Institute for Apprenticeships & Technical Education

T Levels ITT – Evaluation Methodology and Guidance

Invitation to Tender

T Levels Programme – Awarding Organisations Procurement (Wave ~~3~~4)

Attachment 4 – Evaluation Methodology and Guidance

CONTENTS

1. Overview
2. Evaluation Process
3. Administrative Compliance (Gate A)
4. Economic and Financial Standing (Gate B)
5. Capability Assessment (Gate C)
6. Clarifications
7. Pricing and Technical Evaluation (Gate D)
8. Technical Evaluation
9. Pricing Evaluation
10. Abnormally Low or Inconsistently Priced Tenders
11. Clarification Meetings
12. Moderation
13. Technical Score Weighting
14. Consolidated Score
15. Ofqual Recognition
16. Contract Award

Annex 1: Application of financial robustness threshold tests

Annex 2: Worked example

1 OVERVIEW

1.1 In the interests of an open, fair and transparent assessment, this document sets out how the Authority intends to evaluate SQ Responses to select the Potential Suppliers to be invited to submit a Tender, and Tender responses to determine the most economically advantageous Tender ("**MEAT**"). It outlines the selection and evaluation criteria and respective weightings (which are summarised in Table 2 below), as well as the evaluation methodology to be applied.

1.2 Except where specified or the context requires, capitalised expressions in this document shall have the meaning given to them in the Glossary in Appendix 1 of the ITT.

1.3 The evaluation process is a two stage process. In Stage 1 Selection Questionnaire, Potential Suppliers must submit SQ Responses. The SQ Responses are evaluated, and those Potential Suppliers whose SQ Responses meet the relevant requirements as specified below will then be invited by the Authority to participate in the second, Award Questionnaire stage. In Stage 2 Award Questionnaire, Potential Suppliers must submit Tenders. Once the Tenders are received, they are then evaluated as described below.

2 EVALUATION PROCESS

2.1 An evaluation panel consisting of teams of suitably experienced individuals from the Institute and the Department, together with appointed educational, financial and information security advisers will carry out the evaluation of the SQ Response and Tender. The procurement team leading on this Procurement and key individuals from the Institute will act as moderators as described below.

2.2 The Authority will be using Proactis ProContract to support and facilitate the SQ Response and Tender evaluation process.

2.3 SQ Responses will be evaluated on whether they meet the mandatory requirements detailed within the questions at Gates A, B and C. The evaluation will use a "sifting" approach with Potential Suppliers having to pass through each of the "Gates" (as contained in Attachment 6 Part 1 – Selection Questionnaire).

2.4 Where Potential Suppliers intend to submit a Tender for multiple Lots, only a single SQ Response is evaluated (other than where Selection Questionnaires in respect of different entities have been provided in respect of each Lot). In addition, the Award Questionnaire general questions (as contained in Attachment 6 Part 2) will be evaluated once in respect of multiple Lots. Each set of responses to the Award Questionnaire Lot specific questions (as contained in Attachment 6 Part 3) submitted by the same Potential Supplier (or Group of Economic Operators) for separate Lots will be evaluated separately.

2.5 A Potential Supplier's SQ Response which "fails" for any individual question within Gates A to C means that the SQ Response will fail to pass through that Gate and will be rejected and eliminated from further participation in the Procurement process (and this applies to Sub-Contractors or members of a Group of Economic Operators where they are required to respond to the relevant question).

2.6 The Authority reserves the right to assess the compliance of a SQ Response with some or all of the "Gates" concurrently.

2.7 In assessing the Selection Questionnaire(s) completed on behalf of a Group of Economic Operators, the Authority will consider the overall position of the Group of Economic Operators against the relevant criteria below, taking into account where relevant the expected contribution to the delivery of the Services by each relevant member of such Group of Economic Operators. In the event that the Authority identifies serious concerns in respect of one or more individual members of a Group of Economic Operators (and the concerns are such that the Authority would be entitled to exclude the response were it to be made by the relevant member(s) as a single Potential Supplier respondent), the Authority reserves the right at its discretion to exclude the Group of Economic Operators from further consideration in this Procurement.

2.8 Where a Sub-Contractor is required to complete and submit a Selection Questionnaire (in the circumstances set out in the Selection Questionnaire), that Sub-Contractor's responses must pass through Gates A, B and C. The failure of any such Sub-Contractor to do so may result in the SQ Response being excluded from further consideration in this Procurement process in its entirety.

2.9 Those Potential Suppliers whose SQ Responses pass through Gates A, B and C will be informed and will then be invited to submit Tenders. Potential Suppliers who do not pass through Gates A, B and/or C will be informed and will not participate further in the Procurement process.

2.10 The technical and price elements of the Tenders will be evaluated at Gate D in order to determine the MEAT Tender.

2.11 The diagram below (Table 1) summarises the process that will be used to select an appropriate Supplier and to award the Contract for this Procurement.

2.12 Table 2 below summarises the questions (evaluation criteria) which Potential Suppliers must respond to in their SQ Response and Tender respectively, the scoring method and weightings for each question.

2.13 The MEAT Tender shall be the Tender with the highest overall score based on a weighting of 80% for technical and 20% for price.

Table 1: Evaluation process overview

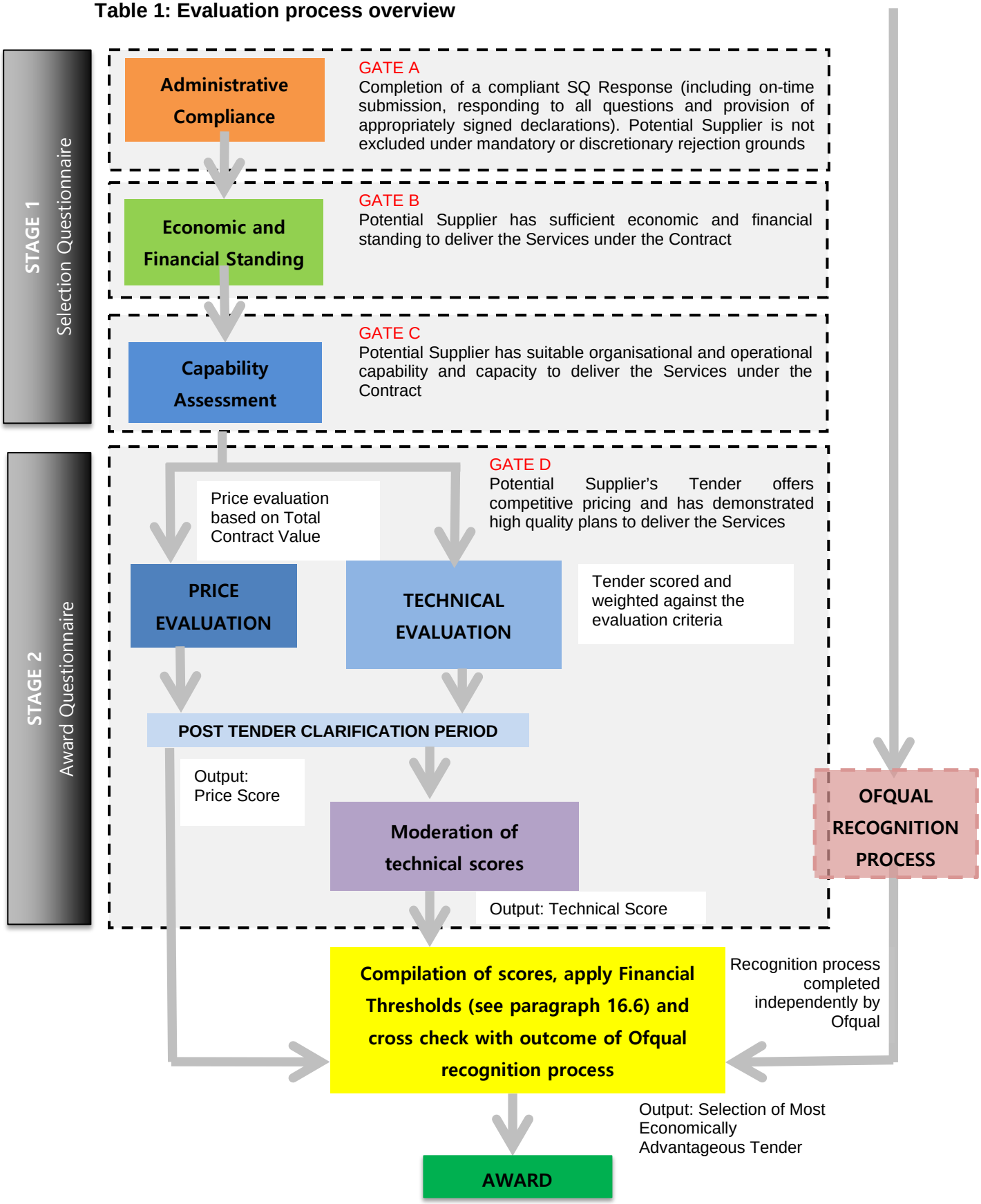


Table 2: Summary table of questionnaire, scores and weightings

	Gate	Section	Description	Maximum character count	Minimum score	Maximum weighted score
STAGE 1 – SELECTION QUESTIONNAIRE	GATE A – ADMINISTRATIVE COMPLIANCE					
	A	1	Potential Supplier information	N/A	N/A	For information only
	A	1a	Contact details and declaration	N/A	N/A	Pass/Fail
	A	1b	Ofqual recognition	N/A	N/A	Pass/Fail
	A	2	Grounds for mandatory exclusion	N/A	N/A	Pass/Fail
	A	3	Grounds for discretionary exclusion	N/A	N/A	Pass/Fail
	GATE B – ECONOMIC AND FINANCIAL STANDING					
	B	4	Economic and Financial Standing	N/A	N/A	Pass/Fail
	B	5	Guarantee	N/A	N/A	Pass/Fail
	GATE C – CAPABILITY ASSESSMENT					
	C	6.1-6.2	Technical and Professional Ability	2500 for 6.1 (per case study description of services) 2500 for 6.2	N/A	Pass/Fail
	C	6.3	Geography	N/A	N/A	Pass/Fail
	C	6.4	Breach of contract	2500 where applicable	N/A	Pass/Fail
	C	7.1-7.2	Modern Slavery Act	N/A	N/A	Pass/Fail
	C	8.1	Insurance	N/A	N/A	Pass/Fail
	C	8.2	GDPR / the Data Protection Act 2018	N/A	N/A	Pass/Fail
	C	8.3	Contract compliance	N/A	N/A	Pass/Fail
	C	8.4	Data handling	N/A	N/A	Pass/Fail
	C	8.5	Cyber essentials	N/A	N/A	Pass/Fail
	C	8.~~7~~6	IT security	2500 where applicable	N/A	Pass/Fail

