

Rail Executive

Specialist Technical Advice for Rail
(STAR) Framework

Invitation To Tender

23rd March 2015

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Foreword

Welcome to this procurement and thank you for your continued interest in tendering for the provision of the Specialist Technical Advice for Rail (STAR) Framework for the Department for Transport (the “Authority”).

The Department for Transport’s (DfT’s) Rail Executive seeks to procure the very best expertise available within the marketplace to offer specialist railway technical and commercial advisory services that support the DfT’s rail contracting, major rail projects and other rail-related activities. We have developed this framework to support the delivery of the DfT’s rail aims which will be structured to reflect the full range of advisory and specialist requirements that will be called upon from time to time in terms of specialist experience and professional expertise. We wish to develop depth and breadth in capability within our supply chain and to support that objective we have designed the framework so as to attract a variety of differing sized organisations, including small and medium enterprises.

Should you wish to respond to the ITT, please complete this ITT in full and before the stated response deadline. Instructions for completing the ITT are contained herein.

The ITT is the second stage in the Authority’s process of evaluating Bidders who have made successful applications through the PQQ stage of this procurement. Responses to the ITT will enable the Authority to determine the capability and suitability of Bidders to provide the Required Services. The information you provide in response to the ITT Questionnaire will be used for this exercise and for the purpose of cross-Government reporting. The information will not be shared with any competitor or any other party, subject to the requirements of the Freedom of Information Act 2000 and other applicable law.

Applicants should note that the information given at this stage will be subject to verification. If any error, omission or misrepresentation is discovered, the Authority reserves the right to disqualify the Bidder from participation in the tendering exercise no matter what stage in the process has been reached when the error, omission or mistake is discovered.

Bidders should note that, should they be successful in being awarded a framework agreement with the Authority, the Authority reserves the right to terminate the contract if at any time it is discovered that a Bidder has made any material misrepresentation in any stage of the procurement.

All costs and expenses associated with the completion and submission of this ITT shall be borne solely by the Bidder.



CONTENTS

GLOSSARY	6
1. INTRODUCTION	11
2. REQUIREMENTS	16
3. THE FRAMEWORK AGREEMENT AND WORK PACKAGES.....	18
4. COMPLETING AND SUBMITTING A TENDER.....	22
5. CONTRACTING ARRANGEMENTS (SUBCONTRACTORS AND CONSORTIA)...	29
6. QUESTIONS AND CLARIFICATIONS.....	31
7. AWARD STAGE EVALUATION.....	33
8. INDEPENDENT, CONSENSUS AND MODERATION MARKING PROCEDURE	44
9. DECISION TO AWARD	46
APPENDIX 1: TERMS OF PARTICIPATION	50
APPENDIX 2: STAR FRAMEWORK ITT - FORM OF TENDER	57
APPENDIX 3: ITT QUESTIONNAIRE	59
APPENDIX 4: PRICING MATRIX.....	73
APPENDIX 5: COMPLIANCE CERTIFICATES	88



“**AWARD Portal**” means the online tender management and administration system used by the Authority.

“**Authority**” means the Department for Transport who is seeking to award a framework contract.

“**Award Stage**” means the part of the evaluation process described in paragraph 9.

“**Bidder**” means a party or parties invited to respond to the ITT.

“**Category**” means one of the categories of Required Services as set out in Schedule 5 of the Framework Agreement.

“**Consensus Procedure**” means the penultimate phase of the evaluation procedure described in paragraph 8.

“**Consultant Position**” means a person who has significant experience in their specialist field who reports directly to a Senior Consultant and is responsible for the management of junior consultants and supporting staff. They must possess a minimum of 5 -10 years of relevant work experience including experience working within major, complex and business critical projects. They must hold appropriate professional qualifications (or be able to evidence that they have equivalent working experience) applicable to the discipline commissioned to perform. They must have knowledge of the Public Sector and of current policy and political issues affecting it. A fuller description of the attributes and responsibilities of a person acting in this position is set out in Schedule 6 of the Framework Agreement.

“**Contracting Authority**” means the Authority and/or one of its associated bodies, as described in the OJEU Contract Notice.

“**CPI**” means Consumer Price Index.

“**Director Position**” means a person who has extensive experience in their specialist field in which they are nationally or internationally renowned as an expert. They must possess a minimum of 15 years of relevant work experience including extensive experience of leading or directing major, complex and business critical projects in which they have brought genuine strategic insight. They must hold appropriate professional qualifications applicable to the discipline commissioned to perform. They must have in-depth knowledge of the Public Sector



and of current policy and political issues affecting it. A fuller description of the attributes and responsibilities of a person acting in this position is set out in Schedule 6 of the Framework Agreement.

“Effective Date” means the date on which the Bidder submits a response to this ITT.

“Employer” means the Department for Transport who is seeking to award a Package Order.

“EXPERT Grade” has the meaning set out in paragraph 2.2.

“Final Score” means the score achieved by a Tender at the conclusion of the Award Stage evaluation calculated in accordance with paragraphs 7.29 and 7.30.

“Framework” means the STAR Framework established through the appointment of Suppliers pursuant to this Invitation to Tender.

“Framework Agreement” means the contract set out in Schedules 1 - 10 of this ITT to be entered into between the Authority and successful Bidder(s) at the conclusion of this Procurement, also referred to as “Framework”.

“Framework Schedule” means a schedule to the Framework Agreement.

“Grade” means the bidding capacity of an organisation or company having selected and met the compliance criteria set out in the PQQ.

“Invitation to Tender” or **“ITT”** means this invitation to tender document incorporating the Terms of Participation and all related documents published by the Authority in relation to this Procurement.

“ITT Questionnaire” means the questionnaire set out in Appendix 3, comprising Section 1: General Questions and Section 2: Category Specific Questions.

“Junior Consultant Position” means a person that reports to a Consultant and is responsible for the management of support staff. They must possess a minimum of 1-5 years of relevant work experience and be working towards attaining appropriate professional qualifications applicable to the discipline commissioned to perform. They must have knowledge of the Public Sector and of current policy and political issues affecting it. A fuller description of the attributes and responsibilities of a person acting in this position is set out in Schedule 6 of the Framework Agreement.



“Lead Supplier” means for the purposes of responding to the relevant question(s) in the ITT a Bidder who relies upon the capability and/or experience of a Sub-Supplier to provide the Required Services in accordance with the requirements of the ITT.

“Maximum Daily Rate” means the rate for each position within each Category calculated in accordance with Appendix 4 and as set out in Tables 1, 2, 3, 4 and 5 of Appendix 4 – Pricing Matrix, noting that these rates are not to be exceeded in Suppliers’ pricing of future Work Packages (subject to the adjustment set out in para 8.2 of the Framework Agreement).

“MEAT” means The Most Economically Advantageous Tender.

“MEDIUM Grade” has the meaning set out in paragraph 2.2.

“NEC 3 PSC” means the New Engineering Contract Third Edition (April 2013).

“OJEU Notice” means the notice published in the Official Journal of the European Union for the purpose of advertising the tender process for the award of the STAR Framework.

“Package Order” means an individual package of work awarded to a Supplier in the form set out in Schedule 8 of the Framework Agreement.

“Package Order Contract” means a contract entered into between a Contracting Authority and a Supplier for the delivery of Services on the terms and conditions set out in Schedule 8 of the Framework Agreement.

“Pre-Qualification Process Document” or **“PPD”** means the document that contained the supporting information for use with the PQQ.

“Pre-Qualification Questionnaire” or **“PQQ”** means the questionnaire that Bidders have responded to during the first stage of this procurement competition.

“Price Evaluation Process” means part of the Award Stage used to evaluate the charges tendered by a Bidder.

“Price Score” means the score awarded to a Bidder at the conclusion of the Price Evaluation Process calculated in accordance with paragraphs 7.18 – 7.28.

“Pricing Matrix” means the pricing matrix set out in Appendix 4, comprising Section 1: Maximum Daily Rate Card, Section 2: Minimum Pricing Discounts and Section 3: Pricing Scenarios.

“PRIME Grade” has the meaning set out in paragraph 2.2.



“Procurement” means the process used to establish a Framework Agreement that facilitates the supply of the Required Services to Contracting Authorities as described in the OJEU Contract Notice.

“Quality Evaluation” means the qualitative evaluation of a Tender undertaken during the Award Stage.

“Quality Evaluation Scores” means the range of scores that may be given to a Bidder as set out in paragraphs 7.6 - 7.16, depending on the quality of its response to questions set out in Appendix 3: Section 1 – General Questions and Section 2 – Category Specific Questions.

“Quality Score” means the score awarded to a Bidder at the conclusion of the Quality Evaluation Process calculated in accordance with paragraphs 7.14 – 7.16

“Required Services” means the services to be provided under this framework as set out in Schedule 5 of the Framework Agreement.

“Regulations” means the Public Contracts Regulations 2006 (located at <http://www.opsi.gov.uk/si/si2006/20060005.htm>).

“Senior Consultant Position” means a person who has extensive experience in their specialist field who reports directly to a Director and is responsible for the management of all Grades of consultants and supporting staff. They must possess a minimum of 10 years of relevant work experience including extensive experience working at a senior level within major, complex and business critical projects in which they have brought genuine strategic insight. They must hold appropriate professional qualifications applicable to the discipline commissioned to perform. They must have significant knowledge of the Public Sector and of current policy and political issues affecting it. A fuller description of the attributes and responsibilities of a person acting in this position is set out in Schedule 6 of the Framework Agreement.

“SME” means a small or medium enterprise that employs fewer than 250 persons and has an annual turnover not exceeding €50 million.

“Specialist Technical Advice” means the scope of services procured within the Framework Agreement.

“Standstill Period” has the meaning given to it at paragraph 9.10 and 9.11.

“STAR” means Specialist Technical Advice for Rail.



“Sub-Supplier” means a named entity that a Bidder relied upon in its PQQ Response to demonstrate its capability and/or experience to provide the Required Services in accordance with the requirements of the PQQ and continues in the capacity of a Bidder to rely upon in the ITT stage of this procurement competition.

“Supplier” means a Bidder with whom the Authority has concluded a Framework Agreement.

“Tender Submission Deadline” means the time and date set out in paragraph 3.11 for the latest uploading of Tenders.

“Tender” means the Bidder’s formal offer in response to the Invitation to Tender.

“Work Package” means an individual package of work which will be awarded to a Supplier in accordance with the ordering procedure under the Framework Agreement.

“Work Package Bidder” means a Supplier who responds to a Work Package Request Form.

“Work Package Request Form” means a request issued to Suppliers in accordance with the ordering procedures in the Framework Agreement to bid for a Work Package.



1. INTRODUCTION

Welcome to the Rail Executive

- 1.1 Rail Executive is a single, integrated body established by the Department for Transport to take Britain's railway into the future, and to put passengers at the heart of the journey. With some £16bn in government funding behind us and strong leadership in place, we have an unprecedented opportunity to drive things forward.
- 1.2 The Government's rail programme has never been more ambitious. At Rail Executive, our remit encompasses some huge infrastructure projects, including the InterCity Express Programme, Thameslink and Crossrail – the biggest construction project in Europe. We're running a bigger franchising programme than ever before, with direct awards and franchise competitions. We're also working with HS2 Ltd and Network Rail to plan and deliver the railway of the future, as well as managing today's network through times of disruption.
- 1.3 We're doing all of that against a backdrop of a complex and interconnected rail industry. Network Rail, train operating companies, rolling stock companies, manufacturers and the wider supply chain all have roles to play, as do the Office of Rail Regulation and the DfT. There are different levels of devolution to Scotland, Wales, London and some passenger transport executives. In turn, the rail industry links to a wider transport infrastructure, including ports, airports, roads and local transport.
- 1.4 Rail Executive will have a stronger focus on customers (including passengers and freight), creating a culture of commercial expertise and innovation, and it will enable greater coordination between rolling stock, track, stations, freight and passenger services. Working much more closely with the wider rail industry through collaboration, innovation and a more responsive approach, we'll be able to achieve a railway that is high performing and affordable – one that puts all the people and businesses who use it first.
- 1.5 To help us prepare for the challenges ahead, we are committed to attracting and developing the very best talent – commercially astute professionals from both within the rail industry, and outside it.



Welcome to this Invitation to Tender.

