



Crown
Commercial
Service

Invitation to tender Attachment 2 – How to bid

RM6160
Non Clinical Temporary and Fixed Term Staff

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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 (e.g. goods and/or services) if your bid is successful.
- 1.2 You may bid for one or more of the Lots. Please ensure you read paragraph 3.6 of Attachment 1 – About the Framework.
- 1.3 Your bid must be entered into the eSourcing suite. We can only accept bids that we receive through the eSourcing suite
- 1.4 Upload **ONLY** those Attachments we have asked for. Do not upload any Attachments we haven't asked for.
- 1.5 Make sure you answer every question.
- 1.6 You must submit your bid before the bid submission deadline, in paragraph 5 “Timelines for the competition” in Attachment 1 - About the Framework.
- 1.7 It will be our decision whether we will accept bids submitted after the bid submission deadline.
- 1.8 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.
- 1.9 If you have submitted your response in the eSourcing suite, any modifications to the online questions will result in your submission status changing to ‘response to be submitted’, this means your response will not be available. Please review the changes and re-submit by clicking ‘submit response’.
- 1.10 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.
- 1.11 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**

- 2.1 Your bid must be **entered into the eSourcing suite**. We can only accept bids that we receive through the eSourcing suite.
- 2.2 The Procurement will be evaluated concurrently.
- 2.3 Responses to the selection questionnaire (qualification envelope), quality questionnaire (technical envelope) and the price question (commercial envelope) must be answered online in the eSourcing suite.

- 2.4 You are also required to complete and upload the following Attachments (if applicable) to the relevant selection questions in the eSourcing suite:
- **Attachment 2b Evidence of Previous Supply for each Lot** – complete in accordance with the instructions provided for each Lot within the workbook, and upload to the relevant part 11 technical and professional ability questions in the eSourcing suite (qualification envelope).
 - **Attachment 2h – Appendix F - Regions & Skills Matrix for each Lot** – complete in accordance with the instructions provided for each Lot within the workbook, and upload to the relevant part 11 technical and professional ability questions in the eSourcing suite (qualification envelope).
 - **Attachment 3 Pricing Workbook (Lot 1 to Lot 6 tabs a - d)** – complete in accordance with the instructions provided in this document and upload your completed pricing workbook which includes your bid for each Lot you wish to submit a bid for, to 3.1.2 in the eSourcing suite (commercial envelope).
 - **Attachment 4 Information and declaration workbook** – if you are relying upon any other organisation, key subcontractor or consortium member to meet the selection criteria, they must complete this Attachment and you must upload it to the relevant selection question in the eSourcing Suite (qualification envelope).
 - **Attachment 6 Consortia details** – if you are bidding as the lead member of a consortium, complete and upload this Attachment to the relevant selection question in the eSourcing Suite (qualification envelope).
 - **Attachment 7 Key Subcontractor details** – if you intend to use key subcontractors in your bid, complete and upload this Attachment to the relevant selection question in the eSourcing Suite (qualification envelope).
 - **Attachment 9 Terms & Conditions Population Template** – You must populate, sign and return this with your Bid and upload this Attachment to question 1.28.3 eSourcing suite, to enable us to populate your Framework contract if you are successful in this competition
 - **Attachment 11 Framework Award Form** – refer Read First Attachment 1 – About the Framework - Section 3. You must populate, sign and return the Framework Award Form with your Bid, attached to question 1.28.2.
- 2.5 You are required to register your interest for the RM6160 - Non Clinical Temporary and Fixed Term Staff Framework ALL LOTS ITT (rfq_106) in addition to any relevant RM6160 - Non Clinical Temporary and Fixed Term Staff Framework Lot Specific individual ITTs.
- 2.6 All messages should be sent through the eSourcing suite via the qualification envelope (rfq_106). To clarify messages should **not** be sent through the **Lot specific** technical and commercial envelopes.
- 2.7 You must answer the selection questions, quality questions and upload Attachment 3 Pricing Workbook in the eSourcing suite in

RM6160 Non Clinical Temporary and Fixed Term Staff – ALL LOTS
ITT(rfq_106).

