

Invitation to tender

Attachment 2 – How to bid

RM6101 eSourcing Platform

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1. How to make your bid
   1. Your bid must be made by the organisation that will be responsible for providing the deliverables if your bid is successful.
   2. You may bid for one or more of the lots, ensure you read paragraph 3.6 of Attachment 1 – About the framework.
   3. Upload ONLY those attachments we have asked for. Do not upload any attachments we haven’t asked for.
   4. Make sure you answer every question.
   5. You must submit your bid before the bid submission deadline, which is detailed in Attachment 1 – About the framework, paragraph 5 “Timelines for the competition”.
   6. It will be our decision whether we will accept bids submitted after the bid submission deadline.
   7. 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.
   8. 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 paragraph 6 “When and how to ask questions” in Attachment 1 – About the framework.
   9. 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 may result in the rejection of your bid and your exclusion from this competition.
2. How to submit your bid in the eSourcing suite
   1. Your bid must be entered into the eSourcing suite. We can only accept bids that we receive through the eSourcing suite.
   2. Responses to the selection questionnaire Attachment 2a Selection (qualification) questionnaire parts 2A, 2B, 4, 5, 6, 7, 8, 9, 10, 11 and the declaration must be answered directly in the eSourcing suite in the qualification envelope, or by uploading an required attachment (i.e. Attachment 4, 6, 7 and 9). See annex 1 on how to name these requested attachments.
   3. You must upload your responses for the following questions into the eSourcing suite as individual zip files (there will be three zip files in total), one in each envelope, attached to the relevant question in that envelope:

|  |  |  |
| --- | --- | --- |
| Zip file | Envelope/Question to be uploaded | What is in it |
| 1 | Qualification envelope, question 1.32.3 | Your completed Attachment 2b(s) for each lot you are bidding for:   * three (3) x Attachment 2b for lot 1; * two (2) x Attachment 2b for lot 2; * one (1) x Attachment 2b for lot 3; * one (1) x Attachment 2b for lot 4.   Remember to name your attachments as per Annex 1 |
| 2 | Technical envelope, question 2.1.2 | * all your responses to the quality questions, Attachment 2c and your implementation plans for the lots you are bidding for   Remember to name your attachment as per Annex 1 |
| 3 | Commercial envelope, question 3.1.2 | * completed Attachment 3 – Price matrix   Remember to name your attachment as per Annex 1 |

* 1. Each of the three zip files must be password protected and named as follows:

1. Qual\_[insert your organisation name]
2. Tech\_[insert your organisation name]
3. Comm\_[insert your organisation name]
   1. Once you have completed your bid, uploaded your zip files into the eSourcing suite in the relevant envelope to the relevant question, and submitted your bid you must send your encryption passwords for each zip file in one email to CCS at [eSourcingPlatform@crowncommercial.gov.uk](mailto:eSourcingPlatform@crowncommercial.gov.uk)
   2. The email must have the following subject heading: Passwords\_[insert your organisation name]

You must complete and include the following table into your email:

|  |  |
| --- | --- |
| zip folder name | Password |
| Qual\_[insert your organisation name] | [insert your password here] |
| Tech\_[insert your organisation name] | [insert your password here] |
| Comm\_[insert your organisation name] | [insert your password here] |

* 1. For example if my organisation name is ABC Limited:
  + The subject header in my email to CCS would be Passwords\_ ABCLtd
  + The table I would include in my email would be:

|  |  |
| --- | --- |
| zip folder name | Password |
| Qual\_\_ ABCLtd | 111111 |
| Tech\_ ABCLtd | 222222 |
| Comm\_ ABCLtd | 333333 |

1. Selection stage
   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. If you are relying on any key subcontractors to provide the answers to the technical and professional ability or you are relying on a guarantor to pass the economic and financial assessment, they must complete Parts 2 and 3 for themselves.
   3. In addition, if you are the lead member of a consortium, you must get each of the other members to answer the questions in Parts 2 and 3 for themselves.
   4. We are providing the ‘Information and declaration’ workbook (Attachment 4) to enable you to collect and submit this data to us, whether from organisations on whom you are relying (for example a Key Subcontractor or a guarantor) or from other members of a consortium. Or they can provide you with their European Single Procurement Document (ESPD).
   5. You must ensure you read the instruction for Attachment 2b carefully and ensure that you allow plenty of time to send to your Customer Contact, for them to complete and return to you.
   6. What to call them: You must upload all your completed Attachment 2b(s) as zip file in the qualification envelope to question 1.32.3. See paragraph 2 above and Annex 1 of this document.
   7. Remember you need to submit:
   * three (3) completed Attachment 2b(s) for lot 1;
   * two (2) completed Attachment 2b(s) for lot 2;
   * one (1) completed Attachment 2b for lot 3;
   * one (1) completed Attachment 2b for lot 4.
   1. Remember CCS will contact the Contract Customer to verify the information provided in your Attachment 2b(s), if the Contract Customer cannot or will not verify the information, your bid may be rejected and you will be excluded from the competition. We will tell you why your bid has been excluded.
2. Selection process
   1. After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.
   2. We may ask you to clarify information you provide as part of your bid, if that is necessary. Don’t forget to 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.
   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.
   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 response guidance provided for the question.
3. Selection criteria
   1. We may exclude you from the competition at the selection stage if:
   * If your bid is not compliant.
   * you receive a ‘fail’ for any of the selection questions contained in part 11 technical and professional ability. For the avoidance of doubt, if a customer indicates OPTION B when completing Table B of Attachment 2b this will result in you being awarded a fail.
   * any of the information you have provided proves to be false or misleading.
   * you have broken any of the competition rules in section 9 of Attachment 1 – About the framework, or not followed the instructions given in this ITT pack.
   1. If we exclude you from the competition we will tell you and explain why.
4. Selection questionnaire
   1. Please refer to Attachment 2a – Selection (qualification) questionnaire.
   2. You have the option of responding to Part 2 and Part 3 by attaching Parts II and III of your European Single Procurement Document (ESPD).
   3. If you are submitting an EU ESPD you must still complete Parts 2A, 2B, 4, 5, 6, 7, 8, 9, 10, 11 and the declaration.
5. Award stage
   1. If you have successfully passed the selection stage, you will proceed to the award stage.
   2. We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.
   3. Your bid must deliver what our buyers need, at the best possible prices you can give.
   4. When completing your bid you must:

* Read through the entire ITT pack, specifically Framework Schedule 1 (Specification)carefully, and read more than once.
* Read each question, the requirement, response guidance, marking scheme and evaluation criteria.
* Read the contract terms.
* If you are unsure, ask questions before the clarification questions deadline. See paragraph 5 ‘Timelines for the competition’ and paragraph 6 ‘When and how to ask questions’ in Attachment 1 – About the framework document.
* Allow plenty of time to complete your responses.

