



# Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of UK Research and Innovation (UKRI)**

**Subject: Security Manned Guarding at the UK Astronomy Technology Centre - Edinburgh**

**Sourcing Reference Number: FM20132**

## **Section 6 – Evaluation questionnaire**

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

**Guidance on completion of the questionnaire is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>**

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY  
COMMERCIAL QUESTIONNAIRE**

## COMMERCIAL QUESTIONNAIRE

SEL1.1	<b>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).</b>																								
Bidder Guidance	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). This is the legal entity with whom we will Contract if successful.																								
Scoring Criteria	For information only																								
Answer Type	<table border="1"> <tr> <td colspan="2">Text</td> </tr> <tr> <td>(a)</td> <td>Bidders full legal name</td> </tr> <tr> <td>(b)</td> <td>Address line 1</td> </tr> <tr> <td></td> <td>Address line 2</td> </tr> <tr> <td></td> <td>Address line 3</td> </tr> <tr> <td></td> <td>Address line 4</td> </tr> <tr> <td></td> <td>Town / City</td> </tr> <tr> <td></td> <td>Country</td> </tr> <tr> <td></td> <td>Post code (or equivalent)</td> </tr> <tr> <td>(c)</td> <td>Bidder contact</td> </tr> <tr> <td>(d)</td> <td>Telephone No.</td> </tr> <tr> <td>(e)</td> <td>Email</td> </tr> </table>	Text		(a)	Bidders full legal name	(b)	Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)	(c)	Bidder contact	(d)	Telephone No.	(e)	Email
Text																									
(a)	Bidders full legal name																								
(b)	Address line 1																								
	Address line 2																								
	Address line 3																								
	Address line 4																								
	Town / City																								
	Country																								
	Post code (or equivalent)																								
(c)	Bidder contact																								
(d)	Telephone No.																								
(e)	Email																								
SEL1.2	<p><b>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</b></p> <p><b>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</b></p>																								
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Fail – Please provide details within SEL1.2.1 <b>No</b> – Pass – No response required to SEL1.2.1</p> <p>*If you have answered “yes” please provide, as an attachment to SEL1.2.1 a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>																								
Scoring Criteria	Mandatory Pass / Fail																								
Answer Type	<p><b>Yes</b> – Fail – Please provide details within SEL1.2.1 <b>No</b> – Pass – No response required to SEL1.2.1</p>																								

<b>SEL1.2.1</b>	<b>Supporting Documentation for SEL1.2.1</b>
Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL1.2 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL1.2 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

<b>SEL1.3</b>	<b>If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.</b>
Bidder Guidance	<p>The Bidder shall choose from the following options;</p> <p>A. N/A – our turnover is less than £36M  B. Yes – We are compliant and have attached information in SEL1.3.1  C. No (with justification) – we are not compliant but will be prior to commencement of a contract. See information attached in SEL1.3.1  D. No – we are not and will not be compliant at the time of award of the contract</p> <p>Bidders selecting option 'D' will be considered non-compliant for this Procurement.</p>
Scoring Criteria	Mandatory Pass/ Fail
Answer Type	Multiple Choice Dropdown

<b>SEL1.3.1</b>	<b>Supporting Documentation for SEL1.3</b>
Bidder guidance	<p>Where a bidder has responded 'Yes' or 'No (with justification)' to SEL1.3, please provide your supporting information as an attachment.</p> <p>Any bidder declaring they are compliant within SEL1.3 but not providing evidence may not be considered.</p>
Scoring	For information only

Criteria	
Answer Type	Document upload

FOI1.1	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></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.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

FOI1.2	<p><b>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</b></p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1 If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete each field 'N/A' (not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why?</p>
Bidder Guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the fields below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority 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>

	<p>Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p>
Scoring Criteria	For information only
Answer Type	Confidential Information and justification for exemption/exception under FOI Act
	Large Text Field
	Commercially sensitive information and justification for exemption/exception under FOI Act
	Large Text Field

