

**National Museum of the Royal Navy**

**SQ Information Document**  
**Competitive Dialogue Process Guide**  
**For**  
**HMS Victory Conservation Programme – Timber**

**10<sup>th</sup> September 2021**

The National Museum of the Royal Navy  
HMS Naval Base (PP66)  
Portsmouth  
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ISSUE: 002

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## Section 1

### 1.1 Introduction

- 1.1.1 This document sets out the proposed competitive dialogue process (the Process) to be followed by the NMRN. The NMRN does, however, reserve the right to alter the timings and structure of any of the Stages within the Process at any time. In particular, Participants should note that the NMRN reserves the right to terminate the Process and when appropriate, re-advertise the requirement for in the event that an insufficient number of affordable, compliant and satisfactory responses are received to ensure best value and / or genuine competition.
- 1.1.2 The Process for this requirement is planned to consist of the following process stages (Stages):
- Pre-Qualification with the issue of a SQ (Selection Questionnaire);
  - Initial Outline Solution with the issue of an Invitation to Submit an Initial Outline Solution Response (IOSR);
  - Final Tender, with the issue of a call to submit a Final Detailed Solution Tender Response (FDSTR).
- 1.1.3 This is the currently proposed number of stages the NMRN wish to carry out. The NMRN reserves the right at any stage after the Selection Questionnaire, to add more stages or to move immediately to the final Tender stage, depending upon the progress of dialogue and bids at any one stage throughout. Should this decision be made then the NMRN will notify all Participants in accordance with the Regulations.
- 1.1.4 The purpose of the Process is to progressively develop a solution with Participants that best meets the NMRN's requirements due to the technical, legal and financial complexity of the Programme. The aim of the NMRN is to run an effective and efficient process that seeks to build the solution stage by stage to minimise the time taken by both Participants and NMRN.

## Section 2

### Process Stages

#### 2.1 Stage 1: Pre-Qualification Stage

- 2.1.1 Full details of the procedure to be followed and evaluation guidance will be made available by the NMRN. The NMRN will be using the standardised Selection Questionnaire (SQ). Please note that additional project questions will be included to assess Participant's technical and professional ability for the requirement. These questions will be scored by the NMRN to allow for the shortlisting of Participants.
- 2.1.2 All Participants will be debriefed on the relative merits of their Selection Questionnaire Response. If any Participants are not down-selected to the next stage, the NMRN may apply a voluntary standstill period of ten (10) days from the issue of the pre-qualification stage notifications, before issuing the Invitation to Participate in the next stage.
- 2.1.3 The NMRN reserve the right not to apply a voluntary standstill period for example, if the application of a ten (10) day period would threaten the viability of Contract Award by Friday 24<sup>th</sup> January 2022, or if all Participants are invited to Participate in Dialogue.

#### 2.2 Stage 2: Initial Outline Solution Stage

- 2.2.1 Participants selected to progress to participate in dialogue at the Initial Outline Solution (IOS) Stage will be issued with an Invitation to Submit an Initial Outline Solution (ISIOS). The IOS stage enables dialogue to be held with each Participant. A timetable of meetings will be prepared which will ensure that each Participant spends an equal time in dialogue and has sufficient time to prepare their Initial Outline Solutions. The timetable will allow each Participant to prioritise resources, ensuring their availability to meet the programme, and to invite advisers (and funders) to attend meetings as and when required.
- 2.2.2 Following submission of Initial Outline Solution Responses (IOSRs), formal written clarification questions may be issued by the NMRN to all Participants, as well as individual clarification questions being issued to each Participant as appropriate.
- 2.2.3 IOSRs will not be formally evaluated by the NMRN, but rather considered to ensure that they meet the NMRN's objectives. Given the limited timescales for the preparation of IOSRs only details of the most material aspects of the Solution will be requested from Participants. Written feedback will be provided.

- 2.2.4 Based on the IOSR consideration, the NMRN will issue an Invitation to Submit a Final Detailed Solution Tender Response (FDSTR). The aim will be to limit any amendments to the documents and to request Final Detailed Solution Tender Responses (FDSTRs) (as far as possible), to the same requirements as set out within the IOS documents, with any further detailed enhancements and changes where necessary.

