

Doping Control Sample Collection Equipment

Appendix III – Tender Questionnaires

PART B

AWARD

QUESTIONNAIRE

Instructions

Bidders are asked to respond to the following questions in this Part B, appending diagrams as separate Appendices to their submissions if required. Responses must, however, comply with any page/diagram limits and document sizes specified within the body of each question.

Within this Part B, there are two sections:

- Section 1 - Questions relating to 'Part 1 - Equipment: Urine and Venous Blood Sample Collection Equipment'
- Section 2 - Questions relating to 'Part 2 - Equipment: Sample Collection Vessels and Partial Sample Equipment'

All Bidders are required to respond to questions in both sections 1 and 2.

Responses to section 1 and section 2 will be evaluated independently (however some responses to section 1 will be used as part of the evaluation for section 2 as well, for e.g., questions relating to service delivery and account management). Whilst UKAD's preference is to have a single supplier for all sample collection equipment, UKAD may choose alternative suppliers for its urine and venous blood sample collection equipment and its Sample Collection Vessels and Partial Sample equipment.

Weblinks should not be included as part of any response unless requested. Where weblinks are provided and have not been requested, UKAD will disregard any such information in assessing the response. The page limit is inclusive of words contained within and/or associated with any tables, figures or drawings unless further guidance is set out within the body of the question. Any additional text over and above the defined page limits (unless specified as additional allowances within the question) will not be considered or evaluated.

1. Part 1 - Equipment: Urine and Venous Blood Sample Collection Equipment

Bidders are required to answer all questions in relation to the 'Part 1 - Equipment: Urine and Venous Blood Sample Collection Equipment.'

Part A – Technical Submission

Question 1

Bidder equipment specification – urine and venous blood Sample collection equipment

Please provide details of your urine and venous blood Sample collection equipment specifications and user instructions, for the following equipment:

- Urine Sample 'A' and 'B' bottles/containers
- Venous blood Sample 'A' and 'B' bottles/containers
- Blood Sample vacutainers and accessory packs

Details provided should include, but not be limited to:

- Explanation (and evidence where relevant) of how your equipment meets the requirements as stipulated in clause 6.3.4 of the International Standard for Testing & Investigations (ISTI)
- Description of how to use the equipment detailing ease of use, robustness and durability and how the equipment protects the integrity of the Athlete's Sample
- Product details such as material composition, product and packaging dimensions (i.e., size, weight and volume capacity) and length of expiry of equipment
- Where relevant, provide an example of an Anti-Doping Rule Violation that has been successfully prosecuted, whereby the Sample(s) was collected using the Bidder's equipment

Details for the different types of equipment can be provided separately or combined as is relevant. UKAD will score this question as a whole (i.e., not separating a score based on urine and venous blood Sample collection equipment) using the scoring matrix set out below.

Where relevant, documentation such as user resources etc can be provided as appendices.

10	The Bidder's equipment specifications and user instructions provides UKAD with a high level of confidence that the Services will be delivered in accordance with its requirements, in accordance with the ISTI and in some/all respects, may exceed UKAD's requirements
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8	The Bidder's equipment specifications and user instructions provides UKAD with a high level of confidence that the Services will be delivered in accordance with its requirements, in accordance with the ISTI
5	The Bidder's equipment specifications and user instructions provides UKAD with adequate confidence that the Services will be delivered in accordance with its requirements, in accordance with the ISTI
2	The Bidder's equipment specifications and user instructions provides UKAD with a low level of confidence that the Services will be delivered in accordance with its requirements, in accordance with the ISTI
0	No response or irrelevant response provided, or the Bidder's methodology provides UKAD with no confidence that the Services will be delivered in accordance with its requirements and in a timely manner

Question 2

Bidder Requirements and Quality Assurance

Please describe the quality control management systems and Quality Assurance processes and procedures your organisation has in place for the development, manufacturing, and shipment of your product(s).

Please outline your current annual production in relation to sample collection equipment and business continuity plans implemented demonstrating continuation of supply.

Where relevant, please provide evidence of relevant certification, for example ISO 9001.

