



Crown  
Commercial  
Service

# Invitation to tender

## Attachment 2 – How to bid

RM6188 - Audit and Assurance Services

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## 1. How to make your bid

- 1.1 Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
- 1.2 You may bid for one or more of the lots, ensure you read paragraph 3 of attachment 1.
- 1.3 Your bid must be **entered into the eSourcing suite**. We can only accept bids that we receive through the eSourcing suite.
- 1.4 You are required to register your interest for ITT: itt\_5017 - RM6188 Audit & Assurance Services - ALL LOTS in addition to any relevant RM6188 - Audit and Assurance Services Lot specific individual ITTs:  
Lot 1 - itt\_5338  
Lot 2 - itt\_5339  
Lot 3 - itt\_5340  
Lot 4 - itt\_5341
- 1.5 Upload ONLY those attachments we have asked for. Do not upload any attachments we haven't asked for.
- 1.6 Make sure you answer every question.
- 1.7 You must submit your bid before the bid submission deadline, in paragraph 5 "Timelines for the competition" in attachment 1 - About the framework.
- 1.8 It will be our decision whether we will accept bids submitted after the bid submission deadline.
- 1.9 You must regularly check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
- 1.10 All messages should be sent through the eSourcing suite via ITT: itt\_5017 - RM6188 Audit & Assurance Services - ALL LOTS. Messages being received via Lot specific ITTs are not being monitored and will not be picked up by CCS.
- 1.11 If anything is unclear, or you are unsure how to complete your bid submission, you can raise a question before the clarification question deadline, via the eSourcing suite. Read paragraph 6 "When and how to ask questions" in attachment 1 - About the framework.
- 1.12 We may require you to clarify aspects of your bid in writing and/or provide additional information. Failure to respond within the time required, or to provide an adequate response will result in the rejection of your bid and your exclusion from this competition.

## 2. Selection stage

- 2.1 At the selection stage, we evaluate bidders' technical, professional and financial capabilities. We will ask a range of questions appropriate to the procurement. It is important that you answer these questions accurately.
- 2.2 If you are relying on any key subcontractors to provide the answers to the technical and professional ability or you are relying on a guarantor to pass the economic and financial assessment, they must complete Parts 2 and 3 for themselves.
- 2.3 In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 for themselves.
- 2.4 We are providing the 'Information and declaration' workbook (attachment 4) to enable you to collect and submit this data to us, whether from organisations on whom you are relying (for example a key subcontractor or a guarantor) or from other members of a consortium.

## 3. Selection process

- 3.1 After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.
- 3.2 We may ask you to clarify information you provide, if that is necessary. Don't forget to check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
- 3.3 If your bid is not compliant we will reject your bid and you will be excluded from the competition. We will tell you why your bid is not compliant.
- 3.4 Not all selection questions need guidance as the questions are self-evident. However other questions such as the financial question, require a process to be undertaken before we can assess your response. In those instances we have told you what we will do in the **evaluation guidance**.

## 4. Selection criteria

- 4.1 We may exclude you from the competition at the selection stage if:
  - you receive a 'fail' for any of the evaluated selection questions.
  - any of the information you have provided proves to be false or misleading.
  - you have broken any of the competition rules in Attachment 1 About the framework, or not followed the instructions given in this ITT pack.

- 4.2 If we exclude you from the competition we will tell you and explain why.

## **5. Selection questionnaire**

Please refer to Attachment 2a Selection questionnaire. Remember you must complete the questionnaire online in the eSourcing suite (qualification envelope) ITT: itt\_5017 - RM6188 Audit & Assurance Services - ALL LOTS.

## **6. Award stage**

If you have successfully passed the selection stage, you will proceed to the award stage.

We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.

Your bid must deliver what our buyers need, at the best possible price you can give.

When completing your bid you must:

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

## **7. Award criteria**

The Award Stage consists of a quality evaluation (see paragraph 9 of this document) and a price evaluation (see paragraph 10 of this document).

The award of this framework will be on the basis of the 'Most Economically Advantageous Tender' (MEAT).

The weighting for the quality evaluation is 70 marks; and, the price evaluation is worth 30 marks.

## 8. Award process

### 8.1 What YOU need to do

- answer the quality questions section A and B and where applicable Lot(s) specific questions in sections C, D, E & F of the quality questionnaire in the eSourcing suite in the technical envelope.
- Complete the price matrix attachment 3 for the lot(s) for which you are bidding.
- Upload your completed price matrix into the eSourcing suite in the commercial envelope to question PQ1 in ITT: itt\_5017 - RM6188 Audit & Assurance Services - **ALL LOTS**

## 8.2 What **WE** will do at the award stage

1.	<p><b>Compliance Check</b></p> <p>First, we will do a check to make sure that you completed the pricing matrix in line with our instructions.</p>
2.	<p><b>Quality Evaluation</b></p> <p>We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the eSourcing suite.</p>
3.	<p><b>Consensus</b></p> <p>Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your quality score for each lot you have bid for.</p>
4.	<p><b>Quality Threshold</b></p> <p>If you have received a zero for any of the quality questions, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why.</p> <p>Refer to tables at paragraph 9 for an example of how your <b>quality score</b> for each lot will be calculated.</p>
5.	<p><b>Evaluate Pricing</b></p> <p>We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.</p> <p>They will calculate your price score using the evaluation criteria in Paragraph 11 – Price Evaluation.</p>
6.	<p><b>Final Score</b></p> <p>Your quality score will be added to your price score, to create your final score as illustrated in Paragraph 12 Final decision to award.</p>
7.	<p><b>Award</b></p> <p>Awards will be made to the successful bidders following the standstill period, subject to contract.</p>

## 9. Quality Evaluation

Question QA1, A2, A3 & A4 are mandatory questions and will be evaluated PASS / FAIL. If you answer no to this question, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded and why.

Each question must be answered in its own right. You must not answer any of the questions by cross referencing other questions or other materials for example reports or information located on your website.

Each of the quality questions, in section B and sections C, D, E & F of the quality questionnaire will be independently assessed by our evaluation panel.

When the consensus meeting has taken place and the final mark for each question has been agreed by the evaluators, your final mark for each question will be multiplied by that question's weighting to calculate your weighted mark for that question.

