

# DEFFORM 47 Annex A to Section D - Tender Evaluation Guidance – ITT 705018450

## Introduction

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## Section 1 Tender Overview

- 1 The following information has been provided in relation to each question (where applicable);
  - Weighting – highlights the relative importance of the question
  - Guidance – sets out information for the Tenderers to consider
  - Marking Scheme – details the marks available during evaluation
- 1.1 The defined terms used in the ITT document shall apply to this document.
- 1.2 **Contract Award Criteria**
  - 1.2.1 The Qualification, Technical and Commercial envelopes tender responses will be evaluated as follows:
    - Qualification - Pass/Fail and Yes/No Questions in accordance with (iaw) Section 5.
    - Commercial (Financial) iaw Section 6. Completion is mandatory. (REDACTED)
    - Technical – (Including Trial Set Data, and Social Value Criteria) iaw Sections 7.
  - 1.2.2 Following the above evaluations and, as appropriate, clarification of bids, the Authority will decide as to which Tender(s), in the opinion of the Authority utilising the methodology in this document are compliant.
- 1.3 All compliant Tenderers will be invited to join the framework agreement.
- 1.4

## Section 2 Key Tender Requirements

## **2 Information to be provided in bid submissions.**

- 2.1 You must provide responses to all of the ITT (Invitation To Tender) requirements below:
- (REDACTED)
  - DSP Qualification Envelope;
  - DSP Commercial Envelope; and
  - DSP Technical Envelope.
- 2.2 Your tender must provide full details of your proposals for the provision of services as described in the Statement of Requirement (SOR) at Annex A to the Contract, detailing the relevant information that addresses each of the points detailed in the Qualification, Commercial and Technical Evaluation Envelopes in DSP, and in the provided Data Trial Set.

## **Section 3 Evaluators**

- 3 The Authority shall evaluate each individual bid in detail in accordance with the following:
- 3.1 (REDACTED)
- 3.2 The Commercial Qualification and Financial Evaluation will be undertaken by representatives from UK Strategic Command Commercial.
- 3.3 Technical evaluators are considered to be Subject Matter Experts (SME) in the areas they are evaluating. If an individual criteria is evaluated by more than the one SME, then an overall moderated points figure will be agreed between the evaluators for that criteria, using the consensus marking procedure below. This moderated points figure will be used for the purposes of the evaluation.
- 3.4 The Authority may raise Tender Clarifications (TC) via the DSP messaging function and may at its discretion request clarification information from the Tenderer in order to enable the evaluator to complete its review or evaluation of the Tender responses.
- 3.5 Tenderers shall note that a TC from the Authority should not be viewed as commencement of negotiations nor an opportunity for a Tenderer to further develop its Tender. Tenderers must respond via the DSP to any TC as soon as practicable, and in any event no later than the individual TC response deadline notified to the Tenderer by the Authority. A response to a TC received after the Authority's deadline will be disregarded unless the Authority has agreed in writing via the DSP to extend the original deadline.

### **Marking Procedure (Technical Envelope):**

- 3.6 The marking of the Technical Envelope tender responses will be undertaken in accordance with the procedure described below:

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- 3.7 During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by tenderers in their Tender. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question. There will be 3 evaluators with 1 of the 3 being independent to the project.
- 3.8 The Authority will then undertake a consensus marking meeting which will facilitate evaluators discussing their independent marks until they reach a consensus regarding the marks that should be attributed to each Tenderer's answer to the questions. For any questions that evaluators have marked with different scores an independent moderator who chairs the consensus meeting will help the Authority arrive at a consensus score.
- 3.9 Following the marking meeting, the consensus agreed Technical Score and Social Value Score will be recorded for use in compiling the Final Score as detailed below.

### Section 4 Tender Evaluation Criteria

- 4 The Authority will evaluate against the Technical and Mandatory requirements of the ITT and will award contracts to Technically compliant bidders to allow inclusion on the MGCP Framework Agreement.
- 4.1.1 This Tender evaluation will be undertaken utilising the submissions made to the Qualification Envelope and Technical Envelope (including Social Value) in DSP.
- 4.1.2 (REDACTED)
- 4.1.3 (REDACTED)
- 4.1.4 The ITT document Schedule 2 of the Contract (Schedule of Requirements) must be completed and uploaded to DSP Qualification Envelope Question No 1.1.9.
- 4.2 Any Tender which is considered non-compliant for any Commercial, Financial and Technical element or criteria will be excluded from the competition and not receive an Evaluation Score.
- 4.3 Each of the Technical Questions have a minimum score attributed to them and set in the DSP. Questions that fall below this minimum will be considered non-compliant in accordance with the above criteria, and you may be excluded from the competition.
- 4.4 (REDACTED)
- 4.5 **Examples of Evaluation Outcomes**
- 4.5.1 Example of Evaluation Outcome (Non-Compliant For mandatory PASS / FAIL)

