailed Experian report (where available) to assess whether your organisation's or your proposed Framework Guarantor's

financial risk is average or better. This will be performed using the Authorities financial assessment template which can found at Attachment 10 – Financial Assessment Template, which covers a range of financial risk indicators.

- 10.2.14 If the Authority then determines (in accordance with paragraph 10.2.13) that the financial risk is determined as being 'average or better', then your Tender will proceed to Stage 2 of the Selection Stage evaluation process.
- 10.2.15 If the Authority determines (in accordance with paragraph 10.2.13) that the financial risk is determined as being 'worse than average', then the Authority may (in its sole discretion) request that you nominate a Framework Guarantor. If you nominate a Framework Guarantor the Authority will undertake the steps at paragraphs 10.2.10 to 10.2.15 in respect of the proposed Framework Guarantor.
- 10.2.16 Only if, after evaluating all the information requested and provided, the level of financial risk is still deemed not acceptable, or where the requested information at paragraph 10.2.12 has not been provided, then the Tender will be excluded from further involvement in the Procurement.
- 10.2.17 If you are bidding as Lead Contact for a Group of Economic Operators, the assessment of economic and financial standing will be carried out in respect of each member of the Group of Economic Operators. If one or more members of the Group of Economic Operators is determined as having a 'worse than average' risk level following this assessment, then the relevant member(s) will be required to obtain a Framework Guarantee. The Authority will undertake the steps at paragraphs 10.2.12 to 10.2.15 in respect of the proposed Framework Guarantor. If a Framework Guarantor cannot be provided and the level of financial risk remains not acceptable, the Tender will be excluded from further involvement in this Procurement.

### **10.3 Stage 2 - Selection Questionnaire sections 3 and 4 – Grounds for Exclusion**

- 10.3.1 In certain circumstances the Authority is required by law to exclude Potential Providers from participating in this Procurement. If you cannot answer 'No' to every statement in SQ3 (Grounds for Mandatory Exclusion) of the Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance then, subject to paragraph 10.3.3, your Tender shall be excluded from further participation in this Procurement (except where disproportionately small amounts of tax or social security obligations are involved).
- 10.3.2 The Authority is entitled (in its sole discretion) to exclude a Potential Provider from further participation in this Procurement if any of the statements in response to SQ4 (Discretionary Grounds for Exclusion) of the Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance apply. If you cannot answer 'No' to every statement it is possible, subject to paragraph 10.3.3, that your Tender will be excluded from this Procurement.
- 10.3.3 'Self Cleaning' (Covering both mandatory and discretionary exclusion)
  - 10.3.3.1 If a Potential Provider provides sufficient evidence that remedial action has taken place subsequently that effectively

“self cleans” the situation, the Authority could decide that that Potential Provider shall not be excluded from this Procurement. As a minimum, you will have to demonstrate that you have:

- (a) paid or undertaken to pay compensation in respect of any damage caused by any criminal offence or misconduct;
- (b) clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating Authorities; and
- (c) taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

10.3.3.2 The measures you have taken will be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct.

#### 10.4 **Stage 3 – Selection Questionnaire section 6 and 7 Technical and Professional Ability**

10.4.1 Responses to the questions 6.1, 6.2, 6.3, 6.4, 6.5 and 6.6 in SQ6 (Framework Agreement Specific Requirements) will be assessed and awarded a ‘Pass’ or a ‘Fail’ based on the criteria set out in the Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance .

10.4.2 Responses to the questions 6.7, 6.8 and 6.9 in SQ6 are for information only and will not be evaluated.

10.4.3 Responses to the questions 7.2, 7.3, 7.4, 7.5, 7.6, 7.7 and 7.8 in SQ7 (Technical and Professional Ability) will be assessed and awarded a ‘Pass’ or a ‘Fail’ based on the criteria set out in the Attachment 2 – Participation Requirements and Selection Questionnaire and Evaluation Guidance .

10.4.4 Lots 1, 2, 3, 4, 5, 6 and 7. If, following completion of the assessment of responses in SQ6 and SQ7 any response to a question is determined to constitute a ‘Fail’, the Tender will not proceed to evaluation at the Award Stage (as described in section 11 and will be excluded from further consideration for the purposes of this Procurement.

#### 10.5 **Selection of Tenders for the Award Stage evaluation**

10.5.1 Following evaluation of Tenders at this Selection Stage, those Potential Providers whose Tenders:

- 10.5.1.1 pass the compliance/validation checks at section 9 above;
- 10.5.1.2 meet the economic and financial standing requirements at Stage 1 above;
- 10.5.1.3 meet the standards set out in Regulation 58 at Stage 2 above; and
- 10.5.1.4 achieve a ‘Pass’ to all the questions in Stage 3 above, will proceed to the Award Stage evaluation (as described

in section 11). All other Tenders will be excluded from this Procurement.

10.5.2 Potential Providers who do not meet the criteria at the Selection Stage evaluation or are excluded on grounds of non-compliance will be notified accordingly.

## 10.6 Selection Stage – Evaluation Summary Table

Participation Requirements Questionnaire – Part A Conditions of Participation			
PR1	Acceptance of Terms of Participation	Evaluated	Pass/Fail
PR2	Acceptance of Terms and Conditions	Evaluated	Pass/Fail
PR3	Acceptance of Declaration of Compliance	Evaluated	Pass/Fail
Participation Requirements Questionnaire – Part B eSourcing Tool Guidance			
PR4	eSourcing Supplier Guidance	Information Only	N/A
PR5	Submit all Draft Bids	Information Only	N/A
PR6	ALL HOSTS	Information Only	N/A
Selection Questionnaire SQ1 – Potential Provider Details			
SQ1a (i)	Organisational Details	Compliance	N/A
SQ1a (ii)	Additional Information	Compliance	N/A
SQ1b	Trading Status	Compliance	N/A
SQ1c	Other Trading Status	Compliance	N/A
SQ1d	Charity Registration number	Compliance	N/A
SQ1e	Relevant classifications	Compliance	N/A
SQ1f	Professional or trade registration	Compliance	N/A
SQ1g	Registration details	Compliance	N/A
SQ1h	Legal requirement to obtain particular authorisation	Compliance	N/A
SQ1i	Details of authorisation if required	Compliance	N/A
SQ1j	Trading name	Compliance	N/A
SQ1k	SME	Compliance	N/A
SQ1l	Parent Company Details	Compliance	N/A
SQ1m	Ultimate Parent Company Details	Compliance	N/A

<b>Selection Questionnaire SQ2 – Bidding Model</b>			
SQ2a	Whether bidding as the Lead Contact for a Group of Economic Operators	Compliance	N/A
SQ2b	Name of Group of Economic Operators (if applicable)	Compliance	N/A
SQ2c	Proposed Legal Structure if Framework Agreement is awarded	Compliance	N/A
SQ2d	Details for each member of Group of Economic Operators	Compliance	N/A
SQ2e	Use of Sub-Contractors	Compliance	N/A
SQ2f	Details of Sub-Contractors	Compliance	N/A
SQ2g	Which Lot(s) you are Tendering for	Compliance	N/A
<b>Selection Questionnaire SQ3 – Grounds for Mandatory Exclusion</b>			
SQ3 (a-e)	Grounds for Mandatory Exclusion	Evaluation	Pass/Fail
<b>Selection Questionnaire SQ4 – Grounds for Discretionary Exclusion – Part 1</b>			
SQ4 (a-b)	Grounds for Discretionary Exclusion	Evaluation	Pass/Fail
<b>Selection Questionnaire SQ4 – Grounds for Discretionary Exclusion – Part 2</b>			
SQ4(c-d)	Grounds for Discretionary Exclusion	Evaluation	Pass/Fail
<b>Selection Questionnaire SQ5 – Economic and Financial Standing</b>			
SQ5.1 (a-b)	Financial Assessment for Lot 1	Compliance	N/A
SQ5.2 (a-c)	Financial Assessment for Lot(s) 2 – 7	Compliance	N/A
<b>Selection Questionnaire SQ6 – Framework Requirements</b>			
SQ6.1 (a-e)	Insurance Requirements	Evaluation	Pass/Fail
SQ6.2 (a-d)	Compliance with Equality Legislation	Evaluation	Pass/Fail
SQ6.3 (a-d)	Health and Safety	Evaluation	Pass/Fail
SQ6.4	Cyber Essentials Plus Scheme	Evaluation	Pass/Fail
SQ6.5	Quality Management System (QMS)	Evaluation	Pass/Fail
SQ6.6	Standards	Evaluation	Pass/Fail
SQ6.7	Framework Population Template	Information Only	N/A
SQ6.8 (a-b)	Subsidiary/Affiliated Companies	Information Only	N/A



