



Crown
Commercial
Service

STAGE 2 GUIDANCE AND SUITABILITY QUESTIONNAIRE

GENERAL LEGAL SERVICES

REFERENCE NUMBER

RM 3786

ATTACHMENT 3

1. INTRODUCTION

- 1.1 The purpose of this Attachment 3 Stage 2 Guidance and Suitability Questionnaire is to provide information and instructions about the scoring and evaluation process to Potential Providers who have been invited to participate in Stage 2 of this Procurement.
- 1.2 In order to evaluate your ability to meet the advertised requirement, the Authority requires Potential Providers to complete and submit a Stage 2 Suitability Questionnaire and Stage 2 Pricing Matrix (Attachment 4), in accordance with this Stage 2 Guidance and Suitability Questionnaire.
- 1.3 The Invitation provides more information about the Authority's requirements.
- 1.4 The defined terms referred to within this Stage 2 Guidance and Suitability Questionnaire have the meaning given to them in the Glossary, as set out in paragraph 13 of The Invitation (Attachment 1).
- 1.5 For the purposes of this Stage 2 Guidance and Suitability Questionnaire the terms "CCS", "we", "us" or "our" refers to the Authority (Crown Commercial Service).
- 1.6 For the avoidance of doubt in this Stage 2 Guidance and Suitability Questionnaire the terms "you" or "your" mean your organisation, or the organisation you represent in this Procurement process.
- 1.7 In Stage 2 the Authority will be evaluating quality and price. The quality evaluation will account for 70% and price will account for 30% of the Stage 2 Final Score.

2. INSTRUCTIONS FOR COMPLETION

- 2.1 To participate in this Stage of this Procurement you are required to submit a completed:
 - 2.1.1 Suitability Questionnaire; and
 - 2.1.2 Stage 2 Pricing Matrix (Attachment 4)together the "**Stage 2 Tender Submission**" which comply with the instructions in this Stage 2 Guidance and Suitability Questionnaire (Attachment 3) and The Invitation (Attachment 1).
- 2.2 You are strongly advised to read through all documentation first to ensure understanding of how to submit a fully compliant Stage 2 Tender Submission
 - 2.2.1 In this Procurement the Authority has decided to offer an opportunity to raise clarifications at each stage of the Procurement process. Please refer to paragraph 8 Questions and Clarifications of The Invitation (Attachment 1) for further information.
 - 2.2.2 Potential Providers are encouraged to raise questions they may have about any Stage of the Procurement during the initial clarification period. You may raise questions or seek clarification regarding any aspect of this Procurement at any time during the clarification periods as set out in paragraph 8 Procurement Timetable of The Invitation (Attachment 1). Questions must be submitted using the messaging facility provided within the e-Sourcing Suite.
 - 2.2.3 The Authority is utilising an e-Sourcing Suite to manage the submission of the Tender Submissions and to communicate with you.

- 2.3 No hard copy documents will be issued and all communications with the Authority (including the submission of your Stage 2 Tender Submission) will be conducted via the e-Sourcing Suite. You must ensure that the details of the point of contact you nominate in the e-Sourcing Suite are accurate at all times as the Authority will not be under any obligation to contact any other point of contact.
- 2.4 Completion of Stage 2 Suitability Questionnaire**
- 2.4.1 You must submit your Stage 2 Suitability Questionnaire in the e-Sourcing Suite.
- 2.4.2 It is your responsibility to ensure that you are eligible to participate in this Procurement and have submitted a fully compliant Stage 2 Suitability Questionnaire.
- 2.4.3 You must ensure that you are using the latest versions of this document and all the Invitation attachments as the documentation may be updated from time to time.
- 2.4.4 Any incomplete or incorrect Stage 2 Tender Submissions may be deemed non-compliant and as a result you may be unable to participate any further in this Procurement
- 2.4.5 You are advised to allow sufficient time for the entering of responses in the e-Sourcing Suite. It is advised that this activity commences as soon as possible and is not left until the day of the Stage 2 Tender Submission Deadline.
- 2.5 For technical guidance on how to complete questions and text fields and how to upload any requested attachments please download the Supplier Guidance Documentation at Supplier Guidance (Attachment 11).
- 2.6 You must adhere to the following instructions in order to submit a fully compliant Stage 2 Suitability Questionnaire in the e-Sourcing Suite:
- 2.6.1 All responses must be inserted into the relevant answer fields unless an additional attachment is permitted. No attachments are permitted except where specifically requested by the Authority. Only information entered into the relevant answer fields or information specifically requested by the Authority and uploaded as an attachment will be taken into account for the purposes of evaluating the Stage 2 Suitability Questionnaire.
- 2.6.2 Your Stage 2 Suitability Questionnaire must be submitted in the English (UK) language.
- 2.6.3 You must answer all questions accurately and as fully as possible, within the character limits specified.
- 2.6.4 Where options are offered as a response to a question, you must select the relevant option from the drop down list (Question C1).
- 2.6.5 You must not answer questions by cross referencing to other answers or to other materials (e.g. annual company reports located on a website). Each question answered must be completed in its own right.
- 2.6.6 The Authority will disregard any part of a response to a question which exceeds the specified character limit. The excess will be disregarded, not the whole response. The stated character limit includes spaces and punctuation.