- 2.8 You must answer question 1.1.1 in the relevant individual Lot Specific ITTs as shown below:

Lot	RFQ number	Response Envelope
Lot 1	RFQ_125	Technical Envelope
Lot 2	RFQ_126	Technical Envelope
Lot 3	RFQ_121	Technical Envelope
Lot 4	RFQ_127	Technical Envelope
Lot 5	RFQ_128	Technical Envelope
Lot 6	RFQ_129	Technical Envelope

3. Selection Stage

- 3.1 The Authority reserves the right to run all stages of the Procurement concurrently.
- 3.2 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.
- 3.3 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.
- 3.4 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.
- 3.5 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).
- 3.6 You must ensure you read the instructions for the Attachment 2b (applicable to each Lot) carefully.
- 3.7 Remember CCS reserves the right to verify the details you submit within Attachment 2b, Evidence of Previous Supply (Lot 1 to Lot 6).

4. Selection Process

- 4.1 After the bid submission deadline we will check all bids to make sure we have received everything we have asked for.
- 4.2 We may ask you to clarify information you provide, 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.

- 4.3 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.
- 4.4 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 **evaluation guidance**.
- 4.5 All bidders who successfully meet the Selection Criteria will progress to the Award Stage.

5. **Selection Criteria**

- 5.1 We may exclude you from the competition at the selection stage if your bid is non-compliant;
 - You receive a 'fail' for any of the evaluated selection questions.
 - 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 cannot verify the information you have provided, 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 9 Attachment 1 about the Framework, or not followed the instructions given in this ITT pack.
- 5.2 If we exclude you from the competition we will tell you and explain why.

6. **Selection Questionnaire**

- 6.1 Please refer to Attachment 2a Selection (qualification) questionnaire. Remember you must complete the questionnaire **online** in the eSourcing suite (qualification envelope).
- 6.2 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).
- 6.3 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.

7. **Award Stage**

- 7.1 If you have successfully passed the selection stage, you will proceed to the award stage.
- 7.2 We have tried to make our award stage as simple as possible, whilst achieving the best possible commercial outcomes.
- 7.3 Your bid must deliver what our buyers need, at the best possible price you can give.

- 7.4 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 response guidance, marking scheme and evaluation guidance.
 - 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; it always takes longer than you think to submit
 - Your prices should be in line with the service level you offer, in response to the award quality questions.

8. Award criteria for all Lots (1 to 6)

- 8.1 The Award Stage consists of a quality evaluation (see paragraph 10 of this document) and a price evaluation (see paragraph 11 of this document).
- 8.2 The award of this Framework will be on the basis of the 'Most Economically Advantageous Tender' (MEAT).
- 8.3 The weighting for the quality evaluation is 20 marks; and, the price evaluation is worth 80 marks for all Lots (1 to 6).

9. Award process for all Lots (1 to 6)

- 9.1 What YOU need to do:
- Answer the quality questions Section A and Section B of the quality questionnaire in the eSourcing suite in the technical envelope.
 - Complete the Attachment 3 - Pricing Workbook for the Lot(s) for which you are bidding.
 - Upload your completed Attachment 3 - Pricing Workbook into the eSourcing suite in the commercial envelope to question 3.1.2.

9.2 What WE will do at the award stage

1.	<p>Compliance Check</p> <p>First, we will do a check to make sure that you have answered all the quality questions and have completed the pricing workbook in line with our instructions.</p>
2.	<p>Quality Evaluation</p>

	<p>We will assess your responses to the quality questions using the response guidance and the evaluation guidance.</p> <p>We will calculate your quality score using the evaluation guidance in paragraph 10 'quality evaluation', of this document.</p>
3.	<p>Evaluate Pricing</p> <p>We will then give your pricing to the price evaluation panel, who are different evaluators from those who assessed your quality responses.</p> <p>They will calculate your price score using the evaluation guidance in Section 12 – Price Process.</p>
4.	<p>Final Score</p> <p>Your quality score will be added to your price score, to create your final score as illustrated in Section 13 - Final decision to award of this document.</p>
5.	<p>Award</p> <p>Awards will be made to the successful bidders following the standstill period, subject to contract.</p>

10. Quality Evaluation for all Lots (1 to 6)

- 10.1 The quality questionnaire contains one (1) section:
- Section A – mandatory questions for all Lots (1 to 6)
- 10.2 In each Lot, bidders who achieve a 'pass' for the applicable question in Section A will be awarded the maximum quality score for the applicable Lot (20 marks).
- 10.3 In each Lot, if a bidder fails any the applicable question in Section A they will receive a score of 0 and will be excluded from further participation in this competition for the applicable Lot. If you are excluded we will notify you and explain the reason why.
- 10.4 A summary of all the questions in the quality questionnaire, along with the marking scheme for each question is set out in Table A:

