



**Crown
Commercial
Service**

**AWARD QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION
AND MARKING SCHEME**

DEMAND SIDE RESPONSE SERVICES

REFERENCE NUMBER

RM3792

ATTACHMENT 3

AWARD QUESTIONNAIRE RESPONSE GUIDANCE, EVALUATION AND MARKING SCHEME

1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Authority to evaluate your response to each question set out within the Award Questionnaire. It also sets out the Marking Scheme which will apply. For the avoidance of doubt, references to “you” in this document shall be references to the Potential Provider.
- 1.2 The defined terms used in the Invitation To Tender document - Attachment 1 shall apply to this document.

2 OVERVIEW

- 2.1 The Award Questionnaire is broken down into the following sections:

SECTION A – MANDATORY QUESTIONS – PASS/FAIL

SECTION B – SCORED QUESTIONS

- 2.2 If you fail to provide a response to any question of the Award Questionnaire, your Tender may be deemed to be non-compliant. If a Tender is deemed to be non-compliant, the Tender will be rejected and excluded from further participation in this Procurement.
- 2.3 If a Tender is deemed to have failed the mandatory questions AQA1 and/or failed to achieve or exceed a Quality Score of 50 (**‘Minimum Quality Threshold’**) for questions AQB1 – AQB6 in Section B, in accordance with paragraph 12.3.8 of the Invitation to Tender – Attachment 1, the Potential Provider will not proceed to the next stage and you as a Potential Provider will be excluded from further participation in this Procurement.
- 2.4 A summary of all the questions contained within the Award Questionnaire, along with the Marking Scheme and Maximum Score Available (where applicable) for each question is set out below:

		Marking Scheme
SECTION A – MANDATORY QUESTIONS – PASS / FAIL		
AQA1	Scope of Services	PASS / FAIL
AQA2	Industry Charge Reduction Schemes	PASS / FAIL
AQA3	Site Suitability Assessment and Report	PASS / FAIL
AQA4	Management Information	PASS / FAIL
AQA5	Security	PASS / FAIL

		Marking Scheme	Weighting (%)
SECTION B – SCORED QUESTIONS			
AQB1	Account Management	100/75/50/25/0	5
AQB2	Staff Competency	100/66/33/0	20
AQB3	Site Suitability Assessment	100/66/33/0	20
AQB4	Set up and Operation of Demand Side Response Schemes	100/75/50/25/0	30
AQB5	Data Management and Finance	100/66/33/0	20
AQB6	Innovation and Added Value	100/66/33/0	5

SECTION A - MANDATORY QUESTIONS

AQA1 Scope of Services

Please indicate by selecting either option **YES** or **NO**, that in the event you are awarded a place on the Framework Agreement, whether you will or will not, unreservedly deliver in full, all the mandatory Goods and Services requirements, as set out in Framework Schedule 2: Part A: Goods and Services (Attachment 9).

YES - You will, unreservedly deliver in full, all the mandatory requirements, as set out in Framework Schedule 2: Part A: Goods and Services (Attachment 9).

NO - You will not, or cannot, deliver in full, all the mandatory requirements, as set out in Framework Schedule 2: Part A: Goods and Services (Attachment 9).

AQA1 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 Procurement.

You are required to select either option **YES** or **NO** from the drop down list associated with this question.

Providing a **YES** response means the Potential Provider will, unreservedly deliver in full, all the mandatory Goods and Services requirements, as set out in Framework Schedule 2: Part A: Goods and Services (Attachment 9).

If the Potential Provider selects **NO** (or does not answer the question) to indicate that they will not, or cannot, deliver in full, all the mandatory Goods and Services requirements, as set out in Framework Schedule 2: Part A: Good and Services (Attachment 9), then the Potential Provider will be disqualified from further participation in this Procurement.

Marking Scheme	Evaluation Guidance
PASS	You have selected option YES confirming that you will, unreservedly deliver in full, all the mandatory Goods and Services requirements, as set out in Framework Schedule 2: Part A: Goods and Services (Attachment 9).
FAIL	You have selected NO confirming that you will not, or cannot, deliver in full, all the mandatory Goods and Services requirements, as set out in Framework Schedule 2: Part A: Goods and Services (Attachment 9). OR The Potential Provider has not selected either YES or NO .

