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# Bid Pack For Open Competition

**Attachment 2 – How To Bid Including Evaluation Criteria**

Contract ref CPD/004/119/192; Research into English Language conversation clubs and the role of volunteers

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# How To Make Your Bid

### Your bid must be made by the organisation that will be responsible for providing the deliverables if your bid is successful.

### Remember to:

### Accept or Decline this opportunity. If you Decline, please provide a reason for doing so.

### Upload your bid to the Bravo e-Tendering portal. We can only accept bids that we receive through Bravo.

### Make sure you answer every question.

### 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 e.g. reports located on your website.

### Submit your bid in good time and before the bid submission deadline.

### Upload ONLY those attachments we have asked for in line with the requirements specified – any other supporting evidence, certificates for example, will be requested separately by us. **You can upload one attachment (or several attachments) which answers all of the Questionnaires set out below**, plus a separate Price response.

### Check for messages in the Bravo e-Tendering portal throughout the competition.

### If you are unsure, ask questions before the Clarification Questions Deadline.

# How The Questionnaires Are Structured:

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

### QUESTIONNAIRE 1 - KEY PARTICIPATION REQUIREMENTS

### QUESTIONNAIRE 2 - CONFLICTS OF INTEREST

### QUESTIONNAIRE 3 - INFORMATION ONLY

### QUESTIONNAIRE 4 - METHODOLOGY & DELIVERY PLAN

### QUESTIONNAIRE 5 - DELIVERY TEAM EXPERIENCE

### QUESTIONNAIRE 6 – PRICE

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| **QUESTIONNAIRE 1 - KEY PARTICIPATION REQUIREMENTS****Response Guidance**The following questions are ‘Pass/Fail’ questions. If Potential Bidders are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. |
| **Question Number** | **Question** | **Your Response** |
| 1.1 | Do you accept the competition rules as described in Attachment 1 – About the Procurement?  | Yes/No |
| 1.2 | Have you read, understood and accepted the Bid Pack and all associated attachments, specifically Attachment 3 - Statement of Requirement? | Yes/No |
| 1.3 | Do you agree, without caveats or limitations, that if you are successful, the Terms and Conditions as set out in Attachment 4 will govern the provision of this contract? | Yes/No |
| 1.4 | Do you confirm your Organisation’s Bravo e-Tendering portal profile is complete and accurate at the time the bid closed and that any amendments made following acceptance of this event will be notified to the buyer in writing? | Yes/No |

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| **QUESTIONNAIRE 2 – CONFLICTS OF INTEREST****Response Guidance**Question 2.1 is a ‘Yes/No’ question and will dictate whether question 2.2 needs to be answered.Question 2.2 is a Pass / Fail question. Potential Bidders are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore, if Potential Bidders cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Bid will be deemed non-compliant and will be rejected. |
| **Question Number** | **Question** | **Your Response** |
| 2.1 | Please confirm whether you have any potential, actual or perceived conflicts of interest that may by relevant to this requirement. | Yes/No |
| 2.2 | We require that any potential, actual or perceived conflicts of interest in respect of this Bid Pack are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services. | Text |

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| **QUESTIONNAIRE 3 – INFORMATION ONLY****Response Guidance**The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any omissions may delay completion of this procurement. |
| **Question Number** | **Question** | **Your Response** |
| 3.1 | Please provide details of where the Award Outcome should be directed. Your response must include their;* Full Name
* Role/Title
* Company Name
* Registered Address
* Email Address
 | Text |
| 3.2 | Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their;* Trading Name(s)
* Registered Address(ees) and contact details
* Goods/Services to be provided
 | Text |
| 3.3 | Please confirm whether your organisation is an SME as defined within [EU recommendation 2003/361](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32003H0361) | Yes/No |
| 3.4 | Please confirm whether your organisation is a voluntary, community or social enterprise (VCSE) organisation.*The VCSE sector comprises of “Non-governmental organisations that are value driven and which principally reinvest their surpluses to further social, environmental or cultural objectives”. VCSEs include Charities, Voluntary and Community organisations and Social Enterprises.* | Yes/No |

