



Government
Legal Department

Tender for the Provision of Recruitment Services

Guide for Supplier
November 2025

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About the Government Legal Department

We are the government's principal legal advisers. Our core purpose is to help the government to govern well, within the rule of law.

We do this by providing legal advice on the development, design and implementation of government policies and decisions, drafting secondary legislation and working with Parliamentary Counsel on primary legislation, and representing the government in court.

We are a non ministerial government department.

Our Purpose and Vision

We help the government to govern well, within the rule of law.

Our vision is to be:

- an outstanding legal organisation, committed to the highest standards of service and professionalism
- a brilliant place to work, where we can all thrive and fulfil our potential
- Who we are
- We have more than 3,400 employees, around 2,600 of whom are solicitors or barristers.

We provide a legal service to the majority of central government departments.

Parliamentary and advisory work

Governments draw continuously upon the skills of their lawyers as they bring to life the policies pledged in their election manifestos. GLD lawyers are called upon to advise whether a policy can be implemented under existing legislation and, if so, how.

If new, primary legislation is required, GLD lawyers play a key role in helping to prepare the bill and taking it through Parliament. Where this is the case, GLD lawyers can expect to work closely with officials, ministers and Parliamentary counsel. They brief ministers and support them in Parliamentary debates.

GLD lawyers also draft secondary legislation much of which will impact upon the community as a whole. A proportion of this drafting is done by a specialist team of drafters who work closely with the Office of the Parliamentary Counsel.

In addition, our lawyers need to ensure that all the legal implications of a policy have been thought through. It is also their job to ensure that the legislation they produce will withstand the scrutiny of both the courts and Parliament.

The role of GLD lawyers in the development and implementation of new legislation is intellectually demanding and unique.

Litigation

The Litigation Group provides litigation services to the majority of government departments and executive agencies, as well as many non-departmental public bodies, and its work often raises questions of constitutional importance.

The Group's work encompasses litigation in public and private law as well as supporting public inquiries. Lawyers attend hearings in a wide range of courts, including Coroners' Courts, the Asylum and Immigration Tribunal, the Royal Courts of Justice and the Supreme Court.

GLD is Lexcel accredited, this is a legal quality mark awarded by the Law Society.

Commercial

The GLD has a specialist Commercial Law Group of around 120 commercial law specialists. As the government seeks to reduce the levels of public spending, the work of its commercial lawyers has never been more important.

Whether they are undertaking large-scale complex public procurement or day-to-day transactional commercial matters, it is essential that government departments obtain value from all their contracts. To enable them to do so, commercial lawyers in GLD provide legal advice on a wide range of matters, including public procurement law, contract law, intellectual property and state aid.

Commercial lawyers work closely with their clients (the procurement officers, contract managers, commercial directors and other in-house lawyers) to help them develop sound policies, devise robust commercial and procurement strategies and to construct resilient contractual arrangements with suppliers.

Employment

GLD's Employment Group, which embraces both advisory and litigation work, is now one of the largest employment law practices in the country.

GLD's employment lawyers act for departments of state and various public bodies in cases brought before the Employment Tribunal, the County Court, the Employment Appeal Tribunal and beyond.

Employment lawyers also advise on non-contentious matters, such as employment policies and practices and compliance with new legislation and they seek to provide their clients with training and information to help prevent employment problems in the future.

Chief Operating Officer (COO) Group

The Chief Operating Officer (COO) Group provides the essential corporate, operational and strategic functions that enable GLD to deliver high-quality legal services across government. Bringing together HR, Finance, Digital, Commercial, Estates, Security, Business Operations and organisational strategy, the Group ensures GLD has the people, systems, infrastructure and governance required to operate effectively and support more than 3,000 staff nationwide.

A central focus of the COO Group is creating the conditions for GLD colleagues to thrive. This includes leading the people and culture agenda, workforce planning, pay, learning and development, wellbeing, inclusion and organisational change. The Group also manages GLD's commercial and procurement activity, financial planning, performance reporting, and internal assurance, ensuring value for money and compliance with government-wide policy and controls.

The COO Group additionally drives GLD's digital and workplace transformation, including modernising technology platforms, strengthening cyber security and information governance, and managing GLD's national estates and facilities. Through this broad operational remit, the Group acts as the organisational engine room of GLD—supporting its people, enabling effective legal delivery, and ensuring resilience for the future.

Diversity and Inclusion

We are recognised as a leading employer in relation to diversity and inclusion and our enduring Values unify every profession and activity in the department. We have 11 staff-led passionate and engaged diversity networks and 14 SCS Diversity Champions who each lead on a particular aspect or characteristic, overseen by the overall Senior Diversity Champion, who sits at Director General level.

We are proud to have been recognised as a Disability Confident Leader since 2017 by the Business Disability Forum, most recently achieving the Disability Confident Leader accreditation in 2024.

Health and Wellbeing

Taking a positive, preventative approach to wellbeing is a strategic priority for the Civil Service and for us here at GLD. We are committed to supporting and empowering our people to prioritise their health and wellbeing.

We have a diverse pool of trained Mental Health First Aiders across the organisation and all employees have access to the Employee Assistance Programme, a free, confidential and expert support service that is available 24 hours a day, seven days a week.

Foreword by James Wood, Head of Resourcing

The Government Legal Department (GLD) is pleased to launch this procurement for the provision of high-quality recruitment services to support amongst other things the identification and appointment of talented G6 and G7 lawyers. This procurement reflects our clear commitment to the core principles of the Procurement Act 2023—transparency, fair treatment of suppliers, and delivering value for money—ensuring a robust and compliant process throughout.

We recognise the significance of this contract in supporting GLD's ability to attract skilled legal professionals and deliver for government and the public. We are grateful to those providers who contributed to our early market engagement and helped shape this opportunity, and we thank you for your continued interest. We wish all prospective suppliers the very best in competing for this important work.

About GLD Human Resources Service

The Government Legal Department (GLD) positions its people at the heart of its vision to be an outstanding legal organisation and a brilliant place to work. Its People Strategy serves as the bridge between the wider [GLD Strategy 2024–27](#) and the everyday experience of its staff, recognising that delivering “much more than law” depends on building the right culture, leadership and support for colleagues across all professions.