## **2.3 Stage 3: Final Detailed Solution Tender Response (FDSTR)**

- 2.3.1 Participants selected to progress to the Final Detailed Solution Tender Stage will be issued with an Invitation to Submit a Final Detailed Solution Tender Response (FDSTR). As with the IOS stage, the FDSTR stage enables further dialogue to be held with each Participant. A timetable of meetings will be prepared which will ensure that each Participant spends an equal time in dialogue and has sufficient time to prepare their Solutions. The timetable will allow each Participant to prioritise resources, ensuring their availability to meet the programme, and to invite advisers (and funders) to attend meetings as and when required.
- 2.3.2 As with the IOS stage, the NMRN is seeking to develop a progressive solution with Participants, with the submission requirements of each stage, building on the submissions provided in the previous stages.
- 2.3.3 FDSTRs will be formally evaluated.

## **2.4 Stage 4: Final Detailed Solution Tender Response (FDSTR) Assessment**

- 2.4.1 Following evaluation of Final Detailed Solution Tender Response (FDSTR), a Preferred Bidder will be identified subject to the approval of the NMRN.
- 2.4.2 The NMRN also reserves the right to identify a Reserve Bidder and to request that the Final Detailed Solution Tender from that Participant remain on offer for a specified period. The Reserve Bidder will be expected to attend meetings with the NMRN until the specified period has elapsed.
- 2.4.3 A final business case will then be prepared for internal approval to award the contract.

## **2.5 Contract Award**

- 2.5.1 Following approval to award the contract, the NMRN will debrief Bidders and issue a standard Contract Award Decision letter. The mandatory ten (10) day standstill period will then be applied prior to the award of the Contract. The Preferred Bidder will also be asked to confirm its tender commitments.