<b>AW1.1</b>	<p><b><u>FORM OF BID</u></b></p> <p><b>I declare that to the best of my knowledge the answers submitted in this ITQ 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 the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</b></p> <p><b>I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the ITQ, and any contract entered into by the Contracting Authority or its customers with its preferred supplier once the procurement is complete.</b></p> <p><b>By submitting a response to this ITQ I agree that our participation may be made public.</b></p> <p><b>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).</b></p> <p><b>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</b></p> <p><b>By submitting a response to this ITQ I agreed and accept that the Contracting Authority 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.</b></p> <p><b>By submitting a response to this ITQ 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. The Contracting Authority is not liable for any costs resulting from</b></p>
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	<p>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 the Contracting Authority or contracts with its suppliers fall to be disclosed the Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> - Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>AW1.3</b>	<p><b>CERTIFICATE OF BONA FIDE BID</b></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"> <li>(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;</li> <li>(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;</li> <li>(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.</li> </ul> <p>In this certificate, the word "person" includes any persons and anybody 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 the Contracting Authority 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 the Contracting Authority or shall</p>
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	<p><b>employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</b></p> <p><b>We agree that the Contracting Authority may disclose the Bidders information / documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</b></p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>AW3.1</b>	<p><b>In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority against a procurement requirement, the Bidder is expected to provide an answer to the validation check that can be seen within Stage One: Overview Section prior to the award of any Contract.</b></p> <p><b>If the Bidder fails to meet the Contracting Authority’s expectations, we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.</b></p>
Bidder Guidance	<p>The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to the Contracting Authority’s against a procurement requirement.</p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>AW4.1</b>	<p><b>Please confirm your acceptance of the Contract Terms that can be found within the Stage One: Overview section.</b></p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b></p> <p><b>Yes</b>, we accept the terms and condition in their entirety – Pass</p> <p><b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No</b> – Fail</p> <p>For absolute clarity should a bidder select ‘Yes’ or ‘No’ you are <b>not</b> required to respond to AW4.2, however if you select ‘No with Justification’ you will be</p>

	required to complete AW4.2 in order to be considered.
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Multiple Choice Dropdown  <b>Yes</b> , we accept the terms and condition in their entirety – Pass <b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification. <b>No</b> – Fail

<b>AW4.2</b>	<b>Where a Bidder has answered question AW4.1 with ‘No with justification’ they must detail the justification and the proposed change to the clause.</b>  <b>Where a bidder has responded ‘Yes’ or ‘No’ to AW4.1 you are not required to respond to this question.</b>
Bidder Guidance	A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).  Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied: <ul style="list-style-type: none"> <li>• the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and</li> <li>• the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</li> </ul> <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark-up, rejection of a clause or a justification for a change then the response will be a Fail. Any bidder selecting ‘No with Justification’ to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Document Upload

## PRICE QUESTIONNAIRE

<b>AW5.1</b>	<b>Please confirm your price shall remain firm and fixed for the full term of the Contract.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> - Fail

<b>AW5.2</b>	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the Document Upload attachments.</b></p> <p><b>All prices shall be in £ GBP and exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></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> <p>Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100</p> <p>Bid price - £120,000 Differential - 20% Score - 80 Bid price - £140,000 Differential - 40% Score - 60 Bid Price - £150,000 Differential - 50% Score - 50</p>

	Bid Price - £175,000 Differential - 75% Score - 25 Bid Price - £200,000 Differential - 100% Score - 0 Bid Price - £300,000 Differential - 200% Score - 0
Scoring Criteria	Maximum Marks <b>40.00%</b>
Answer Type	Price Document Upload

<b>AW5.4</b>	<b>The Contracting Authority is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</b>  <b>Options for suppliers to choose from are outlined in the FAQ documentation that can be found within Stage One: Overview. Please confirm your acceptance of e-payment.</b>
Bidder Guidance	The Bidder shall answer Yes or No  <b>Yes</b> – we will utilise an e-invoicing option - Pass <b>No</b> – we will not utilise an e-invoicing option – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – we will utilise an e-invoicing option - Pass <b>No</b> – we will not utilise an e-invoicing option – Fail

<b>AW5.5</b>	<b>Please confirm if you are successfully awarded this contract your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

## QUALITY QUESTIONNAIRE

<b>AW6.1</b>	<b>Please confirm your compliance to the requirements of Section 4 Specification</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

<b>AW6.2</b>	<b>Variable Bids</b>  <b>The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> - We have provided a variable bid only – <b>Fail</b> <b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> - We have provided a variable bid only – <b>Fail</b> <b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>

<b>PROJ1.1</b>	<b>Please confirm you are able to meet the mandatory Contract start date of Thursday 27th August 2020</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> - Pass <b>No</b> - Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> - Pass <b>No</b> - Fail

<b>PROJ1.2</b>	<b>Please provide details of how you will ensure a smooth and concise period of mobilisation.</b>
Bidder guidance	Bidders are asked to provide details of how you will ensure a smooth and concise period of mobilisation.  Bidders would be expected to demonstrate the following as a minimum: <ul style="list-style-type: none"> <li>• How you will ensure that the service currently being provided is not affected during the mobilisation period.</li> <li>• How your organisation will approach mobilisation to ensure the contract managed and mobilised in an efficient manner that will set the tone for the following duration.</li> <li>• How management will liaise with the contracting authority in a</li> </ul>

	<p>professional manner.</p> <ul style="list-style-type: none"> <li>• What your organisation foresee the main risks during mobilisation to be.</li> <li>• How your organisation will manage communications on site with both the guarding staff and the FM team at the contracting authority.</li> <li>• How you envisage building this ongoing relationship during mobilisation to ensure a strong relationship is formed from the start.</li> <li>• Your process to ensure collaboration throughout the contract, starting with mobilisation.</li> </ul> <p>Any examples used above should be relevant to the upcoming manned guarding contract at The UK Astronomy Technology Centre in Edinburgh</p> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>8</b> sides of A4, font 12pt Arial. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</b></p>
Scoring criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks <b>15.00%</b></p>
Answer Type	<b>Document Upload</b>