Tender	Stages 1 – Qualification Mandatory PASS /FAIL	Stage 2 – Commercial (Financial) Mandatory PASS / FAIL	Stage 3 – Technical Evaluation – All questions meet the minimum scores	Outcome
A	Pass	Pass	Yes	Awarded
B	Pass	Pass	Yes	Awarded

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C	FAIL	Not Evaluated	N/A	Dis-qualified
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### 4.6 Example of Evaluation Outcome (Technical Score)

4.6.1 Example below shows failing on one Question (Scoring 30 for Q2,1,4 in DSP)

Tender	Stages 1 - Qualification Mandatory PASS /FAIL	Stage 2 – Commercial (Financial) Mandatory PASS / FAIL	Stage 3 - Technical Evaluation – All questions meet the minimum scores	Outcome
A	Pass	Pass	Yes	Awarded
B	Pass	Pass	Yes	Awarded
C	Pass	Pass	No	Dis-qualified

4.6.2 Tenders will be evaluated based on the contents of their Tender response on the DSP and from the evaluation conducted on the Data Trial Set Submission. The Technical Evaluation will be undertaken independently from the Qualification envelope. Technical evaluators will have no knowledge of Commercial (Qualification) outcomes during the evaluation process.

4.6.3 Should any exclusions, assumptions, dependencies or caveats apply to your Tender or any of the goods and/or services that you would provide when delivering the requirements, these should be clearly indicated in the relevant areas of the Tender.

## Section 5 - Stage 1 - Qualification Envelope

- 5 The Qualification questions set out in DSP are mandatory and will be evaluated as a PASS/ FAIL outcome in accordance with the PASS/FAIL Scoring Criteria Table below.
- 5.1.1 The Qualification Evaluation will assess if all tendering and contractual requirements have been provided. Section 5 (Qualification Envelope) of this guidance provides PASS/FAIL criteria, DSP Questions and worked examples.
- 5.1.2 A Tender will be considered non-compliant if:
- the Tender was not received by the due date and time.
  - any required delivery dates cannot be met.
  - all MOD Terms & Conditions have not been accepted.
  - any other required documentation was not submitted.
- 5.1.3 The Authority reserves the right to undertake a financial health check of Tenderers as part of the Commercial Evaluation. If a Parent Company or Bank guarantee is requested and is not provided, the Authority retains the right to consider the Tenderer non-compliant.
- 5.1.4 Failure to accept the Authority's terms and conditions detailed in Standardised Contracting Template 2 (SC2) will result in your tender being assessed as non-compliant and you may therefore be excluded from the competition.

### 5.2 Pass /Fail Scoring Criteria Table

Pass	Fail
<p>In The Authority's opinion the Tenderers response to the requirements or criteria being assessed:</p> <p>Clearly details how the requirements or criteria will be met in full and sufficient evidence has been provided, where applicable.</p> <p>Clearly shows that any required volumes, timescales, standards, or support will be met, where applicable.</p>	<p>In The Authority's opinion the Tenderers response to the requirements or criteria being assessed:</p> <p>Does not clearly detail how the requirement or criteria will be met in full and sufficient evidence has not been provided, where applicable.</p> <p>Does not clearly show that any required volumes, timescales, standards or support will be met, where applicable.</p>

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### 5.3 Qualification Envelope Questions

DSP Question Number	Question	Description	Response Type
1.1.1	Tender Document	Please confirm that you can download and open the attached Tender Documents	Yes/No Value
1.1.2	Statement Relating to Good Standing.	<p>Please complete the Statement Relating to Good Standing attached. The SRGS should be completed by way of "virtual completion". To do this, you must:</p> <p>a. Print off the attached SRGS document;  b. Sign the appropriate section by hand;  c. Make a PDF of that signature page and;  d. Upload the new PDF with signature to the DSP as part of your submission.</p>	Attachment
1.1.3	Have you completed the 2023 Contract Technical Trial?	Have you completed and submitted the 2023 Contract Technical Data Trial set (REDACTED)	Yes/No Value
1.1.5	Have you confirmed that your Trial data set submission has been received?	Technical Trial Data Completion Declaration. You Must confirm your Data Trial Set Submission has been received by the Authority	Yes/No Value
1.1.6	Can you confirm that you hold or are working toward List X Status?	<p>Confirmation of achieving or working toward List X Status</p> <p>Failure to provide evidence of List X status will be considered as non-compliant to the requirement and will result in your submission being rejected.</p>	Yes/No Value
1.1.7	Tenderers must confirm in writing that their Tender, including any element that may be provided by any part of the Contractor's supply chain, does not contain any Russian / Belarusian products and/or services.	<p>Confirmation in writing that their Tender, including any element that may be provided by any part of the Contractor's supply chain, does not contain any Russian / Belarusian products and/or services.</p> <p>Failure to confirm any element that may be provided by any part of the Tenderer's supply chain, does not contain any Russian / Belarusian products and/or services will be considered as non-compliant to the requirement and will result in your submission being rejected.</p>	Yes/No Value