Table A – Quality evaluation for all Lots (1 to 6)		
Question number	Question	Marking scheme
QA1 (a) to (f)	MANDATORY SERVICE REQUIREMENTS - ALL LOTS (1 to 6)	Pass/Fail

QB1	Regions and Skills matrix for each Lot	Information Only
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11. Award quality questionnaire

11.1 The quality questionnaire is split into two sections:

- Section A – Mandatory questions
- Section B – Information Only questions

11.2 A summary of all the questions in the award quality questionnaire, along with the marking scheme, and weightings for each question is set out in Table C:

11.3 Table C – Lot 1 to 6

Question		Marking scheme	Weighting %					
			Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6
A1(a)	Lot 1 Specific Mandatory Service Requirements	Pass/Fail	20					
A1(b)	Lot 2 Specific Mandatory Service Requirements	Pass/Fail		20				
A1(c)	Lot 3 Specific Mandatory Service Requirements	Pass/Fail			20			
A1(d)	Lot 4 Specific Mandatory Service Requirements	Pass/Fail				20		
A1(e)	Lot 5 Specific Mandatory Service Requirements	Pass/Fail					20	
A1(f)	Lot 6 Specific Mandatory Service Requirements	Pass/Fail						20
B1	Regions and Skills matrix for each Lot (Information Only)	Information Only	N/A	N/A	N/A	N/A	N/A	N/A

Section A – Mandatory Service Requirements

A1(a) Compliance with Framework Schedule 1 (Specification) – Lot 1

Please select option **Yes**, **No** or **N/A** 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 requirements (applicable to Lot 1), as set out in Framework Schedule 1 (Specification).

A1(a) Response Guidance

All bidders must answer this question.

If you are bidding for Lot 1, 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 requirements (applicable to Lot(s) in which they are bidding) as set out in Framework Schedule 1 (Specification) and include but not limited to:

- Delivery of the Services set out in Framework Schedule 1 (Specification) in full;
- Agreement and acceptance of the Terms and Conditions of the Framework Contract in full and without caveat; and
- Conducting pre-employment checks, in accordance with NHS Employers' CHECK Standards set out in paragraph 5 of Framework Schedule 1 (Specification) and the requirements of each Buyer; and
- Compliance with Relevant Policy and Procedure including Agency Worker Regulations (AWR), Working Time Regulations (WTR), local policy as specified by the Buyer and any other relevant codes of practice.

You are required to select option **Yes**, **No** or **N/A** from the drop-down list in questions A1(a) to indicate in the event you are awarded a Framework Contract, whether you will, or will not, unreservedly deliver in full, all the mandatory requirements for Lot 1, as set out in Framework Schedule 1 (Specification).

Please note option **N/A** is only applicable if you are **not** applying for Lot 1.

Please note:

If a bidder fails A1 (a) they will be excluded from further participation in this competition.

Bidders who achieve a pass for all questions in this section will be awarded the maximum quality score of 20 marks for Lot 1.

Marking scheme	Evaluation guidance
Pass	You have selected option Yes confirming that you will unreservedly deliver in full, all the mandatory requirements, applicable to Lot 1, 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 requirements, applicable to Lot 1, as set out in Framework Schedule 1 (Specification).

	OR You have not answered this question.
N/A	You have selected option N/A confirming that you are not bidding for Lot 1.

Section A – Mandatory Service Requirements
A1(b) Compliance with Framework Schedule 1 (Specification) – Lot 2
Please select option Yes , No or N/A 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 requirements (applicable to Lot 2), as set out in Framework Schedule 1 (Specification).
<p>A1(b) Response Guidance</p> <p>All bidders must answer this question.</p> <p>If you are bidding for Lot 2, 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.</p> <p>CCS requires Suppliers to provide deliverables which meet all the mandatory requirements (applicable to Lot(s) in which they are bidding) as set out in Framework Schedule 1 (Specification) and include but not limited to:</p> <ul style="list-style-type: none"> • Delivery of the Services set out in Framework Schedule 1 (Specification) in full; and • Agreement and acceptance of the Terms and Conditions of the Framework Contract in full and without caveat; and • Conducting pre-employment checks, in accordance with NHS Employers' CHECK Standards set out in paragraph 5 of Framework Schedule 1 (Specification) and the requirements of each Buyer; and • Compliance with Relevant Policy and Procedure including Agency Worker Regulations (AWR), Working Time Regulations (WTR), local policy as specified by the Buyer and any other relevant codes of practice. <p>You are required to select option Yes, No or N/A from the drop-down list in questions A1(b) to indicate in the event you are awarded a Framework Contract, whether you will, or will not, unreservedly deliver in full, all the mandatory requirements for Lot 2, as set out in Framework Schedule 1 (Specification).</p> <p>Please note option N/A is only applicable if you are not applying for Lot 2.</p> <p>Please note:</p> <p>If a bidder fails A1 (b) they will be excluded from further participation in this competition.</p> <p>Bidders who achieve a pass for all questions in this section will be awarded the maximum quality score of 20 marks for Lot 2.</p>