1. Award criteria for all lots (1-4)
   1. The award stage consists of a quality evaluation (see paragraph 9 of this document) and a price evaluation (see paragraph 12 of this document).
   2. The award of this framework will be on the basis of the ‘Most Economically Advantageous Tender’ (MEAT).
   3. The weighting for the quality evaluation is 70 marks; and, the weighting for the price evaluation is 30 marks, for all lots.
2. Award process for all lots (1-4)
   1. What YOU need to do

* Answer the quality questions in sections A, B and C of the quality questionnaire using Attachment 2c. Do not pdf or password protect your completed Attachment 2c. Remember you must not exceed the character count for each question within Attachment 2c. Responses must include spaces between words. Any characters over the permitted character count for each question and any additional attachments submitted that we have not requested will be ignored in the evaluation of the question.
* Implementation plans submitted in response to quality questions B1, B2, B3 and B4 must be submitted as pdf.
* Complete Attachment 3 – Price matrix for the lot(s) in which you are bidding. Remember to read the instructions in the pricing matrix and paragraph 12.
* Upload your completed attachments as per the instructions in paragraph 2
  1. What WE will do at the award stage

|  |  |
| --- | --- |
| 1. | **Compliance Check**  First, we will do a check to make sure that you have completed:   * Attachment 2c Award question responses * Attachment 3 Price matrix   in line with our instructions. |
| 2. | **Quality Evaluation**  We will give your responses to the quality questions to our evaluation panel. Each evaluator will independently assess your responses to the quality questions using the requirement, response guidance and the evaluation criteria. Each evaluator will give a mark and a reason for their mark for each question they are assessing. |
| 3. | **Consensus**  Once the evaluators have independently assessed your answers to the questions 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 answers 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. |
| 4. | **Evaluate Pricing**  We will give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.  They will calculate your price score using the evaluation criteria in paragraph 12 ‘price evaluation’ of this document. |
| 5. | **Quality Threshold**  If you have received a zero for any of the quality questions, we will reject your bid and you will be excluded from the competition. We will tell you that your bid has been excluded from the competition and why.  Refer to tables A, B, C and D at paragraph 10.6 below for an example of how your **quality score** for each lot will be calculated. |
| 6. | **Final Score**  For each lot you have bid for your quality score will be added to your price score, to create your final score as illustrated in paragraph 13 ‘final decision to award’ of this document. |
| 7. | **Award**  Awards will be made to the successful bidder for each lot following the standstill period, subject to contract. |

1. Quality Evaluation for all lots (1-4)
   1. Question A1 is a mandatory question for all lots and will be evaluated PASS/FAIL. If you answer ‘no’ to this question, 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.
   2. Each question must be answered in its own right. You must not answer any of the questions by cross referencing to other questions and/or materials e.g. reports located on your website.
   3. Each of the scored quality questions, in section B and section C of the quality questionnaire will be evaluated by our evaluation panel.
   4. When the consensus meeting has taken place and the final mark for each question has been agreed by the evaluators, your final mark for each question will be multiplied by that questions weighting to calculate your weighted mark for that question.
   5. Each weighted mark for each question for each lot you have submitted a bid for will then be added together to calculate your quality score.
   6. 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** |
| B1 | Lot 1 Implementation Plan | 40% | 100 | 100 | 40.00 |
| C1 | System Integration | 15% | 100 | 75 | 11.25 |
| C2 | Collaboration and Added Value | 25% | 100 | 50 | 12.50 |
| C3 | Customer Service and Support | 20% | 100 | 100 | 20.00 |
| **Quality score** | | | | | **83.75** |
| **Weighted Quality Score (70%)** | | | | | **58.63** |

Table B – Lot 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| B2 | Lot 2 Implementation Plan | 40% | 100 | 100 | 40.00 |
| C1 | System Integration | 15% | 100 | 100 | 15.00 |
| C2 | Collaboration and Added Value | 25% | 100 | 100 | 25.00 |
| C3 | Customer Service and Support | 20% | 100 | 100 | 20.00 |
| **Quality score** | | | | | **100.00** |
| **Weighted Quality Score (70%)** | | | | | **70.00** |

Table C – Lot 3

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| B3 | Lot 3 Implementation Plan | 40% | 100 | 50 | 20.00 |
| C1 | System Integration | 15% | 100 | 100 | 15.00 |
| C2 | Collaboration and Added Value | 25% | 100 | 100 | 25.00 |
| C3 | Customer Service and Support | 20% | 100 | 100 | 20.00 |
| **Quality score** | | | | | **80.00** |
| **Weighted Quality Score (70%)** | | | | | **56.00** |

Table D – Lot 4

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | | **Question Weighting** | **Maximum mark available** | **Your final mark** | **Your weighted mark** |
| B4 | Lot 4 Implementation Plan | 40% | 100 | 75 | 30.00 |
| C1 | System Integration | 15% | 100 | 50 | 7.50 |
| C2 | Collaboration and Added Value | 25% | 100 | 50 | 12.50 |
| C3 | Customer Service and Support | 20% | 100 | 75 | 15.00 |
| **Quality score** | | | | | **65.00** |
| **Weighted Quality Score (70%)** | | | | | **45.50** |

