****

**FURTHER COMPETITION**

**FOR**

**[INSERT CALL-OFF CONTRACT TITLE]**

**[INSERT CALL-OFF CONTRACT REFERENCE]**

**CONTRACT**

**UNDER FRAMEWORK RM6068 TECHNOLOGY PRODUCTS AND ASSOCIATED SERVICES**

**Key to highlighted areas:**

1. **All text highlighted in yellow and included within square brackets [ ] is to be completed by the Buyer**
2. **All text highlighted in green provides guidance.**

***Notes :***

1. ***This document is for guidance purposes only and should be tailored to suit your specific requirements. Use of this template is not mandatory however for a consistent approach to market it is recommended***
2. ***The RM6068 webpage under the ‘Products and Suppliers’ tab includes company information on Potential Providers. Please do not ask for this information again.***
3. ***Please ensure when you issue the document to Potential Providers, all highlighting and square brackets are removed along with any guidance notes.***

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# glossary

## In this Further Competition Invitation the following words and phrases have the following meanings:

## “**Authority**” means [Please insert Buyer Name and Address];

## “**Call-Off Tender**” means the tender submitted by the Supplier in response to the Buyer’s Statement of Requirements following a Further Competition Procedure;

## **“CCS”** means the Minister for the Cabinet Office as represented by Crown Commercial Service, which is an executive agency and operates as a trading fund of the Cabinet Office, whose offices are located at 9th Floor, The Capital, Old Hall Street, Liverpool L3 9PP;

## “**Contract**” means the Call-Off Contract;

## **“Deliverables”** means Goods and/or Services that may be ordered under the Contract;

## “**Further Competition**” means the Further Competition Procedure described in Framework Schedule 7 Call-Off Award Procedure that facilitates the provision of [Please insert Contract Title];

## “**Further Competition** **Template** and **Invitation to Tender (ITT)**” means this document and all related documents published by the Authority in relation to this Further Competition;

## “**Marking Scheme**” means the range of marks that may be given to a Potential Provider depending on the quality of its response to a question which is located in the boxes next to the applicable question;

## “**Minimum Total Score**” means the minimum score that the Potential Provider must obtain in order to be awarded the Contract;

## **“Order Form”** means a completed Order Form Template (or equivalent information issued by the Authority) used to create a Call-Off Contract;

## **“Order Form Template”** means the template in Framework Schedule 6 Order Form Template and Call-Off Schedules;

## “**Potential Provider**” means a company that submits a Call-Off Tender in response to the Further Competition Invitation;

## **“Schedules”** means any attachment to a Framework Contract or Call-Off Contract which contains important information specific to each aspect of buying and selling;

##  “**Supplier**” means the person, firm or company identified in the Order Form;

##  “**Tender Clarifications Deadline**” means the time and date set out in paragraph 4 for the latest submission of clarification questions; and

## “**Tender Submission Deadline**” means the time and date set out in paragraph 4 for the latest uploading of Tenders.

## “**Total Score Available**” means the maximum potential score that can be awarded for a response to a question;

# introduction

## This Further Competition Invitation relates to the Further Competition to award a [Please insert Call-Off Contract Title] Contract to a sole Supplier.

## This Further Competition Invitation contains the information and instructions the Potential Provider needs to submit a Tender.

## This Further Competition is being conducted under the CCS Technology Products and Associated Services Framework Agreement (reference RM6068) Lot [1 2 3 4] *[Please select the applicable lot].*

# OVERVIEW OF Invitation to tender

## The following appendices accompany this ITT:

### **Appendix A – Order Form (Framework Schedule 6 Order Form Template and Call-Off Schedules)**

### Sets out the rights and obligations which apply to the Potential Provider and the Authority during this Further Competition as per the core terms of the contract and specific Schedules.

### *[Refer to the RM6068 Buyer Guidance for guidance on how to construct your Call-Off Order Form Template and Call-Off Schedules]*

### **Appendix B – Statement of Requirements**

### A statement issued by the Authority detailing its requirements in respect of Deliverables issued in accordance with the Further Competition Procedure;

### **Appendix C – Further Competition Questionnaire**

### The questionnaire created by the Authority to test the suitability of the Potential Provider to meet necessary criteria in order to provide the required goods [and associated services]. This is used to provide final scoring and decide the Supplier.

### The further competition questionnaire will tell the Potential Provider how their bid will be evaluated by clearly describing the evaluation model including criteria and relative importance.