STAGE 2 – AWARD QUESTIONNAIRE	GATE D – TECHNICAL AND PRICING EVALUATION					
	Section 9A – Delivery of core business services – general questions					
	D	9.1	Reporting of Students' registration, entry information and results	10,000	None	Pass/Fail
	D	9.2	TQ Provider approval and monitoring	~~5~~6,000	None	2
	D	9.3	TQ Post-Results Services	~~5~~6,000	None	2
	D	9.4	TQ Provider support services	10,000	None	7
	D	9.5	Grading and awarding	20,000	3 / 5 (ie 3.6 / 6)	6
	D	9.6	Social value	5,000	None	2
				Sub total		19
	Section 10A - Business process, resourcing, ensuring capacity, and risk management and operations – general questions					
	D	10.1	Key risks, dependencies and contingency planning	10,000	None	5
	D	10.2	Management and governance arrangements	7,500	None	2
	D	10.3	Reporting	5,000	None	2
	D	10.4	Internal quality assurance plan	5,000	None	2
	D	10.5	Exit and transition management	~~5,000~~n/a	None	2
				Sub total		13
	Section 9B – Delivery of core business services – Lot specific questions					
	D	9.7	Designing, developing, ~~-~~and managing TQ content	20,000	3 / 5 (ie 7.2 / 12)	12
	D	9.8	Assessment design and delivery	20,000	3 / 5 (ie 7.2 / 12)	12
				Sub total		24
	Section 10B - Business process, resourcing, ensuring capacity, and risk management and operations – lot specific questions					
	D	10.6	Financial capacity	10,000	None	6
	D	10.7	Outline Implementation Plan	10,000	3 / 5 (ie 3.6 / 6)	6
	D	10.8	Resource Plan	~~10,000~~n/a	3 / 5 (ie 7.2 / 12)	12
				Sub total		24

	PRICING					
			Pricing			20
					TOTAL SCORE	100

3 ADMINISTRATIVE COMPLIANCE (GATE A)

3.1 At the administrative compliance Gate, the Authority will check each SQ Response for completeness (including Section 1 of the Tender Response Document in Attachment 6 Part 1 – Selection Questionnaire) and full compliance with the instructions set out in the ITT.

3.2 The Potential Supplier responses to Sections 2 and 3 of the Tender Response Document in Attachment 6 Part 1 – Selection Questionnaire will be evaluated in Gate A.

3.3 Guidance on how the sections falling within this Gate will be assessed is provided in the evaluation guidance table (Table 3) below.

4 ECONOMIC AND FINANCIAL STANDING (GATE B)

4.1 The Potential Supplier responses to Sections 4 and 5 of the Tender Response Document in Attachment 6 Part 1 – Selection Questionnaire will be evaluated in Gate B and will, as appropriate, be used to apply the Financial Thresholds to the Potential Supplier as described in the evaluation guidance table (Table 3) below and in paragraph 16.6.

4.2 Guidance on how the sections falling within this Gate will be assessed is provided in the evaluation guidance table (Table 3) below.

5 CAPABILITY ASSESSMENT (GATE C)

5.1 The Potential Supplier responses to Sections 6, 7 and 8 of the Tender Response Document in Attachment 6 Part 1 – Selection Questionnaire will be evaluated in Gate C.

5.2 Guidance on how the sections falling within this Gate will be assessed is provided in the evaluation guidance table (Table 3) below.

Table 3: Evaluation guidance for questions in Gates A, B and C

SELECTION CRITERIA		
POTENTIAL SUPPLIER INFORMATION		
Section	**Assessment guidance**	**Basis of scoring**
Section 1: Potential Supplier information	Potential Suppliers are required to provide full and accurate information about who you are and your approach to this Procurement.	1.1, 1.2 and 1.3 - not scored, but the Authority may exclude you if you fail to provide full and accurate information.
Section 1a: Declaration	Potential Suppliers are required to sign the declaration at the end of Section 1 of the Selection Questionnaire.	Pass/Fail Pass = declaration completed and signed and full and accurate information provided. Fail = this may be awarded if the declaration is not completed and signed and/or full and accurate information is not provided.
Section 1b: Ofqual recognition	Potential Suppliers must provide details of their existing Ofqual recognition for a qualification or their application to Ofqual for recognition	Pass/Fail Pass = either (i) details of existing Ofqual recognition are provided; or (ii) details of an application for Ofqual recognition are provided. Fail = this may be awarded where the Potential Supplier has failed to provide either (i) details of existing Ofqual recognition; or (ii) details of an application for Ofqual recognition.
EXCLUSION GROUNDS		
Section 2: Grounds for mandatory exclusion	If a Potential Supplier answers "Yes" to any of the questions in this section, they are required to provide evidence of 'self cleaning' (see Regulation 38(21) and (23) of the Regulations) against the relevant conviction. Please Note: The Authority reserves the right to use its discretion to exclude a Potential Supplier where it can demonstrate by any appropriate means that the Potential Supplier is in breach of its obligations relating to the non-	Pass/Fail Pass = A "No" response to all of the questions in this section, or (in the case of any "Yes" response), the Potential Supplier provides evidence to the effect that measures taken by it are sufficient to demonstrate its reliability despite the relevant ground for exclusion and the Authority considers such evidence to be sufficient (in accordance with Regulation 38). Fail = A "Yes" response to any of the questions in this section

	payment of taxes or social security contributions.	where the Potential Supplier fails to provide evidence to the effect that measures taken by it are sufficient to demonstrate its reliability despite the relevant ground for exclusion or where the Authority does not consider such evidence to be sufficient (in accordance with Regulation 38).
Section 3: Grounds for discretionary exclusion	If a Potential Supplier answers "Yes" to any of the questions in this section, they are required to provide evidence of 'self cleaning' (see Regulation 38(21) and (23) of the Regulations) against the relevant conviction.	Pass/Fail Pass = A "No" response to all of the questions in this section, or (in the case of any "Yes" response), the Potential Supplier provides evidence to the effect that measures taken by it are sufficient to demonstrate its reliability despite the relevant ground for exclusion and the Authority considers such evidence to be sufficient (in accordance with Regulation 38). Fail = this may be awarded for a "Yes" response to any of the questions in this section where the Potential Supplier fails to provides evidence to the effect that measures taken by it are sufficient to demonstrate its reliability despite the relevant ground for exclusion or where the Authority does not consider such evidence to be sufficient (in accordance with Regulation 38).
SELECTION QUESTIONS		
Section 4: Economic and Financial Standing	The aim of the Authority's assessment of Section 4 of the Selection Questionnaire is to assess whether Potential Suppliers have the necessary economic and financial standing to deliver the Services under the Contract in accordance with the Authority's requirements, and taking account of the number of Lots (i.e. Contracts) for which the Potential Supplier intends to submit a Tender (i.e. whether the Potential Supplier has the necessary economic and financial standing to deliver the Services under the Contract(s) were it to be successful for all Lots for which it intends to submit a Tender).	Pass/Fail Pass = either: (i) the Potential Supplier has met the Financial Thresholds for at least one of the Lots it has stated that it intends to submit a Tender for and the Authority has identified no other material concerns (based on the Financial Information applied to the Financial Indicators) that the Potential Supplier does not have the necessary economic and financial standing to deliver the Services under the Contract in accordance with the Authority's requirements; or

	This assessment will be conducted on each entity which is required to complete a copy of the Selection Questionnaire (as set out in the Selection Questionnaire). Each relevant entity must pass this section for the SQ Response to score a pass overall. The Authority reserves the right to request such further information as may be necessary to enable it to carry out the above assessment, which may include unaudited accounts, management accounts, cash-flow statements and any other appropriate documentation, including the information necessary to enable it to calculate and assess the Financial Thresholds and Financial Indicators listed below. In making its assessment, the Authority will take into account the financial information submitted by Potential Suppliers in response to Selection Questionnaire question 4.1 or any Authority request ("**Financial Information**"). In making its assessment, the Authority will assess the Potential Supplier against two thresholds ("**Financial Thresholds**"): • Turnover Threshold (assessing financial scale) – the Potential Supplier Annual Turnover must exceed the following sum for the relevant TQ for the threshold to be met in respect of that TQ: Lot 1 - £4,000,000; Lot 2 - £2,380,000; Lot 3 - £6,480,000; Lot 4 - £1,600,000; Lot 5 - £4,340,000; Lot 6 - £2,140,000; Lot 7 - £2,400,000; and Lot 8 - £2,400,000; and • Available Liquid Reserves Threshold (assessing financial capacity) – the Reserves Sums must exceed the following sum for the relevant TQ for the	(ii) the Potential Supplier has met the Financial Thresholds for at least one of the Lots it has stated that it intends to submit a bid for and any other concerns around the economic and financial standing of the Potential Supplier identified by the Authority have been addressed to the satisfaction of the Authority (for example by offering a satisfactory guarantee of performance and financial standing through a parent company guarantee from the ultimate asset-owning parent and/or a performance bond); or (iii) the Potential Supplier has provided material additional information which demonstrates to the satisfaction of the Authority that, notwithstanding the failure of the Potential Supplier to meet the Financial Thresholds for at least one of the Lots it has stated that it intends to submit a bid for, such Potential Supplier has the necessary economic and financial standing to deliver the Services under the Contract in accordance with the Authority's requirements, and any other concerns around the economic and financial standing of the Potential Supplier identified by the Authority have been addressed to the satisfaction of the Authority. Fail = this may be awarded if the Potential Supplier has not met the Financial Thresholds for any of the Lots it has stated that it intends to submit a Tender for and/or if the Authority has other concerns that the Potential Supplier does not have the necessary economic and financial standing to deliver the Services under the Contract in accordance with the Authority's requirements, posing a material risk to the Potential Supplier's ability to deliver the Services,