1. Quality questionnaire
   1. The quality questionnaire contains three (3) sections:

* Section A – mandatory requirements for all lots (1-4)
* Section B – lot specific scored questions for each lot (1-4)
* Section C – generic scored questions for all lots (1-4).
  1. A summary of all the questions in the quality questionnaire, along with the marking scheme and weightings for each question is set out below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Question** | | **Marking scheme** | **Weighting %** | | | |
| **Lot 1** | **Lot 2** | **Lot 3** | **Lot 4** |
| A1 | Compliance with Framework Schedule 1 (Specification) | Pass/Fail | N/A | N/A | N/A | N/A |
| B1 | Lot 1 Implementation Plan | 100/75/50/25/0 | 40% |  |  |  |
| B2 | Lot 2 Implementation Plan | 100/75/50/25/0 |  | 40% |  |  |
| B3 | Lot 3 Implementation Plan | 100/75/50/25/0 |  |  | 40% |  |
| B4 | Lot 4 Implementation Plan | 100/75/50/25/0 |  |  |  | 40% |
| C1 | System Integration | 100/75/50/25/0 | 15% | 15% | 15% | 15% |
| C2 | Collaboration and Added Value | 100/75/50/25/0 | 25% | 25% | 25% | 25% |
| C3 | Customer Service and Support | 100/75/50/25/0 | 20% | 20% | 20% | 20% |

* 1. The quality questionnaire is set out below:

|  |  |
| --- | --- |
| **Section A – Mandatory requirements for all lots (1-4)** | |
| **A1 Response Guidance**  All bidders must answer this question.  **This question is evaluated PASS/FAIL. If you cannot, or are unwilling to select Yes to this question, you will be excluded from this competition.**  CCS requires suppliers to provide deliverables which meet all the mandatory service requirements (applicable to the lot in which they are bidding) as set out in Framework Schedule 1 (Specification).  You are required to insert either option **Yes** or **No** in the box applicable to question A1 in Attachment 2c – Award question responses, to indicate whether you will or will not be able, or willing, to provide the mandatory service requirements, set out in Framework Schedule 1 (Specification). | |
| **A1 Compliance with Framework Schedule 1 (Specification)** | |
| Please insert option **Yes** or **No** to indicate,that in the event you are awarded a Framework Contract,whether you will, or will not, unreservedly deliver in full, all the mandatory service requirements (applicable to the lot in which you are bidding), as set out in Framework Schedule 1 (Specification). | |
| **Marking scheme** | **Evaluation criteria** |
| **Pass** | You have selected option **Yes** confirming that you will unreservedly deliver in full, all the mandatory service requirements, applicable to the lot in which you are bidding, as set out in Framework Schedule 1 (Specification). |
| **Fail** | You have selected option **No** confirming that you will not, or cannot, deliver in full, all the mandatory service requirements, applicable to the lot in which you are bidding, as set out in Framework Schedule 1 (Specification).  OR  You have not answered this question. |

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| **Section B – Scored question for Lot 1** | |
| **B1 IMPLEMENTATION PLAN** | |
| **Requirement:**  CCS requires Bidders to demonstrate their implementation strategy for a Sourcing System which takes into account the on boarding of a Customer with the following volumes (all figures per 12 months):   * Sourcing Events – at least 60 or more OJEU procurements and 1500 Framework Call-Off ‘Mini Competitions’. * Number of Customer Staff – 180 split between Liverpool, Newport, Norwich and London.   The Go Live date must be four (4) months from the project kick off meeting.  Please demonstrate the processes that you will undertake when implementing the Sourcing System that will be awarded under the Framework Agreement. | |
| **B1 Response Guidance**  **Bidders must answer this question if bidding for Lot 1. If not bidding for Lot 1 please enter N/A.**  Your response must be specific to the requirement and clearly set out the methodologies you intend to deploy for executing the Implementation Plan, including providing an overview of the end-to-end processes. Your response should be specific and focused on the implementation of the overarching and Lot 1 requirements, found in Attachment 1a – Specification.  Your response should:   * demonstrate the experience and capacity of the suitably qualified resource (Manager and team) that you propose will lead and deliver the Implementation process; * describe the methodology that will ensure that appropriate resource and infrastructure requirements will be made available to support the Implementation Plan; * describe the complete end-to-end Implementation Plan and process, including but not limited to communication, installation, a robust transfer from previous systems, and testing and training, that you will put in place to ensure that Customer(s) Implementation Plan and Go Live dates are met and that any 'lessons learned' are applied to future implementations; * demonstrate the process that you will have in place to ensure you will be fully accredited and compliant with the Security Schedule, which can be found in Schedule 11 of the Framework Schedules, contained within Attachment 11; and * demonstrate clear timescales, highlighting key milestones.   Responses should be limited to, and focused on the question posed. You should refrain from making generalised statements and providing information not relevant to the topic.  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 –14,000 characters including spaces and punctuation.  You must not exceed the character count within Attachment 2c – Award question responses. Responses must include spaces between words.  You may upload as an attachment a draft Implementation Plan, in pdf format  **NOTE:** ***See paragraph 2 above and Annex 1 of this document for instructions on how to submit your response and how you should name you implementation plan.***  Only Attachment 2c and your implementation plan will be evaluated, any additional attachments will be disregarded. | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | **A VERY GOOD ANSWER**  The response is relevant, comprehensive, unambiguous, and fully demonstrates your ability to meet the requirement.  Full and relevant evidence has been provided to clearly demonstrate the response guidance has been satisfied.  The response provides a high level of confidence that the proposal will meet the requirement and has the strong potential to exceed the requirement for the delivery of the Services. |
| **75** | **A GOOD ANSWER**  The response is relevant, and sufficiently detailed to demonstrate your ability to meet the requirement.  Sufficient evidence has been provided to demonstrate the response guidance has been satisfied.  The response is sufficiently detailed to demonstrate a good understanding of the requirement and provides good evidence.  The response provides a good level of confidence that the proposal will meet the requirements. |
| **50** | **A SATISFACTORY ANSWER**  The response is relevant to the question and addresses all of the requirement and response guidance.  Whilst the response addresses all of the requirement and response guidance, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the requirement, and so represents a satisfactory understanding of the requirement.  The proposal provides an adequate level of confidence that the approach has the potential to meet the material requirement for the delivery of the Services. |
| **25** | **A BELOW STANDARD ANSWER**  The response is not fully relevant or only partially satisfies the requirement.  The response addresses all of the requirement and response guidance, but with a lack of detail that does not include sufficient explanation in many elements of the response; or the response addresses some of the requirement and response guidance but not all.  Therefore the response does not demonstrate a satisfactory understanding of the requirement. This lack of detail and/or lack of explanation in the response caused ambiguity and constitutes major concerns.  The response provides a low level of confidence that the proposal will meet the requirements. |
| **0** | **A POOR ANSWER**  The response is not relevant to the requirement and/or the response guidance and has not answered the question that was asked; and/or the response has satisfied very few to none of the question requirements or response guidance.  The response provides no confidence that the proposal will meet the requirements. OR  No response provided.  **If you have received a zero, we will reject your bid and you will be excluded from the competition.** |

