



Crown  
Commercial  
Service

# Invitation to Tender

## Attachment 2 – How to Bid

**RM6310 Audit and Assurance Services Two  
(A&AS2)**

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## **1. How to Make your Bid**

- 1.1 Your bid must be made by the organisation that will be responsible for providing the goods and/or services if your bid is successful.
- 1.2 You may bid for one or more of the Lots, ensure you read section 3 of Attachment 1 - About the Framework.
- 1.3 Your bid must be entered into the eSourcing Suite. We can only accept bids that we receive through the eSourcing Suite.
- 1.4 If you are bidding as a consortium, please submit your bid in the name of the lead member and follow the instructions when completing the Qualification Envelope, including providing the name of the consortium in Section 1.12.2.
- 1.5 If you are bidding as a single entity on a Lot and as a consortium on another Lot, you will need to set up an additional account in the eSourcing Suite. Please submit your bids as follows:
  - For your bid as a single entity, please submit your bid in the eSourcing Suite in the name of your organisation.
  - For your bid as a consortium, please create an additional account in the eSourcing Suite in the name of your consortium

In both cases, when submitting your bid(s) please continue to follow the instructions when completing the Qualification Envelope section 1.12 Group or Consortium Details.
- 1.6 If you are bidding as a consortium, each consortium member (other than the consortium member responding to the electronic Selection Questionnaire within the eSourcing Suite) will be required to complete an Attachment 4a – Information & Declarations\_Consortium. In this attachment, consortium members will respond to part 1 and 2 Selection Questionnaire declarations and some part 3 selection questions in their own right. It is clearly indicated within the electronic Selection Questionnaire (a copy of which can be found at Attachment 2a Selection Questionnaire) when the consortium member completing the electronic Selection Questionnaire should respond on behalf of ALL consortium members for part 3 selection questions.
- 1.7 Upload ONLY those attachments we have asked for. Do not upload any attachments we haven't asked for.
- 1.8 Make sure you answer every question.
- 1.9 You must submit your bid before the bid submission deadline, in section 5 "Timelines for the competition" in attachment 1 - About the Framework.
- 1.10 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.

- 1.11 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 section 6 “When and how to ask questions” in Attachment 1 - About the Framework.
- 1.12 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**

- 2.1 At the selection stage, we evaluate Bidders’ technical, professional and financial capabilities. We will ask a range of questions appropriate to the procurement. It is important that you answer these questions accurately.
- 2.2 When responding to part 1 and part 2 Selection Questionnaire declarations, you must respond on behalf of all relevant persons in your organisation as per PCR 2015, regulation 57(2), i.e., members of the administrative, management or supervisory body of your organisation including those with powers of representation, decision or control.
- 2.3 If you are successful in your bid, you will only be able to contract for the Service Lines you have provided in your valid Certificates of Professional and Technical Ability (COTPA). We advise that you should read ‘Attachment 2b - Certificate of Technical and Professional Ability (COTPA) Guidance’ carefully.
- 2.4 If you are successful in your bid, for each Lot for which you are successful, you will only be able to contract for the Service Lines within the sectors and regions you have indicated in Attachment 10 - Sectors and Regions.
- 2.5 If you are relying on any Key Subcontractors to meet the selection criteria within Part 3 of the Selection Questionnaire, you must tell us. If a Key Subcontractor is being relied on to meet Part 3 selection criteria, you must clearly tell us within Attachment 7 – Key Subcontractor Details which criteria you are relying on them for and you must ensure that each of these applicable Key Subcontractors completes Attachment 4b – Information and Declarations\_Key Subcontractor\_Guarantor, and that this is submitted via the applicable question within the electronic Selection Questionnaire.
- 2.6 If, following financial assessment, we require you to nominate a guarantor, we will contact you and tell you. You are not permitted to nominate a guarantor for Part 3 – Financial Risk Viability Assessment (FVRA) at the point of tender submission. You must undergo the financial assessment in your own right initially. Should we deem it appropriate to offer you the opportunity to nominate a guarantor post-tender submission, we will also require the nominated

guarantor to complete Attachment 4b – Information and Declarations\_Key Subcontractor\_Guarantor.

### 3. Selection Process

- 3.1 After the bid submission deadline, we will check all bids to make sure we have received everything we have asked for.
- 3.2 We may ask you to clarify information you provide, if that is necessary. Don't forget to check for messages in the eSourcing Suite throughout the competition on a daily basis. You must log on to the eSourcing Suite and access your message inbox for this competition to check for messages.
- 3.3 If your bid is not compliant we will reject your bid and you will be excluded from the competition. We will tell you why your bid is not compliant.
- 3.4 Not all selection questions need guidance as the questions are self-evident. However, other questions, such as the financial question, require a process to be undertaken before we can assess your response. In those instances, we have told you what we will do in the **evaluation guidance for those questions in Attachment 2a Selection Questionnaire**.

### 4. Selection Criteria

- 4.1 We may exclude you from the competition at the selection stage if:
  - You, or a member of your consortium, receive a 'fail' for any of the evaluated selection questions.
  - you, or a member of your consortium, do not pass the economic and financial standing assessment to the satisfaction of CCS.
  - your bid is deemed non-compliant.
  - any of the information you have provided proves to be false or misleading.
  - you have broken any of the competition rules in Attachment 1 About the Framework, or not followed the instructions given in this ITT pack.
  - you fail to respond within the time required, or to provide an adequate response should we need to clarify aspects of your bid in writing and/or provide additional information.

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

## **5. Selection Questionnaire**

- 5.1 Please refer to Attachment 2a Selection Questionnaire. Remember you must complete the questionnaire online in the eSourcing Suite (Qualification Envelope).
- 5.2 Attachment 2a Selection Questionnaire is for offline reference only, and it is unnecessary for you to complete Attachment 2a Selection Questionnaire. You are required to complete the selection questionnaire online in the eSourcing Suite (Qualification Envelope).

## **6. Award Stage**

- 6.1 If you have successfully passed the selection stage, you will proceed to the award stage.
- 6.2 We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.
- 6.3 Your bid must deliver what our Buyers need, at the best possible price you can give.
- 6.4 When completing your bid you must:
- Read through the entire ITT pack carefully, including Attachment 1a - Framework Schedule 1 (Specification), and read more than once.
  - Read each question, the response guidance, marking scheme, evaluation criteria, and the instructions on response parameters and required format.
  - Read the contract terms set out at Attachment 9 - Framework Contract Documents.
  - If you are unsure, ask questions before the clarification questions deadline See section 5 'Timelines for the competition' and section 6 'When and how to ask questions' in Attachment 1 - About the framework document
  - Allow plenty of time to complete your responses; it always takes longer than you think to submit your bid via the eSourcing Suite and to ensure any completion errors are rectified before the bid submission deadline.

- Your prices should be in line with the service level you offer in response to the award quality questions.

## 7. Award Criteria

- 7.1 The Award Stage consists of a quality evaluation (see section 9 of this document) and a price evaluation (see section 11 of this document).
- 7.2 The award of this framework will be on the basis of the 'Most Economically Advantageous Tender' (MEAT).
- 7.3 In this competition, the weighting for the quality evaluation is 70% (quality 60 / social value 10) and the weighting for the price evaluation is 30%.
- 7.4 For the avoidance of doubt, if you are successful in securing a place on the framework agreement, you will only be able to provide the Service Lines that you have selected in your valid COTPA(s) for the applicable Lot(s).

