



## 1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Authority and its Agent to evaluate Potential Provider responses to each question set out within the e-Sourcing event. It also sets out the marking scheme which will apply.
- 1.2 The following information has been provided in relation to each question (where applicable);
- 1.2.1 Weighting – highlights the relative importance of the question
  - 1.2.2 Guidance – sets out information for the Potential Providers to consider
  - 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation
- 1.3 The defined terms used in the ITT document shall apply to this document.

## 2 OVERVIEW

- 2.1 The e-Sourcing event is broken down into the following Questionnaires:

Questionnaire Reference	Questionnaire Title
1	KEY PARTICIPATION REQUIREMENTS
2	CONFLICTS OF INTEREST
3	INFORMATION ONLY
4	UNDERSTANDING THE REQUIREMENTS
5	SKILLS/EXPERIENCE
6	QUALITY PLAN
7	PLAN FOR CONDUCTING THE WORK
8	PRICE

### 2.2 Quality Evaluation Process

- 2.2.1 The evaluation of each response to the Quality/Service Delivery Questionnaire(s) will be conducted and consensus checked in accordance with the Consensus Marking Procedure set out in paragraph 2.3 below.



2.2.2 Each response to questions within the Quality/Service Delivery Questionnaire(s) will be marked in accordance with the table below:

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

2.2.3 Each mark achieved will be multiplied by the corresponding weighting to provide an overall question score.

2.2.4 When the score for each question has been determined they will be added together to provide an overall score for the Quality Evaluation (“Quality Score”).

### 2.3 Consensus Marking Procedure

2.3.1 Tenders that are scored and require evaluation will be evaluated in accordance with the procedure described in this paragraph.

2.3.2 The Consensus Marking Procedure is a two-step process, comprising of:

- 2.3.2.1 Independent evaluation; and
- 2.3.2.2 Group consensus marking.

2.3.3 During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by Potential Providers in their Tender. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question.

2.3.4 The Agent will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.

2.3.5 During the meeting, the evaluators will discuss the independent marks until they reach a consensus regarding the marks that should be attributed to each Potential Providers’ answer to the questions.



2.3.6 Once all quality responses have been evaluated in accordance with Section 8 of the Invitation to Tender the individual scores attributed to each response will be added together to provide a 'Quality Score'.

## 2.4 Price Evaluation Process

2.4.1 Prices submitted by Potential Providers in the Price Schedule will be recorded and evaluated in accordance with the following process.

2.4.2 Potential Providers are required to provide a completed pricing schedule against the 'Price' Questionnaire within the e-Sourcing event.

2.4.3 Prices offered will be evaluated against the range of prices submitted by all Potential Providers for that item.

2.4.4 The Potential Provider with the lowest price for the requirement shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted.

2.4.5 The calculation used is the following:

2.4.6 =  $\frac{\text{Lowest Price Tendered}}{\text{Tender price}} \times \text{Maximum Score Available}$

Potential Provider	Price Submitted	Score Calculation	Maximum Score Available	Score Awarded
Potential Provider A	£1,000	$\frac{£1,000}{£1,000} * 100$	100	100
Potential Provider B	£2,000	$\frac{£1,000}{£2,000} * 100$	100	50
Potential Provider C	£2,500	$\frac{£1,000}{£2,500} * 100$	100	40

## 2.5 Final score

2.5.1 The Quality Score will be added to the Price Score to determine the final score for each Potential Provider ("Final Score").