	threshold to be met in respect of that TQ: Lot 1 - £270,000; Lot 2 - £270,000; Lot 3 - £270,000; Lot 4 - £270,000; Lot 5 - £270,000; Lot 6 - £270,000; Lot 7 - £270,000; and Lot 8 - £270,000. These are defined as follows: "**Potential Supplier Annual Turnover**" means the Potential Supplier's annual revenue calculated in accordance with IFRS15, and only includes revenue generated by the relevant entity in the course of its daily core business operations. It excludes reimbursements, other income, other operating income, the relevant entity's share of the revenue of associates, joint ventures and any other group entities which are not fully consolidated. "**Reserves Sum**" means the Cash Balance plus the Additional Funding Available. "**Cash Balance**" means the cash and cash equivalents balance as shown on the face of the Statement of Financial Position in a standard set of financial statements. "**Additional Funding Available**" means unutilised committed credit facilities (i.e. unutilised term loans, unutilised revolving credit). In respect of any Sub-Contractor, the Financial Thresholds shall be applied on a proportionate basis, such that the applicable Financial Threshold shall be reduced pro-rata to reflect the proportion of the contractual obligations under the Contract (by value of the relevant services) which the relevant Sub-Contractor is expected to be assigned. For example, where a Sub-Contractor is expected to be assigned 40% of the obligations under the Contract by value, the relevant Financial Thresholds used in respect of that Sub-Contractor	and in each case the Potential Supplier has not been able to provide clarification, mitigating factors or other reasons which address such failure to meet the Financial Thresholds or concerns to the Authority's satisfaction when given an opportunity to do so. The process for the application of the above financial tests is summarised in the flowchart at Annex 1 (Financial Assessment Flowchart) to this Attachment 4 - Evaluation Methodology and Guidance and Potential Suppliers should note that even if they pass Gate B, they may be disqualified at Stage 2 Award Questionnaire in relation to certain Lots in accordance with paragraph 16.6 below. A worked example of the process is set out in Annex 2 (Financial Assessment Worked Example) to this Attachment 4 – Evaluation Methodology and Guidance.

	shall be 40% of the values set out above. If the Potential Supplier has met the Financial Thresholds for at least one of the Lots it has stated that it intends to submit a bid for, the indicators which will be considered in evaluating whether, notwithstanding this, there are potential concerns around the economic and financial standing of the Potential Supplier ("**Financial Indicators**") (assessing financial resilience) are: • fixed cost as % of entry fee revenue; • increase/decrease in operating and/or net earnings; • interest cover ratio (EBIT/interest payable); • increase/decrease in cashflow in most recent financial year; • net assets position; • current ratio (current assets / current liabilities); • debt-to-equity ratio (total liabilities / shareholders' equity); and • media/analysts search e.g. for profit warnings announced. The following are illustrative examples of circumstances which would be likely to give rise to potential concerns around the economic and financial standing of the Potential Supplier: • the Potential Supplier has made an operating loss in the most recent financial year for which information is available; • the Potential Supplier has negative cashflow based on the most recent financial documentation available; • the Potential Supplier's turnover has shown a material decrease in the 2 years prior to this Procurement; • the Potential Supplier does not appear to have access to the funds necessary to deliver the Services effectively in any one	

	year and/or over the term of the Contract; • there is a risk of Potential Supplier insolvency over the lifetime of the Contract; and • any of the above potential concerns would apply were the Potential Supplier to be successful for all Lots (i.e. Contracts) for which it intends to submit a Tender. If a Potential Supplier does not meet the relevant Financial Threshold and/or the Authority identifies any such potential concerns, the relevant Potential Supplier will be informed and given the opportunity to provide additional information to address the relevant issue or concern, and the Authority will take into account any relevant additional information submitted by the Potential Supplier in assessing whether such Potential Supplier has addressed the relevant issue or concern such that the Potential Supplier no longer fails this question. The Authority reserves the right to request and undertake a further assessment of updated Financial Information at any stage during the Procurement, and may exclude a Potential Supplier where the result of such re-assessment is that the Potential Supplier fails this question.	
Section 5: Guarantee	Potential Suppliers are required to answer questions in this section only if applicable.	Pass/Fail Pass = either: (1) Pass Section 4 without the need for any guarantee; or (2) Would otherwise fail Section 4 but able to offer parent company guarantee or guarantee from elsewhere which addresses the Authority's concerns in relation to Section 4. Fail = this may be awarded for a fail of Section 4 where the

		Potential Supplier is unable to offer any guarantee, or any guarantee offered does not address the Authority's concerns in relation to Section 4.
Sections 6.1 and 6.2: Technical and Professional Ability	Potential Suppliers must demonstrate they have the necessary technical and professional ability in terms of human and technical resources and experience to perform the Services under the Contract to the required quality standard. Potential Suppliers (Lead Supplier for a Group of Economic Operators) must provide: (1) two case studies; and (2) evidence within these case studies to demonstrate they have the necessary technical and professional ability. Potential Suppliers should describe the case studies and how the requirements performed in the case studies best demonstrate their ability to undertake the Services sought under this Procurement. A case study shall best demonstrate ability if it describes, without limitation, provision of qualification development, examination or assessment services within academic and/or technical education. Case studies must describe services which: (1) have been performed at any point within the last three years prior to the publication of the PIN Notice to be valid and can be from the public or private sector; and (2) confirm that where customer / referee contact details are provided, those contacts have been made aware that they may be contacted by the Authority to verify the accuracy of the information provided at any time.	Pass/Fail Pass = the Potential Supplier's response provides sufficient evidence that it has access to the necessary technical and professional ability in terms of human and technical resources and experience to perform the Services under the Contract to the required quality standard, and the response does not give the Authority any concerns posing a material risk about the Potential Supplier's ability to deliver the Services under the Contract. Fail = this may be awarded if the Potential Supplier's response does not provide sufficient evidence that it has access to the necessary technical and professional ability in terms of human and technical resources and experience to perform the Services under the Contract to the required quality standard, giving the Authority a concern that it considers poses a material risk to the Potential Supplier's ability to deliver the Services under the Contract.

	The Authority may exclude Potential Suppliers that do not provide full and accurate information. Customer / referee contacts must not be employed by the Potential Supplier's organisation or be from within the Potential Supplier's associated Group or any member of their Group of Economic Operators or Sub-Contractors. The Authority will use the case study information to support the evaluation of whether the Potential Suppliers and/or members within the Group of Economic Operators and/or named Sub-Contractors have the relevant professional and technical capability to perform the requirements of the Contract. Where a Potential Supplier proposes to use named Sub-Contractors, it should provide a relevant example where one or more of the essential Sub-Contractors have delivered relevant services as part of a single, composite response (separate examples are not required from each named Sub-Contractor). If a Potential Supplier cannot provide two case studies in response to Selection Questionnaire question 6.1, they must explain in Selection Questionnaire question 6.2 how they will obtain access to the professional and technical capability required to deliver the Services.	
Section 6.3 Geography	The Potential Supplier must confirm that it has, or will be able to establish, sufficient operations in England to enable the Potential Supplier to deliver the Services within the required timescales.	Pass/Fail Pass = Yes response Fail = This may be awarded for a No response.
Section 6.4 Potential Suppliers' Past Performance	The Authority must be satisfied that, where a written notification of a relevant contract breach has been received, the relevant breach will not recur in the performance of the Contract to be awarded.	Pass or Fail Pass = either: (i) no written notification of a relevant breach has been received; or

		(ii) a written notification of a relevant breach has been received but the Potential Supplier can demonstrate to the Authority's satisfaction, for any relevant contracts that were not performed satisfactorily, why the relevant breach will not recur if they are awarded the Contract. Fail = this may be awarded if there are written notifications of relevant breach and the Potential Supplier cannot demonstrate to the Authority's satisfaction that the relevant breach will not recur if they are awarded the Contract.
Section 7 Modern Slavery Act 2015	Since 1 October 2015, commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more have been required under Section 54 of the Modern Slavery Act 2015 to prepare a slavery and human trafficking statement as defined by section 54 of the Modern Slavery Act.	Pass/Fail Pass = A "no" response to Selection Questionnaire question 7.1 or a "yes" reply to both of questions 7.1 and 7.2, or (in the case of any "yes" response to question 7.1 and a "no" response to 7.2), the Potential Supplier provides evidence of measures taken by it which are sufficient to demonstrate its intended compliance going forward and the Authority considers such evidence to be sufficient. Fail = This may be awarded for a "yes" response to Selection Questionnaire question 7.1 and a "no" response to question 7.2 where the Potential Supplier fails to provide evidence of measures taken by it sufficient to demonstrate its intended compliance going forward or where the Authority does not consider such evidence to be sufficient.
Section 8.1 Insurance	Potential Suppliers must certify that they have in place (or will put in place) insurance meeting the stated requirements.	Pass/Fail Pass = Yes response Fail = This may be awarded for a No response.

