



Bid Pack For Call Off Competition

Attachment 2 – How To Bid Including Evaluation Criteria

Contract Reference: CCSN19A07

Provision of an Integrated Job Evaluation Tool and Market Benchmark Data

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How To Make Your Bid

Your bid must be made by the organisation that will be responsible for providing the deliverables if your bid is successful.

Remember to:

Accept or Decline this Bid Pack. If you Decline please provide a reason for doing so

Enter your bid into the e-Sourcing Suite. We can only accept bids that we receive through the e-Sourcing Suite

Make sure you answer every question

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 e.g. reports located on your website.

Submit your bid in good time and before the bid submission deadline.

Upload ONLY those attachments we have asked for in line with the requirements specified – any other supporting evidence, certificates for example, will be requested separately by us.

If we **do not** require attachments and have specified this please only use the Text Boxes provided for your answer.

Check for messages in the e-Sourcing Suite throughout the competition.

Press the Submit all **Draft Bids** button when your bid is ready, otherwise we will not be able to see it.

If you are unsure, ask questions before the Clarification Questions Deadline.

How The Questionnaires Are Structured:

- 1.3. A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out below:
 - 1.3.1. QUESTIONNAIRE 1 - KEY PARTICIPATION REQUIREMENTS
 - 1.3.2. QUESTIONNAIRE 2 - CONFLICTS OF INTEREST
 - 1.3.3. QUESTIONNAIRE 3 - INFORMATION ONLY
 - 1.3.4. QUESTIONNAIRE 4 – QUALITY - JOB EVALUATION
 - 1.3.5. QUESTIONNAIRE 5 - QUALITY - REWARD MARKET BENCHMARKING
 - 1.3.6. QUESTIONNAIRE 6 – QUALITY - ANALYSIS, TRAINING & SUPPORT
 - 1.3.7. QUESTIONNAIRE 7 – PRICE

QUESTIONNAIRE 1 - KEY PARTICIPATION REQUIREMENTS

Response Guidance

The following questions are 'Pass/Fail' questions. If Potential Bidders are unwilling or unable to answer "Yes", their submission will be deemed non-compliant and shall be rejected. Potential Bidders should confirm their answer by selecting the appropriate option from the drop down menu.

Question Number	Question	Your Response
1.1	Do you accept the competition rules as described in Attachment 1 – About the Procurement?	Yes/No
1.2	Have you read, understood and accepted the Bid Pack and all associated attachments, specifically Attachment 3 - Statement of Requirement?	Yes/No
1.3	Do you agree, without caveats or limitations, that in the event that you are successful, Attachment 5 - Terms and Conditions will govern the provision of this contract?	Yes/No
1.4	Do you confirm your Organisation's e-Sourcing suite profile is complete and accurate at the time the bid closed and that any amendments made following acceptance of this event will be notified to the buyer in writing?	Yes/No

QUESTIONNAIRE 2 – CONFLICTS OF INTEREST

Response Guidance

Question 2.1 is a 'Yes/No' question and will dictate whether or not question 2.2 needs to be answered.

Question 2.2 is a Pass / Fail question. Potential Bidders are required to provide details of how the identified conflict will be mitigated.

The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore, if Potential Bidders cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Bid will be deemed non-compliant and will be rejected.

Question Number	Question	Your Response
2.1	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	Yes/No
2.2	We require that any potential, actual or perceived conflicts of interest in respect of this Bid Pack are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	Text Box

QUESTIONNAIRE 3 – INFORMATION ONLY

Response Guidance

The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any omissions may delay completion of this procurement.

Question Number	Question	Your Response
3.1	Please provide details of where the Award Outcome should be directed. Your response must include their; <ul style="list-style-type: none"> ● Full Name ● Role/Title ● Registered Address ● Email Address ● Contact Telephone Number 	Text Box
3.2	Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their;	Text Box

	<ul style="list-style-type: none"> • Trading Name(s) • Registered Address(ees) and contact details • Goods/Services to be provided 	
3.3	The provide details of any valid quality accreditations that your Organisation holds relevant to this requirement?	Text Box

QUESTIONNAIRE 4 - QUALITY – JOB EVALUATION – WEIGHTING –25%

Response Guidance

Potential Bidders MUST answer ALL the following questions. The method of response; page limit on attachments of 5 pages of A4 sides and evaluation criteria is set per question.

Attachments may be submitted in Microsoft Word, Excel. PDF format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams. Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us

No costings should be included in responses to this Questionnaire.

