1. **INTRODUCTION**
   1. This document provides an overview of the methodology which will be adopted by the Home Secretary to evaluate bidder responses to each question set out within the questionnaire. It also sets out the marking scheme which will apply.
   2. The following information has been provided in relation to each question (where applicable);
      1. Weighting – highlights the relative importance of the question
      2. Guidance – sets out information for the Potential Providers to consider
      3. Marking Scheme – details the marks available to evaluators during evaluation
   3. The defined terms used in the Invitation to Tender (ITT) document shall apply to this document.
2. **OVERVIEW**
   1. The e-Sourcing event is broken down into the following Questionnaires:

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| **Questionnaire Reference** | **Questionnaire Title** |
| 1 | KEY PARTICIPATION REQUIREMENTS |
| 2 | CONFLICTS OF INTEREST |
| 3 | INFORMATION ONLY |
| 4 | THE REQUIREMENT-QUALITY/SERVICE |
| 5 | PRICE |

* 1. Quality Evaluation Process
     1. The evaluation of each tender response will be conducted and moderated in accordance with the moderation procedure set out in paragraph 2.3 below.
     2. Each response to questions within the Quality/Service Delivery Questionnaire(s) will be marked in accordance with the table below:

|  |  |
| --- | --- |
| Mark | Comment |
| 0 | Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations. |
| 25 | A poor response with reservations. The response lacks convincing detail with risk that  the proposal will not be successful in meeting all the requirements. |
| 50 | Meets the requirements – the response generally meets the requirements but lacks  sufficient detail to warrant a higher mark. |
| 75 | A good response that meets the requirements with good supporting evidence.  Demonstrates good understanding. |
| 100 | An excellent comprehensive response that meets the requirements. Indicates an  excellent response with detailed supporting evidence and no weaknesses resulting in a  high level of confidence. |

* + 1. Each mark achieved will be multiplied by the corresponding weighting to provide an overall question score.
    2. When the score for each question has been determined they will be added together to provide an overall score for the Quality Evaluation (“Quality Score”).
  1. Moderation Marking Procedure
     1. Tenders that are scored and require evaluation will be evaluated in accordance with the procedure described in this paragraph.
     2. The Moderation Marking Procedure is a two-step process, comprising of:
        1. Independent evaluation; and
        2. Group moderation marking.
     3. During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by the bidders in their response. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question.
     4. The moderator will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.
     5. During the meeting, the evaluators will discuss the independent marks until they reach a consensus regarding the marks that should be attributed to each bidder’s answer to the questions.
     6. Once all quality responses have been evaluated in accordance with the Invitation to Tender the individual scores attributed to each response will be added together to provide a ‘Quality Score’.
  2. Price Evaluation Process
     1. Prices submitted by bidders in the Price Schedule will be recorded and evaluated in accordance with the following process.
     2. Bidders are required to provide a completed pricing schedule against the ‘Price’ Questionnaire within the e-Sourcing event.
     3. Prices offered will be evaluated against the range of prices submitted by all bidders for that item.
     4. The bidders with the lowest price shall be awarded the Maximum Score Available. The remaining bidders shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted.
     5. The calculation used is the following:
     6. = Lowest Price Tendered x Maximum Score Available

Tender price

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| --- | --- | --- | --- | --- |
| **Bidder** | **Price Submitted** | **Score Calculation** | **Maximum Score Available** | **Score Awarded** |
| Bidder A | £1,000 | £1,000/£1,000 \*100 | 100 | 100 |
| Bidder B | £2,000 | £1,000/£2,000 \*100 | 100 | 50 |
| Bidder C | £2,500 | £1,000/£2,500 \*100 | 100 | 40 |

* 1. Final score
     1. The **Quality Score** achieved will be added to the **Price Score** to determine a ranking for each bidder. The bidder that achieves the highest combined score will be awarded the contract.

