PF9

**Invitation to Tender for the provision of Data Services to improve the completeness and quality of data held by the OGA.**

Tender Reference Number: TRN/329/11/2020

Deadline for Tender Responses: **Friday 4 December 2020 (13:00)**

**Oil & Gas Authority**

Date: **17 November 2020**

The Oil & Gas Authority (“OGA”) wishes to commission one or more services companies to provide: **Data Services to improve the completeness and quality of data held by the OGA.**

Enclosed are the following sections:

* Section 1 (page 3) Instructions on tendering procedures
* Section 2 (page 7) Specification of requirements
* Section 3 (page 18) Further information on tendering procedure
* Section 4 (page 21) Declarations and information to be provided;

Statement of Non-Collusion

Form of Tender

Conflict of Interest

Questions for tenderers

* Annex A: Pricing schedule

Please register your interest in submitting a tender for this project by emailing **david.wilson@ogauthority.co.uk** This will ensure you receive immediate notification of updates to the ITT process or answers to questions raised by potential bidders.

Please read the instructions on the tendering procedures carefully since failure to comply with them may invalidate your tender. Your tender must be returned before the deadline time and date **Friday 4 December 2020 (13:00)** clearly marked as **“TENDER”** in the email subject header including the tender reference Number e.g. TRN 329/11/2020.

I look forward to receiving your response.

Yours sincerely,

David Wilson

Head of Procurement

Email: david.wilson@ogauthority.co.uk

**Section 1**

**Instructions and Information on Tendering Procedures**

Invitation to Tender for:

**Data Services to improve the completeness and quality of data held by the OGA**

Tender Reference Number: **TRN 329/11/2020**

Deadline for Tender Responses: **4 December 2020 (13:00)**

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# Indicative Timetable

The anticipated timetable for this tender exercise is as follows. The OGA reserves the right to vary this timetable. Any variations will be published on contracts finder or circulated to all organisations who have registered an interest in notifications.

|  |  |
| --- | --- |
| **Tender Timeline** | **Date** |
| Advert and full invitation to tender issued | **Tuesday 17 November 2020** |
| Deadline for questions relating to the tender | Monday 23 November 2020 13.00 |
| Responses to questions distributed | Friday 27 November 2020 |
| Any further instructions to Contractors, if necessary.  \*Further instructions, if issued, may change the Tender Timeline from this point. | Friday 27 November 2020 |
| Deadline for receipt of tender | **Friday 4 December 2020 13.00** |
| Invite suppliers for bid clarification (if needed) | Week commencing 14 December 2020 |
| All suppliers alerted of outcome | Week commencing 21 December 2020 |
|  |  |
| Contract start date | Wednesday 6th January 2021 |

The contract is to be for a period of 15 months unless terminated or extended by the OGA in accordance with the terms of the contract. It is the intention on the OGA to tender for a follow-on contract, for similar services towards the end of this contract, so that services continue at the end of this contract.

# Procedure for Submitting Tenders

The maximum page limit for tenders is 20 pages (excluding declarations and CVs).

Please email your proposal clearly marked as “TENDER” in the subject header line and include the TRN reference number e.g. TRN 329/11/2020 **before** the deadline of **Friday 4 December 2020 13.00** to David Wilson at the following address:

[david.wilson@ogauthority.co.uk](mailto:david.wilson@ogauthority.co.uk)

For questions regarding the procurement process please contact [david.wilson@ogauthority.co.uk](mailto:david.wilson@ogauthority.co.uk)

Tenders will be received up to the time and date stated. Please ensure that your tender is delivered not later than the appointed time on the appointed date. The OGA does not undertake to consider tenders received after that time. The OGA requires tenders to remain valid for a period indicated in the specification of requirements.

The OGA shall have the right to disqualify you from the procurement if you fail to fully complete your response, or do not return all of the fully completed documentation and declarations requested in this ITT. The OGA shall also have the right to disqualify you if it later becomes aware of any omission or misrepresentation in your response to any question within this invitation to tender. If you require further information concerning the tender process, or the nature of the proposed email [david.wilson@ogauthority.co.uk](mailto:david.wilson@ogauthority.co.uk) All questions should be submitted by **Monday 23 November 2020 (13.00)**; questions submitted after this date may not be answered. Should questions arise during the tendering period, which in our judgement are of material significance, we will publish these questions with our formal reply by the end of **Friday 27 November 2020 (16:00)** will be published on Contracts Finder. All contractors should then take that reply into consideration when preparing their own bids, and we will evaluate bids on the assumption that they have done so.

You will not be entitled to claim from the Authority any costs or expenses that you may incur in preparing your tender whether or not your tender is successful.

# Conflict of Interest

The OGA standard terms and conditions of contract include reference to conflict of interest and require contractors to declare any potential conflict of interest to the Head of Procurement.

For research and analysis, conflict of interest is defined the presence of an interest or involvement of the contractor, subcontractor (or consortium member) which could affect the actual or perceived impartiality of the research or analysis.

Where there may be a potential conflict of interest, it is suggested that the consortia or organisation designs a working arrangement such that the findings cannot be influenced (or perceived to be influenced) by the organisation which is the owner of a potential conflict of interest. For example, consideration should be given to the different roles which organisations play in the research or analysis, and how these can be structured to ensue maintain an impartial approach to the project is maintained.

The process by which this is managed in the procurement process is as follows:

1. **During the bidding process, organisations may contact the OGA to discuss whether or not their proposed arrangement is likely to yield a conflict of interest.** Any organisation thinking of submitting a bid, should share their contact details with the staff member responsible for this procurement, to ensure they receive an update when any responses to questions are published.
2. **Contractors are asked to sign and return Declaration 3 (Conflict of Interest) to indicate whether or not any conflict of interest may be, or be perceived to be, an issue.** If this is the case, the contractor or consortium should give a full account of the actions or processes that it will use to ensure that conflict of interest is avoided. In any statement of mitigating actions, contractors are expected to outline how they propose to achieve a robust, impartial and credible approach to the research.
3. **When tenders are scored, this declaration will be subject to a pass/fail score**, according to whether, on the basis of the information in the proposal and declaration, there remains a conflict of interest which may affect the impartiality of the research.

