



Crown
Commercial
Service

Invitation to tender

Attachment 2 – How to bid

RM6214 Project Leadership Programme

Contents

1.	How to make your bid	3
2.	Selection stage	4
3.	Selection process	4
4.	Selection criteria	4
5.	Selection questionnaire	5
6.	Award stage	6
7.	Award criteria	6
8.	Award process	6
9.	Quality Evaluation	8
10.	Award quality questionnaire	8
11.	Price evaluation	10
12.	Final decision to award	12

1. How to make your bid

Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.

Your bid must be **entered into the eSourcing suite**. We can only accept bids that we receive through the eSourcing suite.

Upload **ONLY** those attachments we have asked for. Do not upload any attachments we haven't asked for.

Make sure you answer every question.

You must submit your bid before the bid submission deadline, in paragraph 5 "Timelines for the competition" in attachment 1 - About the contract.

It will be our decision whether we will accept bids submitted after the bid submission deadline.

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.

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 contract.

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

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.

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.

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.

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. Or they can provide you with their European Single Procurement Document (ESPD).

3. Selection process

After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.

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.

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.

Not all selection questions need guidance as the questions are self-evident. However other questions such as the financial question, require a process to be undertaken before we can assess your response. In those instances we have told you what we will do in the **evaluation guidance**.

4. Selection criteria

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 contract, or not followed the instructions given in this ITT pack.

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

5. Selection questionnaire

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

You have the option of responding to Part 2 and Part 3 by attaching Parts II and III of your European Single Procurement Document (ESPD).

If you are submitting an EU ESPD you must still complete Parts 2A, 2B, 4, 5, 6, 7, 8, 9, 10, 11 and the declaration.

You must also complete the Technical and Professional ability questions at Part 11.

6. Award stage

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

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

Your bid must deliver what the buyer needs, at the best possible price you can give.

When completing your bid you must:

- Read through the entire ITT pack specifically Contract Schedule 2.1 (Specification) carefully, and read more than once – this can be found within 'PLP T&Cs' folder as part of the Bid Pack.
- 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 contract document
- Allow plenty of time to complete your responses; it always takes longer than you think to submit
- Your prices should be in line with the service level you offer, in response to the award quality questions.

7. Award criteria

The Award Stage consists of a quality evaluation (see paragraph 9 of this document and a price evaluation (see paragraph 11 of this document).

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

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

8. Award process

What **YOU** need to do

- answer the quality questions Section A – Mandatory Questions, Section B – Phase 1 Finalisation for Design and Section C – Phase 2 Delivery, of the quality questionnaire in the eSourcing suite in the technical envelope.
- Complete the price matrix attachment 3.
- You must upload your completed price matrix into the eSourcing suite in the commercial envelope to question PQ1.

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

1.	<p>Compliance Check</p> <p>First, we will do a check to make sure that you have completed all the selection and award questions and pricing matrix in line with our instructions.</p>
2.	<p>Quality Evaluation</p> <p>We will give your responses to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria.</p> <p>Each evaluator will give a mark and a reason for their mark for each question they are assessing. Each evaluator will enter their marks and reasons into the eSourcing suite.</p>
3.	<p>Consensus</p> <p>Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet and we will facilitate the discussion.</p> <p>At this consensus meeting, the evaluators will discuss the quality of your answers and discuss their marks and reasons for that mark.</p> <p>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.</p>
4.	<p>Quality Threshold</p> <p>If you have received a score for any of the quality questions that is below the minimum marks assigned to each question, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why.</p> <p>Refer to Table A for a list of the minimum marks, and an example of how your quality score will be calculated is shown at Table B.</p>
5.	<p>Evaluate Pricing</p> <p>We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.</p> <p>They will calculate your price score using the evaluation criteria in Paragraph 11 – Price Evaluation.</p>
6.	<p>Final Score</p> <p>Your quality score will be added to your price score, to create your final score as illustrated in Paragraph 12 - Final decision to award.</p>

7.	<p>Award</p> <p>Award will be made to the successful bidder following the standstill period, subject to Contract.</p>
----	--

9. 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.

For each question in Section B and C you must achieve a minimum mark. The minimum mark you must achieve can be found in Table A below.

If you fail to achieve the minimum mark for each question your bid will fail and you will be excluded from further participation in this procurement.

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

Please see Table A below.

10. Award quality questionnaire

The quality questionnaire is split into three sections:

- Section A – Mandatory questions
- Section B – Phase 1 (Finalisation of Design)
- Section C – Phase 2 (Delivery)

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

TABLE A

		Minimum mark	Marking scheme
Section A - Mandatory Questions			
AQA 1	Required Services	PASS	Pass / Fail

		Marking scheme	Minimum mark	Weighting (%)
Section B – Phase 1 (Finalisation of Design)				
AQB 1	Develop and Finalise Design	100/75/50/2 5/0	75	16
AQB 2	Proposal for Formal Recognition for the PLP	100/66/33/0	66	12
AQB 3	Diversity and Inclusion	100/75/50/2 5/0	50	11
AQB 4	Participants and Learning Approach	100/75/50/2 5/0	50	14
AQB 5	Continuous Improvement and Innovation	100/50/0	50	11

		Marking scheme	Minimum mark	Weighting (%)
Section C – Phase 2 (Delivery)				
AQC 1	Course Delivery	100/75/50/2 5/0	75	16
AQC 2	Participant Services and Support	100/75/50/2 5/0	50	11
AQC 3	Evaluation of Programme Delivery and Contract Management	100/75/50/2 5/0	50	9

TABLE B
Example Quality Score

Question	Mark Awarded	Weighting %	Total
AQB1	75	16	12
AQB2	66	12	7.92
AQB3	50	11	5.5
AQB4	50	14	7
AQB5	50	11	5.5
AQC1	75	16	12
AQC2	50	11	5.5
AQC3	50	9	4.5
TOTAL QUALITY SCORE			59.92

11. Price evaluation

This paragraph 11 contains information on how to complete the pricing matrix attachment 3 and the price evaluation process.

