

# Request for Proposal



**Request for Proposal (RFP) on behalf of Higher Education Funding Council for England (HEFCE)**

**Subject Provision of support services for TRAC (Transparent Approach to Costing) and understanding and advising on academic and financial sustainability to the UK Higher Education sector and sector stakeholders**

**Sourcing reference number PS16003 HEFCE**

**UK Shared Business Services Ltd (UK SBS)**  
[www.ukpbs.co.uk](http://www.ukpbs.co.uk)

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**UKSBS**  
*Shared Business Services*

## Section 6 – Selection and award questionnaires

### Section 6 – Selection questionnaire

#### 6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

Guidance on completion of the question is available at

<http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

**PART 'A' ORGANISATION AND CONTACT DETAILS**

<b>SEL1.1</b>	<b>Please complete the below table</b>																							
Bidder guidance	Bidders should answer “not applicable” where a response is not applicable																							
Scoring criteria	For information only																							
Bidder response	<table border="1"> <tr> <td colspan="2">Table</td> </tr> <tr> <td>Full Name of the Supplier Completing the RFP</td> <td></td> </tr> <tr> <td>Registered Company Address line 1</td> <td></td> </tr> <tr> <td>Registered Company Address line 2</td> <td></td> </tr> <tr> <td>Registered Company Address line 3</td> <td></td> </tr> <tr> <td>Registered Company Address line 4</td> <td></td> </tr> <tr> <td>Registered Company Address line 5</td> <td></td> </tr> <tr> <td>Registered Company Address line 6</td> <td></td> </tr> <tr> <td>Bidders Company Number</td> <td></td> </tr> <tr> <td>Bidders Charity Number</td> <td></td> </tr> <tr> <td>Bidders VAT Number</td> <td></td> </tr> </table>		Table		Full Name of the Supplier Completing the RFP		Registered Company Address line 1		Registered Company Address line 2		Registered Company Address line 3		Registered Company Address line 4		Registered Company Address line 5		Registered Company Address line 6		Bidders Company Number		Bidders Charity Number		Bidders VAT Number	
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<b>SEL1.2</b>	<b>Name of the bidders immediate and parent company and ultimate parent company</b>	
Bidder guidance	<p>The Bidder should state not applicable where the response is not applicable.</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p>	
Scoring criteria	For information only	
Bidder Response	Free text	

<b>SEL1.3</b>	Please Select from the below options to indicate your trading status
<b>Bidder Guidance</b>	The Bidder should select from the following options; <ul style="list-style-type: none"> <li>i) a public limited company</li> <li>ii) a limited company</li> <li>iii) a limited liability partnership</li> <li>iv) other partnership</li> <li>v) sole trader</li> <li>vi) Other (please specify in the comments box)</li> </ul>
<b>Scoring Criteria</b>	For information only
<b>Bidder Response</b>	Selection

<b>SEL1.4</b>	Please select from the below options to indicate whether any of the following classifications apply to you
<b>Bidder guidance</b>	Please select from the following options: <ul style="list-style-type: none"> <li>i) Voluntary, Community and Social Enterprise (VCSE)</li> <li>ii) Small or Medium Enterprise (SME)*</li> <li>iii) Sheltered workshop</li> <li>iv) Public service mutual</li> </ul> <p>*See EU definition of SME: <a href="http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/">http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/</a></p>
<b>Scoring criteria</b>	For information only
<b>Bidder response</b>	Selection

<b>SEL1.5</b>	<b>State the contact details for enquires in relation to your response to this questionnaire.</b>	
Bidder guidance	The Bidder should state the contact name, title, postal address, e-mail address and telephone number	
Scoring criteria	For information only	
Bidder response	Contact name	Free text
Bidder response	Contact title	Free text
Bidder response	E-mail address	Free text
Bidder response	Telephone number	Number

