

Invitation to tender

Attachment 2 – How to bid

**RM6269 Restructuring and Insolvency**

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1. **How to make your bid**
   1. Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
   2. Your bid must be **entered into the eSourcing suite.** We can only accept bids that we receive through the eSourcing suite.
   3. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
   4. Make sure you answer every question.
   5. You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in attachment 1 - about the framework.
   6. It will be our decision whether we will accept bids submitted after the bid submission deadline.
   7. 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.
   8. 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.
   9. We may require you to clarify aspects of your bid in writing and/or provide additional information. Failure to respond within the time required, or to provide an adequate response will result in the rejection of your bid and your exclusion from this competition.
2. **Selection stage** 
   1. At the selection stage, we evaluate bidders’ technical, professional and financial capabilities. We will ask a range of questions appropriate to the procurement. It is important that you answer these questions accurately.
   2. If you are relying on any key subcontractors to provide the answers to the technical and professional ability or you are relying on a guarantor to pass the economic and financial assessment, they must complete Parts 2 and 3 for themselves.
   3. In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 for themselves.
   4. We are providing the ‘Information and declaration’ workbook (attachment 4) to enable you to collect and submit this data to us, whether from organisations on whom you are relying (for example a key subcontractor or a guarantor) or from other members of a consortium.
3. **Selection process**
   1. After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.
   2. We may ask you to clarify information you provide, if that is necessary. Don’t forget to check for messages in the eSourcing suite throughout the competition. You must log on to the eSourcing suite and access your message inbox for this competition to check for messages.
   3. If your bid is not compliant we will reject your bid and you will be excluded from the competition. We will tell you why your bid is not compliant.
   4. Not all selection questions need guidance as the questions are self-evident. However other questions such as the financial question, require a process to be undertaken before we can assess your response. In those instances we have told you what we will do in the **evaluation guidance**.

1. **Selection criteria**
   1. We may exclude you from the competition at the selection stage if:
      * you receive a ‘fail’ for any of the evaluated selection questions.
      * 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.
   2. If we exclude you from the competition we will tell you and explain why.
2. **Selection questionnaire**

Please refer to Attachment 2a Selection questionnaire. Remember you must complete the questionnaire online in the eSourcing suite (qualification envelope).

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

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

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

* answer the quality questions in section A, section B and section C of the quality questionnaire in the eSourcing suite in the technical envelope.
* Complete the attachment 3 – pricing matrix.
* Upload your completed price matrix into the eSourcing suite in the commercial envelope to question PQ1.
  1. What **WE** will do at the award stage

| 1. | **Compliance Check**  First, we will do a check to make sure that you completed the pricing matrix in line with our instructions. |
| --- | --- |
| 2. | **Quality Evaluation**  We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the eSourcing suite. |
| 3. | **Consensus**  Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your quality score. |
| 4. | **Quality Threshold**  If you have received a 25 or zero for any of the social value or quality questions, or if you have not met an overall minimum quality score of 30, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why.  Refer to tables at paragraph 9.2 for an example of how your **quality score** will be calculated. |
| 5. | **Evaluate Pricing**  We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.  They will calculate your price score using the evaluation criteria as set out in paragraph 11 – Price Evaluation. |
| 6. | **Final Score**  Your quality score will be added to your price score, to create your final score as set out in paragraph 12 Final decision to award. |
| 7. | **Award**  Awards will be made to the successful bidders following the standstill period, subject to contract. |

1. **Quality Evaluation**

Question AQA1 is a mandatory question 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 section C 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 questions weighting to calculate your weighted mark for that question.

Each weighted mark for each quality question will then be added together to calculate your quality score.