AQA2 Industry Charge Reduction Schemes

Please indicate by selecting either option **YES** or **NO**, that in the event you are awarded a place on the Framework Agreement, whether you will or will not, provide an industry charge reduction scheme on request from the Contracting Authority.

YES - You will, provide an industry charge reduction scheme on request from the Contracting Authority.

NO - You will not, or cannot, provide an industry charge reduction scheme on request from the Contracting Authority .

AQA2 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 Procurement.

You are required to select either option **YES** or **NO** from the drop down list associated with this question.

Providing a **YES** response means the Potential Provider will provide an industry charge reduction scheme on request from the Contracting Authority.

If the Potential Provider selects **NO** (or does not answer the question) to indicate that they will not, or cannot, provide an industry charge reduction scheme on request from the Contracting Authority, then the Potential Provider will be excluded from further participation in this Procurement. .

Marking Scheme	Evaluation Guidance
PASS	You have selected option YES confirming that you will provide an industry charge reduction scheme on request from the Contracting Authority
FAIL	You have selected NO confirming that you will not, or cannot, provide an industry charge reduction scheme on request from the Contracting Authority OR The Potential Provider has not selected either YES or NO .

AQA3 Site Suitability Assessment and Report

Please indicate by selecting either option **YES** or **NO**, that in the event you are awarded a place on the Framework Agreement, whether you will or will not, perform a no-obligation, free of charge site suitability assessment to determine Demand Side Response (DSR) scheme opportunities for Contracting Authorities and provide a detailed report to the Contracting Authority of the assessment and the site (and any associated assets) suitability for DSR.

YES - You will, perform a no-obligation, free of charge site suitability assessment to determine DSR scheme opportunities for Contracting Authorities and provide a detailed report to the Contracting Authority of the assessment and the site (and any associated assets) suitability for DSR.

NO - You will not, or cannot perform a no-obligation, free of charge site suitability assessment to determine DSR scheme opportunities for Contracting Authorities and provide a detailed report to the Contracting Authority of the assessment and the site (and any associated assets) suitability for DSR.

AQA3 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 Procurement.

You are required to select either option **YES** or **NO** from the drop down list associated with this question.

Providing a **YES** response means the Potential Provider will perform a no-obligation, free of charge site suitability assessment to determine DSR scheme opportunities for Contracting Authorities and provide a detailed report to the Contracting Authority of the assessment and the site (and any associated assets) suitability for DSR.

If the Potential Provider selects **NO** (or does not answer the question) to indicate that they will not, or cannot, perform a no-obligation, free of charge site suitability assessment to determine DSR scheme opportunities for Contracting Authorities and provide a detailed report to the Contracting Authority of the assessment and the site (and any associated assets) suitability for DSR then the Potential Provider will be excluded from further participation in this Procurement.

Marking Scheme	Evaluation Guidance
PASS	You have selected option YES confirming that you will perform a no-obligation, free of charge site suitability assessment to determine DSR scheme opportunities for Contracting Authorities and provide a detailed report to the Contracting Authority of the assessment and the site (and any associated assets) suitability for DSR
FAIL	You have selected NO confirming that you will not, or cannot, perform a no-obligation, free of charge site suitability assessment to determine DSR scheme opportunities for Contracting Authorities and provide a detailed report to the Contracting Authority of the assessment and the site (and any associated assets) suitability for DSR OR The Potential Provider has not selected either YES or NO .

AQA4 Management Information

Please indicate by selecting either option **YES** or **NO**, that in the event you are awarded a place on the Framework Agreement, whether you will or will not, have the systems in place that will deliver the Management Information (MI) requirements as set out in Framework Schedule 9 and in Framework Schedule 2 Part B Key Performance Indicators when the Framework Agreement goes live?

YES - You will, have the systems in place that will deliver MI requirements as set out in Framework Schedule 9 and in Framework Schedule 2 Part B Key Performance Indicators of the Framework Agreement when the Framework Agreement goes live.

NO - You will not, or cannot, have the systems in place that will deliver MI requirements as set out in Framework Schedule 9 and in Framework Schedule 2 Part B Key Performance Indicators of the Framework Agreement when the Framework Agreement goes live.

AQA4 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 Procurement.