SEL1.6	<p>Please select from the options below to indicate whether you are</p> <p>a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself or</p> <p>b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services t or</p> <p>c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services</p> <p>; or</p> <p>d) Bidding as a consortium but not proposing to create a new legal entity; or</p> <p>e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).</p>
Bidder guidance	<p>The Bidder shall either respond <b>a, b, c, d</b> or <b>e</b>.</p> <p>If the bidders selects an option other than A, please provide details of your proposed bidding model <b>as an attachment</b> that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p> <p>Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.</p> <p>If your response is d please provide details of your consortium members and your lead member.</p> <p>If your response is e, please provide the details of d and the name of your Special Purpose Vehicle</p>
Scoring criteria	For information only
Bidder response	<p>Drop down menu –</p> <p>a, b, c, d, e</p>

<b>SEL1.7</b>	<b>If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).</b>
Bidder guidance	<p>Bidders from the UK shall answer <b>'not applicable'</b></p> <p>Bidders from outside the UK shall answer either <b>Yes</b> or <b>No</b>.</p> <p>If Bidders answer <b>Yes</b> they should provide the registration number in the comment box</p> <p>Any information submitted over and above the specified limit will be disregarded and not evaluated</p>
Scoring criteria	For information only
Bidder response	Free text

<b>SEL1.8</b>	<b>Is it a legal requirement in the State where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?</b>
Bidder guidance	<p>Bidders shall answer either <b>Yes</b> or <b>No</b>.</p> <p>If Bidders answer <b>Yes</b> please provide additional details within the comment box of what is required and confirmation that you have complied with this. Any information submitted over and above the specified limit will be disregarded and not evaluated</p>
Scoring criteria	For information only
Bidder response	Free text

**PART 'B' – GROUNDS FOR MANDATORY REJECTION**

<b>SEL2.1</b>	<p><b>Grounds for mandatory rejection – Bidder guidance – UK SBS is required by law (under the Public Contracts Regulations 2015) to exclude you from participating further in a procurement if you cannot answer 'no' to every question in this section (SEL2.2 to SEL2.10.) If you answer "yes" to any of these questions, it is very unlikely that your application will be accepted. You may wish to seek clarification before completing this form.</b></p> <p><b>Any supporting information in response to SEL2.2 to SEL2.10 should be provided in SEL2.11.</b></p>
Bidder guidance	Bidders shall answer <b>Yes</b> they understand this requirement
Bidder response	Yes

<b>SEL2.2</b>	<p><b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime.</b></p>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.3</b>	<b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906 OR been convicted of the common law offence of bribery.</b>
Bidder guidance	Bidders shall answer <b>Yes</b> or <b>No</b>  If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.4</b>	<b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of the offence of bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010 or section 113 of the Representation of the People Act 1983.</b>
Bidder guidance	Bidders shall answer <b>Yes</b> or <b>No</b>  If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL2.5	<p>Within the past five years, has your organisation or any directors or partner or any other person who has powers administrative, management or supervisory of representation, decision or control been convicted of the offence of fraud, where the offence relates to fraud affecting the financial interests of the European Communities financial interests of the European Union as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities. In relation to;</p> <p>(a) the common law offence of cheating the Revenue;  (b) the common law offence of conspiracy to defraud;  (c) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978;  (d) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006;  (e) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994;  (f) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993;  (g) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969;  (h) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or  (i) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act.</p>
Bidder guidance	<p>Bidders shall answer <b>Yes</b> or <b>No</b></p> <p>If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.6</b>	<b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of any offence:</b> <b>(a) listed—</b> <b>(i) in section 41 of the Counter Terrorism Act 2008; or</b> <b>(ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; or</b>  <b>(b) any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraphs SEL2.6(a) above.</b>
Bidder guidance	Bidders shall answer <b>Yes</b> or <b>No</b>  If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.7</b>	<b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of money laundering within the meaning of Section 340(11) and 415 of the Proceeds of Crime Act 2002.</b>
Bidder guidance	Bidders shall answer <b>Yes</b> or <b>No</b>  If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL2.8</b>	<b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996.</b>
Bidder guidance	Bidders shall answer <b>Yes</b> or <b>No</b>  If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No.