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

Table A – Social Value

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| --- | --- | --- | --- | --- | --- |
| AQB1 | Social Value | 10% | 100 | 100 | 10.00 |
| **Social Value score** | | | | | **10.00** |

Table B – Lot 1

| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| --- | --- | --- | --- | --- | --- |
| AQC1 | Technical Advice | 30% | 100 | 100 | 30.00 |
| AQC2 | Restructuring Advice | 30% | 100 | 100 | 30.00 |
| **Quality score** | | | | | **60.00** |

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

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

| **Question** | | **Marking scheme** | **Weighting %** |
| --- | --- | --- | --- |
| **Lot 1** |
| AQA1 | Mandatory Service Requirements | Pass/Fail | N/A |
| AQB1 | Social Value question | 100/75/50/25/0 | 10 |
| AQC1 | Technical Advice | 100/75/50/25/0 | 30 |
| AQC2 | Restructuring Advice | 100/75/50/25/0 | 30 |

|  | | | **Marking scheme** |
| --- | --- | --- | --- |
| **Section A – Mandatory service requirements** | | | |
| AQA1 | Compliance with Framework Schedule 1 (Specification) | | Pass / Fail |
|  | | | |
|  | | **Marking scheme** | **Weighting (%)** |
| **Section B – Social Value question** | | | |
| AQB1 | Social Value | 100/75/50/25/0 | **10** |

|  | | **Marking scheme** | **Weighting (%)** |
| --- | --- | --- | --- |
| **Section C – Lot specific questions** | | | |
| AQC1 | Technical Advice | 100/75/50/25/0 | **30** |
| AQC2 | Restructuring Advice | 100/75/50/25/0 | **30** |

| **Section A – Mandatory service requirements** | |
| --- | --- |
| **AQA1 Compliance with Framework Schedule 1 (Specification)** | |
| 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’.  **Yes -** You will unreservedly deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification).  No **-** You will not, or cannot, deliver in full all the mandatory service requirements as set out in Framework Schedule 1 (Specification). | |
| **2.1 Response guidance**  This is a Pass/Fail question.  If you cannot or are unwilling to select ‘Yes’ to this question, you will be disqualified from further participation in this competition.  You are required to select either option YES, NO from the drop down list.  Providing a ‘Yes’ response means you will unreservedly deliver in full all the 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 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 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 mandatory service requirements as set out in Framework Schedule 1 (Specification).  OR  You have not selected either ‘Yes’ or ‘No’. |

| **Section B – Social Value** | |
| --- | --- |
| **AQB1 Requirement:**  CCS requires the Supplier to adopt a positive stance on delivering community benefits and fair work practices throughout the life of this Framework.  You are required to describe the measures your organisation will take over the lifetime of this Framework, in the key policy area of reducing workforce inequality. | |
| **AQB1 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, your response must demonstrate:  a) how you will identify and tackle inequality in employment, skills and pay in the workforce (including gender pay gap), how this will be measured and how you will seek improvements throughout the duration of the Framework.  b) support in-work progression to help people, specifically those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract.  c) how working conditions promote an inclusive working environment and promote retention and progression, including how this will be measured and how you will seek improvements throughout the duration of the Framework; and  d) your process to increase the representation of disabled people in the workforce.  Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.    Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 8,000 characters including spaces and punctuation.  You must not exceed the character count within the 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 2.2.1, 2.2.2, 2.2.3 and 2.2.4 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

| **Section C – Award Questions** | |
| --- | --- |
| **AQC1 Requirement: Technical Advice**  CCS requires you to demonstrate that you have suitable resources, with appropriate knowledge and skills, in the areas of the mandatory service lines (and any additional service lines) to be able to provide independent and objective technical advice to the Buyer as set out in Framework Schedule 1 - Specification. | |
| **AQC1 Response guidance**  **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, your response must demonstrate:  a) how you will work with the Buyer and their other advisors, based on the customer's briefing, in a variety of restructuring and insolvency scenarios.  b) how you will be able to mobilise suitable resources in teams of various sizes at short notice, and to quickly and efficiently assess the customer's priorities.  c) how you will leverage your experience and insight gained from other customers, and demonstrate how this would be used to inform the advice provided to the customer; and  d) how you will ensure that the team has the necessary ability, expertise, experience and seniority to deliver the requirements.  Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.    Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 8,000 characters including spaces and punctuation.    You must not exceed the character count within the 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 2.3.1, 2.3.2, 2.3.3 and 2.3.4 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