GLD's HR approach is framed around five People Ambitions: fostering diversity and wellbeing, enhancing collective leadership, growing inclusive talent, strengthening connection and engagement, and developing a learning and performance culture. These ambitions are underpinned by a drive for a high-quality HR function that works as a strategic partner within GLD and aligns to the Civil Service People Plan.

At its core, GLD HR emphasises collective leadership and inclusive culture. Leaders are expected to model compassionate, visible leadership, create high-performing and diverse teams, and guide people through transformation. Wellbeing and inclusion are central: HR commits to tackling inequality, improving resilience, addressing bullying and harassment, and ensuring all staff feel respected and able to thrive.

The strategy also commits to building a performance and learning culture where development is embedded into daily work, feedback is improved, and success is rewarded fairly. Pay reform, clearer performance management and better career pathways are intended to help staff see how their work links to strategic goals while feeling supported in their career growth. Early talent pipelines, apprenticeships and diverse entry routes are prioritised to strengthen future capability and social mobility.

Finally, GLD's HR function is evolving into a data-driven, people-centric enabler. Investment in digital HR platforms, people analytics and organisational development will support smarter workforce planning and better decision-making. By aligning with Civil Service functional standards and the Shared Services Strategy, HR aims to deliver high-quality services efficiently, while ensuring policies are simple, inclusive

and aligned to the needs of GLD's people.

About this procurement

1. Introduction

1.1 GLD is approaching the conclusion of its current contractual arrangements for recruitment services and is keen to continue the build on its services. The service specification is available as a document as part of the suite of procurement documents for this requirement.

1.2 GLD is seeking a recruitment partner to provide the following services:

Core Services:

- a) Delivery of recruitment schemes and associated assessment services, including;
 - i. recruitment scheme for Qualified Lawyers, senior lawyers and specialist lawyers. This service shall be provided for GLD and Other Government Departments (OGDs) e.g. HMRC.
 - ii. recruitment for GLD early talent Schemes, including legal trainees (comprising graduate trainee solicitors and pupil barristers) and legal apprentices . – the legal trainee service shall be provided for GLD and the wider Government Legal Profession (GLP). Majority of successful candidates are placed with GLD, and some are assigned to OGDs.
 - iii. targeted attraction and recruitment for hard to fill roles e.g. commercial lawyers and planning lawyers
 - iv. provide management information and market insights to facilitate decision making and enable continuous improvement of the end-to-end recruitment processes.
- b) Media and Advertising – providing advice on relevant media (online and/or offline) for all legal and Cross Functional Professional roles (including SCS), develop and delivering social media strategy across GLD and suppliers' channels, arranging for adverts to be placed on agreed media etc.

Non-Core Services:

Provision of ad-hoc support for select recruitment including;

- a) providing surge capacity support for delivery of the end-to-end service for recruiting permanent employees into Cross Functional Professional Roles.

- b) providing surge capacity support for assessment, sifting and pre-sifting of high-volume campaigns for Senior Civil Servants (SCS); and talent mapping in specific locations

2. History of the Procurement Exercise

- 2.1 The procurement for these services started with early market engagement and the notice reference for this was:

2025/S 000-016033

Details of this notice can be found on the Find a Tender Website:

<https://www.find-tender.service.gov.uk/Notice/016033-2025>

- 2.2 An early engagement process took place on 20th May 2025. A slidedeck was presented setting out the vision for this procurement activity and this is supplied as a document



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Recruitment Services

- 2.3 A further tender notice for this procurement has been published on Find a Tender. The notice can again be found on the Find a Tender website:

[Find a Tender](#)

- 2.4 To receive access to all procurement documents please request this by emailing an expression of interest to bids@governmentlegal.gov.uk

3. Purpose and Structure of this Document

- 3.1 The purpose of this document is to offer prospective bidders a guide to how GLD wishes to receive bids for this work, how we will evaluate bids and to outline the overall process that GLD intends to follow.
- 3.3 The document is structured in the following way. It sets out how the procurement will be run from a legal perspective, describes the bidding process in full, set out how we will evaluate bids, how we will award the contract and the timescale with which we are working.

4. The Process

- 4.1 This opportunity is being run under the Open Procedure, as set out in the *Procurement Act 2023*. This means that any supplier may submit a tender in response to this advertised contract opportunity. The Open Procedure is a single-stage process: all bids are assessed in one go, without a separate pre-

qualification stage. This helps streamline the competition while ensuring that all suppliers are treated equally and fairly.

- 4.2 The process begins with the publication of the Tender Notice (see 2.2), which includes all necessary information about the opportunity, including how to access the tender documents, what the authority is looking for, and how your bid will be assessed. From the outset, you will have access to all the information you need to prepare and submit a full and compliant tender.
- 4.2 All tenders received by the deadline will be assessed against the published award criteria. We are committed to applying these criteria fairly, transparently, and in line with the principles of the *Procurement Act 2023*, including treating all suppliers without discrimination.
- 4.3 We encourage all interested bidders to read the procurement documents carefully, ask any clarification questions in good time, and submit your best possible tender. For more information on the Open Procedure and the broader legislative context, you may wish to consult the Procurement Act 2023.

5. The Procurement Documents

- 5.1 The procurements documents that are being used are set out in Table 1: The Procurement Documents:

ITEM	TITLE
1	Guide for Bidders
2	Service Specification
3	Bidding Document
4	Pricing Submission Document
5	Contract Documentation - draft – for finalisation after the tender process
6	Pre Market Engagement Slidedeck (embedded - for information only)
7	Useful data for Bidders (available on completion of a confidentiality agreement)
8	TUPE Information (available on completion of a confidentiality agreement)

- 5.1 In addition to these documents, a clarification log will be available to bidder's that will help refine understanding of the process and required for anyone considering submitting a bid.

6. The Opportunity

- 6.1 This Procurement will establish a single Supplier Contract for the purchase of Recruitment Services for GLD.

- 6.2 The Contract will be for a **48-month** period with the Buyer having the option to extend for a maximum of **24 further months** in **12-month increments**.
- 6.3 This Contract will be between the successful Supplier(s) and the Contracting Authority (Government Legal Department (GLD)).
- 6.4 The GLD is managing this Procurement in accordance the Procurement Act 2023.
- 6.5 The full service specification for the services can be found within the **Service Specification**.
- 6.6 Bids for this service are expected to be valued at between £6m to £9.8m excluding VAT as a whole life cost including possible extensions.