Page limit: two sides of A4.

Responses to this question shall be marked as follows:

10	The response provides UKAD with the utmost confidence that the Bidder has appropriate quality management systems, Quality Assurance processes and procedures and business continuity plan(s) in place to ensure that the Services delivered in accordance with its requirements and in some/all respects, may exceed UKAD's requirements.
8	The response provides UKAD with a good level of confidence that the Bidder has appropriate quality management systems, Quality Assurance processes and procedures and business continuity plan(s) in place to ensure that the Services delivered in accordance with its requirements.
5	The response provides UKAD with an adequate level of confidence that the Bidder has appropriate quality management systems, Quality Assurance processes and procedures and business continuity plan(s) in

	place to ensure that the Services delivered in accordance with its requirements.
2	The response provides UKAD with a low level of confidence that the Bidder has appropriate quality management systems, Quality Assurance processes and procedures and business continuity plan(s) in place to ensure that the Services delivered in accordance with its requirements.
0	No response or irrelevant response provided, or the response provides UKAD with no confidence that the Bidder has appropriate quality management systems, Quality Assurance processes and procedures and business continuity plan(s) in place to ensure that the Services delivered in accordance with its requirements.

Question 3

Service Delivery, account management and resourcing

In response to this question, Bidders are asked to describe their approach to delivery of the Services and account management by detailing the following:

- The pool of resources/expertise available to the Bidder in order to provide the Services to UKAD. This should include:
 - Details of the account manager/team that would be designated and available to the delivery of Services and support to UKAD
 - Job titles, and relevant qualifications and years/areas of experience in respect of each member of staff
- Processes for ordering products, including details around lead in times, flexibility of orders (for e.g., ability to split orders across multiple shipments)
- Processes for the shipment of products, including the management of shipments into the UK (taking into consideration customs considerations)
- Processes for the investigation and resolution of delayed orders/faulty equipment
- Provision of training resources/support and test/training equipment throughout the duration of the Contract

Page limit: two sides of A4 in respect of each of the five areas listed above.

Responses to this question shall be marked as follows:

10	UKAD is highly confident that the Bidder will provide a structure and level of resource, and has suitable processes in place which will facilitate the successful delivery of UKAD's requirements and in some/all respects, may exceed UKAD's requirements
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8	UKAD is highly confident that the Bidder will provide a structure and level of resource, and has suitable processes in place which will facilitate the successful delivery of UKAD's requirements
5	UKAD has an adequate level of confidence that the Bidder will provide a structure and level of resource, and has suitable processes in place which will facilitate the successful delivery of UKAD's requirements
2	UKAD has a low level of confidence that the Bidder will provide a structure and level of resource, and has suitable processes in place which will facilitate the successful delivery of UKAD's requirements
0	No response or irrelevant response provided, or UKAD has no confidence that the Bidder will provide a structure and level of resource, and has suitable processes in place which will facilitate the successful delivery of UKAD's requirements

Question 4 **Sustainability**

Please describe your organisation's approach to sustainability. In its response, Bidders should detail the following:

- Any relevant certification held by the organisation, such as ISO14001 certification
- Any Corporate Social Responsibility (CSR) policy (or similar) implemented by the Bidder
- The Bidder's approach to understanding/monitoring the environmental impact specific to the delivery of these Services to UKAD (i.e., the manufacturing and shipment of the Bidder's products) and any initiatives taken to reduce this impact. As per the Specification, this could include information in relation to the recyclability of the product(s), the carbon footprint of product manufacturing etc.
- Any other sustainability initiatives implemented by the Bidder

Page limit: two sides of A4 in respect of each of the four areas listed above.

Responses to this question shall be marked as follows:

10	UKAD has the utmost confidence that the Bidder invests time and resource in understanding, monitoring and enhancing its approach to sustainability, specifically in relation to the delivery of these Services to UKAD.
8	UKAD is highly confident that the Bidder invests time and resource in understanding, monitoring and enhancing its approach to sustainability, specifically in relation to the delivery of these Services to UKAD.

