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# Bid Pack For Call Off Competition

This procurement event will be conducted in accordance with the Public Contracts Regulations 2015, specifically Chapter 8, Below Threshold Procurements.

**Attachment 2 – How To Bid Including Evaluation Criteria**

Contract Reference: CCCB20A07 – Headhunter to resource UKGI COVID Support work

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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:

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

### QUESTIONNAIRE 1 – QUALIFICATION - KEY PARTICIPATION REQUIREMENTS

### QUESTIONNAIRE 2 – QUALIFICATION - CONFLICTS OF INTEREST

### QUESTIONNAIRE 3 – QUALIFICATION - INFORMATION ONLY

### QUESTIONNAIRE 4 - QUALITY – SERVICE DELIVERY AND APPROACH

### QUESTIONNAIRE 5 - QUALITY - CAPABILITY

### QUESTIONNAIRE 6 - COMMERCIAL EVALUATION

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| **QUESTIONNAIRE 1 – QUALIFICATION - 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 Requirements? | 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 |
| 1.5 | Please confirm that you understand that CCS reserve the right to use a credit reference agency to obtain a financial risk score for you and any members of your consortium or any nominated guarantor(s)? | Yes/No |
| 1.6 | Do you agree without caveat or limitations that you will provide upon request any relevant Insurance or Accreditation certificates? | Yes/No |

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| **QUESTIONNAIRE 2 – QUALIFICATION - 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 by 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 |

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| **QUESTIONNAIRE 3 – QUALIFICATION - 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 | What are your details:* Name (registered name if registered)
* Office address (registered address if registered)
* Website address (if applicable)
* Date of registration (if applicable) or date of formation
* Registration number (company, partnership, charity etc.) if applicable
* DUNS number (of head office, if applicable)
* VAT number
 | Text Box |
| 3.2 | What is your trading status:* Public limited company
* Limited company
* Limited liability partnership
* Other partnership
* Sole trader
* Third sector
* Other
 | Text Box |
| 3.3 | Are you a Small, Medium or Micro Enterprise (SME)?[See the definition of SME](https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en) | Text Box |
| 3.4 | Please provide details of where the Award Outcome should be directed. Your response must include their;* Full Name
* Role/Title
* Registered Address
* Email Address
 | Text Box |
| 3.5 | 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;* Trading Name(s)
* Registered Address(es) and contact details
* Goods/Services to be provided
 | Text Box |

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| **QUESTIONNAIRE 4 - QUALITY – SERVICE DELIVERY AND APPROACH** **WEIGHTING 30%****Response Guidance**Potential Tenderers MUST answer ALL the following questions. The method of response, page limit on attachments and evaluation criteria is set per question. Responses may be submitted in Microsoft Word, Excel or PDF format and must be in Arial font size 11. Page limits include the use of headers footers and diagrams. Only those additional attachments we have asked for are permitted – 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 30%** |
| 4.1 | Please provide a high-level project timeline for the required appointment, identifying potential delivery risks and mitigating actions including in the event of low candidate interest or an insufficiently strong and diverse candidate pool.*Page count must not exceed 4 pages of A4 in total for this question.* | Attachment  | 66 | 100 | 33.3% |
| 4.2 | Please outline your proposed approach to working with the Contracting Authority to achieve sign off of key decision points (e.g. longlist, shortlist, and interview) and the credentials of key personnel proposed for each search.*Page count must not exceed 3 pages of A4 in total for this question.* | Attachment | 66 | 100 | 16.7% |
| 4.3 | Please set out how you will ensure potential candidates remain engaged throughout the recruitment process *Page count must not exceed 2 pages of A4 in total for this question.* | Attachment | 66 | 100 | 16.7% |
| 4.4 | Please outline your proposed team, including all of the individuals that would work on this contract, including the project lead. Please provide the CVs of all staff proposed..*Page count must not exceed 2 pages of A4 in total for this question, excluding CVs.* | Attachment | 66 | 100 | 33.3% |

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| **QUESTIONNAIRE 5 - QUALITY – CAPABILITY****WEIGHTING 55%****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. Submit 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 55%** |
| 5.1 | Please outline your proposed methodology and processes for securing candidates for this contract. This must include, but is not limited to:* The Scope of research of the breadth of markets, with a particular focus on access to individuals with a background in credit monitoring / risk management / restructuring / distressed assets;
* How suitable candidates will be identified;
* The approach, through appropriate channels, to bring these vacancies to the market;
* Proposed approach to long-listing and short-listing;
* Proposed approach to identify employers where potential candidates are currently working;
* Clarify what in-house checks are completed on candidates and any security clearances which are performed, including verifying candidates have at least SC clearance.