Failure to declare or avoid conflict of interest at this or a later stage may result in exclusion from the procurement competition, or in the OGA exercising its right to terminate any contract awarded.

# Evaluation of Responses

The tender process will be conducted to ensure that bids are evaluated fairly and transparently, in accordance with agreed assessment criteria. Further details are provided in the specification.

# Terms and Conditions applying to this Invitation to Tender

The Terms and Conditions published with this invitation to tender on Contracts Finder will apply to this contract.

These can be downloaded from Contracts Finder.

# Further Instructions to Contractors

The Authority reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendment will be numbered, dated and issued by **27 November 2020 (16:00).** Where amendments are significant, the Authority may at its discretion extend the deadline for receipt of tenders.

The OGA reserves the right to withdraw this contract opportunity without notice and will not be liable for any costs incurred by contractors during any stage of the process. Contractors should also note that, in the event a tender is considered to be fundamentally unacceptable on a key issue, regardless of its other merits, that tender may be rejected. By issuing this invitation the Authority is not bound in any way and does not have to accept the lowest or any tender and reserves the right to accept a portion of any tender unless the tenderer expressly stipulates otherwise in their tender.

# Checklist of Documents to be Returned

* Proposal (maximum 20 pages)
* Annex A – pricing schedule
* Declaration 1: Statement of non-collusion
* Declaration 2: Form of Tender
* Declaration 3: Conflict of Interest

**Section 2**

**Specification of Requirements**

Invitation to Tender for:

**Data Services**

Tender Reference Number: **TRN 329/11/2020**

Deadline for Tender Responses: **4 December 2020 (13:00)**

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# Introduction and summary of requirements

The Oil and Gas Authority (OGA) is based in two locations, Huntly Street, Aberdeen and 21 Bloomsbury Street, London. Due to current COVID-19 related restrictions all OGA staff and OGA contractors are working from home. The OGA have IT systems in place that are making working from home very effective for both staff and contractors. The OGA use Microsoft Office 365 on an Azure cloud environment and are using Microsoft Teams very effectively for internal and external meetings and one on one conversations. VPN is used to access other required IT systems. A number of staff and contractors have been recruited or contracted to the OGA during this ‘working from home’ period and the on-boarding process has been smooth in each case. Much of the work in scope of this tender will require access to OGA systems via an OGA provided laptop, which would access OGA systems from the individual contractors place of work (be that the individuals home or your organisations offices) though some work could be conducted remotely using your own organisations IT systems and the ‘products’ of the work returned to the OGA either on disk or via SFTP. The OGA does not envisage any particular restrictions or difficulties engaging with Data Services providers contracted to work on the Data Services contract.

Where work is carried out using your organisations IT infrastructure the OGA would require individuals to have access to MS Office, be able to create, accept and participate in meetings using MS Teams and have access to any software tools offered as part of the services offered, be those proprietary to your organisation or 3rd party software applications.

The OGA does not currently have a Data Services provision, of the type being tendered for here, though the OGA has engaged similar services in the past and is experienced at handling such services.

The OGA requires on-demand technical data services. The nature of the work will be varied, covering different data types, various OGA data systems and applications, requiring a variety of data related skills and competencies. Work will be conducted as projects; varying in complexity and duration and requiring usually one, but up to three personnel on each project. Projects may run concurrently.

Prioritisation of the projects pipeline will be managed by the OGA. Work will be scoped primarily by the OGA, though in some cases some further scoping / requirements definition / analysis will be required. Small projects or work packages offered to a successful tenderer.

Depending on the quality of the tender responses the OGA envisage offering a contract to two different providers of Data Services. (A contract may be awarded to just one company, or three, but not likely more than three). Successful companies will each have a ‘call off’ contract.

OGA intend to distribute work to all companies that have been awarded a contract, in an equitable way. OGA will alternate between suppliers offering work to one, and then the other. If one company is unable to provide appropriate personnel (based on their CV in the timeframe required) upon request, the OGA will ask the other contract holder(s) to present an appropriate CV(s). Work will be offered at OGA’s sole discretion.

The scope of the forthcoming procurement will therefore be;

1. Provision of Data Services to the OGA Data Compliance team, over the term of the contract, on an as requested basis, and in line with the proposed rates
2. Services will be made up of four components
   1. Provision of project personnel in line with the agreed rate card
   2. Provision of software tools or processes (proprietary or third-party tools), to be used in the delivery of the project work, whose cost is not built into the day rate for personnel and would be charged separately
   3. For larger projects, a ‘project management’ services component to help with project delivery (for smaller projects it would be expected that the project personnel will manage project delivery related matters)
   4. Provision of a single point of accountability for all contract related matters (it is not envisaged this service will be specifically charged for. It would be considered an overhead)

The number of concurrent projects will be constrained by the OGA’s capacity to adequately define the detailed requirements for projects, which have been identified as being required. In some cases, the flow of projects could also be constrained by industries capacity to engage with the OGA where required (actions by industry data owners will sometimes be required) and the flow of projects will ultimately be constrained by the available budget.

No minimum amount of work will be offered to any company.

The maximum amount of work will only be limited by the budget and constrained as detailed above.

# Background

The Oil and Gas Authority’s role is to regulate, influence and promote the UK oil and gas industry in order to maximise the economic recovery of the UK’s oil and gas resources. Increasingly the OGA’s role has expanded to include matters related to the Energy Transition (move to Net Zero) and Energy Integration (the integration of multiple energy related business sectors in the offshore (blue) economy).

The OGA vested from their parent Department of Energy and Climate Change (DECC) in October 2016. The OGA inherited many legacy IT applications used to ‘regulate’ the UK oil and gas industry activities and have made many changes and improvements in both the systems and related data since that time.

In addition to legacy systems from DECC, the OGA also launched the UK National Data Repository (NDR) in March 2019. The NDR was seeded from a system known as UKOilandGasData.com which was managed by Common Data Access Ltd.

This tender is for data related services to continue and accelerate these improvements, particularly in the completeness and quality of associated data.

A new contract to provide an ‘IT platform’ and related services in respect to the NDR has been awarded to a new provider. The new NDR contract will commence in 2021. Many required data completeness and data quality improvements have been made to the content of the current NDR; however, many further improvements are out of scope of the new NDR service provision.