2.7 Completion of Stage 2 Pricing Matrix

- 2.7.1 The instructions in this section 2.7 refer to the Stage 2 Pricing Matrix (Attachment 4) and paragraph 5.6 of this Stage 2 Guidance.
- 2.7.2 You must download the Stage 2 Pricing Matrix in the e-Sourcing Suite.
- 2.7.3 You must ensure that you read the Instructions tab.
- 2.7.4 You are advised to read these instructions in conjunction with Panel Agreement Schedule 3: Panel Prices and Charging Structure.
- 2.7.5 You must not alter, amend or change the format or layout of Stage 2 Pricing Matrix. You must not insert or attach any notes or comments into any of the worksheets or upload as a separate attachment. Any such additional information will be disregarded by the Authority.
- 2.7.6 You must complete the Stage 2 Pricing Matrix. If you fail to submit a completed Stage 2 Pricing Matrix, your Stage 2 Tender Submission may be excluded from further participation in this Procurement.
- 2.7.7 You must upload the completed Stage 2 Pricing Matrix into the e-Sourcing Suite to question Stage2PQ using the paperclip icon aligned to that question. 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 Stage2PM].
- 2.7.8 You must insert the required values into the cells which are highlighted yellow in accordance with the instructions provided within the Stage 2 Pricing Matrix.
- 2.7.9 The values that you submit into the cells highlighted in yellow will be used for the Stage 2 Price Evaluation and as such failure to insert an applicable value may result in your Stage 2 Tender Submission being deemed non-compliant and being excluded from further participation in this Procurement.
- 2.7.10 No zero values will be accepted in any of the cells
- 2.7.11 All prices submitted must be excluding VAT and in Great British Pounds Sterling (£).
- 2.7.12 Potential Providers should complete the Stage 2 Pricing Matrix on the basis that TUPE does not apply. Please refer to paragraph 11 of The Invitation (Attachment 1) for further information on this.
- 2.7.13 Abnormally Low Tenders; as part of the Stage 2 Price Evaluation process, if the Authority believes that a price is abnormally low it will conduct a further analysis of the offer in accordance with Regulation 69 of the Public Contract Regulations 2015.
- 2.7.14 Potential Providers should note you are required to submit a one Rate per Grade for all Specialisms including both the Mandatory and Optional Specialisms, if applicable.
- 2.7.15 Potential Providers should note you are not required to provide a percentage discount for Trainee and Paralegal Grade.
- 2.7.16 Potential Providers should note that if their Tender is successful and they are offered a place on the Panel Agreement then the Authority will take the average of the discounts submitted in Table 1 found at paragraph

5.6.2 and apply this to the Potential Providers submitted Hourly Rates. These discounted rates will form the Charges in Panel Agreement Schedule 3 Charges and will apply for the first two (2) years of the Panel Agreement.

2.7.17 Potential Providers should note the Daily Rate in Table 2 found at paragraph 5.6.3 and the Rate per Month in Table 3 found at paragraph 5.6.13 should not exceed the discounted Hourly Rates.

2.8 Uploading and Submitting a Stage 2 Tender Submission

2.8.1 You are responsible for ensuring that your Stage 2 Tender Submission has been successfully completed in the e-Sourcing Suite and that your completed Stage 2 Pricing Matrix has been uploaded as an attachment to question Stage2PQ prior to the Stage 2 Tender Submission Deadline as detailed in paragraph 7 Procurement Timetable of The Invitation (Attachment 1)

2.8.2 Your Stage 2 Tender Submission must be submitted to the Authority using the e-Sourcing Suite. Stage 2 Tender Submissions submitted by any other means will not be accepted.

3. DEADLINE FOR THE SUBMISSION OF STAGE 2 TENDER

3.1 Your Stage 2 Tender Submission must be received by the Authority before the Stage 2 Tender Submission Deadline as detailed in paragraph 7 of Procurement Timetable The Invitation (Attachment 1).

3.2 Late Submissions

3.2.1 Any Stage 2 Tender Submissions received after the Stage 2 Tender Submission Deadline may be rejected by the Authority to ensure all Potential Providers are treated fairly. The decision whether to accept a Stage 2 Tender Submission received after the Stage 2 Tender Submission Deadline is entirely at the Authority's discretion.

4. STAGE 2 COMPLIANCE / VALIDATION

4.1 Prior to commencing the formal evaluation process, your Stage 2 Tender Submission will be checked to ensure compliance with the requirements of The Invitation. Any non-compliant Stage 2 Tender Submissions may, including in the event further questions are asked or clarification is sought by the Authority but Potential Providers fail to produce a satisfactory response, be rejected by the Authority without proceeding to the next stage of evaluation.

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

5. OVERVIEW OF STAGE 2 SUITABILITY EVALUATION PROCESS

5.1 The Stage 2 Suitability evaluation will comprise of:

5.1.1 an evaluation of Potential Providers responses to Stage 2 Suitability Questionnaire ("**Quality Evaluation**") as detailed in paragraph 5.5; and

5.1.2 an evaluation of the values tendered in the Stage 2 Pricing Matrix ("**Price Evaluation**") as detailed in paragraph 5.6

5.2 The maximum possible score capable of being achieved by a Potential Provider will be 100 marks (being the sum of the scores achieved for the Quality Evaluation and Price Evaluation i.e. 70 + 30)

- 5.3 The Quality Evaluation is weighted at 70%. The Price Evaluation is weighted at 30%. Please refer to Annex 1 for a breakdown of the Evaluation Criteria and Weightings.

5.4 Stage 2 Consensus Marking Procedure

- 5.4.1 Stage 2 Suitability Questionnaire questions that are scored and require evaluation will be evaluated in accordance with the Consensus Marking Procedure described in this paragraph.
- 5.4.2 The Consensus Marking Procedure is a two-step process, comprising of:
 - 5.4.2.1 Independent evaluation; and
 - 5.4.2.2 Group consensus marking.
- 5.4.3 During the independent evaluation process each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by you in your Stage 2 Suitability Questionnaire. Evaluators will apply the criteria applicable to the question as set out in the evaluation guidance to determine the overall quality of each answer. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question. Each evaluator will also provide a justification for the mark they attribute to an answer. All of the evaluators' marks and related justifications will be recorded separately in the e-Sourcing Suite.
- 5.4.4 When the independent evaluation exercise has been completed by all of the evaluators, a group consensus marking exercise will be coordinated by the consensus marker as follows:
 - 5.4.4.1 The consensus marker will review the marks allocated by the individual evaluators together with their justifications for awarding the marks for each question.
 - 5.4.4.2 The consensus marker will arrange for the evaluators to meet and discuss the marks they have allocated to responses provided in the Stage 2 Suitability Questionnaire. The consensus marker will facilitate discussion among the evaluators regarding the marks awarded and the related justifications.
 - 5.4.4.3 During the meeting each evaluator will discuss the quality of the answers given to a question and review their justification for attributing the marks having regard to the relevant Marking Scheme. The evaluators will continue discussing the answers until the evaluators reach a consensus regarding the mark that should be attributed to each Potential Provider's answer to the question.
 - 5.4.4.4 The consensus marker will record the consensus mark and the justification for the consensus mark in the e-Sourcing Suite.
 - 5.4.4.5 The process above will be repeated until all applicable answers in Stage 2 Suitability Questionnaire have been consensus marked by evaluators.
- 5.4.5 When the Consensus Marking Procedure has been completed, the e-Sourcing Suite will be secured by the consensus marker to ensure no further modifications are made to the consensus marks and justifications.

