**CAPABILTY ASSESSMENT TEMPLATE**

**Department/Organisation:**

**Contact name:**

**Contact email:**

**Framework ref:**

**Date issued:**

**Response deadline:**

Summary

1. **The campaign problem**

(full outline of brief provided under Annex X)

1. **Mandatory constraints/ services required**
2. **Constraints that may preclude agencies from accepting this brief**
3. **Budget and contract duration (including any extension options)**
4. **Timescales for tender (stages/ award)**

Further competition process

**Stage 1** – Capability Assessment resulting in a shortlisted agency list. Agencies must answer yes to all the capability assessment questions to become shortlisted.

**Stage 2** – submit a bid in response to the full brief issued as part of a further competition. These bids will be evaluated and the successful bidder will be notified. All unsuccessful bidders will also receive feedback as per the framework guidance.

Capability questions

Please confirm you have the capability to provide the following services by responding Yes or No to the questions listed below. Only those bidders answering yes to these mandatory questions will progress to Stage 2.

*[Guidance Note: The questions below are examples only and can be amended according to the mandatory requirements of your brief. General questions on capability and financial standing have already been tested at framework level and should not be retested]*

1. Can your agency deliver [………………………..] within the campaign timescales given in Annex X?

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

1. Can your agency produce [………………………..] for use across the following channels [………………………..] within the campaign timescales given in Annex X?

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

1. Can your agency provide project management including effective working with the CCS appointment media buying agency, within the campaign timescales given in Annex X?

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

1. Can your agency attend project meetings at [insert address] on the dates given in Annex X?

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

1. Can your agency produce [………………………..] within the campaign timescales given in Annex X?

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

1. This campaign must all be delivered within the Client’s corporate content & design guidelines. Please see Annex X for the Content Guidelines. Can your agency meet these content guidelines?

|  |  |
| --- | --- |
| **YES** | **NO** |
|  |  |

Please note that any Nil Responses to this invitation will be treated as confirmation of your agency’s intention NOT to participate in this further competition and you will not be invited to participate in Stage 2.

All responses to Stage 1 should be submitted no later than [Insert date and time] via [insert submission process i.e. portal instructions]

Should you have any queries regarding the Capability Assessment please enter them in the portal by [Insert date and time].