<b>PROJ1.3</b>	<b>Please provide a method statement detailing how you will to deliver this Contract in line with the Specification requirements.</b>
Bidder Guidance	<p>Bidders are asked to provide a method statement detailing how they will to deliver this Contract in line with the Specification requirements.</p> <p>Your response should cover the following areas as a minimum, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Understanding of the specification requirement</li> <li>• Details of approach to be taken</li> <li>• Your method for Safe Working and Lone working</li> <li>• Provide and explain what you think the top 5 site relevant risks associated with this contract are and how you would mitigate them.</li> <li>• Provide a detailed description demonstrating your knowledge and expertise in working within a similar facility and how this will influence how you would manage such an environment.</li> <li>• Provide a site specific risk register that demonstrates how the risks on site will be managed and mitigated.</li> <li>• How your organisation will ensure that you promote innovation, supplier initiative and added value throughout the duration of the contract to ensure the contracting authority is receiving the highest standard of service at all times</li> <li>• How your understanding of this site and the core activities the contracting authority are undertaking in the wider sector will influence how you manage this contract.</li> </ul>

	<p>An attachment is allowed for this question</p> <p>This question is limited to <b>8</b> sides of A4, font 12pt Arial. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</b></p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks <b>15.00%</b></p>
Answer Type	<b>Document Upload</b>

<b>PROJ1.4</b>	<b>Please provide details of how you plan to manage continuity through team members for the duration of this contract and in alignment with the specification.</b>
Bidder Guidance	<p>Bidders are asked to provide details of how they plan to manage continuity through team members for the duration of this contract.</p> <p>Your response should cover the following areas as a minimum, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Cover for staff absence (sickness / holiday / short notice) making specific reference to how you will ensure the contracting authority have access to fully trained staff at short notice in the event of any of the above.</li> <li>• Detail your contingency plan for how you will ensure suitable cover staff will be available in the Edinburgh location.</li> <li>• Details of your relief to manned guarding ratio</li> <li>• Dissemination of information / amendments</li> <li>• Lines of reporting, management and escalation methods and how you will ensure this is followed by the guard on site.</li> <li>• On-site Supervision (Suppliers site supervisor to visit site at regular pre-determined intervals)</li> <li>• Ability to increase resource in line with business need at short notice in the event additional guarding is required for events</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to 6 sides of A4, font 12pt Arial. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</b></p>
Scoring Criteria	<p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks <b>15.00%</b></p>
Answer Type	<b>Document Upload</b>

<b>PROJ1.5</b>	<b>Please confirm that you have the appropriate resources available to fully manage and co-ordinate this contract in alignment with the</b>
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	<b>specification, ensuring that all staff will have the correct level licences required to work on site, in line with the information in the specification</b>
Bidder Guidance	<p>Bidders are asked to confirm that they have the appropriate resource available to fully manage and co-ordinate this contract in alignment with the specification, ensuring that all staff will have the correct level license required to work on site, in line with the information in the specification</p> <p>As per the specification, all site staff must hold (or be registered to) the following:</p> <ul style="list-style-type: none"> <li>• SIA license</li> <li>• Basic requirements as outlined in the specification</li> <li>• The British Security Industry Association (BSIA) or International Professional Security Association (IPSA) Or equivalent if appropriate</li> </ul> <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Drop down menu – Yes / No

<b>PROJ1.6</b>	<b>Please detail how you will ensure that all site staff have the appropriate training for the duration of this contract.</b>
Bidder Guidance	<p>Bidders are asked to provide details of how they will ensure that all site staff have the appropriate training for the duration of this contract.</p> <p>Your response should cover the following areas as a minimum, but not be limited to:</p> <ul style="list-style-type: none"> <li>• How you will ensure that site staff are trained in the duties that are expected of them from date of appointment.</li> <li>• How you will manage the training plan from both an operational and management level.</li> <li>• How you will ensure site specific practices and procedures are followed</li> <li>• How you will provide consistent staff training throughout the contract for both new staff as well as refresher training</li> <li>• Bidders should provide an example training plan for how they would deliver training to security staff in line with their company policy should your bid be successful.</li> <li>• Provide details of how poor performance will be managed quickly and efficiently so as to ensure that the contracting authority is not left exposed to site risks and a drop in service.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to <b>6</b> sides of A4, font 12pt Arial. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and</b></p>

	<b>therefore this is discouraged.</b>
Scoring Criteria	Scoring is based on the 0 to 100 scoring methodology. Maximum Marks <b>15.00%</b>
Answer Type	<b>Document Upload</b>