- 1.6 The Department for Transport's Rail Executive (the "Authority") seeks to procure the very best expertise available within the marketplace that offer specialist technical and commercial rail advisory services that support the Authority's rail contracting, major rail projects and programmes and other rail-related activities. We have developed this framework to support the delivery of the Authority's rail aims which will be structured to reflect the full range of advisory and specialist requirements that will be called upon from time to time in terms of specialist experience and professional expertise. We wish to develop depth and breadth in capability within our supply chain and to support that objective we have designed the framework so as to attract a variety of differing sized organisations, including small and medium enterprises.
- 1.7 Our significant programme of rail franchises, projects, schemes and major works all require general and specialist technical consultancy and advisory support. The Authority recognises that it cannot entirely internally satisfy its future demand for suitably experienced specialists and professionally qualified experts and as a result is seeking to procure these through the STAR Framework.
- 1.8 Your organisation will have been notified formally by the Authority that it has been selected to participate in this, the second stage of the STAR Framework procurement competition. In the case of MEDIUM and EXPERT Bidders the Authority has identified the Category or Categories that you are able to participate in at this second stage of the STAR Framework procurement competition.
- 1.9 Once awarded, the Authority will create a STAR Framework Community comprising five specialist Categories for the purchase of specialist technical and commercial advisory services that support the Authority's portfolio of rail franchises, direct agreements, major programmes and projects. The Required Services are further described in Section 0 of this ITT. The proposed awarded framework composition, showing the maximum number of Suppliers (notwithstanding paragraph 3.3 of the PPD) is set out in Section 9 of this ITT.
- 1.10 This ITT contains the information and instructions to Bidders on how to submit a completed Tender. Please read the information and instructions carefully as non-compliance with the instructions may result in disqualification of the Tender from the procurement competition. The structure of the ITT and the form in which Bidders are to respond to the document are shown in Figure 1 overleaf:

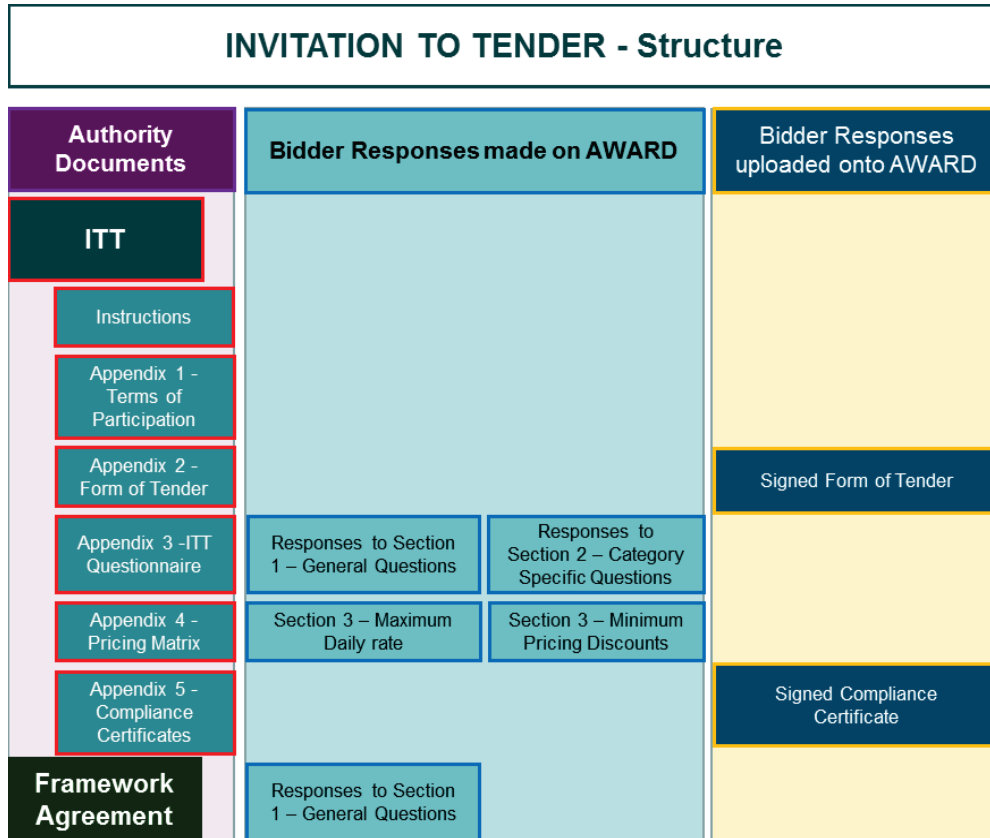


Figure 1 – Structure of the STAR Framework ITT

- 1.11 Bidders are to note Appendix 1 – Terms of Participation which sets out the terms which successful PQQ Applicants have indicated they are able to meet.
- 1.12 By downloading this ITT from the AWARD Portal and responding to the instructions herein the Bidder agrees to be bound by and comply with the requirements and provisions of this ITT and the Terms of Participation.
- 1.13 The Authority is managing this Procurement in accordance with its general obligations under the Public Contracts Regulations 2006, and specifically in accordance with the Restricted Procedure (Regulation 16) and the requirements relating to Framework Agreements (Regulation 19).
- 1.14 The Authority is using an AWARD Portal to manage this Procurement and to communicate with Bidders. No hard copy documents will be issued and all communications with the Authority (including the submission of Tenders) will be conducted via the AWARD Portal. To ensure all communications relating to this Procurement are received the Bidder must ensure that the point of contact it nominates in the AWARD Portal is accurate at all times as the Authority will not be under any obligation to alert any other point of contact.



- 1.15 The ITT Questionnaire has been built into the AWARD Portal. Your responses to ITT Questionnaire questions should be completed online. Any supporting attachments (where requested by the Authority) should be uploaded at each specific question level. Bidders are to note that attachments not requested by the Authority will not be evaluated. It is strongly recommended that Bidders do download and complete the offline Bidding Template (a facility offered by the AWARD Portal) and upload the response back onto the AWARD Portal. Further information is provided in the Completing and Submitting a Tender and Award Stage Evaluation paragraphs of this document.
- 1.16 The Authority will publish an online ITT Questionnaire Guidance Tutorial shortly after publication of this ITT which will be found on AWARD in the ITT Guidance folder.
- 1.17 The ITT includes:
- information regarding the Procurement, such as the timetable (Section 3) and how many Bidders will be awarded a Framework Agreement (Section 9);
 - the Framework Agreement setting out details of the Scope of Services (Framework Agreement Schedule 5), Work Package Contract terms (Framework Agreement Schedules 7 and 8), Package Order arrangements and procedures (Framework Agreement Schedules 9 and 10);
 - online and written instructions explaining how to complete and submit a Tender (Section 4);
 - online and written instructions explaining how to submit questions and requests for clarification (Section 6); and
 - details of the evaluation process used to identify the Most Economically Advantageous Tenders (MEAT) (Section 9).
- 1.18 The Authority may provide information relating to the competition throughout the procurement programme and Bidders are welcome to ask questions or seek clarification regarding this Procurement during the clarification question period as set out in paragraph 6. Bidders must ensure that they have thoroughly read all the documentation contained within this ITT and responses to clarification questions so that questions or clarifications are not raised unnecessarily.
- 1.19 Bidders should note that in the interests of efficient public procurement, associated bodies of the Authority may wish to procure Work Packages to be undertaken for the Services covered by this Framework. In that event, Package Orders would be placed by



those bodies and they would have the rights and the obligations assigned to them in the Framework Agreement, including full responsibility for any Package Orders raised by them, and payment. The use of the Framework by the Employer’s agencies will be managed by the Authority

Common Language used in this Invitation to Tender.

1.20 Bidders are to note that a number of common terms used change within PQQ, ITT, Framework Agreement and post-Award documents. The most common of these are set out in Figure 2 below:

TERM	OJEU	PQQ	ITT	FRAMEWORK AGREEMENT	WORK PACKAGE	PACKAGE ORDER
	NEC 3 (PSC) Terminology					
		APPLICANT	BIDDER	SUPPLIER	CONSULTANT	CONSULTANT
	CONTRACTING AUTHORITY	AUTHORITY	AUTHORITY	AUTHORITY	EMPLOYER	EMPLOYER
		LEAD APPLICANT	LEAD BIDDER	SUPPLIER	CONSULTANT	CONSULTANT
		SUB-SUPPLIER	SUB-SUPPLIER	SUB-SUPPLIER	SUB-CONSULTANT	SUB-CONSULTANT

Figure 2 – Common Language used in this ITT Requirements



2. REQUIREMENTS

2.1 A detailed description of the Required Services for each Category is set out Schedule 5 of the Framework Agreement.

2.2 The Required Services covered by this Procurement will be drawn from the following Grades of Suppliers:

GRADE	DESCRIPTION
PRIME Grade	<p>A Supplier awarded a place on the Framework to provide all resources that could successfully deliver;</p> <ul style="list-style-type: none"> • a lead technical and commercial advisory role for a franchise, programme or major project <i>or</i> • a package of technical and commercial advisory services <i>or</i> • an isolated technical and commercial advisory service; • to meet any or all of a Contracting Authority's requirements for Required Services from any of the 5 Categories.
MEDIUM Grade	<p>A Supplier awarded a place on the Framework to provide all resources that could successfully deliver;</p> <ul style="list-style-type: none"> • a package of technical and commercial advisory services <i>or</i> • an isolated technical and commercial advisory service; • to meet any or all of a Contracting Authority's requirements for Required Services from a maximum of two nominated Categories.
EXPERT Grade	<p>A Supplier awarded a place on the Framework to provide an isolated technical and commercial advisory service to meet a Contracting Authority's requirements for Required Services from a maximum of two nominated Categories.</p>



2.3 Details of the potential value of Package Orders placed under the Framework Agreement are set out in the OJEU Contract Notice (2014/S 178-314724 dated 17/12/2014).

3. THE FRAMEWORK AGREEMENT AND WORK PACKAGES

3.1 The structure of this procurement enables the Authority to enter into a Framework Agreement with a number of Suppliers in each of the three Grades. The Framework Agreement will be common for each Category. The procurement activity sequence is illustrated in Figure 3 below. A Contracting Authority will issue Work Package Request Forms to all Suppliers who are capable of delivering the proposed Work Package or, if there is only one such capable Supplier to that Supplier. The capability of the Suppliers will be assessed in light of their Grade and nominated Category or Categories within the Framework and the information provided by Suppliers – (see Appendix 1 – Terms of Participation) and collated by the Authority to form “Capability Matrix”. Save where there is only one Supplier who is capable of providing the Required Services, a Contracting Authority will place orders for any of the Required Services by further competition. The procedures that Contracting Authorities use to conduct a further competition are set out in clause 7 of the Framework Agreement. Package Orders will be awarded to successful Work Package Bidders.

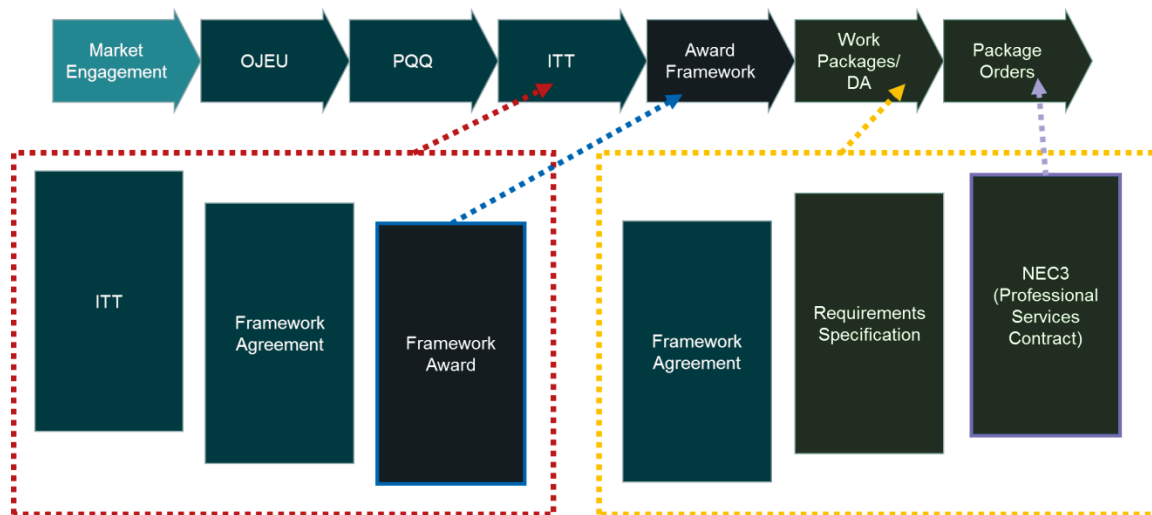


Figure 3 – STAR Framework Procurement Activity Sequence

3.2 All Package Orders placed by the Contracting Authority will be subject to Package Order Contract terms and conditions contained within Schedule 8 of the Framework Agreement which incorporates the NEC3 Professional Services Contract (PSC) (April 2013) as amended. Package Orders may use any of the available NEC 3 PSC main options (A, C or E) or secondary option (X) clauses and may include additional amendments to the Framework Agreement as appropriate to that Work Package.



- 3.3 The Contracting Authority will manage the Supplier's day to day performance of the Package Order Contract.
- 3.4 Being appointed to this Framework Agreement does not confer an exclusive right to supply on Suppliers or guarantee that a Supplier will receive any business at all under the Framework Agreement.
- 3.5 A copy of the Framework Agreement (including the Framework Schedules) accompanies this ITT. Bidders must review the Framework Agreement carefully to ensure that they understand the rights and obligations it confers on the parties and confirm that they have done so in response to Question A.1 of Appendix 3 – ITT Questionnaire, Section 1: General Questions.
- 3.6 The Framework Agreement and Work Package contract terms are not negotiable, whether during the procurement or post award. Bidders may seek clarification of any points of ambiguity or apparent error through the clarification period (see Section 6). Bidders responding to Appendix 3, Section 1: General Questions, Question A.1 with 'No' or 'Not Applicable' will be ejected from the competition.
- 3.7 If the Authority decides to award a Framework Agreement to a Bidder, the Framework Agreement will be updated to incorporate elements of the Bidder's Tender including (but not limited to) Appendix 1: Terms of Participation – Tables 1A, Table 2B, Table 3C, Table 4D and Table 5E (where applicable) and the Bidder's approach to delivering the Required Services.
- 3.8 The updated Framework Agreement, including charges or other information from the Bidder's Tender, may be referenced in any Work Package contract competition, in particular the Bidder's Maximum Daily Rate Card (Appendix 4, Section 1) which are not to be exceeded and the Minimum Pricing Discounts (Appendix 4, Section 2) which are to be equalled or exceeded.
- 3.9 The Authority will manage the overall performance of the Framework Agreement by Suppliers and will collect management information in line with Schedule 1, Sections 15 and 16 and Schedule 9 of the Framework Agreement.