Question Number	Question	Your Response	Minimum Acceptable Score	Maximum Available Score	Weighting 100%
4.1	<p>Please describe the structure and components of your job evaluation scheme and how your job evaluation system mitigates against gender bias or other potentially discriminatory prejudices?</p> <p>The Response should include:</p> <ul style="list-style-type: none"> • What factors your scheme uses to evaluate jobs and how these factors are organised, broken down into 	Attachment	66	100	30%

	<p>components.</p> <ul style="list-style-type: none"> • How each component is evaluated and measured. 				
4.2	<p>Please describe how you can ensure and evidence the fairness, consistency and integrity in your job evaluation scheme? Please provide information on the following:</p> <ul style="list-style-type: none"> • Consistency across jobs and job hierarchies • the distribution of evaluations across factor levels • and comparability of the jobs assessed at each factor level 	Attachment	66	100	30%
4.3	<p>Please describe how your job evaluation scheme evaluates, differing role types and qualifications? – for example technical and manual versus operational support and management.</p> <p>Your response should highlight any key differences in the evaluation methodology.</p>	Attachment	66	100	30%
4.4	<p>The Civil Service operate a defined grading structure; please describe how your job evaluation scheme can link back to any other job evaluation structure, particularly the Civil Service grading structure?</p>	Attachment	66	100	10%

QUESTIONNAIRE 5 – QUALITY – REWARD MARKET BENCHMARKING – WEIGHTING 20%

Response Guidance

Potential Bidders MUST answer ALL the following questions. The method of response; page limit on attachments and evaluation criteria is set per question.

Attachments may be submitted in Microsoft Word, Excel, PDF format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams. Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us

No costings should be included in responses to this Questionnaire.

Question Number	Question	Your Response	Minimum Acceptable Score	Maximum Available Score	Weighting 100%
5.1	<p>Please demonstrate how you will ensure your market data is integrated and comparable in association with the relevant job evaluation scheme as detailed within Attachment 3 – Statement of Requirement.</p> <p>Your response should detail:</p> <ul style="list-style-type: none"> if this data is fully integral to or if it is linked via an established and tested interface, and if so how will this work? 	Attachment	66	100	40%
5.2	Please describe how you can ensure that your data is trustworthy and up to date and is kept relevant.	Attachment	66	100	30%
5.3	Please provide examples of how your market data can be	Attachment	66	100	30%

	categorised according to: <ul style="list-style-type: none"> • geographical splits • business sectors • company/enterprise types and size <p>Please also detail any other factors by which your data can be analysed</p>				
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QUESTIONNAIRE 6 – QUALITY – ANALYSIS, TRAINING & SUPPORT - WEIGHTING – 15%

Response Guidance

Potential Bidders MUST answer ALL the following questions. The method of response; page limit on attachments and evaluation criteria is set per question.

Attachments may be submitted in Microsoft Word, Excel. PDF format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams. Upload ONLY those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us

No costings should be included in responses to this Questionnaire.

Question Number	Question	Your Response	Minimum Acceptable Score	Maximum Available Score	Weighting 100%
6.1	Please demonstrate your methodology to ensure DECA employees are fully trained to evaluate jobs in the future .	Attachment	66	100	40%

	<p>Your response should detail:</p> <ul style="list-style-type: none"> • the training approach. • Available manuals or on line resources • supporting documentation and guidance materials 				
6.2	<p>Please provide information about the support you can provide to DECA in:</p> <ul style="list-style-type: none"> • the analysis of the outcomes of the job evaluation exercise, such as hierarchical and cross functional analysis, checking for anomalies, identifying natural groupings and breaks, trends, anomalies and differences • in analysing reward market benchmark data in relation to DECA's evaluated jobs and DECA's current reward offerings 	Attachment	66	100	40%
6.3	<p>Please provide a relevant a case study that demonstrates how you have undertaken market benchmarking analysis and what benefits this will bring DECA?</p>	Attachment	66	100	20%

QUESTIONNAIRE 7 – PRICE – WEIGHTING 40%

Response Guidance

Potential Bidders must enter costs by uploading the relevant Attachment 4 - Price Schedule, at the question level on the e-Sourcing event.

Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.

Potential Bidders will be scored in accordance with the marking scheme at Section 2.