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1.1.8	Attachment of Confirmation that Tenderer supply chain, does not contain any Russian / Belarusian products and/or services	Provide documentation in writing that their Tender, including any element that may be provided by any part of the Contractor's supply chain, does not contain any Russian / Belarusian products and/or services.	Attachment
1.1.9	MANDATORY ACTION Upload Completed Schedule 2 (Pricing)	Upload a completed Schedule 2 (Pricing)  NOTE: A Copy of Schedule 2 (Pricing) is attached to this question	Attachment
1.1.10	Do you agree, without caveats or limitations, that in the event you are successful in this procurement, you will unreservedly sign the Terms and Conditions of the Contract upon award of the Contract?	Supplier's confirmation of compliance and acceptance with all framework Terms and Conditions.	Yes/No value
1.1.11	Cyber Assurance (SAQ) Attachment	(REDACTED) Tenderers are required to complete the Suppliers Assurance Questionnaire on the Supplier Cyber Protection Service and submit this as part of their Tender response, together with a Cyber Security Implementation Plan as appropriate.  Please provide your cyber assurance questionnaire results/Implementation Plan attached to this response  Failure to provide the Assurance Questionnaire results and implementation plan will be considered as a fail and may lead to exclusion from further progress in this opportunity.	Attachment

### 5.4 Worked Example of Qualification Envelope Evaluation

DSP Question Number	Question	Description	Response Type	Criteria	Authority's Evaluator Comments
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1.1.1	Tender Document	Please confirm that you can download and open the attached Tender Documents	Yes/No Value	<b>YES</b>	<b>PASS</b>
1.1.2	Statement Relating to Good Standing. (SRGS)	<p>Please complete the Statement Relating to Good Standing attached.</p> <p>The SRGS should be completed by way of "virtual completion". To do this, you must:</p> <p>a. Print off the attached SRGS document;</p> <p>b. Sign the appropriate section by hand;</p> <p>c. Make a PDF of that signature page and;</p> <p>d. Upload the new PDF with signature to the DSP as part of your submission.</p>	Attachment	<b>Attached</b>	<b>PASS</b>
1.1.3	Have you completed the 2023 Contract Technical Trial?	Have you completed and submitted the 2023 Contract Technical Data Trial set (REDACTED)	Yes/No Value	<b>YES</b>	<b>PASS</b>
1.1.5	Have you confirmed that your Trial data set submission has been received?	Technical Trial Data Completion Declaration. You Must confirm your Data Trial Set Submission has been received by the Authority	Yes/No Value	<b>YES</b>	<b>PASS</b>
1.1.6	Can you confirm that you hold or are working toward List X Status	<p>Confirmation of achieving or working toward List X Status</p> <p>Failure to provide evidence of List X status will be considered as non-compliant to the requirement and will result in your submission being rejected.</p>	Yes/No Value	<b>YES</b>	<b>PASS</b>



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1.1.7	Tenderers must confirm in writing that their Tender, including any element that may be provided by any part of the Contractor's supply chain, does not contain any Russian / Belarusian products and/or services.	<p>Confirmation in writing that their Tender, including any element that may be provided by any part of the Contractor's supply chain, does not contain any Russian / Belarusian products and/or services.</p> <p>Failure to confirm any element that may be provided by any part of the Tenderer's supply chain, does not contain any Russian / Belarusian products and/or services will be considered as non-compliant to the requirement and will result in your submission being rejected.</p>	Yes/No Value	<b>YES</b>	<b>PASS</b>
1.1.8	Attachment of Confirmation that Tenderer supply chain, does not contain any Russian / Belarusian products and/or services	Provide documentation in writing that their Tender, including any element that may be provided by any part of the Contractor's supply chain, does not contain any Russian / Belarusian products and/or services.	Attachment	<b>Attached</b>	<b>PASS</b>
1.1.9	MANDATORY ACTION Upload Completed Schedule 2 (Pricing)	<p>Upload a completed Schedule 2 (Pricing)</p> <p>NOTE: A Copy of Schedule 2 (Pricing) is attached to this question</p>	Attachment	<b>Attached</b>	<b>PASS</b>
1.1.10	Do you agree, without caveats or limitations, that in the event you are successful in this procurement, you will unreservedly sign the Terms and Conditions of the Contract upon award of the Contract?	Supplier's confirmation of compliance and acceptance with all framework Terms and Conditions.	Yes/No value	<b>YES</b>	<b>PASS</b>

