

**ATTACHMENT 2 – HOW TO BID AND EVALUATION  
CRITERIA**

**INVITATION TO TENDER FOR  
A SYSTEM TO TRAIN FIRST RESPONDERS RELATING TO  
NONE FIRE EMERGENCIES AND TO INTEGRATE INTO  
HYDRA**

**REF NO : COP80\_2021**

**RESPONSE DEADLINE : 21/01/2022 at 17.00 hrs**

# Bid Pack

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

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## 1. How To Make Your Bid

- 1.1. Your bid must be made by the organisation that will be responsible for providing the deliverables if your bid is successful.
- 1.2. Remember to:
  - 1.2.1. Accept or Decline this Bid Pack. If you decline, please provide a reason for doing so.
  - 1.2.2. **Email your bid to CPU.Tenders@college.pnn.police.uk. Please include the reference COP80 in the subject field.** We can only accept bids that we receive to this email address.
  - 1.2.3. Make sure you answer every question.
  - 1.2.4. Each question must be answered. You must not answer any of the questions by cross referencing other questions or other materials e.g. reports located on your website.
  - 1.2.5. Submit your bid in good time and before the bid submission deadline.
  - 1.2.6. 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.
  - 1.2.7. If you are unsure, ask questions before the Clarification Questions Deadline.

## 2. How The Questionnaires Are Structured:

- 2.1. A summary of all the questions in the quality questionnaire, along with the marking scheme, and weightings for each question is set out below:
  - 2.1.1. QUESTIONNAIRE 1 - KEY PARTICIPATION REQUIREMENTS
  - 2.1.2. QUESTIONNAIRE 2 - CONFLICTS OF INTEREST
  - 2.1.3. QUESTIONNAIRE 3 - INFORMATION ONLY
  - 2.1.4. QUESTIONNAIRE 4 - QUALITY
  - 2.1.5. QUESTIONNAIRE 5 – PRICE

<b>QUESTIONNAIRE 1 - KEY PARTICIPATION REQUIREMENTS</b>
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**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.

<b>Question Number</b>	<b>Question</b>	<b>Your Response</b>
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 if you are successful Attachment 5 - Terms and Conditions will govern the provision of this contract?	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

**QUESTIONNAIRE 2 – CONFLICTS OF INTEREST****Response Guidance**

Question 2.1 is a 'Yes/No' question and will dictate whether 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.

<b>Question</b>	<b>Question</b>	<b>Your</b>
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Number		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	
[Insert your response]		

### 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 exercise.

Question Number	Question
3.1	<p>What are your details:</p> <ul style="list-style-type: none"> <li>• Name (registered name if registered)</li> <li>• Office address (registered address if registered)</li> <li>• Website address (if applicable)</li> <li>• Date of registration (if applicable) or date of formation</li> <li>• Registration number (company, partnership, charity etc.) if applicable</li> <li>• DUNS number (of head office, if applicable)</li> <li>• VAT number</li> </ul>

[Insert your response]

3.2

What is your trading status:

- Public limited company
- Limited company
- Limited liability partnership
- Other partnership
- Sole trader
- Third sector

Other

[Insert your response]

3.3

Are you a Small, Medium or Micro Enterprise (SME)?

[See the definition of SME](#)

[Insert your response]

3.4

Please provide details of where the Award Outcome should be directed. Your response must include:

- Full Name
- Role/Title
- Registered Address
- Email Address

[Insert your response]

3.5	<p>Please provide details of any sub-contractors you propose to use to meet your obligations should you be awarded a Contract. Your response must include:</p> <ul style="list-style-type: none"> <li>• Trading Name(s)</li> <li>• Registered Address(es) and contact details</li> <li>• Goods/Services to be provided</li> <li>• Details of your Sub-Contractor Management Processes and what happens in the event a Sub-Contract does not perform in line with expectation.</li> </ul>
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[Insert your response]

Question Number	Question	Your Response	Maximum Available Score	Weighting X%
4.1	<p>Please provide at least two relevant case studies that provide evidence of delivering similar projects.</p> <p>Please include the names of two reference that can provide assurance of your capability to deliver the requirement.</p> <p><i>Your attachments should not exceed 2 x sides of A4 in line with the guidance set in the questionnaire.</i></p>	Attachment	100	40%
4.2	<p>Please confirm that you can meet all requirements within the required timescales.</p> <p><i>Your attachments should not exceed 1 x sides of A4 in line with the guidance set in the questionnaire</i></p>	Attachment	100	20%
4.3	<p>Please provide a project plan that details how you would deliver the required outcome.</p> <p><i>Your attachments should not exceed 1 x sides of A4 in line with the guidance set in the questionnaire</i></p>	Attachment	100	20%