## 8. Award Process

- 8.1 What **YOU** need to do
  - answer the quality questions sections A, B, C, D, E and F of the quality questionnaire in the eSourcing Suite in the Technical Envelope.
  - Complete the Attachment 3 Price Matrix for the Lot(s) for which you are bidding.
  - Upload your completed price matrix into the eSourcing Suite in the Commercial Envelope to question PQ1.
- 8.2 What **WE** will do at the award stage

1.	<b>Compliance Check</b> First, we will do a check to make sure that you completed the questionnaires and pricing matrix in line with our instructions.
2.	<b>Quality Evaluation</b> We will give your responses to all of the quality questions (2.2, 2.3, 2.4, 2.5, and 2.6) to our evaluation panel. Each evaluator will independently assess your response to the quality question using

	the response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for the question they are evaluating, which they are assessing. Each evaluator will enter their marks and reasons into the eSourcing Suite.
3.	<p><b>Consensus</b></p> <p>Once the evaluators have independently assessed your answer to the question we will arrange for the evaluators to meet and we will facilitate the discussion. At this consensus meeting, the evaluators will discuss the quality of your answer and discuss their marks and reasons for that mark. The discussion will continue until they reach a consensus regarding the mark, and a reason for that mark, for each question. These final marks will be used to calculate your Quality Score for each Lot you have bid for.</p>
4.	<p><b>Moderation</b></p> <p>Once the consensus meetings have taken place, the consensus manager(s) will review the consensus marks and reasons for the marks agreed with evaluators for any errors or discrepancies. If any errors or discrepancies are identified, marks may be changed as a result of this moderation exercise. The reasons for revisiting the marks and the outcome of revisiting the marks will be fully recorded.</p>
5.	<p><b>Quality Threshold</b></p> <p>If you receive a mark of 0 (zero) for any of the quality questions (2.2, 2.3, 2.4, 2.5, and 2.6), we will reject your bid and you will be excluded from the competition in the applicable Lot(s). We will tell you that your bid has been excluded from the competition and why.</p> <p>Refer to tables at section 9.10 for an example of how your <b>Quality Score</b> for each Lot will be calculated.</p>
6.	<p><b>Evaluate Pricing</b></p> <p>We will give your pricing to the price evaluation panel, who are different evaluators from those who assess your quality responses.</p> <p>They will calculate your Price Score in accordance with the process and evaluation criteria set out at section 11 - Price Evaluation.</p>
7.	<p><b>Final Score</b></p> <p>Your Quality Score (out of 70) will be added to your Price Score (out of 30), to create your Final Score (out of 100), as illustrated in section 12- Final decision to award.</p>



8.	<p><b>Award</b></p> <p>Awards will be made to the successful Bidders following the standstill period, subject to contract.</p>
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## 9. Quality Evaluation

- 9.1 Questions 2.1.1, 2.1.2 and 2.1.3 are mandatory questions and will be evaluated PASS / FAIL. If you answer 'No' to one or more of the questions, 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.
- 9.2 Question 2.1.4 is a mandatory question. You must complete Attachment 10 - Sectors and Regions, in line with the guidance and the instructions contained within the attachment, and attach the file to the question in the eSourcing Suite.
- 9.3 Questions 2.1.5, 2.1.6, 2.1.7 and 2.1.8 are mandatory questions and will be evaluated PASS / FAIL. Please only answer Yes or No if you are submitting a bid for the Lot in question. If you are not submitting a bid for that Lot please select N/A. If you answer 'No' to the relevant question(s), 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.
- 9.4 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.
- 9.5 Question 2.2 (Social Value - Tackling economic inequality) will be independently assessed by our evaluation panel.
- 9.6 When the consensus meeting has taken place and the final mark for question 2.2 has been agreed by the evaluators, your final mark for that question will be multiplied by that question's weighting (10%) to calculate your weighted mark for that question.
- 9.7 All of the Lot specific questions (2.3, 2.4, 2.5, and 2.6) will be independently assessed by our evaluation panel.
- 9.8 When the consensus meeting has taken place and the final mark for Lot specific questions (2.3, 2.4, 2.5, and 2.6) has been agreed by the evaluators, your final mark for that question will be multiplied by that question's weighting (60%) to calculate your weighted mark for that question.
- 9.9 In each Lot, your weighted mark for each question will be added together to calculate your Quality Score out of 70.
- 9.10 Please see tables A, B, C and D below for an example of how your Quality Score will be calculated.

Table A – Lot 1

Question		Question Weighting	Maximum Mark Available	Your Final Mark	Your Weighted Mark
2.2	Social Value - Tackling economic inequality	10%	100	100	10.00
2.3	Lot 1 - Internal Audit and Assurance	60%	100	100	60.00
Lot 1 Quality score out of 70.00					70.00

Table B – Lot 2

Question		Question Weighting	Maximum Mark Available	Your Final Mark	Your Weighted Mark
2.2	Social Value - Tackling economic inequality	10%	100	66	6.60
2.4	Lot 2 - External audit	60%	100	66	39.60
Lot 2 Quality score out of 70.00					46.20

Table C – Lot 3

Question		Question Weighting	Maximum Mark Available	Your Final Mark	Your Weighted Mark
2.2	Social Value - Tackling economic inequality	10%	100	33	3.30

2.5	Lot 3 - Counter-fraud Investigation	60%	100	66	42.90
<b>Lot 3 Quality score out of 70.00</b>					<b>46.20</b>

Table D – Lot 4

<b>Question</b>		<b>Question Weighting</b>	<b>Maximum Mark Available</b>	<b>Your Final Mark</b>	<b>Your Weighted Mark</b>
2.2	Social Value - Tackling economic inequality	10%	100	100	10.00
2.6	Lot 4 - Other Independent Assurance .	60%	100	33	29.80
<b>Lot 4 Quality score out of 70.00</b>					<b>39.80</b>

## 10. Award Quality Questionnaire

10.1 The quality questionnaire is split into 6 sections:

- Section A – Mandatory Questions
- Section B – Social value - All Lots
- Section C – Lot 1 Internal audit and assurance
- Section D – Lot 2 External audit
- Section E – Lot 3 Counter-fraud and investigation
- Section F – Lot 4 Other independent assurance

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

<b>Question</b>	<b>Marking scheme</b>	<b>Weighting %</b>			
		<b>Lot 1</b>	<b>Lot 2</b>	<b>Lot 3</b>	<b>Lot 4</b>

2.1.1	Accept Competition Rules	Pass/Fail	N/A	N/A	N/A	N/A
2.1.2	Accept Contract Terms	Pass/Fail	N/A	N/A	N/A	N/A
2.1.3	Compliance with Mandatory Service Requirements Framework Schedule 1: Specification.	Pass/Fail	N/A	N/A	N/A	N/A
2.1.4	All Lots: Attachment 10 - Sectors & Regions	For Information Only	N/A	N/A	N/A	N/A
2.1.5	Lot 1: Compliance with Service Lines stated within valid COTPA(s) and Attachment 10 - Sectors and Regions.	Pass/Fail	N/A	N/A	N/A	N/A
2.1.6	Lot 2: Compliance with Service Lines stated within valid COTPA(s) and Attachment 10 - Sectors and Regions.	Pass/Fail	N/A	N/A	N/A	N/A
2.1.7	Lot 3: Compliance with Service Lines stated within valid COTPA(s) and Attachment 10 - Sectors and Regions.	Pass/Fail	N/A	N/A	N/A	N/A
2.1.8	Lot 4: Compliance with Service Lines stated within valid COTPA(s) and Attachment 10 - Sectors and Regions.	Pass/Fail	N/A	N/A	N/A	N/A
2.2	All Lots: Social Value - Tackling economic inequality	100/66/33/0	10%	10%	10%	10%
2.3	Lot 1 Internal Audit and Assurance	100/66/33/0	60%	N/A	N/A	N/A
2.4	Lot 2 External Audit	100/66/33/0	N/A	60%	N/A	N/A
2.5	Lot 3 Counter-fraud Investigation	100/66/33/0	N/A	N/A	60%	N/A

2.6	Lot 4 Other Independent Assurance	100/66/33/0	N/A	N/A	N/A	60%
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Section A – Mandatory Service Requirements	
2.1.1 Accept Competition Rules	
<p>Do you accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules?</p> <p>Please answer 'Yes' or 'No'</p> <p><b>Yes</b> - You accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules.</p> <p><b>No</b> - You do not accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules.</p>	
2.1.1 Response Guidance	
<p>This is a Pass/Fail question.</p> <p>If you cannot or are unwilling to select 'Yes' to this question, you will be disqualified from further participation in this competition.</p> <p>You are required to select either option YES or NO from the drop down list.</p> <p>Providing a 'Yes' response means you accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules.</p> <p>If you select 'No' to indicate that you do not accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules, you will be excluded from further participation in this competition.</p>	
Marking Scheme	Evaluation Guidance
Pass	You have selected option 'Yes' confirming that you accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules.
Fail	You have selected 'No' confirming that you do not accept the competition rules, as described in the ITT pack Attachment 1 - About the framework, paragraph 9 Competition rules.
2.1.2 Accept Contract Terms	
Do you accept the contract terms as incorporated in the Framework Award Form?	