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1.1.11	Cyber Assurance (SAQ) Attachment	(REDACTED) Tenderers are required to complete the Suppliers Assurance Questionnaire on the Supplier Cyber Protection Service and submit this as part of their Tender response, together with a Cyber Security Implementation Plan as appropriate.	1.1.11	Attached	PASS
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## Section 6 – Stage 2 - Commercial Envelope (Financial)

### 6 DSP Commercial Envelope (Financial)

#### PRICING (Financial) WILL NOT BE INCLUDED IN THE EVALUATION

The DSP Commercial Envelope pricing information is to be completed and pricing entered as indicated against the DSP questions below.

In addition, the ITT document Schedule 2 (Schedule of Requirements) PRICING must also be completed and uploaded to DSP Qualification Envelope Question No 1.1.10.

- 6.1.1 The **Commercial Financial Envelope (Pricing)** will not be evaluated but requires the submission of hourly rates with a Breakdown of Cost Requirement. Section 6 Commercial Envelope (Financial) of this guidance provides guidance on completion of DSP Questions.
- 6.1.2 Tenders shall be required to provide hourly figures for each year in the Schedule of Requirements for all contract years, including options.
- 6.1.3 A Tender will be considered non-compliant if:
- the Tender does not provide hourly Prices; or
  - the Tender has not provided prices for all years.
  - the Tender has not provided a detailed breakdown of costs (In accordance with para 6.5).
- 6.1.4 In the event your tender is deemed non-compliant in accordance with the above criteria, you may be excluded from the competition.

#### DSP Commercial Envelope

DSP Number	CODE	DESCRIPTION	UNIT OF MEASUREMENT	QUANTITY	UNIT PRICE
3.2.3	Year 1	(REDACTED)	EACH	1	(REDACTED)
3.2.4	Year 2	(REDACTED)	EACH	1	(REDACTED)
3.2.5	Year 3	(REDACTED)	EACH	1	(REDACTED)
3.2.6	Year 4 - Option (Year One)	(REDACTED)	EACH	1	(REDACTED)
3.2.7	Year 5 - Option (Year Two)	(REDACTED)	EACH	1	(REDACTED)
<b>DSP QUALIFICATION ENVELOPE</b>					
1.1.10		<b>Schedule 2 (Schedule of Requirements) PRICING</b> <b>MANDATORY</b> <i>Upload a completed <b>Schedule 2 (Schedule of Requirements) PRICING</b> Document to the DSP in the Qualification Envelope</i>			
1.1.11		Cost Breakdown			

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		<p style="text-align: center;"><b>MANDATORY</b></p> <p style="text-align: center;"><i>Upload documentation detailing costing breakdown identified as follows</i>  <b>: SUBMISSION Of PRICING Cost Breakdown Schedule 2 (Schedule of Requirements)</b></p>
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- 6.2 In addition to the pricing being entered into the above DSP Commercial Envelope (DSP Numbers 3.2.3 - 3.2.7) you are required to enter the information into The **Schedule 2 (Schedule of Requirements) PRICING** Document
- 6.3 (REDACTED) Firm Prices, excluding VAT, but including all direct and indirect overheads attributable to performance of the contract. For the avoidance of doubt, no additional costs such as, but not exclusively limited to, secretarial support, stationery, computing etc. will be allowed as discrete charges against this contract.
- 6.4 The Hourly Rates detailed in the table below shall be used to calculate Task Order Firm Price submissions in accordance with the Contract Schedules.