Marking scheme	Evaluation guidance
Pass	You have selected option Yes confirming that you will unreservedly deliver in full, all the mandatory requirements, applicable to Lot 2, 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 requirements, applicable to Lot 2, as set out in Framework Schedule 1 (Specification). OR You have not answered this question.
N/A	You have selected option N/A confirming that you are not bidding for Lot 2.

Section A – Mandatory Service Requirements
A1(c) Compliance with Framework Schedule 1 (Specification) – Lot 3
Please select option Yes , No or N/A 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 requirements (applicable to Lot 3), as set out in Framework Schedule 1 (Specification).
<p>A1(c) Response Guidance</p> <p>All bidders must answer this question.</p> <p>If you are bidding for Lot 3, 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.</p> <p>CCS requires Suppliers to provide deliverables which meet all the mandatory requirements (applicable to Lot(s) in which they are bidding) as set out in Framework Schedule 1 (Specification) and include but not limited to:</p> <ul style="list-style-type: none"> • Delivery of the Services set out in Framework Schedule 1 (Specification) in full; and • Agreement and acceptance of the Terms and Conditions of the Framework Contract in full and without caveat; and • Conducting pre-employment checks, in accordance with NHS Employers' CHECK Standards set out in paragraph 5 of Framework Schedule 1 (Specification) and the requirements of each Buyer; and • Compliance with Relevant Policy and Procedure including Agency Worker Regulations (AWR), Working Time Regulations (WTR), local policy as specified by the Buyer and any other relevant codes of practice. <p>You are required to select option Yes, No or N/A from the drop-down list in questions A1(c) to indicate in the event you are awarded a Framework Contract,</p>

whether you will, or will not, unreservedly deliver in full, all the mandatory requirements for Lot 3, as set out in Framework Schedule 1 (Specification).
Please note option **N/A** is only applicable if you are **not** applying for Lot 3.

Please note:

If a bidder fails A1 (c) they will be excluded from further participation in this competition.

Bidders who achieve a pass for all questions in this section will be awarded the maximum quality score of 20 marks for Lot 3.

Marking scheme	Evaluation guidance
Pass	You have selected option Yes confirming that you will unreservedly deliver in full, all the mandatory requirements, applicable to Lot 3, 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 requirements, applicable to Lot 3, as set out in Framework Schedule 1 (Specification). OR You have not answered this question.
N/A	You have selected option N/A confirming that you are not bidding for Lot 3.

Section A – Mandatory Service Requirements

A1(d) Compliance with Framework Schedule 1 (Specification) – Lot 4

Please select option **Yes**, **No** or **N/A** 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 requirements (applicable to Lot 4), as set out in Framework Schedule 1 (Specification).

A1(d) Response Guidance

All bidders must answer this question.

If you are bidding for Lot 4, 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 requirements (applicable to Lot(s) in which they are bidding) as set out in Framework Schedule 1 (Specification) and include but not limited to:

- Delivery of the Services set out in Framework Schedule 1 (Specification) in full; and

- Agreement and acceptance of the Terms and Conditions of the Framework Contract in full and without caveat; and
- Conducting pre-employment checks, in accordance with NHS Employers' CHECK Standards set out in paragraph 5 of Framework Schedule 1 (Specification) and the requirements of each Buyer; and
- Compliance with Relevant Policy and Procedure including Agency Worker Regulations (AWR), Working Time Regulations (WTR), local policy as specified by the Buyer and any other relevant codes of practice.

You are required to select option **Yes**, **No** or **N/A** from the drop-down list in questions A1(d) to indicate in the event you are awarded a Framework Contract, whether you will, or will not, unreservedly deliver in full, all the mandatory requirements for Lot 4, as set out in Framework Schedule 1 (Specification).

Please note option **N/A** is only applicable if you are **not** applying for Lot 4.