<b>SEL2.9</b>	<b>Within the past five years, has your organisation or any directors or partner or any other person who has administrative, management or supervisory powers of representation, decision or control been convicted of;</b> <b>(a) an offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc.) Act 2004;</b> <b>(b) an offence under section 59A of the Sexual Offences Act 2003;</b> <b>(c) an offence under section 71 of the Coroners and Justice Act 2009;</b> <b>(d) an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or</b> <b>(e) any other offence within the meaning of Article 57(1) of the Public Contracts Directive—</b> <b>(i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or</b> <b>(ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland.</b>
Bidder guidance	Bidders shall answer <b>Yes</b> or <b>No</b>  If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No.

<b>SEL2.10</b>	<b>Are you in breach of your obligations relating to the payment of taxes or social security contributions and / or has it been established by a judicial or administrative decision, having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established, that your organisation is in breach of obligations related to the payment of tax or social security contributions?</b>
Bidder guidance	Bidders shall answer <b>Yes</b> or <b>No</b>  If you answer 'yes' to this question it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form. Any response with a 'Yes' answer must be supported with appropriate supporting text in response to SEL2.11 to justify the response is reasonable to UK SBS
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No.

<b>SEL2.11</b>	<b>If you have selected Yes to any of the questions SEL2.2 to SEL2.10 you should set out the full facts of the relevant incident and any remedial actions taken. The information provided will be taken into account by UK SBS in considering whether or not your response will be permitted to proceed any further.</b>
Bidder guidance	If the Bidder has answered 'No' to questions SEL2.2 to SEL2.10 they should answer 'Not applicable'.  Maximum character count – 4096 characters
Scoring criteria	Supporting information to SEL2.2 to SEL2.10
Bidder response	Text

**PART 'C' – GROUNDS FOR DISCRETIONARY REJECTION**

<b>SEL3.1</b>	<b>Grounds for discretionary rejection – UK SBS is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot provide a compliant answer to questions SEL3.2 to 3.8, it is possible that your application might not be accepted. In the event that any of the following do apply, please add an attachment as a response to the question detailing the full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by UK SBS in considering whether or not you will be able to proceed any further in respect of this procurement.</b>
Bidder guidance	Bidders shall answer Yes they understand this requirement
Bidder response	Drop down menu - Yes

<b>SEL3.2</b>	<b>Within the past three years has your organisation violated applicable obligations referred to in Regulation 56(2) in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time.</b>
Bidder guidance	Bidders shall answer Yes or no Yes- Please provide supporting information as an attachment to this question. No – Pass
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.3</b>	<b>Please confirm within the past three years your organisation is not bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State.</b>
Bidder guidance	Bidders shall answer Yes or no Yes- Pass No – Please provide supporting information as an attachment to this question.
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.4</b>	<b>Please confirm that within the past three years your organisation has not been found guilty of grave professional misconduct, which renders its integrity questionable.</b>
Bidder guidance	Bidders shall answer Yes or no Yes- Pass No – Please provide supporting information as an attachment to this question.
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.5</b>	<b>Please confirm that your organisation has not entered into any agreements or arrangements with other economic operators aimed at distorting competition. This declaration made as part of the procurement shall survive due process and any term of award as an obligation on your part to inform UK SBS should you be successful.</b>
Bidder guidance	Bidders shall answer Yes or no Yes- Pass No – Please provide supporting information as an attachment to this question.
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.6</b>	<b>Please confirm that, within the past three years if your organisation has had a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures, this declaration made as part of the procurement shall survive due process and any term of award as an obligation on your part to inform UK SBS should you be successful.</b>
<b>Bidder Guidance</b>	Bidders shall answer Yes or no Yes – Please provide supporting information as an attachment to this question No - Pass  UK SBS may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.  Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in an attachment to this question. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier.
<b>Scoring Criteria</b>	Mandatory Pass/ Fail
<b>Bidder response</b>	Drop down menu – Yes / No

