

# **Invitation to Tender (ITT)**

## **Part 5**

### **Evaluation Questions and Weights**

The following section provides questions to Tenderers that will be scored in line with the Evaluation Matrix specified in the ITT Part 2.

All questions are mandatory. Where a question has provided a maximum word count, please note that any words in excess of this word count will not be evaluated and subsequently will not form part of your overall bid score. TENDERERS must provide a response to each question in the "Response" box.

The following weights apply;

Question	Weight
1.Academic Resources	30%
2.Staff	30%
3.Contract Management	20%
4. Programme Development	Not scored
5. Annual Conference	Not scored
7.Next Generation of Academic Experts	Not scored
9. Price	20%

## 1. Academic Resources

<b>Overview</b> TENDERERS must demonstrate they have the Academic Resources to deliver the MSc Programme
<b>Requirement</b> TENDERERS must confirm methods of delivery, on line, classroom etc and availability of modules and how modules are developed and refreshed to ensure they remain current and challenging.
<b>Response</b>

## 2. Staff

<b>Overview</b> TENDERERS must demonstrate they have the Academic Staff to deliver the MSc Programme
<b>Requirement</b> Tenderers must confirm details of the academic qualification of the Tutors who will deliver the MSc Programme.
<b>Response</b>

### 3. Contract Management

<b>Overview</b> The ONS wants to understand the TENDERER's vision on how they will work with ONS and wider Government to ensure the MSc Programme remains fit for purpose in developing Professional Standards.
<b>Requirement</b> Tenderers must provide an Executive Summary of their vision for working with ONS and wider Government in delivering a fit for purpose MSc Programme
<b>Response</b>

### 4. Programme Development (not scored – Information Only)

<b>Overview</b> The Tenderer should describe how their MSc Programme will develop over the period of the framework, what new modules or learning methods they expect to be able to offer.
<b>Requirement</b> Tenderers should identify the available modules by academic year and how these may evolve during the period of the framework and the additional learning methods/resources that may become available.
<b>Response</b>

## 5. Annual Conference (not scored)

<b>Overview</b> The Tenderers should their willingness to participate in the Annual Review meeting which will be a joint meeting aimed at ALL ACADEMIC INSTITUTIONS party to the FRAMEWORK AGREEMENT
<b>Requirement</b> Tenderers should indicate how they would like the Annual Conference to be managed and a preferred timing for it.
<b>Response</b>

## 6. Next Generation of Academic Experts

<b>Overview</b> The Tenderer should describe how they propose to develop a wider academic community supporting ALUMI to continue their Professional Development
<b>Requirement</b> Tenderers must identify the mechanisms they will use to deliver a wider expert community.
<b>Response</b>

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## 7. Price

<b>Overview</b>
Tenderers must detail costs for the provision of the MSc Programme. Costs will include all registration, compulsory and optional module costs and any associated costs for onsite delivery – accommodation and subsistence where provided.
<b>Requirement</b>
Tenderers must complete the attached pricing model.
<b>Response</b>

## 8. Key Personnel (information only)

<b>Requirement</b>
Tenderers must provide the names and contact details of their Key Personnel that will be appointed to deliver the contract.
<b>Response</b>

## 9. Implementation Plan (information only)

<b>Overview</b> The Authority requires sight and agreement of a sound implementation plan which provides assurance on the successful implementation of this contract.
<b>Requirement</b> Tenderers must provide an implementation plan which includes but not limited to; <ul style="list-style-type: none"><li>• Introduction of key personnel to the account</li><li>• Course availability</li><li>• key milestones and delivery points</li></ul>
<b>Response</b>

## 10. Business Continuity Plan (information only)

<b>Overview</b> The Authority requires sight and agreement of a sound business continuity plan.
<b>Requirement</b> Tenderers must provide a business continuity plan which sets out the arrangements that are to be invoked to ensure that the business process and operations remain supported and to ensure continuity of the business operations supported by the services.
<b>Response</b>