



Mini Competition

questions

**Mini Competition against an existing Framework Agreement (MC)
on behalf of Higher Education Funding Council for England
(HEFCE)**

**Subject UK SBS Cognitive testing of the NSS optional banks and
the Intentions after Graduation Survey**

Sourcing reference number FWRECR17039HEFCE

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	<p>Table</p> <table border="1" data-bbox="411 719 1401 1330"> <tr> <td data-bbox="418 719 906 775">Bidders full legal name</td> <td data-bbox="912 719 1394 775"></td> </tr> <tr> <td data-bbox="418 779 906 831">Address line 1</td> <td data-bbox="912 779 1394 831"></td> </tr> <tr> <td data-bbox="418 835 906 887">Address line 2</td> <td data-bbox="912 835 1394 887"></td> </tr> <tr> <td data-bbox="418 891 906 943">Address line 3</td> <td data-bbox="912 891 1394 943"></td> </tr> <tr> <td data-bbox="418 947 906 999">Address line 4</td> <td data-bbox="912 947 1394 999"></td> </tr> <tr> <td data-bbox="418 1003 906 1055">Town / City</td> <td data-bbox="912 1003 1394 1055"></td> </tr> <tr> <td data-bbox="418 1059 906 1111">Country</td> <td data-bbox="912 1059 1394 1111"></td> </tr> <tr> <td data-bbox="418 1115 906 1167">Post code (or equivalent)</td> <td data-bbox="912 1115 1394 1167"></td> </tr> <tr> <td data-bbox="418 1171 906 1223">Bidder contact</td> <td data-bbox="912 1171 1394 1223"></td> </tr> <tr> <td data-bbox="418 1227 906 1279">Telephone No.</td> <td data-bbox="912 1227 1394 1279"></td> </tr> <tr> <td data-bbox="418 1283 906 1335">Email</td> <td data-bbox="912 1283 1394 1335"></td> </tr> </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	
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

FORM OF BID

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.

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.

By submitting a response to this Mini Competition I agree that our participation may be made public.

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).

By submitting a response to this Mini Competition I agree and accept the justification for the Contracting Authority's evaluation criteria.

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.

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.

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.

Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
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 the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
-------	--

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>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p>  <p>AW5.2 Price Schedule - FWRECR1</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>

	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 Marks 20%		
Bidder response	Yes		

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	<u>Understanding the brief and methodology</u> Please demonstrate your understanding of the brief and requirements including where you foresee difficulties/barriers and how your methodology will address these. Please demonstrate suitability of your proposed methodology for undertaking the cognitive testing, undertaking analysis and providing recommendations to inform the design of the new IAGS and NSS optional question banks for 2018.
Bidder guidance	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 a pdf attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence. Bidder guidance – Scoring shall be based on 0-100 scoring methodology. This question is limited limited to four sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process.
Scoring criteria	Scoring criteria Maximum Mark: 35%
Bidder response	Yes, I have attached my answer using the Q & A Document as a pdf to PROJ1.1

PROJ1.2	<p><u>Capability & Knowledge</u></p> <p>Please provide:</p> <ul style="list-style-type: none"> • detail of your expertise in undertaking social survey design testing, including cognitive testing • information on expertise and capability of staff involved in the work through profiles which clearly indicate where and how this relates to survey design and testing in a HE context • evidence of the ability to express clearly and concisely complex evidence, proposals and suggestions for action using examples of work carried out previously in the HE and/or public sector.
Bidder guidance	<p>The Tender Response Question and Answer Document should be used by all tenderers to answer the PROJ questions(Quality Questions). This should then be uploaded as a pdf attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence.</p> <p>Bidder guidance – Scoring shall be based on 0-100 scoring methodology. This question is limited to two sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process.</p>
Scoring criteria	Scoring criteria Maximum Mark: 30%
Bidder response	Yes, I have attached my answer using the Q & A Document as a pdf to PROJ1.1

PROJ1.3	<p><u>Timescales</u></p> <p>Please demonstrate your ability to resource the project to meet the timescales outlined.</p>
Bidder guidance	<p>The Tender Response Question and Answer Document should be used by all tenderers to answer the PROJ questions (Quality Questions). This should then be uploaded as a pdf attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence.</p> <p>Bidder guidance – Scoring shall be based on 0-100 scoring methodology. This question is limited to two sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process.</p>
Scoring criteria	Scoring criteria Maximum Mark: 15%
Bidder response	Yes, I have attached my answer using the Q & A Document as a pdf to PROJ1.1