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| **QUESTIONNAIRE 4 - METHODOLOGY & DELIVERY PLAN WEIGHTING 40%****Response Guidance**Potential Bidders MUST answer ALL the following questions. The method of response and page limit is set out below. Attachments may be submitted in Microsoft Word, Excel. PDF format and must be in Arial font size 11. The total page limit for Questionnaire 4 **should not exceed 10 pages A4.****No costings should be included in responses to this Questionnaire.** |
| **Question Number** | **Question** | **Your Response** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting**  |
| 4.1 | Please outline your methodology and approach to delivering this project.Include a project plan, with specific references to deliverables / outputs for how you will approach the 2 strands of the project.  Set out how you will deliver the products set out in both strands of the specification, ensuring they meet the overall tender objectives.  Strand 1: Conversation clubs.  Strand 2: Role of volunteers.  | Attachment  | 50 | 100 | 60% |
| 4.2 | Please identify both the major challenges and the opportunities for the development of the products and detail any recommended approaches to tackle/take advantage of these.  | Attachment | 50 | 100 | 20% |
| 4.3 | Please provide detail of how and at what points in the project you will embed stakeholder engagement, user testing and prototyping into this commission to ensure it meets user needs. Include detail of an initial scoping exercise that includes which user groups and stakeholders you will engage. | Attachment | 50 | 100 | 20% |

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| **QUESTIONNAIRE 5 - QUALITY – DELIVERY TEAM EXPERIENCE WEIGHTING 30%****Response Guidance**Potential Bidders MUST answer ALL the following questions. The method of response and page limit is set out below. Attachments may be submitted in Microsoft Word, Excel. PDF format and must be in Arial font size 11. Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us. The total page limit for Questionnaire 5 **should not exceed 10 pages A4** (including summary CV’s).**No costings should be included in responses to this Questionnaire.** |
| **Question Number** | **Question** | **Your Response** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting**  |
| 5.1 | Please provide details of all staff members intended to be used on the project, including information on any professional experience and specialist expertise. Please provide summary CV’s which detail the experience and capabilities of the key personnel who will be involved in delivering the requirement outlined in the Attachment 3 - Statement of Requirements.This will include details of: * Suitability of identified key personnel to undertake the work activities including any professional and specialist expertise
* Experience of similar or relevant commissions previously undertaken
 | Attachment | 50 | 100 | 60% |
| 5.2 | Please include details as to the proposed structure of your team, detailing responsibilities of each member of staff along with an approximate outline of how much time they would devote to the project. | Attachment | 50 | 100 | 40% |

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| **QUESTIONNAIRE 6 – PRICE WEIGHTING 30%****Response Guidance**Potential Bidders must enter costs by uploading the relevant Attachment 5 - Price Schedule to the e-Sourcing event.Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.Potential Bidders will be scored in accordance with the marking scheme at Section 2. |
| **Question Number** | **Question** | **Your Response** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting****%**  |
| 6.1 | Please confirm, by selecting ‘YES’ that you have attached a completed Price Schedule.In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for the period following the Deadline for Submission as stated in the Attachment 1 – About the Procurement. | Yes/NoAttachment | N/A | N/A | 30% |