5.5 Stage 2 Quality Evaluation

- 5.5.1 The information submitted in your Stage 2 Suitability Questionnaire will enable the Authority to consider your suitability to deliver the Panel Services under this Panel Agreement. If you fail to respond fully and accurately your Stage 2 Suitability Questionnaire may be deemed non-compliant. The Authority reserves the right to exclude non-compliant Stage 2 Suitability Questionnaires from this Procurement.
- 5.5.2 Questions in Part A of your Stage 2 Suitability Questionnaire will account for 20% and Part B will account for 50% of the Stage 2 Quality Score.
- 5.5.3 The evaluation of each of the scored questions in Stage 2 Suitability Questionnaire (i.e. questions A1, A2, A3, A4, A5 and B1) will be conducted and consensus checked in accordance with the Consensus Marking Procedure as set out in paragraph 5.
- 5.5.4 In Section B, the Authority will only evaluate and score:
 - 5.5.4.1 Question(B1) Case Study Example 1;
- 5.5.5 Case Study Example 2 will be considered at Stage 3.
- 5.5.6 If a Potential Provider is awarded a mark of zero (0) for any scored questions i.e. A1, A2, A3, A4, A5, and B1 their Tender Submission will be excluded from further participation in this Procurement.
- 5.5.7 Potential Providers who are excluded will be notified accordingly.
- 5.5.8 When the Mark for each question have been determined they will be added together to determine an overall score for the Stage 2 Quality Evaluation ("**Stage 2 Quality Score**"). See worked example in the Table A below:

Table A								
Quality Score Weighted 70%								
Section	Weighting	Question Number	Question	Sub Weighting	Maximum Mark available	Mark Awarded	Sub Weighted Mark	Total Sub-Weighted Mark
A	20%	A1	Collaborative Working	4.00%	100	100	4.00	14.00
		A2	Customer Satisfaction	4.00%	100	50	2.00	
		A3	Technology	4.00%	100	75	3.00	
		A4	Assignment	4.00%	100	100	4.00	
		A5	Value Added Services	4.00%	100	25	1.00	
B	50%	B1	Ability / Capacity to strategise	7.50%	100	100	7.50	35.00
			Innovation	5.00%	100	50	2.50	
			Team Formation	7.50%	100	100	7.50	
			Project Management	5.00%	100	100	5.00	
			Quality of legal solution	15.00%	100	50	7.50	
			Quality of knowledge sharing	5.00%	100	50	2.50	
			Key success factors	5.00%	100	50	2.50	
Quality Score								49.00

5.5.9 Rounding of calculations undertaken in the Stage 2 Quality Evaluation process will be calculated to two decimal places using the standard Excel 2010 formula. The Authority will not apply any other rounding.

5.5.10 To proceed to the Stage 2 Price Evaluation, Potential Providers must: achieve a mark greater than zero (0) for all evaluated questions (questions A1, A2, A3, A4, A5 and B1).

5.6 Stage 2 Price Evaluation

5.6.1 Pricing will be evaluated on the basis of a “**Stage 2 Price Score**” which will consist of the Marks awarded for each Table 1 to 5 weighted as below at Table A below:

Table B			
		Sub Weighting	Maximum Marks Available
Price Weighted 30%	Table 1 – Hourly Rate “Table 1 Total Overall Hourly Rate (OHR)”	10%	10
	Table 2 – Daily Rate “Table 2 Total Overall Daily Rate (ODR)”	5%	5
	Table 3 – Monthly Rate “Table 3 Total Overall Monthly Rate (OMR)”	5%	5
	Table 4 – Free legal Advice depending on Aggregated Spend “Table 4 Percentage”	5%	5
	Table 5 – Aggregated Spend discount “Table 5 Discount”	5%	5

5.7 Table 1 – Hourly Rate – Overall Hourly Rate (OHR)

5.7.1 You are required to provide a Hourly Rate for each of the following Supplier personnel Grade across all the Panel Services.

5.7.2 Please note:

5.7.2.1 Only one Hourly Rate for each Grade of Supplier personnel is permitted. Variances in Hourly Rates between the different Panel Services and/or Mandatory or Optional Specialisms is not permitted; and

5.7.2.2 The Authority has fixed the rates for paralegal/trainee grade. These amounts will be the maximum permitted rates and will not be evaluated or weighted or weighted.

5.7.3 The rates provided for each Grade of Supplier personnel will be weighted as set out below. The Hourly Rate submitted will be multiplied by the appropriate weighting found in the table below to calculate an “Overall Hourly Rate” (OHR) for each Supplier personnel Grade. As illustrated below:

Table 1 Total Overall Hourly Rate (OHR)

Supplier personnel Grade	Hourly Rate submitted (£)	Weighting	OHR (£)
Partner (including senior /managing)	£500	30%	£150
Senior Solicitor / Senior Associate / Legal Director	£400	30%	£120
Solicitor / Associate	£300	20%	£60
Junior Solicitor	£200	20%	£40
Table 1 Total Overall Hourly Rate (OHR)			£370

- 5.7.4 The OHR calculated for each of the Supplier personnel Grade will be added together to determine the “Table 1 Total Overall Hourly Rate (OHR)”.
- 5.7.5 The Potential Provider with the lowest “Table 1 Total Overall Hourly Rate (OHR)” will be awarded the maximum mark available. For Table 1 the maximum mark available is 10 marks as detailed in the table found at paragraph 5.6.5 above. The remaining Potential Providers will receive a percentage of the maximum mark available equal to their “Table 1 Total Overall Hourly Rate (OHR)” relative to the lowest “Table 1 Total Overall Hourly Rate (OHR)” submitted using the equation found at paragraph 5.7.6.
- 5.7.6 The calculation used is as follows:

$$\begin{array}{rcl}
 \text{Table 1 Mark} & = & \frac{\text{Lowest "Table 1 Total Overall Hourly Rate (OHR)" tendered}}{\text{Potential Providers "Table 1 Total Overall Hourly Rate (OHR)" tendered}} \times 10 \\
 & & \text{Maximum Mark Available}
 \end{array}$$

5.8 Table 2 - Daily Rate – Overall Daily Rate (ODR)

5.8.1 You are required to provide a Daily Rate for each Supplier personnel Grade which will apply to a full day's supply of the Supplier personnel Grades.

5.8.2 Please note:

5.8.2.1 Only one Daily Rate for each Grade of Supplier personnel is permitted. Variances in Daily Rates between the different Panel Services and/or Mandatory or Optional Specialisms is not permitted;

5.8.2.2 The Authority has fixed the rates for paralegal/trainee grade. These amounts will be the maximum permitted rates and will not be evaluated.

5.8.3 The Daily Rate will apply where a minimum of eight (8) hours of work is provided on any one single day. Once eight (8) hours of work has been completed the Daily Rate will apply irrespective of how many further hours of work are completed on that Day.