SQ6.9 (a-b)	Overseas Capability	Information Only	N/A
<b>Selection Questionnaire SQ7 – Technical and Professional Ability</b>			
SQ7.1 (a-c)	Skills and Apprentices	Compliance	N/A
SQ7.2 (a-c)	Lot 1 – Contract Examples	Evaluation	Pass/Fail
SQ7.3 (a-c)	Lot 2 – Contract Examples	Evaluation	Pass/Fail
SQ7.4 (a-c)	Lot 3 – Contract Examples	Evaluation	Pass/Fail
SQ7.5 (a-c)	Lot 4 – Contract Examples	Evaluation	Pass/Fail
SQ7.6 (a-c)	Lot 5 – Contract Examples	Evaluation	Pass/Fail
SQ7.7 (a-c)	Lot 6 – Contract Examples	Evaluation	Pass/Fail
SQ7.8 (a-c)	Lot 7 – Contract Examples	Evaluation	Pass/Fail

## 11. AWARD STAGE EVALUATION

- 11.1 Once the Potential Providers Tender has been successfully evaluated at Selection Stage, consideration will then be given to the responses to the Attachment 3 - Award Questionnaire and Evaluation Guidance and Prices submitted in the Attachment 5 - Pricing Matrix for each Lot evaluated in accordance with this section 11.
- 11.2 The Award Stage evaluation will comprise of:
- 11.2.1 an evaluation of Potential Provider's answers to the Award Questionnaire and Evaluation Guidance ("**Quality Evaluation**"); and
  - 11.2.2 an evaluation of the prices Tendered in Attachment 5 – Pricing Matrix ") for Lots 1 – 7 ("**Price Evaluation**").
  - 11.2.3 The maximum possible score capable of being achieved by a Potential Provider for any Lot for which they have competed will be 100 percent (a combination of the sum of the scores achieved for Quality Evaluation and Price Evaluation as detailed below):

LOT	A QUALITY EVALUATION (%)	B PRICE EVALUATION (%)	C MAXIMUM POSSIBLE SCORE (%)
Lot 1	Potential Providers will be required to 'PASS' the Minimum Quality Threshold	100 (eAuction)	N/A (ranked - eAuction)
Lot 2	50	50	100
Lot 3	50	50	100
Lot 4	Potential Providers will be required to 'PASS' the Minimum Quality Threshold	100 (eAuction)	N/A (ranked – eAuction)
Lot 5	60	40	100
Lot 6	60	40	100
Lot 7	50	50	100

### 11.3 Most Economically Advantageous Tender

- 11.3.1 This procurement will be awarded on the basis of the Most Economically Advantageous Tender. The Authority will assess which Tender constitutes the most economically advantageous Tender amongst those offered with the methodology as detailed in Section 11 and Section 12.
- 11.3.2 All Potential Providers who's Tender meets or exceeds the Minimum Quality Threshold as detailed in paragraph 11.4.4 for Lot 1 and paragraph 11.7.4 for Lot 4 will be invited to participate in an eAuction as detailed in Section 12.11 of this ITT. Any Potential Provider who's Tender fails to achieve the Minimum Quality Threshold for Lot 1 and Lot 4 will be excluded from further participation in this Procurement.
- 11.3.3 All Potential Providers who's Tender meets or exceeds the Minimum Quality Threshold as detailed in paragraph 11.5.4 for Lot 2, paragraph 11.6.4 for Lot 3, paragraph 11.8.4 for Lot 5, paragraph 11.9.4 for Lot 6 and paragraph 11.10.4 for Lot 7 will progress to the Price Evaluation stage as detailed in Section 12.12 of this ITT. Any Potential Provider who's Tender fails to achieve the Minimum Quality Threshold for Lot 2, Lot 3, Lot 5, Lot 6 and Lot 7 will be excluded from further participation in this Procurement.
- 11.3.4 The eAuction will be a Reverse English Price Only eAuction (please refer to Attachment 12 of this ITT for the eAuction rules).
- 11.3.5 Each eligible Potential Providers opening bid for the eAuction will be based on the prices submitted in Attachment 5 – (Pricing Matrix) as part of their Tender.

#### 11.4 Quality Evaluation Process - Lot 1

- 11.4.1 The question in Section A, AQA1 of Attachment 3 - Award Questionnaire and Evaluation Guidance is assessed on a PASS/FAIL basis. If you receive a 'FAIL' for this question your Tender will be excluded from further participation in this Procurement.
- 11.4.2 The evaluation of each of the scored questions in the Attachment 3 - Award Questionnaire (i.e. AQB1 and AQB2) will be conducted and consensus checked in accordance with the Consensus Marking Procedure in paragraph 8.2.
- 11.4.3 When the Consensus Marking Procedure has been completed, the mark awarded for each response for Attachment 3 - Award Questionnaire will be converted into a percentage in accordance with the table below:

MARK	PERCENTAGE OF THE MAXIMUM MARK AVAILABLE
0	0% of the Maximum Mark Available for the question
25	25% of the Maximum Mark Available for the question
50	50% of the Maximum Mark Available for the question
75	75% of the Maximum Mark Available for the question
100	100% of the Maximum Mark Available for the question

- 11.4.4 If a Potential Provider fails to achieve a pass mark of seventy five (75) or above for AQB1 or a pass mark of fifty (50) or above for AQB2 (**Minimum**

**Quality Threshold)** they will be deemed as having failed in this Procurement and their Tender will be excluded from further participation.

11.4.5 When the mark for each question has been determined, they will be added together to determine an overall score for the Quality Evaluation (“**Quality Score**”).

11.4.6 See worked example for Lot 1 in the table below where a Potential Provider would progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQB1	WEB BASED ONLINE PORTAL AND PROVISION OF PRODUCT RANGE	50%	75	37.5
AQB2	MAINTENANCE AND SUPPORT	50%	50	25
Total of Quality Scores ('Total Quality Score')				62.5

11.4.7 To proceed to the next stage of the evaluation, Potential Providers must:

- Achieve a ‘PASS’ for the mandatory question in Section A, AQA1 **and**;
- achieve a ‘PASS’ mark of seventy five (75) or above for AQB1 or a ‘PASS’ mark of fifty (50) or above for AQB2 (**Minimum Quality Threshold**).

11.4.8 See worked example for Lot 1 in the table below where a Potential Provider would **NOT** progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQB1	WEB BASED ONLINE PORTAL AND PROVISION OF PRODUCT RANGE	50%	25	12.5
AQB2	MAINTENANCE AND SUPPORT	50%	50	25
Total of Quality Scores ('Total Quality Score')				37.5

11.4.9 Potential Providers who achieve a ‘FAIL’ for the mandatory question AQA1 in Section A, and/ or are awarded a mark less than seventy five (75) for question AQB1 and/ or are awarded a mark less than fifty (50) for question AQB2 will be deemed as having failed and the Tender will be excluded from further participation in this Procurement and notified accordingly.

11.4.10 **Overview of Quality Evaluation (Quality criteria and Maximum Score Available):**

Question	Marking Scheme	Maximum Score Available	Pass Mark
<b>Section A – Mandatory Question</b>			
AQA1	Pass/Fail	N/A	N/A
<b>Section B – Scored Questions</b>			
AQB1	0/25/50/75/100	100	75
AQB2	0/25/50/75/100	100	50

11.4.11 Potential Providers shall note that any Quality Marks achieved as part of the Quality Evaluation for Lot 1 will determine whether the Potential Provider will be further included in the participation in this Procurement but will not carry forward to the Price Evaluation.

## 11.5 Quality Evaluation Process- Lot 2

11.5.1 The question in Section A, AQA1 of the Attachment 3 - Award Questionnaire and Evaluation Guidance is assessed on a Pass/Fail basis. If you receive a 'Fail' for this question your Tender will be excluded from further participation in this Procurement.

