

Guidance for Mini-Competition Process

Awards under the Framework Agreement

Supplies <£25k (awards following mini-competitions)

1. For mini-competitions under this Framework Agreement the Contracting Authority shall:
 - (a) invite tenders by conducting a mini-competition for its PCB requirements in accordance with the Regulations and Guidance and in particular:
 - (i) provide a Specification, and invite the framework suppliers to submit a specific tender offer;
 - (ii) set a time limit for the receipt of tender offer which takes into account factors such as the complexity of the Specification; and
 - (iii) keep each supplemental tender confidential until the expiry of the time limit for the receipt by it of the supplemental tenders;
 - (b) apply the Award Criteria to any compliant supplemental tenders submitted through the mini-competition; and
 - (b) notify the successful/unsuccessful Framework Provider about the outcome of the evaluation process
 - (d) place an Order with the successful Framework Provider.
2. The Supplier agrees that all supplemental tenders submitted by the Supplier in relation to a mini-competition held pursuant to this clause 2 shall remain open for acceptance for 30 days (or such other period specified in the invitation to tender issued by the relevant Contracting Authority in accordance with this clause 2).
3. All orders placed will be subject to the terms and conditions of this framework agreement.

Notwithstanding the fact that the Contracting Authority has followed the procedure set out above, the Contracting Authority may cancel, postpone, delay or end the procedure without placing an Order or awarding a Contract. Nothing in this Framework Agreement shall oblige any Contracting Authority to place any Orders.

Award Criteria

Percentage weightings of each mini-competition may vary between each request dependant on (but not limited to) the nature and/or urgency of the specific requirement being competed.

<u>Criterion number</u>	<u>Criterion</u>	<u>Percentage weightings (or rank order of importance where applicable)</u>
<u>1</u>	Price	Between 0% and 100% To be set by the Contracting Authority conducting the mini-competition

<u>2</u>	Quality	Between 0% and 100% To be set by the Contracting Authority conducting the mini-competition
<u>3</u>	Delivery	Between 0% and 100% To be set by the Contracting Authority conducting the mini-competition

Where the percentage weighting for any individual criterion is set as 100%, the scoring criteria for the two remaining criterions will be a mandatory Pass/Fail award question where the bidder will be required to respond Yes or No.

For example:

Percentage weighting on **Price criterion is set as 100%**, the Quality criterion and Delivery criterion will be a mandatory Pass/Fail award question

Percentage weighting on **Quality criterion is set as 100%**, the Price criterion and Delivery criterion will be a mandatory Pass/Fail award question

Percentage weighting on **Delivery criterion is set as 100%**, the Price criterion and Quality criterion will be a mandatory Pass/Fail award question

Supplies >£25k (awards following mini-competitions) procurements will be managed electronically via the Crown Commercial Service's e-Sourcing Suite.

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(b) apply the Award Criteria to any compliant supplemental tenders submitted through the mini-competition; and

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<u>1</u>	Price	Between 0% and 100% To be set by the Contracting Authority conducting the mini-competition
<u>2</u>	Quality	Between 0% and 100%

		To be set by the Contracting Authority conducting the mini-competition
<u>3</u>	Delivery	Between 0% and 100% To be set by the Contracting Authority conducting the mini-competition

Where the percentage weighting for any individual criterion is set as 100%, the scoring criteria for the two remaining criteria will be a mandatory Pass/Fail award question where the bidder will be required to respond Yes or No.

For example:

Percentage weighting on **Price criterion is set as 100%**, the Quality criterion and Delivery criterion will be a mandatory Pass/Fail award question

Percentage weighting on **Quality criterion is set as 100%**, the Price criterion and Delivery criterion will be a mandatory Pass/Fail award question

Percentage weighting on **Delivery criterion is set as 100%**, the Price criterion and Quality criterion will be a mandatory Pass/Fail award question

Evaluation model

An example of the evaluation model has been set out below, which will be determined to two decimal places.

The questions of each mini-competition may vary between each request dependant on (but not limited to) the nature and/or urgency of the specific requirement being competed.

Where a question is 'for information only' it will not be scored.

To maintain a high degree of rigour in the evaluation of your bid, a process of moderation will be undertaken to ensure consistency by all evaluators.

After moderation the scores will be finalised by performing a calculation to identify (at question level) the mean average of all evaluators (Example – a question is scored by three evaluators and judged as scoring 5, 5 and 6. These scores will be added together and divided by the number of evaluators to produce the final score of 5.33 ($5+5+6=16 \div 3 = 5.33$))

Pass / fail criteria

Questionnaire	Q No.	Question subject
Commercial	FOI1.1	Freedom of Information Exemptions
Commercial	AW1.1	Form of Bid
Commercial	AW1.3	Certificate of Bona Fide Bid
Quality	AW6.1	Compliance to the Specification

Scoring criteria

Evaluation Justification Statement

In consideration of this particular requirement the Contracting Authority has decided to evaluate Potential Providers by adopting the weightings/scoring mechanism detailed within this Mini Competition. The Contracting Authority considers these weightings to be in line with the framework.

Questionnaire	Q No.	Question subject	Maximum Marks
Price	AW5.2	Price	TBC%
Quality	AW6.2	Delivery	TBC%
Quality	AW6.3	Quality Question 1	TBC%
Quality	AW6.4	Quality Question 2	TBC%
Quality	AW6.5	Quality Question 3	TBC%

Evaluation of criteria

Non-Price elements

Non-Price (Quality) elements

Each question will be judged on a score from 0 to 100, which shall be subjected to a multiplier to reflect the percentage of the evaluation criteria allocated to that question.

Where an evaluation criterion is worth 20% then the 0-100 score achieved will be multiplied by 20%.

Example if a Bidder scores 60 from the available 100 points this will equate to 12% by using the following calculation:

$$\text{Score} = \{\text{weighting percentage}\} \times \{\text{bidder's score}\} = 20\% \times 60 = 12$$

The same logic will be applied to groups of questions which equate to a single evaluation criterion.

The 0-100 score shall be based on (unless otherwise stated within the question):

0	The Question is not answered or the response is completely unacceptable.
10	Extremely poor response – they have completely missed the point of the question.
20	Very poor response and not wholly acceptable. Requires major revision to the response to make it acceptable. Only partially answers the requirement, with major deficiencies and little relevant detail proposed.
40	Poor response only partially satisfying the selection question requirements with deficiencies apparent. Some useful evidence provided but response falls well short of expectations. Low probability of being a capable supplier.
60	Response is acceptable but remains basic and could have been expanded upon. Response is sufficient but does not inspire.
80	Good response which describes their capabilities in detail which provides high levels of assurance consistent with a quality provider. The response includes a full description of techniques and measurements currently employed.
100	Response is exceptional and clearly demonstrates they are capable of meeting the requirement. No significant weaknesses noted. The response is compelling in its description of techniques and measurements currently employed, providing full assurance consistent with a quality provider.

Price elements will be judged on the following criteria.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

For example - Bid 1 £100,000 scores 100,

Bid 2 £120,000 differential of £20,000 or 20% remove 20% from price scores 80

Bid 3 £150,000 differential £50,000 remove 50% from price scores 50.

Bid 4 £175,000 differential £75,000 remove 75% from price scores 25.

Bid 5 £200,000 differential £100,000 remove 100% from price scores 0.

Bid 6 £300,000 differential £200,000 remove 100% from price scores 0.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 ($80/100 \times 50 = 40$)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.