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| **Section B – Scored question for Lot 2** | |
| **B2 IMPLEMENTATION PLAN** | |
| **Requirement:**  CCS requires Bidders to demonstrate their implementation strategy for an e-Auction System which takes into account the on boarding of a Customer with the following volumes (all per 12 months):   * Sourcing Events – 75 e-Auction Events. * Number of Customer Staff – 3 Based in Liverpool.   The Go Live date must be four (4) months from the project kick off meeting.  Please demonstrate the processes that you will undertake when implementing the eAuction System that will be awarded under the Framework Agreement. | |
| **B2 Response Guidance**  **Bidders must answer this question if bidding for Lot 2. If not bidding for Lot 2 please enter N/A.**  Your response must be specific to the requirement and clearly set out the methodologies you intend to deploy for executing the Implementation Plan, including providing an overview of the end-to-end processes. Your response should be specific and focused on the implementation of the overarching and Lot 2 requirements, found in Attachment 1a – Specification.  Your response should:   * demonstrate the experience and capacity of the suitably qualified resource (Manager and team) that you propose will lead and deliver the Implementation process; * describe the methodology that will ensure that appropriate resource and infrastructure requirements will be made available to support the Implementation Plan; * describe the complete end-to-end Implementation Plan and process, including but not limited to communication, installation, a robust transfer from previous systems, and testing and training, that you will put in place to ensure that Customer(s) Implementation Plan and Go Live dates are met and that any 'lessons learned' are applied to future implementations; * demonstrate the process that you will have in place to ensure you will be fully accredited and compliant with the Security Schedule, which can be found in Schedule 11 of the Framework Schedules, contained within Attachment 11; and * demonstrate clear timescales, highlighting key milestones.   Responses should be limited to, and focused on the question posed. You should refrain from making generalised statements and providing information not relevant to the topic.  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 –14,000 characters including spaces and punctuation.  You must not exceed the character count within Attachment 2c – Award question responses. Responses must include spaces between words.  You may upload as an attachment a draft Implementation Plan, in pdf format  **NOTE:** ***See paragraph 2 above and Annex 1 of this document for instructions on how to submit your response and how you should name you implementation plan.***  Only Attachment 2c and your implementation plan will be evaluated, any additional attachments will be disregarded. | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | **A VERY GOOD ANSWER**  The response is relevant, comprehensive, unambiguous, and fully demonstrates your ability to meet the requirement.  Full and relevant evidence has been provided to clearly demonstrate the response guidance has been satisfied.  The response provides a high level of confidence that the proposal will meet the requirement and has the strong potential to exceed the requirement for the delivery of the Services. |
| **75** | **A GOOD ANSWER**  The response is relevant, and sufficiently detailed to demonstrate your ability to meet the requirement.  Sufficient evidence has been provided to demonstrate the response guidance has been satisfied.  The response is sufficiently detailed to demonstrate a good understanding of the requirement and provides good evidence.  The response provides a good level of confidence that the proposal will meet the requirements. |
| **50** | **A SATISFACTORY ANSWER**  The response is relevant to the question and addresses all of the requirement and response guidance.  Whilst the response addresses all of the requirement and response guidance, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the requirement, and so represents a satisfactory understanding of the requirement.  The proposal provides an adequate level of confidence that the approach has the potential to meet the material requirement for the delivery of the Services. |
| **25** | **A BELOW STANDARD ANSWER**  The response is not fully relevant or only partially satisfies the requirement.  The response addresses all of the requirement and response guidance, but with a lack of detail that does not include sufficient explanation in many elements of the response; or the response addresses some of the requirement and response guidance but not all.  Therefore the response does not demonstrate a satisfactory understanding of the requirement. This lack of detail and/or lack of explanation in the response causes ambiguity and constitutes major concerns.  The response provides a low level of confidence that the proposal will meet the requirements. |
| **0** | **A POOR ANSWER**  The response is not relevant to the requirement and/or the response guidance and has not answered the question that was asked; and/or the response has satisfied very few to none of the question requirements or response guidance.  The response provides no confidence that the proposal will meet the requirements. OR  No response provided.  **If you have received a zero, we will reject your bid and you will be excluded from the competition.** |