| **AQC2 Requirement: Restructuring Advice**  **CCS requires you to demonstrate your ability to provide restructuring advice in circumstances such as the following hypothetical scenario:**  Following a request from Company A, HMG appoints your organisation to advise on the response to the request.  Company A is a large private group which operates within the UK only and which is a critical supplier to HMG. Due to the criticality of the services which Company A provides, HMG monitors the financial stability of the company on an ongoing basis. Up to this point, there has been no indication that Company A is or is likely to experience cash flow challenges.  In their latest engagement with their Government representatives, Company A has stated that they are facing a cash shortfall due to the insolvency of a large customer, and advised that;    i) they are likely to run out of cash within the next month;  ii) their existing shareholders and lenders are unwilling to advance any further funds to them to meet the shortfall; and  iii) they have been unable to secure financing from alternative sources in the short time frame available.    Company A has also shared that they are in negotiations with HMRC regarding overdue VAT payments and with the trustees of the company's defined benefit pension scheme to delay deficit repayment contributions. Company A’s directors are requesting that HMG provides funding to meet this cash shortfall, which they state is necessary alongside a repayment plan with HMRC and the deferral of the pension contributions in order to prevent insolvency. Company A’s directors claim that Company A remains profitable with a good pipeline of new work. HMG must respond to the company. | |
| --- | --- |
| **AQC2 Response guidance**    **All bidders must answer this question.**  **You must insert your response into the text fields in the eSourcing suite.**  In order to satisfy the requirement, and the question associated with the requirement, your response must demonstrate, in line with paragraphs 4.13 and 4.14 of Framework Schedule 1 – Specification:  a) how you would engage with the customer to understand what the focus of your work should be and set out the key information you would require to best advise HMG, including why you would need that key information.  b) how you will set out the critical issues which the customer would face, and demonstrate how you would look to support the customer to address them as part of your advice.  c) the stakeholder dynamics which would be at play during the course of this engagement, and set out how these dynamics would impact on the advice you would provide; and  d) how you would ensure that your team delivers high-quality advice, including your process for ensuring adequate oversight and scrutiny of work by the partner or person otherwise accountable for the overall project.  Your response should be limited to, and focused on, each of the component parts of the question posed (a to d). You must not make generalised statements or give irrelevant information.    Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.  Maximum character count – 8,000 characters including spaces and punctuation.    You must not exceed the character count within the 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 2.4.1, 2.4.2, 2.4.3 and 2.4.4 each box has a character count of 2,000 characters. | |
| **Marking Scheme 100/75/50/25/0** | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | The bidder’s response fully addresses all 4 of the component parts (a to d) of the response guidance above. |
| **75** | The bidder’s response fully addresses 3 of the 4 component parts (a to d) of the response guidance above. |
| **50** | The bidder’s response fully addresses 2 of the 4 component parts (a to d) of the response guidance above. |
| **25** | The bidder’s response fully addresses 1 of the 4 component parts (a to d) of the response guidance above. |
| **0** | The bidder’s response has not fully addressed any of the 4 component parts (a to d) of the response guidance above.  OR  A response has not been provided to this question. |

1. **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 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. 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.

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 adhere to the national living wage when submitting your maximum day rates in Attachment 3 - Price Matrix.

Attachment 3 - Price Matrix must be completed in grade order, starting with Complex - Partner / Managing Director grade, followed by Complex - Managing Consultant / Director / Associate Partner 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 Complex - Partner / Managing Director grade is priced at £2,000, the Complex - Managing Consultant / Director / Associate Partner 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.

Each grade for the non-complex rates are to be lower or the same as the grades for the complex rate card.

**Complex rate card**

* + Complex - Partner / Managing Director - you must enter the price for this grade first
  + Complex - Managing Consultant / Director / Associate Partner - must be between a minimum of 10% lower and a maximum of 50% lower than the Complex - Partner / Managing Director
  + Complex - Principal Consultant / Associate Director / Senior Manager - must be between a minimum of 10% lower and a maximum of 50% lower than the Complex - Managing Consultant / Director / Associate Partner
  + Complex - Senior Consultant / Manager - must be between a minimum of 10% lower and a maximum of 50% lower than the Complex - Principal Consultant / Associate Director / Senior Manager
  + Complex - Consultant / Senior Analyst / Senior Associate / Assistant Manager - must be between a minimum of 10% lower and a maximum of 50% lower than the Complex - Senior Consultant / Manager
  + Complex - Analyst / Junior Consultant / Associate - must be between a minimum of 10% lower and a maximum of 50% lower than the Complex - Consultant / Senior Analyst / Senior Associate / Assistant Manager