11.5.2 The evaluation of each of the scored questions in the Attachment 3 - Award Questionnaire and Evaluation Guidance (i.e. AQC1 and AQC2) will be conducted and consensus checked in accordance with the Consensus Marking Procedure set out in section 8.2.

11.5.3 When the Consensus Marking Procedure has been completed, the mark awarded for each response to Attachment 3 - Award Questionnaire and Evaluation Guidance will be converted into a percentage in accordance with the table below:

MARK	PERCENTAGE OF THE MAXIMUM MARK AVAILABLE
0	0% of the Maximum Mark Available for the question
25	25% of the Maximum Mark Available for the question
50	50% of the Maximum Mark Available for the question
75	75% of the Maximum Mark Available for the question
100	100% of the Maximum Mark Available for the question

11.5.4 If a Potential Provider fails to achieve a pass mark of fifty (50) or above for AQC1 or a pass mark of fifty (50) or above for AQC2 (**Minimum Quality Threshold**), they will be deemed as having failed in this Procurement and their Tender will be excluded from further participation in this Procurement.

11.5.5 When the mark for each question has been determined they will be added together to determine an overall score for the Quality Evaluation ("Quality Score").

11.5.6 See worked example for Lot 2 in the table below where a Potential Provider would progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQC1	PRINT STRATEGIES AND IMPLEMENTATION	50%	50	25
AQC2	CONTRACTING AUTHORITIES ACCOUNT MANAGEMENT	50%	100	50
Total of Weighted Scores ('Total Weighted Score')				75
Total Weighted Score Multiplied by 50% Quality				37.5
<b>Quality Score</b>				<b>37.5</b>

11.5.6 To proceed to the next stage of the evaluation, the Potential Providers must:

- Achieve a 'PASS' for the mandatory question in Section A, AQA1 **and**;
- achieve a 'PASS' mark of fifty (50) or above for AQC1 or a 'PASS' mark of fifty (50) or above for AQC2 (**Minimum Quality Threshold**).

11.5.1 See worked example for Lot 2 in the table below where a Potential Provider would **NOT** progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQC1	PRINT STRATEGIES AND IMPLEMENTATION	50%	50	25
AQC2	CONTRACTING AUTHORITIES ACCOUNT MANAGEMENT	50%	25	12.5
Total of Weighted Scores ('Total Weighted Score')				37.5
Total Weighted Score Multiplied by 50% Quality				18.75
<b>Quality Score</b>				<b>18.75</b>

11.5.2 Potential Providers who achieve a 'FAIL' for the mandatory question AQA1 in Section A, and/ or are awarded a mark less than fifty (50) for question AQC1 and/ or are awarded a mark less than fifty (50) for question AQC2 will be deemed as having failed and the Tender will be excluded from further participation in this Procurement and notified accordingly.

#### 11.5.3 Overview of Quality Evaluation (Quality criteria and Maximum Score Available)

Question	Marking Scheme	Maximum Score Available	Question Weighting %
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Section A – Mandatory Question			
AQA1	Pass/Fail	N/A	N/A
Section C – Scored Questions			
AQC1	0/25/50/75/100	100	50%
AQC2	0/25/50/75/100	100	50%

## 11.6 Quality Evaluation Process- Lot 3

11.6.1 The question in Section A, AQA1 of Attachment 3 - Award Questionnaire and Evaluation Guidance is assessed on a PASS/FAIL basis. If you receive a 'FAIL' for this question your Tender will be excluded from further participation in this Procurement.

11.6.2 The evaluation of each of the scored questions in the Attachment 3 - Award Questionnaire (i.e. AQC1 and AQC2) will be conducted and consensus checked in accordance with the Consensus Marking Procedure in paragraph 8.2.

11.6.3 When the Consensus Marking Procedure has been completed, the mark awarded for each response for Attachment 3 - Award Questionnaire will be converted into a percentage in accordance with the table below:

MARK	PERCENTAGE OF THE MAXIMUM MARK AVAILABLE
0	0% of the Maximum Mark Available for the question
25	25% of the Maximum Mark Available for the question
50	50% of the Maximum Mark Available for the question
75	75% of the Maximum Mark Available for the question
100	100% of the Maximum Mark Available for the question

11.6.4 If a Potential Provider fails to achieve a pass mark of fifty (50) or above for AQC1 or a pass mark of fifty (50) or above for AQC2 (**Minimum Quality Threshold**), they will be deemed as having failed in this Procurement and their Tender will be excluded from further participation in this Procurement.

11.6.5 When the mark for each question has been determined they will be added together to determine an overall score for the Quality Evaluation ("Quality Score").

11.6.6 See worked example for Lot 3 in the table below where a Potential Provider would progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQC1	EFFECTIVE DELIVERY OF AN OUTSOURCED SOLUTION	50%	100	50

<b>AQD2</b>	<b>DELIVERY OF SAVINGS AND OPERATIONAL EFFICIENCIES</b>	50%	50	25
Total of Weighted Scores (' <b>Total Weighted Score</b> ')				75
Total Weighted Score Multiplied by 50% Quality				37.5
<b>Quality Score</b>				<b>37.5</b>

11.6.6 To proceed to the next stage of the evaluation, Potential Providers must:

- Achieve a 'PASS' for the mandatory question in Section A, AQA1 **and**;
- achieve a 'PASS' mark of fifty (50) or above for AQE1, AQE2, AQE3 and AQE4 (**Minimum Quality Threshold**).

11.6.7 See worked example for Lot 3 in the table below where a Potential Provider would **NOT** progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
<b>AQD1</b>	<b>EFFECTIVE DELIVERY OF AN OUTSOURCED SOLUTION</b>	50%	25	12.5
<b>AQD2</b>	<b>DELIVERY OF SAVINGS AND OPERATIONAL EFFICIENCIES</b>	50%	50	25
Total of Weighted Scores (' <b>Total Weighted Score</b> ')				37.5
Total Weighted Score Multiplied by 50% Quality				18.75
<b>Quality Score</b>				<b>18.75</b>

11.6.8 Potential Providers who achieve a 'FAIL' for the mandatory question AQA1 in Section A, and/ or are awarded a mark less than fifty (50) for question AQE1, AQE2, AQE3 and AQE4 will be deemed as having failed and the Tender will be excluded from further participation in this Procurement and notified accordingly.

#### 11.6.9 Overview of Quality Evaluation (Quality criteria and Maximum Score Available)

Question	Marking Scheme	Maximum Score Available	Question Weighting %
<b>Section A – Mandatory Question</b>			
AQA1	Pass/Fail	N/A	N/A
<b>Section C – Scored Questions</b>			
AQD1	0/25/50/75/100	100	50%
AQD2	0/25/50/75/100	100	50%



## 11.7 Quality Evaluation Process- Lot 4

- 11.7.1 The question in Section A, AQA1 of Attachment 3 - Award Questionnaire and Evaluation Guidance is assessed on a PASS/FAIL basis. If you receive a 'FAIL' for this question your Tender will be excluded from further participation in this Procurement.
- 11.7.2 The evaluation of each of the scored questions in the Attachment 3 - Award Questionnaire (i.e. AQE1, AQE2, AQE3 and AQE4) will be conducted and consensus checked in accordance with the Consensus Marking Procedure in paragraph 8.2.
- 11.7.3 When the Consensus Marking Procedure has been completed, the mark awarded for each response for Attachment 3 - Award Questionnaire will be converted into a percentage in accordance with the table below:

MARK	PERCENTAGE OF THE MAXIMUM MARK AVAILABLE
0	0% of the Maximum Mark Available for the question
25	25% of the Maximum Mark Available for the question
50	50% of the Maximum Mark Available for the question
75	75% of the Maximum Mark Available for the question
100	100% of the Maximum Mark Available for the question

- 11.7.4 If a Potential Provider fails to achieve a pass mark of fifty (50) or above for AQE1, AQE2, AQE3 and AQE4 (**Minimum Quality Threshold**), they will be deemed as having failed in this Procurement and their Tender will be excluded from further participation.
- 11.7.5 When the mark for each question has been determined, they will be added together to determine an overall score for the Quality Evaluation ("**Quality Score**").
- 11.7.6 See worked example for Lot 4 in the table below where a Potential Provider would progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQE1	RECORDS INFORMATION MANAGEMENT SYSTEM	25%	50	12.5
AQE2	METHODS OF STORAGE AND COST EFFICIENCIES	25%	100	25
AQE3	SUPPLIER UTILISATION OF EXPERTISE AND KNOWLEDGE	25%	75	18.75
AQE4	SPECIALIST RECORDS MANAGEMENT SERVICES	25%	100	25
Total of Quality Scores (" <b>Total Quality Score</b> ")				81.25

11.7.6 To proceed to the next stage of the evaluation, Potential Providers must:

- Achieve a 'PASS' for the mandatory question in Section A, AQA1 **and**;
- achieve a 'PASS' mark of fifty (50) or above for AQE1, AQE2, AQE3 and AQE4 (**Minimum Quality Threshold**).