<p>Please answer 'Yes' or 'No'</p> <p><b>Yes</b> - You accept the contract terms as incorporated in the Framework Award Form.</p> <p><b>No</b> - You do not accept the contract terms as incorporated in the Framework Award Form.</p>
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### 2.1.2 Response Guidance

This is a Pass/Fail question.

If you cannot or are unwilling to select 'Yes' to this question, you will be disqualified from further participation in this competition.

You are required to select either option YES or NO from the drop down list.

Providing a 'Yes' response means you accept the contract terms as incorporated in the Framework Award Form.

If you select 'No' to indicate that you do not accept the contract terms as incorporated in the Framework Award Form, you will be excluded from further participation in this competition.

Marking Scheme	Evaluation Guidance
Pass	You have selected option 'Yes' confirming that you accept the contract terms as incorporated in the Framework Award Form.
Fail	You have selected 'No' confirming that you do not accept the contract terms as incorporated in the Framework Award Form.

### 2.1.3 Compliance with Framework Schedule 1 (Specification)

If you are awarded a Framework Contract, will you unreservedly deliver in full, all of the mandatory service requirements as set out in Framework Schedule 1 (Specification).

Please answer 'Yes' or 'No' .

**Yes** - You will unreservedly deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) that you are bidding for.

**No** - You will not, or cannot, deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) that you are bidding for.

### 2.1.3 Response Guidance

This is a Pass/Fail question.

If you cannot or are unwilling to select 'Yes' to this question, you will be disqualified from further participation in this competition.

You are required to select either option YES, NO from the drop down list.

Providing a 'Yes' response means you will unreservedly deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) you are bidding for.

If you select 'No' (or do not answer the question) to indicate that you will not, or cannot, deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) you are bidding for and you will be excluded from further participation in this competition.

Marking Scheme	Evaluation Guidance
Pass	You have selected option 'Yes' confirming that you will unreservedly deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) you are bidding for.
Fail	You have selected 'No' confirming that you will not, or cannot, deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) you are bidding for.

#### 2.1.4 – Attachment 10 - Sectors and Regions - All Lots

##### Response Guidance

You must complete Attachment 10 - Sectors and Regions, in line with the guidance and the instructions contained within the attachment and attach to the question below.

Question Number	Question	Your Response
2.1.4	<p>Upload to this question your completed Attachment 10 - Sectors and Regions</p> <p>Please name the file [Sectors_Regions_Companyname]</p>	Attachment

#### 2.1.5 Lot 1 Internal audit and assurance

If you are awarded a Framework Contract for Lot 1 Internal audit and assurance, please confirm that you will unreservedly deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 5.2.1 - 5.2.5 and 5.4.1 - 5.4.7 of Framework Schedule 1 (Specification), and that you will deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).

Please answer 'Yes', 'No' or N/A.

**Yes** - You will unreservedly deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) that you are bidding for.

**No** - You will not, or cannot, deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) that you are bidding for.

**N/A** - You are not bidding for Lot 1.

### 2.1.5 Response Guidance

All Bidders must answer this question.

This is a Pass/Fail question if you are bidding for Lot 1.

If you are not bidding for Lot 1 please select N/A from the drop down list.

If you are bidding for Lot 1 and cannot, or are unwilling to, select 'Yes' to this question, you will be disqualified from further participation in this competition.

You are required to select either YES, NO or N/A from the drop down list.

Providing a 'Yes' response means you will unreservedly you will unreservedly deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 5.2.1 - 5.2.5 and 5.4.1 - 5.4.7 of the Framework Schedule 1 (Specification), and that you will deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).

Providing a 'No' response (or not answering the question) means that you will not, or cannot, deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 5.2.1 - 5.2.5 and 5.4.1 - 5.4.7 of the Framework Schedule 1 (Specification), and will not, or cannot, deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire)

**Marking  
Scheme**

**Evaluation Guidance**



Pass	You have selected option 'Yes' confirming that you will unreservedly deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 5.2.1 - 5.2.5 and 5.4.1 - 5.4.7 of Framework Schedule 1 (Specification), and that you will deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).
Fail	You have selected 'No' confirming that you will not, or cannot, deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, question 1.26, as listed in 5.2.1 - 5.2.5 and 5.4.1 - 5.4.7 of Framework Schedule 1 (Specification), and that you will not, or cannot, deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).
N/A	You have selected 'N/A' to confirm that you are not bidding for Lot 1.

### 2.1.6 Lot 2 External audit

If you are awarded a Framework Contract for Lot 2 External audit, please confirm that you will unreservedly deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 6.2.1 - 6.2.4 of Framework Schedule 1 (Specification), and that you will deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).

Please answer 'Yes', 'No' or N/A'.

**Yes** - You will unreservedly deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) that you are bidding for.

**No** - You will not, or cannot, deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) that you are bidding for.

**N/A** - You are not bidding for Lot 2.

### 2.1.6 Response Guidance

All Bidders must answer this question.

This is a Pass/Fail question if you are bidding for Lot 2.

If you are not bidding for Lot 2 please select N/A from the drop down list.

If you are bidding for Lot 2 and cannot or are unwilling to select 'Yes' to this question, you will be disqualified from further participation in this competition.

You are required to select either YES, NO or N/A from the drop down list.

Providing a 'Yes' response means you will unreservedly deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 6.2.1 - 6.2.4 of the Framework Schedule 1 (Specification), and that you will deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).

Providing a 'No' response (or not answering the question) means that you will not, or cannot, deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 6.2.1 - 6.2.4 of Framework Schedule 1 (Specification), and will not, or cannot, deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).

Marking Scheme	Evaluation Guidance
Pass	You have selected option 'Yes' confirming that you will unreservedly deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 6.2.1 - 6.2.4 of Framework Schedule 1 (Specification), and that you will deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).
Fail	You have selected 'No' confirming that you will not, or cannot, deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 6.2.1 - 6.2.4 of Framework Schedule 1 (Specification), and that you will not, or cannot, deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).
N/A	You have selected 'N/A' to confirm that you are not bidding for Lot 2.

### 2.1.7 Lot 3 Counter-fraud and investigation

If you are awarded a Framework Contract for Lot 3 Counter-fraud and investigation, please confirm that you will unreservedly deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 7.2.1 - 7.2.7 and 7.4.1 - 7.4.10 of Framework

Schedule 1 (Specification), and that you will deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).

Please answer 'Yes', 'No' or N/A .

**Yes** - You will unreservedly deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) that you are bidding for.

**No** - You will not, or cannot, deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) that you are bidding for.

**N/A** - You are not bidding for Lot 3.

### 2.1.7 Response Guidance

All Bidders must answer this question.