<b>SEL3.7</b>	You confirm that the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;
Bidder guidance	<p>Bidders shall answer Yes or no</p> <p>Yes- Please provide supporting information as an attachment to this question.</p> <p>No – Pass</p> <p>UK SBS may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. The authority may also assess whether specified minimum standards for reliability for such contracts are met.</p> <p>In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).</p>
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.8</b>	Within the past three years, has your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions
Bidder guidance	<p>Bidders shall answer Yes or no</p> <p>Yes- Please provide supporting information as an attachment to this question.</p> <p>No – Pass</p>
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.9</b>	<p>Within the past three years, has your organisation;</p> <ul style="list-style-type: none"> <li>(i) been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or</li> <li>(ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015;Or</li> <li>(iii) Undertaken to; <ul style="list-style-type: none"> <li>(a) unduly influence the decision-making process of the contracting authority, or</li> <li>(b) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure</li> </ul> </li> <li>(iv) negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.</li> </ul>
Bidder guidance	<p><b>Bidders shall answer Yes or no</b></p> <p><b>Yes- Please provide supporting information as an attachment to this question.</b></p> <p><b>No – Pass</b></p>
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Drop down menu – Yes / No

<b>SEL3.10</b>	<p>From 1 April 2013 onwards, have any of your company's tax returns submitted on or after 1 October 2012;</p> <p>i) Given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion; or</p> <p>ii) Been found to be incorrect as a result of:</p> <p>a. HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or</p> <p>b. A Tax Authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR or the "Halifax" abuse principle; or</p> <p>c. The failure of an avoidance scheme which the Supplier was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime in a jurisdiction in which the Supplier is established.</p>
<b>Bidder Guidance</b>	<p>The bidder shall answer yes or no</p> <p>Yes= Fail No= Pass</p> <p>You may provide details of any mitigating factors that you consider relevant and that wish the authority to take into consideration. This can include, for example:</p> <ul style="list-style-type: none"> <li>• Corrective action undertaken by the Supplier to date;</li> <li>• Planned corrective action to be taken;</li> <li>• Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); or</li> <li>• Changes in financial, accounting, audit or management procedures since the OONC.</li> </ul> <p>In order that the authority can consider any factors raised by the Supplier, the following information should be provided:</p> <ul style="list-style-type: none"> <li>• A brief description of the occasion, the tax to which it applied, and the type of "non-compliance" e.g. whether HMRC or the foreign Tax Authority has challenged pursuant to the GAAR, the "Halifax" abuse principle etc.</li> <li>• Where the OONC relates to a DOTAS, the number of the relevant scheme.</li> <li>• The date of the original "non-compliance" and the date of any judgement against the Supplier, or date when the return was amended.</li> <li>• The level of any penalty or criminal conviction applied</li> </ul>
<b>Scoring Criteria</b>	Mandatory Pass/ Fail
<b>Bidder response</b>	Drop down menu – Yes / No

<b>SEL3.11</b>	If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.
Bidder guidance	The Bidder shall choose from the following options; <ul style="list-style-type: none"> <li>A. N/A – our turnover is less than £36M</li> <li>B. Yes – information attached</li> <li>C. No (with justification) – we are not compliant but will be prior to commencement of a contract</li> <li>D. No – we are not and will not be compliant at the time of award of the contract</li> </ul>
Scoring Criteria	Mandatory Pass/ Fail
Bidder response	Selection

PART 'D' – ECONOMIC AND FINANCIAL STANDING REGULATION 24

<p><b>SEL4.1</b></p>	<p><b>Please provide one of the following to demonstrate your economic/financial standing;</b></p> <ul style="list-style-type: none"> <li><b>a.</b> A copy of the audited accounts for the most recent two years</li> <li><b>b.</b> A statement of the turnover, profit &amp; loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation</li> <li><b>c.</b> A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position</li> <li><b>d.</b> Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</li> </ul>
<p>Bidder guidance</p>	<p>UK SBS will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>UK SBS reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p><b>Pass</b> – UK SBS considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p><b>Fail</b> – UK SBS considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the 'Bidder response' section.</p>
<p>Scoring criteria</p>	<p>Mandatory Pass / Fail</p>
<p>Bidder response</p>	<p>Drop down – Yes I have enclosed Attachment(s)</p>