5	UKAD has an adequate level of confidence that the Bidder invests time and resource in understanding, monitoring and enhancing its approach to sustainability, specifically in relation to the delivery of these Services to UKAD.
2	UKAD has a low level of confidence that the Bidder invests time and resource in understanding, monitoring and enhancing its approach to sustainability, specifically in relation to the delivery of these Services to UKAD.
0	No response or irrelevant response provided and/or UKAD has no confidence that the Bidder invests time and resource in understanding, monitoring and enhancing its approach to sustainability, specifically in relation to the delivery of these Services to UKAD.

Question 5

Stakeholder input

Given the Doping Control process, and use of Doping Control Sample collection equipment, involves numerous stakeholders, UKAD will be running three workshops with the following groups of stakeholders in order to ascertain their input:

- Athletes
- Doping Control Officers (DCOs)
- World Anti-Doping Agency (WADA) accredited laboratory

Each Bidder should provide the following volumes of equipment, and relevant instructions for use for use at these workshops, by the deadline of the tender submission (refer to ITT for tender timetable):

- X 50 urine Sample 'A' and 'B' bottles/containers
- X 50 Venous blood Sample 'A' and 'B' bottles/containers/tubes
- X 25 Venous blood Sample vacutainers and accessory packs

Stakeholder workshops will be conducted after the submission deadline for Bidders. Please note that Bidders will not be invited to attend these workshops, and therefore instructions for use should be clear. **Furthermore, instructions for use provided must not be promotional material.** Where relevant, weblinks can be provided in response to this question, e.g., for the provision of instructions for use.

Each of the three workshops will be provided with the products and instructions for use and will be asked to practice using the products. An open discussion between participants may take place, and at the end of the workshop, each participant will be

asked to provide a score between 0-10 on a series of questions. The questions for each stakeholder group are as follows:

Athletes

- How easy did you find it to use this/these product(s)?
- How confident are you in the robustness of this/these product(s)?
- How confident are you that this/these product(s) will protect the integrity of your Sample(s)?
- What is your overall score for this product?

Doping Control Officers

- As a DCO, how easy would you find it to explain the use of this/these product(s) to the Athlete throughout the Sample collection process?
- How confident are you in the robustness of this/these product(s)?
- Given the size and weight of this/these packaged product(s), how would you rate the ease of storing and transporting this/these product(s)?
- What is your overall score for this product?

WADA-Accredited Laboratory

- How easy did you find it to use this/these product(s)?
- How easy did you find to use the lab opening tool for this equipment?
- What would be the impact for you as the laboratory for long term storage of this equipment?
- What is your overall score for this product?

Participant scores will be combined to provide an overall score for each Bidder's product(s). This section will then be marked as follows:

This will be evaluated as follows:

Overall Score for Each Stakeholder Group

The Bidder with the highest score for a specific stakeholder group (e.g., Athletes), will be awarded the maximum score available for this criterion (i.e., for the Athlete stakeholder group - 15%). All other Bidders' scores will be calculated on a pro-rata basis as follows (for the purposes of illustration, the example below assumes highest score (Bidder A) = 40 and Bidder B's score was 30):

$$30 \div 40 \times 100 = 75.00$$

$$15\% \div 100 \times 75.00 = 11.25$$

Bidder B's score = 11.25%

This evaluation will be repeated for each stakeholder group.

Question 6 Form of Contract	
<p>Bidders are required to respond to this question by including the following statement:</p> <p><i>"On behalf of [insert name of bidding organisation], I am authorised to confirm that if subsequently awarded this Opportunity, we are willing to enter into the form of Contract proposed by UKAD without amendment."</i></p> <p>Responses to this question shall be marked on a 'pass/fail' basis as described below. Where a Bidder is allocated a 'Fail' in response to this question, UKAD reserves the right to exclude such a Bidder from the Procurement.</p>	
Pass	The Bidder responds to this question by including the above statement in response to this Question 6 and the Bidder has not sought to qualify the remainder of its Tender response in any way such that this has the effect of attempting to vary the form of Contract proposed by UKAD
Fail	The Bidder's response indicates that it is not willing to enter into the form of Contract proposed by UKAD

