

## **Response Envelopes and Proposed Evaluation Criteria – FSA Delivery of Official Controls**

Bidders will be asked to complete response envelopes covering four areas when submitting their proposals.

### **Qualification Envelope (supplier selection and standard selection questions)**

Although this envelope will not be scored, supplier selection is a key stage of the procurement process. Information will be requested to assess potential suppliers and may include technical and professional abilities, economic and financial standing and whether any mandatory or discretionary exclusion grounds apply. Where possible the detail required will be tailored to the size and value of the lots. Bidders will be asked to self-declare and any supporting evidence will be requested as part of the due diligence process prior to contracts being awarded. If a successful supplier is unable to provide evidence contracts will not be awarded.

For any lots above threshold the standard selection questionnaire will be applied in line with the Procurement Policy Note (PPN) 03/23 under the Public Contracts Regulations (PCR) 2015.

A link to the guidance be found at: [PPN 03/23: Standard Selection Questionnaire \(SQ\)](https://www.gov.uk/guidance/ppn-03-23-standard-selection-questionnaire) (gov.uk).

### **Technical Envelope**

This will contain technical criteria that will be weighted, scored and evaluated individually by an evaluation panel before agreeing the consensus score.

This envelope will be weighted more highly than the commercial envelope to meet the first two objectives of the tender; delivery certainty and market resilience followed by value for money.

High level proposals for inclusion in this envelope can be seen in Table 1, below.

## Social Values (Included in the technical envelope)

Since January 2021 Government departments have been required to take account of the additional benefits that can be achieved in the delivery of its contracts and evaluate social value for in scope procurements (PPN 06/20).

Social values will carry a minimum overall weighting of 10%.

A link to the guidance note can be found at: [Procurement Note 0620 taking account of social value in the award of central government contracts \(gov.uk\)](https://www.gov.uk/government/procurement/procurement-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts).

## Commercial Envelope

This envelope will request pricing proposals in a format that will be provided. Early thoughts for the evaluation criteria are included in Table 1, below.

**Table 1: Response Envelopes**

Envelope	Detail / Criteria being considered (please note this is not an exhaustive list)	Score / Weighting
Qualification Envelope:	<ul style="list-style-type: none"> <li>Will be proportionate to the size and value of the lots.</li> <li>Will contain some mandatory and discretionary exclusion questions relating to technical and professional ability, and economical and financial standing.</li> </ul>	Pass or Fail
Technical Envelope:	Capability of cOV and cOA workforce  Capacity of cOV and cOA workforce	Scored between 55 & 70%

<b>Envelope</b>	<b>Detail / Criteria being considered (please note this is not an exhaustive list)</b>	<b>Score / Weighting</b>
	Business Continuity Delivery of the Managed Service Recruitment Pipeline Retention strategy	(excluding 10% for Social Value)
Social Value	Theme 4 – Equal Opportunity – Tackling Workforce Inequality Sub Criteria 6.1 – Tackling inequality in the contract workforce. Demonstration of how company culture promotes an inclusive working environment and promotes retention and progression. Proposed reporting metrics: <ul style="list-style-type: none"> <li>• Retention and progression strategies, how these will be implemented and how will effectiveness be measured.</li> <li>• Mitigations in place to minimise the impact of attrition and progression on workforce numbers.</li> <li>• Retention data (attrition, workforce experience levels, exit interviews)</li> <li>• Progression data (exit interviews, number of staff progressing and</li> </ul>	Will be scored a minimum of 10% of the total marks

<b>Envelope</b>	<b>Detail / Criteria being considered (please note this is not an exhaustive list)</b>	<b>Score / Weighting</b>
	where they are progressing to, which strategies have supported this).	
Commercial Envelope:	<ul style="list-style-type: none"> <li>• Evaluation of Total Price</li> <li>• Evaluation of appropriateness of direct and indirect overhead costs to support direct labour cost.</li> <li>• Sensitivity analysis against the expected costs in the Should Cost Model (SCM)</li> <li>• Coherence and Alignment of Commercial and Technical Submissions</li> </ul>	Scored between 20 & 35%
Commercial Envelope	Multi Lot Discount	Not scored