11.7.7 See worked example for Lot 4 in the table below where a Potential Provider would **NOT** progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQE1	RECORDS INFORMATION MANAGEMENT SYSTEM	25%	50	12.5
AQE2	METHODS OF STORAGE AND COST EFFICIENCIES	25%	25	6.25
AQE3	SUPPLIER UTILISATION OF EXPERTISE AND KNOWLEDGE	25%	25	6.25
AQE4	SPECIALIST RECORDS MANAGEMENT SERVICES	25%	100	25
Total of Quality Scores ('Total Quality Score')				50

11.7.8 Potential Providers who achieve a 'FAIL' for the mandatory question AQA1 in Section A, and/ or are awarded a mark less than fifty (50) for question AQE1, AQE2, AQE3 and AQE4 will be deemed as having failed and the Tender will be excluded from further participation in this Procurement and notified accordingly.

11.7.9 **Overview of Quality Evaluation (Quality criteria and Maximum Score Available):**

Question	Marking Scheme	Maximum Score Available	Question Weighting %
<b>Section A – Mandatory Question</b>			
AQA1	Pass/Fail	N/A	N/A
<b>Section E – Scored Questions</b>			
AQE1	0/25/50/75/100	100	25%
AQE2	0/25/50/75/100	100	25%
AQE3	0/25/50/75/100	100	25%
AQE4	0/25/50/75/100	100	25%

11.7.10 Potential Providers shall note that any Quality Marks achieved as part of the Quality Evaluation for Lot 4 will determine whether the Potential Provider

will be further included in the participation in this Procurement but will not carry forward to the Price Evaluation.

## 11.8 Quality Evaluation Process - Lot 5

11.8.1 The question in Section A, AQA1 of Attachment 3 - Award Questionnaire and Evaluation Guidance is assessed on a PASS/FAIL basis. If you receive a 'FAIL' for this question your Tender will be excluded from further participation in this Procurement.

11.8.2 The evaluation of each of the scored questions in the Attachment 3 - Award Questionnaire (i.e. AQF1 and AQF2) will be conducted and consensus checked in accordance with the Consensus Marking Procedure in paragraph 8.2.

11.8.3 When the Consensus Marking Procedure has been completed, the mark awarded for each response for Attachment 3 - Award Questionnaire will be converted into a percentage in accordance with the table below:

MARK	PERCENTAGE OF THE MAXIMUM MARK AVAILABLE
0	0% of the Maximum Mark Available for the question
25	25% of the Maximum Mark Available for the question
50	50% of the Maximum Mark Available for the question
75	75% of the Maximum Mark Available for the question
100	100% of the Maximum Mark Available for the question

11.8.4 If a Potential Provider fails to achieve a pass mark of fifty (50) or above for AQF1 and AQF2 (**Minimum Quality Threshold**), they will be deemed as having failed in this Procurement and their Tender will be excluded from further participation.

11.8.5 When the mark for each question has been determined, they will be added together to determine an overall score for the Quality Evaluation ("**Quality Score**").

11.8.6 See worked example for Lot 5 in the table below where a Potential Provider would progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQF1	RECORDS INFORMATION MANAGEMENT/ DOCUMENT REPOSITORY SYSTEM REQUIREMENT:	50%	50	25
AQF2	RECORDS INFORMATION MANAGEMENT/ DOCUMENT REPOSITORY SYSTEM REQUIREMENT	50%	100	50

Total of Sub-Weighted Scores ('Total Weighted Score')	75
Total Weighted Score Multiplied by 60% Quality	45
<b>Quality Score</b>	<b>45</b>

11.8.6 To proceed to the next stage of the evaluation, Potential Providers must:

- Achieve a 'PASS' for the mandatory question in Section A, AQA1 **and**;
- achieve a 'PASS' mark of fifty (50) or above for AQF1 and AQF2 (**Minimum Quality Threshold**).

11.8.7 See worked example for Lot 5 in the table below where a Potential Provider would **NOT** progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQF1	RECORDS INFORMATION MANAGEMENT/ DOCUMENT REPOSITORY SYSTEM REQUIREMENT:	50%	25	12.5
AQF2	RECORDS INFORMATION MANAGEMENT/ DOCUMENT REPOSITORY SYSTEM REQUIREMENT	50%	100	50
Total of Sub-Weighted Scores ('Total Weighted Score')				62.5
Total Weighted Score Multiplied by 60% Quality				37.5
<b>Quality Score</b>				<b>37.5</b>

11.8.8 Potential Providers who achieve a 'FAIL' for the mandatory question AQA1 in Section A, and/ or are awarded a mark less than fifty (50) for question AQF1 and AQF2 will be deemed as having failed and the Tender will be excluded from further participation in this Procurement and notified accordingly.

11.8.9 **Overview of Quality Evaluation (Quality criteria and Maximum Score Available):**

Question	Marking Scheme	Maximum Score Available	Question Weighting %
<b>Section A – Mandatory Question</b>			
AQA1	Pass/Fail	N/A	N/A
<b>Section F – Scored Questions</b>			
AQF1	0/25/50/75/100	100	50%

AQF2	0/25/50/75/100	100	50%
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## 11.9 Quality Evaluation Process- Lot 6

11.9.1 The question in Section A, AQA1 of Attachment 3 - Award Questionnaire and Evaluation Guidance is assessed on a PASS/FAIL basis. If you receive a 'FAIL' for this question your Tender will be excluded from further participation in this Procurement.

11.9.2 The evaluation of each of the scored questions in the Attachment 3 - Award Questionnaire (i.e. AQQ1 and AQQ2) will be conducted and consensus checked in accordance with the Consensus Marking Procedure in paragraph 8.2.

11.9.3 When the Consensus Marking Procedure has been completed, the mark awarded for each response for Attachment 3 - Award Questionnaire will be converted into a percentage in accordance with the table below:

MARK	PERCENTAGE OF THE MAXIMUM MARK AVAILABLE
0	0% of the Maximum Mark Available for the question
33	33% of the Maximum Mark Available for the question
66	66% of the Maximum Mark Available for the question
100	100% of the Maximum Mark Available for the question

11.9.4 If a Potential Provider fails to achieve a pass mark of thirty three (33) or above for AQQ1 and AQQ2 (**Minimum Quality Threshold**), they will be deemed as having failed in this Procurement and their Tender will be excluded from further participation.

11.9.5 When the mark for each question has been determined, they will be added together to determine an overall score for the Quality Evaluation ("**Quality Score**").

11.9.6 See worked example for Lot 6 in the table below where a Potential Provider would progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQG1	SELECTING, APPOINTING AND RETAINING ACCESS TO SUPPLIER PERSONNEL	50%	33	16.5
AQG2	SENSITIVITY REVIEW SERVICES	50%	66	33.0
Total of Sub-Weighted Scores ('Total Weighted Score')				49.5
Total Weighted Score Multiplied by 60% Quality				29.7
<b>Quality Score</b>				<b>29.7</b>

11.9.6 To proceed to the next stage of the evaluation, Potential Providers must:

- Achieve a 'PASS' for the mandatory question in Section A, AQA1 **and**;
- achieve a 'PASS' mark of thirty three (33) or above for AQQ1 and AQQ2 (**Minimum Quality Threshold**).