Please note:

If a bidder fails A1 (d) they will be excluded from further participation in this competition.

Bidders who achieve a pass for all questions in this section will be awarded the maximum quality score of 20 marks for Lot 4.

Marking scheme	Evaluation guidance
Pass	You have selected option Yes confirming that you will unreservedly deliver in full, all the mandatory requirements, applicable to Lot 4, 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 requirements, applicable to Lot 4, as set out in Framework Schedule 1 (Specification). OR You have not answered this question.
N/A	You have selected option N/A confirming that you are not bidding for Lot 4.

Section A – Mandatory Service Requirements

A1(e) Compliance with Framework Schedule 1 (Specification) – Lot 5

Please select option **Yes**, **No** or **N/A** 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 requirements (applicable to Lot 5), as set out in Framework Schedule 1 (Specification).

A1(e) Response Guidance

All bidders must answer this question.

If you are bidding for Lot 5, 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 requirements (applicable to Lot(s) in which they are bidding) as set out in Framework Schedule 1 (Specification) and include but not limited to:

- Delivery of the Services set out in Framework Schedule 1 (Specification) in full; and
- Agreement and acceptance of the Terms and Conditions of the Framework Contract in full and without caveat; and
- Conducting pre-employment checks, in accordance with NHS Employers’ CHECK Standards set out in paragraph 5 of Framework Schedule 1 (Specification) and the requirements of each Buyer; and
- Compliance with Relevant Policy and Procedure including Agency Worker Regulations (AWR), Working Time Regulations (WTR), local policy as specified by the Buyer and any other relevant codes of practice.

You are required to select option **Yes**, **No** or **N/A** from the drop-down list in questions A1(e) to indicate in the event you are awarded a Framework Contract, whether you will, or will not, unreservedly deliver in full, all the mandatory requirements for Lot 5, as set out in Framework Schedule 1 (Specification).

Please note option **N/A** is only applicable if you are **not** applying for Lot 5.

Please note:

If a bidder fails A1 (e) they will be excluded from further participation in this competition.

Bidders who achieve a pass for all questions in this section will be awarded the maximum quality score of 20 marks for Lot 5.

Marking scheme	Evaluation guidance
Pass	You have selected option Yes confirming that you will unreservedly deliver in full, all the mandatory requirements, applicable to Lot 5, 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 requirements, applicable to Lot 5, as set out in Framework Schedule 1 (Specification). OR You have not answered this question.
N/A	You have selected option N/A confirming that you are not bidding for Lot 5.

Section A – Mandatory Service Requirements
A1(f) Compliance with Framework Schedule 1 (Specification) – Lot 6
Please select option Yes , No or N/A 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 requirements (applicable to Lot 6), as set out in Framework Schedule 1 (Specification).
<p>A1(f) Response Guidance</p> <p>All bidders must answer this question.</p> <p>If you are bidding for Lot 6, 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.</p> <p>CCS requires Suppliers to provide deliverables which meet all the mandatory requirements (applicable to Lot(s) in which they are bidding) as set out in Framework Schedule 1 (Specification) and include but not limited to:</p> <ul style="list-style-type: none"> • Delivery of the Services set out in Framework Schedule 1 (Specification) in full; and • Agreement and acceptance of the Terms and Conditions of the Framework Contract in full and without caveat; and • Conducting pre-employment checks, in accordance with NHS Employers' CHECK Standards set out in paragraph 5 of Framework Schedule 1 (Specification) and the requirements of each Buyer; and • Compliance with Relevant Policy and Procedure including Agency Worker Regulations (AWR), Working Time Regulations (WTR), local policy as specified by the Buyer and any other relevant codes of practice. <p>You are required to select option Yes, No or N/A from the drop-down list in questions A1(f) to indicate in the event you are awarded a Framework Contract, whether you will, or will not, unreservedly deliver in full, all the mandatory requirements for Lot 6, as set out in Framework Schedule 1 (Specification).</p> <p>Please note option N/A is only applicable if you are not applying for Lot 6.</p> <p>Please note:</p> <p>If a bidder fails A1 (f) they will be excluded from further participation in this competition.</p>

Bidders who achieve a pass for all questions in this section will be awarded the maximum quality score of 20 marks for Lot 6.	
Marking scheme	Evaluation guidance
Pass	You have selected option Yes confirming that you will unreservedly deliver in full, all the mandatory requirements, applicable to Lot 6, 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 requirements, applicable to Lot 6, as set out in Framework Schedule 1 (Specification). OR You have not answered this question.
N/A	You have selected option N/A confirming that you are not bidding for Lot 6.