<b>SEL4.3</b>	<p><b>Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</b></p> <p>If yes, please provide the name in the text box below and provide Ultimate / parent company accounts if available.</p> <p>If yes, would the Ultimate / parent company be willing to provide a guarantee if necessary? If not, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)</p> <p>If no, please response N/A</p>
<b>Bidder Guidance</b>	<p>Please provide your response in the text box below</p> <p>UK SBS will make a judgement based on the information provided to ascertain the financial stability of the Bidder.</p> <p>UK SBS reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder.</p> <p><b>Pass</b> – UK SBS considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p><b>Fail</b> – UK SBS considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement.</p> <p>Bidders are invited to embed their attachments to this question in the ‘Bidder response’ section.</p>
<b>Scoring Criteria</b>	Pass/fail
<b>Bidder response</b>	Free Text

<b>SEL4.4</b>	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer’s (Compulsory) Liability Insurance = £5Million  Public Liability Insurance = £5 Million  Professional Indemnity Insurance = £2 Million</p>
<b>Bidder Guidance</b>	<p>It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p> <p>The Bidder shall answer yes or no</p> <p><b>Yes= Pass</b></p> <p><b>No= Fail</b></p>
<b>Scoring Criteria</b>	Mandatory Pass fail
<b>Bidder response</b>	Drop down menu – Yes / No

**PART 'E' - TECHNICAL AND PROFESSIONAL ABILITY**

<b>SEL5.2</b>	<b>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No</b> - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.3</b>	<b>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Fail  <b>No</b> – Pass
Scoring Criteria	Mandatory Pass/Fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.4</b>	<b>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</b>
Bidder Guidance	If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  UK SBS will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.5</b>	<b>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</b>
Bidder Guidance	The Bidder Shall answer yes or no Yes = Pass No = Fail
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.6a</b>	<b>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Fail* <b>No</b> – Pass  *If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to UK SBS’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.6b</b>	<b>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</b>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Fail*</p> <p><b>No</b> – Pass</p> <p>*If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to UK SBS’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>SEL5.7</b>	<b>If you use sub-contractors, do you have processes in place to check whether any of the circumstances in SEL5.6 apply to these other organisations?</b>
Bidder Guidance	<p>The Bidder Shall answer yes or no</p> <p>Yes = Pass</p> <p>No = Fail</p>
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

<p><b>SEL5.8</b></p>	<p>I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement.</p> <p>I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.</p> <p>I also declare that there is no conflict of interest in relation to the authority's requirement.</p> <p>Name:</p> <p>Role in organisation:</p> <p>Date:</p>
<p>Bidder guidance</p>	<p>Bidders shall answer Yes they make this declaration. And complete the document attached.</p> <p><i>Your answers to these questions will form part of any contract between your company and UK SBS.</i></p> <p><i>This Declaration shall be submitted by an individual of the organisation, company or partnership who has authority to answer on behalf of that organisation, company or partnership e.g. Finance Director, Director or, in the case of a partnership, a senior or controlling partner.</i></p>
<p>Bidder response</p>	<p>Drop down menu - Yes I have also attached my PDF response</p>