5.8.4 The Authority expects the Daily Rate to provide a level of discount against the Hourly Rates submitted in Table 1 of the Stage Pricing Matrix (Attachment 4).

5.8.5 The Daily Rate provided for each Grade of Supplier personnel which will be weighted as set out below. The Daily Rate submitted will be multiplied by the appropriate weighting, found in Table below, to calculate an "Overall Daily Rate" (ODR) for each Supplier personnel Grade. As illustrated below:

Table 2 Total Overall Daily Rate (ODR)			
Supplier personnel Grade	Daily Rate submitted (£)	Weighting	ODR (£)
Partner (including senior /managing)	£500	30%	£150
Senior Solicitor / Senior Associate / Legal Director	£400	30%	£120
Solicitor / Associate	£300	20%	£60
Junior Solicitor	£200	20%	£40
Table 2 Total Overall Daily Rate (ODR)			£370

5.8.6 The ODR calculated for each of the Supplier personnel Grades will be added together to determine the "Table 2 Total Overall Daily Rate" (ODR)

5.8.7 The Potential Provider with the lowest “Table 2 Total Overall Daily Rate (ODR)” will be awarded the maximum mark available is 5 marks as detailed in the table found at paragraph 5.6.5 above. The remaining Potential Providers will receive a percentage of the maximum mark available equal to their “Table 2 Total Overall Daily Rate (ODR)”, relative to the lowest “Table 2 Total Overall Daily Rate (ODR)” submitted using the equation found at paragraph 5.8.8.

5.8.8 The calculation used is as follows:

$$\text{Table 2 Mark} = \frac{\text{Lowest ("Table 2 Total Overall Daily Rate (ODR)" tendered)}}{\text{Potential Providers "Table 2 Total Overall Daily Rate (ODR)" tendered}} \times 5 \text{ Maximum Mark Available}$$

5.9 Table 3 - Monthly Rate – Overall Monthly Rate (OMR)

5.9.1 You are required to provide a Monthly Rate for each Supplier personnel Grade which will apply to a full month’s supply of the Supplier personnel Grades.

5.9.2 Please note:

5.9.2.1 Only one Monthly Rate for each Grade of personnel is permitted. Variances in Monthly Rates between the different Panel Services and/or Mandatory or Optional Services is not permitted;

5.9.2.2 The Authority has fixed the rates for paralegal/trainee grade. These amounts will be the maximum permitted costs and will not be evaluated.

5.9.3 The Monthly Rate is to be calculated on the basis of 20 Days of work being carried out in any calendar month. The Monthly Rate will apply where 20 or more Days of work are carried out in any calendar Month.

5.9.4 The Authority expects the Monthly Rate to provide a level of discount against the Daily Rates submitted in Table 2 of the Stage 2 Pricing Matrix (Attachment 4).

5.9.5 The Monthly Rate submitted for each Grade of Supplier personnel will be weighted as set out in the table below. The Monthly Rate submitted will be multiplied by the appropriate weighting, found in table below, to calculate an “Overall Monthly Rate” (OMR) for each Supplier personnel Grade. As illustrated below:

Table 3 Total Overall Monthly Rate (OMR)			
Supplier personnel Grade	Monthly Rate submitted (£)	Weighting	OMR (£)
Partner (including senior /managing)	£500	30%	£150
Senior Solicitor / Senior Associate / Legal Director	£400	30%	£120
Solicitor / Associate	£300	20%	£60
Junior Solicitor	£200	20%	£40
Table 3 Total Overall Monthly Rate (OMR)			£370

- 5.9.1 The OMR calculated for each of the Supplier personnel Grades will be added together to determine the “Table 3 Total Overall Monthly Rate” (OMR)
- 5.9.2 The Potential Provider with the lowest “Table 3 Total Overall Monthly Rate (OMR)” will be awarded the maximum mark available is 5 marks as detailed in the table found at paragraph 5.6.5 above. The remaining Potential Providers will receive a percentage of the maximum mark available equal to their “Table 3 Total Overall Monthly Rate (OMR)”, relative to the lowest “Table 3 Total Overall Monthly Rate (OMR)” submitted using the equation found at paragraph 5.9.3.
- 5.9.3 The calculation used is as follows:

$$\begin{array}{rcl}
 \text{Table 3 Mark} & = & \frac{\text{Lowest "Table 3 Total Overall Monthly Rate" tendered}}{\text{Potential Providers "Table 3 Total Overall Monthly Rate" tendered}} \times 5 \text{ Maximum Mark Available}
 \end{array}$$

5.10 Table 4 – Free legal Advice depending on Aggregated Spend percentage

5.10.1 Based on level of Aggregated Spend under the Panel Agreement, you will be required to offer free legal advice and training to the Authority. The Authority and Supplier Relationship Managers will determine which Panel Customers/Customers will be able to utilise the free advice and training.

5.10.2 Please note:

5.10.2.1 The Aggregated Spend is to be calculated across spend from all Panel Customers who Order Panel Services under the General Legal Services Panel;

5.10.2.2 Where a Supplier is appointed to any of the other Panels which will replace the RM919 Legal Service Framework, all spend across the panels will be used to calculate the Aggregated Spend;

5.10.2.3 The percentages offered will be fixed to apply during the Initial Panel Period and where any extensions to the Panel Period are made the percentages will be negotiated but may not be reduced.

5.10.2.4 The Authority will keep a record of all accumulated free advice/training and advice from annual fee incomes.

5.10.2.5 Any free training requested as a result of free advice due to annual income fees shall not count towards the 10 days free training Suppliers are required to provide to the Authority under the Mandatory Panel Services (or such number of free training days as offered by the Potential Provider in response to AQ5 at Stage 2 .

5.10.2.6 Any free advice/training accumulated is intended to be used in respect of future Orders for Panel Services rather than services already provided;

5.10.2.7 Whilst the intention is for free advice/training to be used within in each Panel Year, the Authority reserves the right to carry forward any accumulated free advice/training into the next Panel year.