How to complete your pricing matrix:

Read and understand the instructions in the pricing matrix, and in this paragraph, before submitting your prices.

Your prices should compare with the quality of your offer.

Your prices must be sustainable and include your operating overhead costs and profit.

You should have read and understood the information on TUPE in paragraph 7 of attachment 1 – About the contract. You are reminded that it is your responsibility to take your own advice and consider whether TUPE is likely to apply and to act accordingly. You are encouraged to carry out your own due diligence exercise on the application of TUPE when completing your pricing matrix.

Your prices submitted must :

- exclude VAT (unless the guidance stipulates otherwise).
- be exclusive of expenses/travel and subsistence
- be in British pounds sterling, up to two decimal places

- submitted up to two decimal places

The pricing matrix contains five (5) tabs:

- Tab 1 - Instructions and Information. Please read this section carefully, it contains guidance and the weightings associated with each price item;
- Tab 2 - Item 1 PLP Phase 1 set up. Please note that the submitted item price (item 1.1) must not exceed £200,000.00.
- Tab 3 - Item 2 PLP delivery Phase 2 Primary. The 'Total Course Fee Per Participant' price submitted must not exceed £10,000 including VAT per head in any bracket on the scale or you will be disqualified.
- Item 3 PLP delivery P2 Alternative. The Total Course Fee Per Participant price submitted must not exceed £10,000 including VAT per head in any bracket on the scale or you will be disqualified.
- Item 4 PLP Add Services - the total price will be based on day rates for each category. The day rates shall be based on an 8 hour day (exclusive of breaks and travel).

Zero or negative bids will not be allowed. We will investigate where we consider your bid to be abnormally low.

The prices submitted will be the maximum payable under this Contract.

Failure to complete the pricing matrix in conformity with the instructions contained in the pricing matrix and in this paragraph may result in your bid being deemed non-compliant and excluded from further participation in the procurement.

Provide a price, where one has been requested, in the cells highlighted orange.

When you have completed your pricing matrix, you must upload this into the eSourcing suite at question PQ1 in the commercial envelope. If you do not upload your pricing matrix your bid may be rejected from this competition.

Do not alter, amend or change the format or layout of the pricing matrix attachment 3.

Price evaluation process

This is how we will evaluate your pricing:

We will check you have completed all the orange cells for each lot you are bidding for.

Failure to insert an applicable price may result in your bid being deemed non-compliant and may be rejected from this competition. Remember zero or negative prices will not be accepted.

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

For each item, the bidder with the lowest total item price will be awarded the maximum mark available (e.g. the mark associated with price item 2.3 is 4.27).

All other bidders will get a price score relative to the lowest total item price.

The calculation we will use to evaluate each item price, is as follows:

$$\text{Item Price Score} = \frac{\text{Lowest total item price}}{\text{Bidders total item price}} \times \text{item weighting (maximum mark available)}$$

Example, based on item 2.3.

Bidder A	Bidder B	Bidder C
Item Price 2.3	Item Price 2.3	Item Price 2.3
£7500.00	£8500.00	£9500.00

1. Bidder A has the lowest item 2.3 price of £7,500.00. Bidder A is awarded the maximum mark available for that item, which is 4.27;
2. Bidder B submits an item price of £8500.00. Bidder B is awarded a score of 3.77 for item 2.3.
3. Bidder C submits an item price of £9500.00 and is awarded a score of 3.37 for item 2.3.

The score you achieve for each item will be added together to give your total Price Score.

Abnormally low tenders

Where we consider any of the item prices you have submitted to have no correlation with the quality of your offer or to be abnormally low or will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Regulations).

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

12. Final decision to award

How we will calculate your final score

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

Example:

Bidder	Quality score	Price score	Final score
	(Maximum score available 70)	(Maximum score available 30)	(Maximum score available 100)
Bidder A	70.00	30.00	100.00

Bidder B	60.00	15.00	75.00
Bidder C	50.00	12.00	62.00

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

We will offer the bidder with the highest score a Contract as set out in paragraph 3 of attachment 1 – what a contract is.

This is a single Supplier Contact.

You can submit only one bid.

We will tell you if you have been successful or unsuccessful via the eSourcing suite. We will send an intention to award letter to the winning bidder.

At this stage, a standstill period of five (5) calendar days will start. During this time, you can ask questions that relate to our decision to award. We cannot provide advice to unsuccessful bidders on the steps they should take and they should seek independent legal advice, if required.

If during standstill we do receive a substantive challenge to our decision to award the Contract, we reserve the right to delay the award of the Contract.

Following the standstill period, and if there are no challenges to our decision, the successful bidder will be formally awarded the Contract subject to signature.

12.1 Contract

You must sign and return the Contract within 5 days of being asked. If you do not sign and return, we may withdraw our offer of a Contract.

The conclusion of the 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:

- Insurance certificates as per selection questionnaire part 7
- Cyber Essentials Plus Certificate as per selection questionnaire part 8
- Skills and apprentices as per selection questionnaire part 9