



## 1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Authority and its Agent to evaluate Potential Provider responses to each question set out within the e-Sourcing event. It also sets out the marking scheme which will apply.
- 1.2 The following information has been provided in relation to each question (where applicable);
- 1.2.1 Weighting – highlights the relative importance of the question
  - 1.2.2 Guidance – sets out information for the Potential Providers to consider
  - 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation
- 1.3 The defined terms used in the ITT document shall apply to this document.

## 2 OVERVIEW

- 2.1 The e-Sourcing event is broken down into the following Questionnaires:

Questionnaire Reference	Questionnaire Title
1	KEY PARTICIPATION REQUIREMENTS
2	CONFLICTS OF INTEREST
3	INFORMATION ONLY
4	CAPABILITY
5	SERVICE DELIVERY
6	APPROACH
7	PRICE
8	PRESENTATION

### 2.2 Quality Evaluation Process

- 2.2.1 The evaluation of each response to the Quality/Service Delivery Questionnaire(s) will be conducted and consensus checked in accordance with the Consensus Marking Procedure set out in paragraph 2.3 below.



2.2.2 Each response to questions within the Quality/Service Delivery Questionnaire(s) will be marked in accordance with the table below:

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.

2.2.3 Each mark achieved will be multiplied by the corresponding weighting to provide an overall question score.

2.2.4 When the score for each question has been determined they will be added together to provide an overall score for the Quality Evaluation (“Quality Score”).

### 2.3 Consensus Marking Procedure

2.3.1 Tenders that are scored and require evaluation will be evaluated in accordance with the procedure described in this paragraph.

2.3.2 The Consensus Marking Procedure is a two-step process, comprising of:

- 2.3.2.1 Independent evaluation; and
- 2.3.2.2 Group consensus marking.

2.3.3 During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by Potential Providers in their Tender. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question.

2.3.4 The Agent will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.

2.3.5 During the meeting, the evaluators will discuss the independent marks until they reach a consensus regarding the marks that should be attributed to each Potential Providers’ answer to the questions.



2.3.6 Once all quality responses have been evaluated in accordance with Section 8 of the Invitation to Tender the individual scores attributed to each response will be added together to provide a 'Quality Score'.

## 2.4 Price Evaluation Process

2.4.1 Prices submitted by Potential Providers' in the Price Schedule will be recorded and evaluated in accordance with the following process.

2.4.2 Potential Providers' are required provide a completed pricing schedule against the 'Price' Questionnaire within the e-Sourcing event.

2.4.3 Prices offered will be evaluated against the range of prices submitted by all Potential Providers for that item.

2.4.4 The Potential Provider with the lowest price for the requirement shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted.

2.4.5 The calculation used is the following:

$$2.4.6 = \frac{\text{Lowest Price Tendered}}{\text{Tender price}} \times \text{Maximum Score Available}$$

Potential Provider	Price Submitted	Score Calculation	Maximum Score Available	Score Awarded
Potential Provider A	£1,000	£1,000/£1,000 *100	100	100
Potential Provider B	£2,000	£1,000/£2,000 *100	100	50
Potential Provider C	£2,500	£1,000/£2,500 *100	100	40

## 2.5 Final score

2.5.1 The Quality Score achieved at stage one (1) – assessment of the written bids - will be added to the Price Score to determine a ranking for each Potential Provider ("Stage One Score").

2.5.2 The Stage One Score shall act as a gateway for progression to stage two (2). Those Potential Providers who score within 15% of the highest Quality Score will be invited to participate in the stage two (2) evaluation.

2.5.3 The Award decision shall be based upon the scores achieved at both stage one (1) and stage two (2).

### 3 EVALUATION CRITERIA

- 3.1 A summary of all the questions contained within the e-Sourcing event, along with; the minimum acceptable score, maximum score available and weighting (where applicable) are set out below:
- 3.2 Questionnaires 1 and 2 contain ‘Pass/Fail’ questions and act as a doorway for progression to the following stages of the evaluation. Potential Providers are strongly advised to read and understand the specific guidance provided before responding to these questionnaires.
- 3.3 Questionnaire 3 is for information only. Although this questionnaire does not form part of the evaluation process, Potential Providers are advised to complete it in full as any omissions could affect the award process.
- 3.4 The Authority and its Agent reserve the right to challenge any information provided in response to Questionnaire 3 and request further information in support of any statements made therein.