5.10.3 You are required to provide a percentage for each of the thirteen (13) bands of Aggregated Spend in Table 4 of the Pricing Matrix (Attachment 4). The 13 bands of Aggregated Spend are listed in table below:

Table 4 – Free legal Advice depending on Aggregated Spend “Table 4 Percentage”		
	Aggregated Spend	
1	<500,000	2.5
2	<£1m	
3	<£1.5m	

4	<£2m	
5	<£2.5m	1.5
6	<£3m	
7	<£4m	
8	<£5m	
9	<£6m	1.0
10	<£7m	
11	<£8m	
12	<£10m	
13	>£10m	

- 5.10.4 The minimum percentages which can be submitted must be equal to or greater than 0.5%.
- 5.10.5 The percentages for rows 1 to 4 will be added together to arrive at a total. The weighting of 2.5 will be applied to this total.
- 5.10.6 The percentage for rows 5 to 8 will be added together to arrive at a total. The weighting of 1.5 will be applied to this total.
- 5.10.7 The percentage for rows 9 to 13 will be added together to arrive at a total. The weighting of 1.0 will be applied to this total.
- 5.10.8 The weighted percentage for rows 1 to 4, 5 to 8 and 9 to 13 will be added together to calculate the "Table 4 Percentage"
- 5.10.9 The Potential Provider with the highest 'Table 4 Percentage' will be awarded the maximum mark available. For Table 4 the maximum available mark is 5 marks as detailed in table found at paragraph 5.6.5 above. The remaining Potential Providers will receive a percentage of the maximum mark available equal to their Table 4 Percentage, relative to the highest "Table 4 Percentage" submitted using the equation found at paragraph 5.6.33.
- 5.10.10 The calculation used is as follows:

$$\text{Mark per Annual Income Fee} = \frac{\text{Potential "Table 4 Percentage" Tendered} \times \text{Providers "Table 4 Percentage"} \times 5 \text{ Maximum Mark Available}}{\text{Total of all Providers "Table 4 Percentage"} \times 5 \text{ Maximum Mark Available}}$$

Highest
“Table 4 Percentage”
Tendered

5.11 Table 5 – Aggregated Spend discount

5.11.1 Based on Aggregated Spend the Authority requires Potential Providers to provide a percentage discount that will apply to their Rate per Hour submitted in Table 1 to reflect increased volumes of spend during the Initial Panel Period.

5.11.2 Please note:

5.11.2.1 The Daily Rate in Table 2 and the Monthly in table 3 must not exceed the discounted Hourly Rates as detailed in paragraph 2.7.17 above.

5.11.2.2 The average of the percentage discounts offered will be applied to the Potential Providers submitted Hourly Rate for each Supplier personnel Grade at Table 1 above to form new discounted Hourly Rate for each Supplier personnel Grade. These discounted rates will be relevant at Stage 3.

5.11.2.3 The Aggregated Spend is to be calculated across spend from all Panel Customers who order services under the General Legal Services Panel;

5.11.2.4 Where a Supplier is appointed to any of the other Panels which will replace the RM919 Legal Service Framework, all net spend across the panels will be used to calculate the Aggregated Spend;

5.11.3 You are required to provide a percentage discount for each of the 13 Aggregated Spend increments as listed in table below:

Table 5 – Aggregated Spend discount “Table 5 Discount”	
	Spend Increments
1	<500,000
2	<£1m
3	<£1.5m
4	<£2m
5	<£2.5m
6	<£3m

7	<£4m
8	<£5m
9	<£6m
10	<£7m
11	<£8m
12	<£10m
13	>£10m

5.11.4 The Authority will take the average of the discounts submitted in Table 5 of Stage 2 Pricing Matrix (Attachment 4) by adding up the 13 percentage discounts to arrive at a total. This Total will then be divided by 13. This is the figure that will be evaluated ("Table 5 Average Discount").

5.11.5 The Potential Provider with the highest "Table 5 Average Discount" will be awarded the maximum mark available. For Table 5 the maximum mark available is 5 marks as detailed in table found at paragraph 5.6.5 above. The remaining Potential Providers will receive a percentage of the maximum mark available equal to their "Table 5 Average Discount" price, relative to the highest "Table 5 Average Discount" submitted using the equation found at paragraph 5.6.40

5.11.6 The calculation used is as follows:

$$\text{Table 5 Mark} = \frac{\text{Potential Providers "Table 5 Average Discount" Tendered}}{\text{Highest "Table 5 Average Discount" Tendered}} \times \text{Maximum Mark Available} \times 5$$

5.12 Stage 2 Price Score

5.12.1 The Table 1 Mark, Table 2 Mark, Table 3 Mark, Table 4 Mark and Table 5 Mark of the Stage 2 Pricing Matrix (Attachment 4) will be added together to calculate "**Stage 2 Price Score**".

5.13 Price Evaluation methodology

5.13.1 The Price Evaluation Process as described in paragraph 5.6 will be undertaken by different evaluators to those individuals involved with the Quality Evaluation process.

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

5.13.3 Rounding of calculations undertaken in the Stage 2 Price Evaluation process will be calculated to two decimal places using the standard Excel 2010 formula. The Authority will not apply any other rounding.

6. STAGE 2 FINAL SCORE

6.1 The Quality Score awarded for Stage 2 will be added to the Price Score for Stage 2 to determine the final score for each Potential Provider ("**Stage 2 Final Score**"). Please see worked example in Table G below:

Table C			
Potential Provider	Quality Score (Maximum Score 70)	Price Score (Maximum Score 30)	Stage 2 Final Score (Maximum Score 100)
POTENTIAL PROVIDER A	65.70	20.25	85.95
POTENTIAL PROVIDER B	50.25	30.00	80.25

7. SELECTION OF TENDERS FOR STAGE 3 COMPATIBILITY

- 7.1 A maximum of the top 24 scoring Potential Providers will be invited to participate in Stage 3 of this Procurement.
- 7.2 For the purposes of determining which Potential Providers will be invited to Stage 3 the Authority will rank all Potential Providers from the highest "**Stage 2 Final Score**" downwards.
- 7.3 Potential Providers ranked 1st to 24th will be invited via the e-sourcing suite to participate in Stage 3. The Authority reserves the right to invite less Potential Providers to Stage 3 where less than 24 Potential Providers are considered to have successfully met the Stage 2 criteria as set out in paragraph 5.5.
- 7.4 Potential Providers ranked 25th and below will be excluded from this Procurement by the Authority and notified accordingly via the e-Sourcing Suite.
- 7.5 Where there are two or more Potential Providers who have tied scores and are placed in last position (24th), the Authority will apply a tie breaker and the Potential Provider who obtained the highest overall Stage 2 Quality Score will be taken through to Stage 3.
- 7.6 In the event that there are still two or more Potential Providers who have tied scores following the tie break process outlined in paragraph 7.5 then the Authority will use the Hourly Rates provided as part of the Stage 2 Price

Evaluation. The Potential Provider offering the lowest overall Hourly Rate will be taken through to Stage 2.