Contracting Authority

- 3.10 The Framework Agreement will be available for use by the Department for Transport and its associated bodies throughout the whole of the UK, including Northern Ireland, Scotland and Wales as described in the OJEU Contract Notice, each of which bodies are described in this ITT as a "Contracting Authority".

**Procurement Timetable**

3.11 The timetable for this Procurement is set out in the table below. This timetable may be changed by the Authority at any time. Changes to any of the dates will be made in accordance with the Regulations (where applicable). Bidders will be informed through the AWARD Portal if the Authority decides that changes to this timetable are necessary.

DATE	ACTIVITY
17 th December 2014	Publication of the OJEU Contract Notice
17 th December 2014	PQQ available to all Bidders
17 th December 2014	Clarification period starts
16 th January 2015 12:00.00 GMT	Clarification period closes (" PQQ Clarifications Deadline ")
21 st January 2015 12:00.00 GMT	Deadline for the publication of responses to PQQ Clarification Questions
30 th January 2015	Deadline for submission of PQQ Responses to the Authority (" PQQ Response Submission Deadline ")
12 th March 2015	Completion of PQQ Response evaluation process
20 th March 2015	Issue results of PQQ Response evaluation to Bidders
23 rd March 2015	Release Invitation to Tender to shortlisted Bidders
30 th March 2015 12.00.00 GMT	ITT Clarification period commences



17 th April 2015 12.00.00 GMT	ITT Clarification period ends
8 th May 2015 12.00.00 GMT	Deadline for returning Tenders
15 th July 2015	Planned date for the Intention to award notification to be issued to successful and unsuccessful Bidders
26 th July 2015	Planned date for appointment of Suppliers(s) to Frameworks(s)
26 th July 2015	Expected “Commencement Date” for Framework Agreement(s)



4. COMPLETING AND SUBMITTING A TENDER

- 4.1 Bidders are required to submit a fully compliant Tender in order to be able to participate in this competitive tendering exercise.
- 4.2 The Authority utilises an AWARD Portal to provide governance around the sourcing process. All Bidders' responses must be managed through this platform. Bidders are therefore advised of the following:
- 4.2.1 It is each Bidder's responsibility to ensure that they have submitted a fully compliant Tender.
 - 4.2.2 To assist Bidders in completing certain aspects of their ITT response 'Bidder Guidance Video Clips' will be available on AWARD shortly after publication of this ITT.
 - 4.2.3 Bidders should download the latest version of the guidance as the documentation may be updated from time to time AWARD will prompt Bidders of the latest version.
 - 4.2.4 Any incomplete or incorrect submissions may be deemed non-compliant, and as a result Bidders may be unable to proceed further in the procurement process.
 - 4.2.5 Bidders are strongly advised to allow plenty of time for the entering of responses into the AWARD Portal.

Tender Preparation

- 4.3 A fully compliant Tender requires each of the following documents to be completed and submitted to the Authority:
- **Terms of Participation (Appendix 1)** – Appendix 1 of this ITT includes five Tables, 1A, 2B, 3C, 4D and 5E, which, when completed, will identify the Bidder's capability and capacity at Sub-Category level. These Tables are available to download from the AWARD Portal. Bidders must complete the Tables relevant to the Grade and Category/ Categories for which they have been selected to participate in at this stage of the procurement competition. Bidders must complete this activity off-line and upload their completed Table(s) to the AWARD Portal.
 - **STAR Framework Form of Tender (Appendix 2)** – Appendix 2 of this ITT is available to download from the AWARD Portal in MS Word format. Bidders must



complete the Form of Tender off-line and upload it to the AWARD Portal in web page, filtered format.

- **ITT Questionnaire (Appendix 3)** – Appendix 3 is available to download from the AWARD Portal in MS Word format. Appendix 3 comprises Section 1: General Questions and Section 2: Category Specific Questions both of which gather Bidder's proposal responses which the Authority will use to perform the Quality Evaluation. Bidders must complete the ITT Questionnaire off-line in MS Word and upload it to the AWARD Portal in web page, filtered format; where indicated Bidders are permitted to upload Tables in MS Word format only, in each case identifying the Section and Question that they are responding to.
- **Pricing Matrix (Appendix 4)** – Appendix 4 is available to download from the AWARD Portal in MS Excel format. Appendix 4 comprises: Section 1: Maximum Rate Card for each Category and Section 2: Minimum Pricing Discount. When the Bidder's proposal for both Sections 1 and 2 are uploaded they will automatically populate a pre-defined model (relating to their Grade and Category (Categories)) set out in Section 3: Pricing Scenarios. Price and any supporting financial data provided must be submitted in pounds sterling (excluding VAT). Where Bidders have fully populated Sections 1 and 2, the Authority requires Bidders to assure themselves that the Section 3: Pricing Scenario has been correctly populated using their responses. The Authority will use the completed Section 3: Pricing Scenario to perform its Price Evaluation of tenders.
- **Compliance Certificate(s) (Appendix 5)** – Appendix 5 is available to download from the AWARD Portal in MS Word format. This Appendix provides the Authority with the assurance that all Bidders (including any Sub-Suppliers and/or consortium members whose capability and capacity has been relied upon for the purpose of participation in this procurement competition), have competed fairly in this stage of the procurement competition. A separate Compliance Certificate should be completed, printed and signed by:
 - any individual organisations and/or any of its named Sub-Suppliers,
 - in the case of a Bidder's consortium, partnership or alliance, each member, and/or any of its named Sub-Suppliers.

A scanned copy of the signed original certificate should be submitted in Adobe PDF file format.



Additional Materials, Documents and Attachments

- 4.4 No additional documentation should be submitted with a Tender unless specifically requested by the Authority.
- 4.5 The Tender must not contain any inserted, pasted or embedded pictures, objects or documents (e.g. image files, Adobe Acrobat documents or other Word documents) unless specifically requested by the Authority.
- 4.6 Additional documentation or content provided as described in paragraphs 4.4 and 4.5 will not be evaluated.

Data Entry

- 4.7 Those Bidder responses that are required to be entered on-screen directly into AWARD are shown in the 'Question List' section in the AWARD Answer Sheet. The majority of Bidder Responses are required to be in the form of documents that have been downloaded from AWARD, completed by Bidders and then subsequently uploaded to AWARD. On-screen instructions will indicate which folder on AWARD documents should be uploaded to. After they have completed their upload of these documents, Bidders are required to confirm on AWARD that they have done so by selecting the drop-down tab in AWARD and answering 'I have completed the submission of this document'.
- 4.8 All Bidder responses to the ITT must be entered into the relevant AWARD answer box within Appendices 1, 2, 3, 4 and 5. Only information entered on AWARD in the appropriate answer boxes or in additional documents supplied in accordance with the Authority's instructions will be taken into consideration for the purposes of evaluating a Tender.
- 4.9 Please answer all questions as accurately and concisely as possible.
- 4.10 Bidders are to note that responses to Appendix 3 - Sections 1 and 2 must not exceed the word count limit set out for each question. The Authority will disregard any part of a response to a question which exceeds the specified word limit.
- 4.11 The Tender should be completed in font Arial 11pt and submitted in the English (UK) language.
- 4.12 Do not alter any questions set out in the Tender response documents. Amended questions will not be evaluated and a score of zero will be applied.



- 4.13 Where a YES or NO response is required, please clearly state YES or NO in the response.
- 4.14 Do not respond to any of Appendix 1 Tables 1A, 2B, 3C, 4D and 5E with cross references to any other Tables, each Table response must be completed in its own right. Responses which are cross referenced will not be evaluated.
- 4.15 Do not answer any Appendix 3, Section 1: General Questions by cross referring to any other answers in Appendix 3. Each question answered must be complete in its own right. Responses which are cross referenced will not be evaluated.
- 4.16 Cross referencing may be used in Appendix 3, Section 2: Category Specific Questions but the use of cross-referencing is restricted to responses to questions within the same Specific Category (i.e. A, B, C, D or E).
- 4.17 Those Bidders that have not already submitted formal copies of Insurance certificates (in line with Part D1.2 of the PQQ) are required to upload them onto the ITT Insurance Document Section of AWARD.

Uploading and submitting a Tender

- 4.18 The Bidder is responsible for ensuring that its Tender has been successfully uploaded to the AWARD Portal prior to the Tender Submission Deadline.
- 4.19 All Tenders must be submitted to the Authority using the AWARD Portal. Tenders submitted by any other means will not be considered.
- 4.20 A Tender may be uploaded and submitted at any time before the Tender Submission Deadline using the AWARD Portal.
- 4.21 A Bidder may modify and resubmit its Tender at any time prior to the Tender Submission Deadline. Prior to the Tender Submission Deadline, the Bidder must ensure that it has only submitted a single Tender through the AWARD Portal. Tenders cannot be modified by Bidders after the Tender Submission Deadline.
- 4.22 A Bidder may withdraw from this Procurement by choosing not to submit a Tender by the Tender Submission Deadline. Bidders choosing not to submit a Tender are requested to identify their intention by formally notifying the Authority through the AWARD portal by entering 'Withdrawing from Competition' from the drop down screen.



Deadline for the submission of Tenders

- 4.23 All Tenders must be received by the Authority before the Tender Submission Deadline of 1200hrs (noon) GMT on 8th May 2015.
- 4.24 Tenders received after the Tender Submission Deadline may be rejected by the Authority to ensure that all Bidders are treated fairly. The decision whether to reject a Tender received after the Tender Submission Deadline is made entirely at the Authority's discretion.

Tender Validity Period

- 4.25 A Tender must remain valid and capable of acceptance by the Authority for a period of 175 days after the conclusion of the Standstill period. A Tender with a shorter validity period may be rejected.

Transparency and Freedom of Information

- 4.26 All Central Government Departments are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement – including ensuring value for money and related aspects of good procurement practice. For this purpose, the Authority may disclose within Government any of the Bidder's documentation/information (including any that the Bidder considers to be confidential and/or commercially sensitive such as specific bid information) submitted to the Authority during this Framework procurement process. The information will not be disclosed outside of Government. Government Departments may share bid and contract information for the purposes of good procurement practice and value for money. Bidders taking part in this procurement competition consent to these terms as part of the framework procurement process.
- 4.27 The Freedom of Information Act 2000 (the "FOIA") provides a general right of access to all information held by public authorities. The Authority is a public authority to which the FOIA applies. The general right of access to information is then limited by a number of exemptions. When someone requests information under FOIA, the authority must normally release that information unless one of the exemptions in the FOIA applies. This is also the case if the data is environmental information covered by the Environmental Information Regulations 2004 ("EIR").
- 4.28 In submitting a response to this ITT, Bidders are invited to identify which parts, if any, of their response are provided to the Authority in confidence or are commercially



sensitive, such that they may be exempt from disclosure under FOIA and/or EIR. Bidders should provide reasons why such information should not be disclosed in response to any request and an estimate of the period of time during which the Bidders believe that such information will remain exempt from disclosure.

- 4.29 Bidders should note that, even where information is identified as commercially sensitive or confidential, the Authority may be required to disclose such information in accordance with the FOIA and/or EIR. The Authority is required to form an independent judgment concerning whether the information is exempt from disclosure under the FOIA and/or EIR at the time of request. In particular Bidders should be aware of the Code of Practice issued by the Secretary of State for Constitutional Affairs under section 45 of the FOIA, which limits the circumstances under which a public authority should agree to hold information in confidence. It could be the case, therefore, notwithstanding notification by Bidders that part of a bid have been provided in confidence or are commercially sensitive, that the Authority will be obliged to disclose those parts.
- 4.30 Bidders should note that the Authority will place a copy of the ITT Pack in the public domain at the same time as it is supplied to Bidders.
- 4.31 The Department complies with the central government transparency agenda programme, details of which can be found at: <http://www.dft.gov.uk/publications/dft-transport-sector-transparency-board>
- 4.32 Cabinet Office guidance in relation to procurement and contracts can be found at: <https://www.gov.uk/government/publications/procurement-and-contracting-transparency-requirements-guidance>

National Audit Office

- 4.33 Bidders should be aware that the National Audit Office (NAO) has a legal right to see any information which is held by the Authority for the purposes of audit or review.

Basic security checks

- 4.34 Should a tender be successful the Bidder will be required to ensure that all staff they supply or intend to supply who will have regular access to or will be based at a Client's premises have complied with that Client's Basic Personnel Security Standard (BPSS).

Tender costs



- 4.35 Bidders should note that any expenditure or work undertaken by them prior to award of a Framework Contract or any subsequent Package Order is a matter solely for their own commercial judgement. The Authority reserves the right to withdraw this or any subsequent Work Package at any time or to re-invite tenders on the same or any alternative basis. In such circumstances, and in any event, the Authority and/or its advisers shall not be liable for any costs or loss of expenses whatsoever incurred by the bidder or any company, agent, subsidiary or organisation who may have contributed to the proposals submitted by the bidder in response to this or any subsequent Work Package.



5. CONTRACTING ARRANGEMENTS (SUBCONTRACTORS AND CONSORTIA)

- 5.1 Bidders are reminded that the Tender submitted in response to this ITT must be consistent with the contracting arrangements proposed by the Bidder in its PQQ Response. If a Bidder's contracting arrangements change, then it must notify the Authority as soon as possible in accordance with paragraphs 5.5 and 5.6. The guidance below is substantively reproduced from the PPD and PQQ and Bidders are required to follow it when preparing and submitting a Tender.
- 5.2 It is important that the Tender is completed accurately to enable the Authority to establish a full understanding of the Bidder's proposed approach to provision of the Required Services and the technical and professional capability and experience of its resources.
- 5.3 The ITT response must be completed in the name of the Supplier (typically a company or similar legal entity) that will ultimately enter into a Framework Agreement with the Authority and therefore assumes liability for performance of the Framework Agreement (the Bidder).
- 5.4 With the exception of Sub-Suppliers identified in the PQQ Response (and subject to paragraph 5.6), no organisation other than the Bidder will be able to provide Required Services through the Framework Agreement, whether group company, subsidiary, parent company, holding company, associated company, strategic partner or organisation in any other relationship whatsoever. For the avoidance of doubt, the use of any Group companies associated with the Bidder can be only as Sub-Suppliers identified in the PQQ Response.