This is a Pass/Fail question if you are bidding for Lot 3.

If you are not bidding for Lot 3 please select N/A from the drop down list

If you are bidding for Lot 3 and cannot or are unwilling to select 'Yes' to this question, you will be disqualified from further participation in this competition.

You are required to select either YES, NO or N/A from the drop down list.

Providing a 'Yes' response means you will unreservedly you will unreservedly deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 7.2.1 - 7.2.7 and 7.4.1 - 7.4.10 of Framework Schedule 1 (Specification), and that you will deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).

Providing a 'No' response (or not answering the question) means that you will not, or cannot, deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 7.2.1 - 7.2.7 and 7.4.1 - 7.4.10 of Framework Schedule 1 (Specification), and will not, or cannot, deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).

Marking Scheme	Evaluation Guidance
Pass	You have selected option 'Yes' confirming that you will unreservedly deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 7.2.1 - 7.2.7 and 7.4.1 - 7.4.10 of Framework Schedule 1 (Specification), and that you will deliver these Service Lines in the sectors and regions you have set out in

	Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).
Fail	You have selected 'No' confirming that you will not, or cannot, deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 7.2.1 - 7.2.7 and 7.4.1 - 7.4.10 of Framework Schedule 1 (Specification), and that you will not, or cannot, deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).
Not Applicable	You have selected 'Not Applicable' to confirm that you are not bidding for Lot 3.

### 2.1.8 Lot 4 Other independent assurance

If you are awarded a Framework Contract for Lot 4 Other independent assurance, please confirm that you will unreservedly deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 8.2.1 - 8.2.11 of Framework Schedule 1 (Specification), and that you will deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).

Please answer 'Yes' 'No' or N/A.

**Yes** - You will unreservedly deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) that you are bidding for.

**No** - You will not, or cannot, deliver in full all of the mandatory service requirements as set out in Framework Schedule 1 (Specification) for the Lot(s) that you are bidding for.

N/A - You are not bidding for Lot 4.

### 2.1.8 Response Guidance

All Bidders must answer this question

This is a Pass/Fail question if you are bidding for Lot 4.

If you are not bidding for Lot 4 please select N/A from the drop down list

If you cannot or are unwilling to select 'Yes' to this question, you will be disqualified from further participation in this competition.

You are required to select either YES, NO or N/A from the drop down list.

Providing a 'Yes' response means you will unreservedly you will unreservedly deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 8.2.1 -

8.2.11 of Framework Schedule 1 (Specification), and that you will deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).

If you select 'No' (or do not answer the question) to indicate that you will not, or cannot, deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 8.2.1 - 8.2.11 of Framework Schedule 1 (Specification), and will not, or cannot, deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire)

<b>Marking Scheme</b>	<b>Evaluation Guidance</b>
Pass	You have selected option 'Yes' confirming that you will unreservedly deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 8.2.1 - 8.2.11 of Framework Schedule 1 (Specification), and that you will deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).
Fail	You have selected 'No' confirming that you will not, or cannot, deliver in full the Service Lines that you provide in your valid COTPA(s) in response to question 1.26 of the Selection Questionnaire, as listed in 8.2.1 - 8.2.11 of Framework Schedule 1 (Specification), and that you will not, or cannot, deliver these Service Lines in the sectors and regions you have set out in Attachment 10 - Sectors and Regions (in response to question 2.1.4 of the Award Quality Questionnaire).
Not Applicable	You have selected 'Not Applicable' to confirm that you are not bidding for Lot 4 in.

## **Section B – Social value - All Lots**

### **2.2 Requirement: Social Value - Tackling economic inequality**

CCS requires you to demonstrate how you would promote awareness of recruitment opportunities relating to known skills shortages and implement recruitment practices, employment conditions and training to support relevant sector related skills growth in line with Social Value Model's Theme 2 - Tackling economic inequality.

## 2.2 Response Guidance

**All Bidders must answer this question.**

**You must insert your response into the text fields in the eSourcing Suite.**

Your response to this social value question must be specific to the delivery of this Framework Contract and not be in relation to any generic work that you may already do on social value.

In order to satisfy the requirement, and the question associated with the requirement, you must:

- a) Demonstrate how you will raise awareness of careers and promote recruitment opportunities where there are known skills shortages, for roles that relate to the delivery of the services described in Framework Schedule 1 - Specification; and
- b) Demonstrate the recruitment practices and employment conditions that you will implement to attract suitable candidates from all backgrounds, minimise turnover of staff and improve productivity, in order to deliver the services described in Framework Schedule 1 - Specification; and
- c) Demonstrate how you will identify and address skills gaps in your workforce through training and development in order to deliver the services described in Framework Schedule 1 - Specification.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

Maximum character count – 6,000 characters including spaces and punctuation.

You must not exceed the character count within the eSourcing Suite. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes 2.2.1, 2.2.2 and 2.2.3 each box has a character count of 2,000 characters.

### Marking Scheme 100/66/33/0

Marking Scheme	Evaluation Criteria
100	The Bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.



<b>66</b>	The Bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
<b>33</b>	The Bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
<b>0</b>	The Bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

## Section C – Lot 1 Internal Audit and Assurance

### 2.3 Requirement:

CCS requires you to demonstrate how you would deliver an internal audit or assurance service to a public sector organisation in accordance with paragraph 5 of Framework Schedule 1 - Specification.

### 2.3 Response Guidance

**All Bidders for Lot 1 must answer this question.**

**You must insert your response into the text fields in the eSourcing Suite.**

In order to satisfy the requirement, and the question associated with the requirement, you must:

- a) Demonstrate how you will proportionately resource delivery of the requirement; and
- b) Demonstrate how you will identify key stakeholders that will be critical to your ability to fulfil the requirement and how you will ensure continuous and meaningful engagement with those key stakeholders throughout your appointment; and
- c) Demonstrate the measures you will implement to ensure that delivery of the requirement is completed on time and to the required standard.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

Maximum character count – 6,000 characters including spaces and punctuation.

You must not exceed the character count within the e-Sourcing Suite. Responses must include spaces between words. No attachments or hyperlinks to external

content are permitted; any additional documents or hyperlinks submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes 2.3.1, 2.3.2 and 2.3.3 each box has a character count of 2,000 characters.

#### **Marking Scheme 100/66/33/0**

<b>Marking Scheme</b>	<b>Evaluation Criteria</b>
<b>100</b>	The Bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
<b>66</b>	The Bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
<b>33</b>	The Bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
<b>0</b>	The Bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

#### **Section D – Lot 2 External Audit**

##### **2.4 Requirement:**

CCS requires you to demonstrate how you would deliver an external audit to a public sector organisation in accordance with paragraph 6 of Framework Schedule 1 - Specification.

##### **2.4 Response Guidance**

**All Bidders for Lot 2 must answer this question.**

**You must insert your response into the text fields in the eSourcing Suite.**

In order to satisfy the requirement, and the question associated with the requirement, you must:

- Demonstrate how you will identify the risks associated with delivery of the requirement and how you would effectively implement processes to mitigate those risks; and
- Demonstrate how you will continuously improve delivery of the requirement over the duration of the Framework Contract through use of technology and create efficiencies in processes whilst maintaining accuracy; and



- c) Demonstrate how you will keep up to date with the latest regulatory requirements, standards and best practice including how you will ensure awareness across your organisation so that they are incorporated into the delivery of the requirement.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

Maximum character count – 6,000 characters including spaces and punctuation.

You must not exceed the character count within the e-Sourcing Suite. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes 2.4.1, 2.4.2 and 2.4.3 each box has a character count of 2,000 characters.