# FURTHER COMPETITION TIMETABLE

## The timetable for this Further Competition is set out in the table below.

## *[The timetable below is an example]*

## The Authority may change this timetable at any time. Potential Providers will be informed if changes to this timetable are necessary.

## The Authority must receive all Call-Off Tenders before the Tender Submission Deadline.

## Call-Off Tenders received on or after the Tender Submission Deadline may be rejected by the Authority to ensure that all Potential Providers are treated fairly. The decision whether to reject a Call-Off Tender received after the Tender Submission Deadline is made entirely at the Authority’s discretion.

| **DATE** | **ACTIVITY** |
| --- | --- |
| [Day/Date/Month/Year] | Publication of the ITT |
| [Day/Date/Month/Year] | Clarification period starts |
| [Day/Date/Month/Year] | Clarification Call/ Face to Face Meeting *[Please delete if not required]* |
| [Day/Date/Month/Year] | Clarification period closes (“**Tender Clarification Deadline**”) |
| [Day/Date/Month/Year] | Deadline for the publication of responses to Tender Clarification questions  |
| [Day/Date/Month/Year] | Deadline for submission of a Tender to the Authority (“**Tender Submission Deadline**”)*[Allow time for Potential Providers to consider your responses to clarification questions. We recommend a minimum period of 5 days between the Deadline for the publication of responses]*  |
| [Day/Date/Month/Year] | Commencement of Evaluation Process |
| [Day/Date/Month/Year] | [Potential Provider Presentations / User Testing]*[Please delete if not required]* |
| [Day/Date/Month/Year] | Date of e-Auction (if required) *[Please delete if not required]* |
| [Day/Date/Month/Year] | Potential Providers made aware of intention to award and start date of 10-day Standstill period to commence *[Please delete if not required - not mandatory but recommended]* |
| [Day/Date/Month/Year] | Proposed Award Date |
| [Day/Date/Month/Year] | Expected execution (signature) date for Call-Off Contract |
| [Day/Date/Month/Year] | Expected commencement date for the Contract |

# questions AND CLARIFICATIONS

## Potential Providers may raise questions or seek clarification regarding any aspect of this Further Competition at any time prior to the Tender Clarification Deadline.

## [Please insert information on the process for raising clarification questions. E.g. via eSourcing portal, nominated Buyer mailbox etc.]

## The Authority will not enter into exclusive discussions regarding the requirements of this Further Competition with Potential Providers.

## To ensure that all Potential Providers have equal access to information regarding this Further Competition, the Authority will publish all its responses to questions raised by Potential Providers on an anonymous basis.

## Responses will be published in a questions and answers document to all Potential Providers who were invited to tender.

## At times the Authority may issue communications to the email address for the Potential Provider contact provided in Appendix C (Tender Questionnaire), therefore please ensure that this mailbox is reviewed on a regular basis.

# Price

## [Please insert information on how pricing must be presented e.g. supplier quotation, supplier to complete provided pricing schedule etc.]

# Submitting a tender

## [Please insert information on how Potential Providers should submit a Tender e.g. via eSourcing portal or Buyer nominated mailbox etc.]

## A tender must remain valid and capable of acceptance by the Authority for a period of [Please enter the number days] following the Tender Submission Deadline. A Tender with a shorter validity period may be rejected.

## *[Contractual quote validity under this framework is 90 calendar days. We do however recommend to keep this realistic in terms of your requirement. For the majority of requirements placed under this agreement a 30 calendar day validity period should be applied. This is in accordance with how the market operates]*

# tender EVALUATION

## Tenders will be evaluated in line with the Marking Scheme set out in Appendix C (Tender Questionnaire).

## The Total Score Available for each questionnaire set out in Appendix C (Tender Questionnaire) is as follows:

## *[Refer to Framework Schedule 7 Call-Off Award Procedure Annex B Part 2 or the Buyer Guidance for further information. We recommend including at least a 10% quality element to your further competition where quality criteria is used.*

