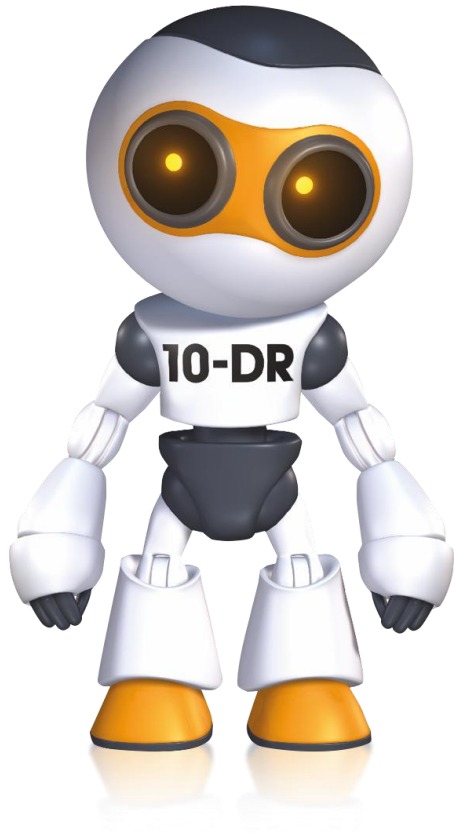


Supplier Development Programme

Helping You **Bid Better**



Introduction to Working with the Public Sector Module 3 – Tender and Award



Specification

Preliminary Market Consultations

Before commencing a procurement procedure, contracting authorities may conduct market consultations with a view to preparing the procurement and informing contractors of their procurement plans and requirements.

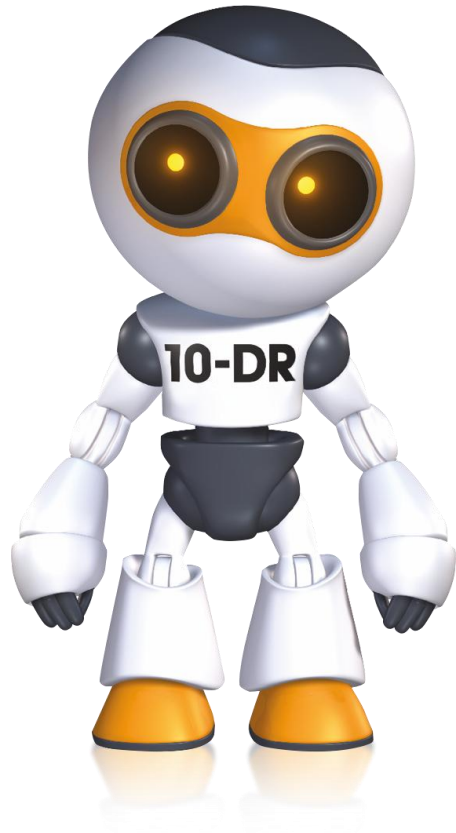
For this purpose, contracting authorities may, for example, seek or accept advice from independent experts or authorities or from market participants.

Transparency

The technical specification should lay down the characteristics required of a works, service or supply.

Technical specifications must offer equal access contractors to the procurement procedure and must not have the effect of creating unjustified obstacles.

Unless justified by the subject-matter of the contract, technical specifications shall not refer to a specific make or source, or a particular process which characterises the products or services provided by a specific economic operator, or to trade marks, patents, types or a specific origin or production with the effect of favouring or eliminating certain undertakings or certain products.



Award Criteria and Weightings

Relative Weighting

- Contracting authorities may derogate from indicating the relative weighting of the award criteria in duly justified cases for which they must be able to give reasons where the weighting cannot be established in advance, in particular on account of the complexity of the contract
- In such cases, they must indicate the descending order of importance of the criteria

Weighting of Criteria

Award Criteria	Sub Criteria	Low Level Weighting	High Level Weighting
Technical	<i>Availability</i>	50%	
	<i>Reliability</i>	25%	
	<i>Maintenance</i>	15%	
	<i>Functionality</i>	10%	
		100%	50%
Quality			20%
Price			20%
Security			10%
Total			100%