Employee Issue – TUPE

- 6.7 The Parties to any resultant contract recognise that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) may apply in respect of the services provided pursuant to this Agreement, although the Government Legal Department (“the Authority”) makes no representations or warranties in this regard. Bidders should obtain their own legal advice on the applicability of TUPE.
- 6.8 Based on information provided by the incumbent service provider, the Authority understands that there are currently 6–8 employees who would potentially be within scope of TUPE, although the final number of staff who may transfer (if TUPE applies) will be determined immediately before any transfer. The Authority provides an anonymised summary of staff costs for due diligence, without representation or warranty as to accuracy.
- 6.9 Bidders’ Pricing Submission must reflect their own assessment of TUPE, having considered the staffing information provided and having carried out their own due diligence. If a Bidder believes TUPE is not likely to apply, they must notify the Authority, giving reasons, within 28 days of the date of this Invitation to Tender (27th November 2025)
- 6.10 There is detailed TUPE information available which is only accessible by completing a confidentiality agreement sent to bids@governmentlegal.gov.uk – on receipt of this signed agreement we will send relevant password controlled documents to you.

7. What You Need To Know

What ‘We’ and ‘You’ Mean

- 7.1 When we use 'GLD', 'we', 'us' or 'our' we mean the Government Legal Department.
- 7.2 When we use 'Contracting Authority', 'Customer', 'Authority', 'Buyer' or 'Client' we mean who the goods or services will be delivered to and to whom you will enter any subsequent contracts. For this Procurement the Contracting Authority is GLD.
- 7.3 When we use 'you' or 'your' we mean your organisation, or the organisation you represent, in this competition.
- 7.4 The Procurement Act 2023 ("the Act") regulates how we procure. This means that we and you must follow processes that are fair, transparent and equitable for all Bidders.

Who Can Bid

- 7.5 The bid is made by a single entity be that an individual organisation or a consortium. You can bid with named subcontractors to deliver parts of the requirements.
- 7.6 We recognise that subcontracting can change. You must tell us about any changes to the proposal as soon as you know. If you do not, you may be excluded from this competition.

8. Timelines for the Competition

- 8.1 These are our intended timelines. We will try to achieve these timescales, but this schedule can change at our discretion. We will tell you if timelines change.

Milestone	Date
Launch of Procurement	26 th November 2025
Clarification period starts	26 th November 2025
Clarification period closes ("Bid Clarification Deadline")	19 th December 2025
Deadline for the publication of responses to Clarification questions	22 nd December 2025
Deadline for submission of Bid ("Bid Submission Deadline")	5 th January 2025
Commencement of Evaluation Process	22 nd December 2025
Proposed Award Date of Contract	19 th February 2025
Expected commencement date for Contract	1 st June 2025

9. When and How to Ask Questions

- 9.1 We hope everything is clear after you have read this bidder's guidance.

- 9.2 If you have any questions, you need to ask them as soon as possible after the Tender Notice is published. This is because we have a set deadline for submitting questions – the Bid Clarification Deadline (refer to timelines for competition above). This gives you the chance to check that you understand everything before you submit your bid.
- 9.3 You need to send your questions through our dedicated procurement email address bids@governmentlegal.gov.uk using **GLD027 2025 Clarifications** in the Subject Header. This is the only way we can communicate with Bidders. Try to ensure your question is specific and clear. Do not include your identity in the question. This is because we release all the questions and our responses to all Bidders.
- 9.4 If you feel that a particular question should not be released, you must tell us why when you ask the question. We will decide whether to publish the question and response.
- 9.5 Remember that you can ask us questions about the competition but please do not attempt to 'negotiate' the terms. All contract awards will be subject to the terms and conditions identified in this bidder guide and related documents.

10. Making the Competition Work

- 10.1 We run our competitions so that they are fair and transparent for all Bidders. This section sets out the rules of this competition.

What you can expect from us

- 10.2 We will not share any information from your bid with third parties, apart from stakeholders in the competition, which you have identified as being confidential or commercially sensitive. However, we may share this information but only in line with the Regulations, the Freedom of Information Act 2000 (FOIA) or any other law as applicable.

What we expect from you

- 10.3 You must comply with the rules in this bidder's guide and any other instructions given by us in relation to this procurement exercise. You must also ensure members of your consortium (if relevant), group companies, subcontractors or advisers comply.
- 10.4 You may:
- Submit one bid.
 - Your bid must remain valid for 90 days after the bid submission deadline.
 - You must submit your bid in English and via the procurement email address bids@governmentlegal.gov.uk

- Your bid including additional documents where allowed must be contained in a zipped folder.
- The email your bid is sent on should have: **GLD027 2025 Bid** in the subject header of the email. You should require a Read Receipt. If you need to withdraw or resubmit your bid – use the same subject header and we will arrange this for you.
- Failure to complete all required PSQ questions may result in exclusion.

Involvement in multiple bids

10.5 If you are connected to another bid for the same requirement, we may make further enquiries. For example, where you either submit a bid:

- In your own name and or as a subcontractor and or as a member of a consortium connected with a separate bid.
- In your own name which is similar to a separate bid from another Bidder within your group of companies.

10.6 This is so we can be sure that your involvement doesn't cause:

- Potential or actual conflicts of interest.
- Supplier capacity problems.
- Restrictions or distortions in competition.

10.7 We may require you to amend or withdraw all or part of your bid if, in our reasonable opinion, any of the above issues have arisen or may arise.

Contracting arrangements

10.8 Only you or, as applicable, your subcontractors (as set out in your bid) or consortium members (if relevant) can provide goods and/or services through the contract.

Bidder conduct and conflicts of interest

10.9 You must not attempt to influence the contract award process. For example, you must not ever directly or indirectly:

- Collude with others over the content and submission of bids. However, you may work in good faith with a proposed partner, supplier, consortium member (if relevant) or provider of finance.
- Canvass our staff or advisors about this competition.
- Try to get information from any of our the Buyer's staff or advisors about another Bidder or bid.

10.10 You must ensure that no conflicts of interest exist between you and us or between you and any named client departments and associated entities and individuals set out in the Statement of Requirements. If you do not tell us

about a known conflict, we may exclude you from the competition. We may also exclude you if a conflict cannot be dealt with in any other way.