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| **Section B – Scored question for Lot 3** | |
| **B3 IMPLEMENTATION PLAN** | |
| **Requirement:**  CCS requires Bidders to demonstrate their implementation strategy for a Dynamic Purchasing System (DPS) which takes into account the on boarding of a Customer with the following volumes (all per 12 months):   * Sourcing Events – 4 DPS Events. * Number of Customer Staff – 6 Based in Liverpool   The Go Live date must be four (4) months from the project kick off meeting.  Please demonstrate the processes that you will undertake when implementing the DPS that will be awarded under the Framework Agreement. | |
| **B3 Response Guidance**  **Bidders must answer this question if bidding for Lot 3. If not bidding for Lot 3 please enter N/A.**  Your response must be specific to the requirement and clearly set out the methodologies you intend to deploy for executing the Implementation Plan, including providing an overview of the end-to-end processes. Your response should be specific and focused on the implementation of the overarching and Lot 3 requirements, found in Attachment 1a – Specification.  Your response should:   * demonstrate the experience and capacity of the suitably qualified resource (Manager and team) that you propose will lead and deliver the Implementation process; * describe the methodology that will ensure that appropriate resource and infrastructure requirements will be made available to support the Implementation Plan; * describe the complete end-to-end Implementation Plan and process, including but not limited to communication, installation, a robust transfer from previous systems, and testing and training, that you will put in place to ensure that Customer(s) Implementation Plan and Go Live dates are met and that any 'lessons learned' are applied to future implementations; * demonstrate the process that you will have in place to ensure you will be fully accredited and compliant with the Security Schedule, which can be found in Schedule 11 of the Framework Schedules, contained within Attachment 11; and * demonstrate clear timescales, highlighting key milestones.   Responses should be limited to, and focused on the question posed. You should refrain from making generalised statements and providing information not relevant to the topic.  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 –14,000 characters including spaces and punctuation.  You must not exceed the character count within Attachment 2c – Award question responses. Responses must include spaces between words.  You may upload as an attachment a draft Implementation Plan, in pdf format  **NOTE:** ***See paragraph 2 above and Annex 1 of this document for instructions on how to submit your response and how you should name you implementation plan.***  Only Attachment 2c and your implementation plan will be evaluated, any additional attachments will be disregarded. | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | **A VERY GOOD ANSWER**  The response is relevant, comprehensive, unambiguous, and fully demonstrates your ability to meet the requirement.  Full and relevant evidence has been provided to clearly demonstrate the response guidance has been satisfied.  The response provides a high level of confidence that the proposal will meet the requirement and has the strong potential to exceed the requirement for the delivery of the Services. |
| **75** | **A GOOD ANSWER**  The response is relevant, and sufficiently detailed to demonstrate your ability to meet the requirement.  Sufficient evidence has been provided to demonstrate the response guidance has been satisfied.  The response is sufficiently detailed to demonstrate a good understanding of the requirement and provides good evidence.  The response provides a good level of confidence that the proposal will meet the requirements. |
| **50** | **A SATISFACTORY ANSWER**  The response is relevant to the question and addresses all of the requirement and response guidance.  Whilst the response addresses all of the requirement and response guidance, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the requirement, and so represents a satisfactory understanding of the requirement.  The proposal provides an adequate level of confidence that the approach has the potential to meet the material requirement for the delivery of the Services. |
| **25** | **A BELOW STANDARD ANSWER**  The response is not fully relevant or only partially satisfies the requirement.  The response addresses all of the requirement and response guidance, but with a lack of detail that does not include sufficient explanation in many elements of the response; or the response addresses some of the requirement and response guidance but not all.  Therefore the response does not demonstrate a satisfactory understanding of the requirement. This lack of detail and/or lack of explanation in the response causes ambiguity and constitutes major concerns.  The response provides a low level of confidence that the proposal will meet the requirements. |
| **0** | **A POOR ANSWER**  The response is not relevant to the requirement and/or the response guidance and has not answered the question that was asked; and/or the response has satisfied very few to none of the question requirements or response guidance.  The response provides no confidence that the proposal will meet the requirements. OR  No response provided.  **If you have received a zero, we will reject your bid and you will be excluded from the competition.** |

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| **Section B – Scored question for Lot 4** | |
| **B4 IMPLEMENTATION PLAN** | |
| **Requirement:**  CCS requires Bidders to demonstrate their implementation strategy for a system offering Sourcing, e-Auctions and DPS events which takes into account the on boarding of a Customer with the following volumes (all per 12 months):   * Sourcing Events – 60 or more OJEU procurements, 1500 Framework Call-Off ‘Mini Competitions’, 75 e-Auction Events and 4 DPS Events. * Number of Customer Staff – 189 based in Liverpool, Norwich, Newport and London.   The Go Live date must be four (4) months from the project kick off meeting.  Please demonstrate the processes that you will undertake when implementing the Sourcing, eAuction and DPS System that will be awarded under the Framework Agreement. | |
| **B4 Response Guidance**  **Bidders must answer this question if bidding for Lot 4. If not bidding for Lot 4 enter N/A.**  ***See paragraph 2 above and Annex 1 of this document for instructions on how to submit your response.***  Your response must be specific to the requirement and clearly set out the methodologies they intend to deploy for executing the Implementation Plan including providing an overview of the end-to-end processes. Your responses should:   * demonstrate the experience and capacity of the suitably qualified resource (Manager and team) that you propose will lead and deliver the Implementation process; * describe the methodology that will ensure that appropriate resource and infrastructure requirements will be made available to support the Implementation Plan; * describe the complete end-to-end implementation plan and process, including but not limited to communication, installation, a robust transfer from previous systems, and testing and training, that you will put in place to ensure that Customer(s) Implementation Plan and Go Live dates are met and that any 'lessons learned' are applied to future implementations; * demonstrate the process that you will have in place to ensure you will be fully accredited and compliant with the Security schedule, which can be found in Schedule 11 of the Framework Schedules, contained within Attachment 11; and * demonstrate clear timescales, highlighting key milestones.   Responses should be limited to, and focused on the question posed. You should refrain from making generalised statements and providing information not relevant to the topic. Additional documents will not be taken into account.  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 –14,000 characters including spaces and punctuation.  You must not exceed the character count within Attachment 2c – Award Question Responses. Responses must include spaces between words. No additional attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question. | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | **A VERY GOOD ANSWER**  The response is relevant, comprehensive, unambiguous, and fully demonstrates your ability to meet the requirement.  Full and relevant evidence has been provided to clearly demonstrate the response guidance has been satisfied.  The response provides a high level of confidence that the proposal will meet the requirement and has the strong potential to exceed the requirement for the delivery of the Services. |
| **75** | **A GOOD ANSWER**  The response is relevant, and sufficiently detailed to demonstrate your ability to meet the requirement.  Sufficient evidence has been provided to demonstrate the response guidance has been satisfied.  The response is sufficiently detailed to demonstrate a good understanding of the requirement and provides good evidence.  The response provides a good level of confidence that the proposal will meet the requirements. |
| **50** | **A SATISFACTORY ANSWER**  The response is relevant to the question and addresses all of the requirement and response guidance.  Whilst the response addresses all of the requirement and response guidance, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the requirement, and so represents a satisfactory understanding of the requirement.  The proposal provides an adequate level of confidence that the approach has the potential to meet the material requirement for the delivery of the Services. |
| **25** | **A BELOW STANDARD ANSWER**  The response is not fully relevant or only partially satisfies the requirement.  The response addresses all of the requirement and response guidance, but with a lack of detail that does not include sufficient explanation in many elements of the response; or the response addresses some of the requirement and response guidance but not all.  Therefore the response does not demonstrate a satisfactory understanding of the requirement. This lack of detail and/or lack of explanation in the response causes ambiguity and constitutes major concerns.  The response provides a low level of confidence that the proposal will meet the requirements. |
| **0** | **A POOR ANSWER**  The response is not relevant to the requirement and/or the response guidance and has not answered the question that was asked; and/or the response has satisfied very few to none of the question requirements or response guidance.  The response provides no confidence that the proposal will meet the requirements. OR  No response provided.  **If you have received a zero, we will reject your bid and you will be excluded from the competition.** |