#### **Marking Scheme 100/66/33/0**

<b>Marking Scheme</b>	<b>Evaluation Criteria</b>
<b>100</b>	The Bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
<b>66</b>	The Bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
<b>33</b>	The Bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
<b>0</b>	The Bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

#### **Section E – Lot 3 Counter-fraud Investigation**

##### **2.5 Requirement:**

CCS requires you to demonstrate how you would deliver counter-fraud investigation services to a public sector organisation in accordance with paragraph 7 of Framework Schedule 1 - Specification.

## 2.5 Response Guidance

**All Bidders for Lot 3 must answer this question.**

**You must insert your response into the text fields in the eSourcing Suite.**

In order to satisfy the requirement, and the question associated with the requirement, you must:

- a) Demonstrate how you will ensure that your methodology and approaches to the delivery of the requirement remain effective over time; and
- b) Demonstrate how you will transfer knowledge to upskill a public sector organisation, including sharing insight and working with the public sector organisation's internal teams to build their technical capability; and
- c) Demonstrate how you will adapt and scale the delivery of the requirement to respond to increased work volume and complexity.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

Maximum character count – 6,000 characters including spaces and punctuation.

You must not exceed the character count within the e-Sourcing Suite. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes 2.5.1, 2.5.2 and 2.5.3 each box has a character count of 2,000 characters.

### Marking Scheme 100/66/33/0

Marking Scheme	Evaluation Criteria
100	The Bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The Bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The Bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.

<b>0</b>	<p>The Bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above.</p> <p>OR</p> <p>A response has not been provided to this question.</p>
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## Section F – Lot 4 Other Independent Assurance

### 2.6 Requirement:

CCS requires you to demonstrate how you would deliver other independent assurance services to a public sector organisation in accordance with paragraph 8 of Framework Schedule 1 - Specification.

### 2.6 Response Guidance

**All Bidders for Lot 4 must answer this question.**

**You must insert your response into the text fields in the eSourcing Suite.**

In order to satisfy the requirement, and the question associated with the requirement, you must:

- a) Demonstrate how you will maintain your independence and objectivity whilst delivering the requirements; and
- b) Demonstrate how you will mobilise a project team and ensure that they have the necessary knowledge and skills to successfully deliver the requirement; and
- c) Demonstrate how you will maintain the quality of service delivery when managing multiple projects across different customers.

Your response should be limited to, and focused on, each of the component parts of the question posed (a to c). You must not make generalised statements or give irrelevant information.

Please attend to layout, spelling, punctuation and grammar. Address each of the component parts in the order they are listed in this response guidance. State which part you are responding to.

Maximum character count – 6,000 characters including spaces and punctuation.

You must not exceed the character count within the e-Sourcing Suite. Responses must include spaces between words. No attachments or hyperlinks to external content are permitted; any additional documents or hyperlinks submitted will be ignored in the evaluation of this question.

You are required to insert your response to this question in the technical envelope in boxes 2.6.1, 2.6.2 and 2.6.3 each box has a character count of 2,000 characters.

### Marking Scheme 100/66/33/0

Marking Scheme	Evaluation Criteria
100	The Bidder's response fully addresses all 3 of the component parts (a to c) of the response guidance above.
66	The Bidder's response fully addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The Bidder's response fully addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The Bidder's response has not fully addressed any of the 3 component parts (a to c) of the response guidance above. OR A response has not been provided to this question.

## 11. Price Questionnaire and Evaluation

- 11.1 This section 11 contains information on the price evaluation process and how to complete Attachment 3 Price Matrix.

Response Guidance		
You must complete Attachment 3 - Price Matrix, in line with the guidance in Attachment 2 - How to Bid, paragraphs 11 and the instructions contained within the price matrix and attach to the question below		
Question Number	Question	Your Response
PQ1	Upload to this question your completed Attachment 3 - Price Matrix  Please name the file [Price_Companyname]	Attachment

- 11.2 How to complete your pricing matrix:

11.2.1 Read and understand the instructions in Attachment 3 Price Matrix, and in this section, before submitting your prices.

11.2.2 You must not alter, amend or change the format or layout of the Attachment 3 - Price Matrix in any way. You must not insert or attach any comments into any of the tabs. Any such alteration, amendment, change or additional information will be disregarded and your bid may be deemed to be non-compliant.

11.2.3 Your prices should compare with the quality of your offer.

- 11.3 You must download Attachment 3 - Price Matrix (from the Attachment area of the eSourcing Suite) and complete the relevant tab(s) for the Lot(s) for which you are submitting a bid. For the

avoidance of doubt any pricing being entered into Attachment 3 - Price Matrix that does not correspond to the Lot(s) you have indicated you are bidding for at 1.15 of the Selection Questionnaire will be disregarded.

- 11.4 For all Lots, framework maximum day rates must be:
  - 11.4.1 inclusive of all profit and overheads
  - 11.4.2 exclusive of value added tax (VAT)
  - 11.4.3 entered using British pounds sterling
  - 11.4.4 based on an eight-hour Work Day
  - 11.4.5 inclusive of expenses to the Buyer(s) location at which the Services are principally to be performed. The location will be confirmed by the Buyer(s) in the Further Competition Procedure
  - 11.4.6 inclusive of the Management Charge of 1% which shall be paid by the Supplier to CCS
  - 11.4.7 Your prices must be sustainable and include your operating overhead costs and profit.
- 11.5 Grade definitions can be found in the 'Grades' tab of Attachment 3 - Price Matrix.
- 11.6 You should have read and understood the information on TUPE in section 6 of Attachment 1 – About the Framework. 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 Attachment 3 - Price Matrix.
- 11.7 The prices submitted will be the maximum payable under this framework. Prices may be lowered during the Further Competition Procedure. Refer to Framework Schedule 3 (Framework Prices).
- 11.8 When you have completed your Price Matrix, you must upload this into the eSourcing Suite at question PQ1 in Microsoft Excel format in the commercial envelope. If you do not upload your Price Matrix your bid may be rejected from this competition.
- 11.9 A framework maximum day rate must be provided for each of the six grades for the Lot(s) you are bidding for, and in the case of Lots 1 and 3 across both sets of rates. This information will form the pricing evaluation. If you do not insert an applicable price this will result in your bid being deemed non-compliant, and you will be excluded from further participation in this procurement.
- 11.10 Zero bids for day rates are not permitted. If you submit a zero bid for a day rate, this will result in your bid being deemed non-compliant for that Lot or Lots that you submitted a zero bid in and you will be excluded from any Lots where this occurs.
- 11.11 The prices submitted will be the maximum payable under this Framework Contract. Framework maximum day rates may be

lowered during a Further Competition Procedure. Refer to Framework Schedule 3 - (Framework Prices).

11.12 There are two different sets of framework maximum day rates for Lots 1 and 3 and for Lots 2 and 4 there is one set of framework maximum rate as set out in Attachment 3 - Price Matrix.

**11.13 For Lot 1:**

11.13.1 the first set is core rates (cells B7, C7, D7, E7, F7 and G7), these will be evaluated in accordance with Paragraph 11.17, 11.18 and 11.19 of Attachment 2 How to bid and will form the framework maximum day rates which can be charged for core internal audit services detailed in Attachment 1a Framework Schedule 1 - Specification.

11.13.2 the second set is specialist rates (cells B10, C10, D10, E10, F10 and G10), these will be evaluated in accordance with Paragraph 11.4 of Attachment 2 How to bid and will form the framework maximum day rates which can be charged for specialist internal audit services detailed in Attachment 1a Framework Schedule 1 - Specification.

**11.14 For Lot 2:**

11.14.1 the rates (cells B7, C7, D7, E7, F7 and G7), these will be evaluated in accordance with Paragraph 11.20 of Attachment 2 How to bid and will form the framework maximum day rates which can be charged for external audit services detailed in Attachment 1a Framework Schedule 1 - Specification.

