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| **Mini-Competition Invitation – Professional Services Short Contract (Lot 2)** | | |
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| --- | --- | --- |
| Date | Date  Click or tap to enter a date. | |
|  |
|  | | |
| The *Client* is | | |
|  | | |
| MHA+ member authority | Name  Click or tap here to enter text. | |
|  |
|  |
|  | | |
| *Client* manager | Name  Click or tap here to enter text. | |
|  |
|  | | |
| Address for communication | Address  Click or tap here to enter text. | |
|  |
|  |
|  | | |
| Address for electronic communication | e: mail address  Click 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) | | |

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|  | |  | | | | | | | | |
|  | | 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 | Address  Click or tap here to enter text. | | | | | | | |
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| Address for electronic communication | e: mail address  Click or tap here to enter text. | | | | | | | |
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|  | **Annex A: Tender evaluation** | | | | |
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|  | **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. | | | | |
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|  | 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)