



Mini Competition

questions

**Mini Competition against an existing Framework Agreement (MC) on behalf of
Department for Business, Energy and Industrial Strategy (BEIS)**

Subject UK SBS Longitudinal Small Business Survey Years 4 and 5

Sourcing reference number FWRECR17153BEIS Lot 1

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																									
Bidder guidance	<p>The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted).</p> <p>This is the legal entity with whom we will Contract if successful.</p>																									
Scoring criteria	For information only																									
Bidder response	<table border="1"> <tr> <td colspan="2">Table</td></tr> <tr> <td>Bidders full legal name</td><td></td></tr> <tr> <td>Address line 1</td><td></td></tr> <tr> <td>Address line 2</td><td></td></tr> <tr> <td>Address line 3</td><td></td></tr> <tr> <td>Address line 4</td><td></td></tr> <tr> <td>Town / City</td><td></td></tr> <tr> <td>Country</td><td></td></tr> <tr> <td>Post code (or equivalent)</td><td></td></tr> <tr> <td>Bidder contact</td><td></td></tr> <tr> <td>Telephone No.</td><td></td></tr> <tr> <td>Email</td><td></td></tr> </table>		Table		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Table																										
Bidders full legal name																										
Address line 1																										
Address line 2																										
Address line 3																										
Address line 4																										
Town / City																										
Country																										
Post code (or equivalent)																										
Bidder contact																										
Telephone No.																										
Email																										

FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)</p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act


AW1.1	<p>FORM OF BID</p> <p>I declare that to the best of my knowledge the answers submitted in this Mini Competition are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this Mini Competition if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including Mini Competition templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the Request for Quotation, and any contract entered into by UK SBS or its customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this Mini Competition I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this Mini Competition I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this Mini Competition I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this Mini Competition I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
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Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No


AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that UK SBS will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information/documentation (submitted to UK SBS during this Procurement) more widely within Government for</p>
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	the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PRICE QUESTIONNAIRE

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</p> <p>All prices shall be exclusive of VAT.</p> <p></p> <p>AW5.2 Price Schedule FWRECR1</p> <p><i>“Please note that the Rate Cards (Price Schedules) that were submitted at RFQ are being checked against the values you are submitting at call off, these should not go over the price you submitted at RFQ. If the values goes over the amount within the Rate cards these will be questioned and could jeopardise your bid.</i></p> <p><i>In the RFQ for the framework you have confirmed that your price will not go over the threshold you provided, price shall remain firm and fixed for 4 years / full term of the Contract. Thereafter they shall be subject to change in accordance with the terms of the contract.</i></p> <p><i>Note: The maximum charges for day rates for the various staff levels in your organisation must be unaltered for the duration of the Framework (until 2 January 2020) in line with the terms and conditions of the Contract”</i></p>
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p>

	<p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table><tr><th>Bid Price</th><th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th><th>Score</th></tr><tr><td>£100,000</td><td>0</td><td>100</td></tr><tr><td>£120,000</td><td>20%</td><td>80</td></tr><tr><td>£140,000</td><td>40%</td><td>60</td></tr><tr><td>£150,000</td><td>50%</td><td>50</td></tr><tr><td>£175,000</td><td>75%</td><td>25</td></tr><tr><td>£200,000</td><td>100%</td><td>0</td></tr><tr><td>£300,000</td><td>200%</td><td>0</td></tr></table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score																							
£100,000	0	100																							
£120,000	20%	80																							
£140,000	40%	60																							
£150,000	50%	50																							
£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							
Scoring criteria	Maximum 20%																								
Bidder response	Yes																								

AW5.5	<p>UK SBS are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</p> <p>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance of e-payment.</p> <p>  AW5.5 ISupplier fact sheet.pdf </p> <p>ISupplier</p>
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Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes we will utilise an e-invoicing option - Pass No we will not utilise an e-invoicing option - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW5.6	<p>Please confirm if you are successfully awarded this contract your implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ1.1	<p><u>Research design, including measures to maintain response rates.</u></p> <p>Please clearly explain and give reasoning for your proposed methodology and approach to drawing the sample and recruiting businesses.</p> <ul style="list-style-type: none"> • Outline of the sample design strategy. • Approach to recruiting new members and retaining current panel members, including proposals to minimise panel attrition. • Detailed description of proposals to encourage a high response rate. • Outline of plans to trace businesses during the lifetime of the panel from an administrative perspective, for example if the respondent, business location or business structure changes. • Proposed approach to facilitate the recontact and data linking process for year 5 and previous years.
Bidder guidance	<p>The Tender Response Question and Answer Document should be used by all tenderers to answer the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence.</p> <p>An attachment is allowed for this question</p> <p>This question is limited to 6 sides of A4 Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 30%</p>
Bidder response	Yes, I have attached my answer using the Question and Answer Document as a pdf to PROJ1.1