11.9.7 See worked example for Lot 6 in the table below where a Potential Provider would **NOT** progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQG1	<b>SELECTING, APPOINTING AND RETAINING ACCESS TO SUPPLIER PERSONNEL</b>	50%	0	0
AQG2	<b>SENSITIVITY REVIEW SERVICES</b>	50%	66	33.0
Total of Sub-Weighted Scores ('Total Weighted Score')				33.0
Total Weighted Score Multiplied by 60% Quality				19.8
<b>Quality Score</b>				<b>19.8</b>

11.9.8 Potential Providers who achieve a 'FAIL' for the mandatory question AQA1 in Section A, and/ or are awarded a mark less than thirty three (33) for question AQQ1 and AQQ2 will be deemed as having failed and the Tender will be excluded from further participation in this Procurement and notified accordingly.

11.9.9 **Overview of Quality Evaluation (Quality criteria and Maximum Score Available):**

Question	Marking Scheme	Maximum Score Available	Question Weighting %
<b>Section A – Mandatory Question</b>			
AQA1	Pass/Fail	N/A	N/A
<b>Section G – Scored Questions</b>			
AQG1	0/33/66/100	100	50%
AQG2	0/33/66/100	100	50%

#### 11.10 Quality Evaluation Process- Lot 7

11.10.1 The question in Section A, AQA1 of Attachment 3 - Award Questionnaire and Evaluation Guidance is assessed on a PASS/FAIL basis. If you receive a 'FAIL' for this question your Tender will be excluded from further participation in this Procurement.

11.10.2 The evaluation of each of the scored questions in the Attachment 3 - Award Questionnaire (i.e. AQH1 and AQH2) will be conducted and consensus

checked in accordance with the Consensus Marking Procedure in paragraph 8.2.

- 11.10.3 When the Consensus Marking Procedure has been completed, the mark awarded for each response for Attachment 3 - Award Questionnaire will be converted into a percentage in accordance with the table below:

MARK	PERCENTAGE OF THE MAXIMUM SCORE AVAILABLE
0	0% of the Maximum Mark Available for the question
25	25% of the Maximum Mark Available for the question
50	50% of the Maximum Mark Available for the question
75	75% of the Maximum Mark Available for the question
100	100% of the Maximum Mark Available for the question

- 11.10.4 If a Potential Provider fails to achieve a pass mark of twenty five (25) or above for AQH1 and AQH2 (**Minimum Quality Threshold**), they will be deemed as having failed in this Procurement and their Tender will be excluded from further participation.

- 11.10.5 When the mark for each question has been determined, they will be added together to determine an overall score for the Quality Evaluation ("**Quality Score**").

- 11.10.6 See worked example for Lot 7 in the table below where a Potential Provider would progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQH1	PERFORMANCE AND DELIVERY	50%	25	12.5
AQH2	SUPPLIER PERSONNEL	50%	50	25
Total of Sub-Weighted Scores (' <b>Total Weighted Score</b> ')				37.5
Total Weighted Score Multiplied by 50% Quality				18.75
<b>Quality Score</b>				<b>18.75</b>

- 11.10.6 To proceed to the next stage of the evaluation, Potential Providers must:
- Achieve a 'PASS' for the mandatory question in Section A, AQA1 **and**;
  - achieve a 'PASS' mark of twenty five (25) or above for AQH1 and AQH2 (**Minimum Quality Threshold**).

- 11.10.7 See worked example for Lot 7 in the table below where a Potential Provider would **NOT** progress to the Pricing Evaluation stage:

Question Number		Question Sub-Weighting	Mark	Weighted Score
AQH1	PERFORMANCE AND DELIVERY	50%	0	0

<b>AQH2</b>	<b>SUPPLIER PERSONNEL</b>	50%	50	25
Total of Sub-Weighted Scores ('Total Weighted Score')				25
Total Weighted Score Multiplied by 50% Quality				12.5
<b>Quality Score</b>				<b>12.5</b>

11.10.8 Potential Providers who achieve a 'FAIL' for the mandatory question AQA1 in Section A, and/ or are awarded a mark less than twenty five (25) for question AQH1 and AQH2 will be deemed as having failed and the Tender will be excluded from further participation in this Procurement and notified accordingly.

**11.10.9 Overview of Quality Evaluation (Quality criteria and Maximum Score Available):**

Question	Marking Scheme	Maximum Score Available	Question Weighting %
<b>Section A – Mandatory Question</b>			
AQA1	Pass/Fail	N/A	N/A
<b>Section H– Scored Questions</b>			
AQH1	0/25/50/75/100	100	50%
AQH2	0/25/50/75/100	100	50%

## **12. PRICE EVALUATION PROCESS**

12.1 The Price Evaluation weightings are as follows;

- 100% for Lot 1 and Lot 4
- 50% for Lot 2, Lot 3, and Lot 7
- 40% for Lot 5 and Lot 6

### **12.2 General Instructions**

12.2.1 The instructions in this Section 12 refer to Attachment 5 – Pricing Matrix Lots 1-7.

12.2.2 Potential Providers must download and complete the applicable Attachment 5 - Pricing Matrix for each Lot for which you are Tendering from the 'Attachments' section of the e-Sourcing Suite.

12.2.3 You must upload the completed Attachment 5 - Pricing Matrix for each Lot that you are Tendering for into the e-Sourcing Suite.

12.2.4 You must re-name the file to include your organisation's trading name as a suffix to the original file name provided e.g. [yourorganisationname\_Lot 1 Pricing Matrix].



- 12.2.5 Failure to upload the relevant Attachment 5 - Pricing Matrix in response to the Lot you are Tendering for may deem your Tender non-compliant and disqualify you from further participation in this Procurement.
- 12.2.6 You must follow the instructions tab on the pricing matrix for the Lot in which you are Tendering. Failure to follow the instructions may result in your Tender being deemed non-compliant and may be excluded from further participation in this Procurement.
- 12.2.7 You must not alter, amend or change the format or layout of Attachment 5 – Pricing Matrices for Lots 1-7. You must not insert or attach any notes or comments into any of the worksheets or upload a separate Attachment. Any such additional information will be disregarded by the Authority.
- 12.2.8 If a Potential Provider fails to submit a completed Attachment 5 – Pricing Matrix, may result in your Tender being deemed as non-compliant and will be excluded from further participation for the purposes of this Procurement.
- 12.2.9 All prices submitted must be excluding VAT and in Great British Pounds Sterling (£).
- 12.2.10 In Lot 1, zero price bids will be accepted in relation to Mono Devices and Colour Devices.
- 12.2.11 In Lots 2, 3, 4, 5, 6 and 7 **no zero prices will be accepted**. If you submit any zero prices for these Lots, it is likely to result in the Tender being deemed non-compliant and excluded from further participation in this Procurement.
- 12.2.12 In the event that you are successful in this Procurement the information provided in Attachment 5 – Pricing Matrix for Lots 1 and 4 will be carried forward to the eAuction.
- 12.2.13 In the event that you are successful in this Procurement the information provided in Attachment 5 – Pricing Matrix for Lots 2, 3, 5, 6, and 7 will be incorporated into Framework Schedule 3 (Framework Prices and Charging Structure).
- 12.2.14 **Abnormally Low Tenders** - as part of the Price Evaluation, if the Authority believes that any element of pricing submitted is abnormally low it will conduct a further analysis of the offer in accordance with Regulation 69 of the Regulations.
- 12.2.15 The Authority reserves the right to seek verification of any prices that it deems to be unsustainable in respect of the delivery of the Goods and Services required.

### 12.3 Price Evaluation Process for all Lots

- 12.3.1 The instructions in this section 12.3 refer to Attachment 5 - Pricing Matrices Lots 1-7 and should be read in conjunction with that Attachment and Framework Schedule 3 – (Prices and Charging Structure).
- 12.3.2 The Price Evaluation process as described in section 12 will be undertaken by different evaluators to those individuals involved with the Quality Evaluation process.
- 12.3.3 Rounding of calculations undertaken in the Price Evaluation process in this Procurement for Lots 1, 2, 3, 4, 5 and 6 will be calculated to four (4) decimal places using the standard Excel 2010 formula. Rounding of calculations

undertaken in the Price Evaluation process in this Procurement for Lot 7 will be calculated to two (2) decimal places using the standard Excel 2010 formula.

12.3.4 The Price Evaluation process and resultant ranking of Potential Providers (along with the marks awarded) will be independently checked and verified by individual(s) not previously involved in this Evaluation process.

12.3.5 When the score for each question has been determined they will be added together to determine an overall score for the Price Evaluation ("**Price Score**").