# Award Criteria

### The award stage consists of a quality evaluation and a price evaluation.

### The award of the resultant contract will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT)

### The weighting for the quality evaluation is 70%; and, the price evaluation is 30%.

### **Award process - What you need to do**

### Answer the questions in section 2 above.

### Complete the Attachment 5 – Price Schedule and upload to the Bravo e-Tendering portal.

### **What we will do**

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| 1 | **Compliance Check**First, we will complete a mandatory evaluation to make sure that you have answered all questions and have completed the Attachment 4 - Price Schedule in line with our instructions. All bids passing the mandatory evaluation will be progressed to the Quality Evaluation. |
| 2 | **Quality Evaluation**We will give your responses to the **QUALITY questionnaires** to the evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria.They will give a score and a reason for their score for each question they are assessing. If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via the Bravo e-Tendering portal on an individual basis. |
| 3 | **Consensus** Once the evaluators have independently assessed your answers to the questions, we will arrange for the evaluators to meet. The procurement lead will facilitate the discussion.At this meeting, the evaluators will discuss the quality of your answers and review their scores and reasons for that score. The discussion will continue until they reach a consensus regarding the score, and reason for that score, for each question.These final scores will be used to calculate your quality score. If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via the Bravo e-Tendering portal on an individual basis. |
| 4 | **Quality Threshold**If you have not met the minimum acceptable score for each question, you will be excluded from the competition. We will tell you that you have been excluded from the procurement and why at award stage. |
| 5 | **Evaluate Pricing**We will then evaluate your price and calculate your price score using the evaluation criteria specified.If we wish to clarify any areas of your bid, bid clarification questions will be issued via the Bravo e-Tendering portal on an individual basis. |
| 6 | **Final Score**Your quality score will be added to your price score, to create your final score.  |
| 7 | **Award**Awards will be made to the successful bidders, subject to contract. We will notify successful and unsuccessful bidders providing feedback.  |

# Marking Scheme

### The evaluation criteria set out below will be used during the Quality Evaluation:

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

# Quality Evaluation

### Questionnaires Q1 and Q2 are mandatory question(s) and will be evaluated PASS / FAIL. If you fail any of these questions, you will be excluded from the competition. We will tell you that your bid has been excluded.

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

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

# Price Evaluation

### This section contains information on how to complete Attachment 5 - Price Schedule and the price evaluation process.

### **How to complete your Attachment 5 – Price Schedule**

### Read and understand the instructions in the Attachment 4 - Price Schedule, and in this section before submitting your prices.

### Your prices must be sustainable and inclusive of all costs for example your operating costs and profit.

### Your prices are to exclude VAT.

### Pricing is to be inclusive of expenses.

### The currency is British pounds sterling, up to two decimal places.

### The percentages submitted shall be up to two decimal places.

### Pricing will be based on:

### Eight (8) hour Working Day; and

### Rounded to the nearest £10.

### Zero bids will not be allowed.

### We will investigate where we consider your bid to be abnormally low.

### The prices submitted shall not exceed the overarching commercial agreement rates.

### You must download and complete the Attachment 5 - Price Schedule.

### When you have completed your Attachment 5 - Price Schedule, you must upload this to the Bravo e-Tendering portal. If you do not upload your Attachment 5 – Price Schedule your bid may be rejected from this competition.

### Do not alter, amend or change the format or layout of the Attachment 5 – Price Schedule.

### **Price Evaluation Process**

### This is how we will evaluate your pricing:

### We will check you have completed the Attachment 5 – Price Schedule as instructed.

### Failure to complete the Attachment 5 - Price Schedule as instructed may result in your bid being deemed non-compliant and it may be rejected from this competition.

### The price evaluation will be undertaken separately to the quality evaluation process.

### The Potential Bidder with the lowest total price for each pricing table will be awarded the maximum score available for that pricing table.

### All other Potential Bidders will get a price score relative to the lowest total price.

### The calculation we will use to evaluate your total price per element is as follows:

Price Score = Lowest total price x maximum score available Potential Bidder’s total price

### Please see table B below for an example of how your Price score will be calculated.

**Table A – EXAMPLE ONLY**



### The total score for each pricing table will be added together and the potential bidder with the highest total score will be awarded the maximum score available for price.

### All other bidders will get a score relative to the total highest score.

### The calculation we will use to evaluate the total price score is as follows:

Price Score = Potential Bidders Total Score \* maximum score available

Highest Total Score

### Where we consider any of the total price(s) you have submitted to be abnormally low will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Public Contracts Regulations 2015).

# Final Decision to Award

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

### Please see table B below for an example of how your Quality score and Price score will be added together to identify your final score.

**Table B – EXAMPLE ONLY**:



### The bidder with the highest final score will be awarded the contract.

# Further Information

* 1. We will tell you if you have been successful or unsuccessful via the Bravo e-Tendering portal.