Life Cycle Costing

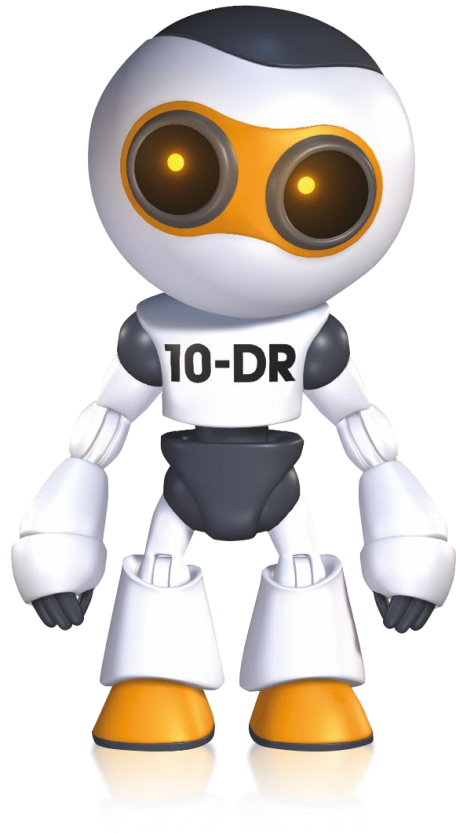
- Life-cycle costing may cover part or all of the costs over the life cycle of a product, service or works.
- The costs mentioned may include the cost of emissions of greenhouse gases and of other pollutant emissions and other climate change mitigation costs.
- This is included within the Procurement Reform Act 2014 and will be a key element of the forthcoming public contracts regulations.

Added Value

- Added value is often asked for in tenders. These are non-quantifiable benefits and can make a positive contribution to a tender submission.
- Examples of non-quantifiable benefits can include:
 - Improved management
 - User satisfaction, involvement, and participation
 - Faster and easier access
 - Service consistency
 - Reduced need for multiple services
 - Additional tools and functions

Scoring

- If the public body is not utilising PCS-Tender for their procurement, the scoring methodology may be simpler and will be used in conjunction with an evaluation matrix.
 - **0 - Unacceptable** - Nil or inadequate response.
 - **1 - Poor** - Response is partially relevant and poor.
 - **2 - Acceptable** - Response is relevant and acceptable.
 - **3 - Good** - Response is relevant and good.
 - **4 - Excellent** - Response is completely relevant and excellent overall.



What the Buyer wants...

The Specification

The specification must:

- Clearly describe what is required
- Focus on outputs required without being prescriptive as to the method that should be used to provide it (output specification)
- Be sufficiently tight so that the product or service fits the user's needs, but not so explicit that it discourages a supplier from proposing innovative solutions

Quality

- Quality in procurement is frequently considered to be "conformance to stated requirements"
- A quality is a characteristic that a product or service must have
 - products must be reliable, useable, and repairable.
 - services should be efficient, and effective.
- This necessitates that requirements are adequately stated in the scope of work in procurement documents together with a means of demonstrating compliance with requirements.

Cost Issues

- Although value for money can be an important component of many tenders, the way you price your bid can also make the difference between winning or losing business.
- Although price is important, there are many other factors that the authority may be looking for, from your ability to meet their operational needs to your environmental credentials.
- Remember, you're committed to the price you submit in a tender if it is accepted.

Innovation

- If offering an Innovative solutions, you may still be required to provide a fully-compliant response
- If you wish to propose a better way of satisfying the requirement, present it in a separate document clearly identifying this as an alternative proposal
- Include a full Risk Assessment
- Clearly demonstrate how the alternative approach will meet the authority's needs and provide even better Value for Money than your compliant bid.