**Potential Project Landscape**

The following provides some insight into the types of project that could be delivered under the scope of this data services contract.

The projects will relate to both ‘Summary Information’ (Systems of Record, data entity meta data)

* Wellbore Header data (held primarily in WONS)
* Seismic Header data (held within the NDR)
* Infrastructure Summary Data (held within the NDR and also an Energy Portal application)

…and sometimes to the actual data itself – reports, logs etc, reported to the NDR. Hence data of the following types could be included

* Wellbore
* Seismic / Geophysical
* Production

For a full understanding of the data that is to be reported to the OGA (it is hence potentially in scope of awarded projects) see:

* [OGA Reporting and Disclosure Guidance](https://www.ogauthority.co.uk/media/5353/oga-guidance-on-reporting-disclosure-18-february-2019.pdf)
* [PON 9](https://www.ogauthority.co.uk/exploration-production/petroleum-operations-notices/pon-9/)

Actual ‘Infrastructure Data’ is not currently reported to the OGA (the OGA collection is limited to infrastructure ‘summary’ information). The NDR contains very little ‘licence or field related’ data.

The systems the OGA uses to manage ‘summary data’ and actual ‘data’ include:

* WONS (Well Operation Notifications System)
* NDR (National Data Repository)
* PPRS (Petroleum Production Reporting System)
* OGA Data Centre (provision of data into public domain)
* OGA SharePoint (Internal document management)

Few of the projects will require detailed knowledge of the various data types – most of the projects will relate to the application of specific logic in order to identify (and in some cases actually make) required changes.

# Example Projects

**Smaller Projects**

The following are 4 examples of the sort of small projects the OGA would like to have executed under the data services contact.

1. **Seaward Exploration Licence System of Record Improvements**

The OGA is the licensing authority in respect to [Exploration Licences](https://www.ogauthority.co.uk/licensing-consents/types-of-licence/). We hold a record of historical licences, however some of the ‘meta data’ related to those licences is less than perfect and a clean-up is required.

Competences required: Basic Excel and SharePoint. An excellent attention to detail and ‘investigative skills’.

It is envisaged one person would work on this project. They would be provided with a brief by OGA regarding what needs to be done.

1. **Rationalisation of wellbore bottom hole location data**

WONS is the system of record for wellbores and as such should be the ‘single version of the truth’ for wellbore ‘bottom hole locations’ (TD locations). Values are migrated to the NDR from WONS to create the NDR well headers; however, the NDR does not always ‘consume’ the WONS value (for legacy reasons) and in some cases the NDR has values that differ from the WONS value. The project would ensure that WONS holds the most accurate set of bottom hole locations and these are adopted by the NDR.

Competencies required: Basic understanding of coordinate systems, basic use of Excel and the NDR. An excellent attention to detail and ‘investigative skills’.

It is envisaged one person would work on this project. They would be provided with a brief by the OGA regarding what needs to be done. A GIS map and supporting Excel Spreadsheet will be provided showing wellbores where the current NDR value is different to the WONS value. The objective would be to create a list of correct values and work with the well owners to verify the correct (suggested – with supporting evidence) value.

1. **Population of ‘sub area operator’ for WONS wellbores with an AB3 status**

Many wellbores with a mechanical status of AB3 have a null value for the ‘Sub Area Operator’ attribute. A clean up is required.

Competencies required: Able to follow complex instructions. Basic use of Excel. An excellent attention to detail and ‘investigative skills’.

It is envisaged one person would work on this project. They would be provided with a brief by the OGA regarding what needs to be done. The OGA will coach the person on how to use the PEARS system in conjunction with GIS map data showing the location of the wellbore and explain the logic of how we establish which licence sub area operators (at both TD and Top Hole location) should be populated in WONS

1. **Review of ‘target field’ for WONS wellbores**

Many older production wellbores have a null value for the WONS ‘Target Field’ attribute. Work needs to be conducted to add ‘Target Field’ where null exists. Errors also need to be identified, where the attribute is populated with an incorrect value.

Competencies required: Basic use of Excel and the NDR. Basic understanding of wellbores and their relationship to Fields. An excellent attention to detail and ‘investigative skills’.

It is envisaged one person would work on this project. They would be provided with a brief by the OGA regarding what needs to be done. The OGA will coach the person on how to establish the target field based on TD location, TVDSS of wellbore etc.

For all of the above five small projects, please state which rate on your rates card you suggest would be proposed to fulfil this work in the case of each project. The weighting of this information in the tender evaluation is shown in section 3 of the Evaluation Criteria.

NB: We are **not** asking for a proposed duration of the project.

**Larger Projects**

The following are two larger pieces of work. The information you need to provide in response to this section is described later in this section. The weighting of that provided information in the tender evaluation, is shown in section 3 of the Evaluation Criteria.

1. **NDR Standard 8 (CS8) allocation**

Loading of wellbore information to the NDR is done using a catalogue code, an information ‘type’ referred to as the NDR Standard 8, (formerly called the CS8 code). In the past each item loaded was reported against just one catalogue code, when in reality the item was often relevant to more than one NDR Standard code. Data Owners can now apply more than one code and have been able to do so for more than 2 years.

For example, a WELL\_COMP item (a well completion report) is a comprehensive report related to the initial completion of the wellbore. The report often contains deviation data. Should the deviation data be reported separately, it would be loaded as DRILL\_DEV. In the past the well completion report would have just had the WELL\_COMP code applied. If an NDR user was searching for DRILL\_DEV for a particular wellbore, the item would be harder to find if only loaded against WELL\_COMP.

To compound this issue many older reports were submitted as TIFF files or other non-machine-readable files.

In addition, some new catalogue codes have been developed to better represent the decommissioning / end of the wellbore lifecycle and these codes could be applied, not only to new items, but retrospectively to items that have previously been reported and whose content matches the catalogue code description. Hence there is a requirement for items to be machine readable if some level of automation were to be applied. (Please note the new NDR Standard codes are not yet in use).

During the abandonment phase of the wellbore further well logs can be run using cement evaluation tools and casing imaging tools. In the past this type of log, which can be acquired following initial well completion or at other stages in the wellbores life cycle, would be coded as LOG\_CASE, however it is important in respect to those working on things such as CCS or Hydrogen storage projects, that logs, run at the time of abandonment, are specifically identified. Hence a new code of LOG\_ABANDON could be applied retrospectively to those well logs.