Changes to the contracting arrangements

- 5.5 The Authority recognises that arrangements in relation to consortia and Sub-suppliers may be subject to occasional change. Bidders should respond to this ITT stage of the procurement competition with the same arrangements as they set out in their response to the PQQ. Bidders must notify the Authority in the event that these arrangements have changed since their response to the PQQ. Bidders are reminded that any change in relation to the consortium membership and Sub-supplier arrangements must be notified to the Authority at the earliest opportunity. The Authority will make a further assessment of the Tender by applying the PQQ selection criteria and/or award criteria to the new information provided.



- 5.6 The Authority reserves the right to approve or reject such changes or proposed changes or to impose such conditions as it considers appropriate in order for the Bidder to continue to participate in the competition. The Authority further reserves the right to exclude a Bidder from further participation in the competition where the Authority rejects any such changes.

Compliance Certificate

- 5.7 The Authority requires each Sub-Supplier and/or consortium member named in the Tender to complete the Compliance Certificate as set out in Appendix 5. This provides the Authority with assurance that statements made by or in relation to the Sub-Suppliers and/or consortium members are accurate and that they have participated in this Procurement in accordance with the terms of the ITT and the Terms of Participation.



6. QUESTIONS AND CLARIFICATIONS

- 6.1 Reflecting on a number of the clarification questions that were raised during the PQQ stage of this procurement competition, Bidders are asked to thoroughly read all of the tender documents and AWARD files before asking a clarification question. Bidders may raise questions or seek clarification regarding any aspect of this procurement at any time within the Tender clarification period (Paragraph 3.11). Questions must be submitted using the messaging facility provided within the AWARD Portal (using the “Messages” button).
- 6.2 The Authority will not enter into exclusive discussions regarding the requirements of this Procurement with Bidders.
- 6.3 To ensure that all Bidders have equal access to information regarding this Procurement, the Authority will publish all its responses to questions raised by Bidders.
- 6.4 All responses to Bidders’ questions will be published by the Authority in a “Questions and Answers” document, which will be available in the “Attachments” section of the AWARD Portal.
- 6.5 Responses to questions will not identify the originator of the question and will be answered in batches, rather than one at a time, with updates appearing at regular (approximately three working day) intervals. The Authority will endeavour to publish responses to all questions outstanding at the end of the clarification period, within four working days of the Tender Clarifications Deadline.
- 6.6 If a Bidder wishes to ask a question or seek clarification without the Authority revealing the question and the answer on the AWARD Portal, then the Bidder must notify the Authority and provide its justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Authority will invite the Bidder to decide whether:
- 6.6.1 the question/clarification and the response should in fact be published; or
 - 6.6.2 it wishes to withdraw the question/clarification.
- 6.7 Bidders are responsible for monitoring the AWARD Portal and the ‘Questions and Answers’ document in particular, for any responses to questions, general clarifications or other information issued by the Authority. Answers to such questions may contain important information that may affect how Bidders complete their Tender.



- 6.8 During the tender evaluation process the Authority may ask Authority Questions of Bidders where it requires further clarification. Bidders will be expected to respond to these fully within four days but in certain circumstances a shorter period for response may be requested by the Authority particularly where delay would cause a critical path impact to the evaluation process.



7. AWARD STAGE EVALUATION

7.1 Tenders will be subject to evaluation in accordance with this paragraph 7.

7.2 The Award Stage evaluation will comprise:

7.2.1 an evaluation of Bidders' answers to the ITT Questionnaire ("Quality Evaluation: Section 1 – General Questions");

7.2.2 an evaluation of Bidders' answers to the ITT Questionnaire ("Quality Evaluation: Section 2 – Specific Category Questions"); and

7.2.3 an evaluation of the prices tendered in response to the ITT Questionnaire Price Matrix ("Price Evaluation") using Section 3: Pricing Matrices.

7.3 The Maximum Total Score capable of being achieved by a PRIME Grade Bidder will be 100 points (being the sum of the scores achieved for Quality Evaluation and the Price Evaluation (i.e. 70 + 30)). The Maximum Total Score capable of being achieved by a MEDIUM and EXPERT Grade Bidder will be 94 points (being the sum of the scores achieved for Quality Evaluation and the Price Evaluation (i.e. 64 + 30)).

7.4 The Maximum Total Score Available summarised for PRIME Grade Bidders will be (see 7.11 for clarification):

	QUALITY EVALUATION		MAXIMUM SCORE AVAILABLE FOR SECTION 3 PRICE EVALUATION	MAXIMUM TOTAL SCORE AVAILABLE
	MAXIMUM SCORE AVAILABLE FOR SECTION 1 GENERAL QUESTIONS	MAXIMUM SCORE AVAILABLE FOR SECTION 2 CATEGORY SPECIFIC QUESTIONS		
Category A	30	40	30	100
Category B	30	40	30	100
Category C	30	40	30	100



Category D	30	40	30	100
Category E	30	40	30	100

7.5 The Maximum Total Score Available summarised for MEDIUM and EXPERT Grade Bidders will be:

	QUALITY EVALUATION		MAXIMUM SCORE AVAILABLE FOR SECTION 3 PRICE EVALUATION	MAXIMUM TOTAL SCORE AVAILABLE
	MAXIMUM SCORE AVAILABLE FOR SECTION 1 GENERAL QUESTIONS	MAXIMUM SCORE AVAILABLE FOR SECTION 2 CATEGORY SPECIFIC QUESTIONS		
Category A	24	40	30	94
Category B	24	40	30	94
Category C	24	40	30	94
Category D	24	40	30	94
Category E	24	40	30	94

Quality Evaluation Process

7.6 The evaluation of each Bidder's response to the ITT Questionnaire will be independently conducted and checked through consensus and moderation in accordance with Section 8 - Independent, Consensus and Moderation Marking Procedure.



7.7 Independent evaluators will mark the responses to Appendix 3: ITT Questionnaire in accordance with the assessment criteria below:

SCORE	CHARACTERISTICS
0	No response or a fundamentally unacceptable response.
20	Unacceptable response with material concerns overall in the Bidder's approach and their consequential ability to deliver the Required Services.
40	Mostly acceptable response with minor concerns overall in the Bidder's approach and their consequential ability to deliver the Required Services.
60	Acceptable response that provides good confidence overall in the Bidder's approach and their consequential ability to deliver the Required Services.
80	Particularly robust response that provides excellent confidence overall in the Bidder's approach and good confidence overall that their consequential ability to deliver the Required Services will be met or exceeded.
100	Outstanding response that provides excellent confidence overall in the Bidder's approach and good confidence overall that their consequential ability to deliver the Required Services will be greatly exceeded.

7.8 When the Independent and Consensus and Moderation Marking Procedure set out in Section 8 has been completed, the mark awarded for each response to the ITT Questionnaire will be converted into a score using the weightings set out in paragraph 7.17.

7.9 The mark achieved in response to a question will entitle the Bidder to receive a score which will be a proportion of the Maximum Score Available for that question. The Maximum Score Available for each question is set out under the column headed "Maximum Score Available" in the table at paragraph 7.17 below. *For example if a Bidder achieved a score of 20 for a given question, where the 'Maximum Score Available' for that question was 15, the resultant score would equate to 20% x 15 = 3. The Bidder would therefore score 3 for that question.*



- 7.10 At the PQQ stage of this procurement competition Bidders were asked to satisfy themselves that they were able to meet the Grade and Category that they applied for and have now prequalified to participate in this ITT stage of the procurement competition. PRIME and MEDIUM Grade Bidders will be evaluated at this ITT stage of the procurement competition on the basis of them meeting those criteria.
- 7.11 When the score for each question has been determined they will be added together to determine the Total Quality Evaluation Score for Appendix 3: ITT Questionnaire Section 1 – General Questions and a score for Section 2 – Category Specific Questions.
- 7.12 The Authority acknowledges that EXPERT Grade Bidders are unlikely to be able to fully answer a number of the Appendix 3, Sections 1 and 2 questions. The Authority requires EXPERT Bidders to answer questions as fully as they can. For example where an EXPERT Bidder is a sole practitioner, whilst they may not be able to provide an expansive 'organisation chart', in this case the Bidder would be expected to describe how they intend to fulfil all the functions of a Framework Supplier organisation were to be successfully awarded a Framework contract. EXPERT Bidders are to note that they are not required to provide a response to Appendix 3, Section 1 General Question A3, hence their Maximum Total Score will be 94 rather than 100.
- 7.13 Bidders are to note that where the question is left unanswered or is answered with a response such as 'not applicable' it will receive a score of zero.

Scoring methodology

- 7.14 In the case of PRIME Bidders the Quality Evaluation will be scored as follows:
- 7.14.1 Appendix 3: ITT Questionnaire, Section 1 (General Questions) will be separately marked and the resultant score will contribute up to a Maximum Available Score of 30 towards the Quality Score.
- 7.14.2 Appendix 3: ITT Questionnaire, Section 2 (Category Specific Questions) scores will be separately marked for each Category and the resultant scores totalled and then averaged across all five Categories. The average score will contribute up to a Maximum Available Score of 40 for Section 2 towards the Total Quality Evaluation Score.
- 7.14.3 The resultant scores for Section 1 and the average scores for Section 2 will be added together and will collectively contribute up to a Maximum Score Available of 70 for the Total Quality Evaluation Score.



7.15 In the case of MEDIUM (including Prime Bidders who have failed to be appointed as Prime Grade Suppliers but who have nominated one or two Categories for which they wish to be considered for appointment at the Medium Grade) and EXPERT Bidders the Quality Evaluation will be scored as follows:

7.15.1 Appendix 3 – ITT Questionnaire, Section 1 (General Questions) will be separately marked and the resultant score will contribute up to a Maximum Available Score of 24 towards the Total Quality Evaluation Score.

7.15.2 Appendix 3 – ITT Questionnaire, Section 2 (Category Specific Questions) scores will be separately marked for each Category and will contribute up to a Maximum Available Score of 40 for Section 2 towards the Total Quality Evaluation Score for that Category.

7.15.3 In respect of each Category that the Bidder has been selected to bid for within this stage of the procurement competition, the resultant scores for Section 1 and each of the nominated Section 2 scores will be added together and will collectively contribute up to a Maximum Score Available Score of 64 for the Total Quality Evaluation Score.

7.16 The allocation of a quality score of 0 to a Category will not prejudice any right that the Authority has to deem the Bid non-compliant.

7.17 The following table provides an overview of Quality Evaluation Criteria and Weightings:

	QUALITY EVALUATION	MAXIMUM SCORE AVAILABLE	WEIGHTING
Part 1: General Questions			
Section A	Service		
A1	<i>Understanding of the Framework Agreement</i>	PASS/FAIL	30%
A2	<i>Management structure and 'Key People' schedule</i>	15	
A3	<i>Managing the Framework</i>	25	
A4	<i>Management accountabilities</i>	15	
Section B	Resources		
B1	<i>Resource availability and recruitment</i>	15	



B2	<i>Innovation and knowledge transfer</i>	10	
B3	<i>Supply chain NB PRIME Grade Bidders only</i>	20	
Section 2: Category Specific Questions			
Category A	Rail Strategy, Transport Integration and Planning Advice		
1	<i>Technical capability</i>	45	40%
2	<i>Named specialists and sample senior resource CVs</i>	20	
3	<i>Integration</i>	25	
4	<i>Managing stakeholders</i>	10	
Category B	Rail Operations and Performance Advice		
1	<i>Technical capability</i>	45	40%
2	<i>Named specialists and sample senior resource CVs</i>	20	
3	<i>Integration</i>	25	
4	<i>Managing stakeholders</i>	10	
Category C	Economic and Revenue Forecasting for a Sustainable Railway		
1	<i>Technical capability</i>	45	40%
2	<i>Named specialists and sample senior resource CVs</i>	20	
3	<i>Integration</i>	25	
4	<i>Managing stakeholders</i>	10	
Category D	Railway Infrastructure, Rolling Stock and Asset Advice		
1	<i>Technical capability</i>	45	40%
2	<i>Named specialists and sample senior resource CVs</i>	20	
3	<i>Integration</i>	25	
4	<i>Managing stakeholders</i>	10	
Category E	Project and Programme Management		
1	<i>Technical capability</i>	45	



2	<i>Named specialists and sample senior resource CVs</i>	20	40%
3	<i>Integration</i>	25	
4	<i>Managing stakeholders</i>	10	

Price Evaluation Process

7.18 Bidder responses to Appendix 4 – Pricing Matrix (Sections 1, 2 and 3) will be recorded and evaluated in accordance with the following process;

- 7.18.1 **Section 1: Maximum Daily Rate Card** of the Pricing Matrix requires Bidders to submit a Maximum Daily Rate for each of the four resource Positions for each Category that they have pre-qualified to tender for.
- 7.18.2 **Section 2: Minimum Pricing Discount** of the Pricing Matrix requires Bidders to identify the minimum pricing discounts that they would apply to any future Work Package based on the scale of the requirement measured in total resource days.
- 7.18.3 **Section 3: Pricing Scenarios** of the Pricing Matrix requires Bidders to price those Pricing Scenarios (which are based on the profiling of past project scenarios) that are relevant to their Grade and the Categories that they have pre-qualified to tender for. As Bidders select ‘Section 3: Pricing Scenarios’ in AWARD they will be asked to indicate which Grade they have been selected to bid in at this stage of the procurement competition. Having identified their Grade, Bidders’ responses to Section 1: Maximum Rate Card and Section 2: Minimum Pricing Discount will automatically generate a response to the Section 3: Pricing Scenario by completing the model which is relevant to their Grade. The Section 3 Pricing Scenarios are representative of a scenario project applicable to each of the Grades. All Bidders are to confirm on AWARD that the relevant Section 3 Pricing Scenario model has been automatically completed and using the relevant template model set out in Section 3, Tables 3.1, 3.2 A-E and 3.3 A-E have correctly applied the Bidder’s priced rate for each position taken from Section 1: Maximum Rate Card Table and applied their Minimum Pricing Discounts taken from Section 2: Minimum Pricing Discounts Table.



