

Appendix B – Instructions for Quotation

1. Documentation Provided by Council

All the documentation necessary to submit this quotation are set out in the following appendices:

- **APPENDIX A – BACKGROUND INFORMATION**
- **APPENDIX B – INSTRUCTIONS FOR QUOTATION**
- **APPENDIX C – PROCUREMENT TIMETABLE**
- **APPENDIX D – DELIVERY MILESTONES**
- **APPENDIX E – TERMS AND CONDITIONS**
- **APPENDIX F - SPECIFICATION**

The deadline for any clarifications should be sought from Gerry Cast gcast@lambeth.gov.uk in accordance with the timetable in accordance with Appendix C – Procurement Timetable.

2. SUBMISSION OF QUOTATION BY PROVIDER

Your proposals should be set out in the method statement and pricing document and returned to Gerry Cast (gcast@lambeth.gov.uk) in accordance with the submission date/time in Appendix C.

3. CRITERIA FOR EVALUATION

Your submission will be evaluated by an evaluation panel. The evaluation will be based on Price: 20% and Quality 80%.

4. METHOD STATEMENT

Providers are invited to submit their proposal based on the questions in set out in Table 1 – Evaluation Criteria and Questions below which is based on the requirements set out in Appendix F – The Specification. Each question will be scored in accordance with Table 2 – Scoring Methodology.

Table 1 – Evaluation Criteria and Questions

Criteria	Questions	Weighting %
Criteria 1	Please set out how you will ensure that response times for the provision of retained services to investigate and mitigate the risks associated with a cyber-attack, or security breach are met. For the avoidance of doubt this is the time taken for a subject matter expert to assist in assessment, mitigation and response. Times are requested for both remote and on-site responses.	25
Criteria 2	Please set out proposals for the ability to use retained hours not used in the contracted period and what activities will be covered under that arrangement. The Council anticipates activities such as additional staff training, penetration testing, or other associated security services will be offered by the provider commensurate with enhancing corporate resilience.	15
Criteria 3	Please provide assurance to the level of cyber security expertise you will attribute to the response team. Please include: (i) number of resources potentially available to us on a 24x7 basis, with their qualifications/experience summarised in a table; (ii) sample CV's for at least 3 people (iii) number of days for onboarding of service at contract commencement – which is to include a gap analysis, including the creation of processes, procedures, playbooks and creation of an incident response plan.	30

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Criteria 4	Please include an outline covering how the onboarding process which is to include a gap analysis, including the creation of processes, procedures, playbooks and creation of an incident response plan is to be delivered.	10
	Please include an outline covering how the first-responder training of Lambeth staff will be delivered over the 12 month contract and how it will enhance the skillset and corporate resilience of Lambeth Council	
Total (Quality Score)		80

5. INFORMATION REQUIREMENTS

Please ensure your method statement are provided in Ariel Font Size 11. Please limit your responses to: that you limit your responses to the following:

- Question 1 – 2 sides of A4
- Question 2 – 1 side of A4
- Question 3 – 2 sides of A4 (not including CVs)
- Question 4 – 2 sides of A4

- The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
- Potential Providers' responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
- Potential Providers' responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
- Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
- Please note that Question number 1 within in Table 1 is a threshold question. If the provider is unable to submit a satisfactory response (minimum score of "3" being a satisfactory response) this will result in automatic elimination from the procurement process.

Table 2 – Scoring Methodology

0	Failed to address the question/issue.
1	An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.
2	Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.
3	Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought.
4	Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply.
5	Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response

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	indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested.
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6. PRICE SUBMISSION AND EVALUATION

The maximum budget for this procurement is £100,000 per annum; therefore a total contract value of £100,000 over the one year contract term. Tenders submitted with a value over £100,000 for one year will not be considered.

The Council is seeking an itemised submission in accordance with the deliverables set out in Table 3 – Pricing Submission. The pricing submission should assume and include all disbursements and costs associated with the production of the deliverables. **This should include an itemised breakdown of any pricing element that will be covered in invoicing for services delivered, such as the provision of post incident reports of varying complexities due to the wide array of potential impacts sustained by the Council from a cyber-attack or security breach.**

Price proposals should include the requirements and standards as set out in Appendix F – The Specification.

Lambeth is seeking a retained cyber-security service (15 pre-paid days – or equivalent to 120 hours – to call in cyber analysts and specialists within an agreed timeframe – 1 hour – if needed) and requests for all other services will be based on demand which is not guaranteed. Therefore, the quantities indicated in items 2-4 are for evaluation purposes only

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Table 3 – Pricing Submission

Item No.	Deliverables	(a) Hourly Rate	(b) Estimated Hours	(c = a x b) lump sum cost (£ excl. VAT)
1	Attribution of cyber resilience subject matter experts within an hour of contact initiated (including the attendance of meetings) for up to 15 days (or 120 hours) inside of the 12-month contract period. This is separate from the onboarding process, which should be included in the response to Criteria 3 (iii)		120	
2	Please specify your additional rates of service delivery, after all retainer days are used, for your most expensive single resource costing being incurred for: (i) out of hours (1700 – 0900) and for:		24	
3	(ii) a normal working day (0900 – 1700 hours)		24	
4	A final report post activation of Cyber Security Incident Response Team to be submitted to Lambeth not more than 10 days after any cyber threat or security breach being identified and requiring response (if not included in the retained service contract)	Cost per report		
5	Total for items 1 to 4 (to be used for price evaluation purposes)			

Pricing considerations

For price, each submission will be assessed on the total cost (item 5 in Table 3 above) using the following equation:

$$\text{Calculated : Price Score} = \frac{\text{Total Available Marks}}{\left[\frac{\text{Lowest Priced Technically \& Commercially Compliant Tender}}{\text{Tendered price}} \right]}$$

The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender.