

2. How The Evaluation Envelopes Are Structured:

2.1 A summary of all the questions in the evaluation, along with the marking scheme, and weightings for each question is set out below:

QUALIFICATION ENVELOPE

- Question 1 - Qualification - Key Participation Requirements – Pass/Fail
- Question 2 - Qualification - Conflicts of Interest – Pass/Fail
- Question 3 - Qualification - Information Only

TECHNICAL ENVELOPE (70%)

- **Section A: Understanding of Requirements and Policy Context (30%)**
 - Question A1: Policy Context (40%) - M
 - Question A2: Understanding of Requirements (60%) - M
- **Section B: Methodology (30%)**
 - Question B1: Mobilisation (10%)
 - Question B2: Methodology – Target Operating Model (25%) - M
 - Question B3: Methodology – Programme Business Case (25%) – M
 - Question B4: Methodology – Current Operating Model (25%) – M
 - Question B5: Contract Management & Reporting (5%)
 - Question B6: Quality Management (5%)
 - Question B7: Innovation & Service Delivery (5%)
- **Section C: Staffing & Resourcing (25%)**
 - Question C1: Staffing (65%)
 - Question C2: Resource Management (35%)
- **Section D: Climate Emergency Response (4%)**
 - Question D1: Climate Emergency Response (100%)

- **Section E: Community Benefits (3%)**
 - Question E1: Community Benefits Proposal (100%)
- **Section F: Fair Work First (5%)**
 - Question F1: Fair Work Approach (100%)
- **Section G: Business Continuity & Disaster Recovery (3%)**
 - Question G1: BCDR and Risk Register (100%)

COMMERCIAL ENVELOPE (30%)

- Question 5 – Total Fixed Price covering all deliverables, excluding VAT (100%)

QUALIFICATION ENVELOPE

QUALIFICATION - KEY PARTICIPATION REQUIREMENTS

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.

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 in the event that you are successful, Attachment 5 - Terms and Conditions will govern the provision of this contract?

[Yes/No]

1.4 Do you confirm your Organisation's PCS e-Sourcing suite profile is complete and accurate at the time the bid closed and that any amendments made following acceptance of this event will be notified to the buyer in writing?

[Yes/No]

QUALIFICATION - CONFLICTS OF INTEREST

Response Guidance

Question 2.1 is a 'Yes/No' question and will dictate whether or not question 2.2 needs to be answered.

Question 2.2 is a Pass / Fail question that only needs to be answered where you have answered 'Yes' in question 2.1.

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.

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]

QUALIFICATION - 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.

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

Full Name - [...]

Role/Title - [...]

Registered Address - [...]

Email Address - [...]

3.2 Please provide details of any subcontractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their;

Organisation Name(s) - [...]

Company Registration Number - [...]

Registered Address(ees) - [...]

Contact Details - [...]

Services to be provided - [...]

TECHNICAL ENVELOPE

Weighting 70%

Response Guidance

Potential Bidders **MUST** answer ALL the following questions. The method of response; page limit on attachments and evaluation criteria is set per question.

Please note you must achieve a consensus score of “66” or more against questions denoted “**M**”. Tenderers who fail to achieve a consensus score of “66” or more against one or more of these questions will not have their tender considered further and will not proceed to the Price/Quality ratio calculation.

Unless otherwise specified, you must upload your response as attachments. It is requested that attachments are submitted in Microsoft Word or Excel format and must be in Arial font size 12. Page limits include the use of headers / footers and diagrams. Upload **ONLY** those attachments we have asked for – any other supporting evidence, certificates for example, will be requested separately by us

No costings should be included in responses to this Question.