**11.15 For Lot 3:**

11.15.1 the first set is proactive counter fraud services rates (cells B7, C7, D7, E7, F7 and G7), these will be evaluated in accordance with Paragraph 11.20 of Attachment 2 How to bid and will form the framework maximum day rates which can be charged for proactive counter-fraud services detailed in Attachment 1a Framework Schedule 1 - Specification.

11.15.2 the second set is reactive investigation services rates (cells B10, C10, D10, E10, F10 and G10), these will be evaluated in accordance with Paragraph 11 of Attachment 2 How to bid and will form the framework maximum day rates which can be charged for reactive investigation services detailed in Attachment 1a Framework Schedule 1 - Specification.

**11.16 For Lot 4:**

11.16.1 the rates (cells B7, C7, D7, E7, F7 and G7), these will be evaluated in accordance with Paragraph 11.20 of Attachment 2 How to bid and will form the framework maximum day rates which can be charged for other independent assurance detailed in Attachment 1a Framework Schedule 1 - Specification.

**All Lots:**

- 11.17 Where a framework maximum day rate is required, you must enter a figure in multiples of £10, for example, £500. No decimal places are permitted. The following examples are ***not*** permitted: £505, £501.50 and £552.00.
- 11.18 You must ensure that you adhere to the national living wage when submitting your framework maximum day rates in Attachment 3 - Price Matrix. This needs to be considered when calculating your framework maximum day rates.
- 11.19 Attachment 3 - Price Matrix must be completed in grade order as stated below:
- 11.19.1 Partner
  - 11.19.2 Director/Senior Audit Manager
  - 11.19.3 Audit Manager
  - 11.19.4 Senior Auditor
  - 11.19.5 Auditor
  - 11.19.6 Trainee Auditor/Analyst
- 11.20 You must ensure that the framework maximum day rate for each grade is between a minimum of 10% lower and a maximum of 50% lower than the grade above.
- 11.21 For example, if the framework maximum day rate for a Partner grade is priced at £2,000, the Director/Senior Audit Manager grade must be between £1,800 (10% minimum) and £1,000 (50% maximum). If you enter a framework maximum day rate outside of these parameters, the sheet will highlight an error and you will be required to submit a price with the required parameters. Any completed price matrix where this has been avoided in any way (see 11.2.2), will be deemed to be non-compliant and may be excluded from this procurement.
- Partner - you must enter the framework maximum day rate for this grade first
  - Director/Senior Audit Manager - must be between a minimum of 10% lower and a maximum of 50% lower than the Partner
  - Audit Manager - must be between a minimum of 10% lower and a maximum of 50% lower than the Director/Senior Audit Manager
  - Senior Auditor - must be between a minimum of 10% lower and a maximum of 50% lower than the Audit Manager
  - Auditor - must be between a minimum of 10% lower and a maximum of 50% lower than the Senior Auditor
  - Trainee Auditor/Analyst - must be between a minimum of 10% lower and a maximum of 50% lower than the Auditor
- 11.22 After completing Attachment 3 Price Matrix you must:
- 11.22.1 Rename the file to include your company name i.e. (Price\_companyname)
  - 11.22.2 Upload your completed Attachment 3 - Price Matrix in response to question 3.1.2 via the e-Sourcing tool prior to the Bid submission deadline.

11.23 For the purposes of the price evaluation, the median value (the value halfway) between the framework maximum day rates submitted for each rate card will be used to determine your ranking for the price evaluation. For each Lot, this will be the median price for the two grades listed below:

11.23.1 Lot 1 **Audit Manager - Core** and **Senior Auditor - Core**

11.23.2 Lot 1 **Audit Manager - Specialist** and **Senior Auditor - Specialist**

11.23.3 Lot 2 **Audit Manager** and **Senior Auditor**

11.23.4 Lot 3 **Audit Manager - Proactive** and **Senior Auditor - Proactive**

11.23.5 Lot 3 **Audit Manager - Reactive** and **Senior Auditor - Reactive**

11.23.6 Lot 4 **Audit Manager** and the **Senior Auditor**

See paragraphs 11.3, 11.4, 11.5 and 11.6 for further details.

11.24 Price Evaluation Process – Lot 1

11.24.1 The Total Price Score allocated to Lot 1 is 30. This Total Price Score will comprise of 20 available marks for the Core Price Score and 10 available marks for the Specialist Price Score.

#### **Core Price Score**

11.24.2 CCS will calculate the median price of the maximum day rates submitted for the Audit Manager - Core and Senior Auditor - Core for core internal audit services, as detailed in paragraphs 5.2.1 - 5.2.5 of Framework Schedule 1 (Specification), to produce the “median Core Price by Bidder”. Cell H7 of the Lot 1 Tab within Attachment 3 - Price Matrix.

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

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

<b>Ranking Group</b>	<b>Core Price Score</b>
1-5	20
6-10	18
11-15	16
16-20	14
21+	12



11.24.5 An example of how Bidders' Core Price Scores will be calculated is provided below:

Grade	Bidder A	Bidder B	Bidder C	Bidder D
Partner - Core	£1,290	£1,050	£1,750	£2,100
Director/Senior Audit Manager - Core	£950	£800	£1,330	£1,600
<b>Audit Manager - Core</b>	<b>£840</b>	<b>£610</b>	<b>£920</b>	<b>£1,180</b>
<b>Senior Auditor - Core</b>	<b>£700</b>	<b>£510</b>	<b>£810</b>	<b>£900</b>
Auditor - Core	£600	£420	£680	£810
Trainee Auditor/Analyst - Core	£400	£330	£410	£650
<b>Median Core Price by Bidder</b>	<b>£770</b>	<b>£560</b>	<b>£865</b>	<b>£1,040</b>
<b>Rank</b>	<b>14</b>	<b>5</b>	<b>21</b>	<b>26</b>
<b>Price Score</b>	<b>16</b>	<b>20</b>	<b>12</b>	<b>12</b>

### Specialist Price Score

- 11.24.6 CCS will calculate the median price of the maximum day rates submitted for the Audit Manager - Specialist and the Senior Auditor - Specialist for specialist internal audit services, as detailed in paragraphs 5.4.1 - 5.4.7 of Framework Schedule 1 (Specification), to produce the "median Specialist Price by Bidder". Cell H10 of the Lot 1 Tab within Attachment 3 - Price Matrix.
- 11.24.7 CCS will then rank all Bidders from lowest to highest, according to their "median Specialist Price by Bidder" i.e. the Bidder with the lowest median Specialist Price is ranked 1st
- 11.24.8 CCS will then allocate a Specialist Price Score to each Bidder according to their ranking group, in line with the table below:

Ranking Group	Specialist Price Score
1-5	10
6-10	9
11-15	8
16-20	7
21+	6

11.24.9 An example of how Bidders' Specialist Price Scores will be calculated is provided below:

<b>Grade</b>	<b>Bidder A</b>	<b>Bidder B</b>	<b>Bidder C</b>	<b>Bidder D</b>
Partner - Specialist	£1,350	£1,160	£2,000	£2,250
Director/Senior Audit Manager -Specialist	£1,050	£860	£1,450	£1,790
<b>Audit Manager - Specialist</b>	<b>£920</b>	<b>£650</b>	<b>£1000</b>	<b>£1,360</b>
<b>Senior Auditor - Specialist</b>	<b>£760</b>	<b>£560</b>	<b>£900</b>	<b>£1,050</b>
Auditor - Specialist	£640	£500	£780	£900
Trainee Auditor/Analyst - Specialist	£400	£350	£500	£670
<b>Median Specialist Price by Bidder</b>	<b>£840</b>	<b>£605</b>	<b>£950</b>	<b>£1,205</b>
<b>Rank</b>	<b>10</b>	<b>3</b>	<b>19</b>	<b>30</b>
<b>Price Score</b>	<b>9</b>	<b>10</b>	<b>7</b>	<b>6</b>

### **Total Price Score**

11.24.10 The Core Price Score and the Specialist Price Score will then be added together to calculate the Bidders Total Price Score for Lot 1.