### **Schedule 2 (Schedule of Requirements) PRICING**

Year 1 Firm Price (Ex VAT) (REDACTED) (£) 09 April 24 – 08 April 25	Year 2 Firm Price (Ex VAT) (REDACTED) (£) 09 April 25 – 08 April 26	Year 3 Firm Price (Ex VAT) (REDACTED) (£) 09 April 26 – 08 April 27	Option Year 4 Fixed Price IAW Condition (46.6) (Variation Of Price) (Ex VAT) (REDACTED) (£) 09 April 27 – 08 April 28	Option Year 5 Fixed Price IAW Condition (46.6) (Variation Of Price) (Ex VAT) (REDACTED) (£) 09 April 28 – 08 April 29

### **Schedule 2 (Schedule of Requirements) Cost Breakdown**

#### **6.5 Cost Breakdown**

- 6.5.1 In addition to the hourly rates requirement. A full breakdown of cost information drawn from your submission is required and is a mandatory requirement and failure to provide the information will deem your bid non-compliant and you will not proceed in the evaluation process.
- 6.5.2 Your Tender must provide a cost breakdown that clearly indicates the way in which the proposed costs for the work described have been derived.
- 6.5.3 Your cost breakdown must be constructed to enable the Authority to understand the relationship between the costs you have provided and the Contract Terms and Conditions. Any assumptions and dependencies that have a bearing on the allocation of commercial risk must be detailed.

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- 6.5.4 Your cost breakdown should indicate the amounts quoted for each of the main cost types broken down by cost Centre / department / division.
- 6.5.5 Your Tender must provide the following detail:
- the direct costs associated (REDACTED). In this respect, a direct cost is one that can be completely attributed to the delivery of the work package concerned, including materials costs, labour costs, sub-contract costs, other direct costs and any capital costs relating to expenditure on special to type equipment. You must also include spend profiles for labour and materials broken down by Financial Year;
  - (REDACTED) estimate the cost of each work package, broken down by band / grade and indicating the charging rates applied. Where applied, the annual utilisation rates used to derive the (REDACTED) estimates. Any annual escalation applied to the rates must be detailed separately and the rationale provided;
  - any overhead and / or indirect costs relating to the general conduct of your business and which have been attributed to each work package. You must provide the methodology used to attribute indirect costs to work packages, if not already provided.
- 6.5.6 The format of the breakdown needs to clearly define the cost breakdown and you must provide evidence of how you have produced your hourly rates
- 6.5.7 An attachment to DSP providing the above information is required and can be provided in MS Word or PDF format along with supporting MS Excel documents and must be clearly identified as follows:

### **SUBMISSION Of PRICING Cost Breakdown Schedule 2 (Schedule of Requirements)**

## Section 7 – Stage 3 - Technical Envelope

### 7 DSP Technical Envelope Questions Evaluation Criteria:

#### 7.1.1 The Total Technical Score will consist of combined scoring from:

- DSP Technical Envelope Scores (including Social Value)
- (REDACTED)

#### 7.1.2 The Technical Evaluation will assess how much confidence the Tender gives The Authority, that the Tenderer can meet and deliver all the requirements detailed in the Statement of Requirements. The Technical Evaluation will include a Social Value Evaluation as set out in para 8.

#### 7.1.3 The Technical Evaluation includes criteria on a pass/fail basis. Guidance on how Tenders will be scored for pass/fail questions is in the respective Scoring Criteria Tables in Sections 7.

#### 7.1.4 A Tender will be considered non-compliant if:

- the Tender receives a fail on any pass/fail criteria; or
- the Tender receives a Technical Score below the minimum score for that question.

#### 7.1.5 In the event your tender is deemed non-compliant in accordance with the above criteria, you may be excluded from the competition.

#### 7.1.6 Each individual criterion set in the Technical Envelope will be evaluated against the following scoring mechanism.

Technical Envelope Question Scoring Criterion		
0	Unsuitable	An inadequate response that fails to meet the requirements. There is limited detail or evidence provided in the Tenderer's response to demonstrate how the Tenderer will meet the Requirements. The Authority therefore has major concerns and little degree of confidence that the Requirement will be met.
30	Low Confidence	The response has met some, but not all elements of the requirement, which poses risk that the proposal will not meet all the deliverables required. Reasonable explanations, a reasonable level of detail and reasonable evidence provided covering some but not all aspects of the requirements. The response, therefore, gives the Authority a low degree of confidence that the Tenderer will meet the Requirement.
70	Good Confidence	A good response that meets the requirement. Good explanations, a good level of detail and strong evidence is provided covering all aspects of the Requirements. The response, therefore, gives the Authority a good degree of confidence that the Tenderer will meet the Requirement.
100	High Confidence	An excellent response that meets the requirement. Comprehensive explanations, a comprehensive level of detail and very strong evidence is provided, demonstrating how the Tenderer will meet all aspects of the Requirement. The response, therefore, gives the Authority a very high degree of confidence that the Tenderer will meet the Requirement.

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## 7.2 Worked Example of the DSP Technical Envelope Evaluation.