- 7.19 Those PRIME Bidders that have advised that they would wish to be considered for participation within the MEDIUM Grade competition, in the event that they are unsuccessful in their PRIME Grade Bid, are required additionally to identify themselves as MEDIUM Bidders and also complete the relevant Section 3: Pricing Scenarios Tables 3.2 A-E for a maximum of two previously nominated Categories.
- 7.20 The Authority will evaluate each pricing scenario Tendered by comparing those prices offered against all other prices submitted by other Bidders for the same Grade and Category (where relevant).

PRIME Grade Bidder Price Evaluation

- 7.21 The PRIME Grade Bidder who offers the lowest price for the pricing scenario set out in Table 3.1 (PRIME Grade Bidders Only) – Turnkey Work Package Scenario will achieve 100% of the maximum score available for the Price evaluation.
- 7.22 All PRIME Grade Bidders will be ranked from lowest to highest price and will be awarded a percentage of the maximum score available on a reducing basis based on the price submitted versus the lowest price submitted. The price evaluation will be scored as follows:

7.22.1 The Maximum Score Available for this part of the Tender will be 30 and will be awarded to the lowest price submitted by the PRIME Grade Bidder. The remaining PRIME Grade Bidders will receive marks on a pro-rata basis from the lowest to the most expensive price.

7.22.2 The calculation used is the following:

Score = Lowest Bidder Price divided by the Bidder's Price x 30 (Maximum available marks)

Example: Three PRIME Grade Bidder Responses are received. Their Section 3 pricing scenarios are; Bidder A has bid £10,000, Bidder B has bid £15,000 and Bidder C has bid £12,000. The Price Evaluation Scoring will be calculated as follows:

Bidder A Price Score = £10,000/£10,000 x 30 (Maximum available marks) = 30



Bidder B Price Score = £10,000/£15,000 x 30 (Maximum available marks) = 20

Bidder C Price Score = £10000/£12000 x 30 (Maximum available marks) = 25

MEDIUM Grade Bidder Price Evaluation

7.23 For each Category the MEDIUM Grade Bidder who offers the lowest price for the pricing scenario set out in each of the Tables 3.2 A – E (MEDIUM Grade Bidders Only) – Category Specific Work Package Scenarios will achieve 100% of the maximum score available for the Price evaluation.

7.24 All MEDIUM Grade Bidders that bid for the same Category will be ranked from lowest to highest price and will be awarded a percentage of the maximum score available on a reducing basis based on the price submitted versus the lowest price submitted. The price evaluation will be scored as follows:

7.24.1 The Maximum Score Available for this part of the Tender will be 30 and will be awarded to the lowest price submitted by the MEDIUM Grade Bidder for each Category. The remaining Medium Grade Bidders will receive marks on a pro-rata basis from the lowest to the most expensive price.

7.24.2 The calculation used is the following:

Score = Lowest Bidder Price divided by the Bidder's Price x 30 (Maximum available marks)

Example: Three MEDIUM Grade Bidder Responses are received. Their Section 3 pricing scenarios are; Bidder A has bid £8,000, Bidder B has bid £10,000 and Bidder C has bid £20,000. The Price Evaluation Scoring will be calculated as follows:

Bidder A Price Score = £8,000/£8,000 x 30 (Maximum available marks) = 30

Bidder B Price Score = £8,000/£10,000 x 30 (Maximum available marks) = 24

Bidder C Price Score = £8,000/£20,000 x 30 (Maximum available marks) = 12



EXPERT Grade Bidder Price Evaluation

7.25 For each Category the EXPERT Grade Bidder who offers the lowest price for the pricing scenario set out in Table 3.3 A-E (EXPERT Grade Bidders Only) – Isolated Work Package Scenario will achieve 100% of the maximum score available for the Price evaluation.

7.26 All EXPERT Grade Bidders that bid for the same Category will be ranked from lowest to highest price and will be awarded a percentage of the maximum score available on a reducing basis based on the price submitted versus the lowest price submitted. The price evaluation will be scored as follows:

7.26.1 The Maximum Score Available for this part of the Tender will be 30 and will be awarded to the lowest price submitted by the EXPERT Grade Bidder for each Category. The remaining Bidders will receive marks on a pro-rata basis from the lowest to the most expensive price.

7.26.2 The calculation used is the following:

Score = Lowest Bidder Price divided by the Bidder's Price x 30 (Maximum available marks)

Example: Three EXPERT Grade Bidder Responses are received. Their Section 3 pricing scenarios are; Bidder A has bid £4,000, Bidder B has bid £6,000 and Bidder C has bid £12,000. The Price Evaluation Scoring will be calculated as follows:

Bidder A Price Score = £4,000/£4,000 x 30 (Maximum available marks) = 30

Bidder B Price Score = £4,000/£6,000 x 30 (Maximum available marks) = 20

Bidder C Price Score = £4,000/£12,000 x 30 (Maximum available marks) = 10



Price Evaluation methodology

7.27 The Price Evaluation Process will be undertaken by different evaluators to those involved with the Quality Evaluation Process.

7.28 The Price Evaluation Process and resultant rankings of Bidders (along with the scores awarded) will be independently checked and verified by individual(s) not previously involved in the Procurement process.

Final Score

7.29 PRIME Bidders – The Total Quality Score will be added to the Price Score to determine the final score for each Bidder (“Final Score”).

7.30 MEDIUM and EXPERT Bidders – For each Category the Total Quality Score will be added to the Price Score to determine the final score for each Bidder (“Final Score”).



8. INDEPENDENT, CONSENSUS AND MODERATION MARKING PROCEDURE

8.1 Tenders will be evaluated in a two-step process, comprising:

8.1.1 independent evaluation; and

8.1.2 group consensus marking.

8.2 During the independent evaluation process each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by Bidders in their Tender Response. Each evaluator will then allocate a mark for the answer to that question. Each evaluator will also provide a rationale for the mark he/she attributes to an answer. All the evaluators' marks and related rationales will be recorded separately in the AWARD Portal.

8.3 When the independent evaluation exercise has been completed by all of the evaluators, a group consensus marking exercise will be coordinated by a non-marking consensus chair (who will be accountable for the process) as follows:

8.3.1 The non-marking consensus chair will review the marks allocated by the individual evaluators together with their rationales for awarding the marks.

8.3.2 The non-marking consensus chair will arrange for the evaluators to meet and discuss the marks they have allocated to answers provided in the Tender Responses. The non-marking consensus chair will facilitate a discussion among the evaluators regarding the marks awarded and the related rationales.

8.3.3 During the meeting each evaluator will discuss the quality of the answers given to a question and review his/her rationale for attributing the marks having regard to the Assessment Criteria set out in 7.7. The evaluators will continue discussing the answers until the evaluators reach a consensus regarding the mark and rationale that should be attributed to each Bidder's answer to the question.

8.3.4 The non-marking consensus chair will make a record of the consensus mark and the rationale for the consensus mark (in addition to each evaluator's original mark and rationale) in the e-Evaluation Tool.

8.3.5 The process above will be repeated until all applicable answers in the Tender Responses have been consensus marked by evaluators.



- 8.4 When the consensus marking process has been completed, the AWARD Portal will be locked by the non-marking consensus chair to ensure no further modifications are made to the consensus marks and rationales prior to moderation.



9. DECISION TO AWARD

- 9.1 Following evaluation of Tenders in accordance with the evaluation process set out in this ITT, those Bidders who offer the Most Economically Advantageous Tenders (MEAT) will be awarded a Framework Agreement in line with 9.3, 9.5 and 9.7 below as applicable.
- 9.2 The Authority will use the AWARD tool to process the evaluation. All results will be ranked by the highest score. The Authority will then award the number of bidders to the Framework Agreement as stated in paragraphs 9.3, 9.5 and 9.7.
- 9.3 The most economically advantageous PRIME Tenders will be those Tenders scoring the highest ranking Final Scores (provided that they have achieved the Minimum Pass Score of 40%) but subject to the maximum (noting Section 9.4) permissible numbers for each Category as set out in the table below:

PRIME GRADE			
CATEGORY	DESCRIPTION	EXPECTED NUMBER OF FRAMEWORK SUPPLIERS	MINIMUM PASS SCORE
A - E	Most economically advantageous across all Categories	6	40

- 9.4 In all cases where the Final Score achieved by multiple PRIME Bidders ranks them in equal 6th position (provided that they have achieved the Minimum Pass Score of 40% or higher) being the last available position (as per the table above), then all Bidders ranked in 6th position will be awarded a Framework Agreement.
- 9.5 The most economically advantageous MEDIUM Tenders will be those Tenders scoring the highest ranking Final Scores within each Category (provided that they have achieved the Minimum Pass Score of 38%) but subject to the maximum (noting Section 9.6) permissible numbers for each Category as set out in the table below:



MEDIUM GRADE			
CATEGORY	DESCRIPTION	EXPECTED NUMBER OF FRAMEWORK SUPPLIERS	MINIMUM PASS SCORE
A	Rail Strategy, Transport Integration and Planning Advice	6	38
B	Rail Operations and Performance Advice	6	38
C	Economic and Revenue Forecasting for a Sustainable Railway	6	38
D	Railway Infrastructure, Rolling Stock and Asset Advice	6	38
E	Project and Programme Management Advice	6	38

- 9.6 In all cases where the Final Score achieved by multiple MEDIUM Bidders for each Category ranks them in equal 6th position the last available position in the applicable Category (as per the table above), where they have also achieved a Final Score of 38% or higher), then all Bidders ranked in 6th position will be awarded a Framework Agreement.
- 9.7 The most economically advantageous EXPERT Tenders will be those Tenders scoring the highest ranking Final Scores within each Category (provided that they have achieved the Minimum Pass Score of 38% which takes account of the Maximum Score Available in Section 1 of 24) but subject to the maximum (noting Section 9.8) permissible numbers for each Category as set out in the table below:



EXPERT GRADE			
CATEGORY	DESCRIPTION	EXPECTED NUMBER OF FRAMEWORK SUPPLIERS	MINIMUM PASS SCORE
A	Rail Strategy, Transport Integration and Planning Advice	6	38
B	Rail Operations and Performance Advice	6	38
C	Economic and Revenue Forecasting for a Sustainable Railway	6	38
D	Railway Infrastructure, Rolling Stock and Asset Advice	6	38
E	Project and Programme Management Advice	6	38

- 9.8 In all cases where the Final Score achieved by multiple EXPERT Bidders for each Category ranks them in equal 6th position the last available position in the applicable Category (as per the table above), where they have also achieved a Final Score of 38% or higher), then all Bidders ranked in 6th position will be awarded a Framework Agreement.
- 9.9 The Authority will inform all Bidders via the AWARD Portal of its intention to award a Framework Agreement.
- 9.10 Following a Standstill Period of 10 calendar days and subject to there being no substantive challenge to that intention, a Framework Agreement will be formally awarded, subject to contract, to the successful Bidder(s).
- 9.11 The term “Standstill Period” is set out in Regulation 32A and, in summary, is a period of ten calendar days following the notification of an intention to award decision in a contract tendered via the Official Journal of the European Union, during which the Contracting



Authority must not enter into the contract or conclude the Framework Agreement with the successful Supplier(s). It allows unsuccessful bidders the opportunity to raise any questions with the Authority that relate to the decision to award before the Framework Agreement is formally awarded. The Authority cannot provide advice to Bidders of the steps they should take and, if they have not already done so, Bidders should always seek independent legal advice, where appropriate.

APPENDIX 1: TERMS OF PARTICIPATION

GRADE PARTICIPATION

1. Bidders have been selected by the Authority for participation in the ITT competition at Prime Grade, Medium Grade or Expert Grade. Except as provided by paragraph 2 below, Bidders may only bid to be appointed at the Grade for which they have been invited to bid.
2. Bidders that have been selected by the Authority for participation in the ITT competition at PRIME Grade are to note that if they have already chosen to do so at the PQQ stage of the competition they will be considered for a maximum of two Categories (nominated at the PQQ stage of the competition) within the MEDIUM Grade in the event that they are not awarded a STAR Framework PRIME Grade position based on their ITT response.

CATEGORY PARTICIPATION

3. Bidders invited to bid at MEDIUM Grade and EXPERT Grade have been selected by the Authority for participation in the ITT competition for either one or two Categories. These Bidders may only bid to be appointed for the Categories for which they have been invited to bid. PRIME Grade Bidders have been invited to be appointed for all Categories.
4. Bidders must complete the following Category Specific Tables, as nominated: Table 1 (Category A), Table 2 (Category B), Table 3 (Category C), Table 4 (Category D) and Table 5 (Category E) setting out their capacity at Sub-Category level, clearly identifying the number of resources that they will be able to draw upon for any of the Positions in each Grade and Category in which they have been selected by the Authority to participate in the ITT competition. These Tables will enable the Authority to understand the capability and capacity of resources within each Bidder organisation at sub-Category level and will allow it to complete the STAR Framework Capability matrix for each Category as set out in Schedule 4 of the Framework



Agreement. PRIME Grade Bidders must complete the Tables for all Categories.