- 7.7 Where two or more Potential Providers have tied scores and are in any position except for the last position, the number of Potential Providers will fill the positions immediately following the position that they have tied for. For instance where two Potential Providers are tied in the seventeenth position they will occupy that seventeenth position as well as the eighteenth positions respectively for the purpose of calculating the top 24 Potential Providers. An example illustrating paragraph 7.5 and this paragraph is shown in Table H below:

Table D				
Rank	Provider	Eligibility Score	Invited to participate in Stage 2 Suitability	Reasoning
14	Potential Provider A	87.88	Yes	
15	Potential Provider B	88.99	Yes	
16	Potential Provider C	87.44	Yes	
17	Potential Provider D	86.22	Yes	Tied places in any other position other than last will take respective ranked positions as detailed.
18	Potential Provider E	86.22	Yes	
19	Potential Provider F	84.87	Yes	
20	Potential Provider G	83.12	Yes	
21	Potential Provider H	82.65	Yes	
22	Potential Provider I	81.25	Yes	
23	Potential Provider J	80.21	Yes	
24	Potential Provider K	79.21	Yes	Scored tied 24 th place
24	Potential Provider L	79.21	Yes	
25	Potential Provider M	77.21	No	Potential Providers ranked 25 th and above not be invited to participate in Stage 3 and will be excluded from this Procurement.

8. QUALITY SUITABILITY QUESTIONNAIRE AND GUIDANCE

- 8.1 The quality questions contained within this Stage 2 Suitability Questionnaire, along with the Marking Scheme and maximum score available (where applicable) for each question is set out below.
- 8.2 You cannot submit your responses using this document. You must complete and submit only the online version of Stage 2 Suitability Questionnaire in the e-Sourcing Suite.
- 8.3 Please note if the Stage 2 Tender Submission is submitted by the Lead Contact of a Group of Economic Operators you must clearly identify in response to any of the following questions including the Case Study examples, when you are relying on another member of the Group of Economic Operators, the name of the particular member and explain the member's role capability and experience as the context of the question require, in accordance with paragraph 5.5 of The Invitation (Attachment 1)

A1 Collaborative Working

Potential Providers are required to demonstrate their ability to work collaboratively.

Question: Please can you provide one example (with supporting evidence) where your organisation has worked collaboratively, with Customers internal lawyers or lawyers from other law firms?

Response guidance

Your response must as a minimum include:

- the scope and nature of the collaboration;
- the challenges, if any, that you faced whilst working collaboratively and how you overcame these challenges;
- how you generated and maintained effective engagement with the team; and
- how you added value through your ways of working

Responses should be limited to, and focused on the question posed. Potential Providers should refrain from making generalised statements and providing information not relevant to the topic. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these.

Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.

Marking Scheme	Evaluation Guidance
100	The response is relevant to the question. Full evidence has been provided.

	The response provides a high level of confidence that the approach adopted evidences the ability to work collaboratively.
75	The response is relevant to the question. Substantial or better evidence has been provided. The response provides a good level of confidence that the approach adopted evidences the ability to work collaboratively.
50	The response is relevant to the question. Satisfactory or better evidence has been provided. The response provides an adequate level of confidence that the approach adopted evidences the ability to work collaboratively.
25	The response is relevant to the question. Partial or better evidence has been provided. The response provides a low level of confidence that the approach adopted evidences the ability to work collaboratively.
0	The response is relevant to the question but has not been evidenced. The response provides no confidence that the approach adopted evidences the ability to work collaboratively. OR The response is not relevant

A2 Customer Satisfaction

Potential Providers are required to demonstrate your organisations approach to ensuring customer satisfaction and learning lessons.

Question: What is your organisations approach to ensuring customer satisfaction and learning lessons?

Response guidance

Your response must as a minimum include:

- how you measure client satisfaction,
- what do you do with the customer satisfaction data collated and how you act on it to ensure lessons are learnt, and
- what you will do in the future to improve customer satisfaction

Responses should be limited to, and focused on the question posed. Potential Providers should refrain from making generalised statements and providing information not relevant to the topic. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these.

Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation

Marking Scheme	Evaluation Guidance
100	<p>Full evidence has been provided</p> <p>The response provides a high level of confidence that the approach adopted evidences a process that delivers high client satisfaction and lessons have been clearly learnt</p>
75	<p>Substantial or better evidence has been provided</p> <p>The response provides a good level of confidence that the approach adopted evidences a process that delivers good client satisfaction and lessons have been learnt</p>
50	<p>Satisfactory or better evidence has been provided</p> <p>The response provides adequate level of confidence that the approach adopted evidences a process that delivers adequate client satisfaction and some lessons have been learnt</p>
25	<p>Partial or better evidence has been provided</p> <p>The response provides a low level of confidence that the approach adopted evidences a process that addresses client satisfaction or that lessons have been learnt</p>
0	<p>The response is relevant to the question but has not been evidenced.</p> <p>The response provides no confidence in the approach adopted to address client satisfaction or learn lessons</p> <p>OR</p> <p>The response is not relevant</p>

A3 Technology

Potential Providers are required to demonstrate how they use technology to drive efficiencies in the provision of legal services and reduce charges.

Question: What new and emerging technologies do you use and how do you use these to drive efficiencies in the provision of legal services and to reduce charges.

Response guidance

Your response must as a minimum include:

- the technology you have or will have in place by the commencement date of the Panel Agreement
- how this technology does/will drive efficiencies in the provision of legal services to Customers and reduce their charges, and
- details of any future technology you are **planning** to introduce in the **first two (2)** years of the Panel Agreement and how this technology will drive efficiencies in the provision of legal services to Customers and reduce their charges.

Responses should be limited to, and focused on the question posed. Potential Providers should refrain from making generalised statements and providing information not relevant to the topic. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these.

Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation

Marking Scheme	Evaluation Guidance
100	The response is relevant to the question. Full evidence has been provided The response provides a high level of confidence that the technology evidenced will drive efficiencies in the provision of Legal Services and reduce charges
75	The response is relevant to the question. Substantial or better evidence has been provided The response provides a good level of confidence that the technology evidenced will drive efficiencies in the provision of Legal Services and reduce charges
50	The response is relevant to the question. Satisfactory or better evidence has been provided

	The response provides adequate level of confidence that the technology evidenced will drive efficiencies in the provision of Legal Services and reduce charges
25	<p>The response is relevant to the question.</p> <p>Partial or better evidence has been provided</p> <p>The response provides a low level of confidence that the technology evidenced will drive efficiencies in the provision of Legal Services and reduce charges</p>
0	<p>The response is relevant to the question but has not been evidenced.</p> <p>The response provides no confidence that the technology evidenced will drive efficiencies in the provision of Legal Services and reduce charges</p> <p>OR</p> <p>The response is not relevant</p>

A4 Assignment of Legal Services Contracts

Potential Providers are required to demonstrate the process of assigning work within their organisation to deliver quality outcomes and to minimise charges to Customers.