DSP Question Number	Criterion	Minimum Score	Maximum Score	Score
2.1.2	(REDACTED)	70	100	70
2.1.3	(REDACTED)	70	100	70
2.1.4	(REDACTED)	70	100	70
2.1.5	(REDACTED)	70	100	70
2.2.2	<b>Social Value Theme 2:</b> Please describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria.(MAC) Please include: <ul style="list-style-type: none"> <li>• Your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and</li> <li>• A timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should</li> </ul>	100	100	100



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	<p>include but not be limited to:</p> <ul style="list-style-type: none"> <li>○ Timed action plan</li> <li>○ Use of metrics</li> <li>○ Tools/processes used to gather data</li> <li>○ Reporting</li> <li>○ Feedback and improvement</li> <li>○ Transparency</li> <li>○ How you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. engagement, co-design/creation, training and education, partnering / collaborating, volunteering.</li> </ul>			
2.2.3	<p><b>Social Value Theme 3:</b></p> <p>Please describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria.(MAC)</p> <p>Please include:</p> <ul style="list-style-type: none"> <li>● Your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and</li> <li>● A timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals.</li> </ul> <p>You should include but not be limited to:</p> <ul style="list-style-type: none"> <li>○ timed action plan</li> <li>○ use of metrics</li> <li>○ tools/processes used to gather data</li> <li>○ reporting</li> <li>○ feedback and improvement</li> <li>○ transparency.</li> </ul>	100	100	100
2.2.4	<p><b>Social Value Theme 4:</b></p> <p>Please describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria (MAC)</p>		100	100

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	<p>Please include:</p> <ul style="list-style-type: none"><li>• Your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and</li><li>• A timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals.</li></ul> <p>You should include but not be limited to:</p> <ul style="list-style-type: none"><li>○ Timed action plan</li><li>○ Use of metrics</li><li>○ Tools/processes used to gather data</li><li>○ Reporting</li><li>○ Feedback and improvement</li><li>○ Transparency</li><li>○ How you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. engagement, co-design/creation, training and education, partnering/collaborating, volunteering.</li></ul>	100		
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Maximum Score for each question 100

**IMPORTANT NOTE**

**The Authority draws your attention to the minimum acceptable scoring criteria, as defined in the Defence Sourcing Portal (DSP) ITT and in this documentation**

## 8 SOCIAL VALUE (Social value and the Public Services (Social Value) Act 2012)

8.1 The Social Value (SV) element will be a part of the overall technical evaluation scoring. The categories are.

8.1.1 Theme 2: (Tackling Economic Inequality)

8.1.2 Theme 3: (Fighting Climate Change)

8.1.3 Theme 4: (Equal Opportunity)

8.2 The themes are refined to reflect the individual requirement in line with the Social Value Act

### DSP Technical Envelope - Social Value Questions

DSP Question Number	Supporting Instruction on completion of Social Value Questions in DSP	For the full guidance on the governments Social Value agenda please visit <a href="https://www.gov.uk/government/publications/social-value-act-information-and-resources/social-value-act-information-and-resources">https://www.gov.uk/government/publications/social-value-act-information-and-resources/social-value-act-information-and-resources</a> .
	Social Value Themes	Model Evaluation Questions
2.2.2	<b>Social Value Theme 2:</b> Tackling Economic Inequality  <b>MAC 2.2:</b> Employment	<p>Please describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Award Criteria.</p> <p>Please include:</p> <ul style="list-style-type: none"> <li>● Your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and</li> <li>● A timed project plan and process, including how you will implement your commitment during the framework .</li> </ul> <p>Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:</p> <ul style="list-style-type: none"> <li>○ Timed action plan</li> <li>○ Use of metrics</li> <li>○ Tools/processes used to gather data</li> <li>○ Reporting</li> <li>○ Feedback and improvement</li> <li>○ Transparency</li> </ul>

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		<ul style="list-style-type: none"> <li>• How you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. engagement, co-design/creation, training and education, partnering / collaborating, volunteering.</li> </ul>
2.2.3	<p><b>Social Value Theme 3:</b> Fighting Climate Change</p> <p><b>MAC 4.2:</b> Influence environmental protection and improvement</p>	<p>Please describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Model Award Criteria.</p> <p>Please include:</p> <ul style="list-style-type: none"> <li>• Your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and</li> <li>• A timed project plan and process, including how you will implement your commitment and during the framework. Also, how you will monitor, measure and report on your commitments/the impact of your proposals.</li> </ul> <p>You should include but not be limited to:</p> <ul style="list-style-type: none"> <li>o timed action plan</li> <li>o use of metrics</li> <li>o tools/processes used to gather data</li> <li>o reporting</li> <li>o feedback and improvement</li> <li>o transparency</li> </ul>
2.2.4	<p><b>Social Value Theme 4:</b> Equal Opportunity</p> <p><b>MAC 6.2:</b> Supporting in-work progression</p>	<p>Please describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and AwardCriteria. Please include:</p> <ul style="list-style-type: none"> <li>• Your 'Method Statement', stating how you will achieve this and how your commitment meets the Award Criteria, and-</li> <li>• A timed project plan and process, including how you will implement your commitment and during the framework. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. You should include but not be limited to:</li> </ul> <ul style="list-style-type: none"> <li>o Timed action plan</li> <li>o Use of metrics</li> <li>o Tools/processes used to gather data</li> <li>o Reporting</li> <li>o Feedback and improvement</li> <li>o Transparency</li> </ul>