Section 8.2 General Data Protection Regulation (GDPR) / the Data Protection Act 2018	Potential Suppliers must certify that they have, or will have in place by Contract award, appropriate human and technical resources to ensure compliance with the GDPR and the Data Protection Act 2018 and the protection of rights of data subjects, including the specific measures listed.	Pass/Fail Pass = Yes response Fail = This may be awarded for a No response.
Section 8.3 Contract compliance	Potential Suppliers must confirm their acceptance of the Contract without amendment or caveats.	Pass/Fail Pass =a Yes response confirming acceptance of the Contract without amendment or caveats. Fail = this may be awarded for a No response or for a Yes response which is subject to caveats or amendments.
Section 8.4 Data handling	Potential Suppliers must confirm that they have in place an effective approach by which they will ensure their Information Security Management System will conform and remain for the term of the Contract in conformance with ISO27001 / 27002 or will otherwise provide an appropriate level of protection equivalent to such standards.	Pass/Fail Pass = Yes response Fail = This may be awarded for a No response.
Section 8.5 Cyber Essentials	Potential Suppliers must confirm that they have in place, or will have in place by the date of Contract execution, Cyber Essentials certification.	Pass/Fail Pass = Yes response Fail = This may be awarded for a No response.
Section 8.6 Data breach	Potential Suppliers must confirm that they have had no material breach of data and/or IT security systems within the last 3 years, or that if such a breach has occurred, appropriate steps have been taken to prevent recurrence of the breach.	Pass or Fail Pass = either: (i) no material breach of data and/or IT security systems has occurred within the last 3 years; or (ii) a material breach of data and/or IT security systems has occurred within the last 3 years but the Potential Supplier can demonstrate to the Authority's satisfaction that appropriate steps have been taken to prevent recurrence of the breach.

		Fail = this may be awarded if a material breach of data and/or IT security systems has occurred within the last 3 years and the Potential Supplier cannot demonstrate to the Authority's satisfaction that appropriate steps have been taken to prevent recurrence of the breach.

6 CLARIFICATIONS

6.1 Following submission of SQ Responses and Tenders, the Authority may request a Potential Supplier to clarify any aspect of their SQ Response or Tender.

6.2 Individual evaluators may meet in one or more groups and on one or more occasions in order to identify and agree any clarification questions or other concerns which need to be raised with a Potential Supplier regarding their SQ Response or Tender.

6.3 Clarification questions will be raised with the Potential Supplier via the e-Sourcing Portal. Potential Suppliers will be requested to provide their answers via the e-Sourcing Portal within the timeframe stated in the request.

6.4 All the answers received from each Potential Supplier will then be passed onto the evaluators in order to inform/refine their scoring of the relevant SQ Response or Tender.

7 PRICING AND TECHNICAL EVALUATION (GATE D)

7.1 Potential Suppliers whose SQ Responses pass Gates A, B and C evaluation will be informed that they may submit a Tender. Once the Tender is received, the Potential Supplier will progress to Gate D and be assessed on their technical responses and proposed pricing based on the weightings/criteria detailed in Table 2 above.

7.2 All the questions in Gate D are mandatory. If a Potential Supplier does not respond to all questions and fails to provide satisfactory reason as to why it cannot respond to a particular question, this will result in a zero mark for the relevant question.

8 TECHNICAL EVALUATION

8.1 The questions contained within Gate D are designed to ensure the Authority is able to evaluate the technical aspects that determine the most economically advantageous Tender for the supply of the Services under the Contract. Questions 9.1 to 10.8 represent those questions to be used to deliver the technical evaluation.

8.2 All responses to questions 9.2 to 10.7 will be assessed against the grading in the technical evaluation scoring scheme set out in Table 4 below. The scores range between 0 and 5. The evaluators may not give partial marks (for example 2.5).

8.3 Where questions in the Award Questionnaire include a number of response requirements these are not scored separately and one score will be awarded for the overall response of each Potential Supplier in each Tender to each question.

8.4 Question 9.1 will be assessed in accordance with Table 5 below, and question 10.8 will be assessed in accordance with Table 6 below. In the event that the Potential

Supplier scores a “fail” for question 9.1 or 10.8, their Tender may be rejected and excluded from further participation in this Procurement process.

8.5 A number of the technical questions have a minimum score, shown next to the question in the Award Questionnaire and in Table 2 above. Where a Tender does not achieve the minimum score in relation to any question, the Tender may be rejected and excluded from further participation in this Procurement process.

8.6 The Authority reserves the right to have a dialogue with relevant Potential Suppliers on their Award Questionnaire responses if all Tenders within a Lot fail to pass through Gate D sections 9A, 9B, 10A and 10B (as set out in Table 2 above). In such circumstances, the relevant Potential Suppliers may be asked to resubmit their Tender or relevant parts of their Tender, and such resubmitted Tender shall be subject to re-evaluation in accordance with this Attachment 4 (Evaluation Methodology and Guidance).

Table 4: Technical evaluation scoring scheme

Score	Acceptability	Scoring rationale
5	Excellent	In the opinion of the evaluator the response is of an excellent quality and of a level of detail that provides a very high level of confidence that the Potential Supplier has the capacity and capability in the areas described in the response requirements against the question. The response to the question is highly detailed and extremely clear, with no perceived omissions and contains very significant detail relevant to the question and response requirements, but also goes over and above the extent of the response requirement and demonstrates significant additional value and/or an innovative approach to meeting the relevant response requirements which would either enhance the Student experience or contribute to the overall efficiency of the T Levels Programme.
4	Good	In the opinion of the evaluator the response is of a quality and level of detail that provides a high level of confidence that the Potential Supplier has the capacity and capability in the areas described in the response requirements against the question. The response to the question contains detail relevant to the question and response requirements and responds to it clearly and unambiguously, but contains limited (or no) material going over and above the extent of the response requirement and does not demonstrate any (or any significant) additional value or innovation.
3	Satisfactory	In the opinion of the evaluator the response is of a quality and level of detail that provides a reasonable level of confidence that the Potential Supplier has the capacity and capability in the areas described in the response requirements against the question. The response to the question is reasonably clear and detailed (with only minor omissions), demonstrating a good understanding of the issues and what is being asked for.
2	Fair	In the opinion of the evaluator the response is of a quality and level that provides some confidence that the Potential Supplier has the capacity and capability in the areas described in the response requirements against the question, demonstrating a reasonable understanding of the issues but in some areas demonstrating misunderstanding. The response provides a low level of detail, and/or provides more of a 'model' or standard answer.
1	Poor	In the opinion of the evaluator the response is of a quality and level that lacks any convincing evidence to provide confidence in the capacity and capability of the Potential Supplier in the areas described in the response requirements against the question, demonstrating some misunderstanding and/or failing to meet the response requirements against the question in many ways and/or materially in one or more ways.
0	Unacceptable	In the opinion of the evaluator the response fails to provide any confidence that the Potential Supplier has the capacity or capability in the areas described in any of the requirements against the question, demonstrating a failure to understand the requirements. Alternatively, the Potential Supplier has provided no response.

Table 5: Evaluation of question 9.1

AWARD CRITERIA		
Section	**Assessment guidance**	**Basis of scoring**
Section 9.1: Reporting of Students' registration, entry information and results	Potential Suppliers must demonstrate their ability to meet the Service Requirements relating to the reporting of entry and attainment information.	Pass/Fail Pass = all of: (i) the Potential Supplier's response provides sufficient evidence which satisfies the Authority that the Potential Supplier will be able to meet the Service Requirements relating to the reporting of entry and attainment information; and (ii) the Potential Supplier's response provides confirmation that the Potential Supplier accepts that it will not issue T Level certificates or T Level statements of achievement. Fail = this may be awarded for any of: (i) the Potential Supplier's response does not provide sufficient evidence that the Potential Supplier will be able to meet the Service Requirements relating to the reporting of entry and attainment information; or (ii) the Potential Supplier's response does not confirm that the Potential Supplier accepts that it will not issue T Level certificates or T Level statements of achievement.

Table 6: Evaluation of question 10.8

Score	Acceptability	Scoring rationale
5	Excellent	In the opinion of the evaluator the completed Resource Plan template is of a high quality and of a level of detail that provides a high level of confidence that the Potential Supplier has the capacity and capability in the areas described in the template Resource Plan. The Resource Plan is very clear with no perceived omissions and contains significant detail relevant to the question and response requirements. In particular, the Resource Plan identifies the roles, skills and expertise required to deliver all aspects of the Services and clearly demonstrates that the Potential Supplier has allocated an appropriate number of named resources with the appropriate skills and expertise to each of those roles. Any significant deviation from the indicative resource levels (10-15FTE) has been fully explained in a manner that leave no doubt in the robustness of the Resource Plan. The Resource Plan provides a credible rationale for the allocated levels of all required resources and demonstrates that robust contingency arrangements will be in place should