1. **EVALUATION CRITERIA**
   1. A summary of all the questions contained within the e-Sourcing event, along with; the minimum acceptable score, maximum score available and weighting (where applicable) are set out below:
   2. Questionnaires 1 and 2 contain ‘Pass/Fail’ questions and act as a doorway for progression to the following stages of the evaluation. Bidders are strongly advised to read and understand the specific guidance provided before responding to these questionnaires.
   3. Questionnaire 3 is for information only. Although this questionnaire does not form part of the evaluation process, bidders are advised to complete it in full as any omissions could affect the award process.
   4. The Authority reserve the right to challenge any information provided in response to Questionnaire 3 and request further information in support of any statements made therein.

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|  | | **QUESTIONNAIRE 1 – KEY PARTICIPATION REQUIREMENTS** | | | | |
| **GUIDANCE** |  | | The following questions are ‘Pass/Fail’ questions. If bidders are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. Bidders should confirm their answer by typing it into the appropriate column below. | | | |
| **Question Number** | **Question** | | | **Yes/No** | **Max Score** | **Weighting (%)** |
| 1.1 | Have you read, understood and agree with Appendix A, Terms of Participation? By answering “Yes”, you are confirming your ‘Declaration of Compliance’ at Annex 1 of Appendix A, Terms of Participation. | | |  | Pass/Fail | N/A |
| 1.2 | Have you read, understood and accepted the Invitation to Tender and all associated appendices, specifically Appendix B, Statement of Requirement? | | |  | Pass/Fail | N/A |
| 1.3 | Do you agree, without caveats or limitations, that in the event that you are successful the Terms and Conditions of Home Office, will govern the provision of this contract. | | |  | Pass/Fail | N/A |
| 1.4 | This ITT will be run by submission of ITT responses to the mail box: [CollaborativeProcurement@homeoffice.gov.uk](mailto:CollaborativeProcurement@homeoffice.gov.uk).  Please confirm that you are able to submit your response by this electronic method. | | |  | Pass/Fail | N/A |
|  | | **QUESTIONNAIRE 2 – CONFLICTS OF INTEREST** | | | |  |
| **GUIDANCE** |  | | Question 2.1 is a ‘Yes/No’ question and will dictate whether or not question 2.2 needs to be answered.  Question 2.2 is a Pass / Fail question. Bidders are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore, if Potential Providers cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and will be rejected. | | | |
| **Question Number** | **Question** | | |  | **Max Score** | **Weighting (%)** |
| 2.1 | Please confirm whether you have any potential, actual or perceived conflicts of interest that may by relevant to this requirement. Yes/No answer | | |  | None | N/A |
| 2.2 | If there is a conflict of interest, please demonstrate how you will establish a clear ethical wall to consider the process.  This is a SHOWSTOPPER question, and failure to provide appropriate evidence could lead to rejection of your bid. | | |  | Pass/fail | N/A |
|  | | **QUESTIONNAIRE 3 – INFORMATION ONLY** | | | | |
| **GUIDANCE** |  | | The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any omissions may delay completion of this Tender exercise. | | | |
| **Question Number** | **Question** | | |  | **Max Score** | **Weighting (%)** |
| 3.1 | Please provide the name, office address, telephone number and email address for your organisations Tender point of contract. | | |  | None | N/A |
| 3.2 | Please confirm whether your organisation is an SME as defined within [EU recommendation 2003/361](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32003H0361) | | |  | None | N/A |
| 3.3 | Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their;   * Trading Name(s) * Registered Address(es) and contact details * Goods/Services to be provided | | |  | None | N/A |
| 3.4 | If you are the Lead contact for a Group of Economic Operators, please provide details of all the members of the Group. Your response must include their; • Trading Names(s) • Registered address(es) • DUNS Number(s) • Role/responsibility within the Group | | |  | None | N/A |
| 3.5 | Please provide details of those individuals that will make up your team and contact details for them. | | |  | None | N/A |