Risk

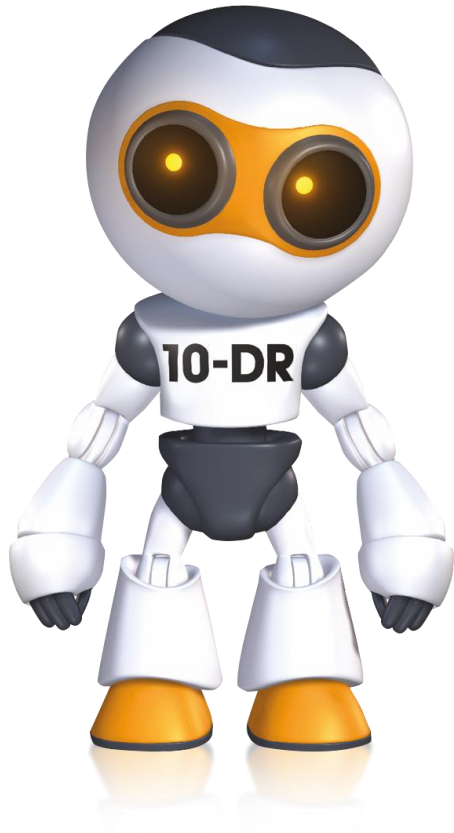
- Risk is defined as uncertainty of outcome, whether positive opportunity or negative threat.
- In the area of contract management, the term 'management of risk' incorporates all the activities required to identify and control risks that may have an impact on a contract being fulfilled.
- Many risks relate to the contractor being unable to deliver, or not delivering to the right level of quality.

Contingency Plans

Contingency plans are about maintaining critical services under a range of contingencies, ranging from minor breakdown of service components right through to disasters such as loss of a building.

Business Continuity

- A major part of contract performance is considering what will happen if the service fails or is interrupted.
- It will normally be your responsibility to manage service continuity, and this will be stipulated in the contract.
- The continuity of the business that depends on the service should be a jointly handled responsibility, agreed through liaison between customer and provider.



Tender Evaluation

Presentation Meeting

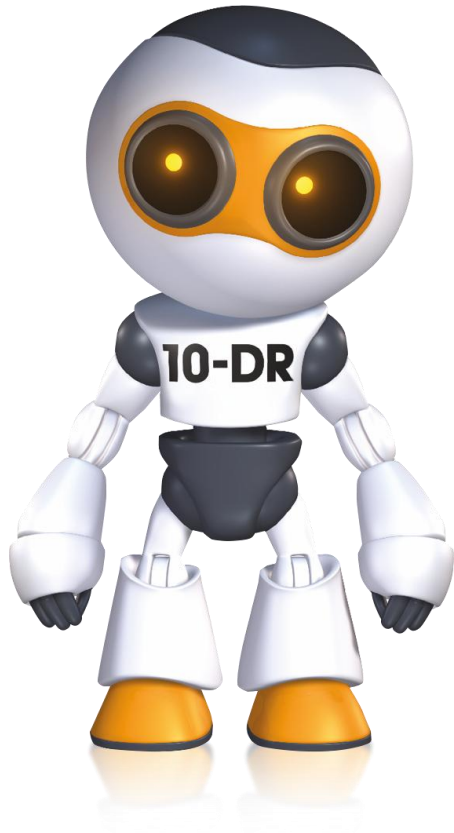
- The role of the Presentation and how it will be scored/weighted
- Critical for Service Contracts to assess:
 - Personal chemistry
 - Communication skills
 - Presentability
- Will inevitably be more subjective than earlier evaluations
- Can influence the buyer's confidence in your ability to perform the Contract

Clarification Meeting

- The Clarification Meeting will not be evaluated
- A Clarification Meeting will focus on specific areas of your tender submission and the answers given may impact on the scoring of your tender
- You should know the questions that will be raised prior to the Clarification Meeting

Evaluation Strategy

- Qualitative includes but is not restricted to technical, delivery and quality.
- Commercial includes but is not restricted to price, cost, risk and legal.
- The qualitative and commercial elements of the Tender Response may be separated and assigned to relevant member(s) of the Tender Evaluation Team for evaluation.