<b>QUESTIONNAIRE 1 – KEY PARTICIPATION REQUIREMENTS</b>			
<b>GUIDANCE</b>	The following questions are ‘Pass/Fail’ questions. If Potential Providers are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. Potential Providers should confirm their answer by selecting the appropriate option from the drop down menu.		
<b>Question Number</b>	<b>Question</b>	<b>Max Score</b>	<b>Weighting (%)</b>
1.1	Have you read, understood and agree with Appendix A, Terms of Participation? By answering “Yes”, you are confirming your ‘Declaration of Compliance’ at Annex 1 of Appendix A, Terms of Participation.	Pass/Fail	N/A
1.2	Have you read, understood and accepted the Invitation to Tender and all associated appendices, specifically Appendix B, Statement of Requirement?	Pass/Fail	N/A
1.3	Do you agree, without caveats or limitations, that in the event that you are successful the Crown Commercial Service’s Terms and Conditions within Appendix C will govern the provision of this contract?	Pass/Fail	N/A



1.4	Do you confirm your Organisation's e-Sourcing suite profile is complete and accurate at the time of Tendering and that any amendments made following acceptance of this event will be notified to the buyer in writing.	Pass/Fail	N/A
<b>QUESTIONNAIRE 2 – CONFLICTS OF INTEREST</b>			
<b>GUIDANCE</b>	Question 2.1 is a 'Yes/No' question and will dictate whether or not question 2.2 needs to be answered. Question 2.2 is a Pass / Fail question. Potential Providers 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 Providers cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and will be rejected.		
Question Number	Question	Max Score	Weighting (%)
2.1	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	None	N/A
2.2	We require that any potential, actual or perceived conflicts of interest in respect of this ITT 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.	Pass/Fail	N/A

<b>QUESTIONNAIRE 3 – INFORMATION ONLY</b>			
<b>GUIDANCE</b>	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 Tender exercise.		
Question Number	Question	Max Score	Weighting (%)
3.1	Please provide the name, office address, telephone number and email address for your organisations Tender point of contract.	None	N/A



3.2	Please confirm whether your organisation is an SME as defined within <a href="#">EU recommendation 2003/361</a>	None	N/A
3.3	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; <ul style="list-style-type: none"> <li>• Trading Name(s)</li> <li>• Registered Address(es) and contact details</li> <li>• Goods/Services to be provided</li> </ul>	None	N/A
3.4	If you are the Lead contact for a Group of Economic Operators, please provide details of all the members of the Group. Your response must include their; <ul style="list-style-type: none"> <li>• Trading Names(s)</li> <li>• Registered address(es)</li> <li>• Dunns Number(s)</li> <li>• Role/responsibility within the Group</li> </ul>	None	N/A

- 3.5 The following Quality/Service Delivery Questionnaires are designed to test Potential Providers' ability to deliver the requirement as set out in Appendix B, Statement of Requirements. Potential Providers *MUST* answer all Quality/Service Delivery questions.
- 3.6 Potential Providers must achieve the minimum acceptable Quality Score, as described, for each of the questions below. Only those responses which achieve the minimum acceptable Quality Score will be included in the Price Evaluation Process.
- 3.7 Where only one (1) submission is received which does not meet the minimum acceptable Quality Score, the Authority reserves the right to enter into dialogue and seek assurances regarding the delivery of the requirement.
- 3.8 Potential Providers are required to upload one (1) attachment only, clearly referencing the question numbers against each response. See section 3.13 regarding the word count. This is exclusive of the Pricing Schedule which should be uploaded separately using the template provided at Appendix E.
- 3.9 Potential Providers' responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.

- 3.10 Potential Providers' responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalised statements and providing information not relevant to the topic.
- 3.11 Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
- 3.12 Potential providers will be marked in accordance with the marking scheme at Section 2.
- 3.13 Answers to Questionnaires 4, 5 and 6 below should be provided via an attachment. The maximum word count for answering these three Questionnaires is **6,000 words in total** (i.e. not per question), including titles and paragraph headings and excluding graphs, diagrams & pictures. Answers to these three Questionnaires should be no longer than 15 pages in total (note that these word and page limits do not apply to CVs). This word count must not be exceeded and any text which is in excess of this limit shall be disregarded and shall not be considered in the evaluation process. Attachments should be submitted in Microsoft Word, Excel (for Appendix E). PDF format, and be in Arial font size 11.