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		<ul style="list-style-type: none"> <li>How you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. Engagement, co-design/creation, training and education, partnering/collaborating, volunteering.</li> </ul>
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### 9.4 Social Value Assessment Criteria

QUESTION 2.2.2: Social Value Assessment Criteria: MAC 2.2 Employment	
PASS	FAIL
<p>The Tenderer's response broadly meets what is expected for the <b>Model Award Criteria 2.2</b> (Create employment and training opportunities) including but not limited activities that demonstrate and describe the Tenderer's existing or planned:</p> <ul style="list-style-type: none"> <li>Understanding of employment and skills issues, and of the skills and employment shortages of high growth sectors relating to the contract. Illustrative examples: demographics, skills shortages, new opportunities in high growth sectors, groups under-represented in the workforce (e.g. prison leavers, disabled people), geographic/local community and skills/employment challenges.</li> </ul>	<p>The response completely fails to meet the required standard for the <b>Model Award Criteria</b> or does not provide a response to the question.</p> <p>The submission raises major concerns about whether the social value requirement can be met by the Tenderer.</p>

QUESTION 2.2.2: Social Value Assessment Criteria: MAC 2.2 Employment	
PASS	FAIL
<ul style="list-style-type: none"> <li>• Implementation of recruitment practices and employment conditions, such as the five foundational principles of quality work set out in the Good Work Plan (e.g. fair pay, participation and progression, voice and autonomy), in relation to the contract that will attract good candidates from all backgrounds, minimise turnover of staff and improve productivity.</li> <li>• Creation of employment opportunities particularly for those who face barriers to employment, such as prison leavers, and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors.</li> <li>• Promotion of awareness of careers and recruitment opportunities relating to known skills shortages or in high growth sectors relating to the subject matter of the contract.</li> <li>• Support for the contract workforce by providing career advice, and providing opportunities for staff working on the contract with in-work progression career development into known skills shortages or high growth areas. Illustrative examples: mentoring; mock interviews; CV advice and careers guidance; learning and development; volunteering; influencing staff, suppliers, customers and communities through the delivery of the contract to support employment and skills opportunities in high growth sectors.</li> <li>• Offer of opportunities for work experience or similar activities under the contract. Illustrative examples: work placements, pre-employment courses, paid/unpaid student placements, or paid internships of 6 weeks or more.</li> <li>• Support for educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications.</li> </ul>	<p>The response completely fails to meet the required standard for the <b>Model Award Criteria</b> or does not provide a response to the question.</p> <p>The submission raises major concerns about whether the social value requirement can be met by the Tenderer.</p>

QUESTION 2.2.2: Social Value Assessment Criteria: MAC 2.2 Employment	
PASS	FAIL
<ul style="list-style-type: none"> <li>• Delivery of training schemes and programmes to address any identified skills gaps and under-representation in the workforce for the contract (e.g. prison leavers, disabled people).</li> <li>• Other activities to support relevant sector related skills growth and sustainability such as delivering the following, in relation to the contract. Illustrative examples: careers talks, curriculum support, literacy support and safety talks.</li> <li>• Delivery of apprenticeships, traineeships and T Level industry placement opportunities (Level 2, 3, and 4+) in relation to the contract.</li> <li>• Measures to ensure equality and accessibility, without discrimination, to employment and workforce related opportunities on the contract, and promote them so as to be fully accessible.</li> </ul> <p>The Tenderer's response demonstrates:</p> <ul style="list-style-type: none"> <li>• a good understanding of the requirements.</li> <li>• Sufficient competence demonstrated through relevant evidence.</li> <li>• Some insight demonstrated into the relevant issues.</li> </ul>	<p>The response completely fails to meet the required standard for the <b>Model Award Criteria</b> or does not provide a response to the question.</p> <p>The submission raises major concerns about whether the social value requirement can be met by the Tenderer.</p>
<p><b>Question 2.2.2 will be assessed on a 'Pass' or 'Fail' basis within the procurement process.</b></p> <p><b>Response Guidance:</b> Tenderers are advised that a page count limit of <b>1 page of A4</b> apply to this question. If the page count exceeds this limit, only the 1 <u>page of A4</u> will be evaluated. Responses must be written in English with text of font 'Arial' size '11'.</p>	