## 3 EVALUATION CRITERIA



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

<b>QUESTIONNAIRE 1 – KEY PARTICIPATION REQUIREMENTS</b>			
<b>GUIDANCE</b>	The following questions are ‘Pass/Fail’ questions. If Potential Providers are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. Potential Providers should confirm their answer by selecting the appropriate option from the drop down menu.		
<b>Question Number</b>	<b>Question</b>	<b>Max Score</b>	<b>Weighting (%)</b>
1.1	Have you read, understood and agree with Appendix A, Terms of Participation? By answering “Yes”, you are confirming your ‘Declaration of Compliance’ at Annex 1 of Appendix A, Terms of Participation.	Pass/Fail	N/A
1.2	Have you read, understood and accepted the Invitation to Tender and all associated appendices, specifically Appendix B, Statement of Requirement?	Pass/Fail	N/A
1.3	Do you agree, without caveats or limitations, that in the event that you are successful the Appendix C Terms & Conditions will govern the provision of this contract?	Pass/Fail	N/A
1.4	Do you confirm your Organisation’s e-Sourcing suite profile is complete and accurate at the time of Tendering and that any amendments made following acceptance of this event will be notified to the buyer in writing.	Pass/Fail	N/A
1.5	Can you demonstrate (with evidence in the bid material documents) the capability to handle classified material	Pass/Fail	N/A



	up to OFFICIAL SENSITIVE level as set out in Appendix B, Security Requirements?		
1.6	Does the project team hold or are willing to apply for and obtain Baseline Personnel Security Standard (BPSS) as a minimum level of clearance?	Pass/Fail	N/A
<b>QUESTIONNAIRE 2 – CONFLICTS OF INTEREST</b>			
<b>GUIDANCE</b>	<p>Question 2.1 is a ‘Yes/No’ question and will dictate whether or not question 2.2 needs to be answered.</p> <p>Question 2.2 is a Pass / Fail question. Potential Providers are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore if Potential Providers cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and will be rejected.</p>		
Question Number	Question	Max Score	Weighting (%)
2.1	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	None	N/A
2.2	We require that any potential, actual or perceived conflicts of interest in respect of this ITT are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	Pass/Fail	N/A

<b>QUESTIONNAIRE 3 – INFORMATION ONLY</b>			
<b>GUIDANCE</b>	<p>The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any omissions may delay completion of this Tender exercise.</p>		
Question Number	Question	Max Score	Weighting (%)



3.1	Please provide the name, office address, telephone number and email address for your organisations Tender point of contract.	None	N/A
3.2	Please confirm whether your organisation is an SME as defined within <a href="#">EU recommendation 2003/361</a>	None	N/A
3.3	Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their; <ul style="list-style-type: none"> <li>• Trading Name(s)</li> <li>• Registered Address(es) and contact details</li> <li>• Goods/Services to be provided</li> </ul>	None	N/A
3.4	If you are the Lead contact for a Group of Economic Operators, please provide details of all the members of the Group. Your response must include their; <ul style="list-style-type: none"> <li>• Trading Names(s)</li> <li>• Registered address(es)</li> <li>• Dunns Number(s)</li> <li>• Role/responsibility within the Group</li> </ul>	None	N/A
3.5	It is anticipated that the inception meeting for this project will take place at on 23 <sup>rd</sup> January 2016  Please could you indicate whether or not the core members of your project team will be available to meet at the Authority's London Offices on Horseferry Road. If you are not able to hold this appointment in the calendar, please could you indicate what date and time would be suitable for such a meeting in that week.	None	N/A

3.5 The following Quality/Service Delivery Questionnaires are designed to test Potential Providers' ability to deliver the requirement as set out in Appendix B, Statement of Requirements. Potential Providers *MUST* answer all Quality/Service Delivery questions.

3.6 Potential Providers must achieve the minimum acceptable Quality Score, as described, for each of the questions below. Only those responses which achieve the minimum acceptable Quality Score will be included in the Price Evaluation Process.