PROJ1.2	<p><u>Data analysis, and weighting strategies</u></p> <ul style="list-style-type: none"> • Outline your plans for analysis to be undertaken, particularly making use of the longitudinal data. • Describe your approach to creating weights for the cross-sectional and longitudinal survey data. • Describe your methodology for testing for significant differences between populations, including how you will take into account survey design.
Bidder guidance	<p>The Tender Response Question and Answer Document should be used by all tenderers to answer the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence.</p> <p>An attachment is allowed for this question</p> <p>This question is limited to 4 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 15%</p>
Bidder response	<p>Yes, I have attached my answer using the Question and Answer Document as a pdf to PROJ1.1</p>

PROJ1.3	<p><u>Staff to deliver</u></p> <p>Proposed team composition and its expertise in conducting longitudinal panel surveys and research with SMEs.</p> <ul style="list-style-type: none"> • Details of proposed project team, outlining their expertise. • Please provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the project. • If bidders intend to use subcontractors in any of the development or fieldwork stages please state this clearly in your tender.
Bidder guidance	<p>The Tender Response Question and Answer Document should be used by all tenderers to answer the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence.</p> <p>An attachment is allowed for this question</p> <p>This question is limited to 3 sides of A4 Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>

Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 10%
Bidder response	Yes, I have attached my answer using the Question and Answer Document as a pdf to PROJ1.1

PROJ1.4	<u>Project Plan and Timescales</u> Please outline your proposed project plan and timescales, ensuring the key deadlines outlined in the specification are met.
Bidder guidance	<p>Bidders are asked to provide their proposed project plan and timescales, ensuring that the key deadlines outlined in the specification are met.</p> <p>As a minimum you response should cover;</p> <ul style="list-style-type: none"> • A detailed timetable for carrying out the work based on the proposed approach and method • Highlight key milestones and deadlines, including suggested meetings and progress reports. <p>An attachment is allowed for this question</p> <p>The Tender Response Question and Answer Document should be used by all tenderers to answer the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p>
Scoring criteria	For Information Only
Bidder response	Yes, I have attached my answer using the Question and Answer Document as a pdf to PROJ1.1

PROJ1.5	<p><u>Risk Management</u></p> <p>Please provide details of all key risks that could affect the delivery of this project as per the specification.</p>
Bidder guidance	<p>Bidders are asked to provide details of all key risks that could affect the delivery of this project as per the specification.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> • Demonstrate your tools and processes to mitigate risk in this project. <p>An attachment is allowed for this question.</p> <p>The Tender Response Question and Answer Document should be used by all tenderers to answer the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence.</p> <p>This question is limited to 2 sides of A4 Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 10%</p>
Bidder response	<p>Yes, I have attached my answer using the Question and Answer Document as a pdf to PROJ1.1</p>

PROJ1.6	<p>Interview</p> <p>An interview will make up part of the evaluation process of this tender. This interview will be worth 15% of the final score.</p> <p>Suppliers will be invited to an interview on 24th of January to be held at 1 Victoria Street, London, SW1H 0ET. Suppliers will be provided with further detail regarding the time etc. after the 17th of January.</p>
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	<p>Thinking about the way BEIS will work to achieve its objectives; we would like to ask you to prepare a 15 minute presentation which will answer the following questions.</p> <ol style="list-style-type: none"> 1. What quality assurance processes will you use to ensure the survey data is robust? 2. Describe how you will identify and recruit hard-to-reach businesses. 3. Please outline your understanding of the need for the research in this space, and the relationship between Small and Medium Enterprises and BEIS. <p>There will then be a discussion and question session around your presentation. We expect the entire interview to last around 45 minutes.</p> <p>As part of the interview process we would allow you to bring up to 3 representatives, these should be the key personnel involved in delivering this project.</p> <p>All suppliers will be invited to attend an interview. However at the discretion of UK SBS, if after evaluating your submitted bid, you are more than 15% behind the lead supplier's score and therefore have no possibility of being the winning bidder we will engage with you so that you may choose not to attend if preferred.</p>
Bidder guidance	Scoring shall be based on 0-100 scoring methodology.
Scoring criteria	Maximum Marks – 15%
Bidder response	Yes, I will be available to attend the interview