If the content of the NDR that is currently not machine readable, were to be made machine readable and if scripts were run over the content, it would be possible to do two things:

* Identify additional catalogue codes, that could be associated with an item based on the item content. i.e. if a report contains deviation data, then it would be possible to improve catalogue code allocation to existing content by adding appropriate codes such as, in this case, DRILL\_DEV.
* Previously reported content could be interrogated to see which are suitable for the newly created catalogue codes such as LOG\_ABANDON

Depending on the timing (when the project work is carried out) and on a number of other matters it may be possible to apply these codes to the NDR content.

1. **SharePoint ‘information asset’ tagging**

The OGA and its predecessors have had a series of document management systems over a number of decades. Like many organisations, the management of documents has been less than perfect, due to both human and technical factors. The OGA has been doing a great deal of work improving the technical aspects of their document management system, migrating content to a Modern SharePoint, improving classification and introducing tagging. At the same time ensuring that staff have the appropriate competencies to effectively manage OGA documents and records. Many of the OGA records are the product (artefact) of OGA processes (regulatory processes, stewardship processes etc.). These ‘records’ are sometimes managed (stored) within OGA systems such as PEARS, WONS etc, but they are also often managed within SharePoint.

The OGA has been developing an ‘information asset register’ and would like to ensure that the register is as complete as possible. Meaning all records, for one information asset type, are available and stored in the appropriate location. Where document management has not been perfect in the past, certain ‘information assets’ may be misplaced or buried within the depths of the document archive.

One example would be a missing ‘P&A Notice’. A P&A Notice is a notice served on licensees of certain production licences, at the time of the licence surrender, serving notice that all wellbores drilled on the licence should be permanently abandoned. For one licence, the P&A Notice was not initially found. A copy of the notice was later found attached to an email. That email was attached to another email and that email had been stored in SharePoint. (So as above: ‘buried’ in SharePoint)

A P&A Notice is a relatively standard document. A short <2 page letter. It would be easily recognisable using scripts. It would be relatively easy to associate the P&A Notice to a specific licence number and to the companies on whom the notice was served.

It is the OGA’s intention to conduct some ‘discovery work’ where an agreed list of ‘information asset’ types (P&A Notices, Exploration Licences, Decision Support Papers etc.) are identified, and work is conducted to discover missing ‘information assets’.

For both of the above larger projects the OGA would like to explain the following:

* Explain what experience you have in respect to OCRing content, of the type found in the NDR
* What are the challenges with OCRing that type of content?
* Are some item types or some item formats especially difficult to OCR?
* Explain what experience you have, in tagging information items (with tags like the NDR Standards or information assets types)
* Explain your experience at developing content classification schemas for E&P related content
* What sort of competencies are required for this type of work?
* Which rates (from your rate card) would be charged for each different competencies / experience types (Data Scientist, Project Management, Business Analyst etc.)
* Would specialist software be required?
* Would the use of that software introduce additional costs?
* What is your experience with SharePoint and document discovery based on the content of stored documents?

For each of the above two projects, describe your approach, covering the above points and others you feel justified, in no more than 800 words.

Please note: The OGA is not committing to commencing any of the projects (small or large). The projects are being described to give you some insight into the ‘types’ of project that may be executed.

# Aims and Objectives

**Requirement for Data Services**

The OGA requires the provision of a variety of ‘data management’ services in order to make a step change in the quality and completeness of data held by the OGA as described above.

Data that has been generated as part of OGA regulatory consenting processes (e.g. WONS data and documents held in SharePoint) and data reported to the OGA (e.g. well data in the NDR or monthly production data within PPRS) needs to be of an acceptable quality and be as complete as possible.

The data is used by many data consumers such as: licence operators, academia, consulting companies, those engaged in Energy Transition activities etc. The value of the data to these data consumers is reduced, if the data is of low quality or is incomplete.

Hence the aim and objective of this contract is to improve data quality and completeness.

# Methodology

The OGA will identify work that needs to be carried out. They have a pipeline of potential projects. The OGA will prioritise which projects will be carried out, taking into account any dependencies that one projects outcome may have on another and considering various constraints, such as the capacity of industry stakeholders to contribute to the project work etc.

# Outputs Required

The outputs from projects will vary considerably. The OGA will detail the required output with the requirements documentation for each project.

In some projects the output may be information that is to be passed to industry and on which they must act. Alternatively, the information (correct values etc.) may be passed to OGA personnel for them to make changes. In some cases, it may be that the contractor personnel are trained in the administration of certain OGA systems, and they are asked to make changes.

In some cases, OGA may seek help in defining project requirements.

# Ownership

Any requirements documentation, reports, guidance, training materials, manuals or other written materials generated in the fulfilment of the project work will remain the property of the OGA. Any such materials must not be disclosed to others not involved in the project activity without the written permission of the OGA Compliance Manager.

# Quality Assurance

Many of the errors in existing data, that will be corrected as a result of the project work, occurred as a result of misunderstanding or a lack of attention to detail (licensees and the regulator). The quality controls and acceptance criteria will be detailed in the requirements documentation for each project. QA work may be carried out by the OGA, data owners or contractor resources not involved directly with the project delivery.

# Timetable

Please see the timetable on page 4.

# Challenges

Data Services providers tendering for this work will no doubt be familiar with challenges associated with petrotechnical data improvements. We should recognise that the delivery of such projects during the current ‘working from home’ arrangements, in particular kick starting projects and working with an unfamiliar client will present some challenges. However, the OGA consider one of the biggest challenges to be that some of the projects may challenge ‘conventional wisdom’ in that we are correcting data that is of poor quality or is missing due to practices that have been considered acceptable by industry as a whole, in the past. So in many ways, we will be correcting ‘conventional wisdom’ as well as correcting the data. Personnel working on the OGA projects must have an open mind and be willing to correct what could be long established practices and understanding.

# Working Arrangements

The successful contractor will be expected to identify one named point of contact through whom all enquiries, relating to the contract as a whole, can be filtered. An OGA project manager will be assigned to each project and they will be the point of contact for the suppliers personnel working on that project. The OGA will also provide a contact for all work carried out under the contract. i.e. the OGA and the contractor should appoint a single point of contact for all overall contract matters.