TECHNICAL AWARD CRITERIA		Section Weighting	Question Weighting
SECTION 1: UNDERSTANDING OF REQUIREMENTS AND POLICY CONTEXT		30%	
A1 (M)	<p>Policy Context: Tenderers are asked to demonstrate their understanding of the Scottish Government policy context (health and social care in Scotland) for the National Care Service and associated Business Case and Current Operating Model development.</p> <p>Please note you must achieve a consensus score of “66” or more against this question. Tenderers who fail to achieve a score of “66” or more against this question will not have their tender considered further and will not proceed to the Price/Quality ratio calculation.</p>		40%

A2 (M)	<p>Understanding of Requirements: Tenderers are asked to demonstrate their understanding of the Specification of Requirements and why the tenderer is best placed to deliver these, including but not limited to:</p> <ul style="list-style-type: none"> • Programme Business Case • H&SC Current Operating Model Reports • Target Operating Model • Contract Management, Communication and Reporting • Stakeholder Engagement <p>Please note you must achieve a consensus score of “66” or more against this question. Tenderers who fail to achieve a score of “66” or more against this question will not have their tender considered further and will not proceed to the Price/Quality ratio calculation.</p>		60%
SECTION B: METHODOLOGY		30%	
B1	<p>Mobilisation : Tenderers are asked to provide detailed mobilisation plans for the delivery of the services.</p>		10%
B2 (M)	<p>Methodology – Target Operating Model</p> <p>Tenderers are asked to describe in detail their proposed delivery methodology for the Target Operating Model. This should include outline of person-centred approach to system design for social care in Scotland in alignment with The Scottish Approach to Service Design.</p> <p>The tenderer should outline how they will manage levels of co-design required to ensure implementation gap is reduced.</p> <p>The tenderer should outline how they would manage the relationship and dependency between service design and system design; how this will be managed in TOM design process with services at different levels of maturity.</p> <p>The tenderer should outline methodology for impact assessments of TOM designs, and delivery feasibility assessment.</p> <p>The tenderer should outline method for logging assumptions and related dependencies. Model for testing assumptions to resolution.</p>		25%

	<p>The tenderer should provide examples of working in highly complex health & social care legislative environment in Scotland.</p> <p>Noting the requirement for the production of a highly visual Final Report, Tenderers are asked to append examples of their proposed format and/or examples from previous similar commissions.</p> <p>Please note you must achieve a consensus score of “66” or more against this question. Tenderers who fail to achieve a score of “66” or more against this question will not have their tender considered further and will not proceed to the Price/Quality ratio calculation.</p>		
B3 (M)	<p>Methodology – Programme Business Case</p> <p>Tenderers are asked to describe in detail their proposed delivery methodology for the Programme Business Case (PBC) Version 1.0.</p> <p>Tenderers should outline their approach to clarification of scope and reach of the programme business case across a complex legislative environment.</p> <p>Tendered should outline how they will manage resource requirements for development of PBC; their approach to prevent duplication of stakeholder engagement across the various deliverables.</p> <p>Tenderers should clearly outline the financial and economic reporting within the PBC to support legislative requirements.</p> <p>Noting the requirement for the production of a highly visual Final Report, Tenderers are asked to append examples of their proposed format and/or examples from previous similar commissions, e.g. health and social care transformation (ideally not capital investment).</p> <p>Please note you must achieve a consensus score of “66” or more against this question. Tenderers who fail to achieve a score of “66” or more against this question will not have their tender considered further and will not proceed to the Price/Quality ratio calculation.</p>		25%

B4 (M)	<p>Methodology – Current Operating Model</p> <p>Tenderers are asked to describe in detail their proposed delivery methodology for the Current Operating Model, included a detailed description of their proposed approach to stakeholder engagement and relationship management.</p> <p>Tenderers should outline method for identifying critical performance indicators within current operating model to provide baseline data for benefits tracking management.</p> <p>Tenderers should outline their method for scaling effort to ensure priority information is clearly focused.</p> <p>Tenderers should outline ‘lenses’ they would employ across current operating model to focus attention on system and service issues to inform design and delivery priorities, as per the objectives of IRASC.</p> <p>Provide examples of work undertaken in terms of benchmarking a sector, namely social care in Scotland.</p> <p>Tenderers should outline how they will present complex information to a variety of audiences to enable a range of abilities to access the information; enabling person-centred co-design with non-specialists in system design.</p> <p>Please note you must achieve a consensus score of “66” or more against this question. Tenderers who fail to achieve a score of “66” or more against this question will not have their tender considered further and will not proceed to the Price/Quality ratio calculation.</p>		25%
B5	<p>Contract Management & Reporting: Tenderers are asked to describe the contract management processes to be deployed, including reference to monitoring and reporting of performance against the Service Levels / key deliverables.</p> <p>Proposals shall include examples of monthly report formats and how the outcome of performance monitoring activities will be applied to assist in improving future performance and service delivery.</p>		5%
B6	<p>Quality Management: Tenderers shall provide a description of methodologies and/or systems deployed to ensure the ongoing quality of their activities and service deliverables.</p>		5%
B7	<p>Innovation & Service Development: Tenderers are asked to outline any proposals for potential service development and/or any innovations which may be deployed during the contract.</p>		5%