Part B – Price Submission

Bidders are required to set out their pricing for the following products in the following format. Per unit costs are to be provided based on an assumption of annual volumes listed in the table. Please note that prices should be quoted in GBP. Where a Bidder chooses not to quote prices in GBP, Bidders should clearly stipulate the exchange rate used. It would be assumed that this rate is used consistently throughout the course of the contract:

Product	Per unit cost based [Bidder to insert £X figure here – no narrative to be included.]
Urine Sample 'A' and 'B' bottles/ containers - x 9,000 a year	
Venous blood Sample 'A' and 'B' bottles/ containers/ tube - x 2,000 a year	

Venous blood Sample vacutainers and accessory packs - x 2,000 a year	
Shipment to Sprint Logistics Ltd, A2 Parkway West, Cranford Lane, Heston. Middx TW5 9QA, United Kingdom - x 8 a year	

This will be evaluated as follows:

Approximate Annual Cost for Service Delivery

The Bidder with the lowest approximate annual cost for delivery of these services, will be awarded the maximum score available for this criterion (i.e., 30%). All other Bidders' scores will be calculated on a pro-rata basis as follows (for the purposes of illustration, the example below assumes lowest annual cost (Bidder A) = £100 and Bidder B's annual cost fee is £120):

$$£100 \div 120 \times 100 = 83.33$$

$$30\% \div 100 \times 83.33 = 25.00$$

$$\text{Bidder B's score} = 25.00\%$$

2. Part 2 - Equipment: Sample Collection Vessels and Partial Sample Equipment

Bidders are required to answer all questions in relation to the 'Part 2 - Equipment: Sample Collection Vessels and Partial Sample Equipment.'

Part A – Technical Submission

<p>Question 1</p> <p>Bidder equipment specification – Sample Collection Vessels and Partial Sample equipment</p>
<p>Please provide details of your equipment specifications and user instructions, for the following equipment:</p> <ul style="list-style-type: none"> • Sample Collection Vessels • Partial Sample equipment <p>Details provided should include, but not be limited to:</p>

- Explanation (and evidence where relevant) of how your equipment meets the requirements as stipulated in clause 6.3.4 of the International Standard for Testing & Investigations (ISTI)
- Description of how to use the equipment detailing ease of use, robustness and durability
- Product details such as material composition, product and packaging dimensions (i.e., size, weight and volume capacity) and length of expiry of equipment

Where relevant, documentation such as user resources etc can be provided as appendices.

10	The Bidder's equipment specifications and user instructions provides UKAD with a high level of confidence that the Services will be delivered in accordance with its requirements, in accordance with the ISTI and in some/all respects, may exceed UKAD's requirements
8	The Bidder's equipment specifications and user instructions provides UKAD with a high level of confidence that the Services will be delivered in accordance with its requirements, in accordance with the ISTI
5	The Bidder's equipment specifications and user instructions provides UKAD with adequate confidence that the Services will be delivered in accordance with its requirements, in accordance with the ISTI
2	The Bidder's equipment specifications and user instructions provides UKAD with a low level of confidence that the Services will be delivered in accordance with its requirements, in accordance with the ISTI
0	No response or irrelevant response provided, or the Bidder's methodology provides UKAD with no confidence that the Services will be delivered in accordance with its requirements and in a timely manner

Question 2

Bidder Requirements and Quality Assurance

Bidders' responses to Question 2 within section 1 ('Part 1 - Equipment: Urine and Venous Blood Sample Collection Equipment') will be used as part of the evaluation criteria for 'Part 2 - Equipment: Sample Collection Vessels and Partial Sample Equipment'.

Question 3

Service Delivery, account management and resourcing

Bidders' responses to Question 3 within section 1 ('Part 1 - Equipment: Urine and Venous Blood Sample Collection Equipment') will be used as part of the evaluation criteria for 'Part 2 - Equipment: Sample Collection Vessels and Partial Sample Equipment'.