QUESTIONNAIRE 4 – CAPABILITY			Weighting – 20%	
All Potential Providers MUST answer ALL the following questions				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting (%)
4.1	<p>Provide CVs (maximum 2 sides of A4 per person) of the people who would be working on, quality controlling and overseeing the project along with an organisational chart detailing the structure of the delivery team, This includes pre-specified sub contractors.</p> <p>CVs will be evaluated against the skills and experience relevant to the requirement as detailed in Appendix B – Statement of Requirement.</p>	50	100	30%



4.2	<p>Potential providers should set out details of their experience in assessing, evaluating and presenting heat technologies and infrastructure deployment and costs, identifying for whom the relevant experience was conducted for and for what purpose. Relate this experience to the particular challenges the NIC is seeking to address – set out in Appendix B – Statement of Requirements.</p> <p>This should also include the experience of the subcontractors that will be involved in the work.</p>	50	100	70%
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QUESTIONNAIRE 5 – SERVICE DELIVERY				Weighting – 10%	
All Potential Providers MUST answer ALL the following questions					
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting (%)	
5.1	<p>Provide information about your organisation’s structure, ways of working, approach to resourcing and risk management, and any other relevant operational features to demonstrate your ability to deliver the workstreams set out in Appendix B Statement of Requirements. This should also cover:</p> <ul style="list-style-type: none"> <li>• Details of additional support staff if applicable</li> </ul>	50	100	100%	



	<ul style="list-style-type: none"> <li>Details of any sub-contracting entities if applicable. The nature of the sub-contracting relationship(s) and how long it has been in place, together with examples of successful projects should also be provided.</li> </ul>			
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<b>QUESTIONNAIRE 6 – APPROACH</b>				<b>Weighting – 35%</b>
<b>All Potential Providers MUST answer ALL the following questions</b>				
<b>Question Number</b>	<b>Question</b>	<b>Minimum Acceptable Score</b>	<b>Maximum Available Score</b>	<b>Weighting (%)</b>
6.1	<p>Potential providers should set out their proposed approach to, and outline project plan for, delivering against the workstreams set out in Appendix B – Statement of Requirements.</p> <p>This should cover (but not be limited to):</p> <ul style="list-style-type: none"> <li>The approach you would take to project planning and management.</li> <li>The approach you would take to develop your understanding of the issue and the relevant data and arguments.</li> <li>The sources of data, research and expertise that you would envisage using to inform your</li> </ul>	50	100	100%



	advice and how you would present your conclusions.			
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<b>QUESTIONNAIRE 7 – PRICE</b>		<b>Weighting – 20%</b>
<b>GUIDANCE</b>	<p>Potential Providers must upload the price schedule Appendix E at the question level on the e-Sourcing event.</p> <p>Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.</p> <p>Potential Providers will be marked in accordance with the marking scheme at Section 2.</p> <p>Bids are expected to range between £60,000 and £95,000, excl. VAT. Bids with a price above the maximum ceiling will be classed as <u>non-compliant and will not be evaluated</u>.</p>	
Question Number	Question	Max Score
7.1	Please confirm, by selecting 'YES' that you have entered costs within the relevant Bid Fields or attached a completed Price Schedule to the response to this question. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for a period of 90 days following the Deadline for Submission.	100

#### 4 STAGE TWO

<b>QUESTIONNAIRE 8 – PRESENTATION</b>		<b>Weighting – 15%</b>
<b>GUIDANCE</b>	<p>All Potential Providers, who achieve the minimum acceptable quality score of 50 marks per question in 4.1 to 6.1 and are within 15% of the first ranked Potential Provider at stage one (1) will be invited to attend a presentation which will carry the remaining 15% of the overall score. This will determine the overall winner.</p>	



	<p>The key members of the team that will carry out the work on this contract will be expected to attend the presentation, which will take place week commencing <u>26<sup>th</sup> June 2017</u>. You should include your availability to attend the presentation on these days in your proposal. Potential providers will be invited for presentations as soon as the evaluations are completed.</p> <p><b>The presentation will involve responses to two questions weighted as below and should last no longer than 20 minutes. This will be followed by Q&amp;A. The session will not last longer than 45 minutes in total.</b></p>		
Question Number	Question	Max Score	Weighting (%)
8.1	<p>Presentation lasting no longer than 20 minutes of an overview of the potential providers proposal, including responses to any questions submitted by NIC.</p> <p>There will be two questions which will be used to examine the potential suppliers capabilities to deliver this requirement beyond those already tested in the sections above.</p> <p>All potential providers invited to presentations will be sent the same set of questions. The questions will be sent out at least two days before the presentations take place.</p>	100	30%
8.2		100	70%