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| **Section C – Scored questions generic for all lots (1-4)** | |
| **C1 SYSTEM INTEGRATION** | |
| **Requirement:**  CCS requires Bidders to demonstrate how they will ensure that their platform will not be a standalone offering, and is capable of integrating with other platforms of Customers, by some API or import/export process.  You are required to demonstrate the process you will follow to integrate your system with a CRM platform, namely Salesforce. Please set out and demonstrate how you will meet the requirement by fully addressing the requirement and the response guidance below.  \*Please note, Salesforce is used in this instance for comparative purposes only, a variety of other platforms may be required depending on individual Customer needs at the Call-Off. | |
| **C1 Response Guidance**  **All Bidders must answer this question.**  ***See paragraph 2 above and Annex 1 of this document for instructions on how to submit your response.***  Your response must be specific to the requirement and clearly demonstrate the processes you will have in place to ensure your platform will integrate with the Salesforce platform.  Your response must demonstrate how you will ensure that:   * you will identify opportunities for integration to other Customer portals; * the e-Sourcing Platform will be able to provide updated dates for key stages to Salesforce via the API or import/export process, such as Procurement Event Live date, Procurement Event Closure date, and where/when/if they are changed e.g. an extension to tender period; * the e-Sourcing platform will be able to update the status of the procurement activity in Salesforce via the API or import/export process, when it is changed in the Platform e.g. Live, evaluation, contract award, closing actions etc.; * the e-Sourcing platform will be able to update the procurement case in Salesforce via the API or import/export process, with those who have registered to bid for the procurement activity; * the e-Sourcing Platform will be able to update the procurement case in Salesforce via the API or import/export process, with the status/value of the bids against each supplier e.g. did not submit, non-compliant, submitted - lost, winning supplier; and * the e-Sourcing platform will be able to provide the procurement case in Salesforce via the API or import/export process, the awarded notice link from Contracts Finder.   Responses should be limited to, and focused on the question posed. You should refrain from making generalised statements and providing information not relevant to the topic. Additional documents will not be taken into account.  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 – 8,000 characters including spaces and punctuation.  You must not exceed the character count within Attachment 2c – Award Question Responses. Responses must include spaces between words. No additional attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question. | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | **A VERY GOOD ANSWER**  The response is relevant, comprehensive, unambiguous, and fully demonstrates your ability to meet the requirement.  Full and relevant evidence has been provided to clearly demonstrate the response guidance has been satisfied.  The response provides a high level of confidence that the proposal will meet the requirement and has the strong potential to exceed the requirement for the delivery of the Services. |
| **75** | **A GOOD ANSWER**  The response is relevant, and sufficiently detailed to demonstrate your ability to meet the requirement.  Sufficient evidence has been provided to demonstrate the response guidance has been satisfied.  The response is sufficiently detailed to demonstrate a good understanding of the requirement and provides good evidence.  The response provides a good level of confidence that the proposal will meet the requirements. |
| **50** | **A SATISFACTORY ANSWER**  The response is relevant to the question and addresses all of the requirement and response guidance.  Whilst the response addresses all of the requirement and response guidance, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the requirement, and so represents a satisfactory understanding of the requirement.  The proposal provides an adequate level of confidence that the approach has the potential to meet the material requirement for the delivery of the Services. |
| **25** | **A BELOW STANDARD ANSWER**  The response is not fully relevant or only partially satisfies the requirement.  The response addresses all of the requirement and response guidance, but with a lack of detail that does not include sufficient explanation in many elements of the response; or the response addresses some of the requirement and response guidance but not all.  Therefore the response does not demonstrate a satisfactory understanding of the requirement. This lack of detail and/or lack of explanation in the response causes ambiguity and constitutes major concerns.  The response provides a low level of confidence that the proposal will meet the requirements. |
| **0** | **A POOR ANSWER**  The response is not relevant to the requirement and/or the response guidance and has not answered the question that was asked; and/or the response has satisfied very few to none of the question requirements or response guidance.  The response provides no confidence that the proposal will meet the requirements. OR  No response provided.  **If you have received a zero, we will reject your bid and you will be excluded from the competition.** |

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| **C2 COLLABORATION AND ADDED VALUE** | |
| **Requirement:**  CCS requires Bidders to demonstrate their ability to work collaboratively with Customers, to provide a better service, and demonstrate how you will add value when delivering your contract at no extra cost to Customers.  Please outline the process you will have in place which demonstrates how you will work collaboratively, and seek to add value when delivering your contracts to Customers. | |
| **[C2] Response Guidance**  **All Bidders must answer this question.**  ***See paragraph 2 above and Annex 1 of this document for instructions on how to submit your response.***  Your response must be specific to the requirement and must clearly set out their proposed approach to collaborative working and adding value by addressing the requirement and response guidance below. Your response must:   * demonstrate how you will adopt collaborative working with Customers throughout the lifetime of Call-Off contracts; * demonstrate how you will add value through your ways of working and service offerings, including the process you will have in place to proactively identify and prioritise opportunities that will drive value in ways of working and your service delivery of the specification to the Customer; * demonstrate how you will ensure that any additional service offerings, added value and/or saving delivery performance benefits identified will be subsequently embedded into service delivery for Customers; and * demonstrate the benefits each added value you may identify will bring to the Customer.   Responses should be limited to, and focused on the question posed. You should refrain from making generalised statements and providing information not relevant to the topic. Additional documents will not be taken into account.  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 –12,000 characters including spaces and punctuation.  You must not exceed the character count within Attachment 2c – Award Question Responses. Responses must include spaces between words. No additional attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question. | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | **A VERY GOOD ANSWER**  The response is relevant, comprehensive, unambiguous, and fully demonstrates your ability to meet the requirement.  Full and relevant evidence has been provided to clearly demonstrate the response guidance has been satisfied.  The response provides a high level of confidence that the proposal will meet the requirement and has the strong potential to exceed the requirement for the delivery of the Services. |
| **75** | **A GOOD ANSWER**  The response is relevant, and sufficiently detailed to demonstrate your ability to meet the requirement.  Sufficient evidence has been provided to demonstrate the response guidance has been satisfied.  The response is sufficiently detailed to demonstrate a good understanding of the requirement and provides good evidence.  The response provides a good level of confidence that the proposal will meet the requirements. |
| **50** | **A SATISFACTORY ANSWER**  The response is relevant to the question and addresses all of the requirement and response guidance.  Whilst the response addresses all of the requirement and response guidance, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the requirement, and so represents a satisfactory understanding of the requirement.  The proposal provides an adequate level of confidence that the approach has the potential to meet the material requirement for the delivery of the Services. |
| **25** | **A BELOW STANDARD ANSWER**  The response is not fully relevant or only partially satisfies the requirement.  The response addresses all of the requirement and response guidance, but with a lack of detail that does not include sufficient explanation in many elements of the response; or the response addresses some of the requirement and response guidance but not all.  Therefore the response does not demonstrate a satisfactory understanding of the requirement. This lack of detail and/or lack of explanation in the response causes ambiguity and constitutes major concerns.  The response provides a low level of confidence that the proposal will meet the requirements. |
| **0** | **A POOR ANSWER**  The response is not relevant to the requirement and/or the response guidance and has not answered the question that was asked; and/or the response has satisfied very few to none of the question requirements or response guidance.  The response provides no confidence that the proposal will meet the requirements. OR  No response provided.  **If you have received a zero, we will reject your bid and you will be excluded from the competition.** |