Score	Acceptability	Scoring rationale
		additional resources be required in order to deliver the Services in accordance with all relevant contractual timescales. The resources put forward as part of the Resource Plan are available and would be committed for the periods set out in the Resource Plan (i.e. would not be subject to any other actual or potential overlapping work commitments during the same periods). The Resource Plan is supported by credible, robust and detailed underlying processes and controls that, together with any contingency arrangements, are aimed at ensuring appropriate resources will be deployed at all times necessary to meet the requirements of the Contract (including the achievement of all relevant contractual timescales).
4	Good	In the opinion of the evaluator the completed Resource Plan template is of the same quality as an "Excellent Response" (as described above) except that not all of the resources in the Resource Plan would be fully committed for the periods set out in the Resource Plan (i.e. some of the proposed resources would be subject to other actual or potential overlapping work commitments during the same periods). However, none of the resources that would not be fully committed are Key Resources (as defined in the Resource Plan). Any significant deviation from the indicative resource levels (10-15FTE) has been largely explained, leaving little doubt in the robustness of the Resource Plan. Also, the robust underlying processes and controls contained with the Resource Plan aimed at ensuring appropriate resources will be deployed at all times necessary to meet the requirements of the Contract (including all relevant contractual timescales) are likely to be sufficient to mitigate any risks relating to the fact that some of the resources that are not Key Resources cannot be fully committed at this stage.
3	Satisfactory	In the opinion of the evaluator the completed Resource Plan template is of a quality and level of detail that provides a reasonable level of confidence that the Potential Supplier has the capacity and capability in the areas described in the template Response Plan. In particular, the Resource Plan is reasonably clear and detailed demonstrating a good understanding of the issues and what is being asked for, but contains some limited omissions (e.g. some roles still to be allocated to named individuals) meaning that it does not meet the requirements for an "Excellent" or a "Good" score as set out above. However, these omissions are likely to be mitigated by the contingency arrangements, processes and controls (included as part of the Resource Plan) aimed at ensuring appropriate resources will be deployed at all times necessary to meet the requirements of the Contract (including the achievement of all relevant contractual timescales). -Any significant deviation from the indicative resource levels (10-15FTE) has only been partially explained, leaving a moderate level of doubt in the robustness of the Resource Plan.
2	Fair	In the opinion of the evaluator the completed Resource Plan template is of a quality and level of detail that provides some confidence that the Potential Supplier has the capacity and capability in the areas described in the template Resource Plan,

Score	Acceptability	Scoring rationale
		but for one or more reasons it does not meet the requirements for a "Satisfactory" score as set out above. Any significant deviation from the indicative resource levels (10-15FTE) has only been explained in broad terms, leaving substantial doubt in the robustness of the Resource Plan.
1	Poor	In the opinion of the evaluator the completed template Resource Plan is of a quality and level of detail that lacks convincing evidence to provide confidence in the capacity and capability of the Potential Supplier in the areas described in the template Resource Plan. Any significant deviation from the indicative resource levels (10-15FTE) has only been explained superficially, creating little confidence in the robustness of the Resource Plan.
0	Unacceptable	In the opinion of the evaluator the completed template Resource Plan fails to provide any confidence that the Potential Supplier has the capacity or capability in the areas described in the template Resource Plan as it shows a failure to understand the requirements. Alternatively, the Potential Supplier has provided no response. Any significant deviation from the indicative resource levels (10-15FTE) has not been explained, creating no confidence in the robustness of the Resource Plan.

9. PRICE EVALUATION

9.1 Potential Suppliers should refer to the Pricing Schedule in Attachment 7 to provide their pricing proposal which should be completed in accordance with the 'Instructions 1' tab in Attachment 7.

9.2 There are four components to the price evaluation. These are:

9.2.1 Qualification development fee. The Authority will pay the Supplier(s) a fixed fee for the initial development of the TQ. The qualification development fee will be paid in instalments on acceptance of deliverables at three milestones during the development process. Details of the milestones are set out in Annex 7 of the Service Requirements and delivery of the relevant requirements for Interim Milestone 1, Interim Milestone 2 and the Final Approval Milestone respectively represents 30%, 40% and 30% of the qualification development fee.

9.2.2 Entry fee. The Supplier(s) will charge a per-Student entry fee to Providers covering all of their assessment and support services.

9.2.3 Fees for Additional Services. A menu of Additional Services which Providers can purchase from the Supplier(s) on an "as and when needed" basis.

9.2.4 Chargeable TQ update fee. The Authority will pay the Supplier(s) for making changes requested by the Authority to the TQ where these are defined as Exclusive TQ Changes in the Contract. The basis for calculation of these fees for evaluation purposes is set out in the Pricing Schedule.

9.3 The information entered into the Pricing Schedule in relation to the above price components will be multiplied by the key variables that are expected to drive the Contract value over the lifetime of the Contract to give the Total Contract Value.

9.4 The variables used (as shown in the Pricing Schedule) are estimates (for evaluation purposes only) of:

9.4.1 the number of Students for the relevant TQ;

9.4.2 the number of chargeable TQ updates during the Contract term which are similar to the scenarios given, and a specified number of days work required to implement a TQ update which is not similar to either scenario;

9.4.3 the relatively likelihood of the two chargeable TQ update scenarios; and

9.4.4 the take up or demand for Additional Services.

9.5 To calculate the Total Contract Value for each Lot, the following are added together:

9.5.1 the qualification development fee (this is only payable once and is therefore included in the Total Contract Value without modification);

9.5.2 a blended estimated fee total for change scenarios (calculated by multiplying the total cost of scenario 1 by a weighting of 70% and the total cost of scenario 2 by a weighting of 30%, adding the two resulting figures together, and then multiplying the result by 2);

9.5.3 an estimated cost for an unspecified chargeable TQ change (calculated using a blended day rate for 20 days as set out in the Pricing Schedule);

9.5.4 the entry fee multiplied by the estimated number of Students; and

9.5.5 each Additional Service fee multiplied by the applicable estimated take up as shown in the Pricing Schedule.

9.6 The detailed basis of calculation of the Total Contract Value is shown in the Pricing Schedule.

9.7 The Total Contract Value of Tender responses will be evaluated against the lowest Tender price. The Potential Supplier who has submitted the lowest Total Contract Value will be awarded a score of 20. All Tenders will be scored relative to the lowest price using the formula below:

Price Score = (A / B) x 20

Where:

A = Lowest Total Contract Value submitted for the Lot by any Potential Supplier; and

B = Total Contract Value of Potential Supplier being evaluated for the Lot.

9.8 The Price Score will not be rounded.

9.9 The example below illustrates the calculation of the Price Score using the Total Contract Value calculated for each Tender:

Table 7: Price Score calculation

	Total Contract Value	Price Score
Lowest Total Contract Value	£87	

Alpha	£100	17.4000000000
Bravo	£123	14.1463414634
Charlie	£87	20.0000000000

10. ABNORMALLY LOW OR INCONSISTENTLY PRICED TENDERS

10.1 In the event that the Authority has concerns that the prices or costs proposed in the Potential Supplier's Tender may be abnormally low (so as to put the sustainability and satisfactory delivery of the Contract over its term at risk) it may require the Potential Supplier to provide further information to explain and justify its pricing proposals (or any aspect of these).

10.2 The Authority will assess any information, explanation or evidence provided by the Potential Supplier in response to the Authority's request and, where necessary, may raise any further clarifications with the Potential Supplier. In carrying out this assessment the Authority may also have regard to the Potential Supplier's overall financial and economic standing and the Authority's assessment of this for the purposes of Gate B.

10.3 Following this assessment, the Authority reserves the right to reject a Tender where the information, explanation or evidence provided by the Potential Supplier does not, in the opinion of the Authority, satisfactorily account for the low level of prices or costs proposed and so leads the Authority to the conclusion that the Tender is abnormally low (so as to put the sustainability and satisfactory delivery of the Contract over its term at risk). In reaching its opinion and conclusion on this issue, the Authority may also have regard to the Potential Supplier's overall financial and economic standing and the Authority's assessment of this for the purposes of Gate B.

10.4 The intent of the qualification development fee is to cover the Supplier's costs of the initial development of the TQ for approval by the Authority. The development fee may include the costs of the initial development of TQ content for approval; development of the underlying TQ systems and processes; consultation with stakeholders as part of the development of the TQ; and participation in the approval process for the initial TQ content. The development fee should not include marketing costs; Provider facing activities including Provider approval and upskilling; or the costs of internal recruitment and training. In the event that the Authority determines that the price submitted in a Tender for the qualification development fee exceeds the reasonable costs of the elements set out above which may be included in the fee, then the Authority may ask the Supplier for additional information on the calculation of its development fee. If the Authority is not satisfied based on such information that the fee included in the Tender reflects the Potential Supplier's relevant anticipated costs, then it reserves the right to reject the Tender.

11. CLARIFICATION MEETINGS

11.1 Potential Suppliers that have progressed to Gate D may be invited to a clarification meeting as per the Procurement timetable in paragraph 10.1 of the ITT. The meeting will consist of a question and answer session to clarify any outstanding clarification points in relation to the Tender.

11.2 Separate clarification meetings will be held for each Lot. However, if a Potential Supplier submits Tenders for more than one Lot, the Authority will endeavour to hold clarification meetings for all such Tenders on the same date.

11.3 Following the clarifications provided, the evaluators will individually consider whether any changes are required to each Potential Supplier's scores and rationale for the allocated mark.

12. MODERATION

12.1 Once all evaluators have scored all the technical questions of Gate D from all the Tenders and have had an opportunity to take into account any clarification meetings with the Potential Suppliers and clarification responses received, one or more moderation meeting(s) will be scheduled in respect of each Lot.

12.2 An assigned moderator will lead moderation meetings which will be attended by all relevant evaluators, during which the evaluators will review and moderate the scores they have individually allocated and a decision on a final moderated score for every scored technical question of each Tender (and the reasons for this) will be reached.

12.3 Following each such moderation meeting, the final Technical Score will be compiled.

13. TECHNICAL SCORE WEIGHTING

13.1 Each scored question has been assigned a weighting and this is indicated in the text of the relevant question and set out under "maximum weighted score" in Table 2 above.

13.2 After the answer to each of the technical questions 9.2 to 10.8 has been marked by the evaluators and moderated as set out above, weighted scores will be calculated by reference to the relevant "maximum weighted score" for each of the questions 9.2 to 10.7 in Table 2, and for 10.8, Table 6 above. Calculations of weighted scores will be to two decimal places.

