

**1. INTRODUCTION**

- 1.1 This Appendix D sets out the questions that will be evaluated as part of this Procurement.
- 1.2 The following information has been provided in relation to each question (where applicable):
- 1.2.1 Weighting – highlights the relative importance of the question.
  - 1.2.2 Guidance – sets out information for the Potential Provider to consider when preparing a response.
  - 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation.

**2. DOCUMENT COMPLETION**

- 2.1 You **must** provide a response to every question. Please provide your response via the e-sourcing portal, submitting the responses into each of the corresponding question textboxes, unless otherwise specified in the individual question.
- 2.2 You **must not** submit any additional information with your Tender other than that specifically requested in this document or Appendix B – Service Description.

**3. RESPONSE GUIDANCE**

<b>1 COMPANY INFORMATION</b>	
1.1	Please state your full company name.
1.2	Please state your registered office address.
1.3	Please state your company or charity registration number.
1.4	Please state whether your company is a SME.
1.5	Please state whether your company is a voluntary, community or social enterprise organisation.
1.6	Please state the name of your immediate parent company.

<b>2 TENDER CONTACT</b>	
2.1	Please state the contact's name.
2.2	Please state the contact's address, Postcode and Country.
2.3	Please state the contact's telephone number.
2.4	Please state the contact's mobile number.
2.5	Please state the contact's e-mail address.

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**Please Note:** The following question is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to answer 'Yes', their Tender will be deemed non-compliant and they will be unable to be considered for this requirement.

3.1	Do you agree, without caveats or limitations, that in the event you are successful in this Procurement, you will unreservedly sign the Terms and Conditions of Contract as set out at Appendix C upon award of the Contract?
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<b>4</b>	<b>Conflict of Interests</b>	<b>Information</b>
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**Please Note:** Question 4.1 is a Yes / No question and will dictate whether or not the following question needs to be answered.

Question 4.2 is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and they will be unable to be considered for this requirement.

4.1	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.
4.2	We require that any potential, actual or perceived conflicts of interest in respect of this mandate are identified in writing 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.

<b>5</b>	<b>Capability</b>	<b>Weighting 50%</b>
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**Guidance:**

- Potential Providers should submit their response to each question into each of the corresponding question textboxes, unless otherwise specified in the individual question.
- With the exception of information required at 5.1, where an uploaded attachment is required, Potential Providers are therefore limited to 4096 characters (roughly equivalent to 1 page of A4) per individual question.
- The maximum score available for this questionnaire is 200.

**Question:**

		Max Score	Weighting %
5.1	<p>Potential Providers are permitted to upload one attachment at this question, (including up to 2 pages maximum for a cv for <u>each</u> team member), that answers the following:</p> <p>Potential Providers are requested to outline their proposed team structure which includes:</p> <ul style="list-style-type: none"> <li>- sufficient time input from senior experienced resource that is commensurate with the complexity of the project (please detail the no. of days that each resource will give to the project);</li> </ul>	100	75

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	- a demonstration of relevant experience of the organisation and the team individuals, knowledge and competency that references an appropriate blend of contract, project, client and senior stakeholder management.		
5.2	Potential Providers are required to submit their response to this question within the corresponding question textbox:  Potential Providers are requested to set out the relevant tools that they, as a firm, will be able to bring to this work.	100	25

6 Service Delivery and Approach		Weighting 30%	
Guidance:			
<ul style="list-style-type: none"><li>Potential Providers should submit their response to each question into each of the corresponding question textboxes, unless otherwise specified in the individual question.</li><li>Potential Providers are therefore limited to 4096 characters (roughly equivalent to 1 page of A4) per individual question.</li><li>The maximum score available for this questionnaire is 200.</li><li>Provide a proposal for how you will deliver the work outlined under phase one in Appendix B Service Description.</li></ul>			
Question:			
		Max Score	Weighting %
6.1	Potential Providers are required to submit their response to this question within the corresponding question textbox:  Potential Providers are requested to outline the potential key issues that the client is likely to need to have regard to in considering supplier management arrangements in Barrow and on the Clyde?	100	50
6.2	Potential Providers are required to submit their response to this question within the corresponding question textbox:  Potential Providers are requested to outline the approach they would take, subject to discussion with the client, to meet the requirements set out in phase one of the Appendix B Service Description?	100	50