## Section 3

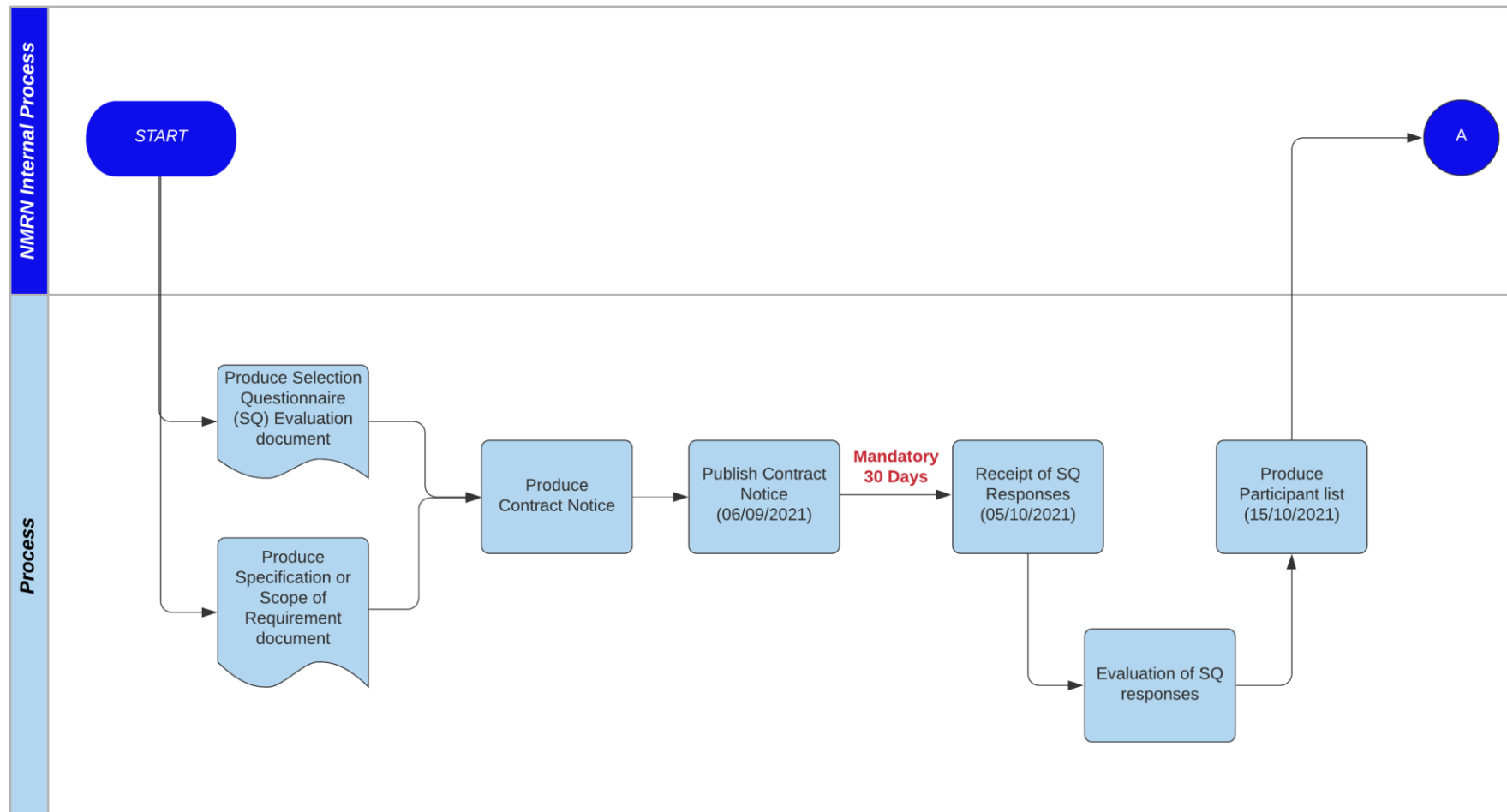
### 3.1 Process Timetable

- 3.1.1 The table below outlines the proposed timetable for the Process. Participants should be aware that the Tender Process may involve their attendance at various meetings at NMRN offices at HMNB Portsmouth, or site visits to HMS Victory. Meetings are likely to consist of Q&A Sessions (the opportunity to put questions to NMRN Officers); Dialogue Meeting(s); Presentation(s) and Interview(s).
- 3.1.2 The attendance of NMRN representatives on a Site Visit will be required when the Participants visit HMNB Portsmouth because of the security requirements on-site. Advance notice will be given of any meeting requirements at the commencement of each Stage of the Process. Participants should ensure they will be available to attend any meetings as notified.
- 3.1.3 Indicative process timings are shown on pages 8-11 below. As outlined at Section 2 above, the timings of all post Pre-Qualification Stages should be viewed as indicative only. Should it be necessary for the NMRN to alter the structure and timings of any of the stages within the Process, the NMRN will endeavour to provide Participants with as much notice as possible.
- 3.1.4 Should any Participant identify any issues with any of the Stages of the proposed timetable, such as errors or omissions, they should notify the NMRN immediately so that any issues can be rectified.

HMS VICTORY CONSERVATION PROGRAMME - TIMBER COMPETITIVE DIALOGUE TIMETABLE	
STAGE	ANTICIPATED DATES
Contract Notice Sent for Publication, pre-qualification stage commences	<b>3<sup>rd</sup> September 2021</b> <b>Updated 10<sup>th</sup> September 2021</b>
<b>Selection Questionnaire (SQ) Documents Available</b>	<b>Documents available on no earlier than 12:00 noon on the Friday 17<sup>th</sup> September 2021</b>
<b>Site Visits for SQ clarification</b>	<b>28<sup>th</sup> September- 1<sup>st</sup> October 2021 inclusive by arrangement</b>
<b>Clarification Period Closes</b>	<b>Friday 8<sup>th</sup> October 2021, by 12:00 noon</b>