Section B – Regions and Skills (for all lots) matrix (Information Only)
<p>B1 Requirement: You are required to provide information regarding the regions and types of roles you will supply for each applicable Lot(s), if you are successful in this competition.</p> <p>Please complete and upload Attachment 2c – Regions and Skills (for all Lots) matrix to this question in the eSourcing suite</p>
<p>B1 Response guidance</p> <p>All bidders must answer this question.</p> <p>This question is for information purposes only and will not be evaluated. However, in the event that you are awarded a place on a Framework Agreement, the information provided in response to this question will be inserted into your Framework Contract to assist Customers with their supplier selection process, by detailing which worker types you are able to deliver and in what region. The information may be used to assist with direct award in the form of an award support tool.</p> <p>You are required to upload your completed Attachment 2c Regions and Skills (for all Lots) Matrix to this question in the e-Sourcing suite.</p>

12. Price Process – All Lots (1 to 6)

12.1 This paragraph 12 contains information on how to complete the Attachment 3 - Pricing Workbook and the price evaluation process.

12.2 How to complete your Attachment 3 - Pricing Workbook:

12.2.1 You must download and complete the Attachment 3 - Pricing Workbook for the Lot(s) you are submitting a bid for

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

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

12.2.4 All Bidders shall complete Attachment 3 - Pricing Workbook for each Lot that they wish to provide the deliverables (e.g. goods and/or services).

Please submit fees only for the Lots which you wish to bid for eg. Lots 1 & 6.

12.2.5 Table D – Lots Tabs on Attachment 3 – Pricing Workbook

Lot	Lot Name	Tab
1	Employment Business Admin and Clerical Supply	4
2	Employment Business Corporate Functions	5
3	Employment Business IT Professionals	6
4	Employment Business Legal Supply	7
5	Employment Business Clinical Coding	8
6	Employment Business Ancillary Staff	9

12.2.6 Bidders are required to provide a Supplier Fee for each pay band within the Lots tendered for.

12.2.7 A Supplier Fee for any pay band should be equal or greater than the pay band immediately below it. The Authority reserves the right to disqualify a Tender from further participation in this Procurement where the Supplier Fee for a pay band is less than the pay band below. It shall be at the sole discretion of the Authority to disqualify a Tender or to seek clarification in this event.

12.2.8 All Bidders shall ensure that their prices submitted shall all costs associated with providing the Available Services required by Attachment 1 - Framework Schedule 1 (Specification), Attachment 11 – Framework Schedule 3

(Prices) and Attachment 14 Call-Off – Schedule 5 Pricing. For example, the costs associated with administration, recruitment, completion of all pre-placement NHS employment check standards, ongoing management of the Temporary Worker, payment of the Management Charge to the Authority and other overheads including staffing costs and reasonable profit margin.

12.2.9 All elements of the pay rate to worker within each pay band are set so it is the Supplier Fee only that is evaluated.

12.2.10 The following aspects of the prices submitted by Bidders will be evaluated:

- **Employment Business Supplier Fee** refer Attachment 3 - Pricing Workbook – for each of the 6 Lots [Tab 4 to Tab 9]
- **Employment Business Agency Fee** as stated in Attachment 3 - Pricing Workbook [Tab 3]
- **Discount** is in [Tab 10] – Which includes over 12 weeks’ discount Agency pricing.

12.2.11 The **Maximum Score Available** for the prices submitted for each Lot is broken down and weighted in Table E below.

Table E

Item evaluated	Maximum Score Available
Employment Business Supplier Fee	60
Over 12 week discount	5
Employment Agency fee	15

12.3 Employment Business Supplier Fee pricing

12.3.1 The instructions in Attachment 3 – Pricing Workbook require Bidders to submit an Employment Business Supplier Fee for each of the different pay bands (1 to 10d) that apply to the Lot(s) which they wish to bid for. Each pay band contains 3 different fee types, as described in paragraph 5 of Attachment 1a Framework Schedule 1 (Specification). This combination of pay band and fee type produces a number of potential Employment Business