5. Bidders will be required to provide evidence to support their designation of resources within their identified Grade.



TABLE 1 - CATEGORY A

	STAR FRAMEWORK																																				
GRADE	CATEGORY A Rail Strategy, Transport Integration and Planning Advice																																				
	General Rail Strategy, Transport Integration and Planning Advice	Rail Strategy, Transport Integration and Planning Research	Strategic Corporate Planning & Appraisal	Business Case Support	Control Period Advice & Analysis	Strategic Planning	Transport Systems Integration	High Level Rail Investment Strategy (RIS) Support	Technical Assurance	Strategic Technical Commercial Advice	Macro-level Revenue Forecasting	Package-Specific Bid Evaluation Support	Remapping and Devolution Studies																								
	Position				Position				Position				Position				Position																				
	D	SC	C	JC	D	SC	C	JC	D	SC	C	JC	D	SC	C	JC	D	SC	C	JC	D	SC	C	JC	D	SC	C	JC	D	SC	C	JC	D	SC	C	JC	
PRIME																																					
MEDIUM																																					
EXPERT																																					
Position Key:																																					
D - Director																																					
SC - Senior Consultant																																					
C - Consultant																																					
JC - Junior Consultant																																					



APPENDIX 2: STAR FRAMEWORK ITT - FORM OF TENDER

To be returned by 12.00 hrs (noon) GMT on: 8th May 2015

STAR Framework Tender Response

To the Secretary State for Transport

1. I/we have read the documents listed below and, subject to and upon the terms and conditions contained in the said documents, I/we offer to provide future Required Services, at or below the rates or prices quoted by me/us in Appendix 4: Pricing Matrix, Section 1: Maximum Daily Rate Card and these will be subject to a minimum pricing discount equal or higher than that quoted by me/us in Appendix 4: Pricing Matrix, Section 2: Minimum Pricing Discounts.
2. Terms and Conditions. I/we agree that this tender and any contract which may result from it shall be based upon the documents listed below which I/we confirm to be those provided through AWARD as part of the above referenced Invitation to Tender.
 - (i) Invitation to Tender
 - (ii) Framework Agreement
 - (iii) My tender submission

I/we agree that any other terms or conditions of contract or any reservations which may be printed on any correspondence or document from me either in connection with this tender, or any contract resulting from this tender, shall not be applicable to the Contract.
3. Law. I/we agree that any contract that may result from this tender shall be subject to English law.
4. I/we confirm that we have taken account of our legal and statutory obligations, as well as all relevant Government codes and policies (e.g. taxes, environmental protection, employment protection and working conditions) in our tender, where they would be applicable to the supply of the Services.
5. I/we have abided by the requirements set out in the Instructions for Tenderers, including confidentiality.
6. The prices quoted in this tender are valid for 175 days from the tender return date.



- 7. I/we agree that the Authority may disclose the Bidder's information/documentation (submitted to the Authority during this procurement competition) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

- 8. I/we confirm that all copy material submitted is identical in every respect to the original, regardless of the format or media in which it is submitted and that any electronic copy has been virus checked and is clear at the time of despatch.

Signed

Name (in BLOCK CAPITALS).....

in the capacity of

duly authorised to sign tenders for and on behalf of (in BLOCK CAPITALS)
.....

Postal Address

Telephone No.....

Fax No.

Date

APPENDIX 3: ITT QUESTIONNAIRE

SECTION 1 – GENERAL QUESTIONS

SECTION 2 – CATEGORY SPECIFIC QUESTIONS

INSTRUCTIONS TO BIDDERS

1. Based on the information relevant to each Category Bidders are required to answer the following questions:
2. All PRIME Grade Bidders must complete the General questions in Section 1 and 2 below, noting that MEDIUM and EXPERT Grade Bidders are not required to answer Section 1 Question B3;
3. All MEDIUM and EXPERT Grade Bidders must complete the General questions in Section 1 and 2 below with the exception of Section 1 Question B3;
4. PRIME Grade Bidders must complete all the questions in Section 2;
5. MEDIUM and EXPERT Grade Bidders must complete all the Section 2 questions for the Category/ Categories that they have been selected for by the Authority.

**SECTION 1: GENERAL QUESTIONS**

1. GENERAL			
ITEM	QUESTIONS	INSTRUCTIONS	SCORE
Section A	Service		
1	<p>Bidders are to confirm that they have read, fully understand and accept the terms of the Framework Agreement which will become the basis upon which all future STAR Framework Work Packages will be competed and Package Orders awarded.</p> <p>Bidders are to note;</p> <p>AWARD Entry of 'Confirmed' = Pass.</p> <p>AWARD Entry of 'Not confirmed' or No AWARD Entry = Fail and ejection from this procurement competition.</p>	ALL BIDDERS Confirm	PASS/FAIL
2	Bidders are to provide details of their proposals for managing the framework and future Work Packages, setting out the proposed management structure they intend to implement including a 'Key People Schedule' showing primary roles and responsibilities of key team member(s).	ALL BIDDERS Word Limit - 750 words	15
3	Bidders are to provide a detailed description of the methodology that they will use to manage, monitor, deliver and continuously improve performance in accordance with the Framework Conditions so as to ensure consistent high levels of service and quality are provided at all times particularly in the delivery of future Work Packages.	ALL BIDDERS Word Limit - 750 words	25
4	Bidders are to provide details of how they will ensure that effective, efficient and robust management accountabilities are maintained throughout the term of the framework award including;	ALL BIDDERS Word Limit; - 750 words (total)	15



	<p>a) Ensuring compliance with employment legislation including the treatment of employees fairly, irrespective of race, gender, religion or background,</p> <p>b) Managing any potential complaints including details of your disciplinary procedure,</p> <p>c) Ensuring that any potential conflict of interest risks are monitored, identified, mitigated and managed, <i>and</i></p> <p>d) Their overall approach to insurance and liability (in line with the Framework Contract and Conditions of Contract), and options for how this will be managed in relation to any future request by the Authority for augmentation of their advisory team.</p>		
Section B	Resources		
1	Personnel issues – Bidders are to provide details of their proposed approach to ensuring the availability of adequate and appropriately qualified resources to meet all of the requirements of the Framework and future Work Packages.	ALL BIDDERS Word Limit; - 500 words	15
2	Bidders are to provide details of how their organisation and any related consortia members or named Sub-Suppliers will introduce innovation, implement a sustainable knowledge transfer strategy and ensure that issues relating to IPR protection within their supply chain are managed fairly and transparently.	ALL BIDDERS Word Limit; - 500 words	10
3	<p>NB - This Question is to be answered by PRIME Grade Bidders only</p> <p>Noting the Authority's SME Agenda statement as set out in the PPD and the related terms set out in Section 11 of the Framework Agreement, PRIME Grade Bidders are to provide details of their proposed approach to meeting these objectives in future Work Packages and</p>	<p>PRIME GRADE BIDDERS ONLY</p> <p>Word Limit; - 750 words (total)</p>	20



	<p>Package Orders including augmentation of their teams in the event that they are unable to satisfy SME requirements in their own right. Bidders should provide a detailed methodology of how any supply chain members will be selected, used and managed to ensure:</p> <ul style="list-style-type: none">a) that such supply chain members work seamlessly with the Bidder, other Sub-suppliers and Sub-contractors to ensure a consistently high quality of work is delivered;b) Compliance with the terms of the Package Order.		
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SECTION 2: CATEGORY SPECIFIC QUESTIONS

Bidders are required to complete the relevant Appendix 1: Terms of Participation – Category Participation Tables for the Grade and Category/ Categories for which they have been selected by the Authority to participate in this ITT competition identifying the following:

- Capability, capacity and position of resources within each Bidder organisation across the full range of services for each Category.
- PRIME Bidders are required to complete all Section 2 Tables.
- PRIME Bidders should note that in the event that they are unsuccessful in their PRIME Grade Bid, they may wish to be considered for inclusion in a maximum of two Categories within the MEDIUM Grade competition. To be considered, those PRIME Bidders should also complete a maximum of two Categories Category Tables (that they have nominated at the PQQ stage of the competition) as both a PRIME and MEDIUM Bidder.

Based on the information relevant to each Category, Bidders are required to answer the following questions.

1. TECHNICAL – CATEGORY A - RAIL STRATEGY, TRANSPORT INTEGRATION AND PLANNING ADVICE			
ITEM	QUESTIONS	INSTRUCTIONS	SCORE
1.1	Bidders are to provide details of how they propose to apply the scale and extent of their capability and experience in the delivery of future Package Orders for Rail Strategy, Transport Integration and Planning advice and how they intend to manage changes to required competency levels of resources at short notice.	<p>PRIME & MEDIUM GRADE BIDDERS</p> <p>Word Limit; 750 words</p> <hr/> <p>EXPERT GRADE BIDDERS</p> <p>Word Limit; 500 words</p>	45



1.2	<p>With reference to Appendix 1: Terms of Participation – Category Participation Tables, Bidders are to provide details of their plan for ensuring that there is an appropriate level of resource capacity and capability within their organisation to deliver future Package Orders.</p> <p>The response should include a table setting out specialists whom you have identified within Table 1 (Category A) as having a suitable and relevant resource capability, including details of their competence, experience and qualifications.</p> <p>PRIME and MEDIUM Bidders are to provide at least <u>one</u> example CV for a Director and a Senior Consultant Position listed.</p> <p>EXPERT Bidders are to provide at least <u>one</u> example CV for either a Director or a Senior Consultant Position.</p>	<p>ALL BIDDERS</p> <p>Word Limit; - 750 words</p> <p>Plus example Director and Senior Consultant Position CVs (maximum 2 pages A4 each)</p>	20
1.3	<p>Bidders are to provide details of how, in delivering future Package Orders, you will ensure that you seamlessly integrate with resources within the Authority's teams (which may include other Suppliers) in order to provide expedient support and demonstrable improvement to the Authority's own capability including how you propose to apply and develop best practice and knowledge transfer.</p>	<p>ALL BIDDERS</p> <p>Word Limit; - 500 words</p>	25
1.4	<p>Bidders are to provide details of the approach that you would take in identifying, considering, consulting and managing potentially conflicting demands or requests from different stakeholders that may arise during the delivery of a Package Order.</p>	<p>ALL BIDDERS</p> <p>Word Limit; - 500 words</p>	10



2. TECHNICAL – CATEGORY B – RAIL OPERATIONS AND PERFORMANCE ADVICE			
ITEM	QUESTIONS	INSTRUCTIONS	SCORE
2.1	Bidders are to provide details of how they propose to apply the scale and extent of their capability and experience in the delivery of future Package Orders for Rail Operations and Performance advice and how they intend to manage changes to required competency levels of resources at short notice.	<p>PRIME & MEDIUM GRADE BIDDERS</p> <p>Word Limit; 750 words</p> <hr/> <p>EXPERT GRADE BIDDERS</p> <p>Word Limit; 500 words</p>	45
2.2	<p>With reference to Appendix 1: Terms of Participation – Category Participation Tables, Bidders are to provide details of their plan for ensuring that there is an appropriate level of resource capacity and capability within their organisation to deliver future Package Orders.</p> <p>The response should include a table setting out specialists whom you have identified within Table 2 (Category B) as having a suitable and relevant resource capability, including details of their competence, experience and qualifications.</p> <p>PRIME and MEDIUM Bidders are to provide at least <u>one</u> example CV for a Director and a Senior Consultant Position listed.</p> <p>EXPERT Bidders are to provide at least <u>one</u> example CV for either a Director or a Senior Consultant Position.</p>	<p>ALL BIDDERS</p> <p>Word Limit; - 750 words</p> <p>Plus example Director and Senior Consultant Position CVs (maximum 2 pages A4 each)</p>	20
2.3	Bidders are to provide details of how, in delivering future Package Orders, you will ensure that you seamlessly integrate with resources within the Authority's teams (which may include other Suppliers) in order to provide expedient support and demonstrable improvement to the Authority's own capability including how you propose to apply and develop best practice and knowledge transfer.	<p>ALL BIDDERS</p> <p>Word Limit; - 500 words</p>	25



2.4	Bidders are to provide details of the approach that you would take in identifying, considering, consulting and managing potentially conflicting demands or requests from different stakeholders that may arise during the delivery of a Package Order.	ALL BIDDERS Word Limit; - 500 words	10
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3. TECHNICAL – CATEGORY C - ECONOMIC AND REVENUE FORECASTING FOR A SUSTAINABLE RAILWAY			
ITEM	QUESTIONS	INSTRUCTIONS	SCORE
3.1	Bidders are to provide details of how they propose to apply the scale and extent of their capability and experience in the delivery of future Package Orders for Economic and Revenue Forecasting for a Sustainable Railway advice and how they intend to manage changes to required competency levels of resources at short notice.	<p>PRIME & MEDIUM GRADE BIDDERS</p> <p>Word Limit; 750 words</p> <hr/> <p>EXPERT GRADE BIDDERS</p> <p>Word Limit; 500 words</p>	45
3.2	<p>With reference to Appendix 1: Terms of Participation – Category Participation Tables, Bidders are to provide details of their plan for ensuring that there is an appropriate level of resource capacity and capability within their organisation to deliver future Package Orders.</p> <p>The response should include a table setting out specialists whom you have identified within Table 3 (Category C) as having a suitable and relevant resource capability, including details of their competence, experience and qualifications.</p> <p>PRIME and MEDIUM Bidders are to provide at least <u>one</u> example CV for a Director and a Senior Consultant Position listed.</p> <p>EXPERT Bidders are to provide at least <u>one</u> example CV for either a Director or a Senior Consultant Position.</p>	<p>ALL BIDDERS</p> <p>Word Limit; - 750 words</p> <p>Plus example Director and Senior Consultant Position CVs (maximum 2 pages A4 each)</p>	20
3.3	Bidders are to provide details of how, in delivering future Package Orders, you will ensure that you seamlessly integrate with resources within the Authority's teams (which may include other Suppliers) in order to provide expedient support and demonstrable improvement to the Authority's own capability including how you propose to apply and develop best practice and knowledge transfer.	<p>ALL BIDDERS</p> <p>Word Limit; - 500 words</p>	25