* 1. The following Quality/Service Delivery Questionnaires are designed to test Potential Providers’ ability to deliver the requirement as set out in Appendix B, Statement of Requirements. Bidders *MUST* answer all Quality/Service Delivery questions.
  2. At any time prior to the deadline for receipt the Home Office reserves the right to amend, add or withdraw all or any part of this ITT at any time. Any such amendment will be notified via e-mail and the Home Office may, at its discretion, extend the deadline for receipt.
  3. Bidders may provide attachments against each question however this is not expected. Question text fields must be populated with detailed references to relevant attachments or sections within their attachments.
  4. Bidders responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
  5. Bidders responses should be limited to and focused on each of the component parts of the question posed. They should refrain from making generalised statements and providing information not relevant to the topic.
  6. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
  7. Bidders will be marked in accordance with the marking scheme at Section 2.
  8. **Responding to questions and tender submission**: Each question in section 4 (the requirement) has a clearly stated word limit for its response, except where 4.7 is a template and the price schedule at appendix E. The format for responses should be Microsoft word and excel. The font must be Arial size 12 and normal margin setting. **Any words over the stated limit will not be evaluated**.

Submitting your tender response:

1. Appendix D-Questionnaire: Please provide one Microsoft word file for questions 1 – 4 inclusive. Please clearly enter the question number you are responding to in the left-hand margin and the text of the question next to it. Underneath the question please provide your response within the prescribed word limit.
2. Appendix E-Price: Please complete the excel template provided.
3. Appendix F-Form of Tender: Please complete the form with your company details and signature.
4. Please use the following naming convention for each of the three files above:
   1. COMPANY NAME\_APPENDIX D\_QUESTIONAIRE.
   2. COMPANY NAME\_APPENDIX E\_PRICE.
   3. COMPANY NAME\_APPENDIX F\_FORM OF TENDER.
5. The e-mail containing your tender submission, must be titled:

COMPANY NAME\_ALCOHOL MISUSE AND DOMESTIC ABUSE TRAINING PACK TENDER SUBMISSION.

1. Your submission must be e-mailed to: [CollaborativeProcurement@homeoffice.gov.uk](mailto:CollaborativeProcurement@homeoffice.gov.uk) no later than 12:00 midday on 12th February 2019.
   1. **Clarification Questions**: Any questions regarding this ITT shall be directed via the competition e-mail box: [CollaborativeProcurement@homeoffice.gov.uk](mailto:CollaborativeProcurement@homeoffice.gov.uk), clearly stating the question or section requiring clarification. The e-mail must be entitled ALCOHOL MISUSE AND DOMESTIC ABUSE TRAINING PACK TENDER CLARIFICATION QUESTION. The HO will aim to respond to such questions within 3 working days of receipt via the competition e-mailbox. Responses will, where considered by the HO to be appropriate, be distributed to all Bidders at the same time, except where a Bidder has indicated the enquiry is of a commercially sensitive nature. In this case, the HO shall either treat both enquiry and response confidentially or, where the HO disagrees with the Bidder’s classification, will invite the Bidder to reclassify or withdraw the enquiry.

All questions must be presented no later than 7 calendar days before the ITT response submission deadline (12:00HRS BST on 12 February 2019).

The HO cannot guarantee a response to any questions submitted after this deadline.

Bidders should not contact technical or procurement representatives directly. All enquiries shall be conducted through the competition e-mail box.