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| **C3 CUSTOMER SERVICE AND SUPPORT** | |
| **Requirement:**  CCS requires Bidders to demonstrate their ability to provide customer service and support to Customers throughout the lifetime of each Call off Contract.  Please demonstrates how you will provide Service Support to Customers, which will include but is not be limited to support via Service Desk and customer service functions, including through periods of unplanned inactivity or downtime in line with the requirements outlined in Attachment 1a – Specification. | |
| **[C3] Response Guidance**  **All Bidders must answer this question.**  ***See paragraph 2 above and Annex 1 of this document for instructions on how to submit your response.***  Your response must be specific to the requirement and must clearly set out their proposed approach to collaborative working and adding value by addressing the requirement and response guidance below. Your response must:   * demonstrate how you will meet the individual customer service requirements of Customers, providing a variety of technical support options, including, but not limited to the scope of Attachment 1a – Specification; * describe how you will measure and seek to improve Customer satisfaction throughout the lifetime of the Call-Off Contract; * demonstrate how you will support Customers in the event of performance issues or unplanned system unavailability; and * demonstrate how you will support customers during peaks in user activity to ensure there is no impact or disruption to service and how you will communicate with Customers.   Responses should be limited to, and focused on the question posed. You should refrain from making generalised statements and providing information not relevant to the topic. Additional documents will not be taken into account.  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 –10,000 characters including spaces and punctuation.  You must not exceed the character count within Attachment 2c – Award Question Responses. Responses must include spaces between words. No additional attachments are permitted; any additional documents submitted will be ignored in the evaluation of this question. | |
| **Marking scheme** | **Evaluation criteria** |
| **100** | **A VERY GOOD ANSWER**  The response is relevant, comprehensive, unambiguous, and fully demonstrates your ability to meet the requirement.  Full and relevant evidence has been provided to clearly demonstrate the response guidance has been satisfied.  The response provides a high level of confidence that the proposal will meet the requirement and has the strong potential to exceed the requirement for the delivery of the Services. |
| **75** | **A GOOD ANSWER**  The response is relevant, and sufficiently detailed to demonstrate your ability to meet the requirement.  Sufficient evidence has been provided to demonstrate the response guidance has been satisfied.  The response is sufficiently detailed to demonstrate a good understanding of the requirement and provides good evidence.  The response provides a good level of confidence that the proposal will meet the requirements. |
| **50** | **A SATISFACTORY ANSWER**  The response is relevant to the question and addresses all of the requirement and response guidance.  Whilst the response addresses all of the requirement and response guidance, it is not sufficiently detailed and/or does not include sufficient explanation in some elements to fully demonstrate your ability to meet the requirement, and so represents a satisfactory understanding of the requirement.  The proposal provides an adequate level of confidence that the approach has the potential to meet the material requirement for the delivery of the Services. |
| **25** | **A BELOW STANDARD ANSWER**  The response is not fully relevant or only partially satisfies the requirement.  The response addresses all of the requirement and response guidance, but with a lack of detail that does not include sufficient explanation in many elements of the response; or the response addresses some of the requirement and response guidance but not all.  Therefore the response does not demonstrate a satisfactory understanding of the requirement. This lack of detail and/or lack of explanation in the response causes ambiguity and constitutes major concerns.  The response provides a low level of confidence that the proposal will meet the requirements. |
| **0** | **A POOR ANSWER**  The response is not relevant to the requirement and/or the response guidance and has not answered the question that was asked; and/or the response has satisfied very few to none of the question requirements or response guidance.  The response provides no confidence that the proposal will meet the requirements. OR  No response provided.  **If you have received a zero, we will reject your bid and you will be excluded from the competition.** |

End of the award quality questionnaire

1. Price evaluation

This paragraph 11 contains information on how to complete Attachment 3 – Price matrix and the price evaluation process.

* 1. How to complete your pricing matrix

Read and understand the instructions in the pricing matrix, and in this paragraph, before submitting your prices.

Your prices should compare with the quality of your offer.

Your prices must be sustainable and include your operating overhead costs and profit.

You should also take into account our management charge of [x%] which shall be paid by you to us, as set out [in the Framework Award form]

You should have read and understood the information on TUPE in paragraph 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 pricing matrix.

Your prices submitted must :

* + exclude VAT.
  + be exclusive of expenses/travel and subsistence
  + be in british pounds sterling, up to two decimal places
  + submitted up to two decimal places

Negative bids will not be allowed. We will investigate where we consider your bid to be abnormally low.

The prices submitted will be the maximum payable under this framework. Prices may be lowered at the call-off stage. Refer to Framework Schedule x – price.

You must download and complete the pricing matrix Attachment 3 for the lot(s) you are submitting a bid for.

Provide a price, where one has been requested, in the cells highlighted yellow.

When you have completed your pricing matrix, you must upload this into the eSourcing suite see paragraph 2. If you do not upload your pricing matrix your bid may be rejected from this competition.

Do not alter, amend or change the format or layout of the pricing matrix Attachment 3.

* 1. Price evaluation process for all lots (1-4)

This is how we will evaluate your pricing:

We will check you have completed all the required cells for each lot you are bidding for.