Confidentiality and Freedom of Information

10.11 You must keep the contents of this bidder's guide confidential (including the fact that you have received it). This obligation does not apply to anything you have to do to:

- Submit a bid.
- Comply with a legal obligation.

To note a TUPE file is available with this work and is only accessible on receipt of a sign confidentiality agreement and is password protected.

Publicity

10.12 You must not publicise the deliverables or the award of any contract unless the Buyer have given written consent. For example, you are not allowed to make statements to the media about any bid or its contents.

Our rights

10.13 We reserve the right to:

- Waive or change the requirements of this bidder's guide from time to time without notice.
- Verify information, seek clarification or require evidence or further information about your bid.
- Withdraw this bidder's guide at any time, or re-invite bids on the same or alternative basis.
- Choose not to award the contract.
- Make any changes to the timetable, structure or content of the competition.

10.14 We reserve the right to exclude you if:

- You submit a non-compliant bid.
- Your bid contains false or misleading information.
- You fail to tell us of any change in the contracting arrangements between bid submission and award.
- The change in the contracting arrangements would result in a breach of procurement law.
- For any other reason provided in this bidder's guide.
- For any reason set out in the Act.

Consequences of misrepresentation

10.15 If a serious misrepresentation by you induces the Buyer to enter a contract with you, you may be:

- Excluded from bidding for contracts for up to five years, under Paragraph 13, Schedule 7 of Procurement Act 2023.
- Sued by the Buyer for damages, the Buyer may rescind the contract under the Misrepresentation Act 1967.

10.16 If fraud, or fraudulent intent, can be proved, you may be prosecuted and convicted of the offence of fraud by false representation under s.2 of the Fraud Act 2006, which can carry a sentence of up to 10 years or a fine (or both).
6.10.3.

10.17 If there is a conviction, then your organisation must be excluded from procurement for five years under (subject to self-cleaning) under Paragraph 15, Schedule 6 of the Procurement Act 2023.

Bid costs

10.18 We will not pay your bid costs for any reason, for example if we terminate or amend the competition.

Warnings and disclaimers

10.19 We are not liable for:

- Where parts of the bidder's guide and related documents are not accurate, adequate or complete.
- For any written or verbal communications.

10.20 You must carry out your own due diligence and rely on your own enquiries.

10.21 This bidder's guide and related document are not a commitment by us to enter into a contract.

Intellectual Property Rights

10.22 The bidder's guide and related document remains our property. You must use the bidder guide and related documents only for this competition.

10.23 You allow us to copy, amend and reproduce your bid so we can:

- Run the competition.
- Comply with law and guidance.
- Carry out our business.

10.24 Our advisors, subcontractors and other government bodies can use your bid for the same purposes.

11. How to Make Your Bid

11.1 Your bid must be made by the organisation, be that a single organisation or

the name of the consortium, that will be responsible for providing the deliverables if your bid is successful.

11.2 Remember to:

- Respond by submitting your bid through our dedicated email address bids@governmentlegal.gov.uk
- Make sure you answer every question.
- Each question must be answered in its own right. You must not answer any of the questions by cross referencing other questions or other materials e.g. reports located on your website.
- Submit your bid in good time and before the bid submission deadline.
- Submit ONLY those attachments we have asked for in line with the requirements specified – any other supporting evidence, certificates for example, will be requested separately by us.
- If we do not require attachments and have specified this, please only use the Text Boxes provided for your answer.
- Check for messages from GLD Procurement throughout the competition.
- If you are unsure, ask questions before the Clarification Questions deadline.

12. How the Evaluation is Structured

12.1 Evaluation Overview

Each bid must pass the qualification criteria to enable it to be evaluated. This procurement will use a *Price per Quality Point (PQP)* model to determine the most economically advantageous tender. Under this approach, each compliant bid will receive a quality score (based on responses to the quality and social value criteria). The total tendered price will then be divided by the quality score to calculate the cost per point of quality. The bid with the **lowest cost per quality point** will be deemed to offer the best value for money and will be ranked first.

12.2 Quality Threshold

Only bids that meet or exceed the minimum quality threshold (as set out in the quality evaluation criteria 12.4) will be considered for PQP scoring. Bids failing to meet this threshold will be excluded from further consideration, regardless of price.

12.3 Transparency and Fairness

The PQP model ensures a direct and transparent link between price and quality, allowing suppliers to balance their commercial offer against the value and impact of their proposed solution. Price offers will not be evaluated in relation to other bidders but solely in relation to the quality delivered per pound spent.

12.4 Qualification

- Key Participation Requirements – Pass/Fail
- Conflicts of Interest – Pass/Fail
- Grounds for Exclusion – Pass / Fail
- Organisational Information (Not scored)
- PSQ – Part 1 Confirmation of Core Supplier Information (CPD) Pass / Fail
- PSQ – Part 2a: Associate Persons (exclusions information) Pass / Fail
- PSQ – Part 2b: Intended sub contractors Pass / Fail
- PSQ – Part 3: Central Government Specific Questions - Pass / Fail
- Evidence of successful provision of legal recruitment services – Pass / Fail
- Relevant public sector experience and knowledge of legal markets, case studies/examples from the last 3 years – Pass / Fail
- Confirmation of financial solvency (via link to audited accounts or turnover thresholds) – Pass / Fail
- Insurance cover (e.g. Employers' Liability, Professional Indemnity) – Pass / Fail
- Security – Pass / Fail

12.5 Quality (Technical Questions)

The maximum score for Quality is 100% across the following criteria:

Criteria	Weighting
Service Delivery Methodology and Strategic Alignment	20%
Recruitment of Qualified Lawyers and Early talent Scheme	20%
Attraction Strategies for Hard-to-Fill Roles	10%
Provision and Quality of Market Insights	5%
Media and Advertising	5%
Functionality for Cross Functional Professionals and Senior Civil Service Recruitment	5%
Social Value	10%
Continuous Service Improvement	15%
Compliance with GLD Systems and Transition to New Platform	5%
Mobilisation Plan	5%

A weighted score for each criteria will be based on the score apportioned from the scoring criteria.

Each response provided must achieve a score of three or more. Any response with a score below this will lead to the whole bid being disqualified.

12.6 Commercial

You must provide your overall prices exclusive of VAT within the Pricing Document. The price used for the PQP evaluation will be the whole life cost including extensions.