3.4	Bidders are to provide details of the approach that you would take in identifying, considering, consulting and managing potentially conflicting demands or requests from different stakeholders that may arise during the delivery of a Package Order.	ALL BIDDERS Word Limit; - 500 words	10
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4. TECHNICAL – CATEGORY D – RAILWAY INFRASTRUCTURE, ROLLING STOCK AND ASSET ADVICE			
ITEM	QUESTIONS	INSTRUCTIONS	SCORE
4.1	Bidders are to provide details of how they propose to apply the scale and extent of their capability and experience in the delivery of future Package Orders for Railway Infrastructure, Rolling Stock and Asset advice and how they intend to manage changes to required competency levels of resources at short notice.	<p>PRIME & MEDIUM GRADE BIDDERS</p> <p>Word Limit; 750 words</p> <hr/> <p>EXPERT GRADE BIDDERS</p> <p>Word Limit; 500 words</p>	45
4.2	<p>With reference to Appendix 1: Terms of Participation – Category Participation Tables, Bidders are to provide details of their plan for ensuring that there is an appropriate level of resource capacity and capability within their organisation to deliver future Package Orders.</p> <p>The response should include a table setting out specialists whom you have identified within Table 4 (Category D) as having a suitable and relevant resource capability, including details of their competence, experience and qualifications.</p> <p>PRIME and MEDIUM Bidders are to provide at least <u>one</u> example CV for a Director and a Senior Consultant Position listed.</p> <p>EXPERT Bidders are to provide at least <u>one</u> example CV for either a Director or a Senior Consultant Position.</p>	<p>ALL BIDDERS</p> <p>Word Limit; - 750 words</p> <p>Plus example Director and Senior Consultant Position CVs (maximum 2 pages A4 each)</p>	20
4.3	Bidders are to provide details of how, in delivering future Package Orders, you will ensure that you seamlessly integrate with resources within the Authority's teams (which may include other Suppliers) in order to provide expedient support and demonstrable improvement to the Authority's own capability including how you propose to apply and develop best practice and knowledge transfer.	<p>ALL BIDDERS</p> <p>Word Limit; - 500 words</p>	25



4.4	Bidders are to provide details of the approach that you would take in identifying, considering, consulting and managing potentially conflicting demands or requests from different stakeholders that may arise during the delivery of a Package Order.	ALL BIDDERS Word Limit; - 500 words	10
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5. TECHNICAL – CATEGORY E – PROJECT AND PROGRAMME MANAGEMENT			
ITEM	QUESTIONS	INSTRUCTIONS	SCORE
5.1	Bidders are to provide details of how they propose to apply the scale and extent of their capability and experience in the delivery of future Package Orders for Programme and Project Management advice and how they intend to manage changes to required competency levels of resources at short notice.	<p>PRIME & MEDIUM GRADE BIDDERS</p> <p>Word Limit; 750 words</p> <hr/> <p>EXPERT GRADE BIDDERS</p> <p>Word Limit; 500 words</p>	45
5.2	<p>With reference to Appendix 1: Terms of Participation – Category Participation Tables, Bidders are to provide details of their plan for ensuring that there is an appropriate level of resource capacity and capability within their organisation to deliver future Package Orders.</p> <p>The response should include a table setting out specialists whom you have identified within Table 5 (Category E) as having a suitable and relevant resource capability, including details of their competence, experience and qualifications.</p> <p>PRIME and MEDIUM Bidders are to provide at least <u>one</u> example CV for a Director and a Senior Consultant Position listed.</p> <p>EXPERT Bidders are to provide at least <u>one</u> example CV for either a Director or a Senior Consultant Position.</p>	<p>ALL BIDDERS</p> <p>Word Limit; - 750 words</p> <p>Plus example Director and Senior Consultant Position CVs (maximum 2 pages A4 each)</p>	20
5.3	Bidders are to provide details of how, in delivering future Package Orders, you will ensure that you seamlessly integrate with resources within the Authority's teams (which may include other Suppliers) in order to provide expedient support and demonstrable improvement to the Authority's own capability including how you propose to apply and develop best practice and knowledge transfer.	<p>ALL BIDDERS</p> <p>Word Limit; - 500 words</p>	25



5.4	Bidders are to provide details of the approach that you would take in identifying, considering, consulting and managing potentially conflicting demands or requests from different stakeholders that may arise during the delivery of a Package Order.	ALL BIDDERS Word Limit; - 500 words	10
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APPENDIX 4: PRICING MATRIX

SECTION 1; MAXIMUM DAILY RATE CARD

SECTION 2; MINIMUM PRICING DISCOUNTS

SECTION 3; PRICING SCENARIOS

SECTION 1; MAXIMUM DAILY RATE CARD

1. Bidders are required to complete the Category Specific Maximum Daily Rate Card Pricing Tables; 1 (Category A), 2 (Category B), 3 (Category C), 4 (Category D), 5 (Category E), identifying their Maximum Daily Rate for each Position noting that Suppliers must ensure that these rates are not exceeded in their pricing of future Work Packages subject to the adjustment set out in para 8.2 of the Framework Agreement.
2. Maximum Daily Rates must be calculated on the basis of a full working business day of nine hours duration, exclusive of any travel unless in exceptional cases where that travel has been agreed with the Authority as being legitimately part of the business day (as in the case of a site visit on behalf of the Authority). The Maximum Daily Rate will be inclusive of any management, services, functions and responsibilities (including any incidental services, functions or responsibilities) which are reasonably to be inferred from the Framework Agreement. In particular in future Work Packages, the Supplier shall provide Framework management, including regular updates, performance monitoring data, benchmarking analysis, performance review reports and attendance at regular liaison and review meetings with the Employer.
3. PRIME Grade Bidders are required to complete all Appendix 4, Section 1 Tables.
4. MEDIUM Grade Bidders are to complete only those Appendix 4, Section 1 Tables that they have been selected to bid for in response to this ITT.
5. MEDIUM Grade Bidders must ensure that all Positions identified in their Appendix 1: Terms of Participation, Category Specific Tables 1 (Category A), 2 (Category B), 3 (Category C), 4 (Category D), 5 (Category E), submission/s are priced in the relevant Category specific Section 1: Maximum Daily Rate Card Pricing Tables. Where MEDIUM Grade Bidders' Appendix 1: Terms of Participation, Category Specific Table



submission/s indicates that they do not have resources at specific Position at Category level they are to leave that Position unpriced in the relevant Rate Card.

6. In the event that a MEDIUM Grade Bidder has an unpriced Position the Authority will use proxy rates to ensure that the financial evaluation is carried out fairly and transparently. The purpose of this is to enable the Section 3: Pricing Scenario process to be completed by all MEDIUM Grade Bidders. The proxy rate will be calculated on the basis of the mean average of all priced submissions for this rate made by other MEDIUM Grade Bidders competing in the same Category.
7. EXPERT Grade Bidders are to complete only those Appendix 4, Section 1 Tables that they have been selected to bid for in response to this ITT and complete only those Positions that are present within their organisation.
8. EXPERT Grade Bidders must ensure that all Positions identified in their Appendix 1: Terms of Participation, Para 2.1 Category Specific Tables 1 (Category A), 2 (Category B), 3 (Category C), 4 (Category D), 5 (Category E), submission/s are priced in the relevant Category specific Section 1: Maximum Daily Rate Card Pricing Tables. Where EXPERT Grade Bidders' Appendix 1: Terms of Participation, Category Specific Table submission/s indicates that they do not have resources at specific Position at Category level they are to leave that Position unpriced in the relevant Rate Card.
9. To ensure that the financial evaluation is carried out fairly and transparently the Authority will use proxy rates where an EXPERT Grade Bidder has an unpriced Director or Senior Consultant Position noting that Section 3: Pricing Matrix Tables 3.3 A-E only require Director and Senior Consultant Positions. The purpose of this is to enable the Section 3: Pricing Scenario process to be completed by all EXPERT Grade Bidders. The proxy rate will be calculated on the basis of the mean average of all priced submissions for this rate made by other EXPERT Grade Bidders competing in the same Category.
10. ALL Bidders are to note that where a Category Specific Maximum Daily Rate Card Position has been priced at what the Authority regards an uneconomically low price the Authority reserves the right to challenge Bidders to justify the pricing of that Position. In the event that the Authority is not satisfied by the evidence provided it reserves the right to eject the Bidder from the procurement competition.



CATEGORY SPECIFIC MAXIMUM DAILY RATE CARD PRICING TABLE 1		
CATEGORY A - RAIL STRATEGY, TRANSPORT INTEGRATION AND PLANNING ADVICE		
ITEM	POSITION	MAXIMUM DAILY RATE
1.1	DIRECTOR	
1.2	SENIOR CONSULTANT	
1.3	CONSULTANT	
1.4	JUNIOR CONSULTANT	

CATEGORY SPECIFIC MAXIMUM DAILY RATE CARD PRICING TABLE 2		
CATEGORY B - RAIL OPERATIONS AND PERFORMANCE ADVICE		
ITEM	POSITION	MAXIMUM DAILY RATE
2.1	DIRECTOR	
2.2	SENIOR CONSULTANT	
2.3	CONSULTANT	
2.4	JUNIOR CONSULTANT	



CATEGORY SPECIFIC MAXIMUM DAILY RATE CARD PRICING TABLE 3		
CATEGORY C - ECONOMIC AND REVENUE FORECASTING FOR A SUSTAINABLE RAILWAY		
ITEM	POSITION	MAXIMUM DAILY RATE
3.1	DIRECTOR	
3.2	SENIOR CONSULTANT	
3.3	CONSULTANT	
3.4	JUNIOR CONSULTANT	

CATEGORY SPECIFIC MAXIMUM DAILY RATE CARD PRICING TABLE 4		
CATEGORY D - RAILWAY INFRASTRUCTURE, ROLLING STOCK AND ASSET ADVICE		
ITEM	POSITION	MAXIMUM DAILY RATE
4.1	DIRECTOR	
4.2	SENIOR CONSULTANT	
4.3	CONSULTANT	
4.4	JUNIOR CONSULTANT	



CATEGORY SPECIFIC MAXIMUM DAILY RATE CARD PRICING TABLE 5		
CATEGORY E - PROJECT AND PROGRAMME MANAGEMENT		
ITEM	POSITION	MAXIMUM DAILY RATE
5.1	DIRECTOR	
5.2	SENIOR CONSULTANT	
5.3	CONSULTANT	
5.4	JUNIOR CONSULTANT	



SECTION 2; MINIMUM PRICING DISCOUNTS

1. All Bidders are required to complete the Minimum Pricing Discounts Table below, identifying the minimum discount rates that they will apply to their Maximum Rate Card Tables (as set out in Section 1; Maximum Rate Card Table) as a minimum in their pricing of future Work Packages.

Minimum Pricing Discounts Table	
TOTAL WORK PACKAGE RESOURCE DAYS	MINIMUM DISCOUNT Rate
Less than 50 resource days	
51 – 150 Resource Days	
151 – 1000 Resource Days	
Over 1001 Resource Days	



SECTION 3: PRICING SCENARIOS

1. The resource profile included in the Appendix 4, Section 3; Pricing Scenarios are an averaged profile of resource distribution based on examples of past projects relevant to each Grade. Once priced these Scenarios will provide a basis on which comparable evaluation can be carried out between Bidders by Grade and additionally in respect of MEDIUM and EXPERT Bidders by Category.
2. Bidders are not required to complete any priced entry beyond their Appendix 4, Section 1; Maximum Rate Card and Appendix 4, Section 2; Minimum Pricing Discount submissions. AWARD is configured to enable the Bidder to identify the Pricing Scenario that is relevant to their bid. Once identified, AWARD will automatically populate the relevant Pricing Scenario using a combination of the Bidder's entries for Appendix 4, Sections 1 and 2.
3. Those Bidders that have fully populated all Positions within their relevant Section 1 Tables will be able to see their entries automatically generating on AWARD and are required to confirm that the relevant Pricing Scenario has been priced and to ensure that the automatic entries to the Pricing Scenario have accurately recorded their Section 1 and 2 entries. Where Bidders have not fully populated all Positions within their relevant Section 1 Tables, will not be able to see their entries generate on AWARD; instead, the Authority will use proxy rates in lieu of any unpriced Positions in accordance with paragraphs 6 and 9 of Appendix 1, Section 1 and will automatically populate the Bidder's relevant Section 3, Pricing Scenario (s) on AWARD.
4. PRIME Grade Bidders must complete Appendix 4, Section 3, Table 3.1 only. PRIME Bidders are to note that should they would wish to be considered within the MEDIUM Grade competition in the event that they are unsuccessful in their PRIME Grade Bid, they are required to complete the relevant Appendix 4, Section 3: Pricing Scenarios Tables 3.2 A – E for a maximum of two Categories that they nominated at the PQQ stage of this procurement competition.
5. MEDIUM Grade Bidders are to complete those Appendix 4, Section 3, Tables 3.2A, 3.2B, 3.2C, 3.2D and 3.2E that are relevant to the Category/ Categories that they have been selected to bid for in this ITT competition.
6. EXPERT Grade Bidders are to complete those Appendix 4, Section 3, Tables 3.3A, 3.3B, 3.3 C, 3.3D and 3.3E that are relevant to the Category/ Categories that they have been selected to bid for in this ITT competition.