Question Number	Question	Your Response	Minimum Acceptable Score	Maximum Available Score	Weighting 100%
7.1	Please confirm, by selecting 'YES' that you have attached a completed Price Schedule to the response to this question they have Bid for. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for the period following the Deadline for Submission as stated in the Attachment 1 – About the Procurement.	Yes/No Attachment	N/A	N/A	N/A
7.2	Using the template provided at attachment 4 please provide the total cost for delivery for the requirement outlined within Attachment 3 – Statement of Requirements. The costings provided should be itemised and clearly link back to the	Attachment	N/A	100	80%

	rate card provided against 7.3. Any costs not listed will not be paid by the Contracting Authority.				
7.3	Using the template provided at attachment 4 please provide a list of all roles that will be required to provide support and training as outlined in Attachment 3.	Attachment	N/A	100	20%

Award Criteria

The award stage consists of a quality evaluation and a price evaluation.

The award of the resultant contract will be on the basis of the 'Most Economically Advantageous Tender' (MEAT) or price only.

The weighting for the quality evaluation is 60%; and, the price evaluation is 40%.

Award process - What you need to do

- Answer the questions in section 2 above in the e-Sourcing suite.
- Complete the Attachment 4 – Price Schedule
- You must upload your completed Price Schedule into the e-Sourcing suite at questionnaire 8.

What we will do

1	<p>Compliance Check</p> <p>First, we will complete a mandatory evaluation to make sure that you have answered all questions and have completed the Attachment 4 - Price Schedule in line with our instructions. All bids passing the mandatory evaluation will be progressed to the Quality Evaluation.</p>
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2	<p>Quality Evaluation</p> <p>We will give your responses to the QUALITY questionnaires to the Contracting Authorities evaluation panel. Each evaluator will independently assess your responses to the quality questions using the response guidance and the evaluation criteria.</p> <p>They will give a score and a reason for their score for each question they are assessing. The evaluators will enter the scores and reasons into the e-Sourcing suite.</p> <p>If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via the e-Sourcing suite on an individual basis.</p>
3	<p>Consensus</p> <p>Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet. We will facilitate the discussion.</p> <p>At this meeting, the evaluators will discuss the quality of your answers and review their scores and reasons for that score. The discussion will continue until they reach a consensus regarding the score, and reason for that score, for each question.</p> <p>These final scores will be used to calculate your quality score. If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via the e-sourcing suite on an individual basis.</p>
4	<p>Quality Threshold</p> <p>If you have not met the minimum acceptable score for each question, you will be excluded from the competition. We will tell you that you have been excluded from the procurement and why at award stage.</p> <p>If this is a 2 stage evaluation, we will advise you at the point in which stage 2 invitations are sent.</p>
5	<p>Evaluate Pricing</p> <p>We will then evaluate your price and calculate your price score using the evaluation criteria specified.</p> <p>If we wish to clarify any areas of your bid, bid clarification questions will be issued via the e-sourcing suite on an individual basis.</p>

6	<p>Final Score</p> <p>Your quality score will be added to your price score, to create your final score.</p>
7	<p>Award</p> <p>Awards will be made to the successful bidder, subject to contract.</p> <p>We will notify successful and unsuccessful bidders providing feedback.</p> <p>In some cases we may include a standstill period in which case the successful bidders will be issued an Intention to Award letter with all suppliers notified of the intended outcome.</p>

Marking Scheme

The evaluation criteria set out below will be used during the Quality Evaluation:

Marking Scheme	Description
100 - Good	<p>The response fully meets all requirements with detail provided minimising risks to delivery.</p> <p>The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Contracting Authority, other than that outlined within the statement of requirements.</p>
66 – Acceptable – Minor Concerns	<p>The response is acceptable and meets all the basic requirements. However, the response, is not sufficiently detailed to minimise risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Contracting Authority to meet its deliverables.</p>
33 – Non Acceptable - Major Concerns	<p>The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required.</p> <p>The response does not demonstrate a full understanding of the requirement posing major concerns.</p>
0 - Unsuitable	<p>The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, demonstrating no understanding of the requirement.</p>

Quality Evaluation

Questionnaires Q1 and Q2 are mandatory question(s) and will be evaluated PASS / FAIL. If you fail any of these questions, you will be excluded from the competition. We will tell you that your bid has been excluded.

When the consensus meeting has taken place and the final score for each question has been agreed by the evaluators, your final score for each question will be multiplied by that questions weighting to calculate your weighted score for that question.

Each weighted score for each question for each Lot you have submitted a bid for will then be added together to calculate your quality score.

Please see table A below for an example of how your quality score will be calculated.

