

Award Stage Invitation to Tender (ITT)

Part 2

Project Information

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1 Purpose of this document

The purpose of the Invitation to Tender (ITT) is to provide Tenderers with detailed information about the Services/Goods that the Contracting Authority is seeking to procure and to inform Tenderers of how to prepare their Tenders.

Part 1 of this ITT (General Information and Instructions for Responding) provides information about ONS, its responsibilities and provides Tenderers with direction on what they must submit and how to respond. It also contains a Glossary of terms used in this ITT.

Part 2 of this ITT (Project Information) explains the particulars of this procurement and provides specific information relating to the contract details, procurement process, evaluation criteria and process

Tenderers should read all parts of this ITT before responding.

2 Organisation of this ITT

The ITT is organised into the following Sections:

- Part 1: General Information and Instructions for Responding - Explains the general purpose and structure of this ITT, background information about the Contracting Authority pertinent to the Contract and information that Tenderers require to prepare and submit their Tender. Part 1 also includes generic information relating to the approach adopted by the Contracting Authority throughout the procurement process and procedures relating to the evaluation and award of the Contract. Finally, this part of this ITT also explains how the Contracting Authority will evaluate all compliant Tenders.
- Part 2: Project Information – Explains the aims and objectives of the Contracting Authority in seeking to award the Contract, the detailed specification and requirements of the Services/Goods and summarises the procurement timetable for the next stages of the procurement. Part 2 also contains details of the Award Criteria and Evaluation Scoring specific to the Procurement of this opportunity.
- Part 3: Confirmation of Acceptance of Tendering Conditions – Tenderers must read and agree to these terms and conditions by signing and returning this undertaking in hard copy to the Contracting Authority prior to the for Tender Return Deadline.
- Part 4 – Supplier Qualification
- Part 5 – Tender submission including
- Part 5a Technical Questionnaire - These are the technical questions that each Tenderer is required to answer as part of its submission. The response made by the Tenderer is the Tenderer's Technical Submission.
- Part 5b Pricing schedule and Funnelling Tool – These contain the pricing of the MSc and individual modules and other costs associated with the delivery of the programme. This element also including the funnelling tool which allows tenderers to detail the learning options available which will be used by prospective students and their line managers to select the provider that best meets the needs of the individual student.

3 Introduction

The Contracting Authority (Office for National Statistics) is seeking to establish a Framework Agreement with a number of Universities to deliver an educational programme offering a variety of learning options and qualification up to **Master of Science programme (MSc) in Data Analytics for Government**

The framework will take the form of a single lot, multi supplier agreement covering all aspects of the academic content required to complete an MSc. The framework will be available to all public sector bodies in the UK.

<https://www.gov.uk/government/organisations>

The framework will commence for the Academic Year 2017/2018 and run until August 2019, two academic years with the option to extend for up to two academic years, to August 2021. Any student commencing their programme before the Framework expiry will remain with their selected university for the duration of their individual programme. Within the framework students will also be able to access individual modules where they do not wish to complete a full MSc programme, Universities may offer different credit accumulator programmes.

The framework will operate on a Direct Award Call off basis, with the prospective student and their line manager having full discretion regarding the selection of a University, based on the location, learning routes and available optional modules. The Universities placed on the framework will be able to vary the learning routes and available modules on an annual basis. The Individual Call off will terminate either on award of the MSc or student withdrawal from the programme and may extend beyond the end date for the framework.

Framework providers (Universities) will be required to attend an annual review meeting, where the course content, students progress and other issues will be discussed to ensure the framework and available module content remains relevant to the need of Government and the wider public sector.

Within the framework students will also be able to access individual modules where they do not wish to complete a full MSc programme.

1. Purpose

- 1.1 This document sets out the Specification for a new MSc in Data Analytics for Government.
- 1.2 The Procurement approach to be used is set out in Section 3; the requirements for the MSc in Section 4; and the proposed module contents set out in Section 5.

2. Overarching aim

- 2.1 One of the key aims for the new MSc course is to reduce the travel time to and from University by government staff. The MSc programme should be offered in different locations and could be delivered in different formats (e.g. five full days per week per module or across the standard academic semester), making it more accessible to all UK government analytical staff.