You are required to select either option **YES** or **NO** from the drop down list associated with this question.

Providing a **YES** response means the Potential Provider will, unreservedly have the systems in place to be able to deliver the MI requirements when the Framework Agreement goes live.

If the Potential Provider selects **NO** (or does not answer the question) to indicate that they will not, or cannot, have the systems in place that will deliver the MI requirements when the Framework Agreement goes live then the Potential Provider will be excluded from further participation in this Procurement.

Marking Scheme	Evaluation Guidance
PASS	You have selected option YES confirming that you will, have the systems in place that will deliver MI requirements as set out in Framework Schedule 9 and in Framework Schedule 2 Part B Key Performance Indicators of the Framework Agreement when the Framework Agreement goes live.
FAIL	You have selected NO confirming that you will not, or cannot, have the systems in place that will deliver MI requirements as set out in Framework Schedule 9 and in Framework Schedule 2 Part B Key Performance Indicators of the Framework Agreement when the Framework Agreement goes live. OR The Potential Provider has not selected either YES or NO .

AQA5 Security

Please indicate by selecting either option **YES** or **NO**, that in the event you are awarded a place on the Framework Agreement, whether you will or will not, unreservedly put in place at Call Off stage, security clearance which meets the differing requirements of the Contracting Authorities, as set out in paragraph 4.14 of Framework Schedule 2: Part A: Services – Attachment 9 when the Framework Agreement goes live?

YES - You will, unreservedly put in place at Call Off stage, security clearance which meets the differing requirements of the Contracting Authorities, as set out in paragraph 4.14 of Framework Schedule 2: Part A: Services – Attachment 9 when the Framework Agreement goes live.

NO - You will not, or cannot, unreservedly put in place at Call Off stage, security clearance which meets the differing requirements of the Contracting Authorities, as set out in paragraph 4.14 of Framework Schedule 2: Part A: Services – Attachment 9 when the Framework Agreement goes live.

AQA5 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 Procurement.

You are required to select either option **YES** or **NO** from the drop down list associated with this question.

Providing a **YES** response means the Potential Provider will, unreservedly put in place at Call Off stage, security clearance which meets the differing requirements of the Contracting Authorities, as set out in paragraph 4.14 of Framework Schedule 2: Part A: Services – Attachment 9 when the Framework Agreement goes live .

If the Potential Provider selects **NO** (or does not answer the question) to indicate that they will not, or cannot, unreservedly put in place at Call Off stage, security clearance which meets the differing requirements of the Contracting Authorities, as set out in paragraph 4.14 of Framework Schedule 2: Part A: Services – Attachment 9 when the Framework Agreement goes live then the Potential Provider will be excluded from further participation in this Procurement.

Marking Scheme	Evaluation Guidance
PASS	You have selected option YES confirming that you will, unreservedly put in place at Call Off stage, security clearance which meets the differing requirements of the Contracting Authorities, as set out in paragraph 4.14 of Framework Schedule 2: Part A: Services – Attachment 9 when the Framework Agreement goes live.
FAIL	You have selected NO confirming that you will not, or cannot, unreservedly put in place at Call Off stage, security clearance which meets the differing requirements of the Contracting Authorities, as set out in paragraph 4.14 of Framework Schedule 2: Part A: Services – Attachment 9 when the Framework Agreement goes live. OR The Potential Provider has not selected either YES or NO .

SECTION B – SCORED QUESTIONS

AQB1 Account Management

REQUIREMENT:

The Authority requires the Potential Provider to demonstrate their Account Management process, resources and standards. The requirement is for the provision of dedicated Account Management to provide comprehensive, first point of contact service to Contracting Authorities. The Potential Provider will ensure a high standard of Service is delivered which meets the requirements of each Contracting Authority. The Potential Provider will implement and manage processes that ensure that Contracting Authority issues, of any nature relevant to the Framework Agreement and Call Off Contract, are addressed swiftly and brought to a satisfactory conclusion.

QUESTION:

Please demonstrate your approach to Account Management, including resource allocation, Contracting Authority communications and engagement process, complaint process and the process the Account Management team will follow to deal with scaling operations in response to changing volumes of Call Off contracts, ensuring Service levels are maintained.

Maximum character count – 8192 characters including spaces and punctuation.