## *Refer to the RM6068 Further competition template (price only) if you are running a further competition with a 100% price weighting]*

| **QUESTIONNAIRE NUMBER** | **QUESTIONNAIRE** | **TOTAL SCORE AVAILABLE** |
| --- | --- | --- |
| [1] | Company Information | 0% Information Only |
| [2] | Potential Provider Contact Information | 0% Information Only |
| [3] | Mandatory Questionnaire *[Delete if not required and amend numbering in this table.]* | 0%Pass / Fail |
| [4] | [Please insert **Quality** questionnaire title from the permissible Quality evaluation headings found at Annex 1 of this Further Competition Template or also found at *Framework Schedule 7 Call-Off Award Procedure]**[this can be duplicated for each quality questionnaire that has been included]* | [Insert % Score] |
| [5] | [Please insert **Price** questionnaire title from the permissible Price evaluation headings found at Annex 1 of this Further Competition Template or also found in *Framework Schedule 7 Call-Off Award Procedure]**[this can be duplicated for each price questionnaire that has been included]* | [Insert % Score] |
| **Total**  | **100%** |

#

# CONTRACT AWARD

## The Potential Provider that achieves the highest total score will be awarded the Contract.

## If two or more Potential Providers obtain the highest total score, the Potential Provider with the highest score for the ‘[Please insert the Qualifying Questionnaire Title]’ element of the tender evaluation will be deemed the winner and awarded the Contract.

## If the Authority receives only one Tender in relation to this Further Competition, the Potential Provider will be awarded the Contract provided that they meet the Minimum Total Score of [Please insert Minimum Pass Mark or Quality Threshold, e.g. 70].

# Appendix A – Order Form - Terms of the Further Competition

# INTRODUCTION

## Sets out the rights and obligations which apply to the Potential Provider and the Authority during this Further Competition as per the core terms of the contract and specific Schedules.

## All Call-Off Schedules and Joint Schedules applicable to this Call-Off contract can be found within Framework Schedule 6 Order Form Template and Call-Off Schedules.

## *[Ensure that Framework Schedule 6 Order Form Template and Call-Off Schedules is issued in line with this Further Competition Template]*

# Appendix B – Statement of requirements

## *[Below are some headings that you may wish to consider for inclusion. Please remember to tailor the specification to your procurement requirements. Please delete any sections that are not relevant to you.]*

# INTRODUCTION AND BACKGROUND TO THE AUTHORITY

## [Buyers may wish to provide background information on the organisation/department]

# OVERVIEW of requirement

## [Buyers may wish to provide a brief overview of any key information a Potential Provider will need to respond to the Further Competition. This can include relevant information on why the requirement is needed, and other high level information regarding the requirement]

# SPECIFICATION

## The Authority is seeking the provision of an [Please enter details of requirement] *[please amend to suit your requirements]* for a period of [Please enter the number of years] years from [Please enter start date] to [Please enter end date] with an option to extend for a further [Please enter in years any extension period years]

## *[Please note the maximum Call-Off term under this Framework is 5 years which must not be exceeded in any circumstance]*

## *[Please note that if you do not include the option to extend in your ITT this cannot be added on at a later date if required.]*

## [Please indicate what goods and/or services you wish the Supplier to provide.]

# Outcome Letters AND CALL OFF CONTRACTS

## Upon contract award Potential Providers will be notified of the tender outcome by [Letter or other formal means]. *[Please amend to suit your requirements.]*

## *[Copies of the Outcome Letter Templates can be found under the documents tab on the framework webpage along with core terms and schedules (T&C’s) and Buyers Guidance document.*

# Appendix C – Further Competition Questionnaire

# introduction

## Appendix C sets out the questions that will be evaluated as part of this Further Competition.

## The following information has been provided in relation to each question (where applicable):

### Weighting – highlights the relative importance of the question;

### Guidance – sets out information for the Potential Provider to consider when preparing a response; and

### Marking Scheme – details the marks available to evaluators during evaluation.

# DOCUMENT COMPLETION

## Potential Providers **must** provide a response to every question in the blue shaded boxes. All responses must be in Arial font, no less than size 11.