# Skills and Experience

The OGA would like you to demonstrate that you have the experience and capabilities to undertake the service. Your tender response should include a sample of CVs.

Those CVs should cover all of the proposed personnel for the example 5 small and two larger projects. Make it clear which CV relates to which rate / project. A minimum of 4 and a maximum of 10 CVs should be provided.

A further 5 CVs can be provided should you have personnel with specific skills / competencies that, based on your understanding of the OGA, the data landscape and current challenges, you believe would make a valuable contribution to project work.

Contractors should identify the individual who will be the contract single point of contact.

# Consortium Bids

In the case of a consortium tender, only one submission covering all of the partners is required, but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this service, and the organisation and governance associated with the consortia.

Contractors must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity will be sub-contracted.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note the OGA reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

The OGA recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential providers should therefore respond in the light of the arrangements as currently envisaged. Potential providers are reminded that any future proposed change in relation to consortia must be notified to the OGA so that it can make a further assessment by applying the selection criteria to the new information provided.

# Budget

The anticipated budget for this contract is £170, 000 including VAT, distributed over the 15 month duration of the contact.

Potential Providers should provide a full and detailed breakdown of costs (including options where appropriate). A rate card must be provided (See Annex A – Pricing Schedule).

This should include staff (and day rate) allocated to specific tasks.

The requirement for Data Services resources will fluctuate from month to month depending on the number of concurrent projects, the resources allocated to the project and the number of projects to which you are providing resources (as opposed to any other contract holder) However, the OGA anticipate there will be a minimum of 20 days of work, per month across all providers.

The Supplier Rate Card will be a criterion against which bids which will be assessed.

In submitting full tenders, contractors confirm in writing that the price offered will be held for a minimum of 60 calendar days from the date of submission. Any payment conditions applicable to the prime contractor must also be replicated with sub-contractors.

The OGA aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract.

# Evaluation of Tenders

Contractors are invited to submit full tenders of no more than 20 pages, excluding declarations and CVs. Tenders will be evaluated by a minimum of 2 OGA staff and moderated by the OGA Head of Procurement.

The OGA will select the bidder that scores highest against the criteria and weighting listed below:

* **Conflict of interest:** pass/fail. See page 5 of the ITT for further information

**EVALUATION CRITERIA AND SCORING METHODOLOGY**

The OGA requirements are split into three categories:

|  |  |  |
| --- | --- | --- |
| **Evaluation Categories** | **Weighting** | **Number of Questions** |
| 01 Capability | 40% | 9 |
| 02 Commercial | 20% | 6 |
| 03 Example small projects | 15% | 5 |
| 04 Example larger projects | 20% | 5 |
| 05 Service methodology | 5% | 3 |
| Total | 100% |  |

Weighting:

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Description** | **Weighting** | **Sub-Weighting** |
|
| **1** | **Capability** |  |  |
| Requirement 1.1: | **Business and Technical Requirements:** Supplier must document in their response their understanding and experience of providing petrotechnical data management services, stating whether services have been provided to major E&P companies, SME E&P companies or oil and gas regulators / government departments | 40% | 15.00% |
| Requirement 1.2: | **Current Challenges:** Supplier must document in their response their understanding of the broad data quality and reporting compliance related challenges facing the OGA today. You should reference past and current legislation related to the reporting of petroleum related information and samples to OGA and its predecessors | 25.00% |
| Requirement 1.3: | **Well Summary Information Experience:** Supplier must document in their response their experience of managing well summary (header) information quality and completeness detailing the types of issues found and possible solutions | 10.00% |
| Requirement 1.4: | **Wellbore Data Experience:** Supplier must document in their response their experience of managing well data of the type that is reportable to the OGA | 5.00% |
| Requirement 1.5: | **Seismic Data Experience:** Supplier must document in their response their experience of managing seismic data explaining what they consider to be the current state of seismic data and seismic survey headers within the NDR | 5.00% |
| Requirement 1.6: | **Industry Experience:** Supplier must provide three live or recent references for similar services in the Oil and Gas Industry, and must confirm that they are prepared to act as broker in setting up any reference calls to those organisations or individuals. Include contract duration, including start and end dates and estimated total man days (weeks or months) spent on relevant work | 20.00% |
| Requirement 1.7: | **Knowledge Support:** Supplier must describe and document in their response how the collective knowledge of their organisation, gathered over many years and many projects will be brought to bear, when one contractor personnel may be assigned to work on a particular project. | 10.00% |
| Requirement 1.8: | **Proprietary Software Tools:** Supplier must describe and document in their response what propriety software tools they may be able to deploy in carrying out the proposed services. (If the use of these software tools will attract a cost in addition to the rate card prices that should be detailed in Requirement 2.4 below) | 5.00% |
| Requirement 1.9: | **Data Analysis Techniques:** Supplier must document in their response their experience with modern data analysis and data science techniques that may be employed in the fulfilment of project work for the OGA | 5.00% |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Description** | **Weighting** | **Sub-Weighting** |
|
| **2** | **Commercial** |  |  |
| Requirement 2.1: | **Rate Card:** Supplier must confirm the proposed SFIA Rate Card (or other applicable Rate Card) that applies to this contract. Any volume-based (or other) discounts should be articulated. Please clarify any duration you are offering the proposed rates for (i.e. what is the earliest they may change) | 20% | 65.00% |
| Requirement 2.2: | **Expenses:** Supplier must confirm that any expenses incurred will be billed separately to OGA, and that they will conform to any existing OGA expenses policy and guidelines for travel expenses. | 5.00% |
| Requirement 2.3: | **Expenses:** Suppliers must outline how they will interpret their own policy regarding expenses incurred by their staff. | 5.00% |
| Requirement 2.4: | **Additional Software charges:** Supplier must articulate which software could be made available to execute projects of the nature described and what additional charges (over and about personnel day rate) would be made | 15.00% |
| Requirement 2.5: | **Value for Money:** Supplier must articulate why their proposal represents value for money to the Authority. | 5.00% |
| Requirement 2.6: | **Terms and Conditions:** Supplier must confirm that they accept the OGA Terms and Conditions as included with this ITT.  Suppliers should raise any issues re: the OGA Terms and Conditions in their response to this ITT. | 5.00% |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Description** | **Weighting** | **Sub-Weighting** |
|
| **3** | **Example Small Projects** |  |  |
| Requirement 3.1: | **Small Project 1:** Suppliers must confirm what rate in the rate card would be proposed to carry out this work and provide further information regarding any project risks, challenges or approaches that will allow the OGA to evaluate your understanding of the project. | 15% | 20.00% |
| Requirement 3.2: | **Small Project 2:** Suppliers must confirm what rate in the rate card would be proposed to carry out this work and provide further information regarding any project risks, challenges or approaches that will allow the OGA to evaluate your understanding of the project. | 20.00% |
| Requirement 3.3: | **Small Project 3:** Suppliers must confirm what rate in the rate card would be proposed to carry out this work and provide further information regarding any project risks, challenges or approaches that will allow the OGA to evaluate your understanding of the project. | 20.00% |
| Requirement 3.4: | **Small Project 4:** Suppliers must confirm what rate in the rate card would be proposed to carry out this work and provide further information regarding any project risks, challenges or approaches that will allow the OGA to evaluate your understanding of the project. | 20.00% |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Description** | **Weighting** | **Sub-Weighting** |
|
| **4** | **Example Larger Projects** |  |  |
| Requirement 4.1: | **Larger Project 1:** Suppliers must describe their experience with this type of work (specifically if they have any experience working on a copy of NDR content) as described above in section 3 | 20% | 30.00% |
| Requirement 4.2: | **Larger Project 1:** Suppliers must confirm which rates in the rate card would be proposed to carry out this work and provide further information regarding the expected proportion of each rate would be required. For example, if the project would require 60% of the time to be a data scientist, 30% of the time a Business Analyst and 10% a project management rate, then that should be specified | 20.00% |
| Requirement 4.3: | **Larger Project 2**: Suppliers must describe their experience with this type of work (specifically if they have any experience working on a copy of NDR content) as described above in section 3 | 30.00% |
| Requirement 4.4: | **Larger Project 2**: Suppliers must confirm which rates in the rate card would be proposed to carry out this work and provide further information regarding the expected proportion of each rate would be required. For example, if the project would require 60% of the time to be a data scientist, 30% of the time a Business Analyst and 10% a project management rate, then that should be specified | 20.00% |
| Requirement 4.5: | The description of Requirements 4.1 to 4.5 should not exceed 800 words | 10.00% |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criterion** | **Description** | **Weighting** | **Sub-Weighting** |
|
| **5** | **Service Methodology** |  |  |
| Requirement 5.1: | **Service Methodology:** The supplier must document in their response the methodology and approach required to manage the service to an organisation that is currently ‘working from home’ | 5% | 40.00% |
| Requirement 5.2: | **Project Reporting:** The supplier must describe their proposed method to report individual and overall project performance to the OGA | 35.00% |
| Requirement 5.3: | **Poor Performance:** The supplier must describe their approach to rectifying poor performance of project staff should the issue occur | 25.00% |