Standstill

Contents of Standstill Notice

- Criteria for award
- Reasons for the decision (including the characteristics and relative advantages of the successful tender)
- Scores of recipient and winner
- Name of winner
- Precise statement of end of standstill/date before which contract will not be entered into

Contract Award

- Contracting authorities are required to despatch a contract award notice within 48 days.
- These notices provide for the publication of the "price or range of prices paid" and the "value of winning awards or the highest and lowest offer taken into account in the award of the contract".
- Contract Award Notices can be very useful sources of information, particularly for small firms, and should not be ignored.
- But they will probably be too late for a challenge to the award decision

Debriefing

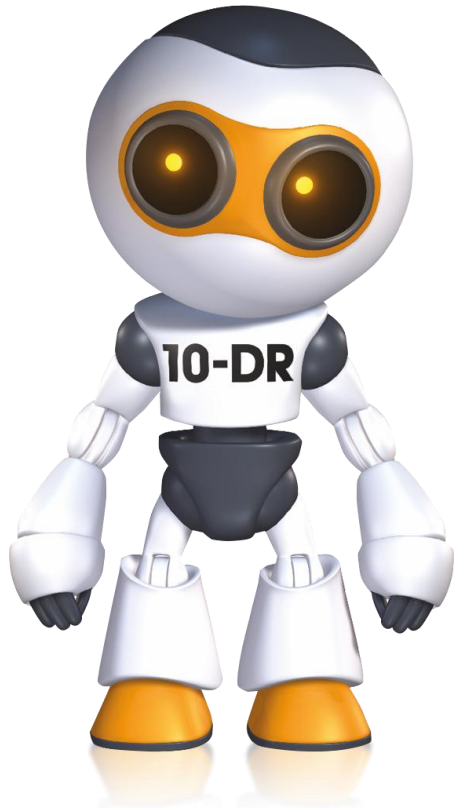
- On request from the party concerned, the contracting authority shall as quickly as possible and within 15 days of a written request inform:
 - any unsuccessful candidate of the reasons for the rejection of his application,
 - any unsuccessful tenderer of the reasons for the rejection of his tender, including the reasons for its decision of non-equivalence or that the works, supplies or services do not meet the performance or functional requirements,
 - any tenderer who has made an admissible tender of the characteristics and relative advantages of the tender selected as well as the name of the successful tenderer or the parties to the framework agreement.

Freedom of Information

Use the Freedom of Information Act to:

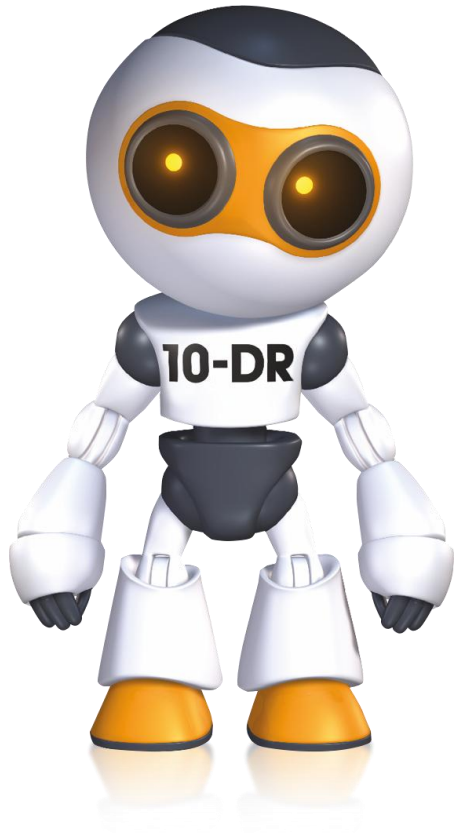
1. Ask questions on previous tenders, including values and re-tender dates
2. Access scoring matrix for all contractors
3. Get copies of past evaluation material, criteria and weightings
4. View copies of past PQQs and tenders

5. View copies of any relevant management information
6. Access contract KPIs and success levels achieved
7. Seek details of the original tender notice, the evaluation and award processes.
 - The further away from the contract award date, the less likely the Public Interest Test can be used to withhold information
 - So ask questions whenever a tender is due for renewal



Your next step...

Please check the Supplier
Development Programme calendar
[https://www.sdpscotland.co.uk/events
-training/](https://www.sdpscotland.co.uk/events-training/) for details of forthcoming
events in your area



Thank You