13. Detailed Evaluation Criteria

Qualification

Key Participation Requirements

Response Guidance

The following questions are Pass / Fail. If Bidders are unwilling or unable to answer 'Yes', their submission will be deemed non-compliant and will be rejected. Bidders should confirm their answer by selecting the appropriate option from the drop-down menu in the response form.

No.	Question	Your response
1	Do you accept the competition rules as described in the Guide for Bidders .	Yes / No
2	Have you read, understood, and accepted the bidder's guide and all associated attachments, specifically Service Specification	Yes / No
3	Do you agree, without caveats or limitations, that if you are successful, the Contracts Documents will govern the provision of this contract?	Yes / No
4	Do you confirm your organisation's profile is as presented in this bidding document and accurate at the time the bid closed, and that any amendments made following acceptance of this event will be notified to the buyer in writing?	Yes / No

Conflicts of Interest

Response Guidance

Question 5 is a 'Yes/No' question and will dictate whether question 6 needs to be answered.

Question 5 is a Pass / Fail question. Bidders are required to provide details of how the identified conflict will be mitigated to pass.

The Buyer will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore, if Bidders cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Bid will be deemed non-compliant and will be rejected.

No.	Question	Your response
5	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	Yes / No
6	We require that any potential, actual or perceived conflicts of interest in respect of this opportunity are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	Text Box

Organisational Information (Not scored)

Response Guidance

The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any omissions may delay completion of this procurement.

If suppliers experience difficulty registering or updating data on the Central Digital Platform, they must notify the Authority immediately and submit evidence of attempting to resolve the issue.

No.	Question	Your response
7	Please provide details of the main lead for the service should your bid be successful. Your response must include their: • Full Name • Role/Title • Registered Address (for the purpose of the business) • Email Address	Text Box
8	Please provide details of your organisation's Data Protection Officer. Your response must include their: • Full Name • Role/Title • Registered Address (for the purpose of the business) • Email Address	Text Box
9	Please provide details of your organisation's Security Officer. Your response must include their: • Full Name • Role/Title • Registered Address (for the purpose of the business) • Email Address	Text Box

Grounds for Exclusion (Pass / Fail)

Response Guidance

The following questions are Pass / Fail. If Bidders are unwilling or unable to answer 'No', their submission will be deemed non-compliant and will be rejected. Bidders should confirm their answer by selecting the appropriate option from the drop-down menu in the response form. For discretionary exclusion grounds we will ask for more information.

No.	Question	Your response
10	Have any mandatory exclusion grounds (under Sections 57–58 of the Procurement Act 2023) applied to your organisation within the past five years?	Yes / No
11	Have any discretionary exclusion grounds (Section 59) applied to your organisation?	Yes / No (if yes please provide details)
12	Has your organisation been found in breach of tax or social security obligations in the past three years?	Yes / No (if yes please provide details)

PSQ – Part 1 Confirmation of Core Supplier Information (CPD)

Response Guidance

This is a pass / fail question, you must supply the following information

If suppliers experience difficulty registering or updating data on the Central Digital Platform, they must notify the Authority immediately and submit evidence of attempting to resolve the issue.

No.	Question	Your response
13	Has your organisation registered on the Central Digital Platform (CDP)?	Yes / No
14	Has your organisation submitted and shared up-to-date core supplier information with GLD via the CDP (as required under Regulation 6 of the Procurement Regulations 2024)?	Yes / No
15	Please provide your CDP unique identifier (Free text)	Text Box

PSQ – Part 2a: Associate Persons (exclusions information)**Response Guidance**

This is a pass / fail question, you must supply the following information

No.	Question	Your response
16	Are you relying on any Associated Persons (including consortium members or sub-contractors) to meet any conditions of participation? IF YES please complete a and b	Yes / No
17	For each Associated Person, provide: • Name • CDP Unique Identifier • What condition they help satisfy	Yes / No
18	Confirm the following for each Associated Person: • registered on the CDP • shared core supplier information (Part 1 fields) with GLD via CDP • not on the debarment list	Text Box

PSQ – Part 2b: Intended sub contractors

Response Guidance

This is a pass / fail question, you must supply the following information. Not providing this information will lead to a fail. Being on the debarment list will mean you will not be able to use that particular sub contractor.

No.	Question	Your response
19	Please provide a full list of all intended sub-contractors in the supply chain for this contract (if none, state None): • Supplier name • CDP unique identifier (if registered) • OR Companies House / Charity No / VAT no • Brief description of role • Confirm not on debarment list (Yes/No)	Text Box

PSQ – Part 3: Central Government Specific Questions

Response Guidance

This is a pass / fail question, you must supply the following information

The Central Government-specific policy questions listed in PSQ Part 3B of relevant guidance apply to this procurement. Suppliers must provide responses to the questions below in full. Where relevant, responses will be assessed on a pass/fail basis as set out below.

No.	Question	Your response
20	Payment in Contracts (PPN 015) Please confirm if you intend to use a supply chain* for this contract or (if relevant) to deliver any call-off contract under the framework agreement. If you answer “No”, you do not need to complete questions below. <i>(Information only)</i> *Supply chain means suppliers or sub-contractors of any tier...	Yes / No
21	Payment systems in place Please confirm that you have systems in place to pay those in your supply chain promptly and effectively, within agreed contractual terms. Assessment: Pass/Fail – no is a fail	Yes / No
22	30-day payment flow down (Sections 68 & 73 PA23) Please confirm that for public sector contracts awarded under the Procurement Act 2023 you have systems in place to include (as a minimum) 30-day payment terms in all your supply chain contracts, and require these terms to be passed down the supply chain. Assessment: Pass/Fail – no is a fail	Yes / No
23	Payment performance metrics (a) Please provide the percentage of invoices paid by you to suppliers in your immediate supply chain for each of the last two six-month reporting periods, broken down as:	Text box

	1. within 30 days 2. 31–60 days 3. 61+ days 4. due but unpaid by the agreed final date (b) Please provide the average number of days taken by you to pay invoices in each of those two reporting periods. (c) If you are unable to demonstrate compliance with agreed contractual payment terms, please explain why. Not scored	
24	If applicable If required, please provide an action plan setting out how you will improve payment practices, including steps to ensure compliance going forward.	Text Box

Technical and Professional Ability (Pass / Fail)

Response Guidance

The following questions are Pass / Fail. The evaluation will be based on the presentation of a credible provider with relevant experience.