Each weighted mark for each question for each lot you have submitted a bid for will then be added together to calculate your quality score.

Please see tables A, B, C and D below for an example of how your quality score will be calculated.

Table A – Lot 1

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
QB1	Social Value	10%	100	100	10.00
QC1	Lot 1: Internal Audit & Assurance	30%	100	100	30.00
QC2	Lot 1: Internal Audit & Assurance	30%	100	100	30.00
Quality score					70.00

Table B – Lot 2

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
QB1	Social Value	10%	100	100	10.00
QD1	Lot 2: External Audit	60%	100	100	60.00
Quality score					70.00

Table C – Lot 3

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
QB1	Social Value	10%	100	100	10.00
QE1	Lot 3: Counter fraud and investigation	30%	100	100	30.00
QE2	Lot 3: Counter fraud and investigation	30%	100	100	30.00
Quality score					70.00

Table D – Lot 4

Question		Question Weighting	Maximum mark available	Your final mark	Your weighted mark
QB1	Social Value	10%	100	100	10.00
QF1	Lot 4: Other independent assurance	60%	100	100	60.00
Quality score					<b>70.00</b>

## 10. Award quality questionnaire

10.1 The quality questionnaire is split into three sections:

- Section A – Mandatory questions
- Section B – Generic question - All Lots
- Sections C, D, E & F – Lot specific questions

10.2 A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out below:

Question		Marking scheme	Weighting %			
			Lot 1	Lot 2	Lot 3	Lot 4
A1	Service Requirement Lot 1	Pass/Fail	N/A	N/A	N/A	N/A
A2	Service Requirement Lot 2	Pass/Fail	N/A	N/A	N/A	N/A
A3	Service Requirement Lot 3	Pass/Fail	N/A	N/A	N/A	N/A
A4	Service Requirement Lot 4	Pass/Fail	N/A	N/A	N/A	N/A
B1	Social Value - <b>All Lots</b>	100/66/33/0	10%	10%	10%	10%
C1	Lot 1 Internal Audit & Assurance	100/66/33/0	30%			

C2	Lot 1 Internal Audit & Assurance	100/66/33/0	30%			
D1	Lot 2 External Audit	100/66/33/0		60%		
E1	Lot 3 Counter fraud and investigation	100/66/33/0			30%	
E2	Lot 3 Counter fraud and investigation	100/66/33/0			30%	
F1	Lot 4 Other independent assurance	100/66/33/0				60%

		Marking scheme
<b>Section A – Lot specific Mandatory service requirements</b>		
A1	Compliance with Mandatory Service Requirements Framework Schedule 2: Part A – Goods and/or Services Lot 1 only.	Pass / Fail
A2	Compliance with Mandatory Service Requirements Framework Schedule 2: Part A – Goods and/or Services Lot 2 only.	Pass / Fail
A3	Compliance with Mandatory Service Requirements Framework Schedule 2: Part A – Goods and/or Services Lot 3 only.	Pass / Fail
A4	Compliance with Mandatory Service Requirements Framework Schedule 2: Part A – Goods and/or Services Lot 4 only.	Pass / Fail
		<b>Marking scheme</b>
		<b>Weighting (%)</b>
<b>Section B – Generic question - All Lots</b>		
B1	Social Value	100/66/33/0
		<b>10%</b>
		<b>Marking scheme</b>
		<b>Weighting (%)</b>

<b>Section C – Lot 1 Specific Questions</b>			
C1	Lot 1: Internal Audit & Assurance	100/66/33/0	<b>30%</b>
C2	Lot 1: Internal Audit & Assurance	100/66/33/0	<b>30%</b>
<b>Section D – Lot 2 Specific Questions</b>			
D1	Lot 2: External Audit	100/66/33/0	<b>60%</b>
<b>Section E – Lot 3 Specific Questions</b>			
E1	Lot 3: Counter fraud and investigation (Proactive)	100/66/33/0	<b>30%</b>
E2	Lot 3: Counter fraud and investigation (Reactive)	100/66/33/0	<b>30%</b>
<b>Section F – Lot 4 Specific Questions</b>			
F1	Lot 4: Other independent assurance	100/66/33/0	<b>60%</b>

Section A – Mandatory service requirements	
A1 Compliance with Framework Schedule 1 (Specification) – Lot 1	
<p>If you are awarded a framework contract, will you unreservedly deliver in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification).</p> <p>Please answer 'Yes' or 'No' if you are not applying for Lot 1.</p> <p><b>Yes</b> - You will unreservedly deliver in full all the Lot 1 mandatory service requirements as set out in Framework Schedule 1 (Specification).</p> <p><b>No</b> - You will not, or cannot, deliver in full all the Lot 1 mandatory service requirements as set out in Framework Schedule 1 (Specification).</p>	
<p><b>A1 Response guidance</b></p> <p><b>If you are bidding for Lot 1 you must insert your response for this question in ITT: itt_5338 - RM6188 Audit &amp; Assurance Services - LOT 1 within the eSourcing suite.</b></p> <p>This is a Pass/Fail question.</p> <p>If you cannot or are unwilling to select 'Yes' to this question, you will be disqualified from further participation in this competition.</p> <p>You are required to select either option YES or NO from the drop down list.</p> <p>Providing a 'Yes' response means you will unreservedly deliver in full all the Lot 1 mandatory service requirements as set out in Framework Schedule 1 (Specification).</p> <p><b>If you select 'No' (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the Lot 1 mandatory service requirements as set out in Framework Schedule 1 (Specification) you will be excluded from further participation in this competition.</b></p>	
Marking scheme	Evaluation guidance
Pass	You have selected option 'Yes' confirming that you will unreservedly deliver in full all the Lot 1 mandatory service requirements as set out in Framework Schedule 1 (Specification).
Fail	<p>You have selected 'No' confirming that you will not, or cannot, deliver in full all the Lot 1 mandatory service requirements as set out in Framework Schedule 1 (Specification).</p> <p>OR</p> <p>You have not selected either 'Yes' or 'No'.</p>