Clarification Answers Published By	Friday 15 <sup>th</sup> October 2021
<b>Closing date for return of SQ</b>	<b>Monday 25<sup>th</sup> October 2021, by 12:00 noon</b>
Confirm Participants to be invited to Submit Initial Outline Solutions (IOS) <b>(From this point onwards, dates are indicative only.)</b>	Friday 5 <sup>th</sup> November 2021
<b>Release Invitation to Submit an Initial Outline Solution (IOS)</b>	Monday 8 <sup>th</sup> November 2021
Hold 1 <sup>st</sup> Round IOS Dialogue Appointments (1 per Participant)	Monday 15 <sup>th</sup> November 2021
Hold 2 <sup>nd</sup> Round IOS Dialogue Appointments (1 per Participant)	Monday 22 <sup>nd</sup> November 2021
<b>Clarification Period Closes</b>	<b>Thursday 2<sup>nd</sup> December 2021, by 12:00 noon</b>
Clarification Answers Published By	Monday 6 <sup>th</sup> December 2021
<b>Closing date for submission of Initial Outline Solution</b>	<b>Friday 10<sup>th</sup> December 2021, by 12:00 noon</b>
Confirm Participants to be Invited to Submit Final Detailed Solution Tenders (FDST)	Friday 7 <sup>th</sup> January 2022
<b>Release Invitation to Submit Final Detailed Solution Tenders (FDST)</b>	Monday 10 <sup>th</sup> January 2022
Clarification Teleconferences (maximum of three (3) per Participant)	Monday 17 <sup>th</sup> January 2022
Close of Dialogue	Friday 21 <sup>st</sup> January 2022
<b>Clarification Period Closes</b>	<b>Friday 21<sup>st</sup> January 2022, by 12:00 noon</b>
Clarification Answers Published By	Monday 24 <sup>th</sup> January 2022
<b>Closing date for submission of Final Detailed Solution Tender</b>	<b>Friday 28<sup>th</sup> January 2022, by 12:00 noon</b>
Issue of Contract Award Decision letter & start of Mandatory Standstill Period	Friday 28 <sup>th</sup> January 2022, standstill ends on 8 <sup>th</sup> February 2022
<b>Confirmation of Intention to Award of Contract (Contract Mobilisation onwards from Monday 14th February 2022)</b>	<b>Wednesday 9<sup>th</sup> February 2022</b>

