

## Appendix 1 – Procurement Process

The procurement process was split into two Stages, Stage 1 being the Pre-Qualification Stage and Stage 2 being the Invitation to Tender Stage which follows the EU Restricted Procedure. Those suppliers passing Stage 1 were selected to go forward to Stage 2.

### Stage 1 - Expressions of Interest and Pre-Qualification Questionnaire (PQQ)

The Council invited expressions of interest to which a total of fourteen suppliers expressed an interest in the opportunity. Of the fourteen that expressed an interest, three submitted PQQ's, the suppliers were:-

CACI Ltd  
IChoosr  
Nextenders (UK) Ltd

Each supplier was evaluated against pre-selection criteria. Nextenders (UK) Ltd were disqualified at this point due to their Financial Details being inadequate. Both CACI Ltd and IChoosr scored 64 marks out of a possible 100 marks and were therefore shortlisted to Invitation to Tender Stage (ITT).

### Stage 2 - Invitation to Tender (ITT)

The evaluation criteria for the Invitation to Tender was split into two areas:-

Area of Evaluation	Overall Weighting
Financial	40%
Technical	60%

#### Financial Evaluation

A commission schedule was included in the ITT to which each bidder was required to respond to based on the commission payable to the Council over the number of contract years.

#### Technical Evaluation

Bidders were evaluated against their technical solution and commitment to the switching programme. Each Proposal was evaluated and scored by the evaluation team using the above judgements. Submissions scoring 2 or below on any technical contractor Proposal or response was deemed non compliant and disqualified.

#### Final Evaluation Outcome

One tender was submitted by IChoosr, CACI Ltd declined to tender midway through the ITT Stage. Applying the award criteria, IChoosr scored 26 marks out of 40 for the financial element and 48 marks out of 60 for the technical element giving them an Overall Evaluation of 74 marks out of 100.

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