QUESTION 2.2.3: Social Value Assessment Criteria: MAC 4.2 Influence environmental protection and improvement	
PASS	FAIL
<p>The Tenderer's response broadly meets what is expected for the <b>Model Award Criteria 4.2</b> (Influence environmental protection and improvement) including but not limited activities that demonstrate and describe the Tenderer's existing or planned:</p> <ul style="list-style-type: none"> <li>• Understanding of how to influence staff, suppliers, customers, communities and/or any other appropriate stakeholders through the delivery of the contract to support environmental protection and improvement.</li> <li>• Activities to reconnect people with the environment and increase awareness of ways to protect and enhance it. Illustrative examples: <ul style="list-style-type: none"> <li>○ Engagement to raise awareness of the benefits of the environmental opportunities identified.</li> <li>○ Co-design/creation. Working collaboratively to devise and deliver solutions to support environmental objectives.</li> <li>○ Training and education. Influencing behaviour to reduce waste and use resources more efficiently in the performance of the contract.</li> <li>○ Partnering/collaborating in engaging with the community in relation to the performance of the contract, to support environmental objectives.</li> <li>○ Volunteering opportunities for the contract workforce, e.g. undertaking activities that encourage direct positive impact.</li> </ul> </li> </ul>	<p>The response completely fails to meet the required standard for the <b>Model Award Criteria</b> or does not provide a response to the question.</p> <p>The submission raises major concerns about whether the social value requirement can be met by the Tenderer.</p>



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QUESTION 2.2.3: Social Value Assessment Criteria: MAC 4.2 Influence environmental protection and improvement	
PASS	FAIL
<p>The Tenderer's response demonstrates:</p> <ul style="list-style-type: none"> <li>• a good understanding of the requirements.</li> <li>• Sufficient competence demonstrated through relevant evidence.</li> <li>• Some insight demonstrated into the relevant issues.</li> </ul>	
<p><b>Question 2.2.3 will be assessed on a 'Pass' or 'Fail' basis within the procurement process.</b></p> <p><b>Response Guidance:</b> Tenderers are advised that a page count limit of <b>1 page of A4</b> apply to this question. If the page count exceeds this limit, only the 1 <u>page of A4</u> will be evaluated. Responses must be written in English with text of font 'Arial' size '11'.</p>	

QUESTION 2.2.4: Social Value Assessment Criteria: MAC 6.2 Supporting in-work progression	
PASS	FAIL
<p>The Tenderer's response broadly meets what is expected for the <b>Model Award Criteria 6.2</b> (Supporting in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract) including but not limited activities that demonstrate and describe the Tenderer's existing or planned:</p>	<p>The response completely fails to meet the required standard for the <b>Model Award Criteria</b> or does not provide a response to the question.</p> <p>The submission raises major concerns about whether the social value requirement can be met by the Tenderer.</p>

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QUESTION 2.2.4: Social Value Assessment Criteria: MAC 6.2 Supporting in-work progression	
PASS	FAIL
<ul style="list-style-type: none"> <li>Understanding of in-work progression issues affecting the market, industry or sector relevant to the contract, and in the tenderer's own organisation and those of its key sub-contractors.</li> <li>Inclusive and accessible development practices, including those provided in the Guide for line managers on recruiting, managing and developing people with a disability or health condition.</li> <li>Measures to support in-work progression to help people in the contract workforce, to move into higher paid work by developing new skills relevant to the contract. Illustrative examples: See MAC 6.1.</li> </ul> <p>The Tenderer's response demonstrates:</p> <ul style="list-style-type: none"> <li>a good understanding of the requirements.</li> <li>Sufficient competence demonstrated through relevant evidence.</li> <li>Some insight demonstrated into the relevant issues.</li> </ul>	
<p><b>Question 2.2.4 will be assessed on a 'Pass' or 'Fail' basis within the procurement process.</b></p> <p><b>Response Guidance:</b> Tenderers are advised that a page count limit of <b>1 page of A4</b> apply to this question. If the page count exceeds this limit, only the <u>1 page of A4</u> will be evaluated. Responses must be written in English with text of font 'Arial' size '11'.</p>	

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