4.4	<p>Demonstrate/evidence how your organisation complies with the Quality Standards as set out in Section 7 of Attachment 3 – Requirement.</p> <p><i>Your attachments should not exceed 1 x sides of A4 in line with the guidance set in the questionnaire</i></p>	Attachment	100	20%
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### 3. Award Criteria

- 3.1. The award stage consists of a quality evaluation and a price evaluation.
- 3.2. The award of the resultant contract will be based on the 'Most Economically Advantageous Tender' (MEAT).
- 3.3. The weighting for the quality evaluation is **80%**; and, the price evaluation is **20%**.
- 3.4. **Award process - What you need to do**
- 3.4.1. Answer the questions in section 2 above.
- 3.4.2. Complete the Attachment 4 – Price Schedule.
- 3.5. **What we will do**

1	<p><b>Compliance Check</b></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>
2	<p><b>Quality Evaluation</b></p> <p>We will give your responses to the <b>QUALITY questionnaires</b> to the Contracting Authority's 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. If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via email.</p>



3	<p><b>Consensus</b></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.</p> <p>If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via email on an individual basis.</p>
4	<p><b>Quality Threshold</b></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. If this is a 2 Stage Evaluation, we will advise you at the point in which Stage 2 invitations are sent.</p>
5	<p><b>Evaluate Pricing</b></p> <p>We will then evaluate your price and calculate your price score using the evaluation criteria specified in section 6.</p> <p>If we wish to clarify any areas of your bid, bid clarification questions will be issued via email on an individual basis.</p>
6	<p><b>Final Score</b></p> <p>Your quality score will be added to your price score, to create your final score.</p>
8	<p><b>Award</b></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>If the successful bidder does not accept the Contract, we may offer a Contract to the next highest scoring Bidder but only where they have met the minimum pass score.</p>

## 4. Marking Scheme

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

MARKING SCHEME	DESCRIPTION
100 - Excellent	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.
75 - Good	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
50 - Acceptable	Meets the requirements – the response generally meets the requirements but lacks sufficient detail to warrant a higher mark.
25 - Poor	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.
0 - Unsuitable	Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations.

## 5. Quality Evaluation

- 5.1. 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.
- 5.2. 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.
- 5.3. Each weighted score for each question will then be added together to calculate your quality score.

## 6. Price Evaluation

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

### 6.2. How to complete your Attachment 4 – Price Schedule

- 6.2.1. Read and understand the instructions in the Attachment 4 - Price Schedule, and in this section before submitting your prices.
- 6.2.2. Your prices should compare with the quality of your offer.
- 6.2.3. Your prices must be sustainable and inclusive of all costs for example your operating costs and profit.
- 6.2.4. Your prices are to exclude VAT.
- 6.2.5. We will investigate where we consider your bid to be abnormally low.
- 6.2.6. You must download and complete the Attachment 4 – Price Schedule.
- 6.2.7. **When you have completed your Attachment 4 - Price Schedule, you must email it to CPU.Tenders@college.pnn.police.uk. Please ensure you include the reference COP80 in the subject field.**
- 6.2.8. If you do not upload your Attachment 4 – Price Schedule your bid may be rejected from this competition.
- 6.2.9. Do not alter, amend, or change the format or layout of the Attachment 4 – Price Schedule.

### 6.3. Price Evaluation Process

This is how we will evaluate your pricing:

- 6.3.1. We will check you have completed the Attachment 4 – Price Schedule as instructed.
- 6.3.2. Failure to complete the Attachment 4 - Price Schedule as instructed may result in your bid being deemed non-compliant. As a result, your bid may be rejected from this competition.
- 6.3.3. The price evaluation will be undertaken separately to the quality evaluation process.

- 6.3.4. The Potential Bidder with the lowest total price will be awarded the maximum score.
- 6.3.5. All other Potential Bidders will get a price score relative to the lowest total price.
- 6.3.6. The calculation we will use to evaluate your total price per element, is as follows:

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

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

## **7. Final Decision to Award**

- 7.1. We will add your quality score to your price score to calculate your final score.
- 7.2. The bidder with the highest final score will be declared the winning bidder and awarded the contract subject to final agreement of the signed contract.
- 7.3. We will tell you if you have been successful or unsuccessful via email.