Section A – Mandatory service requirements	
A2 Compliance with Framework Schedule 1 (Specification) – Lot 2	
<p>If you are awarded a framework contract, will you unreservedly deliver in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification).</p> <p>Please answer 'Yes' or 'No' if you are not applying for Lot 2.</p> <p><b>Yes</b> - You will unreservedly deliver in full all the Lot 2 mandatory service requirements as set out in Framework Schedule 1 (Specification).</p> <p><b>No</b> - You will not, or cannot, deliver in full all the Lot 2 mandatory service requirements as set out in Framework Schedule 1 (Specification).</p>	
<p><b>A1 Response guidance</b></p> <p><b>If you are bidding for Lot 2 you must insert your response for this question in ITT: itt_5339 - RM6188 Audit &amp; Assurance Services - LOT 2 within the eSourcing suite.</b></p> <p>This is a Pass/Fail question.</p> <p>If you cannot or are unwilling to select 'Yes' to this question, you will be disqualified from further participation in this competition.</p> <p>You are required to select either option YES or NO from the drop down list.</p> <p>Providing a 'Yes' response means you will unreservedly deliver in full all the Lot 2 mandatory service requirements as set out in Framework Schedule 1 (Specification).</p> <p><b>If you select 'No' (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the Lot 2 mandatory service requirements as set out in Framework Schedule 1 (Specification) you will be excluded from further participation in this competition.</b></p>	
Marking scheme	Evaluation guidance
Pass	You have selected option 'Yes' confirming that you will unreservedly deliver in full all the Lot 2 mandatory service requirements as set out in Framework Schedule 1 (Specification).
Fail	<p>You have selected 'No' confirming that you will not, or cannot, deliver in full all the Lot 2 mandatory service requirements as set out in Framework Schedule 1 (Specification).</p> <p>OR</p> <p>You have not selected either 'Yes' or 'No'.</p>

Section A – Mandatory service requirements	
A3 Compliance with Framework Schedule 1 (Specification) – Lot 3	
<p>If you are awarded a framework contract, will you unreservedly deliver in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification).</p> <p>Please answer 'Yes' or 'No' if you are not applying for Lot 3.</p> <p><b>Yes</b> - You will unreservedly deliver in full all the Lot 3 mandatory service requirements as set out in Framework Schedule 1 (Specification).</p> <p><b>No</b> - You will not, or cannot, deliver in full all the Lot 3 mandatory service requirements as set out in Framework Schedule 1 (Specification).</p>	
<p><b>A1 Response guidance</b></p> <p><b>If you are bidding for Lot 3 you must insert your response for this question in ITT: itt_5340 - RM6188 Audit &amp; Assurance Services - LOT 3 within the eSourcing suite.</b></p> <p>This is a Pass/Fail question.</p> <p>If you cannot or are unwilling to select 'Yes' to this question, you will be disqualified from further participation in this competition.</p> <p>You are required to select either option YES, or NO from the drop down list.</p> <p>Providing a 'Yes' response means you will unreservedly deliver in full all the Lot 3 mandatory service requirements as set out in Framework Schedule 1 (Specification).</p> <p><b>If you select 'No' (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the Lot 3 mandatory service requirements as set out in Framework Schedule 1 (Specification) you will be excluded from further participation in this competition.</b></p>	
Marking scheme	Evaluation guidance
Pass	You have selected option 'Yes' confirming that you will unreservedly deliver in full all the Lot 3 mandatory service requirements as set out in Framework Schedule 1 (Specification).
Fail	<p>You have selected 'No' confirming that you will not, or cannot, deliver in full all the Lot 3 mandatory service requirements as set out in Framework Schedule 1 (Specification).</p> <p>OR</p> <p>You have not selected either 'Yes' or 'No'.</p>

## Section A – Mandatory service requirements

### A4 Compliance with Framework Schedule 1 (Specification) – Lot 4

If you are awarded a framework contract, will you unreservedly deliver in full, all the mandatory service requirements as set out in Framework Schedule 1 (Specification).

Please answer 'Yes' or 'No' if you are not applying for Lot 4.

**Yes** - You will unreservedly deliver in full all the Lot 4 mandatory service requirements as set out in Framework Schedule 1 (Specification).

**No** - You will not, or cannot, deliver in full all the Lot 4 mandatory service requirements as set out in Framework Schedule 1 (Specification).

### A1 Response guidance

**If you are bidding for Lot 4 you must insert your response for this question in ITT: itt\_5341 - RM6188 Audit & Assurance Services - LOT 4 within the eSourcing suite.**

This is a Pass/Fail question.

If you cannot or are unwilling to select 'Yes' to this question, you will be disqualified from further participation in this competition.

You are required to select either option YES or NO from the drop down list.

Providing a 'Yes' response means you will unreservedly deliver in full all the Lot 4 mandatory service requirements as set out in Framework Schedule 1 (Specification).

**If you select 'No' (or do not answer the question) to indicate that you will not, or cannot, deliver in full all the Lot 4 mandatory service requirements as set out in Framework Schedule 1 (Specification) you will be excluded from further participation in this competition.**

Marking scheme	Evaluation guidance
Pass	You have selected option 'Yes' confirming that you will unreservedly deliver in full all the Lot 4 mandatory service requirements as set out in Framework Schedule 1 (Specification).
Fail	You have selected 'No' confirming that you will not, or cannot, deliver in full all the Lot 4 mandatory service requirements as set out in Framework Schedule 1 (Specification). OR You have not selected either 'Yes' or 'No'.

## Section B – Social Value - All Lots

### B1 Requirement:

CCS requires you to demonstrate how you would deliver social, economic and environmental benefits to customers and the wider community through your provision of services under this framework agreement.

### B1 Response guidance

**All bidders must answer this question.**

**You must insert your response into the text fields in ITT: itt\_5017 - RM6188 Audit & Assurance Services - ALL LOTS within the eSourcing suite.**

In order to satisfy the requirement, and the question associated with the requirement, you must:

- a) Demonstrate how your organisation would monitor and report on workforce inequality with regard to people from disadvantaged or minority groups and how you would develop measures to increase their representation within your organisation over the next five years.
- b) Explain how your organisation would provide employment and training opportunities for employees joining your organisation, including where applicable apprentices and graduates, and demonstrate how these would help ensure sustainable quality audit and assurance services for customers.
- c) Describe the policies and practices your organisation would adopt, including remote working and sustainable travel solutions, and demonstrate how these would help to ensure on-time delivery of customer engagements during and after COVID-19.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

Maximum character count – 6,000 characters including spaces and punctuation.