SEL5.9	<p>Please confirm that for the duration of the contract a minimum two members of the team who will be engaged in the delivery of this work and have experience in costing and shall hold a relevant accountancy qualification from a recognised professional body.</p> <p>Relevant UK professional accountancy bodies are:</p> <ul style="list-style-type: none"> <li>- Association of Chartered Certified Accountants (ACCA)</li> <li>- Association of Chartered Management Accountants (ACMA)</li> <li>- Chartered Accountants Ireland (CAI)</li> <li>- Charter Institute of Public Finance Accountants (CIPFA)</li> <li>- Institute of Chartered Accountants of England and Wales (ICAEW)</li> <li>- Institute of Chartered Accountants of Scotland (ICAS).</li> </ul> <p>Equivalent professional accountancy qualifications from recognised professional bodies outside the UK will also be accepted.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes, we have provided a summary of experience in costing and details of accountancy qualifications for a minimum of two team members who would be engaged in the delivery of this work as an attachment and included a copy of their accreditation, and provided full details for professional qualifications awarded – Pass</b></p> <p><b>No – Fail</b></p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes, I have included attachments as requested / No

<b>FOI1.1</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</p>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>FOI1.2</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</b></p> <p>Please complete this section <u>only</u> if you have agreed for you information to be disclosed under the FOIA or EIR in FOI1.1</p> <p><b>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete the table 'N/A' (not applicable)</b></p> <p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (not applicable).</p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder shall note that if UK SBS believes that the suggested exemptions or exceptions have not been applied properly, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOIA / EIR
	Commercially sensitive information	Justification for exemption/exception under FOIA / EIR

## Section 6 – Award questionnaire

- 6.2 The Award questionnaires are located within the e-sourcing tool.
- 6.3 Guidance on completion of the questions is available at <http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## COMMERCIAL QUESTIONNAIRE

### RFP Governance

<p><b>AW1.1</b></p>	<p><b>FORM OF BID</b></p> <p>I declare that to the best of my knowledge the answers submitted in this RFP are correct. I understand that the information will be used in the process to assess my organisation’s suitability to be invited to bid for UK SBS’s requirement and I am signing on behalf of my organisation. I understand that the UK SBS may reject this RFP if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government’s transparency agenda requires that sourcing documents, including RFP templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the RFP, and any contract entered into by UK SBS or its Customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this RFP I agree that our participation may be made public.</p> <p>I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)).</p> <p>By submitting a response to this RFP I agree and accept the justification for the UK SBS’s evaluation criteria.</p> <p>By submitting a response to this RFP I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p> <p>By submitting a response to this RFP I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
<p>Bidder guidance</p>	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
<p>Scoring criteria</p>	<p>Mandatory Pass / Fail</p>
<p>Bidder response</p>	<p>Drop down menu - Yes / No</p>

AW1.2	<p>Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the total cost detailed in the schedule attached in response to AW5.2.</p> <p>We undertake to carry out the requirements specified within the period stated in the RFP Document.</p> <p>Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids.</p> <p>Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us.</p> <p>We understand that you are not bound to accept the lowest or any Bid you may receive.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

AW1.3	<p><b>CERTIFICATE OF BONA FIDE BID</b></p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <ul style="list-style-type: none"> <li>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid;</li> <li>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted;</li> <li>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</li> </ul> <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that UK SBS will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information / documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

## Compliance to the Contract Terms

<b>AW4.1</b>	<p><b>Please confirm your acceptance of the attached Contract Terms.</b></p>  <p>S2 - Services purchasing contract -</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b></p> <p><b>Yes – Pass</b></p> <p><b>No with justification</b> – In this situation where the Bidder must demonstrate to UK SBS’s satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted to achieve a Pass. See question AW4.2 for the supplier to create a justification.</p> <p><b>No – Fail</b></p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No

<b>AW4.2</b>	<p><b>Where a Bidder has answered question AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause.</b></p>
Bidder guidance	<p>The Bidder shall provide a Contract mark up utilising track changes detailing the relevant clause, a summary of the proposed mark up of the clause and the justification for the mark up of the clause.</p> <p>Where a Bidder has answered Question AW4.1 with ‘Yes’ or ‘No’ they must answer ‘not applicable’ to achieve a Pass to question AW4.2 (noting that an answer of ‘No’ to question AW4.1 has already resulted in a fail). In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.</p> <p>Where a proposed mark up, rejection of a clause or justification for change has been provided UK SBS will consider if it considers the request justifiable. In the event that UK SBS does not consider the response justifiable the response will receive a Fail and not be considered.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu ‘N/A’ ‘I have answered AW4.1 ‘No with justification’ and attach modifications / requested / justification’.