13.3 The weighted scores for each of the technical questions 9.2 to 10.8 shall be added to give a total Technical Score.

14. CONSOLIDATED SCORE

14.1 At the conclusion of the Technical Evaluation, the Authority will add together the Technical Score and Price Score for each Tender in order to calculate the overall Consolidated Score for each Tender.

14.2 As an example, if a Potential Supplier's Tender scores:

14.2.1 a Technical Score of 50.6/80; and

14.2.2 a Price Score of 18.12/20,

the overall Consolidated Score for the Potential Supplier's Tender will equate to 68.72/100.

15. OFQUAL RECOGNITION

15.1 It is a mandatory requirement for this Procurement that the Supplier must be recognised by Ofqual to deliver the relevant Technical Qualification at the point of Contract award. The applicable Ofqual criteria for recognition can be found here: https://www.gov.uk/government/publications/criteria-for-recognition.

15.2 In the case of a Tender by a Group of Economic Operators, then either:

15.2.1 that Group of Economic Operators must establish a properly established legal entity and such legal entity must be recognised by Ofqual; or

15.2.2 at least one member of the Group of Economic Operators must be recognised by Ofqual, provided that the relevant member is to take a substantial / lead role in the delivery of the Services and such member will execute the Contract with the Authority if successful in the Procurement. In the event that a recognised body within a proposed Group of Economic Operators is unable to execute the Contract, the relevant Group of Economic Operators should submit a clarification question prior to the SQ Clarifications Deadline in the ITT to confirm its position and to attempt to agree an alternative which is acceptable to the Authority (which may include use of a version of the Contract incorporating appropriate amendments to accommodate a separate entity within a Group of Economic Operators being recognised). If any such amendments are agreed by the Authority these shall not be regarded as caveats or amendments for the purpose of the evaluation of Section 8.3 (Contract compliance) of the Selection Questionnaire.

15.3 If your organisation is already recognised by Ofqual, your SQ Response and Tender will be treated as your application for extended recognition to offer the Technical Qualification(s) for the Pathway(s) which is/are the subject of your Tender, and your SQ Response and Tender will provide the required information for that process.

15.4 If your organisation is not recognised by Ofqual, it is mandatory for you to have submitted a separate recognition application to Ofqual prior to the date of your SQ Response, and the application will be for recognition in respect of the relevant Pathway(s) which is/are to be the subject of your Tender.

15.5 Ofqual will notify both the Authority and the Potential Supplier of whether the Potential Supplier's application meets the criteria for recognition for the Technical Qualification for the relevant Pathway(s).

15.6 If an application does not meet Ofqual's criteria for recognition for the relevant Technical Qualification, the relevant Potential Supplier will automatically be excluded from the Procurement and feedback will be provided.

15.7 If an SQ Response or Tender is excluded from the Procurement at any stage or is unsuccessful, the application for Ofqual recognition for the relevant Technical Qualification(s) will be automatically withdrawn.

16. CONTRACT AWARD

16.1 The Authority intends to award the Contract for the relevant Lot based on the Potential Supplier's Tender that is the most economically advantageous to the Authority in the Authority's opinion, which shall be the Potential Supplier's Tender that has achieved the highest overall Consolidated Score for the relevant Lot, providing that this Potential Supplier has obtained recognition from Ofqual in respect of the relevant Technical Qualification by the date of the Contract award decision and subject to the Financial Thresholds applicable to this Potential Supplier (see paragraph 16.6 below~~).~~)

16.2 If the Tenders of two or more Potential Suppliers obtain the same highest overall Consolidated Score in respect of a Lot, the Potential Supplier's Tender with the

highest Technical Score will be deemed to have the highest overall Consolidated Score for that Lot.

16.3 In the event that there is a tie after paragraph 16.2 has been applied, then the Potential Supplier's Tender with the highest combined score in respect of the relevant Lot for the technical questions in respect of which minimum scores apply (ie the total score for questions 9.5, 9.7, 9.8, 10.7 and 10.8) will be deemed to have the highest overall Consolidated Score for that Lot.

16.4 Subject to paragraph 16.6 below, the same Potential Supplier may be awarded more than one Contract if its Tenders achieve the highest overall Consolidated Score in more than one of the Lots.

16.5 Any Contract award will be subject to the relevant Potential Supplier providing supporting evidence in relation to any of its Tender responses that it has self-certified as meeting the relevant question's requirements. If the Potential Supplier fails to provide such evidence which confirms, to the Authority's satisfaction, that it meets the relevant question's requirements, its Tender may be excluded from the Procurement.

16.6 Where, in awarding a Contract for one or more Lots to a single Potential Supplier, the award of a Lot to the Potential Supplier with the highest overall Consolidated Score for that Lot will result in the Potential Supplier breaching the Financial Thresholds (as referred to in Table 3 of this Attachment 4 - Evaluation Methodology and Guidance) (where such Financial Thresholds are re-calculated on the basis that the Turnover Threshold and Available Liquid Reserves Threshold (each as defined in Table 3) are applied across all of the Lot(s) which the Potential Supplier is proposed to be awarded), the Authority may decide to disqualify the Potential Supplier from that Lot with the effect that the next highest scoring Potential Supplier for that Lot will be awarded the Contract. The process to be applied in relation to any disqualification will take account of the Potential Supplier's Lot preferences (as confirmed in its response to question 4.2 of the Selection Questionnaire) and is set out as part of the flowchart at Annex 1 (Financial Assessment Flowchart) to this Attachment 4 - Evaluation Methodology and Guidance. The Authority may exercise its discretion not to disqualify a Potential Supplier if the next highest scoring Potential Supplier's technical scores are considered by the Authority to be materially lower than those technical scores of the Potential Supplier which would otherwise be potentially disqualified on the basis of a breach of its Financial Thresholds.

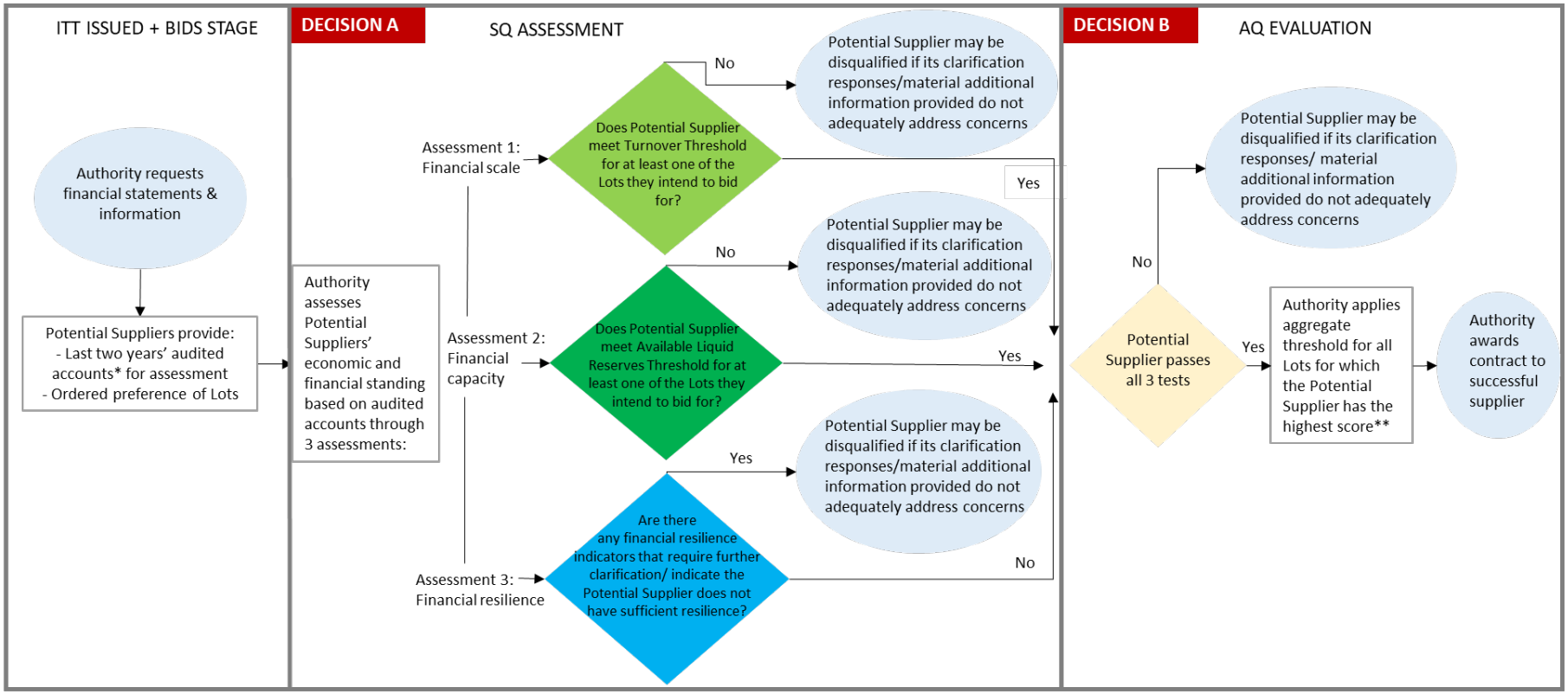
Evaluation Methodology and Guidance

Annex 1: Financial Assessment Flowchart

Annex 1: Application of Financial Robustness Threshold Tests

Potential Suppliers' financial information will be assessed according to 3 financial criteria (scale, capacity, resilience) in order to determine the value of contracts they can be awarded