Question 4

Sustainability

Bidders' responses to Question 4 within section 1 ('Part 1 - Equipment: Urine and Venous Blood Sample Collection Equipment') will be used as part of the evaluation criteria for 'Part 2 - Equipment: Sample Collection Vessels and Partial Sample Equipment'.

Question 5

Stakeholder input

Given the Doping Control process, and use of Doping Control Sample collection equipment, involves numerous stakeholders, UKAD will be running two workshops with the following groups of stakeholders in order to ascertain their input:

- Athletes
- Doping Control Officers (DCOs)

Each Bidder should provide the following volumes of equipment, and relevant instructions for use for use at these workshops, by the deadline of the tender submission (refer to ITT for tender timetable):

- X 30 Sample Collection Vessels
- X 30 Partial Sample equipment

Stakeholder workshops will be conducted after the submission deadline for Bidders. Please note that Bidders will not be invited to attend these workshops, and therefore instructions for use should be clear. **Furthermore, instructions for use provided must not be promotional material.** Where relevant, weblinks can be provided in response to this question, e.g., for the provision of instructions for use.

Each of the two workshops will be provided with the products and instructions for use and will be asked to practice using the products. An open discussion between participants may take place, and at the end of the workshop, each participant will be asked to provide a score between 0-10 on a series of questions. The questions for each stakeholder group are as follows:

Athletes

- How easy did you find it to use this/these product(s)?
- How confident are you in the robustness of this/these product(s)?
- How confident are you that this/these product(s) will protect the integrity of your Sample(s)?
- What is your overall score for this product?

Doping Control Officers

- As a DCO, how easy would you find it to explain the use of this/these product(s) to the Athlete throughout the Sample collection process?
- How confident are you in the robustness of this/these product(s)?
- Given the size and weight of this/these packaged product(s), how would you rate the ease of storing and transporting this/these product(s)?
- What is your overall score for this product?

Participant scores will be combined to provide an overall score for each Bidder's product(s). This section will then be marked as follows:

Overall Score for Each Stakeholder Group

The Bidder with the highest score for a specific stakeholder group (e.g., Athletes), will be awarded the maximum score available for this criterion (i.e., for the Athlete stakeholder group - 15%). All other Bidders' scores will be calculated on a pro-rata basis as follows (for the purposes of illustration, the example below assumes highest score (Bidder A) = 40 and Bidder B's score was 30):

$$30 \div 40 \times 100 = 75.00$$

$$15\% \div 100 \times 75.00 = 11.25$$

$$\text{Bidder B's score} = 11.25\%$$

This evaluation will be repeated for each stakeholder group.

Question 6

Form of Contract

Bidders' responses to Question 6 within section 1 ('Part 1 - Equipment: Urine and Venous Blood Sample Collection Equipment') will be used as part of the evaluation criteria for 'Part 2 - Equipment: Sample Collection Vessels and Partial Sample Equipment'.

Part B – Price Submission

Bidders are required to set out their pricing for the following products in the following format. Per unit costs are to be provided based on an assumption of annual volumes listed in the table. Please note that prices should be quoted in GBP. Where a Bidder chooses not to quote prices in GBP, Bidders should clearly stipulate the exchange rate used. It would be assumed that this rate is used consistently throughout the course of the contract:

Product	Per unit cost based <i>[Bidder to insert £X figure here – no narrative to be included.]</i>
Sample Collection Vessels - x 13,500 a year	
Partial Sample equipment – x 3,500 a year	
Shipment to Sprint Logistics Ltd, A2 Parkway West, Cranford Lane, Heston. Middx TW5 9QA, United Kingdom - x 8 a year	

This will be evaluated as follows:

Approximate Annual Cost for Service Delivery

The Bidder with the lowest approximate annual cost for delivery of these services, will be awarded the maximum score available for this criterion (i.e., 30%). All other Bidders' scores will be calculated on a pro-rata basis as follows (for the purposes of illustration, the example below assumes lowest annual cost (Bidder A) = £100 and Bidder B's annual cost fee is £120):

$$£100 \div 120 \times 100 = 83.33$$

$$30\% \div 100 \times 83.33 = 25.00$$

$$\text{Bidder B's score} = 25.00\%$$