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|  | | **QUESTIONNAIRE 4– THE REQUIREMENT Weighting-70%** | | | | |
| **GUIDANCE** |  | | The following questions are aimed at the bidder to demonstrate their skills, experience and capability to deliver the requirement as outlined in the statement of requirements. | | | |
| **Question Number** | **Question** | | | **Criteria** | **Max Score** | **Weighting (%)** |
| 4.1 | Please set out your level of knowledge and expertise in relation to alcohol misuse, domestic abuse or both. (200 words) | | | The bidder will have strong knowledge and expertise of alcohol misuse and/or domestic abuse, and understand the issues pertinent to people experiencing co-occurring alcohol misuse and domestic abuse, for both victims and perpetrators. Strongest scores will be given to bidders who have frontline expertise of both issues. | 100 | 20 |
| 4.2 | Please set out your level of knowledge and expertise in relation to developing guidance or training to professionals in the field of alcohol misuse, domestic abuse or both. (200 words) | | | The bidder will have a strong understanding of the training needs for the practitioners and professionals at which the training is aimed. They will have knowledge of existing training and any existing evidence-based guidance and tools on these issues and their effectiveness in this area. The bidder will have practical experience of developing successful guidance or training materials on the subjects of domestic abuse and/or alcohol misuse and can provide evidence of their success. Applicants who have experience of developing training or guidance covering both issues will score strongest. | 100 | 15 |
| 4.3 | Please explain your level of knowledge and experience of working with the stakeholders relevant for this project (practitioners in alcohol treatment services and domestic abuse services, GPs and police). (200 words) | | | The bidder will have previously consulted or collaborated with the stakeholders for which this package is being designed. Bidders who have experience of working with all 4 sets of stakeholders will score strongest. | 100 | 10 |
| 4.4 | Please provide an example of how your team has previously delivered at pace (taking account of the short timescales) and ensured the levels of efficiency and quality have remained high during that period of time. (200 words) | | | The bidder needs to demonstrate that they can turn around consideration of a number of documents and to produce a report in a short period. Higher scores will be given for details of on how the bidder can work at pace and maintain efficiency particularly if something unplanned occurs. | 100 | 10 |
| 4.5 | Please describe how you will develop the resource pack, including the knowledge, evidence and standards that you will draw upon. (300 words) | | | The bidder needs to show how this product will be of a high quality and how it can be integrated into existing training provision and practice. They should explain the research, evidence, expertise, knowledge and existing training and standards they will draw upon when making the 2 components of the training pack. They should explain how they will tailor the practical training pointers, questions and top tips for the 4 groups of stakeholder practitioners for which the training is being provided. They should also state how comments from stakeholders will be assessed and incorporated into the pack. Strong scores will be achieved by bidders who can demonstrate the pack will be tailored to the 4 stakeholder groups and a robust, evidence-based process for developing and refining the pack. | 100 | 20 |
| 4.6 | Please explain your process for consulting with the stakeholders who will be using the training package. (250 words) | | | The bidder should describe what the consultation process will consist of, the type and number of stakeholders who will be consulted and how they will persuade stakeholders to participate in the short timescales. Those scoring strongest will be able to consult with stakeholders from all 4 groups and provide specific details of the stakeholders they will consult. | 100 | 15 |
| 4.7 | Please provide, within the template table below, a brief timetable and plan to show your stages of work, including incorporating Home Office comments, and how you will deliver all products by 31st March 2019. Time should be included in the timetable for reviewing the final product with the Home Office. Please amend the table below as appropriate and submit as part of your response to questions 4.1-4.7. | | | The bidder will demonstrate that their timetable is deliverable and includes all the necessary steps, including Home Office  engagement. Those scoring strongest will demonstrate a detailed delivery timetable covering the full development process. | 100 | 10 |

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| **Date** | **Stage** | **Description** |
| 20/02/2019 |  |  |
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| 31/03/2019 | Final date to provide final products to the Home Office. |  |

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| **QUESTIONAIRE 5-PRICE** | | **Weighting-30%** | | | |
| **GUIDANCE** | Potential Providers must enter costs within the price schedule (Appendix E) and upload as part of their tender submission. Prices should be submitted in pounds sterling inclusive of any expenses but exclusive of VAT. Potential Providers will be marked in accordance with the marking scheme at Section 2. | | | | |
| **Question Number** | **Question** | | **Criteria** | **Max Score** | **Weighting (%)** |
| 5.1 | Please provide the total price for providing this work. Please also break down the costs for producing the training guidance and summary top tip cards, including printing costs. | | The bidder will score nothing if no price schedule is included. Strongest scores will be awarded to the lowest priced bids. | 100 | 100 |