Please refer to Attachment 3 price matrix instructions tab and the lot specific instructions.

Failure to insert an applicable price may result in your bid being deemed non-compliant and may be rejected from this competition. Remember negative prices will not be accepted.

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

The bidder with the lowest total basket price will be awarded the maximum mark available (a price score of 30).

All other bidders will get a price score relative to the lowest total basket price.

The calculation we will use to evaluate your total basket price, for each lot you are bidding for, is as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Price Score |  | Lowest total basket price |  | 30 (maximum mark available) |
| = |  | X |
|  | Bidders total basket price |  |

Example applicable for all lots:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder A |  | Bidder B |  | Bidder C |
| Total basket price |  | Total basket price |  | Total basket price |
| £ 217,000.00 |  | £ 434,000.00 |  | £ 542,000.00 |
|  |  |  |  |  |

1. Bidder A has the lowest basket price of £217,000.00. Bidder A is awarded the maximum mark available for price, which is 30;
2. Bidder B submits a total basket price of £432,000.00. Bidder B is awarded a price score of 15
3. Bidder C submits a total basket price of £542,000.00 and is awarded a price score of 12.
   1. **Abnormally low tenders**

Where we consider any of the total basket price(s) you have submitted to have no correlation with the quality of your offer or to be **abnormally low** or will ask you to explain the price(s) you have submitted (as required in regulation 69 of the Regulations).

If your explanation is not acceptable, we may reject your bid and exclude you from this competition, we will inform you if your bid has been excluded and why.

If your total basket price is 20% below the median of the total basket prices submitted we will consider your total basket price to be abnormally low.

1. Final decision to award
   1. How we will calculate your final score

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

Example:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bidder** | **Quality evaluation score** | **Price evaluation score** | **Final score** |
| **(maximum score available 70)** | **(maximum score available 30)** | **(Maximum score available 100)** |
| Bidder A | 70.00 | 30.00 | 100.00 |
| Bidder B | 60.00 | 15.00 | 75.00 |
| Bidder C | 50.00 | 12.00 | 62.00 |

All Lots (1 to 4)

* 1. We will then rank all final scores from highest to lowest.
  2. Lots 1-4 will each be awarded to a single bidder per lot, as set out in paragraph 2.3 of Attachment 1 – About the framework. For the avoidance of doubt, we will offer a framework contract to highest scoring bidder in each lot.
  3. In the event that there are two (2) or more bidders who have tied scores, then CCS will use the weighted mark achieved for the quality question “Implementation Plan”, applicable to each lot (e.g. B1, B2, B3 and/or B4). The bidder who achieved the highest mark for the quality question Implementation Plan, will be awarded a framework contract for the applicable lot.
  4. In the event that there are still two (2) or more bidders who have tied scores following the tie break process outlined in paragraph 12.4, then the bidder who achieved the highest mark for the quality question “Collaboration and Added Value” (e.g. C2). The bidder awarded the highest mark for the quality question “Collaboration and Added Value” will be awarded a framework contract for the applicable lot.
  5. **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.

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.

* 1. **Framework contract**

You must sign and return the framework contract within 10 days of being asked. If you do not sign and return, 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.

This means:

* insurance certificates;
* Cyber Essentials Plus certification; and
* ISO27001 certification.

**Annex 1 –** File names for attachments

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Attachment | Attachment name | Example | Zip folder | Zip folder name example | Envelope/Question to be uploaded to | Required format |
| Attachment 2b – Lot 1  (complete if bidding for Lot 1) | L1CE1\_  L1CE2\_  L1CE3\_ | L1CE1\_ABCLtd  L1CE2\_ABCLtd  L1CE3\_ABCLtd | 1 | Qual\_ABCLtd | Qualification Envelope – Question 1.32.3 | Word |
| Attachment 2b – Lot 2  (complete if bidding for Lot 2) | L2CE1\_  L2CE2\_ | L2CE1\_ABCLtd  L2CE2\_ABCLtd | 1 | Qual\_ABCLtd | Qualification Envelope – Question 1.32.3 | Word |
| Attachment 2b – Lot 3  (complete if bidding for Lot 3) | L3CE1\_ | L3CE1\_ABCLtd | 1 | Qual\_ABCLtd | Qualification Envelope – Question 1.32.3 | Word |
| Attachment 2b – Lot 4  (complete if bidding for Lot 4) | L4CE1\_ | L4CE1\_ABCLtd | 1 | Qual\_ABCLtd | Qualification Envelope – Question 1.32.3 | Word |
| Attachment 4 – Information and Declaration Workbook  (complete for each consortia member; your guarantor and each key subcontractor, if applicable). | Att4\_ | Att4\_Insert your consortia member name  Att4\_Insert your guarantor name  Att4\_Insert your key subcontractor name | N/A | N/A | Qualification Envelope:  Question 1.10.4 for consortia members  Question 1.21.2 for your guarantor  Question 1.12.3 for key subcontractors | Excel |
| Attachment 6 – Consortia details (if applicable) | Att6\_Insert your organisation name | Att6\_ABCLtd | N/A | N/A | Qualification Envelope – Question 1.10.3 | Excel |
| Attachment 7 – Key Subcontractor details (if applicable) | Att7\_Insert your organisation name | Att7\_ABCLtd | N/A | N/A | Qualification Envelope – Question 1.12.1 | Excel |
| Attachment 9 – Framework Award Form Population Template | FAF\_Insert your organisation name | FAF\_ABCLtd | N/A | N/A | Qualification Envelope – Question 1.31.1 | Word |
| Attachment 2c – Award question responses | 2c\_ | 2c\_ABCLtd | 2 | Tech\_ ABCLtd | Technical Envelope – Question 2.1.2 | Word |
| Implementation plans  (complete for each lot you are bidding for) | IPL1  IPL2  IPL3  IPL4 | IPL1\_ABCLtd  IPL2\_ABCLtd  IPL3\_ABCLtd  IPL4\_ABCLtd | 2 | Tech\_ ABCLtd | Technical Envelope – Question 2.1.2 | Pdf |
| Attachment 3 – Price matrix | PQ1\_ | Att3\_Insert your organisation name | 3 | Comm\_ ABCLtd | Commercial Envelope – Question 3.1.2 | Excel |