AQB1 Response Guidance

All Potential Providers must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

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

- a) demonstrate your Account Management approach including resource allocation;
- b) demonstrate the Contracting Authority communications processes you will have in place including hours of operation and emergency contacts;
- c) demonstrate the process you will have in place to manage Contracting Authority complaints including escalation procedures; and
- d) demonstrate the process the Account Management team will follow to deal with fluctuations in scaling operations in response to changing volumes of Call Off contracts, ensuring Service levels are maintained.

Your response should be limited to, and focus on each of the component parts of the question posed (a to d). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to d) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme

Evaluation Criteria

100	The Potential Provider's response addresses all 4 of the component parts (a to d) of the response guidance above.
75	The Potential Provider's response fully addresses 3 of the 4 component parts (a to d) of the response guidance above.
50	The Potential Provider's response fully addresses 2 of the 4 component parts (a to d) of the response guidance above.
25	The Potential Provider's response addresses 1 of the 4 component parts (a to d) of the response guidance above.
0	The Potential Provider's response has not fully addressed any of the 4 component parts (a to d) of the response guidance above. OR A response has not been provided to this question.

AQB2 Staff Competency

REQUIREMENT:

The Authority requires the Potential Providers to demonstrate how they will ensure their staff have the knowledge, skills and experience of i) the Services and quality standards delivered by their own organisation, and ii) the Demand Side Response industry, and iii) environmental standards and regulation.

QUESTION:

Please demonstrate how you will ensure your staff have the knowledge, skills and experience of the Demand Side Response industry and associated service of i) the Services and quality standards delivered by their own organisation, and ii) the water industry, and iii) environmental standards and regulation. The response should include any staff qualifications and compliance and monitoring methods you will have in place.

Maximum character count – 8192 characters including spaces and punctuation.

AQB2 Response Guidance

All Potential Providers must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

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

- a) demonstrate how you will ensure that your Account Management teams, and frontline/operational and technical staff have the relevant knowledge, experience and qualifications to deliver the end to end Service provision for Demand Side Response. Your response should include where relevant staff from any Sub-Contractors delivering Services on your behalf;
- b) demonstrate the training and awareness programmes you will have in place to ensure all staff are kept up to date with industry developments and updates and new legislation; and
- c) demonstrate the compliance and monitoring methods you will deploy, including any internal or external auditing processes and any quality standards your organisation maintains.

Your response should be limited to, and focus on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme

Evaluation Criteria

100	The Potential Provider's response addresses all 3 of the component parts (a to c) of the response guidance above.
66	The Potential Provider's response addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The Potential Provider's response addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The Potential Provider'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.

AQB3 – Site Suitability Assessment

REQUIREMENT:

The Authority requires Potential Providers to demonstrate their processes for assessing Contracting Authorities sites for their suitability to participate in Demand Side Response schemes and the methodology for creating a fully costed proposal to the Contracting Authority.

QUESTION:

Please demonstrate your approach and processes for assessing Contracting Authority sites for their suitability to participate in Demand Side Response schemes. The response must also include the methodology for creating a fully costed proposal to the Contracting Authority including identification of any specific requirements for sites which have additional security requirements.

Maximum character count – 8192 characters including spaces and punctuation.

AQB3 Response Guidance

All Potential Providers must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

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

- a) demonstrate any requirements for Contracting Authority action at site suitability assessment stage;
- b) demonstrate your process and methodology for identifying the most relevant scheme for the proposed site and any factors that may need to be considered for sites with additional security requirements; and
- c) demonstrate the methodology, content and format of a fully costed proposal provided to a potential Contracting Authority.

Your response should be limited to, and focus on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

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

33	The Potential Provider's response addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The Potential Provider'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.

AQB4 – Set up and Operation of Demand Side Response Schemes

REQUIREMENT:

The Authority requires Potential Providers to identify the key aspects relevant to the effective and efficient operation of Demand Side Response scheme, what technology, systems and processes are required for the Contracting Authority to participate, how on-site personnel will be trained and how the relationship with the Network Operator is managed.

QUESTION:

Please describe your products, methods and processes for enabling equipment and processes for installation, commission and operation.

Maximum character count – 8192 characters including spaces and punctuation.

AQB4 Response Guidance

All Potential Providers must answer this question.