**Scoring Method**

Tenders will be scored against each of the criteria above, according to the extent to which they meet the requirements of the tender. The meaning of each score is outlined in the table below.

The total score will be calculated by applying the weighting set against each criterion, outlined above; the maximum number of marks possible will be 100. Should any contractor score 1 in any of the criteria, they will be excluded from the tender competition.

|  |  |
| --- | --- |
| **Score** | **Description** |
| 1 | Not Satisfactory: Proposal contains significant shortcomings and does not meet the required standard |
| 2 | Partially Satisfactory: Proposal partially meets the required standard, with one or more moderate weaknesses or gaps |
| 3 | Satisfactory: Proposal mostly meets the required standard, with one or more minor weaknesses or gaps. |
| 4 | Good: Proposal meets the required standard, with moderate levels of assurance |
| 5 | Excellent: Proposal fully meets the required standard with high levels of assurance |

**Scoring for Pricing Evaluation**

Price is evaluated in four places within the list of Requirements above;

* Requirement 2.1 (Rate Card)
* Requirement 2.4 (Additional Software Charges)
* Requirements 3.1 to 3.5 (Small Projects)
* Requirements 4.1 to 4.4 (Larger Projects)

For each of the three cost requirements there will be a maximum of 5 marks.

The lowest priced bid will receive the full 5 marks, all other bids will then be marked as set out below.

Pricing scoring example

|  |  |  |
| --- | --- | --- |
| Supplier | Price | Marks |
| 1 (lowest bid) | £50,000 | 5 |
| 2 | £60,000 | 4 |
| 3 | £75,000 | 3 |
| 4 | £79,000 | 2 |
| 5 | £95,000 | 1 |
| 6 | £132,000 | 0 |

**Structure of Tenders**

Contractors are strongly advised to structure their tender submissions as follows;

* A Management Summary describing your bid.
* A separate section for each Category (Capability, Commercial, Example Small Projects, Example Larger Projects and Service Methodology).
* A response to each individual Requirement (even where repeating previous answers).
* Complete the price schedule in Annex A.
* Where advised, provide separate Cost Models.

**Bid Clarification**

The OGA reserves the right to award the contract based on applicants’ written evaluation only if one candidate emerges from the evaluation stage as significantly stronger than the others.

The OGA may invite all suppliers for bid clarification if they feel there is a requirement.

**Feedback**

Feedback will be given in the unsuccessful letters or emails.

**Section 3**

**Further Information on Tender Procedure**

Invitation to Tender for:

**Data Services**

Tender Reference Number: **TRN 329/11/2020**

Deadline for Tender Responses: **4 December 2020 (13:00)**

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# Definitions

Please note that references to the "Authority" throughout these documents mean The Chief Executive of the Oil & Gas Authority acting through his/her representatives in the OGA.