3. Procurement Model

- 3.1 It has been agreed to adopt a new approach to the procurement process for this Masters programme. Using the designed Specification (sections 2 and 3), Universities (UK wide) will be invited by the Office for National Statistics (ONS) to become a 'preferred supplier' of the Masters programme. A 'Framework' will be held by ONS Procurement that contains the list of preferred suppliers.
- 3.2 Following a two month period for expressions of interest, a number of Universities will be selected to be held on the Framework.
- 3.3 Universities will be required to deliver all of the four Compulsory modules and at least 50% of the Optional modules, to be considered as a Preferred Supplier.
- 3.4 The Masters programme and all available module outlines will be available on the University website.

4. Specification Part 1 - MSc Course Requirements

- 4.1 The study length is to be flexible, allowing government staff to vary their study commitments between 3 and 5 years (part-time study), with an option to suspend studies for up to 1 year. A 1 year full-time course will also be considered.
- 4.2 Modules will be delivered throughout the normal University academic semester periods. However, where a University is not located near to any Government Departments (for ease of travel), we will consider modules being delivered in a week 'block'. Alternatively, the University may suggest how it chooses to deliver the modules for ONS consideration.
- 4.3 Distance learning options should be offered for those who are unable to attend classroom based delivery. Innovative delivery options are also requested, in the form of MOOCs (Massive Open Online Courses) wherever possible.
- 4.4 MSc modules should also be made available as one-off modules for Continuous Professional Development (CPD).
- 4.5 Modules should be assessed via a mix of coursework and/or exam.
- 4.6 Credits will be awarded per assessed module using the Credit Accumulation and Transfer Scheme (CATS) and the European Credit Transfer and Accumulation systems (ECTS). Credits may be accumulated hence those who have undertaken a certain number of one-

off modules for Continuing Professional Development (CPD), would be able to enrol onto the full MSc programme at a later date. Credits will also be transferrable to other MSc degree courses, e.g. where a member of staff changes location but would still like to continue their studies.

- 4.7 Each module should carry 10 CATS points for the Masters programme that is being proposed (4 compulsory modules; 8 optional modules).
- 4.8 A variety of learning options/qualifications should be available:
- One-off modules for CPD = 10 CATS/5 ECTS points
 - Graduate Certificate (6 modules) = 60 CATS/30 ECTS points
 - Diploma (12 modules) = 120 CATS/60 ECTS points
 - MSc = Diploma (120 CATS points) + Dissertation (60 CATS points) = 180 CATS/90 ECTS points
- 4.9 The MSc will be compiled of four Compulsory modules and eight Optional modules. Delegates will be able to select any pathway through the Masters, however all routes will lead to a Masters in Data Analytics for Government. The Compulsory set of modules has been designed to provide the foundation for what we expect from innovative Analysts in government.
- 4.10 Universities will be required to provide details of numbers of students registered in each academic year and updates students progress, via their usual semester assessment processes, and at minimum twice per year.

4 Summary of Procurement Timetable

The procurement will follow a clear, structured and transparent process to ensure a fair and level playing field so that all Tenderers are treated equally.

The proposed timetable for this procurement process is set out below in Table 1. This timetable is for guidance only and the Contracting Authority reserves the right to alter the timetable at any time.

Table 1 – Tender Programme			
Key Stage	Event	Week	Date/Time
Tender Period	Issue ITT	1	w/c 5 th December 2016
	Clarification Deadline	7	13 th January 2017
	Target date for responses to clarification questions	8	18 th January 2017
	Tender Return Deadline	10	31 st January 2017
Evaluation and Contract Award	Tender Opening	10	1 st February 2017
	Assessment Start	10	2 nd February 2017
	Conclusion of Assessment	14	3 rd March 2017
	Notification of contract award decision	15	10 th March 2017
	Start of mandatory standstill period	17	27 th March 2017
	Award Contract	18	7 th April 2017

5 Procurement Process

5.1 OJEU Notice

The OJEU notice for this Contract was published in the Official Journal of the European Union.

5.2 General

In accordance with the OJEU Notice, the Contracting Authority is following the **Open** procedure for the award of the Contract. Tenderers must ensure they understand the processes that must be followed to comply with this procedure.

5.3 Tenderer Briefings

The Contracting Authority intends to hold Tenderer briefings on the dates as indicated previously within Table 1. Further information is to follow confirming the format, time(s) of the briefing(s) and the address where any briefing is to be held.

