PSP 4 - Mini-Competition Invitation – Consultancy Services (Lot 1)

Date		

The *Client* is

MHA+ member authority	
Client manager	
Address for communication	
Address for electronic communication	

Under clauses 2.4 : 2.15 of the MHA+ PSP 4 Framework Information Annex B: Selection Procedure, we invite you to undertake in a mini competition under Lot 1.

The split of quality / price shall be within a range of 20% / 80%[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 _____ % 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 _____ % 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 *Quotation Information*, will represent _____ % 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 _____ % of the price mark

The items of the mini-competition price submission are included in **Annex C: Contract Data**

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[1] PSP 4 Framework Information Annex B: Selection Procedure clauses

3. Supplier Meeting

There shall be supplier meeting on		at	
At the following address			
The *Supplier* shall be allowed to bring X staff to the meeting and shall provide the *Clients'* contact with names at least 48 hours prior to the meeting.			
(if no *Supplier* meeting is planned delete section 3 above)			
The *Client* may meet with the *Suppliers* to clarify their proposals prior to finalising the evaluation scores.			

4. Deadline for Queries and Responses

	Time	date
The deadline for queries in relation to the mini-competition shall be	Time	date
Suppliers shall return the mini-competition documents by	Time	date

The mini-competition documents shall be returned to:	
Name	Name
Address for communication	Address
Address for electronic communication	Email address

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.

Amey Consulting = (TQ)	Aecom = (TQ)
WSP = (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 …XX. The other total quality score will be adjusted on a pro-rata basis using the formula XX 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.

Amey Consulting = (TQ)	Aecom = (TQ)
WSP = (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 XX .(as applicable to range on page 1). 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

Annex B: Quality

Client to add any specific quality questions here

Client to also add the mechanism for marking the quality responses

Annex C: Contract Data

Client to add relevant PSSC Contract Data or PSC Data Parts 1 and 2

Annex D: Form of Tender