OFFICIAL



- 3.7 Where only one (1) submission is received which does not meet the minimum acceptable Quality Score, the Authority reserves the right to enter into dialogue and seek assurances regarding the delivery of the requirement.
- 3.8 Potential Providers are able to provide attachments against each question. Question text fields must be populated with detailed references to relevant attachments or sections within their attachments.
- 3.9 Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
- 3.10 Potential Providers’ responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalised statements and providing information not relevant to the topic.
- 3.11 Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
- 3.12 Potential providers will be marked in accordance with the marking scheme at Section 2.
- 3.13 Attachments are permitted for questions 4.1 and 4.2. Where CV’s are supplied the maximum length is 1 page per CV. The maximum length for case studies is 1 page in total. The maximum length for a list of relevant publications is 1 page. This must not be exceeded and any text which is in excess of this limit shall be disregarded and shall not be considered in the evaluation process. Attachments may be submitted in Microsoft Word, Excel or PDF format and shall be in Arial font size 11.

<b>QUESTIONNAIRE 4 – Project Specific Experience</b>			<b>Weighting – 30 %</b>	
<b>The bidder should provide an overview of the company’s expertise and ability to undertake the bid.</b>				
<b>All Potential Providers MUST answer ALL the following questions</b>				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting 100%



4.1	Please provide relevant qualifications, knowledge and experiences for all key staff, and explain how this will be used to successfully deliver the project.  CV's should be provided separately in an attachment as per point 3.13.	75	100	40%
4.2	Please provide evidence of similar or related projects which demonstrate your ability to deliver the requirements of this project.  This may be supported through a list of relevant publications and two case studies. Both of these may be supplied as separate attachments as per point 3.13.	75	100	60%

<b>QUESTIONNAIRE 5 – Methodology</b>				<b>Weighting – 15 %</b>
<b>All Potential Providers MUST answer ALL the following questions</b>				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting 100%
5.1	Please describe your plans for how you will engage with the aviation industry to gather the evidence required. Please include supporting evidence for any assumptions or methodological choices in your plans.	75	100	25%
5.2	Please describe your plans for how you will provide an assessment of the current and future maturity of the aviation industry's capacity to respond to a cyber	75	100	25%



	incident in the summary document. Please include supporting evidence for any assumptions or methodological choices in your plans.			
5.3	Please describe your plans for how you intend to present the evidence on the current and future maturity of the aviation industry’s capacity to respond to a cyber incident in the main section. Please include supporting evidence for any assumptions or methodological choices in your plans.	75	100	25%
5.4	Please describe your plans for how you intend to make recommendations on what support/advice is required from government to make the aviation industry more resilient to cyber attack. Please include supporting evidence for any assumptions or methodological choices in your plans.	75	100	25%

<b>QUESTIONNAIRE 6 – Resources</b>				<b>Weighting – 25 %</b>
<b>All Potential Providers MUST answer ALL the following questions</b>				
<b>Question Number</b>	<b>Question</b>	<b>Minimum Acceptable Score</b>	<b>Maximum Available Score</b>	<b>Weighting 100%</b>
6.1	Please provide a schedule detailing the allocation of key internal staff and resources to tasks.	75	100	30%
6.2	Please provide a risk register outlining what you see as the main risks to	75	100	15%



	delivery of the project, and the actions you will take to mitigate them.			
6.3	Please provide a detailed project plan for how you will undertake and deliver the work, including key stages and decision points.	75	100	35%
6.4	Please provide a security plan detailing your approach to security (as referenced in Appendix B section 17)	75	100	10%
6.5	Please provide a quality plan detailing your approach to ensuring quality for this requirement.	50	100	10%

<b>QUESTIONNAIRE 7 – PRICE</b>		<b>Weighting – 30 %</b>
<b>GUIDANCE</b>	<p>Potential Providers must enter costs by uploading the Appendix E price schedule at the question level on the e-Sourcing event.</p> <p>Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.</p> <p>Potential Providers will be marked in accordance with the marking scheme at Section 2.</p>	
Question Number	Question	Max Score
7.1	Please confirm, by selecting 'YES' that you have attached a completed Price Schedule to the response to this question detailing capped costs. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for a period of 90 days following the Deadline for Submission.	100