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| --- |
| **Mini-Competition Invitation – Professional Services Short Contract (Lot 2)** |
|  |  |  |

|  |  |
| --- | --- |
| Date | DateClick or tap to enter a date. |
|  |
|  |
| The *Client* is |
|  |
| MHA+ member authority | NameClick or tap here to enter text. |
|  |
|  |
|  |
| *Client* manager  | NameClick or tap here to enter text. |
|  |
|  |
| Address for communication | AddressClick or tap here to enter text. |
|  |
|  |
|  |
| Address for electronic communication | e: mail addressClick or tap here to enter text. |
|  |
|  |
|  | Under clauses 3.4 - 3.12 of the MHA+ PSP 4 Framework Information Annex B: Selection Procedure, we invite you to undertake in a mini competition under Lot 2.  |
|  |  |
|  | The split of quality / price shall be within a range of 20% / 80%[[1]](#footnote-1). The calculation of the overall score is detailed in **Annex A: Mini Competition Evaluation** |
|  |  |
| 1. | **Quality** |
|  |  |
|  | The elements of quality derived from the Framework *Quotation Information*, will represent |
|  |  |
|  | Click or tap here to enter text. | % of the quality mark |
|  | (if you wish to use the quality scores from the tender enter 100% here. If you wish to add additional quality requirements, adjust the percentage accordingly) |
|  |  |
|  | The elements of quality derived from the Framework *Quotation Information*, will represent |
|  |  |
|  | Click or tap here to enter text. | % of the quality mark.  |
|  | The items of the mini-competition quality submission are included in **Annex B: Quality** |
|  |  |
| 2. | **Price** |
|  |  |
|  | The elements of price derived from the Framework Q*uotation Information*, will represent |
|  |  |
|  | Click or tap here to enter text. | % of the price mark |
|  | (if you wish to use the price scores from the tender enter 100% here. If you wish to determine price from the mini-competition, adjust the percentage accordingly) |

|  |  |
| --- | --- |
|  |  |
|  | The elements of price derived from the Framework *Quotation Information*, will represent |
|  |  |
|  | Click or tap here to enter text. | % of the price mark.  |
|  | The items of the mini-competition price submission are included in **Annex C: Contract Data** |
|  |  |
| 3. | **Quotation information** |
|  |  |
| Role / job title | Click or tap here to enter text. |
|  |  |
| Specialism | Click or tap here to enter text. |
|  |  |
|  | Band | Click or tap here to enter text. | Hours | Click or tap here to enter text. |
|  |  |
|  | IR35 assessment undertaken |
|  | Inside IR 35 |[ ]  Outside IR35 |[ ]
|  |  |
|  |  |
| 4. | **Deadline for Queries and Responses** |
|  |  |
| The deadline for queries in relation to the mini-competition shall be  | Time / dateClick or tap here to enter text. |
|  |
| *Suppliers* shall return the mini-competition documents by  | Time / dateClick or tap here to enter text. |
|  |
| The mini-competition documents shall be returned to:  |
|  |
| Name | Click or tap here to enter text. |
|  |  |
|  |
| Address for communication | AddressClick or tap here to enter text. |
|  |  |
|  |  |
|  |
| Address for electronic communication | e: mail addressClick or tap here to enter text. |
|  |  |
|  |

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| --- | --- |
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|  | **Annex A: Tender evaluation** |
|  |  |
|  | **Marking of the Mini Competition Quality Score (QS)** |
|  |  |
|  | If the Tender scores from the framework quotation information are to be used then the scores for Quality, will be as per the tender and no further assessment is required. |
|  |  |
|  | Waterman Aspen = (TQ) | Matchtech = (TQ) |
|  |  |
|  | **If a blend is to be used the calculation shall be as follows:** |
|  | Tender quality score (TQ) x percentage relevant = Tender quality mini competition factor (A) |
|  |  |
|  | Mini competition quality score (MCQS) x percentage relevant = Mini competition quality factor (B) |
|  |  |
|  | Total overall mini competition quality score (QS) = (A) + (B) |
|  |  |
|  | **The mini competition score shall be calculated as follows:** |
|  |  |
|  | The total scores for all the questions will be added together. The tenderer with the highest total quality score will be awarded a score of 50. The other total quality score will be adjusted on a pro-rata basis using the formula 50 x Q/HQ (where HQ is the highest quality score, and Q is the quality score being considered). This will become the mini competition quality score (MCQS). |
|  |  |
|  | The mini competition quality questions and marking system are included in Annex B: Quality. |
|  |  |
|  | **Marking of the Price score** |
|  |  |
|  | If the Tender scores from the framework quotation information are to be used then the scores for Price, will be as per the tender and no further assessment is required. |
|  |  |
|  | Waterman Aspen = (TQ) | Matchtech = (TQ) |
|  |  |
|  | **If a blend is to be used the calculation shall be as follows:** |
|  | Tender price score (TQ) x percentage relevant = Tender price mini competition factor (C) |
|  |  |
|  | Mini competition quality score (MCPS) x percentage relevant = Mini competition price factor (D) |
|  |  |
|  | Total overall mini competition quality score (PS) = (C) + (D) |
|  |  |
|  | **The mini competition score shall be calculated as follows:** |
|  |  |
|  | The tenderer with the lowest tendered price will receive a score of 50 marks. The other tendered price will be scored on a pro-rata basis using the formula 100 x TL/T (where TL is the lowest tendered price, and T is the tendered price being considered). This will become the price score.  |
|  |  |
|  | The pricing requirements will be detailed in Annex C: Contract Data |
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|  | **Annex B: Quality** |
|  |  |
|  | ***Client* to add IR35 Assessment here** |
|  |  |
|  | ***Client* to also add the Status Determination Statement (SDS)**  |
|  |  |
|  | ***Client* to add Job Description here** |
|  |  |
|  | ***Client* to add any specific quality questions here** |
|  |  |
|  | ***Client* to add the mechanism for marking the quality responses** |
|  |  |

|  |  |
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|  | **Annex C: Contract Data** |
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|  | ***Client* to add relevant PSSC Contract Data Parts 1 and 2** |
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|  | **Annex D: Form of Tender** |
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1. PSP 4 Framework Information Annex B: Selection procedure clauses [↑](#footnote-ref-1)