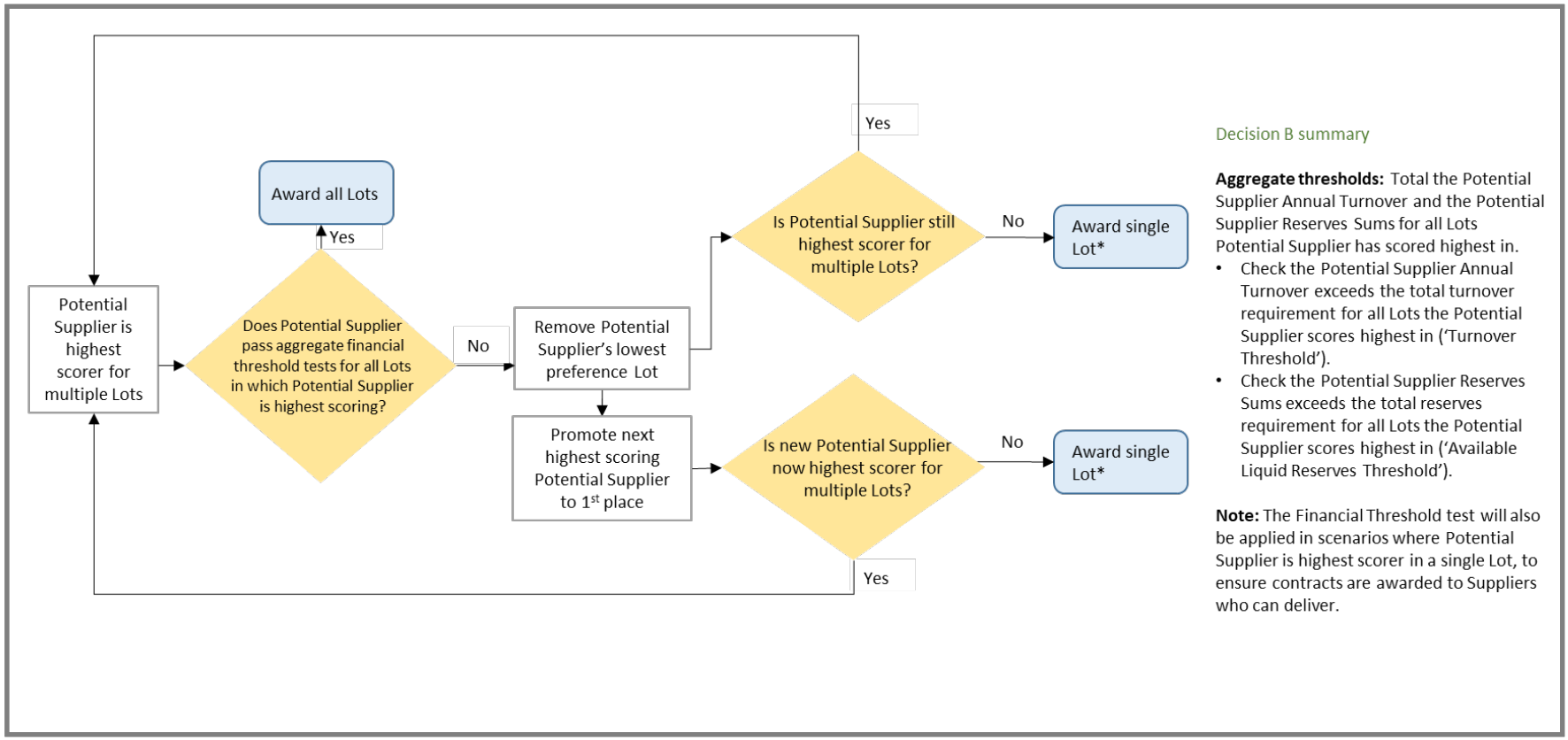
Figure 1: Flow chart outlining process for awarding contracts in a multi-lot scenario



Annex 1: Application of Financial Robustness Threshold Test

In the event that a Potential Supplier is the highest scorer in multiple Lots but does not meet the aggregate thresholds to deliver them all, Potential Supplier preferences will be used to award Lots.

Figure 2: Flow chart outlining process for awarding contracts in a multi-lot scenario (post-AQ)

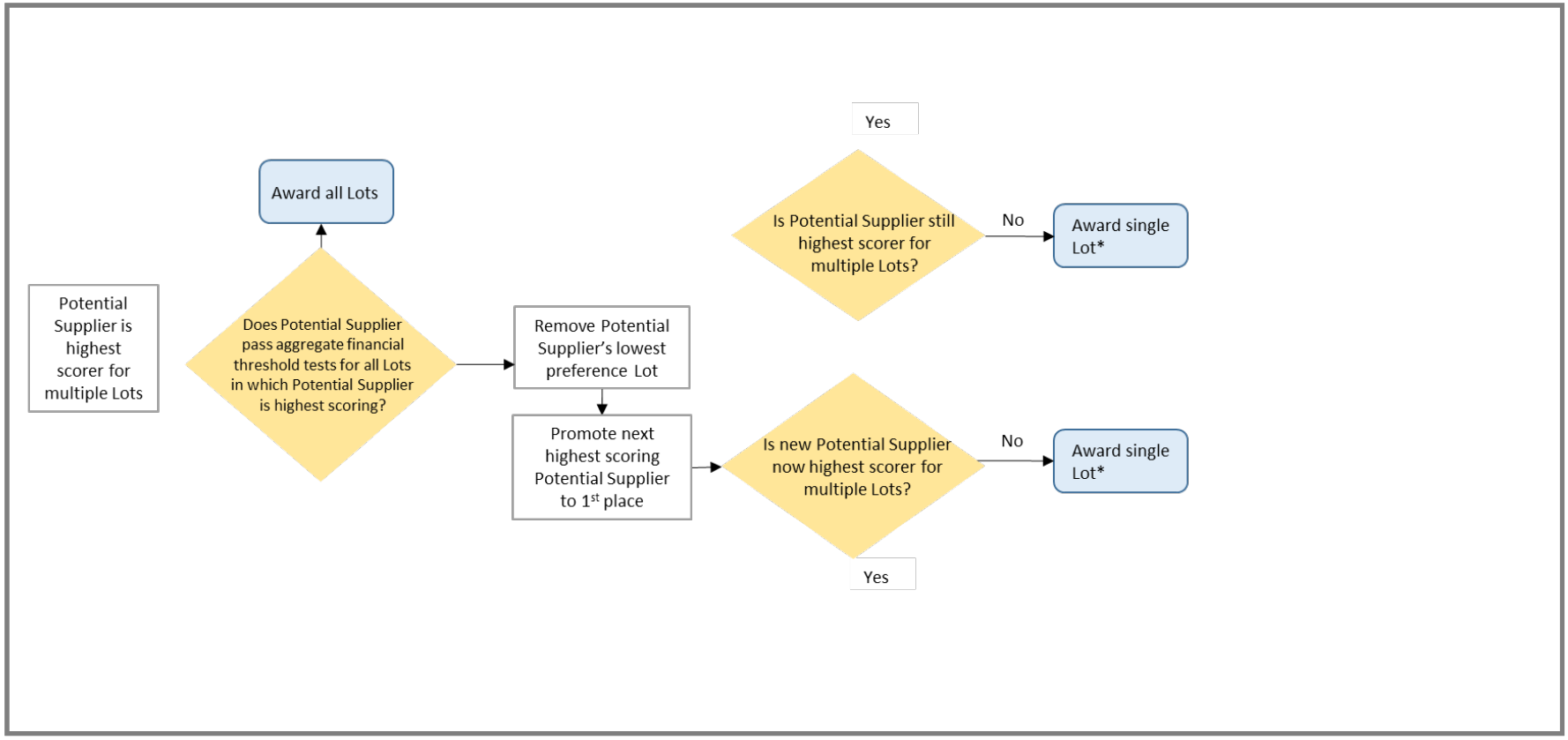


*Subject to Potential Supplier passing the Financial Threshold test for the relevant Lot.

Annex 1: Application of Financial Robustness Threshold Test

In the event that a Potential Supplier is the highest scorer in multiple Lots but does not meet the aggregate thresholds to deliver them all, Potential Supplier preferences will be used to award Lots.

Figure 2: Flow chart outlining process for awarding contracts in a multi-lot scenario (post-AQ)



*Subject to Potential Supplier passing the Financial Threshold test for the relevant Lot.