*Page count must not exceed 4 pages of A4 in total for this question.* | Attachment | 66 | 100 | 36% |
| 5.2 | Please provide three case studies (including references) to showcase appointments of similar significance and scale, of individuals with credit monitoring / risk management / restructuring / distressed assets backgrounds. Ideally, case studies should include reference to filling of public sector roles with private sector candidates. If possible, case studies should be distributed across the range of required grades, but with at least one on SCS1 or SCS2 recruitment. Case studies should also include at least one credit monitoring / risk management role, and at least one restructuring / distressed assets role.*Page count must not exceed 3 pages of A4in total for this question.* | Attachment | 66 | 100 | 45% |
| 5.3 | Please provide details on how your organisation has acted to promote diversity and assure fair assessment practices, reinforcing the requirements of equality legislation and advice provided in good practice guides, including your stated commitment to fair assessment practice. Diversity for this purpose should be taken in the broadest possible sense, and include diversity of background and education.As part of this please describe how equality, diversity and inclusion will be reflected in the delivery of the services and what actions will be undertaken to maximise the exposure of these opportunities to increase the diversity of the applicant pool.*Page count must not exceed 2 pages of A4 in total for this question.* | Attachment | 66 | 100 | 19% |

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| **QUESTIONNAIRE 6 – COMMERCIAL EVALUATION****WEIGHTING 15%****Response Guidance**Potential Tenderers must provide costs as part of their response.Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.Potential Tenderers will be scored in accordance with the marking scheme at Section 2. |
| **Question Number** | **Question** | **Your Response** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting**  |
| 6.1 | By attaching a completed Price Schedule in response to this question, you are also confirming that prices offered are exclusive of VAT and remain valid for the period following the Deadline for Submission as stated in the Attachment 1 – About the Procurement. | Attachment | N/A | 100 | 100% |

# Award Criteria

### The award stage consists of a technical evaluation and a commercial evaluation.

### The award of the resultant contract will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).

### The weighting for the technical evaluation is 85%; and, the commercial evaluation is 15%.

### **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 6.

### **What we will do**

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| **Compliance Check**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 Technical Evaluation. |
| **TECHNICAL Evaluation**We will give your responses to the **TECHNICAL questionnaires** to the Contracting Authority’s evaluation panel. Each evaluator will independently assess your responses to the technical questions using the response guidance and the evaluation criteria.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.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. |
| **Consensus** Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet. We will facilitate the discussion.At this meeting, the evaluators will discuss the technical responses 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.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. |
| **TECHNICAL Threshold**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.If this is a 2 stage evaluation, we will advise you at the point in which stage 2 invitations are sent. |
| **Evaluate COMMERCIAL**We will then evaluate your commercial response and calculate your score using the evaluation criteria specified.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. |
| **Final Score**Your technical score will be added to your commercial score, to create your final score.  |
| **Award**Awards will be made to the successful bidder, subject to contract. We will notify successful and unsuccessful bidders providing feedback.  |

# Marking Scheme

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

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| **Marking Scheme** | **Description** |
| **100 - Good** | The response fully meets all requirements with detail provided minimising risks to delivery.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. |
| **66 – Acceptable – Minor Concerns** | 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. |
| **33 – Non Acceptable - Major Concerns** | The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required.  The response does not demonstrate a full understanding of the requirement posing major concerns. |
| **0 - Unsuitable** | 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. |

# Technical 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 question’s weighting to calculate your weighted score for that question.

### Each weighted score for each question will then be added together to calculate your technical score.

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

### **Table A – EXAMPLE ONLY**



# Commercial Evaluation

### This section contains information on how to complete Attachment 4 - Price Schedule and the commercial 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 technical suitability 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 inclusive 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.

### You must download and complete the Attachment 4. 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 Q6. 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.

### **Commercial 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 it may be rejected from this competition.

### The commercial evaluation will be undertaken separately to the technical 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, for each Lot you are bidding for, is as follows:

Price Score = Lowest total price \* maximum score available Potential Bidder’s total price

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

**Table B – EXAMPLE ONLY**



### 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 available commercial score.

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

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

Commercial Score = Potential Bidders Total Score \* maximum score available

Highest Total Score

### 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 technical score to your commercial score to calculate your final score.

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

### Where the Final Score achieved by multiple Bidders ranks them in equal position and all such Bidders have achieved the Minimum Pass Mark or higher in all questions, the Bidder with the highest score for Questionnaire 5 will be deemed the winner and awarded the Contract.

**Table C – EXAMPLE ONLY**:



# Further Information

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