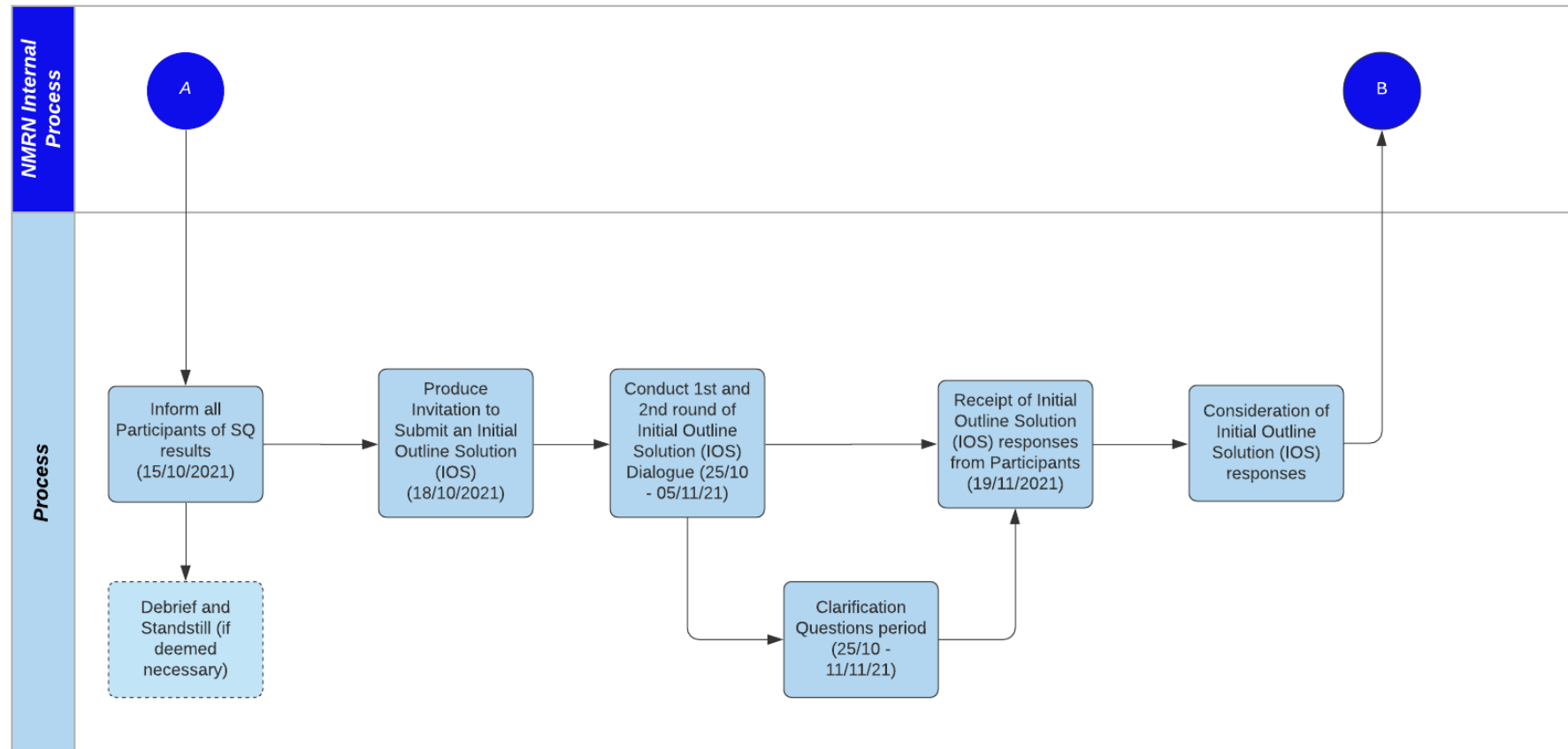
## Section 4: Process Flowcharts

### Selection Questionnaire Stage

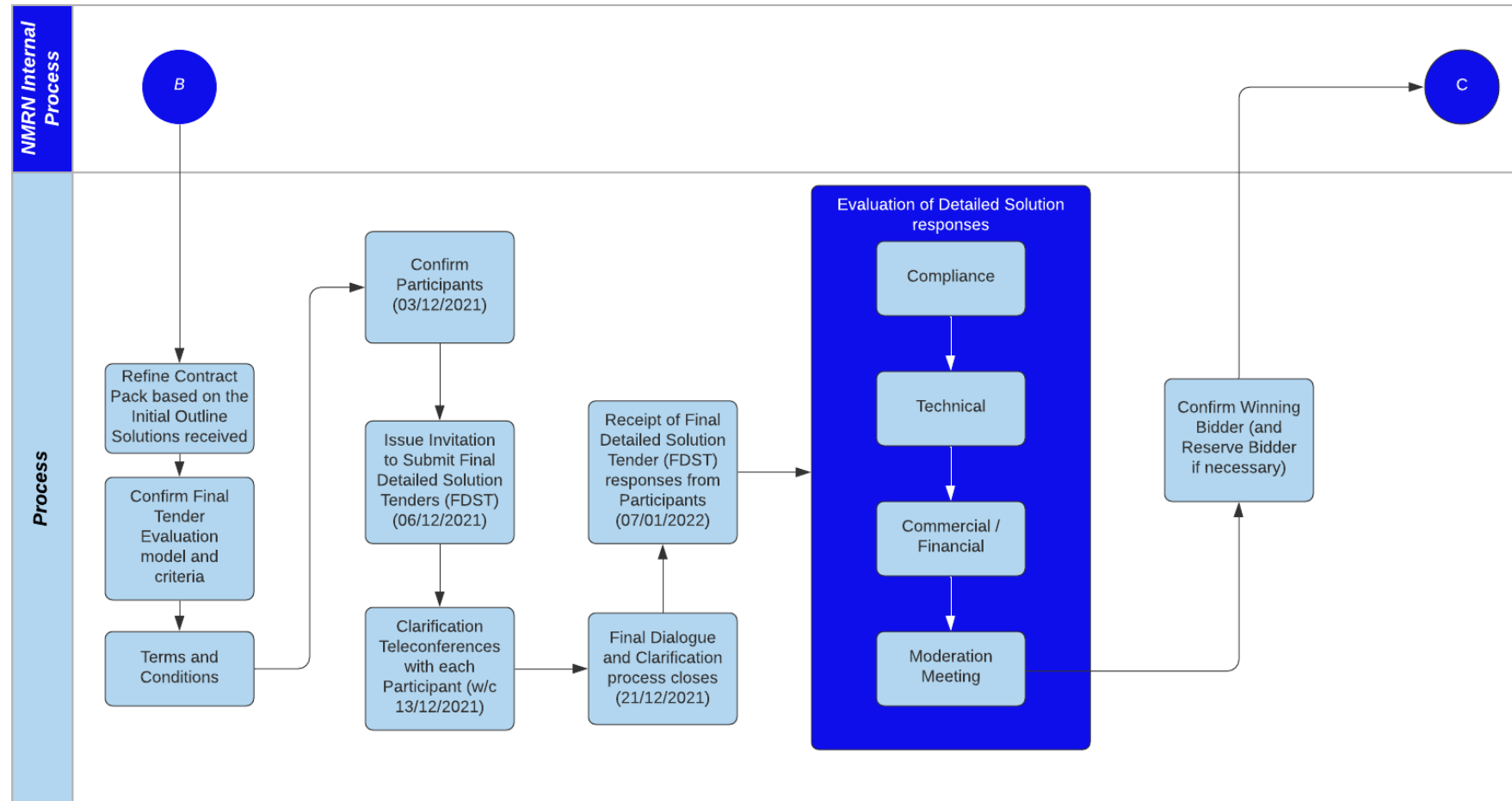




## Initial Outline Solution Stage



## Final Detailed Solution Tender Stage



## Contract Award