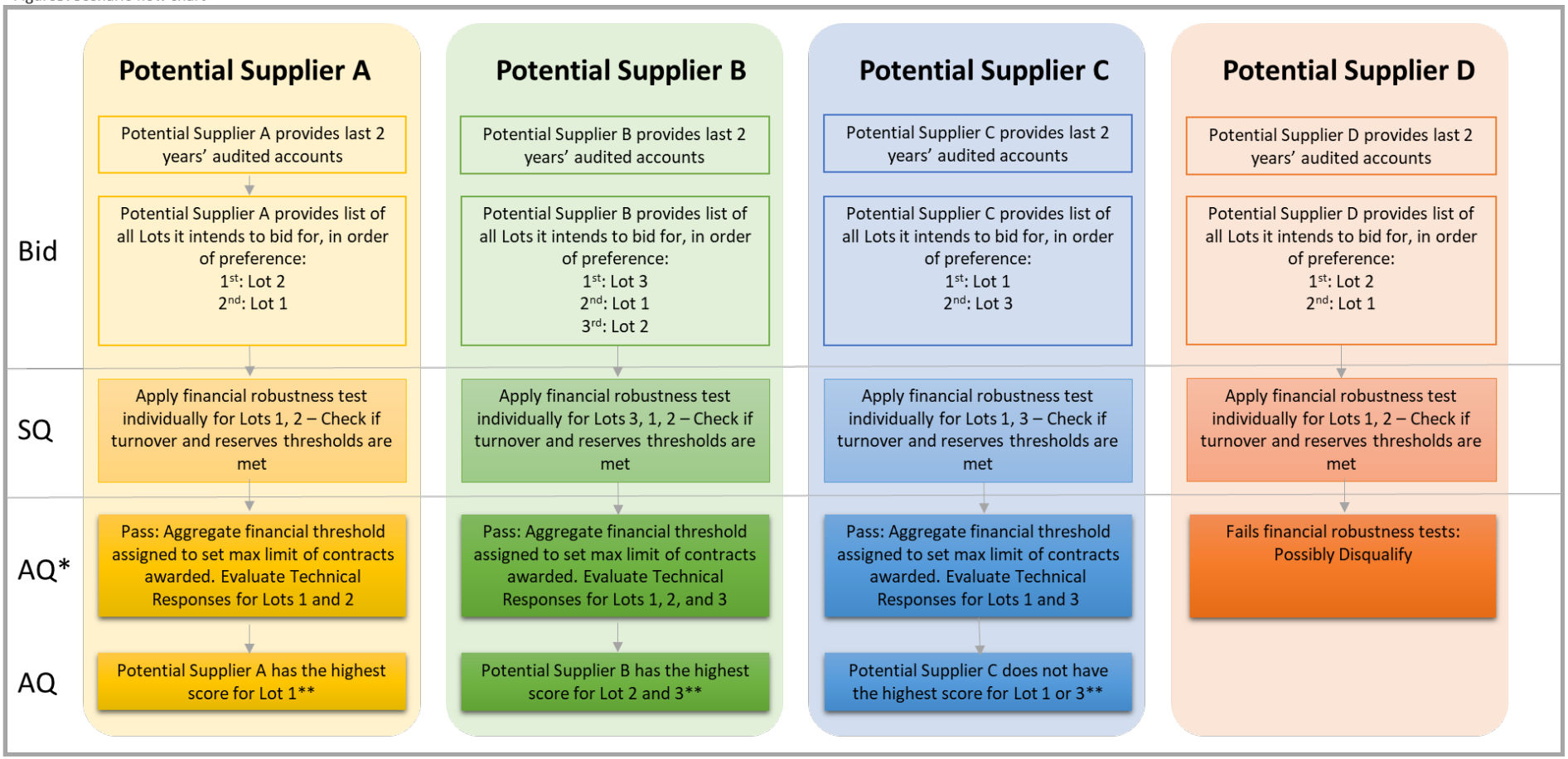
Evaluation Methodology and Guidance

Annex 2: Financial Assessment Worked Example

Annex 2: Worked Example: Bid to AQ Process

Outline of a simplified scenario of the Bid Stage to EQ Evaluation (3 lots, 4 Potential Suppliers)

Figure3: Scenario flow chart



Annex 2: Worked Example: Potential outcomes of Post AQ evaluation process

Outline of a simplified scenario post AQ Evaluation (3 Lots, 3 Potential Suppliers) to illustrate different potential outcomes.

Fig. 4 Scoring of bids

Scores	Lot 1	Lot 2	Lot 3
1st place	Potential Supplier A	Potential Supplier B	Potential Supplier B
2nd place	Potential Supplier B	Potential Supplier A	Potential Supplier C
3rd place	Potential Supplier C		

The figures outline a simplified, hypothetical scenario to illustrate how factoring in Potential Supplier preferences might work in practice post AQ Evaluation. Fig. 4 shows the ranking of the scored Potential Suppliers' responses. Fig. 5 shows the process resulting in three different outcomes which are discussed below.

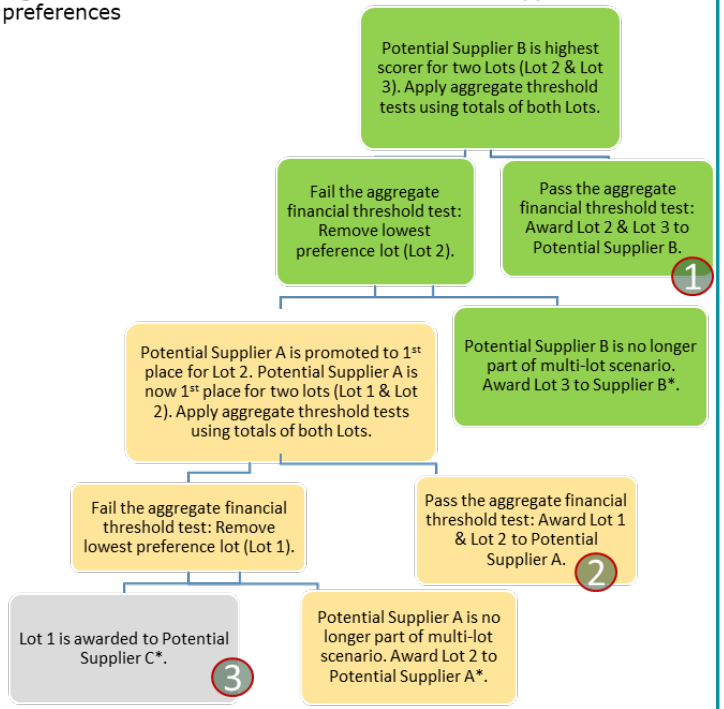
1 **Outcome 1**
Potential Supplier B has the scale and capacity to deliver both Lot 2 & Lot 3. Potential Supplier A is only the highest scorer for one Lot. Therefore each Lot is awarded to its highest scoring Potential Supplier.

2 **Outcome 2**
Potential Supplier B only has the scale and capacity to deliver one Lot. Potential Supplier B is therefore awarded its preferred Lot (Lot 3)*. Potential Supplier A has the scale and capacity to deliver both Lot 1 & Lot 2. Potential Supplier A is therefore awarded Lot 1 & Lot 2.

3 **Outcome 3**
Potential Supplier B only has the scale and capacity to deliver one Lot. Potential Supplier B is therefore awarded its preferred lot (Lot 3). Potential Supplier A only has the scale and capacity to deliver one Lot. Potential Supplier A is therefore awarded its preferred Lot (Lot 2). Lot 1 is awarded to Potential Supplier C*.

* Subject to the Potential Supplier passing the financial threshold test for the relevant Lot

Fig. 5 Scenario flow chart with table of Potential Suppliers' Lot preferences



Potential Suppliers' Preferences	Potential Supplier A	Potential Supplier B	Potential Supplier C
1st	Lot 2	Lot 3	Lot 1
2nd	Lot 1	Lot 1	Lot 3
3rd	n/a	Lot 2	n/a

Annex 2: Worked Example: Potential outcomes of Post AQ evaluation process

Outline of a simplified scenario post AQ Evaluation (3 Lots, 3 Potential Suppliers) to illustrate different potential outcomes.

Fig. 4 Scoring of bids

Scores	Lot 1	Lot 2	Lot 3
1st place	Potential Supplier A	Potential Supplier B	Potential Supplier B
2nd place	Potential Supplier B	Potential Supplier A	Potential Supplier C
3rd place	Potential Supplier C		

The figures outline a simplified, hypothetical scenario to illustrate how factoring in Potential Supplier preferences might work in practice post AQ Evaluation. Fig. 4 shows the ranking of the scored Potential Suppliers' responses. Fig. 5 shows the process resulting in three different outcomes which are discussed below.

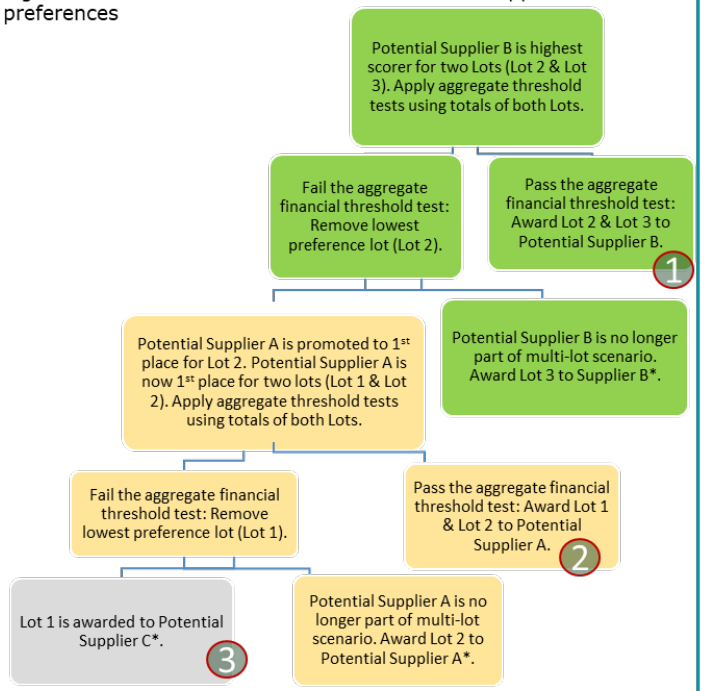
1 **Outcome 1**
Potential Supplier B has the scale and capacity to deliver both Lot 2 & Lot 3. Potential Supplier A is only the highest scorer for one Lot. Therefore each Lot is awarded to its highest scoring Potential Supplier.

2 **Outcome 2**
Potential Supplier B only has the scale and capacity to deliver one Lot. Potential Supplier B is therefore awarded its preferred Lot (Lot 3)*. Potential Supplier A has the scale and capacity to deliver both Lot 1 & Lot 2. Potential Supplier A is therefore awarded Lot 1 & Lot 2.

3 **Outcome 3**
Potential Supplier B only has the scale and capacity to deliver one Lot. Potential Supplier B is therefore awarded its preferred lot (Lot 3). Potential Supplier A only has the scale and capacity to deliver one Lot. Potential Supplier A is therefore awarded its preferred Lot (Lot 2). Lot 1 is awarded to Potential Supplier C*.

* Subject to the Potential Supplier passing the financial threshold test for the relevant Lot

Fig. 5 Scenario flow chart with table of Potential Suppliers' Lot preferences



Potential Suppliers' Preferences	Potential Supplier A	Potential Supplier B	Potential Supplier C
1st	Lot 2	Lot 3	Lot 1
2nd	Lot 1	Lot 1	Lot 3
3rd	n/a	Lot 2	n/a