Table A – EXAMPLE ONLY

Questionnaire	Questionnaire Weighting	Question	Question Weighting	Bidder A			Bidder B			Bidder C		
				Consensus Score (Max 100)	Weighted Question Score	Weighted Questionnaire Score	Consensus Score (Max 100)	Weighted Question Score	Weighted Questionnaire Score	Consensus Score (Max 100)	Weighted Question Score	Weighted Questionnaire Score
4. Service Delivery	40%	4.1	50%	100	50	35.00	75	37.5	30.00	75	37.5	25.00
		4.2	50%	75	37.5		75	37.5		50	25	
Questionnaire 4 Totals				87.5			75			62.5		
5. Account Management	30%	5.1	75%	50	37.5	18.75	75	56.25	20.63	50	37.5	15.00
		5.2	25%	100	25		50	12.5		50	12.5	
Questionnaire 5 Totals				62.5			68.75			50		
Quality Total Score				53.75			50.63			40.00		

Price Evaluation

This section contains information on how to complete Attachment 4 - Price Schedule and the price evaluation process.

How to complete your Attachment 4 – Price Schedule

Read and understand the instructions in the Attachment 4 - Price Schedule, and in this section before submitting your prices.

Your prices should compare with the quality of your offer.

Your prices must be sustainable and inclusive of all costs for example your operating costs and profit.

Your prices are to exclude VAT.

Pricing is to be exclusive of expenses.

The currency is British pounds sterling, up to two decimal places.

The percentages submitted shall be up to two decimal places.

Pricing will be based on:

Eight (8) hour Working Day; and

Rounded to the nearest £10.

Zero bids will not be allowed.

We will investigate where we consider your bid to be abnormally low.

The prices submitted shall not exceed the relevant framework contract rates.

You must download and complete the Attachment 4 – Price Schedule you are submitting a bid for. Further detail may be provided within the Attachment 4 – Price Schedule.

When you have completed your Attachment 4 - Price Schedule, you must upload this into the e-Sourcing Suite at question Q8. If you do not upload your Attachment 4 – Price Schedule your bid may be rejected from this competition.

Do not alter, amend or change the format or layout of the Attachment 4 – Price Schedule.

Price Evaluation Process

This is how we will evaluate your pricing:

We will check you have completed the Attachment 4 – Price Schedule as instructed.

Failure to complete the Attachment 4 - Price Schedule as instructed may result in your bid being deemed non-compliant and may be rejected from this competition.

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

The Potential Bidder with the lowest total price for each pricing table will be awarded the maximum score available for that pricing table.

All other Potential Bidders will get a price score relative to the lowest total price.

The calculation we will use to evaluate your total price per element, is as follows:

$$\text{Price Score} = \frac{\text{Lowest total price}}{\text{Bidders total price}} * \text{maximum score available} \text{ _____ Potential}$$

1.3.8. Please see table B below for an example of how your Price score will be calculated.

Table B – EXAMPLE ONLY

Questionnaire	Questionnaire Weighting	Bidder A				Bidder B				Bidder C			
		Bid Submitted	Lowest Bid Submitted	Score	Weighted Questionnaire Score	Bid Submitted	Lowest Bid Submitted	Score	Weighted Questionnaire Score	Bid Submitted	Lowest Bid Submitted	Score	Weighted Questionnaire Score
6. Price	30%	£217,000	£217,000	100.00	30.00	£432,000	£217,000	50.23	15.07	£542,000	£217,000	40.04	12.01

The total score for each pricing table will be added together and the potential bidder with the highest total score will be awarded the maximum score available for price.

All other bidders will get a score relative to the total highest score.

The calculation we will use to evaluate the total price score is as follows:

$$\text{Price Score} = \frac{\text{Potential Bidders Total Score}}{\text{Highest Total Score}} * \text{maximum score available}$$

Where we consider any of the total price(s) you have submitted to be abnormally low will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Public Contracts Regulations 2015).

Final Decision to Award

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

Please see table C below for an example of how your Quality score and Price score will be added together to identify your final score.

Table C – EXAMPLE ONLY:

Questionnaire	Weighted Questionnaire Score		
	Bidder A	Bidder B	Bidder C
4. Service Delivery	35.00	30.00	25.00
5. Account Management	18.75	20.63	15.00
6. Price	30.00	15.07	12.01
Total Score	83.75	65.69	52.01

The bidder with the highest final score will be awarded the contract. However, if this is a 2 Stage Evaluation the final scores up to this point will act as a gateway to Stage 2 as outlined in “What we will do” point 7.

Further Information

We will tell you if you have been successful or unsuccessful via the e-Sourcing Suite.