- 12.4 **Lot 1:** Following the conclusion of the Quality Evaluation, the Potential Providers who have not been previously excluded, have passed the Minimum Quality Threshold for AQB1 and AQB2 and have correctly submitted a completed Attachment 5 – Pricing Matrix Lot 1 and uploaded it into the e-Sourcing Suite at PQ1 in the Pricing Questionnaire will be invited to participate in an eAuction which will be evaluated in accordance with the process set out in this section 12.
- 12.5 **Lot 2:** Following the conclusion of the Quality Evaluation, the Potential Providers who have not been previously excluded, have passed the Minimum Quality Threshold for AQC1 and AQC2 and have correctly submitted a completed Attachment 5 – Pricing Matrix Lot 2 and uploaded it into the e-Sourcing Suite at question PQ2 in the Pricing Questionnaire will be evaluated in accordance with the process set out in this section 12.
- 12.6 **Lot 3:** Following the conclusion of the Quality Evaluation, the Potential Providers who have not been previously excluded, have passed the Minimum Quality Threshold for AQD1 and AQD2 and have correctly submitted completed Attachment 5 – Pricing Matrix Lot 3 and uploaded it into the e-Sourcing Suite at question PQ3 in the Pricing Questionnaire will be evaluated in accordance with the process set out in this section 12.
- 12.7 **Lot 4:** Following the conclusion of the Quality Evaluation, the Potential Providers who have not been previously excluded, have passed the Minimum Quality Threshold for AQE1, AQE2, AQE3 and AQE4 and have correctly submitted a completed Attachment 5 – Pricing Matrix Lot 4 and uploaded it into the e-Sourcing Suite at PQ4 in the Pricing Questionnaire will be invited to participate in the eAuction which will be evaluated in accordance with the process set out in this section 12.
- 12.8 **Lot 5:** Following the conclusion of the Quality Evaluation, the Potential Providers who have not been previously excluded, have passed the Minimum Quality Threshold for AQF1 and AQF2 and have correctly submitted a completed Attachment 5 – Pricing Matrix Lot 5 and uploaded it into the e-Sourcing Suite at question PQ5 in the Pricing Questionnaire will be evaluated in accordance with the process set out in this section 12.
- 12.9 **Lot 6:** Following the conclusion of the Quality Evaluation, the Potential Providers who have not been previously excluded, have passed the Minimum Quality Threshold for AQG1 and AQG2 and have correctly submitted a completed Attachment 5 – Pricing Matrix Lot 6 and uploaded it into the e-Sourcing Suite at question PQ6 in the Pricing Questionnaire will be evaluated in accordance with the process set out in this section 12.
- 12.10 **Lot 7:** Following the conclusion of the Quality Evaluation, the Potential Providers who have not been previously excluded, have passed the Minimum Quality Threshold for AQH1 and AQH2 and have correctly submitted a completed Attachment 5 – Pricing Matrix Lot 7 and uploaded it into the e-Sourcing Suite at question PQ7 in the Pricing Questionnaire will be evaluated in accordance with the process set out in this section 12.

## 12.11 Price Evaluation Process – eAuction, Lot 1 and Lot 4

12.11.1 The figure contained in cell F7 on the tab called '(A) + (B) Summary Sheet' for Lot 1 and cell F15 on the tab called 'Final Summary Lot 4' is the figure which will be used as your opening bid in the eAuction.

12.11.2 The Framework from Lot 1 will be awarded to the Potential Provider who has the lowest price and ranked 1<sup>st</sup> at the end of the eAuction.

12.11.3 The Framework for Lot 4 will be awarded to Potential Provider(s) ranked 1<sup>st</sup> to 4<sup>th</sup> position in accordance with paragraph 3.5.1 of this ITT.

## 12.12

12.12.1 Instructions in this section refer to the eAuction Process for Lot 1 and Lot 4. Following the conclusion of the evaluation qualifying Potential Providers (Bidders) will be invited to participate in the eAuction.

12.12.2 Potential Providers who have been successful at both the Selection Stage and Award Stage will be invited to participate in the eAuction. i.e those Potential Providers who have:

- achieved a 'PASS' for the Selection Stage as described in section 10;
- achieved a 'PASS' for the mandatory questions detailed in Section A of the Attachment 3 - Award Questionnaire and Evaluation Guidance AQA1 and meet or exceed the Minimum Quality Threshold per question in Lot 1 for questions AQB1, AQB2, and in Lot 4 for questions AQE1, AQE2, AQE3 and AQE4;
- submitted a fully compliant Attachment 5 - Pricing Matrix relevant for Lot 1 and Lot 4 in accordance with section 12.

12.12.3 The eAuction will allow Potential Providers to bid in real time over an internet link for Lot 1 and Lot 4. Details of the link can be found within Attachment 12 – (eAuction Rules).

12.12.4 The Authority will use a 'Reverse English Price Only eAuction' to determine which Potential Providers will be awarded a Framework Agreement for Lot 1 and Lot 4. The Reverse English Price Only eAuction requires Potential Providers to compete to offer the lowest price to supply the goods and/or services as listed within the Attachment 5 - Pricing Matrix.

12.12.5 Prices provided by Potential Providers as part of their Tender submission within the Attachment 5 - Pricing Matrix for Lot 1 and Lot 4 will be used to formulate a Potential Providers opening bid. Potential Providers are reminded that the '**Quality Scores**' will not be carried forward as part of the eAuction.

12.12.6 For Lot 1 the total bid value for each of the 2 sub-baskets will be uploaded into the eAuction. Initial ranking within the eAuction will be determined by the sum total of the 2 sub baskets.

12.12.6.1 For the purpose of the evaluation, the tab called '(A) + (B) Summary Sheet' contains the total figure which will be evaluated. The

total figure on this tab is the sum of the totals of the tabs called '(A) Mono Devices and (B) Colour Devices'.

12.12.6.2 The figure contained in cell F7 on the tab called '(A) + (B) Summary Sheet' is the figure which will be used as your opening bid in the eAuction.

12.12.7 For Lot 4 the total bid value for each of the 6 sub-baskets will be uploaded into the eAuction. Initial ranking within the eAuction will be determined by the sum total of the 6 sub baskets.

12.12.7.1 For the purpose of the evaluation, the tab called 'Final Summary' contains the total figure which will be evaluated. The total figure on this tab is the sum of the totals on the tabs called '(A) Off-Site Summary A, (B) Inactive Summary B, (C) ShredDestDisp Summary C, (D) SpecServ Summary D, (E) On&Off-S Active Summary E, (F) Scanning Summary F'.

12.12.7.2 The figure contained in cell F15 on the tab called 'Final Summary' is the figure which will be used as your opening bid in the eAuction.

12.12.8 Potential Providers will be provided with the Attachment 12 - eAuction Rules which will clearly set out what is expected of each Potential Provider within the eAuction and will detail the Rules governing the eAuction.

12.12.9 In order to take part in the live eAuction Potential Providers are strongly advised to attend a demonstration of the eAuction tool via webinar. Potential Providers will receive an invitation via the webinar system in advance of the demonstration.

12.12.10 Potential Providers are strongly encouraged to develop a bidding strategy well in advance of the eAuction and establish a 'walk-away' price.

12.12.11 Lot 1 - A Framework Agreement will be awarded to the Potential Provider whose price is the lowest and is ranked 1<sup>st</sup> at the end of the eAuction.

12.12.12 Lot 4 - A Framework Agreement will be awarded to the 4 Potential Providers whose prices are lowest and are ranked 1st, 2nd, 3rd and 4th at the end of the eAuction.

12.12.13 In the event that more than one Potential Provider finishes in an equal position resulting in more than 4 Suppliers filling the top 4 ranked places available in Lot 4, the Authority will award to the equally scored 4th placed Potential Providers.

12.12.14 Following conclusion of the eAuction all Potential Providers shall submit to the Authority an updated copy of the Attachment 5 - Pricing Matrix which reflects their bid at the close of the eAuction. The Authority shall undertake a post eAuction review of prices to ensure compliance with the Price Evaluation process and the eAuction Rules.

## **12.13 Price Evaluation methodology – Lot 2, 3, 5, 6 and 7**

12.13.1 The instructions in this section 12.12 refer to Attachment 5 - Pricing Matrix Lot 2, 3, 5, 6 and 7 should be read in conjunction with that Attachment and Framework Schedule 3 – (Prices and Charging Structure).