## PRICE QUESTIONNAIRE

<p><b>AW5.2</b></p>	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool.</b></p> <p><b>Costs/ resources to be quoted for a contract period as follows:</b>  <b>Year 1 - 1 June 2016 to 31 March 2017;</b>  <b>Year 2 - 1 April 2017 to 31 March 2018.</b></p> <p><b>Please complete both tabs within the attached Price Schedule.</b></p> <div style="text-align: center;">         AW5 2 Price        Schedule Professiona     </div> <p><b>Prices / rates to be quoted excluding and including VAT.</b>  <b>Expenses – to be shown, and basis for charging expenses.</b>  <b>All prices shall be shown inclusive and exclusive of VAT.</b>  <b>All costs appearing elsewhere in the Bid but not mentioned in the Pricing Schedule attached to this question shall be presumed waived.</b></p>																								
<p>Bidder guidance</p>	<p>Bidders shall confirm they have completed the Pricing Schedule.          The scoring methodology for this question shall be:          The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.          The lowest score possible is 0.          For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="411 1473 1390 1839"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>£140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>£150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>£175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>£200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>£300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score																							
£100,000	0	100																							
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£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							
<p>Scoring criteria</p>	<p>Maximum Marks 15%</p>																								
<p>Bidder response</p>	<p>Drop down menu – Yes, I have uploaded my price schedule as an excel workbook.</p>																								

## QUALITY QUESTIONNAIRE

<b>AW6.1</b>	<b>Please provide a written statement or reference from one or more suitably qualified individual(s) (up to a maximum of 3) with knowledge of the UK HE sector confirming that in their opinion you are able to meet the requirements set out in Section 4 –‘Specification’.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> Please attach your answer to this question as a PDF document limited to 3 sides of A4.
Scoring criteria	For information only
Bidder response	Drop down menu – Yes, I have uploaded my response as a maximum of 3 PDF attachments / No

<b>AW6.2</b>	<b>Provide a statement to demonstrate your understanding of our requirements. This should cover all aspects of the services required, including but not limited to:</b> <ul style="list-style-type: none"> <li>• Understanding UK HE sector, finances and funding policy, management information, governance and regulation</li> <li>• Understanding of stakeholder interests and needs</li> <li>• Understanding of principles of TRAC and of HE management information systems and financial and other HE sector reporting</li> </ul>
<b>Bidder guidance</b>	Scoring shall be based on 0-100 scoring methodology. Please attach your answer to this question as a PDF document limited to 4 sides of A4. Any additional information provided elsewhere within the bid will not be considered.
<b>Scoring criteria</b>	Maximum Marks 20%
<b>Bidder response</b>	Selection – Yes, I have uploaded PDF attachment

<b>AW6.3</b>	<p><b>Transparent Approach to Costing Knowledge</b></p> <p>Please confirm at least one member of your team has read and understood the TRAC Guidance v1.0, (including supporting annexes) <a href="http://www.hefce.ac.uk/funding/finsustain/trac/">http://www.hefce.ac.uk/funding/finsustain/trac/</a> and is able to provide technical advice on TRAC at the start of the contract.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p><b>Yes, I have confirmed that at least one team member has read and understood the TRAC Guidance v1.0, (including supporting annexes) and is able to provide technical advice on TRAC at the start of the contract – Pass</b></p> <p><b>No - Fail</b></p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

<b>AW6.4</b>	<p><b>Project Team</b></p> <p>Please submit a breakdown of the project team giving details of each individual member of the team and a summary demonstrating how each individual contributes relevant skills and knowledge that will enable successful delivery of this programme.</p>
<b>Bidder guidance</b>	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Please attach your answer to this question as a PDF document limited to 10 sides of A4.</p> <p>Any additional information provided elsewhere within the bid will not be considered.</p>
<b>Scoring criteria</b>	Maximum Marks 25%
<b>Bidder response</b>	Selection – Yes, I have uploaded PDF attachment