Tender briefings will provide an opportunity for the Contracting Authority to describe its requirements as set out in the ITT and for Tenderers to ask questions about the documents as well as to seek any clarifications they require in respect of any aspect of this ITT.

Further meetings during the tender period may be arranged with all Tenderers on an equal basis at the Contracting Authority's sole discretion.

5.4 Clarifications

If Tenderers have any questions or request a clarification concerning any aspect of this ITT, they should send questions and/or requests for clarification to the Contracting Authority through the ONS eSourcing Portal as described in detail in Part 1 of this ITT, until the Clarification Deadline which is defined within Table 1.

Any specific queries should clearly reference the appropriate paragraph in the ITT documentation and, to the extent possible, should be aggregated rather than sent individually. The Contracting Authority may decline to answer queries received after the Clarification Deadline.

Answers to the questions received by the Contracting Authority will be circulated to all Tenderers via the ONS eSourcing Portal. Answers will not reveal the identity of the individual Tenderer that asked a particular question. The Contracting Authority may decide not to disclose answers, or parts of answers, which would reveal confidential or commercially sensitive information in relation to a particular Tenderer.

5.5 Tender Return Deadline

Tenders must be submitted no later than the Tender Return Deadline specified in Table 1 via the ONS eSourcing Portal.

Any submissions received after this deadline or by any method other than via the ONS eSourcing Portal, may be rejected by the Contracting Authority.

5.6 Post-Tender Clarification Meetings to clarify Technical Submissions

The Contracting Authority may hold a series of Post-Tender Clarification Meetings for the purposes of clarifying Technical Submissions. The intended timing of these meetings is as outlined previously within Table 1. Further details will be made available two weeks prior to this date and details of the questions the Contracting Authority will require the Tenderers to address will be issued to individual Tenderers three days prior to the Post-Tender Clarification Meeting.

It is the responsibility of Tenderers to ensure that the relevant members of their team are available to attend at the date and time notified by the Contracting Authority.

5.7 Supplier Qualification evidence

At PQQ stage, Applicants provided information and some of that information was self-certified as accurate. During the standstill period, the Contracting Authority will require the successful Bidder to provide the following:

- Proof, as required in the Public Contracts Regulations 2015, Regulation 60(4) or (5), that none of the mandatory or discretionary grounds of exclusion referred to in the PQQ applies;
- Proof, as required in the Public Contracts Regulations 2015, Regulation 60(6), that you have the minimum level of economic and financial standing;
- Copies of the required insurances and policies as set out in the Questionnaire;

6 Additional Information for Tenderers

6.1 Contract Specific Policies

All as detailed in the specification and schedules

6.2 Risk Schedule

No specific requirements

6.3 Proposed Management / Staffing Resources

No specific requirements

6.4 Programme Information

All as detailed in the specification

6.5 Key People and availability

As detailed in the specifications

7 Tender Assumptions

Not applicable

8 Conditions of Contract

The conditions of contract are based on the Services.

Tenderers should note that the Contract provided with the ITT sets out the Contracting Authority's standard commercial position in relation to the Contract which will be entered into with the successful Tenderer.

Tenderers must confirm that they will enter into the Framework Agreement should they be successful in this procurement process on the terms of the Contract as set out.

Tenderers must provide details of any terms and conditions they apply to students wishing to register to complete their programme for consideration.

The Contracting Authority reserves the right to reject any Tender which contains Qualifications which, from the point of view of the Contracting Authority, are unacceptable.

If these requirements are not complied with, the Contracting Authority may reject the Tender.

5. Evaluation

5.1 Evaluation Criteria

The Authority will award the contract to the Tenderer that is, applying the methodology below, the most economically advantageous.

Where a minimum pass threshold applies to the evaluation criteria, the Contracting Authority shall reject any Tender which does not meet the relevant threshold in respect of one or more criteria.

The evaluation criteria and the weightings for the evaluation of Tenders are set out below in Annex A:

The details of the award criteria, the requirements of the submissions and scoring schemes is provided at Annex A below entitled Award Evaluation Criteria and Guidance.

Failure to answer the compliance criteria satisfactorily may result in the Tenderers response not meeting the minimum requirements.