PASS

A bid will be marked **PASS** where the bidder:

1. **Demonstrates relevant organisational experience** delivering recruitment services for senior legal professionals (e.g., G6/G7 lawyers, senior lawyers, equivalent senior legal roles) within the last three years, AND
2. Provides **at least one case study** that clearly evidences:
 - delivery of a senior legal recruitment campaign,
 - to a public sector or regulated sector client,
 - with satisfactory outcomes (e.g., appointments made, service delivered as contracted), AND
3. **Confirms prior experience** supporting diversity and inclusion in senior recruitment, AND
4. The evidence provided is **credible, coherent and complete**.

If all of the above are met this will be a PASS.

FAIL

A bid will be marked **FAIL** where:

- the bidder is unable to demonstrate relevant experience recruiting senior lawyers in the last 3 years, OR
- no case study is provided, OR
- the case study is unrelated to the nature of this procurement, OR
- diversity & inclusion experience cannot be evidenced or is not confirmed, OR
- the response is materially incomplete or unclear.

If ANY of the above apply this will be a FAIL.

No.	Question	Your response
26	Please describe your organisation's experience in successfully recruiting G6/G7 lawyers (or equivalent senior legal professionals) in the past three years.	500 word response

27	Provide up to two case studies demonstrating how you delivered successful legal recruitment campaigns for public or regulated sector clients.	Provision of case studies
28	Do you have prior experience supporting diversity and inclusion in senior legal recruitment?	Yes / No (No, would be a fail)

Economic and Financial Standing (Pass / Fail)

Response Guidance

We will ensure you are financially viable as a part of due diligence, your organisation must be prepared to demonstrate it is financially viable. To do this we will undertake the following prior to contract signature:

Step 1 — Gather the following figures from the most recent annual accounts

- Turnover
- Profit/Loss before tax
- Net assets (or net liabilities)
- Current assets
- Current liabilities
- Cash at bank
- Creditors due within one year
- Any going-concern warning in the auditor's report

Step 2 — Apply the Simple Viability Tests

Test A — Profitability Check

Pass if:

- Profit before tax is **positive** *OR*
- Loss is modest ($\leq 5\%$ of turnover) *and* explanations in the strategic report show recovery or growth.

Fail if:

- Loss exceeds **5% of turnover**, **and** no clear recovery explanation exists.

Test B — Liquidity Check (Current Ratio)

Calculate:

Current Ratio = Current Assets ÷ Current Liabilities

Pass if:

- Ratio is ≥ 1.0 (can meet short-term debts)
- Ratio is **0.75–0.99** *if accompanied by positive cash at bank OR strong parent-company support*

Fail if:

- Ratio is < 0.75 with no mitigating factors.

Test C — Solvency Check (Net Asset Position)

Pass if:

- Net assets are **positive**, or
- Net liabilities are modest (<10% of turnover) with evidence of ongoing investment/viability.

Fail if:

- Net liabilities are large and unexplained, or
- Accounts show material uncertainty about going concern.

Test D — Going Concern & Auditor Flags

Automatic Fail if:

- Auditor includes a **material uncertainty** related to going concern.
- Accounts show the company **cannot meet obligations** over the coming year.
- The strategic report discloses **significant doubt** about continuing operations.

Step 3 — Overall Outcome (Simple Pass/Fail)

PASS if:

- Supplier passes at least **3 out of 4 tests**, **AND** no automatic fail factor is triggered.

FAIL if:

- Supplier fails **2 or more tests**, **OR** triggers any automatic fail condition.

Optional: Self-Cleaning / Mitigations

A supplier may still be considered if they provide verifiable evidence of:

- parent-company guarantees
- escrow arrangements
- recent investment or refinancing
- signed letters of support
- post-year-end management accounts showing recovery

No.	Question	Your response
29	Will you be able to meet the requirement of the financial viability test above	Yes / No (No, would be a fail)
30	Confirm you are able to provide the following minimum insurance levels (this will be a requirement for the successful supplier):	Yes / No (No, would be a fail)

	Employer's liability – £10m Public Liability – £5m Professional Indemnity - £5m	
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Security (Pass / Fail)

Response Guidance

Please confirm that your organisation — and any subcontractors you intend to use — fully meet the following minimum-security requirements. This will be tested in due diligence.

Certification & Standards

- Your organisation holds Cyber Essentials Plus (or equivalent recognised accreditation) at contract award, OR provides a credible self-cleaning plan to obtain it within an agreed timeframe.
- You hold ISO/IEC 27001 or provide a clearly evidenced alternative control framework that meets GovS 007 and NCSC security principles.

Data Protection & GDPR Compliance

- You comply with UK GDPR and the Data Protection Act 2018, including lawful basis for processing, data minimisation, retention and deletion controls, and secure handling of Official information.
- You can demonstrate appropriate technical and organisational measures (TOMs) to protect personal data in transit and at rest.

Service Location & Regulatory Compliance

- All data will be stored, processed, and accessed within locations compliant with UK Government security policy.
- If any data processing occurs outside the UK, you must demonstrate the legal and technical basis under UK GDPR (e.g. adequacy, SCCs, transfer risk assessment) and explain how foreign operations comply with applicable UK regulatory requirements.

Supply Chain Risk Management

- You have processes in place to identify, assess, and manage supply chain risk, and you confirm that all subcontractors meet the same security, certification, and data protection requirements.
- You can demonstrate oversight arrangements for subcontractor access, data handling, and service delivery.

NCSC & GovS 007 Alignment

- Your service, including any cloud-based components, aligns with NCSC Cloud Security Principles, including data in transit, identity & access management, and secure configuration.
- You meet relevant controls under GovS 007 Security, specifically regarding risk ownership, contingency planning, incident reporting, and protective monitoring.

Data Processing Approach

- You can explain how you will use, process, store, secure, and dispose of data to ensure confidentiality, integrity, and availability.
- You confirm that no processing activities occur outside the scope described without prior written approval from the Authority.

Pass/Fail

- **PASS** - Supplier confirms all mandatory requirements OR provides an acceptable self-cleaning explanation demonstrating remediation, mitigations, or credible plans to achieve compliance before contract award.
- **FAIL** - Supplier fails to meet any mandatory requirement and provides no acceptable self-cleaning explanation.