**TABLE 3.1 (PRIME BIDDERS ONLY) - TURN-KEY WORK PACKAGE SCENARIO**

7. PRIME Grade Bidders are to complete Appendix 4, Section 3, Table 3.1 using an average Maximum Daily Rate for each Position based on the mean average of the rates shown in Maximum Rate Card Tables (Appendix 4, Section 1: Maximum Rate Card Tables 1 – 5), less the relevant Minimum Pricing Discount as shown in Minimum Pricing Discounts Table (Appendix 4, Section 2: Minimum Pricing Discounts).

Example;

Senior Consultant = £108.00/day based on the following calculation:

Maximum Rate Cards - Table 1 = £100/day, Table 2 = £150/day, Table 3 = £125/day, Table 4 = £125/day and Table 5 = £100/dayTOTAL = £600 / 5 = £120/day

Less an example Minimum Discount Rate of 10% for a total commission of over 1,000 days = £120 – 10% = £108.00

TABLE 3.1						
	RESOURCE DAYS PER POSITION					
Position	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Director	20	40	40	40	40	20
Senior Consultant	100	200	200	200	200	100
Consultant	50	100	100	100	100	50
Junior Consultant	10	20	20	20	20	10



TABLE 3.2A (MEDIUM BIDDERS ONLY) - CATEGORY SPECIFIC WORK PACKAGE SCENARIO

CATEGORY A - RAIL STRATEGY, TRANSPORT INTEGRATION AND PLANNING ADVICE

8. MEDIUM Grade Bidders who have been selected to bid for this Category in response to this ITT are to complete Appendix 4, Section 3, Table 3.2A below using the rate for each Position as shown in the Category A Maximum Rate Card Table (Appendix 4, Section 1: Maximum Rate Card Table 1), less the relevant Minimum Pricing Discount as shown in Minimum Pricing Discounts Table (Appendix 4, Section 2: Minimum Pricing Discounts).

TABLE 3.2A					
	RESOURCE DAYS PER POSITION				
Position	Month 1	Month 2	Month 3	Month 4	Month 5
Director	5	10	10	10	10
Senior Consultant	60	80	90	80	60
Consultant	30	40	40	40	40
Junior Consultant	0	10	20	10	0

TABLE 3.2B (MEDIUM BIDDERS ONLY) - CATEGORY SPECIFIC WORK PACKAGE SCENARIO

CATEGORY B - RAIL OPERATIONS AND PERFORMANCE ADVICE

9. MEDIUM Grade Bidders who have been selected to bid for this Category in response to this ITT are to complete Appendix 4, Section 3, Table 3.2B below using the rate for each Position as shown in the Category B Maximum Rate Card Table (Appendix 4, Section 1: Maximum Rate Card Table 2), less the relevant Minimum Pricing Discount as shown in Minimum Pricing Discounts Table (Appendix 4, Section 2: Minimum Pricing Discounts).

TABLE 3.2B					
	RESOURCE DAYS PER POSITION				
Position	Month 1	Month 2	Month 3	Month 4	Month 5
Director	5	10	10	10	10
Senior Consultant	60	80	90	80	60
Consultant	30	40	40	40	40
Junior Consultant	0	10	20	10	0

TABLE 3.2C (MEDIUM BIDDERS ONLY) - CATEGORY SPECIFIC WORK PACKAGE SCENARIO

CATEGORY C - ECONOMIC AND REVENUE FORECASTING FOR A SUSTAINABLE RAILWAY

10. MEDIUM Grade Bidders who have been selected to bid for this Category in response to this ITT are to complete Appendix 4, Section 3, Table 3.2C below using the rate for each Position as shown in the Category C Maximum Rate Card Table (Appendix 4, Section 1: Maximum Rate Card Table 3), less the relevant Minimum Pricing Discount as shown in Minimum Pricing Discounts Table (Appendix 4, Section 2: Minimum Pricing Discounts).

TABLE 3.2C					
	RESOURCE DAYS PER POSITION				
Position	Month 1	Month 2	Month 3	Month 4	Month 5
Director	5	10	10	10	10
Senior Consultant	60	80	90	80	60
Consultant	30	40	40	40	40
Junior Consultant	0	10	20	10	0

TABLE 3.2D (MEDIUM BIDDERS ONLY) - CATEGORY SPECIFIC WORK PACKAGE SCENARIO

CATEGORY D - RAILWAY INFRASTRUCTURE, ROLLING STOCK AND ASSET ADVICE

11. MEDIUM Grade Bidders who have been selected to bid for this Category in response to this ITT are to complete Appendix 4, Section 3, Table 3.2D below using the rate for each Position as shown in the Category D Maximum Rate Card Table (Appendix 4, Section 1: Maximum Rate Card Table 4), less the relevant Minimum Pricing Discount as shown in Minimum Pricing Discounts Table (Appendix 4, Section 2: Minimum Pricing Discounts).

TABLE 3.2D					
	RESOURCE DAYS PER POSITION				
Position	Month 1	Month 2	Month 3	Month 4	Month 5
Director	5	10	10	10	10
Senior Consultant	60	80	90	80	60
Consultant	30	40	40	40	40
Junior Consultant	0	10	20	10	0

TABLE 3.2E (MEDIUM BIDDERS ONLY) - CATEGORY SPECIFIC WORK PACKAGE SCENARIO

CATEGORY E - PROJECT AND PROGRAMME MANAGEMENT

12. MEDIUM Grade Bidders who have been selected to bid for this Category in response to this ITT are to complete Appendix 4, Section 3, Table 3.2E below using the rate for each Position as shown in the Category E Maximum Rate Card Table (Appendix 4, Section 1: Maximum Rate Card Table 5), less the relevant Minimum Pricing Discount as shown in Minimum Pricing Discounts Table (Appendix 4, Section 2: Minimum Pricing Discounts).



TABLE 3.2E					
	RESOURCE DAYS PER POSITION				
Position	Month 1	Month 2	Month 3	Month 4	Month 5
Director	5	10	10	10	10
Senior Consultant	60	80	90	80	60
Consultant	30	40	40	40	40
Junior Consultant	0	10	20	10	0

TABLE 3.3A (EXPERT BIDDERS ONLY) - CATEGORY SPECIFIC ISOLATED WORK PACKAGE SCENARIO

CATEGORY A - RAIL STRATEGY, TRANSPORT INTEGRATION AND PLANNING ADVICE

13. EXPERT Grade Bidders who have been selected to bid for this Category in response to this ITT are to complete Appendix 4, Section 3, Table 3.3A below using the rate for each Position as shown in the Category A Maximum Rate Card Table (Appendix 4, Section 1: Maximum Rate Card Table 1), less the relevant Minimum Pricing Discount as shown in Minimum Pricing Discounts Table (Appendix 4, Section 2: Minimum Pricing Discounts).

TABLE 3.3A					
	RESOURCE DAYS PER POSITION				
Position	Month 1	Month 2	Month 3	Month 4	Month 5
Director	5	10	10	10	10
Senior Consultant	60	80	90	80	60



TABLE 3.3B (EXPERT BIDDERS ONLY) - CATEGORY SPECIFIC ISOLATED WORK PACKAGE SCENARIO

CATEGORY B - RAIL OPERATIONS AND PERFORMANCE ADVICE

14. EXPERT Grade Bidders who have been selected to bid for this Category in response to this ITT are to complete Appendix 4, Section 3, Table 3.3B below using the rate for each Position as shown in the Category B Maximum Rate Card Table (Appendix 4, Section 1: Maximum Rate Card Table 2), less the relevant Minimum Pricing Discount as shown in Minimum Pricing Discounts Table (Appendix 4, Section 2: Minimum Pricing Discounts).

TABLE 3.3B					
	RESOURCE DAYS PER POSITION				
Position	Month 1	Month 2	Month 3	Month 4	Month 5
Director	5	10	10	10	10
Senior Consultant	60	80	90	80	60

TABLE 3.3C (EXPERT BIDDERS ONLY) - CATEGORY SPECIFIC ISOLATED WORK PACKAGE SCENARIO

CATEGORY C - ECONOMIC AND REVENUE FORECASTING FOR A SUSTAINABLE RAILWAY

15. EXPERT Grade Bidders who have been selected to bid for this Category in response to this ITT are to complete Appendix 4, Section 3, Table 3.3C below using the rate for each Position as shown in the Category C Maximum Rate Card Table (Appendix 4, Section 1: Maximum Rate Card Table 3), less the relevant Minimum Pricing Discount as shown in Minimum Pricing Discounts Table (Appendix 4, Section 2: Minimum Pricing Discounts).

TABLE 3.3C					
	RESOURCE DAYS PER POSITION				
Position	Month 1	Month 2	Month 3	Month 4	Month 5
Director	5	10	10	10	10
Senior Consultant	60	80	90	80	60

TABLE 3.3D (EXPERT BIDDERS ONLY) - CATEGORY SPECIFIC ISOLATED WORK PACKAGE SCENARIO

CATEGORY D - RAILWAY INFRASTRUCTURE, ROLLING STOCK AND ASSET ADVICE

16. EXPERT Grade Bidders who have been selected to bid for this Category in response to this ITT are to complete Appendix 4, Section 3, Table 3.3D below using the rate for each Position as shown in the Category D Maximum Rate Card Table (Appendix 4, Section 1: Maximum Rate Card Table 4), less the relevant Minimum Pricing Discount as shown in Minimum Pricing Discounts Table (Appendix 4, Section 2: Minimum Pricing Discounts).

TABLE 3.3D					
	RESOURCE DAYS PER POSITION				
Position	Month 1	Month 2	Month 3	Month 4	Month 5
Director	5	10	10	10	10
Senior Consultant	60	80	90	80	60

TABLE 3.3E (EXPERT BIDDERS ONLY) - CATEGORY SPECIFIC ISOLATED WORK PACKAGE SCENARIO

CATEGORY E - PROJECT AND PROGRAMME MANAGEMENT

17. EXPERT Grade Bidders who have been selected to bid for this Category in response to this ITT are to complete Appendix 4, Section 3, Table 3.3E below using the rate for each Position as shown in the Category E Maximum Rate Card Table (Appendix 4, Section 1: Maximum Rate Card Table 5), less the relevant Minimum Pricing Discount as shown in Minimum Pricing Discounts Table (Appendix 4, Section 2: Minimum Pricing Discounts).

TABLE 3.3E					
	RESOURCE DAYS PER POSITION				
Position	Month 1	Month 2	Month 3	Month 4	Month 5
Director	5	10	10	10	10
Senior Consultant	60	80	90	80	60

APPENDIX 5: COMPLIANCE CERTIFICATES

1. Bidders

The Bidder must arrange for its authorised signatory to complete and sign the document. The Compliance Certificate should be submitted as a pdf copy of the original signed document.

2. Sub-suppliers and Consortium Members

The Bidder must arrange for authorised signatories of its named Sub-suppliers and consortium members to complete and sign the document. The completed Compliance Certificate should be submitted as a pdf copy of the original signed document.

REQUIRED INFORMATION

<i>Bidders must include the following:</i>	Confirm
a) Provide Outstanding Insurance Documentation as per paragraph 4.16 – Upload copies to AWARD	
b) Responses to the ITT Questionnaire Sections 1, 2 and 3 – Upload responses on AWARD	
c) Complete and return the Form of Tender – Upload copies to AWARD	

COMPLIANCE CERTIFICATE

I/we make the following declaration without prejudice.

I certify that the information supplied is accurate to the best of my knowledge and I accept the conditions and give the undertakings requested in the ITT. I understand and accept that false information, or the omission of relevant information, could result in exclusion from the tendering process or rejection of our tender and that the Authority may consult any publicly available information or register, any authority, any other person or its own records to verify the information or answers given. If requested by the Authority, I undertake to provide the Authority with any evidence it may reasonably request to verify the information or answers provided.

I also undertake that if at any point following the signing of this declaration there is a change in circumstances such that this declaration may no longer be deemed to be true and accurate in its entirety I shall inform the Authority accordingly without delay.

THIS UNDERTAKING IS TO BE SIGNED BY AN AUTHORISED REPRESENTATIVE ON BEHALF OF THE BIDDER AND ANY SUB-SUPPLIERS OR CONSORTIUM MEMBERS.

Name of Bidder: _____

Signed on behalf of Bidder: _____

Position/status in Bidder's organisation: _____

Date: _____

Name of Sub-Supplier/ Consortium Member _____

Signed: _____

Position/status in Sub-Supplier/ Consortium Member's organisation:

Date: _____

Name of Sub-Supplier/ Consortium Member _____

Signed: _____

Position/status in Sub-Supplier/ Consortium Member's organisation:

Date: _____



Rail Executive



Name of Sub-Supplier/ Consortium Member _____

Signed: _____

Position/status in Sub-Supplier/ Consortium Member's organisation:

Date: _____

Name of Sub-Supplier/ Consortium Member _____

Signed: _____

Position/status in Sub-Supplier/ Consortium Member's organisation:

Date: _____

Name of Sub-Supplier/ Consortium Member _____

Signed: _____

Position/status in Sub-Supplier/ Consortium Member's organisation:

Date: _____

Name of Sub-Supplier/ Consortium Member _____

Signed: _____

Position/status in Sub-Supplier/ Consortium Member's organisation:

Date: _____