SECTION C: STAFFING & RESOURCING		25%	
C1	<p>Staffing: Tenderers shall provide details of the staff resources they propose to deliver this contract presented in the form of an organogram:</p> <p>The content must detail:</p> <ul style="list-style-type: none"> • The proposed team • Their allocated roles • Copy of the curriculum vitae (CV) for key personnel highlighting their specific skill-set and experience in relation to this requirement, namely in health and social care in Scotland. 		65%
C2.	<p>Resource Management: Tenderers should provide details of how they will ensure the availability of adequately skilled staff to deliver the services.</p> <p>Tenderers shall describe how they will manage and support staff through the duration of the requirement.</p> <p>Tenderers shall detail the process for continuous professional development/training of staff to ensure they maintain and develop the required skills and knowledge for the duration of the contract.</p> <p>Tenderers shall describe any internal systems in place for managing the absence and/or replacement of key staff and how service delivery will be maintained during such.</p>		35%
SECTION D. CLIMATE EMERGENCY RESPONSE		4%	
D1	<p>The Climate Change (Emissions Reduction Targets) (Scotland) Act 2019, which amends the Climate Change (Scotland) Act 2009, sets targets to reduce Scotland's emissions of all greenhouse gases to net-zero by 2045 at the latest, with interim targets for reductions of at least 56% by 2020, 75% by 2030, 90% by 2040.</p> <p>The Scottish Ministers are committed to a fairer and more sustainable Scotland to support citizens now and in future generations. Responsible businesses around the world are considering their own sustainable credentials and how they can counter the climate emergency.</p>		100%