No.	Question	Your response
31	Are you able to meet and evidence these requirements in due diligence if successful?	Yes / No (No, would be a fail)

Quality

Service Delivery Methodology and Strategic Alignment

WEIGHTING - 20%

Response Guidance

Use the space provided in the questionnaire to make your response using the text box provided. Please use no more than 1,500 words to respond

No.	Question	Your response
32	Describe your overall approach to delivering the services in the Service Specification. Your response should include: a) service delivery methodology and how it aligns to GLD's strategic ambition of "A National GLD" b) how you will optimise recruitment in GLD locations nationwide c) oversight and delivery assurance arrangements d) contract and performance management approach e) proposed delivery team structure, including key personnel, experience, and qualifications f) how you will ensure your team is fully trained and up-to-date with any changes in processes	Text Box 1,500 words max Font: Arial Size: 12

Recruitment of Qualified Lawyers Legal Trainees and Early talent Scheme

WEIGHTING - 20%

Response Guidance

Use the space provided in the questionnaire to make your response using the text box provided. Please use no more than 1,500 words to respond

No.	Question	Your response
33	Describe how you will optimise the recruitment of qualified lawyers, candidates for early talent schemes while adhering to Civil Service recruitment principles. Your response should cover: a) recruitment pathway and approach to ensuring high-quality, appropriately trained, qualified and experienced candidates b) systems and processes for providing assessments, regularly testing for adverse impact, and providing guidance and recommendations on findings c) methods for reviewing existing assessments, advising on improvements, and sourcing/implementing better alternatives d) approach to providing, managing, and monitoring the performance of a diverse pool of independent facilitators e) experience in delivering reasonable adjustments and process for managing adjustments with the Buyer and candidates	Text Box 1,500 words max Font: Arial Size: 12

Attraction Strategies for Hard-to-Fill Roles

WEIGHTING - 10%

Response Guidance

Use the space provided in the questionnaire to make your response using the text box provided. Please use no more than 1,500 words to respond

No.	Question	Your response
34	Describe your approach to attracting candidates for hard-to-fill specialist legal roles (e.g. Commercial, Trade, and Planning lawyers) and other hard-to-reach roles in a competitive talent market, include both short-term attraction tactics and long-term pipeline development	Text Box 1,500 words max Font: Arial Size: 12

Provision and Quality of Market Insights

WEIGHTING - 5%

Response Guidance

Use the space provided in the questionnaire to make your response using the text box provided. Please use no more than 1,500 words to respond

No.	Question	Your response
35	Explain your approach to providing market insights that will enable GLD to make strategic recruitment decisions. Your response should include: a) how insights will be gathered, validated, and quality assured b) the expected frequency, format, and scope of insights how insights will be used to inform GLD's future recruitment strategy.	Text Box 750 words max Font: Arial Size: 12

Media & Advertising

WEIGHTING - 5%

Response Guidance

Use the space provided in the questionnaire to make your response using the text box provided. Please use no more than 1,500 words to respond

No.	Question	Your response
36	Describe your approach to using media and advertising within Cabinet Office controls. Your response should include: a) how you will ensure media and advertising is used only for necessary campaigns b) how you will maximise value for money from advertising spend c) how your approach addresses hard-to-fill recruitment areas d) how you will use media data to enhance media and attraction strategy	Text Box 750 words max Font: Arial Size: 12

Functionality for Cross Functional Professionals and Senior Civil Service Recruitment

WEIGHTING - 5%

Response Guidance

Use the space provided in the questionnaire to make your response using the text box provided. Please use no more than 1,500 words to respond, using the Arial Font at Size 12.

No.	Question	Your response
37	Describe the range of functionality your organisation can offer for recruitment of Cross Functional Professionals and Senior Civil Service recruitment. Your response should include: a) services and functionality available b) how these can be delivered on a fractional or as-required basis c) how you optimise delivery when GLD calls on these services	Text Box 750 words max Font: Arial Size: 12

Social Value

WEIGHTING - 10%

Response Guidance

Use the space provided in the questionnaire to make your response using the text box provided. Please use no more than 1,500 words to respond, using the Arial Font at Size 12.

No.	Question	Your response
38	Describe your approach and methodology for increasing the proportion of disabled people in your contract workforce. Your response should include: a) current track record in supporting disabled candidates and employees b) detailed plan and timeline for achieving improvements over the life of the contract c) metrics, reporting methods, and governance arrangements for tracking progress	Text Box 1,500 words max Font: Arial Size: 12

Continuous Service Improvement

WEIGHTING - 15%

Response Guidance

Use the space provided in the questionnaire to make your response using the text box provided. Please use no more than 1,500 words to respond, using the Arial Font at Size 12.

No.	Question	Your response
39	Describe your approach to continuous service improvement in partnership with GLD. Your response should include: a) how you will prioritise candidate experience b) how market insights and management information will be used to improve recruitment processes c) how you will keep GLD informed of technological developments and integrate these into service improvements e.g artificial intelligence d) governance and review mechanisms for continuous improvement	Text Box 1,500 words max Font: Arial Size: 12

Compliance with GLD Systems and Transition to New Platform

WEIGHTING - 5%

Response Guidance

Use the space provided in the questionnaire to make your response using the text box provided. Please use no more than 1,500 words to respond, using the Arial Font at Size 12.

No.	Question	Your response
40	Describe how you will ensure compliance with GLD's applicant and campaign management system, and your approach during the system's replacement during the life of the contract. Your response should include: a) processes for ensuring compliance with system requirements b) change management and training for your employees during the transition c) risk management and contingency planning for system change	Text Box 750 words max Font: Arial Size: 12

Mobilisation Plan

WEIGHTING - 5%

Response Guidance

Use the space provided in the questionnaire to make your response using the text box provided. Please use no more than 1,500 words to respond, using the Arial Font at Size 12.

No.	Question	Your response
41	Provide a detailed mobilisation plan. Your response should include: a) project timescales and milestones b) key personnel and responsibilities c) risks, dependencies on GLD, and mitigation measures d) TUPE considerations e) areas where services will be escalated or phased in	Text Box 750 words max Font: Arial Size: 12

Commercial

Price

Response Guidance

Bidders must enter costs by completing and providing the Pricing Submission Document.

Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.

No.	Question	Your response
42	Please attach a completed Price Schedule in response to this question. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for the period following the Deadline for Submission as stated in the Pricing Submission Document . Bids for this service are expected to be valued at between £6m to £9.8m excluding VAT as a whole life cost including possible extensions.	Attachment

14. Award Criteria

- 14.1 As stated above this procurement exercise will award based on a PQP model.
- 14.2 The award of the proposed contract will be made to the supplier with the most economically advantageous tender after a bid has been seen to have passed the requirements of the Qualification stage.
- 14.3 Each bid must pass the qualification criteria to enable it to be evaluated. This procurement will use a *Price per Quality Point (PQP)* model to determine the most economically advantageous tender. Under this approach, each compliant bid will receive a quality score (based on responses to the quality and social value criteria). The total tendered price will then be divided by the quality score to calculate the cost per point of quality. The bid with the **lowest cost per quality point** will be deemed to offer the best value for money and will be ranked first.

What we will do with you bid

Qualification evaluation (Compliance Check)

First, we will complete a mandatory evaluation to make sure that you have answered all questions in all sections and have completed **Pricing Submission Document** in line with our instructions. We will also evaluate your submissions for the Qualification section – if these have been answered satisfactorily your bid will progress to the Technical Evaluation.

Technical Evaluation

We will give your responses to the Technical questions to the Buyer's evaluation panel. Each evaluator will independently assess your responses to the technical questions using the response guidance and the evaluation criteria and scoring criteria.

They will give a score and a reason for their score for each question they are assessing. If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued through the procurement portal on an individual basis.

Consensus

Once the evaluators have independently assessed your answers to the questions, we will arrange for the evaluators to meet. We will facilitate the discussion.

At this meeting, the evaluators will discuss the technical responses and review their scores and reasons for that score. The discussion will continue until they reach a consensus regarding the score and reason for that score, for each question.

These final scores will be used to calculate your Technical Score.

If the evaluation panel wishes to clarify any areas of your bid, bid clarification questions will be issued via email on an individual basis.

Commercial Evaluation

We will consider your commercial response and conduct compliance checks, review for abnormally low bids and conduct any clarifications required to formally evaluate your submission. This will be conducted in tandem with the technical evaluations and completed by a commercial evaluation panel.

We will only calculate your PQP using the price provided when the Quality evaluation has concluded. However, if you failed to meet the minimum acceptable score during the technical evaluation you will not receive a score for the Commercial Envelope.

If we wish to clarify any areas of your bid, bid clarification questions will be issued via email on an individual basis.

Final Score

The total tendered price will be divided by the quality score to calculate the cost per point of quality. The bid with the **lowest cost per quality point** will be deemed to offer the best value for money and will be ranked first.

Award

Award will be made to the provider with the lowest cost per quality point score.

We will notify successful and unsuccessful Bidders providing feedback pursuant to our regulatory responsibilities.

15. Scoring Criteria

- 15.1 The scoring criteria in Table 1 below will be applied to responses to the Quality questions by each evaluator.

Table 1: Scoring Criteria

Score	Description
0	No answer provided
1	Very weak answer, with the Bidder failing to demonstrate an understanding of the Buyer's requirements and providing little or no evidence of how the Bidder will meet them
2	Weak answer with limited demonstration of understanding the Buyer's requirements and very limited evidence of how the Bidder will meet them
3	Satisfactory answer demonstrating some understanding of the Buyer's requirements and some evidence of how the Bidder will meet them
4	Good answer demonstrating a good understanding of the Buyer's requirements and good evidence of how the Bidder will meet them
5	Excellent answer demonstrating an excellent understanding of the Buyer's requirements and excellent evidence of how the Bidder will meet them, including innovation and best value options

15.1 A consensus meeting will take place where the evaluators will agree a consensus score for each question following their individual scoring using the scoring criteria in Table 1.

15.2 When the consensus meeting has taken place and the final score for each question has been agreed by the evaluators, we will calculate your weighted score for each question as below, including any sub criteria:

15.3

Your mark		
-----	X	Weighting

Maximum mark available for question		

- 15.4 Each weighted score for each question will then be added together to calculate your overall Quality Score.
- 15.5 The overall Quality Score will be used to complete the PQP calculation for the whole bid.

16. How to complete your Pricing Submission Document

- 16.1 This section contains information on how to complete **Pricing Submission Document** and the commercial evaluation process.
- 16.2 Read and understand the instructions in the **Pricing Submission Document**, and in this section before submitting your prices.
- 16.3 Your prices must be sustainable and inclusive of all costs including your operating costs and profit.
- 16.4 Your prices are to exclude VAT.
- 16.5 Pricing is to be inclusive of expenses.
- 16.6 The currency is British pounds sterling, up to two decimal places.
- 16.7 The prices submitted shall not exceed any existing commercial agreement rates.
- 16.8 You must download and complete the **Pricing Submission Document**. Further detail may be provided within the **Pricing Submission Document**.
- 16.9 When you have completed your **Pricing Submission Document**, you must submit it on the portal as an attachment.
- 16.10 Do not alter, amend, or change the format or layout of the **Pricing Submission Document**.
- 16.11 We will check you have completed the **Pricing Submission Document** as instructed.
- 16.12 Failure to complete the **Pricing Submission Document** as instructed may result in your bid being deemed non-compliant and it may be rejected from this competition.
- 16.13 The PQP evaluation will be undertaken against the total price submitted within **Pricing Submission Document**.
- 16.14 We will investigate where we consider your bid to be abnormally low.

- 16.15 Where we consider any of the total price(s) you have submitted to be abnormally low, you will be given reasonable opportunity to demonstrate that you will be able to perform the contract for the price offered. as required in Section 19 (4) of the Procurement Act 2023)

17. Final Decision to Award

- 17.1 The compliant bid with the **lowest cost per quality point** will be deemed to offer the best value for money and will be ranked first and, subject to relevant governance, awarded the contract.

18. Feedback and Standstill

- 18.1 We will tell you if you have been successful or unsuccessful via email directly. We will send outcome letters to all Bidders at the same time and then start the standstill period on the same day.
- 18.2 Once the standstill starts, we will abide by our obligations under the Procurement Act 2023 in relation to standstill

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For more information contact bids@governmentlegal.gov.uk