12.3.2 Supplier Fee pricing fields, are known as “**Line Item**”, refer to paragraph 12.3.3.

12.3.3 Illustration of a Line Item is shown in Table F:

Table F

Pay Band	Employment Business Supplier Fee Type		
	Fee Type 1: Patient Facing - with DBS and full Health Assessment Check	Fee Type 2: Non Patient Facing with DBS check	Fee Type 3: Non Patient Facing - No DBS check
Band 1	Line Item	Line Item	Line Item
Band 2	Line Item	Line Item	Line Item
Band 3	Line Item	Line Item	Line Item
Band 4	Line Item	Line Item	Line Item
Band 5	Line Item	Line Item	Line Item
Band 6	Line Item	Line Item	Line Item
Band 7	Line Item	Line Item	Line Item
Band 8A	Line Item	Line Item	Line Item
Band 8B	Line Item	Line Item	Line Item
Band 8C	Line Item	Line Item	Line Item
Band 8D	Line Item	Line Item	Line Item
Band 9	Line Item	Line Item	Line Item
Band 10a	Line Item	Line Item	Line Item
Band 10b	Line Item	Line Item	Line Item
Band 10c	Line Item	Line Item	Line Item
Band 10d	Line Item	Line Item	Line Item

- (a) Lot 1 covers five pay bands; multiplied by the three fee types and this gives 12 line items.
- (b) Lot 2 covers twelve pay bands; multiplied by the three fee types and this gives 12 line items.
- (c) Lot 3 covers fourteen pay bands; multiplied by the three fee types and this gives 12 line items.
- (d) Lot 4, 5 and 6 covers sixteen pay bands; multiplied by the three fee types and this gives 48 line items.

12.3.4 All Lots require an Employment Business Supplier Fee for all pay bands displayed within the Lot. If the cell has been blacked out, No Fee is required.

12.4 Employment Business Supplier Fee Evaluation

12.4.1 The methodology used to evaluate the Employment Business Supplier Fee price of each Line Item will be the same for each Lot and shall be as follows:

12.4.2 The Employment Business Supplier Fee for each Line Item submitted by all Bidders at the Award Stage Evaluation will be added together and a median fee per Line Item will be obtained.

12.4.3 The median fee obtained will be used as the benchmark for each individual Line Item.

12.4.4 Bidders who submit an Employment Business Supplier Fee at the median fee or within 5% either side of the median for that Line Item will receive the **Maximum Score Available** for that Line Item.

12.4.5 Those within a variance of the median will attract a weighted score. The percentage variance will be calculated to 2 decimal places. Bids meeting or close to the median fee will receive a high score, and scores shall reduce depending on the difference from the median bid rate, in accordance with the formula below:-

A. For employment agency & business fees:

- Median +/- 5% = 100% of the available marks
- Median +/- 5.01 - 25% = 75% of the available marks
- Median +/- 25.01 - 50% = 50% of the available marks
- Median +/- 50.01 - 75% = 25% of the available marks
- Median +/- 75.01% or more = 0% of the available marks

-75.01% and below	-50.01% to -75%	-25.01% to -50%	-5.01% to -25%	<-5%	Median	>+5%	+5.01% to 25%	+25.01% to 50%	+50.01% to 75%	+75.01% and above
£0.62 and below	£0.63 to £1.24	£1.25 to £1.87	£1.88 to £2.37	£2.38 to £2.49	£2.50	£2.51 to £2.62	£2.63 to £3.12	£3.13 to £3.75	£3.76 to £4.37	£4.38 and above
0 % of the available marks	25 % of the available marks	50 % of the available marks	75 % of the available marks	100% of the available marks			75% of the available marks	50 % of the available marks	25 % of the available marks	0 % of the available marks

B. The evaluation of the over 12 weeks' discount (tab 10 of Attachment 3 – Pricing Workbook, cell C36) will be conducted on the tendered employment business fee (taken from tabs 4 - 9 of Attachment 3 – Pricing Workbook) with the over 12 weeks' discount applied.

- Median or below will receive 100% of the available marks.
- Median + 5% = 100% of the available marks
- Median + 5.01% to 25% = 75% of the available marks
- Median +25.01% to 50% = 50% of the available marks
- Median +50.01% to 75% = 25% of the available marks
- Median +75.01% or more = 0% of the available marks

-75.01% and below	-50.01% to -75%	-25.01% to -50%	-5.01% to -25%	<-5%	Median	>+5%	+5.01% to 25%	+25.01% to 50%	+50.01% to 75%	+75.01% and above
£0.62 and below	£0.63 to £1.24	£1.25 to £1.87	£1.88 to £2.37	£2.38 to £2.49	£2.50	£2.51 to £2.62	£2.63 to £3.12	£3.13 to £3.75	£3.76 to £4.37	£4.38 and above
100% of the available marks							75% of the available marks	50 % of the available marks	25 % of the available marks	0 % of the available marks

12.4.6 The available marks are demonstrated on Tab 13 Tender Weightings of the Attachment 3 – Pricing Workbook.

12.4.7 The Over 12 Week Discounted Supplier Fee and The Employment Agency Fee will be calculated in the same way.

12.5 Employment Business Supplier Fee Evaluation

12.5.1 The prices submitted will be the maximum payable under this Framework. Prices may be lowered at the Call-Off stage. Refer to Framework Schedule 3 – Prices.