Question: How does your organisation determine how and to what level of seniority work is assigned to ensure quality outcomes and to minimise charges to Customers.

Response guidance

Your response must as a minimum include:

- the methods you deploy for assessing and matching individual lawyers' to assignments to achieve quality outcomes and minimise charges; and
- what steps, if any, you take during an assignment/project to ensure quality outcomes and to minimise charges.

Responses should be limited to, and focused on the question posed. Potential Providers should refrain from making generalised statements and providing information not relevant to the topic. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these.

Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation

Marking Scheme	Evaluation Guidance
100	<p>The response is relevant to the question.</p> <p>Full evidence has been provided</p>

	The response provides a high level of confidence that the methods adopted evidences delivery of quality outcomes and minimise charges
75	The response is relevant to the question. Substantial or better evidence has been provided The response provides a good level of confidence that the methods adopted evidences delivery of quality outcomes and minimise charges
50	The response is relevant to the question. Satisfactory or better evidence has been provided The response provides adequate level of confidence that the methods adopted evidences delivery of quality outcomes and minimise charges
25	The response is relevant to the question. Partial or better evidence has been provided The response provides a low level of confidence that the methods adopted evidences delivery of quality outcomes and minimise charges
0	The response is relevant to the question but has not been evidenced. The response provides no confidence that the methods adopted evidences delivery of quality outcomes and minimise charges OR The response is not relevant

A5 Value Added Services

Potential Providers are required to detail any additional value added services they propose to offer free of charge if appointed to the Panel and how these will benefit Customers.

Question: What additional value added services will you offer to Customers free of charge, which are relevant to the scope of the Panel Services and which will benefit Customers. The value added services must be additional to the free of charge services and value added services specified in the Panel Agreement Schedule 2 Part A: Panel Services (Attachment 7a)

Response guidance

Your response must as a minimum include:

- a description of each additional value added service that will be made available to Customers under this Panel Agreement;
- a description of the benefits each additional value added service will offer to Customers; and
- whether you are prepared to offer more than the mandatory minimum of ten (10) free training days to the Authority. If so, state the number of free training days you will provide to the Authority if appointed to the Panel

Responses should be limited to, and focused on the question posed. Potential Providers should refrain from making generalised statements and providing information not relevant to the topic. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these.

Maximum character count – 4096 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation

Potential Providers should note that any additional value added services (including an increase to the number of free training days to the Authority) will be regarded as forming part of the Potential Providers Tender Submission and will be included in the Panel Agreement signed with successful suppliers.

Marking Scheme	Evaluation Guidance
100	<p>The response is relevant to the question.</p> <p>Full evidence has been provided</p> <p>The response provides a high level of confidence that additional value added services will be offered and will benefit Customers</p>
75	<p>The response is relevant to the question.</p> <p>Substantial or better evidence has been provided</p> <p>The response provides a good level of confidence that additional value added services will be offered and will benefit Customers</p>
50	<p>The response is relevant to the question.</p> <p>Satisfactory or better evidence has been provided</p> <p>The response provides adequate level of confidence that additional value added services will be offered and will benefit Customers</p>
25	<p>The response is relevant to the question.</p> <p>Partial or better evidence has been provided</p> <p>The response provides a low level of confidence that additional value added services will be offered and that they will benefit Customers</p>
0	<p>The response provides no confidence that additional value added services will be offered or that they will benefit Customers</p> <p>OR</p> <p>The response is not relevant</p>

SECTION B – Case Study Example 1 and Example 2

You must provide two (2) different case studies relating to complex customer projects which you have been involved in that demonstrate your ability to supply the Panel Services required under the General Legal Services Panel Agreement.

Each case study must:

- a) be relevant to two or more of the Mandatory Panel Services as detailed in paragraph 3 Panel Agreement Schedule 2 one of which must be Contracts;
- b) reference different Mandatory Panel Services; and
- c) have been delivered and completed either for a central government client, a wider public sector client or in relation to a public sector project for a private sector client within the last three (3) years

Please note that in accordance with paragraphs Stage 3 Guidance (Attachment 5) that the Authority requires the representatives from the Potential Providers organisation or members of the Group of Economic Operators involved in the Case Study 2 to attend the Stage 3 Compatibility Meeting meetings. Potential Providers must ensure that representatives of all grades and levels of seniority attend the Compatibility Meeting. The Authority is keen to meet all levels of lawyers who will be involved in delivering the Panel Services and therefore the meetings are not intended solely for senior partners or their equivalents.

Question B1 CASE STUDY - EXAMPLE 1

Case Study Example 1: Brief Overview

Please provide a brief overview of the scope, scale and complexity of the Case Study and identify the relevant Mandatory Panel Services covered by this Case Study.

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Case Study Example 1 description

Your response must include the following key criteria (i) to (vii):

i) Ability / Capacity to strategise

- What strategic input did you provide;
- , at what stage(s) during the project did you provide it; and
- what were the benefits of your input

ii) Innovation

- What concepts and/or innovations did you build into the project
- how did you do this? and
- What were the benefits?

iii) Team formation and use of team, and nature of team composition

- How did you resource and mobilise your team for the project to deliver quality and minimise charges

iv) Project management of service delivery

	<ul style="list-style-type: none"> what tools and techniques did you use to monitor and control your element of the project to deliver quality and minimise charges
v) Quality of legal solution	<ul style="list-style-type: none"> How did you identify what legal advice was required; How did you ensure as the project progressed that all legal issues were covered; How did you ensure that the correct legal advice was given and that the advice given was practical; How did you manage legal risk and mitigate risk (if required); What did you do to ensure the quality of your service; and What impact did your legal advice have on the outcome of the project
vi) Quality of knowledge sharing	<ul style="list-style-type: none"> how did you share legal knowledge with the customer at the end of your involvement in the project to maximise future benefit of your advice and optimise success of the project.
vii) Key success factors	<ul style="list-style-type: none"> how did you identify the key success factors of the project and what was your contribution to meeting them

Criteria	Weighting
Ability / Capacity to strategize	7.50%
Innovation	5.00%
Team formation and use of team, and nature of team composition	7.50%
Project management of service delivery	5.00%
Quality of legal solution	15.00%
Quality of knowledge sharing	5.00%
Key success factors	5.00%

B1 Response Guidance

Responses should be limited to, and focused on each of the criteria (i) to (vii) of the question. Potential Providers should refrain from making generalised statements and providing information not relevant to the topic. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (i) to (vii) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.