11.24.11 Based on the above examples, the Bidders would achieve the following Total Price Score for Lot 1.

- Bidder A's Core Price score is 16 and their Specialist Price Score is 9. This gives Bidder A a Total Price Score of 25.
- Bidder B's Core Price Score is 20 and their Specialist Price Score is 10. This gives Bidder B a Total Price Score of 30.
- Bidder C's Core Price Score is 12 and their Specialist Price Score is 7. This gives Bidder C a Total Price Score of 19.
- Bidder D's Core Price Score is 12 and their Specialist Price Score is 6. This gives Bidder D a Total Price Score of 18.

### **11.25 Price Evaluation Process – Lot 2**

11.25.1 The Price Score allocated to Lot 2 is 30.

11.25.2 CCS will calculate the median price of the maximum day rates submitted for the Audit Manager and Senior Auditor you have submitted for external audit, as detailed in paragraphs 6.2.1 - 6.2.4 of Framework Schedule 1 (Specification), to produce the "median price by Bidder". Cell H7 of the Lot 1 Tab within Attachment 3 - Price Matrix.

- 11.25.3 CCS will then rank all Bidders from lowest to highest, according to their “median price by Bidder” i.e. the Bidder with the lowest median price is ranked 1st.
- 11.25.4 CCS will then allocate a Price Score to each Bidder according to their ranking group, in line with the table below:

Ranking Group	Price Score
1-5	30
6-10	27
11-15	24
16-20	21
21-25	18
26 +	15

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

Grade	Bidder A	Bidder B	Bidder C	Bidder D
Partner	£1,200	£1,000	£1,290	£2,000
Director/Senior Audit Manager	£1,010	£850	£1,150	£1,700
<b>Audit Manager</b>	<b>£900</b>	<b>£710</b>	<b>£1,000</b>	<b>£1,220</b>
<b>Senior Auditor</b>	<b>£750</b>	<b>£600</b>	<b>£840</b>	<b>£1,000</b>
Auditor	£580	£500	£620	£600
Trainee Auditor/Analyst	£450	£370	£480	£500
<b>Median price by Bidder</b>	<b>£825</b>	<b>£655</b>	<b>£920</b>	<b>£1,110</b>
<b>Rank</b>	<b>13</b>	<b>6</b>	<b>18</b>	<b>26</b>
<b>Price Score</b>	<b>24</b>	<b>27</b>	<b>21</b>	<b>15</b>

## 11.26 Price Evaluation Process – Lot 3

- 11.26.1 The Total Price Score allocated to Lot 3 is 30. This Total Price Score will comprise of 20 available marks for the Proactive Price Score and 10 available marks for the Reactive Price Score.

### Proactive Price Score

- 11.26.2 CCS will calculate the median price of the maximum day rates submitted for the Audit Manager - Proactive and Senior Auditor - Proactive you have submitted for Proactive counter-fraud services, as detailed in paragraphs 7.2.1 - 7.2.7 of Framework Schedule 1 (Specification), to produce the “median Proactive Price by Bidder”. Cell H7 of the Lot 3 Tab within Attachment 3 - Price Matrix.
- 11.26.3 CCS will then rank all Bidders from lowest to highest, according to their “median Proactive price by Bidder” i.e. the Bidder with the lowest median Proactive Price is ranked 1st.
- 11.26.4 CCS will then allocate a Proactive Price Score to each Bidder according to their ranking group, in line with the table below:

Ranking Group	Proactive Price Score
1-5	20
6-10	18
11-15	16
16-20	14
21 +	12

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

Grade	Bidder A	Bidder B	Bidder C	Bidder D
Partner - Proactive	£1,110	£1,250	£2,000	£990
Director/Senior Audit Manager - Proactive	£980	£1000	£1,500	£890
<b>Audit Manager - Proactive</b>	<b>£870</b>	<b>£850</b>	<b>£1020</b>	<b>£800</b>
<b>Senior Auditor - Proactive</b>	<b>£730</b>	<b>£570</b>	<b>£900</b>	<b>£700</b>
Auditor - Proactive	£600	£430	£650	£500
Trainee Auditor/Analyst - Proactive	£400	£300	£420	£270
<b>Median Proactive price by Bidder</b>	<b>£800</b>	<b>£710</b>	<b>£960</b>	<b>£750</b>
<b>Rank</b>	<b>13</b>	<b>4</b>	<b>25</b>	<b>7</b>
<b>Price Score</b>	<b>16</b>	<b>20</b>	<b>12</b>	<b>18</b>

### Reactive Price Score

- 11.26.6 CCS will calculate the median price of the maximum day rates submitted for the Audit Manager - Reactive and Senior Auditor - Reactive you have submitted for Reactive investigation services, as detailed in paragraphs 7.4.1 - 7.4.10 of Framework Schedule 1 (Specification), to produce the “median Reactive Price by Bidder”. Cell H10 of the Lot 1 Tab within Attachment 3 - Price Matrix.
- 11.26.7 CCS will then rank all Bidders from lowest to highest, according to their “median Reactive price by Bidder” i.e. the Bidder with the lowest median Reactive Price is ranked 1st.
- 11.26.8 CCS will then allocate a Reactive Price Score to each Bidder according to their ranking group, in line with the table below:

Ranking Group	Reactive Price Score
1-5	10
6-10	9
11-15	8
16-20	7
21 +	6

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

Grade	Bidder A	Bidder B	Bidder C	Bidder D
Partner - Reactive	£1,220	£1,400	£2,300	£1,150
Director/Senior Audit Manager - Reactive	£1,100	£1,180	£1,800	£970
<b>Audit Manager - Reactive</b>	<b>£950</b>	<b>£960</b>	<b>£1500</b>	<b>£850</b>
<b>Senior Auditor - Reactive</b>	<b>£830</b>	<b>£850</b>	<b>£1000</b>	<b>£730</b>
Auditor - Reactive	£700	£700	£750	£550
Trainee Auditor/Analyst - Reactive	£500	£400	£520	£300
<b>Median Reactive price by Bidder</b>	<b>£890</b>	<b>£905</b>	<b>£1,250</b>	<b>£790</b>
<b>Rank</b>	<b>12</b>	<b>15</b>	<b>21</b>	<b>3</b>
<b>Price Score</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>10</b>

### Total Price Score

- 11.26.10 CCS will then allocate a Proactive Price Score to each Bidder according to their ranking group, in line with the table below.
- 11.26.11 The Proactive Price Score and the Reactive Price Score will then be added together to calculate the Bidders Total Price Score for Lot 3.
- 11.26.12 Based on the above examples, the bidders would achieve the following Total Price Scores for Lot 3.
- Bidder A's Proactive Price Score is 16 and their Reactive Price Score is 8. This gives Bidder A a Total Price Score of 24.
  - Bidder B's Proactive Price Score is 20 and their Reactive Price Score is 8. This gives Bidder B a Total Price Score of 28.
  - Bidder C's Proactive Price Score is 12 and their Reactive Price Score is 6. This gives Bidder C a Total Price Score of 18.
  - Bidder D's Proactive Price Score is 18 and their Reactive Price Score is 10. This gives Bidder D a Total Price Score of 28.