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes B1(i) and B1(ii) and B1(iii) each box has a character count of 2,000 characters.

Marking scheme 100/66/33/0	
Marking scheme	Evaluation criteria
100	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

Section C – Lot 1: Internal Audit & Assurance
<p><b>C1 Requirement:</b></p> <p>CCS requires you to demonstrate how you would undertake objective and independent assurance / consulting activity to a central government or wider public sector organisation on their risk management, control and governance processes.</p> <p>You are required to demonstrate how you would bring the right resource, skills and insights to identify and mitigate risks within the customer's organisation.</p>
<p><b>C1 Response guidance</b></p> <p><b>If you are bidding for Lot 1 you must answer this question.</b>  <b>You must insert your response into the text fields in ITT: itt_5338 - RM6188 Audit &amp; Assurance Services - LOT 1 within the eSourcing suite.</b></p> <p>In order to satisfy the requirement, and the question associated with the requirement, you must:</p> <ol style="list-style-type: none"> <li>Demonstrate how you would identify and deploy suitable resource(s), with appropriate knowledge and skills, to ensure objective and independent assurance, in line with professional and public sector internal audit standards, on a range of risks faced by the customer.</li> <li>Explain how you would leverage your experience and insight gained from other customers, and demonstrate how this would be</li> </ol>

- used to challenge the effectiveness of the customer's risk management, control and governance processes.
- c) Explain how you would identify areas for improvement within the customer's risk management, control and governance processes, and demonstrate how you would help the customer prioritise actions to take that would mitigate overall risk.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

Maximum character count – 6,000 characters including spaces and punctuation.

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes C1(i) and C1(ii) and C1(iii) each box has a character count of 2,000 characters.

#### **Marking scheme 100/66/33/0**

<b>Marking scheme</b>	<b>Evaluation criteria</b>
<b>100</b>	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
<b>66</b>	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
<b>33</b>	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
<b>0</b>	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

#### **Section C – Lot 1: Internal Audit & Assurance**

##### **C2 Requirement:**

CCS requires you to demonstrate how you would deliver efficient and effective

internal audit assurance and consulting activity, at assignment level, to a central government or wider public sector organisation.

## **C2 Response guidance**

**If you are bidding for Lot 1 you must answer this question.**

**You must insert your response into the text fields in ITT: itt\_5338 - RM6188 Audit & Assurance Services - LOT 1 within the eSourcing suite.**

In order to satisfy the requirement, and the question associated with the requirement, you must:

- a) Demonstrate how the use of technology would be used throughout the course of a customer engagement to deliver greater efficiency and to provide better insights for the customer.
- b) Explain how you would work with customer stakeholders to upskill and transfer knowledge and demonstrate how this would ensure enhanced customer capability once your engagement has concluded.
- c) Explain how you would work with the customer to identify and implement innovative ways of working and demonstrate how this would support continuous improvement within the customer's organisation.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

Maximum character count – 6,000 characters including spaces and punctuation.

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes C2(i) and C2(ii) and C2(iii) each box has a character count of 2,000 characters.

## **Marking scheme 100/66/33/0**

<b>Marking scheme</b>	<b>Evaluation criteria</b>
<b>100</b>	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.

<b>66</b>	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
<b>33</b>	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
<b>0</b>	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

## Section D – Lot 2: External Audit

### D1 Requirement:

CCS requires you to demonstrate how you would deliver external audit services to a central government or wider public sector organisation.

You are required to demonstrate how you would deliver these services effectively and efficiently to a quality standard.

### D1 Response guidance

**If you are bidding for Lot 2 you must answer this question.**

**You must insert your response into the text fields in ITT: itt\_5339 - RM6188 Audit & Assurance Services - LOT 2 within the eSourcing suite**

In order to satisfy the requirement, and the question associated with the requirement, you must:

- a) Explain how you would apply your external audit methodology to a public sector context in order to meet special accountabilities attached to public resources and services, and demonstrate how you would ensure a quality outcome for the customer.
- b) Describe how your organisation would keep informed of relevant industry scrutiny and best practice, including independent reviews of the external audit sector, and demonstrate how you would consider any relevant recommendations to improve the quality of service delivered to the customer.
- c) Demonstrate how your organisation would identify areas to deploy technology, including robotic process automation and artificial intelligence where appropriate, in order to deliver efficiencies and enhanced insights for the customer.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

Maximum character count – 6,000 characters including spaces and punctuation.

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes D1(i) and D1(ii) and D1(iii) each box has a character count of 2,000 characters.

#### **Marking scheme 100/66/33/0**

<b>Marking scheme</b>	<b>Evaluation criteria</b>
<b>100</b>	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
<b>66</b>	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
<b>33</b>	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
<b>0</b>	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

#### **Section E – Lot 3: Counter fraud and investigation (Proactive)**

##### **E1 Requirement:**

CCS requires you to demonstrate how you would help a central government customer or wider public sector organisation to prevent and detect fraud, bribery and corruption.

##### **E1 Response guidance**

**If you are bidding for Lot 3 you must answer this question.**

**You must insert your response into the text fields in ITT: itt\_5340 - RM6188 Audit & Assurance Services - LOT 3 within the eSourcing suite**

In order to satisfy the requirement, and the question associated with the requirement, you must:

- a) Demonstrate how you would keep your staff informed of, and trained in, new and updated legislation in relation to counter-fraud, bribery and corruption to ensure the advice you provide to the customer is up to date.
- b) Explain how you would help the customer to identify fraud, bribery and corruption risk within their organisation and demonstrate how you would utilise available information and intelligence to estimate the potential cost of fraud.
- c) Explain how you would work with the customer to develop effective countermeasures including reporting routes, and demonstrate how you would use these countermeasures to mitigate their most significant fraud, corruption and bribery risks.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

Maximum character count – 6,000 characters including spaces and punctuation.