12.5.2 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
- 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 0.75% which shall be paid by you to us, as set out in the Framework Award form.

12.5.3 You should have read and understood the information on TUPE in paragraph 8 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 workbook.

12.5.4 Zero or negative bids will not be allowed in tab 10 Discounts in Attachment 3 – Pricing Workbook. We will investigate where we consider your bid to be abnormally low.

12.5.5 Failure to insert an applicable price may result in your bid being deemed non-compliant and may be rejected from this competition

12.5.6 When you have completed your Attachment 3 - Pricing Workbook, you must upload this into the eSourcing suite at question 3.1.2 in the commercial envelope. If you do not upload your Attachment 3 - Pricing Workbook your bid may be rejected from this competition.

12.5.7 Do not alter, amend or change the format or layout of the Attachment 3 - Pricing Workbook.

12.5.8 Prices submitted by Bidders in Attachment 3 - Pricing Workbook will be used to carry out the Price Evaluation.

12.5.9 The **Maximum Score Available** for Price will be 80 for each Lot.

12.5.10 Each Lot shall be evaluated independently.

12.5.11 The Price Evaluation Process and resultant rankings of Bidders (along with the scores awarded) will be independently checked and verified by the Authority’s personnel.

12.6 Final Price Score

12.6.1 The Final Price Score will be calculated by adding together the scores achieved for each of the 3 evaluated items, in the applicable Lot up to a maximum score of 80 to give an overall score for the Price Evaluation (“**Final Price Score**”).

12.7 Abnormally Low Tenders (ALT)

12.7.1 Where we consider any of the total basket 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 Regulations).

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

13. Final Decision to Award

13.1 How we will calculate your final score:

13.1.1 In each Lot you are bidding for, we will add your quality score to your price score to calculate your final score.

Example:

Bidder	Quality score (Maximum score available 20)	Price score (Maximum score available 80)	Final score (Maximum score available 100)
Bidder A	20.00	80.00	100.00
Bidder B	20.00	75.00	95.00
Bidder C	20.00	72.00	92.00

13.1.2 We will then rank all final scores from highest to lowest.

13.1.3 We will offer the number of bidders a Framework contract as set out in section 3 of Attachment 1 – About the Framework.

13.1.4 For all lots, the number of suppliers for each lot may increase where 2 or more bidders have tied scores in the last position. We reserve the right to award a framework to additional bidders whose final score is within 1% of the last position for each lot.

13.1.5 The Final Price Score when added to the score achieved for the Quality Evaluation will determine the final score for each Bidders in the applicable Lot (“**Final Score**”)

13.1.6 In each Lot we reserve the right to award a framework to any bidder(s) whose final score is within 1% of the last awarded position, as set out in example below.

Example:

In Lot 1, the last awarded place is 72nd.

If the bidder in 72nd position has a final score of 60.00

The calculation we will use is:

1% of 60.00 = 0.60 (this calculation will be rounded to two decimal places in excel)

60.00 - 0.60 = 59.40

So any bidder whose final score is 59.40 or above will be awarded a place on the Lot 1 framework.

The last awarded position in each Lot is as follows:

Lot	Last awarded position:
Lot 1	72 nd
Lot 2	87 th
Lot 3	62 nd
Lot 4	8 th
Lot 5	11 th
Lot 6	60 th

13.2 Intention to award

13.2.1 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.

13.2.2 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.

13.2.3 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.

13.2.4 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.

13.3 Framework contract

13.3.1 You must sign and return the Framework contract within ten (10) days of being asked. If you do not sign and return, we will withdraw our offer of a Framework contract.

13.3.2 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.

13.3.3 This means your Insurance Requirements and Cyber Essentials and CESG Check Penetration testing that the bidder has agreed to provide upon award of the first Call-Off Contract to the Bidder.