	<p>Scottish Ministers want to do business with responsible suppliers and actively encourage all bidders, suppliers and partners in the supply chain to the Scottish public sector to collaborate in tackling these global issues together. Scottish Ministers welcome creative thinking and commitment in how to build and shape sustainable solutions and supply chains for Scotland, ensuring that a key consideration in how our supply chains are shaped includes minimising emissions, underpinning a circular economy and supporting our Carbon Management Plan.</p> <p>Please provide details of how the contract will be delivered in a way that ensures that it supports the Scottish Minister’s sustainability objectives outlined above. This should include details of how the tenderer will work with the Purchaser to meet external and internal targets for reducing energy consumption, and ways in which they will reduce their carbon footprint in the delivery of this contract.</p>		
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SECTION E. COMMUNITY BENEFITS	3%	
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E1.	<p>SGPT Community Benefits Guidance - June 2021</p> <p>The tenderer must provide a Community Benefits proposal that is relevant to the subject matter of this contract and supports the Scottish Ministers’ commitment to contributing to the social, economic & environmental well-being of the people of Scotland, as described in the specification.</p> <p>Tenderers should not provide details of any existing initiatives they already undertake as part of their day-to-day business and the community benefits proposed must be generated specifically for and as a result of this contract.</p> <p>Good answers will demonstrate to evaluators that the tenderer has a comprehensive understanding of the subject matter of this contract and how the proposed benefits will reflect the national outcomes described in the Specification.</p> <p>Proposals can be innovative but must be tangible and measurable, so that they can be monitored and reported throughout the contract.</p>		100%
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SECTION F. FAIR WORK FIRST	5%	
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F1.	<p><i>The Scottish Public Sector is committed to the delivery of high quality public services, and recognises that this is critically dependent on a workforce which is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and</i></p>		100%
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	<p><i>development, is diverse and inclusive, and can influence decision making. These factors are also important for workforce recruitment and retention, and thus continuity of service delivery. Public bodies in Scotland are committed to applying the Fair Work First criteria in their own organisation and in publicly funded supply chains. Fair Work First is the Scottish Government's policy for driving good quality and fair work in Scotland.</i></p> <p><i>Through this approach, the Scottish Government, and its public sector partners, are asking bidders to describe how they are committed to progressing towards adopting and how they intend to continue embedding the five Fair Work First criteria:</i></p> <ul style="list-style-type: none"> <i>• appropriate channels for effective voice, such as trade union recognition;</i> <i>• investment in workforce development;</i> <i>• no inappropriate use of zero hours contracts;</i> <i>• action to tackle the gender pay gap and create a more diverse and inclusive workplace; and,</i> <i>• providing fair pay for workers (for example, payment of the real Living Wage).</i> <p><i>In order to ensure the highest standards of service quality in this contract we expect suppliers to commit to progressing towards adopting the five Fair Work First criteria in the delivery of this contract as part of a fair and equitable employment and reward package as a route to progressing towards wider fair work practices set out in the Fair Work Framework.</i></p> <p>Please describe and demonstrate how you will commit to progressing towards adopting the five Fair Work First criteria for workers (including any agency or sub-contractor workers) engaged in the delivery of this contract. This should include current and planned actions that show how you will embed these practices during the lifetime of this contract. Answers should include tangible and measurable examples and should also describe how you will report on, and demonstrate progress, to the contracting authority during the lifetime of the contract.</p> <p>Good answers will reassure evaluators that your company is committed to progressing towards adopting the Fair Work First criteria and to progressing towards wider fair work practices set out in the Fair Work Framework for the workers engaged in the delivery of this contract and those in the supply chain working on this contract.</p>		
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SECTION G. BUSINESS CONTINUITY AND DISASTER RECOVERY (BCDR)		3%											
G1	<p>Please describe any Business Contingency and Disaster Recovery (BCDR) Plans you will put in place to ensure delivery of Services, e.g. during the COVID-19 pandemic, these maybe but not limited to:</p> <ul style="list-style-type: none"> • Supply Chain • Resources (Staff) • Deliveries • Use of IT • IT failure • Backups (on/off site servers) <p>Plans must also cover any mitigation actions you will put in place to ensure delivery. Please see table below:</p> <table border="1"> <thead> <tr> <th>Threat</th> <th>H/M/L Risk</th> <th>H/M/L Impact</th> <th>Mitigation / Actions including timescales</th> <th>Responsible Owner</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Threat	H/M/L Risk	H/M/L Impact	Mitigation / Actions including timescales	Responsible Owner							100%
	Threat	H/M/L Risk	H/M/L Impact	Mitigation / Actions including timescales	Responsible Owner								

COMMERCIAL ENVELOPE

Weighting 30%

Response Guidance

Potential Bidders must enter costs by uploading the relevant Attachment 4 - Price Schedule.

Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.

Question number	Question	Your response	Weighting
5.1	Please attach a completed Price Schedule in response to this question you have Bid for. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for the period following the Deadline for Submission as stated in the Attachment 1 – About the Procurement.	Attachment to be uploaded as a separate document	100%

Award Criteria

The award stage consists of a Qualification, Technical and Commercial evaluation.

The award of the resultant contract will be on the basis of the 'Most Economically Advantageous Tender' (MEAT).

Award process - What you need to do

1.1.1. Answer the questions in section 2 above.

1.1.2. Complete the Attachment 4 – Price Schedule

1.1.3. You must upload your completed Price Schedule into the PCS e-Sourcing suite as a separate document.

What we will do

QUALIFICATION evaluation (Compliance Check)

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 Technical Evaluation.

TECHNICAL Evaluation

We will give your responses to the TECHNICAL questions to the Contracting Authority's evaluation panel. Each evaluator will independently assess your responses to the technical questions using the response guidance and the evaluation criteria.

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 the PCS e-Sourcing suite on an individual basis.

Consensus

Once the evaluators have independently assessed your answers to the questions we will arrange for the evaluators to meet. We will facilitate the discussion.