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes E1(i) and E1(ii) and E1(iii) each box has a character count of 2,000 characters.

**Marking scheme 100/66/33/0**

<b>Marking scheme</b>	<b>Evaluation criteria</b>
<b>100</b>	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
<b>66</b>	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.

<b>33</b>	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
<b>0</b>	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

## Section E – Lot 3: Counter fraud and investigation (Reactive)

### E2 Requirement:

CCS requires you to demonstrate how you would help a central government customer or wider public sector organisation to investigate suspected fraud, bribery and corruption.

### E2 Response guidance

**If you are bidding for Lot 3 you must answer this question.**

**You must insert your response into the text fields in ITT: itt\_53340 - RM6188 Audit & Assurance Services - LOT 3 within the eSourcing suite**

In order to satisfy the requirement, and the question associated with the requirement, you must:

- Explain how you would support the customer to respond effectively to suspected cases of fraud, bribery and corruption and demonstrate how you would ensure allegations were adequately investigated.
- Demonstrate how you would access and deploy resource(s), who are trained in fraud investigation skills and capabilities, to ensure services are conducted to a high quality standard and in accordance with regulatory and legal frameworks.
- Describe the tools and techniques you would use, including data analytics and statistical methods, to investigate suspected fraud, bribery and corruption, and demonstrate how your approach would deliver a robust investigation.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

Maximum character count – 6,000 characters including spaces and punctuation.

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes E2(i) and E2(ii) and E2(iii) each box has a character count of 2,000 characters.

#### **Marking scheme 100/66/33/0**

<b>Marking scheme</b>	<b>Evaluation criteria</b>
<b>100</b>	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
<b>66</b>	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
<b>33</b>	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
<b>0</b>	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

#### **Section F – Lot 4: Other independent assurance**

##### **F1 Requirement:**

CCS requires you to demonstrate how you would deliver quality and reliable services to a central government or wider public sector organisation.

##### **F1 Response guidance**

**If you are bidding for Lot 4 you must answer this question.**

**You must insert your response into the text fields in ITT: itt\_5341 - RM6188 Audit & Assurance Services - LOT 4 within the eSourcing suite.**

In order to satisfy the requirement, and the question associated with the requirement, you must:

- a) Explain the quality assurance procedures you would put in place, and demonstrate how these would be used to resolve quality issues identified by the customer in order to ensure successful delivery of the engagement.
- b) Describe how you would identify relevant internal customer stakeholders and demonstrate how you would collaborate with them throughout the engagement to gain all necessary information, in order to ensure your recommendations were well-informed.
- c) Demonstrate how you would manage multiple customer engagements to ensure every customer received individuals with the right skills and experience to successfully deliver the services.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

Maximum character count – 6,000 characters including spaces and punctuation.

You must not exceed the character count within the e-Sourcing suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes F1(i) and F1(ii) and F1(iii) each box has a character count of 2,000 characters.

#### **Marking scheme 100/66/33/0**

<b>Marking scheme</b>	<b>Evaluation criteria</b>
<b>100</b>	The bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
<b>66</b>	The bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
<b>33</b>	The bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
<b>0</b>	The bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

## 11. Price Evaluation

This paragraph 11 contains information on how to complete Attachment 3 - Price Matrix, and the price evaluation process.

### 11.1 Guidance for completion of Attachment 3 - Price Matrix:

Please read and understand the instructions in the Price Matrix, and in this paragraph, before submitting your framework prices.

You must download and complete Attachment 3 - Price Matrix for the Lot(s) for which you are submitting a bid.

You must ensure that you read and understand the 'Instructions' tab within Attachment 3 - Price Matrix before submitting your framework prices.

You must not alter, amend or change the format or layout of Attachment 3 - Price Matrix in any way. You must not insert or attach any comments into any of the tabs. Any such alteration, amendment, change or additional information will be disregarded and your Price Matrix may be deemed to be non-compliant.

A definition of the grade structure can be found in the 'Grade Descriptions' tab of Attachment 3 - Price Matrix.

You must complete all the cells highlighted green for each Lot you are bidding for. This information will form the pricing evaluation. If you do not insert an applicable price this will result in your tender being deemed to be non-compliant, and will be excluded from further participation in this procurement.

Zero bids are not permitted. If you submit a zero bid, this will result in your tender being deemed to be non-compliant, and will be excluded from further participation in this procurement.

The prices submitted will be the maximum payable under this Framework Contract. Prices may be lowered during a Further Competition Procedure.

You must include your organisation's name in the cover sheet in cell A5 in Attachment 3 - Price Matrix.

Bidders are required to submit a maximum day rate for each of the six grades.

Prices must be:

- Inclusive of all profit and overheads;
- Exclusive of value added tax;
- Entered using British pounds sterling;
- Based on an eight hour Work Day;
- Inclusive of expenses to the Buyer(s) location at which the Services are principally to be performed. The location will be confirmed by the Buyer(s) in the Call-Off Procedure; and

- Inclusive of the Management Charge of 1% which shall be paid by the Supplier to CCS.

Where a price is required, you must enter a figure in multiples of £10 - for example, £500. No decimal places are permitted. The following examples are not permitted: £505, £501.50 and £552.

You must ensure that you have read and understood paragraph 8 TUPE in Attachment 1 - About the Framework document. You are reminded that it is your responsibility to take your own advice and consider whether TUPE is likely to apply and to act accordingly. You are encouraged to carry out your own due diligence exercise on the application of TUPE when completing Attachment 3 - Price Matrix.

You must ensure that you adhere to the national living wage when submitting your maximum day rates in Attachment 3 - Price Matrix.

For the purposes of the price evaluation, the median is the number halfway between the prices submitted for the Audit Manager and Senior Auditor.

Attachment 3 - Price Matrix must be completed in grade order, starting with Partner grade, followed by Director/Senior Audit Manager etc. You must ensure that the rate for each grade is between a minimum of 10% lower and a maximum of 50% lower than the grade above.

For example, if a Partner grade is priced at £2,000, the Director/Senior Audit Manager grade must be between £1,800 (10% minimum) and £1,000 (50% maximum). If you submit prices outside of these parameters, your bid will be deemed to be non-compliant, and will be excluded from this procurement.