The following Marking scheme will be applied to each key criteria (i) to (vii)

Marking Scheme	Evaluation Guidance
100	The response is relevant to the criteria. Full evidence has been provided of the criteria
75	The response is relevant to the criteria. Substantial or better evidence has been provided of the criteria
50	The response is relevant to the criteria. Satisfactory or better evidence has been provided of the criteria
25	The response is relevant to the criteria. Partial or better evidence has been provided of the criteria
0	The response provides no evidence of the criteria. OR The response is not relevant to the criteria

Question B2 CASE STUDY - EXAMPLE 2

Case Study Example 2 Brief Overview

Please provide a brief overview of the scope, scale and complexity of the Case Study including the relevant Mandatory Panel Services.

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

Case Study Example 2 description

Your response must include the following key criteria (i) to (vii):

i) Ability / Capacity to strategise

- What strategic input did you provide;
- , at what stage(s) during the project did you provide it; and
- what were the benefits of your input

ii) Innovation

- What concepts and/or innovations did you build into the project
- how did you do this? and

	<ul style="list-style-type: none"> What were the benefits?
iii)	Team formation and use of team, and nature of team composition <ul style="list-style-type: none"> How did you resource and mobilise your team for the project to deliver quality and minimise charges
iv)	Project management of service delivery <ul style="list-style-type: none"> what tools and techniques did you use to monitor and control your element of the project to deliver quality and minimise charges
v)	Quality of legal solution <ul style="list-style-type: none"> How did you identify what legal advice was required; How did you ensure as the project progressed that all legal issues were covered; How did you ensure that the correct legal advice was given and that the advice given was practical?; How did you manage legal risk and mitigate risk (if required); What did you do to ensure the quality of your service; and What impact did your legal advice have on the outcome of the project
vi)	Quality of knowledge sharing <ul style="list-style-type: none"> how did you share legal knowledge with the customer at the end of your involvement in the project to maximise future benefit of your advice and optimise success of the project.
vii)	Key success factors <ul style="list-style-type: none"> how did you identify the key success factors of the project and what was your contribution to meeting them

Criteria	Weighting
Ability / Capacity to strategize	7.50%
Innovation	5.00%
Team formation and use of team, and nature of team composition	7.50%
Project management of service delivery	5.00%
Quality of legal solution	15.00%
Quality of knowledge sharing	5.00%
Key success factors	5.00%

B2 Response Guidance

Responses should be limited to, and focused on each of the criteria (i) to (vii) of the question. Potential Providers should refrain from making generalised statements and providing information not relevant to the topic. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you

address each of the component parts in this response guidance in the order they are listed above and highlight which part (i) to (iv) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words.

No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of evaluation.

The following Marking scheme will be applied to each key criteria (i) to (vii)

Marking Scheme	Evaluation Guidance
100	The response is relevant to the criteria. Full evidence has been provided of the criteria
75	The response is relevant to the criteria. Substantial or better evidence has been provided of the criteria
50	The response is relevant to the criteria. Satisfactory or better evidence has been provided of the criteria
25	The response is relevant to the criteria. Partial or better evidence has been provided of the criteria
0	The response provides no evidence of the criteria. OR The response is not relevant to the criteria

C1 - OPTIONAL PANEL SERVICES REQUIREMENTS INFORMATION ONLY

Please indicate by selecting either option **YES** or **NO**, that in the event you are awarded a place on the Panel Agreement, whether you will or will not, be able to provide the following Optional Panel Services as detailed in Appendix 3 of Panel Agreement Schedule 2 Part A: Panel Services (Attachment 7a).

1. Education Law
2. Child law
3. Energy & Natural Resources (including Mining and Nuclear)
4. Food, Rural and Environmental Affairs
5. Franchise Law
6. Health and Healthcare
7. Health and Safety

8. Life Sciences 9. Public Inquiries and Inquests 10. Telecommunications 11. The law of International trade, investment and regulation 12. Public International Law	
<u>C1 Response Guidance</u> This question will not be evaluated, you are required to select either option YES or NO from the drop down list in the appropriate cells in the table provided in the eSourcing Suite to indicate which of the listed specialisms you will be able to provide. This information will be include in the Panel Agreement and will be available to the Customer(s) at Legal Services Contract Stage.	
Education Law	YES/NO
Child Law	YES/NO
Energy & Natural Resources (including Mining and Nuclear)	YES/NO
Food, Rural and Environmental Affairs	YES/NO
Franchise Law	YES/NO
Health and Healthcare	YES/NO
Health and Safety	YES/NO
Life Sciences	YES/NO
Public Inquiries and Inquests	YES/NO
Telecommunications	YES/NO
The law of International trade, investment and regulation	YES/NO
Public International Law	YES/NO
Guidance	
YES	By selecting YES, you confirm you can provide the listed specialism
NO	By selecting NO, you confirm you will not be able to provide the listed specialism OR You have not selected either YES or NO .

ANNEX 1: STAGE 2 – GENERAL LEGAL SERVICES EVALUATION CRITERIA AND WEIGHTINGS (QUALITY 70% / PRICE 30%)

	Section	Weighting	Question	Sub Weighting
<div>Quality 70%</div>	A	20%	A1 – Collaborative Working	4.00%
			A2 – Customer Satisfaction	4.00%
			A3 – Technology	4.00%
			A4 – Assignment	4.00%
			A5 – Value Added Services	4.00%
	B	50%	B1– Ability / Capacity to strategise	7.50%
			B1 – Innovation	5.00%
			B1 – Team Formation	7.50%
			B1 – Project Management	5.00%
			B1 – Quality of legal solution	15.00%
			B1 – Quality of knowledge sharing	5.00%
			B1 – Key success factors	5.00%
<div>Price 30%</div>	Table 1 – Rate per Hour “Table 1 Overall Representative Price (ORP)”			10%
	Table 2 – Daily Rate “Table 2 Percentage Discount”			5%
	Table 3 – Rate Per Month “Table 3 Percentage Discount”			5%
		Rows 1 to 4	2.5%	5%

	Table 4 – Free Legal Advice Depending on Expenditure “Table 4 Percentage”	Rows 5 to 8	1.5%	
		Rows 9 to 13	1.0%	
	Table 5 – Nett Expenditure Discount “Table 4 Discount”			5%