**Non-complex rate card**

* + Non-complex - Partner / Managing Director - you must enter the price for this grade first
  + Non-complex - Managing Consultant / Director / Associate Partner - must be between a minimum of 10% lower and a maximum of 50% lower than the Non-complex - Partner / Managing Director
  + Non-complex - Principal Consultant / Associate Director / Senior Manager - must be between a minimum of 10% lower and a maximum of 50% lower than the Non-complex - Managing Consultant / Director / Associate Partner
  + Non-complex - Senior Consultant / Manager - must be between a minimum of 10% lower and a maximum of 50% lower than the Non-complex - Principal Consultant / Associate Director / Senior Manager
  + Non-complex - Consultant / Senior Analyst / Senior Associate / Assistant Manager - must be between a minimum of 10% lower and a maximum of 50% lower than the Non-complex - Senior Consultant / Manager
  + Non-complex - Analyst / Junior Consultant / Associate - must be between a minimum of 10% lower and a maximum of 50% lower than the Non-Complex - Consultant / Senior Analyst / Senior Associate / Assistant Manager

After completing this Pricing Matrix you must:

* + Re-name the file to include your organisation's trading name as a suffix to the original file name provided i.e. [yourorganisationname\_Pricing Matrix]
  + Upload your completed Pricing Matrix in response to PQ1 via the e-Sourcing Suite prior to the Bid submission deadline.

**11.2 Price Evaluation Process**

The Total Price Score allocated is 30. This Total Price Score will comprise of 20 available marks for the Complex Price Score and 10 available marks for the Non-Complex Price Score.

**Complex Price Score**

CCS will calculate the median price of the 6 grades Bidders have submitted for complex R&I services, as detailed in paragraphs 3.2.1 - 3.2.7 of Framework Schedule 1 (Specification), to produce the “median Complex Price by Bidder”.

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

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

| **Ranking Group** | **Complex Price Score** |
| --- | --- |
| 1-4 | 20 |
| 5-8 | 16 |
| 9-12 | 12 |
| 13-16 | 8 |
| 17-20 | 4 |
| 21+ | 2 |

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

| **Grade** | **Bidder A** | **Bidder B** | **Bidder C** | **Bidder D** |
| --- | --- | --- | --- | --- |
| **Complex - Partner / Managing Director** | £1,350 | £1,160 | £2,000 | £2,250 |
| **Complex - Managing Consultant / Director / Associate Partner** | £1,050 | £860 | £1,450 | £1,790 |
| **Complex - Principal Consultant /**  **Associate Director / Senior Manager** | £920 | £650 | £1000 | £1,360 |
| **Complex - Senior Consultant / Manager** | £760 | £560 | £900 | £1,050 |
| **Complex - Consultant / Senior Analyst / Senior Associate / Assistant Manager** | £640 | £500 | £780 | £900 |
| **Complex - Analyst / Junior Consultant / Associate** | £400 | £350 | £500 | £670 |
|  | | | | |
| **Median Complex Price by Bidder** | £840 | £605 | £950 | £1,205 |
|  | | | | |
| **Rank** | **14** | **5** | **20** | **26** |

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

* Bidder A’s median Complex Price is £840 and is ranked 14. Bidder A’s Complex Price Score is 8
* Bidder B’s median Complex Price is £605 and is ranked 5. Bidder B’s Complex Price Score is 16
* Bidder C’s median Complex Price is £950 and is ranked 20. Bidder C’s Complex Price Score is 4
* Bidder D’s median Complex Price is £1,205 and is ranked 26. Bidder D’s Complex Price Score is 2

**Non-Complex Price Score**

CCS will calculate the median price of the 6 grades Bidders have submitted for non-complex R&I services, as detailed in paragraphs 3.2.1 - 3.2.7 of Framework Schedule 1 (Specification), to produce the “median Non-Complex Price by Bidder”.