- Partner - you must enter the price for this grade first
- Director/Senior Audit Manager - must be between a minimum of 10% lower and a maximum of 50% lower than the Partner
- Audit Manager - must be between a minimum of 10% lower and a maximum of 50% lower than the Director/Senior Audit Manager
- Senior Auditor - must be between a minimum of 10% lower and a maximum of 50% lower than the Audit Manager
- Auditor - must be between a minimum of 10% lower and a maximum of 50% lower than the Senior Auditor
- Trainee Auditor/Analyst - must be between a minimum of 10% lower and a maximum of 50% lower than the Auditor

When you have completed your Attachment 3 - Price Matrix this must be uploaded in the commercial envelope at question PQ1 of RM6188 - Audit & Assurance Services Framework (A&AS) in the eSourcing Suite. If you do not upload your completed Attachment 3 - Price Matrix your bid may be rejected from this procurement.

## **11.2 Price Evaluation Process – Lot 1**

The Total Price Score allocated to Lot 1 is 30. This Total Price Score will comprise of 20 available marks for the Core Price Score and 10 available marks for the Specialist Price Score.

## Core Price Score

CCS will calculate the median price of the 6 grades Bidders have submitted for core internal audit services, as detailed in paragraphs 4.2.1 - 4.2.5 of Framework Schedule 1 (Specification), to produce the “median Core Price by Bidder”.

CCS will then rank all Bidders from lowest to highest, according to their “median Core Price by Bidder” i.e. the Bidder with the lowest median Core Price is ranked 1st.

CCS will then allocate a Core Price Score to each Bidder according to their ranking group, in line with the table below:

Ranking Group	Core Price Score
1-4	20
5-8	18
9-12	16
13-16	14
17-20	12
21-24	10
25+	8

An example of how Bidders’ Core Price Scores will be calculated is provided below:

Grade	Bidder A	Bidder B	Bidder C	Bidder D
<b>Core - Partner</b>	£1,290	£1,050	£1,750	£2,100
<b>Core - Director/Senior Audit Manager</b>	£950	£800	£1,330	£1,600
<b>Core - Audit Manager</b>	£840	£610	£920	£1,180
<b>Core - Senior Auditor</b>	£700	£510	£810	£900
<b>Core - Auditor</b>	£600	£420	£680	£810
<b>Core - Trainee Auditor/Analyst</b>	£400	£330	£410	£650
<b>Median Core Price by Bidder</b>	£770	£560	£865	£1,040
<b>Rank</b>	<b>14</b>	<b>5</b>	<b>21</b>	<b>26</b>

In the above example, the Bidders would achieve the following Core Price Score:

Attachment 2 – How to bid v1.0

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- Bidder A's median Core Price is £770 and is ranked 14. Bidder A's Core Price Score is 14
- Bidder B's median Core Price is £560 and is ranked 5. Bidder B's Core Price Score is 18
- Bidder C's median Core Price is £865 and is ranked 21. Bidder C's Core Price Score is 10
- Bidder D's median Core Price is £1,040 and is ranked 26. Bidder D's Core Price Score is 8

### **Specialist Price Score**

CCS will calculate the median price of the 6 grades Bidders have submitted for specialist internal audit services, as detailed in paragraphs 4.4.1 - 4.4.7 of Framework Schedule 1 (Specification), to produce the "median Specialist Price by Bidder".

CCS will then rank all Bidders from lowest to highest, according to their "median Specialist Price by Bidder" i.e. the Bidder with the lowest median Specialist Price is ranked 1st.

CCS will then allocate a Specialist Price Score to each Bidder according to their ranking group, in line with the table below:

<b>Ranking Group</b>	<b>Specialist Price Score</b>
1-4	10
5-8	9
9-12	8
13-16	7
17-20	6
21-24	5
25+	4

An example of how Bidders' Specialist Price Scores will be calculated is provided below:

<b>Grade</b>	<b>Bidder A</b>	<b>Bidder B</b>	<b>Bidder C</b>	<b>Bidder D</b>
<b>Specialist - Partner</b>	£1,350	£1,160	£2,000	£2,250
<b>Specialist - Director/Senior Audit Manager</b>	£1,050	£860	£1,450	£1,790
<b>Specialist - Audit Manager</b>	£920	£650	£1000	£1,360
<b>Specialist - Senior Auditor</b>	£760	£560	£900	£1,050
<b>Specialist - Auditor</b>	£640	£500	£780	£900
<b>Specialist - Trainee Auditor/Analyst</b>	£400	£350	£500	£670
<b>Median Specialist Price by Bidder</b>	£840	£605	£950	£1,205
<b>Rank</b>	<b>10</b>	<b>3</b>	<b>19</b>	<b>30</b>

In the above example, the Bidders would achieve the following Specialist Price Score:

- Bidder A's median Specialist Price is £840 and is ranked 10. Bidder A's Specialist Price Score is 8
- Bidder B's median Specialist Price is £605 and is ranked 3. Bidder B's Specialist Price Score is 10
- Bidder C's median Specialist Price is £950 and is ranked 19. Bidder C's Specialist Price Score is 6
- Bidder D's median Specialist Price is £1,205 and is ranked 30. Bidder D's Specialist Price Score is 4

### **Total Price Score**

The Core Price Score and the Specialist Price Score will then be added together to calculate the Bidders Total Price Score for Lot 1.

Based on the above examples, the Bidders would achieve the following Total Price Score for Lot 1.

- Bidder A's Core Price score is 14 and their Specialist Price Score is 8. This gives Bidder A a Total Price Score of 22.
- Bidder B's Core Price Score is 18 and their Specialist Price Score is 10. This gives Bidder B a Total Price Score of 28.
- Bidder C's Core Price Score is 10 and their Specialist Price Score is 6. This gives Bidder C a Total Price Score of 16.

- Bidder D's Core Price Score is 8 and their Specialist Price Score is 4. This gives Bidder D a Total Price Score of 12.

### 11.3 Price Evaluation Process – Lot 2

The Price Score allocated to Lot 2 is 30.