12.13.2 Prices submitted by Potential Providers in Attachment 5 - Pricing Matrix Lot 2, 3, 5, 6, and 7 will be evaluated in accordance with the following process.

12.13.3 The price provided for each 'function' will be added together to calculate the 'Basket Price'.

12.13.4 The Potential Provider with the lowest 'Basket Price', shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the score available equal to their 'Basket Price', relative to the lowest 'Basket Price' submitted.

12.13.5 The calculation used for Lots 2, 3 and 7 "Basket Price" is as follows:

$$\text{Price Score} = \frac{\text{Lowest 'Basket Price' Tendered}}{\text{Potential Providers Tendered 'Basket Price'}} \times 50 \text{ Maximum Score Available}$$

12.13.6 The calculation used for Lots 5 and 6 "Basket Price" is as follows:

$$\text{Price Score} = \frac{\text{Lowest 'Basket Price' Tendered}}{\text{Potential Providers Tendered 'Basket Price'}} \times 40 \text{ Maximum Score Available}$$

12.13.7 The Price Score for all Lots will be rounded to four (4) decimal places for Lots 1 – 6 and two (2) decimal places for Lot 7 using the standard Excel 2010 formula.

12.13.8 Annex 1 of this ITT illustrates how the 'basket' for Lots 2, 3, 5, 6 and 7 will be evaluated and consists of a series of tables which provide worked examples.

## 12.14 Final Score

12.14.1 The eAuction ranked position for Lot 1 and Lot 4 will determine the Final Position for each Potential Provider for that Lot ("**Final Position**").

12.14.2 Lot 1 – A Framework Agreement will be awarded to the Potential Provider who's price is the lowest price therefore ranked 1<sup>st</sup> at the end of the eAuction.

12.14.3 Lot 4 – A Framework Agreement will awarded to the four (4) Potential Providers who's prices are lowest and are ranked 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> at the end of the eAuction. Please also refer to paragraph 12.12.13 in the event that more than 4 suppliers fill the top 4 ranked places available.

12.14.4 The Quality Score awarded for Lots 2, 3, 5, 6 and 7 will be added to the Price Score for the same Lot to determine the Final Score for each Potential Provider in the applicable Lot ("**Final Score**"). See worked examples below:

### 12.14.5 Lot 2, Lot 3 and Lot 7

	Quality Score Maximum Score 50	Price Score Maximum Score 50	Final Score Maximum Score 100
POTENTIAL PROVIDER A	50	50	100
POTENTIAL PROVIDER B	35	40	75
POTENTIAL PROVIDER C	40	40	80

### 12.14.6 Lot 5 and Lot 6

	Quality Score Maximum Score 60	Price Score Maximum Score 40	Final Score Maximum Score 100
POTENTIAL PROVIDER A	60	40	100
POTENTIAL PROVIDER B	45	35	80
POTENTIAL PROVIDER C	50	35	85

### 13. Final Decision to Award

- 13.1 Following evaluation of Potential Providers' Tenders in accordance with the evaluation process set out in this ITT, Framework Agreements will be concluded with those Potential Providers who offer the Most Economically Advantageous Tenders.
- 13.2 For the purposes of determining the final decision to award for Lot 1 and Lot 4 the Potential Provider whose price is the lowest and ranked first at the end of the eAuction for Lot 1 will be awarded the Framework Agreement. The Potential Providers whose price is the lowest and is ranked 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> at the end of the eAuction for Lot 4 will be awarded the Framework Agreement. (Please also refer paragraph 12.12.13)
- 13.3 For the purposes of determining the final decision to award for Lots 2, 3, 5, 6 and 7, the most Economically Advantageous Tenders will be ranked from the highest Final Score downwards. The Authority will then appoint the number of Suppliers to each Lot of the Framework Agreement as stated in section 3 (Requirements and Lot Structure).
- 13.4 The Authority will inform you, along with all other Potential Providers via the e-Sourcing Suite of its intention to award a Framework Agreement.
- 13.5 In the event that a Potential Provider bidding for Lots 2, 3 and 7 is successful in the Phase 1 award stage for Lot 2 and/or Lot 3 then the Potential Provider will be required to formally withdraw their bid for Lot 7 during the Phase 1 award stage and confirm that intend to accept the offer of award for Lot 2 and/or Lot 3. Alternatively, if the Potential Providers preference is for their bid to be evaluated for Lot 7, then they shall be required to formally reject the offer of award for Lot 2 and/or Lot 3 during the Phase 1 award stage.
- 13.6 In the event that a Potential Provider bidding for Lots 1, 4, 5 6 and 7 is successful on both Lot 7 and any of the Lots 1, 4, 5 and 6, the Potential Provider will be specifically asked to select its preferred Lot(s) and withdraw from the other(s), with its remaining place (on the non-selected Lot(s)) going to the next ranked Potential Provider
- 13.7 Should one of the top ranked Potential Providers (i.e. 1<sup>st</sup> in Lot 1, 1<sup>st</sup>-6<sup>th</sup> in Lot 2 and Lot 3, 1<sup>st</sup>- 4<sup>th</sup> in Lot 4, Lot 5 and Lot 6 and 1<sup>st</sup>- 6<sup>th</sup> in Lot 7) decline to accept a Framework Agreement, then it will be offered to the next ranked Potential Provider, until it has been accepted.
- 13.8 Following a Standstill Period of ten (10) calendar days a Framework Agreement will be formally awarded, subject to contract, to the successful Potential Provider(s).
- 13.9 The term Standstill Period is set out in Regulation 87 (2) and, in summary, is a period of ten (10) calendar days following the sending by the Authority (in this instance by electronic means) of the Authorities notice of decision to conclude the Framework Agreement Tendered via the Official Journal of the European Union, during which the Authority must not conclude the Framework Agreement with the successful Supplier(s). It allows unsuccessful bidders the opportunity to raise any questions with the Authority that relate to the decision to award before the Framework Agreement is concluded. The Authority cannot provide advice to unsuccessful Potential Providers of the steps they should take and, if they have not already done so, Potential Providers should always seek independent legal advice, where appropriate.

- 13.10 The conclusion of a Framework Agreement is subject to contract (including the satisfaction of any conditions precedent) and subject to provision of due 'certificates, statements and other means of proof' where Potential Providers have to this point relied on self-certification.

**14. TUPE Transfer Of Undertakings (Protection Of Employment)**

- 14.1 The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") may apply at the Call Off Stage for Lot 2, 3, 4 and 5.
- 14.2 This pricing matrix is TUPE neutral. When completing this pricing matrix Suppliers shall exclude TUPE costs. TUPE may be applicable at Call Off stage and it will be for the Contracting Authorities to determine and outline how TUPE is applied and priced.
- 14.3 TUPE is not considered to be an issue in respect to Lots 1, 6 and 7 on the basis that there is no organised grouping of employees dedicated to provide these services under the current arrangements.
- 14.4 It is the responsibility of Potential Providers to take their own advice and consider whether TUPE is likely to apply in the particular circumstances of the contract and to act accordingly. The Potential Provider is encouraged to carry out its own due diligence exercise.