At this meeting, the evaluators will discuss the technical responses 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.

These final scores will be used to calculate your technical score.

If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via the PCS e-sourcing suite on an individual basis.

TECHNICAL Threshold

If you have not met the minimum acceptable score for each question as indicated (M), you will be excluded from the competition and you will not receive a Commercial score. We will tell you that you have been excluded from the procurement and why at the award stage.

COMMERCIAL Evaluation

We will consider your commercial response and conduct compliance checks, review for abnormal bids and conduct any clarifications required to formally evaluate your submission. This will be conducted in tandem with the technical evaluations and completed by a commercial evaluation panel.

We will only calculate your commercial score using the scoring mechanism outlined within the Bid Pack. However, if you failed to meet the minimum acceptable score during the technical evaluation you will not receive a score for the Commercial Envelope.

If we wish to clarify any areas of your bid, bid clarification questions will be issued on an individual basis.

Final Score

Your technical score will be added to your commercial score, to create your final score.

Award

Award will be made to the successful bidder, subject to contract.

We will notify successful and unsuccessful bidder(s) providing feedback via the PCS e-sourcing suite.

Marking Scheme

The evaluation criteria set out below will be used during the Technical Evaluation:

Marking Scheme	Description
100 - Good	<p>The response fully meets all requirements with detail provided minimising risks to delivery.</p> <p>The response is comprehensive and unambiguous, demonstrating a thorough understanding of the requirements and provides details of how the requirement will be met in full without additional support from the Contracting Authority, other than that outlined within the Statement of Requirements.</p>
66 – Acceptable – Minor Concerns	<p>The response is acceptable and meets all the basic requirements. However, the response, is not sufficiently detailed to minimise risk and/or the proposed approach may require additional support (in addition to that outlined in the Statement of Requirements) from the Contracting Authority to meet its deliverables.</p>
33 – Non Acceptable - Major Concerns	<p>The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet the deliverables required.</p> <p>The response does not demonstrate a full understanding of the requirement posing major concerns.</p>
0 - Unsuitable	<p>The response does not meet any of the requirements or no response has been provided. An unacceptable and/or non-compliant response with serious reservations, demonstrating no understanding of the requirement.</p>

Qualification Envelope Evaluation

Questions 1 and 2 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.

Technical Envelope Evaluation

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 question's weighting to calculate your weighted score for that question.

Each weighted score for each question will then be added together to calculate your technical score.

Please see table A below for an example of how your technical score will be calculated, please note that this table is for illustrative purposes only and does not necessarily reflect the questions and weightings being used to run this procurement.

Table A – EXAMPLE ONLY

Technical Envelope	Envelope Weighting	Question	Question Weighting	Bidder A			Bidder B		
				Consensus Score	Sub Questions Weighted Score	Question Weighted Score	Consensus Score	Sub Question Weighted Score	Question Weighted Score
4. Service Delivery	40%	4.1	80%	66.00	52.80	40%	33.00	26.40	40%
		4.2	20%	66.00	13.20		100.00	20.00	
Service Delivery Total					66.00	26.40		46.40	18.56
5. Account Management	30%	5.1	75%	100.00	75.00	30%	66.00	49.50	30%
		5.2	25%	66.00	16.50		66.00	16.50	
Account Management Total					91.50	27.45		66.00	19.80
6. Approach	30%	6.1	75%	100.00	75.00	30%	66.00	49.50	30%
		6.2	25%	66.00	16.50		33.00	8.25	
Approach Total					91.50	27.45		57.75	17.33
Technical Envelope Total	100%					81.30			55.69
Technical Envelope Weighted Total @ 60%						48.78			33.41