## Potential Providers **must not** alter / amend the document in any way.

## Potential Providers **must not** submit any additional information other than that specifically requested in this document

## *[Please include any other relevant documents that you wish the Potential Provider to attach to their response e.g. pricing matrix/schedule, supplier quotation etc.]*

# RESPONSE TEMPLATE

|  |  |
| --- | --- |
|  **[1]** | **COMPANY INFORMATION Weighting 0%** |
| [1.1] | Please state your full company name |  |

|  |  |
| --- | --- |
| **[2]** | **POTENTIAL PROVIDER CONTACT Weighting 0%** |
| [2.1] | Please state the contact’s name |  |
| [2.2] | Please state the contact’s telephone number |  |
| [2.3] | Please state the contact’s e-mail address |  |

|  |  |  |
| --- | --- | --- |
| **[3]** | **PASS/FAIL QUESTIONNAIRE**  | **Pass/Fail 0%** |
| **Please Note:** The following question[s] 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. The Potential Provider should confirm by deleting the inappropriate answer.*[Please delete this section if you do not wish to include any pass/fail questions. If this section is deleted you will need to amend the numbering in the subsequent questions below.]* |
| [3.1] | [Please insert any pass/fail questions relevant to your requirement]. | Yes | No |

|  |  |  |
| --- | --- | --- |
| **[4]** | **QUALITY QUESTIONNAIRE – *[Questionnaire heading as inserted into the table at Section 8 Tender Evaluation of this document]*** | **Weighting [Insert questionnaire weighting]%** |
| **Guidance:** |
| [Please insert guidance to the question(s) that will help Potential Providers understand exactly what is being requested.] |
| **Question:**  |
| [Please insert your question]  | **Weighting: [insert question weighting]%** Maximum [xx] words per question |
|  |
| [Please insert your question] *[Delete row if not required]* | **Weighting: [insert question weighting]%**Maximum [xx] words per question |
|  |
| [Please insert your question] *[Delete row if not required]* | **Weighting: [insert question weighting]%**Maximum [xx] words per question |
|  |
|  **TOTAL 100%** ***[All question weightings within this questionnaire must total 100%]*** |
| **Marking Scheme:** |
| The following marking scheme will be used to assess the response provided to this question:  |
|  | [Insert marking criteria] |
|  | [Insert marking criteria] |
|  | [Insert marking criteria] |
|  | [Insert marking criteria] |

## *[Repeat the above section if you are including more than 1 quality questionnaire from the permissible quality headings]*

|  |  |  |
| --- | --- | --- |
| **[5]** | **PRICE QUESTIONNAIRE – *[Questionnaire heading as inserted into the table at Section 8 Tender Evaluation of this document]*** | **Weighting [insert questionnaire weighting]%** |
| **Guidance:** |
| [Please insert guidance to the question that will help Potential Providers understand exactly what they are pricing for, (i.e. is it a fixed price for a set piece of work, an hourly rate, a day rate, etc.)]All prices shall be in GBP and exclusive of VAT. |
| **Question:** |
| [Please insert your question] | **Weighting: [insert question weighting]%**  |
| [Please insert your question] *[Delete row if not required]* | **Weighting: [insert question weighting]%**  |
|  **TOTAL 100%*****[All question weightings within this questionnaire must total 100%]*** |
| £ |  |
| **Marking Scheme:** |
| The maximum mark available for Price will be [insert questionnaire weighting]. This mark will be awarded to the lowest priced Potential Provider. 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 price.The calculation that will be used to determine marks is as follows:Score = Lowest Tender Price     x  [X] (maximum mark available) Tender Price [Buyers should note that this is only one example of how price can be marked. Buyers should determine the most appropriate pricing marking scheme based on their specific requirement.] |

*Repeat the above section if you are including more than 1 price questionnaire from the permissible price headings]*

*[Annex 1*

*Information only. Full Annex to be deleted before this Further Competition Template is issued to Suppliers*

## *Refer to Framework Schedule 7 Call-Off Award Procedure Annex B Part 2 or the Buyer Guidance for further information.*

## *We recommend including at least a 10% quality element to your further competition where quality criteria is used.*

##  *The permissible evaluation questionnaire headings are as follows*

|  |  |
| --- | --- |
| ***Criteria*** | **Percentage Weightings - to be set by the Buyer conducting the Further Competition Procedure** |
| ***Quality*** | ***0-90%*** |
| *Quality and future product direction* | *[]* |
| *Buyer service satisfaction* | *[]* |
| *Logistics and delivery capabilities* | *[]* |
| *Goods and service fitness for purpose* | *[]* |
| *Understanding buyer needs* | *[]* |
| *Associated Services as described within the Specification (Framework Schedule 1 Specification). Please note that Associated Services must be purchased with Goods and applicable to the relevant Lot.* | *[]* |
| ***Price*** | **10-100%** |
| *Price* | *[]* |
| *Life Cycle Costs* | *[]* |
| *Cost effectiveness* | *[]* |
| *Pricing and operating costs]* | *[]* |