CCS will calculate the median price of the 6 grades Bidders have submitted for external audit, as detailed in paragraphs 5.2.1 - 5.2.4 of Framework Schedule 1 (Specification), to produce the “median price by Bidder”.

CCS will then rank all Bidders from lowest to highest, according to their “median price by Bidder” i.e. the Bidder with the lowest median price is ranked 1st.

CCS will then allocate a Price Score to each Bidder according to their ranking group, in line with the table below:

Ranking Group	Price Score
1-4	30
5-8	27
9-12	24
13-16	21
17-20	18
21-24	15
25-28	12
29+	9

An example of how Bidders' Price Scores will be calculated is provided below:

Grade	Bidder A	Bidder B	Bidder C	Bidder D
<b>Partner</b>	£1,200	£1,000	£1,290	£2,000
<b>Director/Senior Audit Manager</b>	£1,010	£850	£1,150	£1,700
<b>Audit Manager</b>	£900	£710	£1,000	£1,220
<b>Senior Auditor</b>	£750	£600	£840	£1,000
<b>Auditor</b>	£580	£500	£620	£600
<b>Trainee Auditor/Analyst</b>	£450	£370	£480	£500

<b>Median price by Bidder</b>	£825	£655	£920	£1,110
<b>Rank</b>	<b>13</b>	<b>6</b>	<b>18</b>	<b>26</b>

In the above example, the Bidders would achieve the following Price Score:

- Bidder A's median price is £825 and is ranked 13. Bidder A's Price Score is 21
- Bidder B's median price is £655 and is ranked 6. Bidder B's Price Score is 27
- Bidder C's median price is £920 and is ranked 18. Bidder C's Price Score is 18
- Bidder D's median price is £1,110 and is ranked 26. Bidder D's Price Score is 12

#### 11.4 Price Evaluation Process – Lot 3

The Total Price Score allocated to Lot 3 is 30. This Total Price Score will comprise of 20 available marks for the Proactive Price Score and 10 available marks for the Reactive Price Score.

##### Proactive Price Score

CCS will calculate the median price of the 6 grades Bidders have submitted for Proactive counter-fraud services, as detailed in paragraphs 6.2.1 - 6.2.7 of Framework Schedule 1 (Specification), to produce the "median Proactive Price by Bidder".

CCS will then rank all Bidders from lowest to highest, according to their "median Proactive price by Bidder" i.e. the Bidder with the lowest median Proactive Price is ranked 1st.

CCS will then allocate a Proactive Price Score to each Bidder according to their ranking group, in line with the table below:

<b>Ranking Group</b>	<b>Proactive Price Score</b>
1-4	20
5-8	18
9-12	16
13-16	14
17-20	12
21-24	10

25+	8
-----	---

An example of how Bidders' Proactive Price Scores will be calculated is provided below:

Grade	Bidder A	Bidder B	Bidder C	Bidder D
<b>Proactive - Partner</b>	£1,110	£1,250	£2,000	£990
<b>Proactive - Director/Senior Audit Manager</b>	£980	£1000	£1,500	£890
<b>Proactive - Audit Manager</b>	£870	£850	£1020	£800
<b>Proactive - Senior Auditor</b>	£730	£570	£900	£700
<b>Proactive - Auditor</b>	£600	£430	£650	£500
<b>Proactive - Trainee Auditor/Analyst</b>	£400	£300	£420	£270
<b>Median Proactive price by Bidder</b>	£800	£710	£960	£750
<b>Rank</b>	<b>13</b>	<b>4</b>	<b>19</b>	<b>7</b>

In the above example, the Bidders would achieve the following Proactive Price Score:

- Bidder A's median Proactive price is £800 and is ranked 13. Bidder A's Proactive Price Score is 14
- Bidder B's median Proactive price is £710 and is ranked 4. Bidder B's Proactive Price Score is 20
- Bidder C's median Proactive price is £960 and is ranked 19. Bidder C's Proactive Price Score is 12
- Bidder D's median Proactive price is £750 and is ranked 7. Bidder D's Proactive Price Score is 18

### Reactive Price Score

CCS will calculate the median price of the 6 grades Bidders have submitted for Reactive investigation services, as detailed in paragraphs 6.4.1 - 6.4.10 of Framework Schedule 1 (Specification), to produce the "median Reactive Price by Bidder".

CCS will then rank all Bidders from lowest to highest, according to their "median Reactive price by Bidder" i.e. the Bidder with the lowest median Reactive Price is ranked 1st.

CCS will then allocate a Reactive Price Score to each Bidder according to their ranking group, in line with the table below:

Ranking Group	Reactive Price Score
1-4	10
5-8	9
9-12	8
13-16	7
17-20	6
21-24	5
25+	4

An example of how Bidders' Reactive Price Scores will be calculated is provided below:

Grade	Bidder A	Bidder B	Bidder C	Bidder D
<b>Reactive - Partner</b>	£1,220	£1,400	£2,300	£1,150
<b>Reactive - Director/Senior Audit Manager</b>	£1,100	£1,180	£1,800	£970
<b>Reactive - Audit Manager</b>	£950	£960	£1500	£850
<b>Reactive - Senior Auditor</b>	£830	£850	£1000	£730
<b>Reactive - Auditor</b>	£700	£700	£750	£550
<b>Reactive - Trainee Auditor/Analyst</b>	£500	£400	£520	£300
<b>Median Reactive price by Bidder</b>	£890	£905	£1,250	£790
<b>Rank</b>	12	15	21	3

In the above example, the Bidders would achieve the following Reactive Price Score:

- Bidder A's median Reactive Price is £890 and is ranked 12. Bidder A's Reactive Price Score is 8

- Bidder B's median Reactive Price is £905 and is ranked 15. Bidder B's Reactive Price Score is 7
- Bidder C's median Reactive Price is £1,250 and is ranked 21. Bidder C's Reactive Price Score is 5
- Bidder D's median Reactive Price is £790 and is ranked 3. Bidder D's Reactive Price Score is 10

### **Total Price Score**

The Proactive Price Score and the Reactive Price Score will then be added together to calculate the Bidders Total Price Score for Lot 3.

Based on the above examples, the bidders would achieve the following Total Price Scores for Lot 3.