The Freedom of Information Act 2000 (“FOIA”) and the Environmental Information Regulations 2004 (“EIR”) apply to the Authority. You should be aware of the Authority’s obligations and responsibilities under FOIA or EIR to disclose, on written request, recorded information held by the Authority. Information provided in connection with this procurement exercise, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Authority in response to such a request, unless the Authority decides that one of the statutory exemptions under the FOIA or the exceptions in the EIR applies. If you wish to designate information supplied as part of this response as confidential, of if you believe that its disclosure would be prejudicial to any person’s commercial interests, you must provide clear and specific detail as to the precise information involved and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. Such designation alone may not prevent disclosure if in the Authority’s reasonable opinion publication is required by applicable legislation or Government policy or where disclosure is required by the Information Commissioner or the First-tier Tribunal (Information Rights).

Additionally, the Government’s transparency agenda requires that tender documents (including ITTs such as this) are published on a designated, publicly searchable web site. The same applies to other tender documents issued by the Authority (including the original advertisement and the pre-qualification questionnaire (if used)), and any contract entered into by the Authority with its preferred supplier once the procurement is complete. By submitting a tender you agree that your participation in this procurement may be made public. The answers you give in this response will not be published on the transparency web site (but may fall to be disclosed under FOIA or EIR (see above)). Where tender documents issued by the Authority or contracts with its suppliers fall to be disclosed the Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.

# Data security

The successful tenderer must comply with the Data Protection Act (DPA) 2018 and any information collected, processed and transferred on behalf of the OGA, and in particular personal information, must be held and transferred securely**. Contractors must provide assurances of compliance with the DPA and set out in their proposals details of the practices and systems they have in place for handling data securely including transmission between the field and head office and then to the OGA**. Contractors will have responsibility for ensuring that they and any subcontractor who processes or handles information on behalf of the OGA is conducted securely. The sorts of issues which must be addressed satisfactorily and described in contractors’ submissions include:

* procedures for storing both physical and system data;
* data back-up procedures;
* procedures for the destruction of physical and system data;
* how data is protected;
* data encryption software used;
* use of laptops and electronic removable media;
* details of person/s responsible for data security;
* policies for unauthorised staff access or misuse of confidential/personal data;
* policies for staff awareness and training of DPA;
* physical security of premises.
* how research respondents will be made aware of all potential uses of their data.

# Non-Collusion

No tender will be considered for acceptance if the contractor has indulged or attempted to indulge in any corrupt practice or canvassed the tender with an officer of the OGA. Section 4 contains a "Statement of non-collusion" (declaration 1); any breach of the undertakings covered under items 1 - 3 inclusive will invalidate your tender. If a contractor has indulged or attempted to indulge in such practices and the tender is accepted, then grounds shall exist for the termination of the contract and the claiming damages from the successful contractors. You must not:

* Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
* Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
* Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Offering an inducement of any kind in relation to obtaining this or any other contract with the Authority will disqualify your tender from being considered and may constitute a criminal offence.

**Section 4**

**Declarations to be submitted by the Tenderer**

Invitation to Tender for:

**Data Services**

Tender Reference Number: **TRN 329/11/2020**

Deadline for Tender Responses: **4 December 2020 (13:00)**

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# Declaration 1: Statement of non-collusion

To: The Oil & Gas Authority

1. We recognise that the essence of competitive tendering is that the Authority will receive a bona fide competitive tender from all persons tendering. We therefore certify that this is a bona fide tender and that we have not fixed or adjusted the amount of the tender or our rates and prices included therein by or in accordance with any agreement or arrangement with any other person.

2. We also certify that we have not done and undertake not to do at any time before the hour and date specified for the return of this tender any of the following acts:

1. communicate to any person other than the Authority the amount or approximate amount of our proposed tender, except where the disclosure, in confidence, of the approximate amount is necessary to obtain any insurance premium quotation required for the preparation of the tender;
2. enter into any agreement or arrangement with any other person that he shall refrain for submitting a tender or as to the amount included in the tender;
3. offer or pay or give or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person doing or having done or causing or having caused to be done, in relation to any other actual or proposed tender for the contract any act, omission or thing of the kind described above.

3. In this certificate, the word “person” shall include any person, body or association, corporate or unincorporated; and “any agreement or arrangement” includes any such information, formal or informal, whether legally binding or not.

……………………………………………………………………………….….

Signature (duly authorised on behalf of the tenderer)

……….………………………………………………………………………….

Print name

…………………………………………………………….…………………….

On behalf of (organisation name)

…………………………………………………………………….…………….

Date

# Declaration 2: Form of Tender

To: The Oil & Gas Authority

1. Having considered the invitation to tender and all accompanying documents

(including without limitation, the terms and conditions of contract and the Specification) we confirm that we are fully satisfied as to our experience and ability to deliver the goods/services in all respects in accordance with the requirements of this invitation to tender.

2. We hereby tender and undertake to provide and complete all the services required to be performed in accordance with the terms and conditions of contract and the Specification for the amount set out in the Pricing Schedule.

3. We agree that any insertion by us of any conditions qualifying this tender or any unauthorised alteration to any of the terms and conditions of contract made by us may result in the rejection of this tender.

4. We agree that this tender shall remain open to be accepted by the Authority for 8 weeks from the date below.

5. We understand that if we are a subsidiary (within the meaning of section 1159 of (and schedule 6 to) the Companies Act 2006) if requested by the Authority we may be required to secure a Deed of Guarantee in favour of the Authority from our holding company or ultimate holding company, as determined by the Authority in their discretion.

6. We understand that the Authority is not bound to accept the lowest or any tender it may receive.

7. We certify that this is a bona fide tender.

…………………………………………………………………………........

Signature (duly authorised on behalf of the tenderer)

…………………………………………………………………………………

Print name

………………………………………………………………………….

On behalf of (organisation name)

………………………………………………………………………….

Email address

………………………………………………………………………….

Telephone Number

………………………………………………………………………….

Date

# Declaration 3: Conflict of Interest

I have nothing to declare with respect to any current or potential interest or conflict in relation to this research (or any potential providers who may be subcontracted to deliver this work, their advisers or other related parties). By conflict of interest, I mean, anything which could be reasonably perceived to affect the impartiality of this research, or to indicate a professional or personal interest in the outcomes from this research.

Signed …………………………………….

Name …………………………………….

Position …………………………………….

***OR***

I wish to declare the following with respect to personal or professional interests related to relevant organisations\*;

* X
* X

*Where a potential conflict of interest has been declared for an individual or organisation within a consortia, please clearly outline the role which this individual or organisation will play in the proposed project and how any conflict of interest has or will be mitigated.*

* X
* X

Signed …………………………………….