Tenderers shall not exceed the stipulated page side count specified against each of the criteria questions. The Contracting Authority may elect only to consider the content of each answer up to the specified limit and not consider the remainder of any response that exceeds the specified limit.

5.2 Evaluation Process

This will be undertaken as described in Part 1

5.3 Period of Validity

Each Tenderer must undertake, on submitting the response, that its Tenders will remain open for acceptance by the Contracting Authority for a minimum period of <xxx> calendar days commencing from the Tender Return Deadline.

Annex A - Award Evaluation Criteria and Guidance

Award Evaluation Criteria	Weighting	Instructions/Requirements	Scoring Guidance						
			Major Concern	Minor Concerns	Limited Confidence	Confidence	Good Confidence	Very Good Confidence	Excellent Confidence
Academic Resources	30%	TENDERERS must confirm methods of delivery, on line, classroom etc and availability of modules and how modules are developed and refreshed to ensure they remain current and challenging.							
Staff	30%	Tenderers must confirm details of the academic qualification of the Tutors who will deliver the MSc Programme.							
Contract Management	20%	Tenderers must provide an Executive Summary of their vision for working with ONS and wider Government in delivering a fit for purpose MSc Programme							
Programme Management	Not scored								
Annual Review	Not scored								
Next generation of Academic	Not scored								

Experts									
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Annex B - Glossary

The terms and phrases defined in Table 1 apply to all elements of this ITT.

Table 1: Glossary of terms and phrases

Term/Phrase	Definition
Award Criteria	The criteria on which the Tenders received by the Contracting Authority in response to this ITT will be evaluated,
Clarification Deadline	The deadline for the submission of clarifications from Tenderers
Commercial Questions	The pricing and the commercial questions that each Tenderer is required to answer as part of its proposal and the response made by the Tenderer.
Commercial Proposal	A Tenderer's response contained in the Commercial Envelope on the ONS eSourcing Portal.
Consensus Scorer	The individual responsible for reviewing the Evaluators scores and scoring rationale provided against a Technical or Commercial question, and proposing a final score for that respective Technical or Commercial question.
Contract	The contract to be entered into between ONS and the successful Tenderer in the form contained in Volumes 1, 2 and 3 of this ITT.
Contracting Authority	Office for National Statistics
FOI Legislation	The Freedom of Information Act 2000, all regulations made under it and the Environmental Information Regulations 2004 and any amendment or re-enactment of any of them and any guidance issued by the Information Commissioner in relation to such legislation.
Information	This ITT and all other information, statements, opinions, conclusions, data and communications, whether written or oral and however transmitted or otherwise made available to Tenderers, which is made available to Tenderers during the procurement process.
Invitation to Tender (ITT)	The documents contained and/or referred to in this document
Mandatory Undertaking	The document that was signed and executed by the Tenderer as a part of their PQQ Application, which included the confidentiality undertaking which was included as a schedule of the Mandatory Undertaking.
MEAT	Most Economically Advantageous Tender.
OJEU	Official Journal of the European Union.
OJEU Contract Notice	The OJEU notice is the notice defined in Part 2 of this ITT (Project Information).
ONS eSourcing Portal	The electronic sourcing service through which the Contracting Authority conducts its procurement processes.
PQQ	Pre-qualification Questionnaire.

Term/Phrase	Definition
Procurement	The process commencing with the publication of the OJEU Contract Notice and concluding with an award of a contract, or earlier termination of the process.
Project	The Project as defined in the <i>conditions of contract</i> at Volume 1 of this ITT.
Qualification	A change proposed by a Tenderer to a provision of the Contract.
Regulations	The Public Contracts Regulations 2015.
Services/Goods	The Services/Goods to be supplied by the Tenderer pursuant to the Contract to fulfil the requirements contained in the ITT.
Technical Proposal	A Tenderer's response contained in the Technical Envelope on the ONS eSourcing Portal.
Tender	A proposal by a Tenderer in response to this ITT.
Tender Return Date	The deadline for the proposal of Tenders as stated in Part 2 of this ITT.
Tenderer	An organisation that has been invited to submit a response to this ITT.
Tenderer Proposed Option	A Tender submitted in addition to a Base Tender containing variant elements to the extent permitted by this ITT.
Working Day	A day other than a Saturday or Sunday upon which domestic banks are open for business in the City of London