- Bidder A's Proactive Price Score is 14 and their Reactive Price Score is 8. This gives Bidder A a Total Price Score of 22.
- Bidder B's Proactive Price Score is 20 and their Reactive Price Score is 7. This gives Bidder B a Total Price Score of 27.
- Bidder C's Proactive Price Score is 12 and their Reactive Price Score is 5. This gives Bidder C a Total Price Score of 17.
- Bidder D's Proactive Price Score is 18 and their Reactive Price Score is 10. This gives Bidder D a Total Price Score of 28.

### **11.5 Price Evaluation Process – Lot 4**

The Price Score allocated to Lot 4 is 30.

CCS will calculate the median price of the 6 grades Bidders have submitted for other independent assurance services as detailed in paragraphs 7.2.1 - 7.2.11 of Framework Schedule 1 (Specification), to produce the "median price by Bidder".

CCS will then rank all Bidders from lowest to highest, according to their "median price by Bidder" i.e. the Bidder with the lowest median price is ranked 1st.

CCS will then allocate a Price Score to each Bidder according to their ranking group, in line with the table below:

<b>Ranking Group</b>	<b>Price Score</b>
1-4	30
5-8	27
9-12	24
13-16	21
17-20	18

21-24	15
25+	12

An example of how Bidders' Price Scores will be calculated is provided below:

Grade	Bidder A	Bidder B	Bidder C	Bidder D
<b>Partner</b>	£2,110	£900	£1,240	£1,150
<b>Director/Senior Audit Manager</b>	£1,820	£810	£1,130	£1,000
<b>Audit Manager</b>	£1,300	£720	£960	£800
<b>Senior Auditor</b>	£1,000	£630	£850	£730
<b>Auditor</b>	£650	£550	£700	£620
<b>Trainee Auditor/Analyst</b>	£500	£300	£450	£480
<b>Median price by Bidder</b>	£1,150	£675	£905	£765
<b>Rank</b>	<b>24</b>	<b>5</b>	<b>15</b>	<b>10</b>

In the above example, the Bidders would achieve the following Price Score:

- Bidder A's median price is £1,150 and is ranked 24. Bidder A's Price Score is 15
- Bidder B's median price is £675 and is ranked 5. Bidder B's Price Score is 27
- Bidder C's median price is £905 and is ranked 15. Bidder C's Price Score is 21
- Bidder D's median price is £765 and is ranked 10. Bidder D's Price Score is 24

## 11.6 Tied positions guidance

If two or more Bidders are ranked in an equal, or 'tied' position, the Bidder that is in the next position will be ranked in accordance with their overall position in the ranked list. For example, if two Bidders are ranked in equal 1st place, the next Bidder is ranked in 3<sup>rd</sup> place, not 2<sup>nd</sup> place. This is illustrated in the table below:

<b>Bidder:</b>	<b>Rank:</b>
----------------	--------------

Bidder A	=1
Bidder B	=1
Bidder C	3
Bidder D	=4
Bidder E	=4
Bidder F	6

If any of these Bidders are 'tied' in last place within a ranking group, then the following ranking group will commence after the bidders tied last place. For example, in Lot 1 if there were three Bidders tied in 5th place (in ranking group 1 - 5), then the next ranking group would start at 8 (instead of 6) but would still end in 10th position, unless there was another 'tied' situation.

### 11.7 Abnormally low tenders

Where we consider any of the prices you have submitted to potentially be **abnormally low** we will ask you to explain the prices you have submitted (as required in regulation 69 of the Regulations).

If your explanation is not acceptable, we will reject your bid and exclude you from this competition. We will inform you if your bid has been excluded and why.

## 12. Final decision to award

### 12.1 How we will calculate your final score

We will add your quality score to your price score to calculate your final score.

Example:

Bidder	Quality score	Price score	Final score
	Maximum score available 70	Maximum score available 30	Maximum score available 100

Bidder A	70.00	30.00	100.00
Bidder B	60.00	15.00	75.00
Bidder C	50.00	12.00	62.00

We will then rank all final scores from highest to lowest.

In each Lot, we will offer a Framework Contract to the highest ranked number of Bidders that corresponds to the number of places in the Lot, as set out in the table at section 3 of Attachment 1 – About the Framework. So that:

- In Lot 1, 2 and 3 the 20 highest ranked Bidders in each Lot will be offered a Framework Contract.
- In Lot 4, the 30 highest ranked Bidders will be offered a Framework Contract.

The maximum number of bidders of this framework may increase where two (2) or more bidders have tied scores in last position only.

## 12.2 Reserved rights

We also reserve the right to award a framework to any bidders whose final score is within 1% of the last position for each Lot.

### Example:

The last awarded place in Lot 1 is the 20th position

If the bidder in 20<sup>th</sup> place, last position has a final score of 80.00

The calculation we will use is:

Lot 1 - 20th place bidders final score is 80.00

1% of 80.00 = 0.08

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

80.00 - 0.80 = 79.20

So any bidder whose final score is 79.20 or above will be awarded a Lot 1 place on the framework.

## 12.3 Intention to award

You can submit a bid for one or more lots.

We will tell you if you have been successful or unsuccessful via the eSourcing suite.

We will send intention to award letters to all bidders who are still in the competition i.e. who have not been excluded.

At this stage, a standstill period of ten (10) calendar days will start, the term standstill period is set out in regulation 87(2) of the Regulations. During this time, you can ask questions that relate to our decision to award. We cannot provide

advice to unsuccessful bidders on the steps they should take and they should seek independent legal advice, if required.

If during standstill we do receive a substantive challenge to our decision to award and the challenge is for a certain lot, we reserve the right to conclude a framework contract with successful bidders for the lot(s) that have not been challenged.

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

## **12.4 Framework contract**

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

The conclusion of a framework contract is subject to the provision of due 'certificates, statements and other means of proof' where bidders have, to this point, relied on self-certification.

This means the following certificates;

- Basic Cyber Essentials Certificate
- Employer's (Compulsory) Liability Insurance\* = £5,000,000
- Public Liability Insurance = £5,000,000
- Professional Indemnity Insurance = £5,000,000

*\*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum.*