Name …………………………………….

Position …………………………………….

Please complete this form and return this with your ITT documentation - Nil returns **are** required.

**\*** These may include (but are not restricted to);

* A professional or personal interest in the outcome of this research
* For evaluation projects, a close working, governance, or commercial involvement in the project under evaluation
* Current or past employment with relevant organisations
* Payment (cash or other) received or likely to be received from relevant organisations for goods or services provided (Including consulting or advisory fees)
* Gifts or entertainment received from relevant organisations
* Shareholdings (excluding those within unit trusts, pension funds etc) in relevant organisations
* Close personal relationship or friendships with individuals employed by or otherwise closely associated with relevant organisations

***All of the above apply both to the individual signing this form and their close family / friends / partners etc.***

If your situation changes during the project in terms of interests or conflicts, you must notify the OGA straight away.

A DECLARATION OF INTEREST WILL NOT NECESSARILY MEAN THE INDIVIDUAL OR ORGANISATION CANNOT WORK ON THE PROJECT; BUT IT IS VITAL THAT ANY INTEREST OR CONFLICT IS DECLARED SO IT CAN BE CONSIDERED OPENLY.

# Declaration 4: Questions for tenderers

In some circumstances the Authority is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state ‘Yes’ or ‘No’ to each question.

|  |  |
| --- | --- |
| **Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Answer** |
| 1. conspiracy within the meaning of [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251977_45a%25&risb=21_T12077301839&bct=A&service=citation&A=0.2630909849289865) or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA; |  |
| 1. corruption within the meaning of [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251889_69a%25&risb=21_T12077301839&bct=A&service=citation&A=0.774070316337072)(2) of the Public Bodies Corrupt Practices Act 1889 or [section 1](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%251%25sect%251%25num%251906_34a%25&risb=21_T12077301839&bct=A&service=citation&A=0.24433813672949012) of the Prevention of Corruption Act 1906; where the offence relates to active corruption; |  |
| 1. the offence of bribery, where the offence relates to active corruption; |  |
| 1. bribery within the meaning of section 1 or 6 of the Bribery Act 2010; |  |
| 1. fraud, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities, within the meaning of: |  |
| 1. the offence of cheating the Revenue; |  |
| 1. the offence of conspiracy to defraud; |  |
| 1. fraud or theft within the meaning of the [Theft Act 1968](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251968_60a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.35766330215827113), the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |
| 1. fraudulent trading within the meaning of [section 458](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%25458%25sect%25458%25num%251985_6a%25&risb=21_T12077301839&bct=A&service=citation&A=0.5972529271560607) of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |
| 1. fraudulent evasion within the meaning of section 170 of the [Customs and Excise Management Act 1979](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251979_2a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.22540552446837803)  [or section 72 of the Value Added Tax Act 1994](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23num%251994_23a_Title%25&risb=21_T12077301839&bct=A&service=citation&A=0.9838628229561671); |  |
| 1. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |
| 1. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of [section 20](http://www.lexisnexis.com:80/uk/legal/search/runRemoteLink.do?langcountry=GB&linkInfo=F%23GB%23UK_ACTS%23section%2520%25sect%2520%25num%251968_60a%25&risb=21_T12077301839&bct=A&service=citation&A=0.5036676212568264) of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |
| 1. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |
| 1. making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of the Fraud Act 2006; |  |
| 1. money laundering within the meaning of section 340(11) of the Proceeds of Crime Act 2002; |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; or |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |
| 1. any other offence within the meaning of Article 45(1) of Directive 2004/18/EC as defined by the national law of any relevant State. |  |

**Annex A: Pricing Schedule**

**For the avoidance of doubt; ALL PRICES MUST INCLUDE VALUE ADDED TAX**

**Data Services Project Personnel**

**Applicable Rate Card** (Columns B & C to be completed in this section)

|  |  |  |
| --- | --- | --- |
| **A** | **B** | **C** |
| **SFIA Grade** | **Supplier Equivalent Grade** | **Rate for the grade** |
| **1. Follow** |  | £ |
| **2. Assist** |  | £ |
| **3. Apply** |  | £ |
| **4. Enable** |  | £ |
| **5. Ensure or advise** |  | £ |
| **6. Initiate or influence** |  | £ |
| **7.  Set Strategy or inspire** |  | £ |

In the following table we would like you to show the rates you propose for each of the example projects.

For the 5 small projects, propose just one rate.

For the 2 larger projects, propose whatever grades / rates you feel would be required to fulfil the work. Later you can allocate the proportion you estimate each grade would contribute to each of the larger projects

Complete applicable cells

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** | **G** | **H** | **I** |
| **SFIA Grade** | Supplier Equivalent Grade | Rates used in Small Project 1 | Rates used in Small Project 2 | Rates used in Small Project 3 | Rates used in Small Project 4 | Rates used in Small Project 5 | Rates used in Larger Project 1 | Rates used in Larger Project 2 |
| **1. Follow** |  | £ | £ | £ | £ | £ | £ | £ |
| **2. Assist** |  | £ | £ | £ | £ | £ | £ | £ |
| **3. Apply** |  | £ | £ | £ | £ | £ | £ | £ |
| **4. Enable** |  | £ | £ | £ | £ | £ | £ | £ |
| **5. Ensure or advise** |  | £ | £ | £ | £ | £ | £ | £ |
| **6. Initiate or influence** |  | £ | £ | £ | £ | £ | £ | £ |
| **7.  Set Strategy or inspire** |  | £ | £ | £ | £ | £ | £ | £ |

In the following table we would estimate the proportion (expressed as a percentage of overall time spent on the project) that each proposed grade rate would contribute. In the example it shows someone of SFIA Grade 5 contributing 20% of the overall time and personnel of grade 2 and 3 sharing the remaining 80% equally and hence each contributing 40% of the overall time)

Complete applicable cells

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1. Follow | 2. Assist | 3. Apply | 4. Enable | 5. Ensure or advise | 6. Initiate or influence | 7.  Set Strategy or inspire |
| Larger Project 1 |  |  |  |  |  |  |  |
| Larger Project 2 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Example |  | 40% | 40% |  | 20% |  |  |