## 15. GLOSSARY

Attachment	means a document made available to Potential Providers in relation to this Procurement via the e-Sourcing Suite,
Authority	means the Minister for the Cabinet Office (“ <b>Cabinet Office</b> ”) represented by Crown Commercial Service which is a trading fund of the Cabinet Office whose offices are located at 9th Floor, The Capital, Old Hall Street, Liverpool, L3 9PP.
Award Questionnaire and Evaluation Guidance	means the Award Questionnaire and Evaluation Guidance a copy of which is provided at Attachment 3 and set out in the on line e-Sourcing Suite;
Award Stage	means the part of the evaluation process described in section 11
Call Off	means a contract awarded by a Contracting Authority under the terms of the Framework Agreement a draft of which is at Attachment 4. The template Call Off terms and conditions, to be used for every Call Off awarded under the terms of the Framework Agreement, are at Attachment 4B;
Consensus Marking Procedure	means the evaluation procedure described in section 8.2;
Contracting Authority	means the Authority and/or any other Contracting Authorities (within the meaning of the Regulations) described in the OJEU Contract Notice;
Cyber Essentials	means one of the two levels of certification which are available under the Cyber Essentials Scheme;
Cyber Essentials Scheme	means the Cyber Essentials Scheme developed by the Government which provides a clear statement of the basic controls all organisations should implement to mitigate the risk from common internet based threats. Details of the Cyber Essentials Scheme can be found here: <a href="https://www.gov.uk/government/publications/cyber-essentials-scheme-overview">https://www.gov.uk/government/publications/cyber-essentials-scheme-overview</a>
eAuction	means the Procurement tool used by the Authority, using web-based software which allows Potential Providers to compete online and in ‘real time’, providing prices for the Goods and Services under auction.
e-Sourcing Suite	means the online Tender management and administration system used by the Authority;
Final Score	means the score achieved by a Tender at the conclusion of the Award Stage evaluation calculated in accordance with section 12.14;
Framework Agreement	means the contractually-binding terms and conditions set out at Attachment 4 of this ITT to be entered into between the Authority and the successful Potential Provider(s) at the conclusion of this Procurement;



Framework Guarantee	means a deed of guarantee in favour of the Authority in the form set out in Framework Schedule 13 (Framework Guarantee) granted pursuant to Clause 8 of the Framework Agreement (Guarantee);
Framework Guarantor	means any person acceptable to the Authority to give a Framework Guarantee;
Framework Schedule	means a schedule to the Framework Agreement;
Goods and Services	means the Goods and Services that may be provided by Suppliers, as set out at Framework Schedule 2 (Part A: Goods and Services);
Group	means in relation to a company, that company, any subsidiary or holding company from time to time of that company, and any subsidiary from time to time of a holding company of that company. Holding company and subsidiary shall mean a "holding company" and "subsidiary" that latter term being defined in section 1159 of the Companies Act 2006;
Group of Economic Operators	means a Group of Economic Operators acting jointly and severally to provide the Goods and Services;
Invitation to Tender or ITT	means this Invitation to Tender document together with its Attachments, published by the Authority in relation to this Procurement;
Lead Contact	means the member of the Group of Economic Operators who is authorised in writing by each of the other members to that Group of Economic Operators to provide the Tender (including the responses to the Selection Questionnaire and the Award Questionnaire and Evaluation Guidance)
Lease Agreement	Means a legally binding agreement (made pursuant to the provisions of this Framework Agreement) for the provision of Lease Arrangements entered into by the Supplier and a Contracting Authority in accordance with the provisions of this Framework Agreement.
Lot	means a discrete sub-division of the Goods and Services which are the subject of this Procurement as described in the OJEU Contract Notice;
Management Charge	means the sum paid by the Supplier to the Authority being an amount of 0.7 per cent (%) of all charges for the [goods/ services] invoiced to Contracting Authorities (net of VAT) in each month throughout the term and thereafter until the expiry or earlier termination of any Call Off;
Management Information or MI	means the Management Information specified in Framework Schedule 9;
Marking Scheme	means the range of marks that may be given to a Potential Provider by the Authority according to Attachment 2 - Selection Questionnaire and Evaluation Guidance, and Attachment 3 - Award Questionnaire and Evaluation Guidance and Evaluation Guidance;

Maximum Score Available	means the maximum potential score (weighting) that can be awarded for a response to a question as set out in the table at paragraph 11.2.3;
OJEU Contract Notice	means the advertisement for this Procurement issued in the Official Journal of the European Union;
Potential Provider	has the meaning in paragraph 6.3.
Price Evaluation	means part of the Award Stage used to evaluate the charges Tendered by a Potential Provider;
Price Score	means the score awarded to a Potential Provider at the conclusion of the Price Evaluation process calculated in accordance with section 12.13.
Procurement	means the process used to establish a Framework Agreement that facilitates the supply of the Goods and Services to Contracting Authorities as described in the OJEU Contract Notice;
Quality Evaluation	means the qualitative evaluation of a Tender undertaken during the Award Stage;
Quality Score	means the score awarded to a Potential Provider at the conclusion of the Quality Evaluation process calculated in accordance with section 11;
Regulations	means the Public Contracts Regulations 2015 ( <a href="http://www.legislation.gov.uk/uksi/2015/102/contents/made">http://www.legislation.gov.uk/uksi/2015/102/contents/made</a> ) and the Public Contracts (Scotland) Regulations 2012, as amended from time to time;
Selection Questionnaire	means the Selection Questionnaire set out in the e-Sourcing Suite;
Selection Stage	has the meaning in section 10
Small Medium Enterprise or SME	means an economic organisation falling within the category of micro, small and medium-sized enterprises defined by the Commission Recommendation of 6 May 2003.
Standstill Period	has the meaning as set out in section 13;
Sub-Contractor	<p>means a third party which:</p> <ul style="list-style-type: none"> <li>a) provides the Goods and/or Services (or any part of them);</li> <li>b) provides facilities or services necessary for the provision of the Goods and/or Services (or any part of them); and/or</li> <li>c) is responsible for the management, direction or control of the Goods and/or Services (or any part of them);</li> </ul> <p>pursuant to any contract or agreement (or proposed contract or agreement), other than the Framework Agreement or a Call Off;</p>

Supplier	means a Potential Provider with whom the Authority has concluded a Framework Agreement;
Tender	means the Potential Provider's formal offer in response to the Invitation to Tender;
Tender Clarifications Deadline	means the time and date set out in section 4 latest submission of clarification questions;
Tender Submission Deadline	means the time and date set out in section 4 for the latest uploading of Tenders; and

## Annex 1

### Lot 2, Lot 3 and Lot 7 Worked Example:

Weighting 50%	
Maximum Mark 50	
Potential Provider	Total Basket Price (£)
A	3,250.0000
B	4,000.0000
C	3,950.0000

Potential Provider	Price Score
A	50.0000
B	40.6250
C	41.1392

- The example above shows three fictitious Potential Providers.
- For the “Basket Price” the Authority will evaluate each price submitted by comparing it against all other prices submitted by other Potential Providers for the same “Basket Price”.
- Rounding of calculations undertaken in the Price Evaluation process in this Procurement for Lots 2 and 3 will be calculated to four (4) decimal places using the standard Excel 2010 formula. Rounding of calculations undertaken in the Price Evaluation process in this Procurement for Lot 7 will be calculated to two (2) decimal places using the standard Excel 2010 formula.

#### Basket Price

- The Potential Provider who submits the lowest price will receive 100% of the maximum mark (lowest price is in red text). Where two or more Potential Providers submit an equal lowest price, then these Potential Providers will achieve 100% of the maximum mark available.
- Every other Potential Provider who submitted a price will be awarded a percentage of the maximum score available relative to the lowest basket price submitted.
- For example, using the fictitious table above, Potential Provider A submitted a “Basket Price” of £3,250 which was the lowest price submitted they will therefore receive 100% of the maximum marks available, i.e. 50 marks.
- The Authority will apply the following calculation to Potential Providers B and C:

$$\text{Price Score} = \frac{\text{Lowest 'Basket' Price' Tendered}}{\text{Potential Providers Tendered 'Basket Price'}} \times 50$$

Maximum  
Score  
Available

### Lots 5 and 6 Worked Example:

Weighting 40%	
Maximum Mark 40	
Potential Provider	Total Basket Price (£)
A	3,250.0000
B	4,000.0000
C	3,950.0000

Potential Provider	Price Score
A	40.0000
B	32.5000
C	32.9114

- The example above shows three fictitious Potential Providers.
- For the “Basket Price” the Authority will evaluate each price submitted by comparing it against all other prices submitted by other Potential Providers for the same “Basket Price”.

### Basket Price

- The Potential Provider who submits the lowest price will receive 100% of the maximum mark (lowest price is in red text). Where two or more Potential Providers submit an equal lowest price, then these Potential Providers will achieve 100% of the maximum mark available.
- Every other Potential Provider who submitted a price will be awarded a percentage of the Maximum Score Available relative to the lowest basket price submitted.
- For example, using the fictitious table above, Potential Provider A submitted a “Basket Price” of £3,250 which was the lowest price submitted they will therefore receive 100% of the maximum marks available, i.e. 40 marks.
- The Authority will apply the following calculation to Potential Providers B and C:

$$\text{Price Score} = \frac{\text{Lowest 'Basket Price' Tendered}}{\text{Potential Providers Tendered 'Basket Price'}} \times 40$$

Maximum  
Score  
Available