You must insert your response into the text fields in the e-Sourcing Suite.

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

- a) demonstrate key aspects relevant to the effective and efficient set up and operation of Demand Side Response scheme including roles and responsibilities for Contracting Authority and supplier;
- b) demonstrate the type and standards of enabling equipment and communications, and how they will provide the optimal benefit for the Contracting Authority;
- c) demonstrate training and guidance for on-site Contracting Authority personnel; and
- d) demonstrate communications and control systems between Contracting Authority, supplier and network operator.

Your response should be limited to, and focus on each of the component parts of the question posed (a to d). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to d) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

Marking Scheme	Evaluation Criteria
100	The Potential Provider's response addresses all 4 of the component parts (a to d) of the response guidance above.
75	The Potential Provider's response fully addresses 3 of the 4 component parts (a to d) of the response guidance above.

50	The Potential Provider's response fully addresses 2 of the 4 component parts (a to d) of the response guidance above.
25	The Potential Provider's response addresses 1 of the 4 component parts (a to d) of the response guidance above.
0	The Potential Provider's response has not fully addressed any of the 4 component parts (a to d) of the response guidance above. OR A response has not been provided to this question.

AQB5 – Data Management and Finance

REQUIREMENT:

The Authority requires Potential Providers to demonstrate how they will provide a high quality Service, through the use of effective and efficient processes that support the collection and reporting of data to the Contracting Authorities that enables them to understand their participation and receive accurate and timely payment for their services.

QUESTION:

Please demonstrate how you will provide a high quality Service, through the use of effective and efficient processes that support the collection and reporting of accurate data that enables the Contracting Authorities to understand their participation activity Demand Side Response services. The Potential Provider shall demonstrate what methodologies and processes will be used to prepare and deliver accurate statements and how the Contracting Authorities will receive accurate and timely payment for their capacity deployed for Demand Side Response services.

Maximum character count – 8192 characters including spaces and punctuation.

AQB5 Response Guidance

All Potential Providers must answer this question.

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

- a) demonstrate your systems and processes for how you will collect and provide participation data for Contracting Authorities, including a description of the methods and formats you operate/offer;
- b) demonstrate the different types of data and information reports that will be made available to Contracting Authorities for them to access so that they can understand their participation activity in Demand Side Response services; and
- c) demonstrate what methodologies and processes will be used to prepare and deliver accurate statements and how the Contracting Authorities will receive accurate and timely payment for their capacity deployed for Demand Side Response services.

Your response should be limited to, and focus on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

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

66	The Potential Provider's response addresses 2 of the 3 component parts (a to c) of the response guidance above.
33	The Potential Provider's response addresses 1 of the 3 component parts (a to c) of the response guidance above.
0	The Potential Provider'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

AQB6 – Innovation and Added Value

REQUIREMENT:

The Authority requires Potential Providers to demonstrate innovative ways of working, either already existing or that you will adopt from other partner firms or organisations that will add value to the Contracting Authority in relation to the key objectives of i) increase in financial benefits, ii) reduction in energy consumption, and iii) enhancement of customer service.

QUESTION:

Please demonstrate how you will add value to Contracting Authorities in relation to increase in financial benefits, reduction in energy consumption and enhancement of customer service by implementing existing, or, adopting from other partner firms or organisations, innovative ways of working and, how you will share this innovation with other Contracting Authorities.

Maximum character count – 8192 characters including spaces and punctuation.

AQB6 Response Guidance

All Potential Providers must answer this question.

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

- a) demonstrate what added value Goods and/or Services will be available to Contracting Authorities;
- b) demonstrate what benefits you will bring in relation to the key benefits of, an increase in financial benefits, a reduction in energy consumption and enhancement of customer service; and
- c) demonstrate how you will share innovation across Contracting Authorities.

Your response should be limited to, and focus on each of the component parts of the question posed (a to c). You should refrain from making generalised statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas and you address each of the component parts in this response guidance in the order they are listed above and highlight which part (a to c) you are responding to.

Maximum character count – 8192 characters including spaces and punctuation. This character count cannot be exceeded within the e-Sourcing Suite. Responses must include spaces between words. No attachments are permitted; any additional documents submitted will not be taken into consideration for the purposes of the evaluation of this question.

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

0	The Potential Provider'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
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