#### 11.27 Price Evaluation Process – Lot 4

- 11.27.1 The Price Score allocated to Lot 4 is 30.
- 11.27.2 CCS will calculate the median price of the maximum day rates submitted for the Audit Manager and Senior Auditor you have submitted for other independent assurance services as detailed in paragraphs 8.2.1 - 8.2.11 of Framework Schedule 1 (Specification), to produce the “median price by Bidder”. Cell H7 of the Lot 4 Tab within Attachment 3 - Price Matrix.
- 11.27.3 CCS will then rank all Bidders from lowest to highest, according to their “median price by Bidder” i.e. the Bidder with the lowest median price is ranked 1st.
- 11.27.4 CCS will then allocate a Price Score to each Bidder according to their ranking group, in line with the table below:

Ranking Group	Price Score
1-5	30
6-10	27
11-15	24
16-20	21
21-25	18

26 +	15
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11.27.5 An example of how Bidders' Price Scores will be calculated is provided below:

Grade	Bidder A	Bidder B	Bidder C	Bidder D
Partner	£2,110	£900	£1,240	£1,150
Director/Senior Audit Manager	£1,820	£810	£1,130	£1,000
<b>Audit Manager</b>	<b>£1,300</b>	<b>£720</b>	<b>£960</b>	<b>£800</b>
<b>Senior Auditor</b>	<b>£1,000</b>	<b>£630</b>	<b>£850</b>	<b>£730</b>
Auditor	£650	£550	£700	£620
Trainee Auditor/Analyst	£500	£300	£450	£480
<b>Median price by Bidder</b>	<b>£1,150</b>	<b>£675</b>	<b>£905</b>	<b>£765</b>
<b>Rank</b>	<b>30</b>	<b>5</b>	<b>21</b>	<b>12</b>
<b>Price Score</b>	<b>15</b>	<b>30</b>	<b>18</b>	<b>24</b>

## 11.28 Abnormally Low Tenders

11.28.1 Where we consider any of the prices you have submitted to potentially be **abnormally low** we will ask you to explain the prices you have submitted (as required in regulation 69 of the Regulations).

11.28.2 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.

## 11.29 Tied ranking guidance for Ranking Groups (applies to all Lot pricing evaluations)

11.29.1 If two or more Bidders are ranked in an equal position in the ranking group for their median price by Bidder, the Bidder that is in the next position will be ranked according to their overall position in the ranked list. For example, if two Bidders are ranked in equal 1st place, the next Bidder is ranked in 3rd place, not 2nd place. This is illustrated by using the Lot 3 criteria in the table below:

Bidder:	Median price by Bidder	Ranking Group	Price Score	Rank
Bidder A	£600	1-5	30	1=
Bidder B	£600	1-5	30	1=
Bidder C	£650	1-5	30	3

Bidder D	£660	1-5	30	4
Bidder E	£670	1-5	30	5
Bidder F	£680	6-10	27	6
Bidder G	£700	6-10	27	7=
Bidder H	£700	6-10	27	7=
Bidder I	£700	6-10	27	7=
Bidder J	£740	6-10	27	10
Bidder K	£750	11-15	24	11
Bidder L	£770	11-15	24	12=
Bidder M	£770	11-15	24	12=
Bidder N	£800	11-15	24	14
Bidder O	£810	11-15	24	15

- 11.29.2 If any of these Bidders are 'tied' in last place within a ranking group, then the following ranking group will commence after the Bidders tied last place. For example, in Lot 3 if there were three Bidders tied in 5th place (in ranking group 1-5), then the next ranking group would start at 8 (instead of 5) but would still end in 10th position, unless there was another 'tied' situation.
- 11.29.3 The tied ranking guidance in this paragraph 11.29 will apply to all Lots.

## 12. Final Decision to Award

- 12.1 How we will calculate your Final Score for each Lot you are bidding for
- 12.2 We will add your Quality Score (inclusive of your Social Value score) to your Price Score to calculate your Final Score.

Example:

Lot	Bidder	Quality score	Social Value score	Price score	Final score
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		(Maximum score available 60)	(Maximum score available 10)	(Maximum score available 30)	(Maximum score available 100)
Lot 1	Bidder A	60	10	25	95
	Bidder B	39.6	10	30	89.6
	Bidder C	60	6.6	19	75.6
<b>Lot</b>	<b>Bidder</b>	<b>Quality score</b>	<b>Social Value score</b>	<b>Price score</b>	<b>Final score</b>
		(Maximum score available 60)	(Maximum score available 10)	(Maximum score available 30)	(Maximum score available 100)
Lot 2	Bidder A	19.8	10	24	53.8
	Bidder B	39.6	10	27	76.6
	Bidder C	39.6	3.3	21	63.9
<b>Lot</b>	<b>Bidder</b>	<b>Quality score</b>	<b>Social Value score</b>	<b>Price score</b>	<b>Final score</b>
		(Maximum score available 60)	(Maximum score available 10)	(Maximum score available 30)	(Maximum score available 100)
Lot 3	Bidder A	60	10	24	94
	Bidder B	39.6	6.6	28	74.2
	Bidder C	60	3.3	16	79.3
<b>Lot</b>	<b>Bidder</b>	<b>Quality score</b>	<b>Social Value score</b>	<b>Price score</b>	<b>Final score</b>
		(Maximum score available 60)	(Maximum score available 10)	(Maximum score available 30)	(Maximum score available 100)

Lot4	Bidder A	39.6	10	15	64.6
	Bidder B	60	6.6	30	96.6
	Bidder C	19.8	10	18	47.8

12.3 We will then rank all Final Scores from highest to lowest.

12.4 We will offer the number of Bidders a Framework Contract as set out in section 3.1 of Attachment 1 – About the Framework.

12.5 The maximum number of awarded Bidders for all Lots of this framework may increase where two (2) or more Bidders have tied scores in the last awarded position only.

#### 12.6 Reserved Rights

We also reserve the right to award a Framework Contract to any Bidders whose Final Score is within 1% of the last position, the last position for all Lots is 100<sup>th</sup> position.

##### **Example:**

If the Bidder in 100<sup>th</sup> place (last position) has a Final Score of 47.80

The calculation we will use is:

Lot 1 - 100th place Bidder's Final Score is 47.80

1% of 47.80 = 0.48

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

47.80 - 0.48 = 47.32.

So, any Bidder whose Final Score is 47.32 or above will be awarded a Lot 1 place on the framework.

#### 12.7 Intention to Award

We will tell you if you have been successful or unsuccessful via the eSourcing Suite. We will send Intention to Award letters to all Bidders who are still in the competition i.e. who have not been excluded.

For the avoidance of doubt if you are successful in securing a place on the framework agreement, you will only be able to provide the Service Lines that you have selected in your valid COTPA(s)

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

If during standstill we do receive a substantive challenge to our decision to award and the challenge is for a certain Lot, we reserve the right to conclude a Framework Contract with successful Bidders for the Lot(s) that have not been challenged.

Following the standstill period, and if there are no challenges to our decision, successful Bidders will be formally awarded a Framework Contract subject to signatures.

## 12.8 Framework Contract

If you are successful you will receive your Framework Contract via docusign email. This email will go to the email address for the main user of your eSourcing Tool account. If you have received an intention to award letter via the eSourcing Tool but have not received a docusign email, please ensure you check your 'junk mail'. You must sign the Framework Contract via docusign within 10 days of being asked. If you do not sign, we will withdraw our offer of a Framework Contract.

The conclusion of a Framework Contract is subject to the provision of due 'certificates, statements and other means of proof' where Bidders have, to this point, relied on self-certification.

If you have bid as a consortium, the conclusion of a Framework Contract is subject to the provision of due 'certificates, statements and other means of proof' from EACH member of the consortium.

This means:

- Cyber Essentials Basic Certificate
- Employer (Compulsory) Liability Insurance = £5,000,000
- Public Liability Insurance = £5,000,000
- Professional Indemnity Insurance = £5,000,000

You are required to send the documentary evidence of the above to [info@crowncommercial.gov.uk](mailto:info@crowncommercial.gov.uk) no later than the date provided in the Intention to Award letter. Failure to do so may mean that we will withdraw our offer of a Framework Contract.