Commercial Envelope Evaluation

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

How to complete your Attachment 4 – Price Schedule

- 1.1.4. Read and understand the instructions in the Attachment 4 - Price Schedule, and in this section before submitting your prices.
- 1.1.5. Your prices must be sustainable and inclusive of all costs, for example your operating costs and profit.
- 1.1.6. Your prices are to exclude VAT.
- 1.1.7. Pricing is to be inclusive of expenses to a base location.
- 1.1.8. The currency is British pounds sterling.
- 1.1.9. Any percentages submitted shall be up to two decimal places.
- 1.1.10. Pricing will be based on:
 - Eight (8) hour Working Day (excluding breaks);
 - Rounded to the nearest £10; and
 - Zero bids will not be allowed.
- 1.1.11. Where we consider any price you have submitted to be abnormally low, we will ask you to explain what you have submitted (as required in regulation 69 of the Public Contracts Regulations 2015).
- 1.1.12. The prices submitted shall not exceed the framework maximum rates for this commercial agreement.
- 1.1.13. You must download and complete the Attachment 4 – Price Schedule you are submitting a bid for. Further detail may be provided within the Attachment 4 – Price Schedule.
- 1.1.14. When you have completed your Attachment 4 - Price Schedule, you must upload this into the e-Sourcing Suite in the Commercial Envelope. If you do not upload your Attachment 4 – Price Schedule your bid may be rejected from this competition.
- 1.1.15. Do not alter, amend or change the format or layout of the Attachment 4 – Price Schedule.

Commercial Evaluation Process

- 1.1.16. Commercial scores shall be calculated using pricing submitted as part of a compliant bid only and using the following process:
- 1.1.17. We will check you have completed the Attachment 4 – Price Schedule as instructed.

- 1.1.18. Failure to complete the Attachment 4 - Price Schedule as instructed may result in your bid being deemed non-compliant and it may be rejected from this competition.
- 1.1.19. The commercial evaluation will be undertaken separately to the technical evaluation process.
- 1.1.20. The commercial evaluation will be undertaken against each pricing tab/question detailed within Attachment 4 – Price Schedule.
- 1.1.21. The Bidder with the lowest price for each question will be awarded the maximum score available for that question.
- 1.1.22. All other Bidders will get a score relative to the lowest total price for that question, calculated using the formula below
- 1.1.23. The calculation we will use to evaluate your total price per element, for each Lot you are bidding for, is as follows:

$$\text{Commercial Score} = \frac{\text{Lowest total price}}{\text{Bidder's total price}} \times \text{maximum score available}$$

- 1.1.24. Once all question scores have been calculated, they will be added together and multiplied by the Commercial Envelope weighting to identify your Total Commercial Weighted Score.
- 1.1.25. Please see table B below for an example of how your commercial score will be calculated, please note that this table is for illustrative purposes only and does not necessarily reflect the questions and weightings being used to run this procurement.

Table B – EXAMPLE ONLY

Commercial Envelope	Envelope Weighting	Question	Question Weighting	Bidder A				Bidder B			
				Bid Submitted	Lowest Bid Submitted	Score	Weighted Question Score	Bid Submitted	Lowest Bid Submitted	Score	Weighted Question Score
7. Costs	100%	7.1	100%	£217,000	£217,000	100	100	£250,000	£217,000	86.80	86.80

Commercial Envelope Total							100				86.80
Commercial Envelope Weighted Total @ 40%							40				34.72

Final Decision to Award

We will add your technical score to your commercial score to calculate your final score.

The bidder with the highest final score, where the bid is deemed compliant, will be awarded the contract, where approved by the Contracting Authority.

Where the final score achieved by multiple Bidders ranks them in equal position and all such Bidders have achieved the Minimum Pass Mark or higher in all questions, the bidder with the highest technical score will be deemed the winner and awarded the Contract.

Please see table C below for an example of how your technical score and commercial score will be added together to identify your final score. Note this table is for illustrative purposes only and does not reflect the questions and weightings being used to run this procurement.

Table C – EXAMPLE ONLY:

		Bidder A	Bidder B
Envelope	Envelope Weighting	Total Weighted Score	Total Weighted Score
Technical	60%	48.78	33.41
Commercial	40%	40.00	34.72
Total Bid Score	100%	88.78	68.13
Rank		1	2

Further Information

All communications will be conducted via the e-sourcing suite, including notification of outcome.

The conclusion of a contract is subject to the provision of due 'certificates, statements and other means of proof' where Potential Bidders have, to this point, relied on self-certification. This means evidence of appropriate insurances and cyber security certification in place.