**Marking Scheme:**

The following marking scheme will be used to assess the response provided to the qualitative questions set out above at 5 and 6:

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0	Failed to meet any aspect of the requirements. An unacceptable response with serious reservations.
25	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.
50	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.
75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
100	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.

<b>7</b>	<b>PRICE</b>	<b>Weighting 20%</b>
<b>Guidance:</b>		
<p>The Authority requires Potential Providers to provide a maximum capped price in 7.1 to deliver the requirements for phases 1 and 2 set out in Appendix B – Service Description. The Authority also requires Potential Providers to provide a day rate in 7.2 for their proposed project team which will be used to invoice for the actual work provided.</p> <p>Prices should be submitted in Pound Sterling inclusive of expenses but exclusive of VAT.</p> <p>Providers are required to attach one document at the questionnaire entitled price which provides a transparent breakdown of costs using the Tables at 7.1 and 7.2 below.</p>		
<b>Question 7.1:</b>		<b>Question Weighting 75%</b>
Please provide a maximum capped price to deliver the requirements for stages 1 and 2 set out in Appendix B Service Description.		
Maximum Capped Price Phase 1	£	(exclusive of VAT)
Maximum Capped Price Phase 2	£	(exclusive of VAT)
Total Capped Price	£	(exclusive of VAT)
<b>Marking Scheme:</b>		
<p>The maximum mark available for 7.1 Total Capped Price will be 15. This mark will be awarded to the Potential Providers with the lowest Total Capped Price. Remaining Potential Providers will receive a mark out of this maximum mark on a pro rata basis dependent on how far they deviate from the lowest capped price.</p> <p>The calculation that will be used to determine marks is as follows:</p> $\text{Score} = \frac{\text{Lowest Total Capped Price}}{\text{Total Capped Price}} \times 15 \text{ (maximum mark available)}$		
<b>Question 7.2:</b>		<b>Question Weighting 25%</b>
Please provide a day rate per role for the proposed project team which will be used to invoice for the actual work provided until the maximum capped price is reached. Potential Providers should clearly state how many people of which grade will be used within the project team. This question will be assessed by		

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calculating a blended rate of the roles.

A. Role	B. No. of days	C. Day Rates	D. Total (B x C)
Director / Partner		£ [insert amount] (exclusive of VAT)	
Managing Consultant / Accountant / Auditor		£ [insert amount] (exclusive of VAT)	
Principal Consultant / Accountant / Auditor		£ [insert amount] (exclusive of VAT)	
Senior Consultant / Accountant / Auditor		£ [insert amount] (exclusive of VAT)	
Consultant / Accountant / Auditor		£ [insert amount] (exclusive of VAT)	
Junior Consultant / Accountant / Auditor		£ [insert amount] (exclusive of VAT)	
Trainee Consultant / Accountant / Auditor		£ [insert amount] (exclusive of VAT)	
<b>Total of B :</b>		<b>Total of D:</b>	

**Marking Scheme:**

The maximum mark available for 7.2 Day Rate will be 5. This mark will be awarded to the Potential Providers with the lowest Blended Day Rate. Remaining Potential Providers will receive a mark out of this maximum mark on a pro rata basis dependent on how far they deviate from the lowest Blended day rate.

The calculation that will be used to determine marks is as follows:

$$\text{Score} = \frac{\text{Lowest Blended Day Rate}}{\text{Blended Day Rate}} \times 5 \text{ (maximum mark available)}$$