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

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

| **Ranking Group** | **Non-Complex Price Score** |
| --- | --- |
| 1-4 | 10 |
| 5-8 | 8 |
| 9-12 | 6 |
| 13-16 | 4 |
| 17-20 | 2 |
| 21+ | 1 |

An example of how Bidders’ Non-Complex Price Scores will be calculated is provided below:

| **Grade** | **Bidder A** | **Bidder B** | **Bidder C** | **Bidder D** |
| --- | --- | --- | --- | --- |
| **Non-complex - Partner / Managing Director** | £1,290 | £1,050 | £1,750 | £2,100 |
| **Non-complex - Managing Consultant / Director / Associate Partner** | £950 | £800 | £1,330 | £1,600 |
| **Non-complex - Principal Consultant /**  **Associate Director / Senior Manager** | £840 | £610 | £920 | £1,180 |
| **Non-complex - Senior Consultant /**  **Manager** | £700 | £510 | £810 | £900 |
| **Non-complex - Consultant / Senior Analyst / Senior Associate / Assistant Manager** | £600 | £420 | £680 | £810 |
| **Non-complex - Analyst / Junior Consultant / Associate** | £400 | £330 | £410 | £650 |
|  | | | | |
| **Median Non-Complex Price by Bidder** | £770 | £560 | £865 | £1,040 |
|  | | | | |
| **Rank** | **10** | **3** | **19** | **25** |

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

* Bidder A’s median Non-Complex Price is £840 and is ranked 10. Bidder A’s Non-Complex Price Score is 6
* Bidder B’s median Non-Complex Price is £605 and is ranked 3. Bidder B’s Non-Complex Price Score is 10
* Bidder C’s median Non-Complex Price is £950 and is ranked 19. Bidder C’s Non-Complex Price Score is 2
* Bidder D’s median Non-Complex Price is £1,205 and is ranked 25. Bidder D’s Non-Complex Price Score is 1

**Total Price Score**

The Complex Price Score and the Non-Complex Price Score will then be added together to calculate the Bidders Total Price Score.

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

* Bidder A’s Complex Price score is 8 and their Non-Complex Price Score is 6. This gives Bidder A a Total Price Score of 14.
* Bidder B’s Complex Price Score is 16 and their Non-Complex Price Score is 10. This gives Bidder B a Total Price Score of 26.
* Bidder C’s Complex Price Score is 4 and their Non-Complex Price Score is 2. This gives Bidder C a Total Price Score of 6.
* Bidder D’s Complex Price Score is 2 and their Non-Complex Price Score is 1. This gives Bidder D a Total Price Score of 3.

**11.3 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 3rd place, not 2nd place. This is illustrated in the table below:

| **Bidder:** | **Rank:** |
| --- | --- |
| 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, if there were three Bidders tied in 4th place (in ranking group 1 - 4), then the next ranking group would start at 7 (instead of 5) but would still end in 10th position, unless there was another ‘tied’ situation.

**11.4 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.

1. **Final decision to award**
   1. **How we will calculate your final score**

We will add your quality score to your price score to calculate your final score as set out in the example table below:

| Bidder | Social Value Score | Quality score | Price score | Final score |
| --- | --- | --- | --- | --- |
| Maximum score available 10 | Maximum score available 60 | Maximum score available 30 | Maximum score available 100 |
| Bidder A | 10.00 | 60.00 | 30.00 | 100.00 |
| Bidder B | 7.50 | 45.00 | 20.00 | 72.50 |
| Bidder C | 5.00 | 37.50 | 10.00 | 52.50 |

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

We will offer the number of bidders a framework contract as set out in paragraph 3.1 of attachment 1 – about the framework.

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

* 1. **Reserved rights**

We also reserve the right to award a framework to any bidders whose final score is within 1% of the last position, the last position for lot 1 is 20th position.

**Example:**

If the bidder in 20th place, last position has a final score of 60.00

The calculation we will use is:

Lot 1 - 20th place bidders final score is 60.00

1% of 60.00 = 0.06

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

60.00 - 0.06 = 59.94

So any bidder whose final score is 59.94 or above will be awarded a lot 1 place on the framework.

* 1. **Intention to award**

We will tell you if you have been successful or unsuccessful via the eSourcing suite. We will send intention to award letters to all bidders who are still in the competition i.e. who have not been excluded.

At this stage, a standstill period of ten (10) calendar days will start, the term standstill period is set out in regulation 87(2) of the Regulations. During this time, you can ask questions that relate to our decision to award. We cannot provide advice to unsuccessful bidders on the steps they should take and they should seek independent legal advice, if required.

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

* 1. **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:

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

\**It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to sole traders.*