<p><b>AW6.5</b></p>	<p><b>Work Plan and Communications Plan</b></p> <p>Please provide details of your proposed work plan and communications plan to deliver and support the programme set out in the specification.</p> <p>The work plan should be set out using the six heading set listed below and described in details in section 4, paragraph 21 and should include a description of how you will meet the requirements, staff responsible for leading/ managing and for delivering the activity and the estimated number of days for each member of staff involved.</p> <p><b>(1) Support services for TRAC</b>  <b>(2) TRAC Guidance</b>  <b>(3) Policy development and support to FSSG and TDG</b>  <b>(4) Communications</b>  <b>(5) Other requirements</b>  <b>(6) Transition arrangements (Year 1 only)</b></p> <p>You should include information on how you would approach the transition/ handover period and any assumptions you make where information is not set out in the specification of requirements. If you wish to propose alternative arrangements or timescales for the handover of support services include details of the impact of these changes on your proposal, including variations to the number of days required and associated costs.</p> <p>You should identify any other factors affecting how you would deliver the services required and/or the resources required to deliver the services and detail any other assumptions you make in preparing your proposal.</p> <p>The communications plan should identify stakeholders and audiences, issues and challenges, methods of communication and engagement, and key messages.</p>
<p><b>Bidder guidance</b></p>	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Please attach your answer to this question as a PDF document limited to 10 sides of A4.</p> <p>Any additional information provided elsewhere within the bid will not be considered.</p>
<p><b>Scoring criteria</b></p>	<p>Maximum Marks 20%</p>
<p><b>Bidder response</b></p>	<p>Selection – Yes, I have uploaded PDF attachment</p>

<b>AW6.6</b>	<b>Other proposals, additional services, innovative or alternative approaches.</b>  Please describe any other proposals, additional services, innovative or alternative approaches you wish to offer. Include details of how these would be delivered, and the staff involved. Information about the cost of these proposals or variations/ savings should be included in the 'Pricing Schedule – Additional Pricing – for information' sheet.
<b>Bidder guidance</b>	Please attach your answer as a PDF document limited to 2 sides of A4.
<b>Scoring criteria</b>	For information only
<b>Bidder response</b>	Selection – Yes, I have uploaded PDF attachment

## INTERVIEW QUESTIONNAIRE

<p><b>AW7.1</b></p>	<p><b>Interview</b></p> <p>An interview will make up part of the evaluation process of this tender. This interview will be worth 20% of the final score.</p> <p>Suppliers will be invited to an interview which is expected to be held on one of the following dates: 16 June, 20 June, 29 June, 30 June at HEFCE’s London Office, Finlaison House, 15 – 17 Furnival Street, London EC4A 1AB. Suppliers will be provided with further details regarding the interview arrangements no later than 10 working Days before the interview date.</p> <p>We expect the interview to last up to a maximum of 60 minutes.</p> <p>As part of the interview process we would allow you to bring all relevant <b>representatives</b> including those working within the project team. A representative from each of the organisations involved should be present if bidding as a consortium.</p> <p>All suppliers will be invited to attend an interview. However at the discretion of UK SBS, if after evaluating your submitted bid, you are more than 20% behind the lead supplier’s score and therefore have no possibility of being the winning bidder we will engage with you so that you may choose not to attend if preferred.</p> <p>The bidder will be asked to make a presentation based on a scenario / series of scenarios. Further information about the scenarios will be provided no later than 10 working Days before the interview date.</p>
<p><b>Bidder guidance</b></p>	<p>Scoring shall be based on the following 0-100 scoring methodology;</p>
<p><b>Scoring criteria</b></p>	<p>Maximum marks 20%</p>
<p><b>Bidder response</b></p>	<p>Selection – Yes, I can confirm that my organisation will be available an interview on the date(s) specified.</p>