

**PROCUREMENT OF A RAPID EVIDENCE ASSESSMENT: BEHAVIOUR AND CHARACTERISTICS OF PERPETRATORS OF ONLINE-FACILITATED CHILD SEXUAL ABUSE AND EXPLOITATION**

**Invitation to Tender - ANNEX F: EVALUATION CRITERIA**

(To be completed by the Tenderer)

**Tenderers should submit a tender based on addressing the questions/instructions in the Mandatory and Scoring Criteria below**

**TENDERERS MUST MEET THE MINIMUM THRESHOLD ON EACH OF THE CRITERION TO BE COMPLIANT IN THIS PROCUREMENT PROCESS**

Evaluator's Name:

Tenderer's Name:

Mandatory Criteria	Questions To Take Into Account
Criterion	Threshold (Pass / Fail)
Experience in carrying out literature reviews using a rapid evidence assessment methodology	Please outline this experience, where possible quoting publications / references / citations (max length 0.5 side of A4)
Research into child sexual abuse	Please provide brief details about any previous research you have undertaken into child sexual abuse
Form of Tender	Signed 'Form of Tender'
Conditions of Contract	No unacceptable amendments to the Conditions of Contract

Scoring Criteria					
Criterion 1	Factors To Take Into Account	Weight (%)	Score (Max 4)	Weighted Score	Minimum Threshold
<p><b>EXPERIENCE AND UNDERSTANDING OF THE REQUIREMENT AND EVIDENCE OF ABILITY TO DELIVER A HIGH QUALITY SERVICE THAT MEETS THE NEEDS AND EXPECTATIONS OF THE IICSA</b></p> <p><b>(Total Weighting: 25%)</b></p> <p>A maximum of 4 sides of A4 may be submitted for Criterion 1.</p>	<p><b>1. Understanding of delivering the contract</b></p> <p>Please set out the following:</p> <ul style="list-style-type: none"> <li>- A brief outline of the relevant research context, setting out your understanding of the key issues in the literature and situating the research questions within this. (Max 1000 words)</li> <li>- Your understanding of what is needed to deliver this contract, by describing how you will ensure that you answer the research questions in the Specification at Annex A, using the proposed method.</li> </ul>	10%			2
	<p><b>2. Experience of delivering similar contracts</b></p> <p>Please provide the following:</p> <ul style="list-style-type: none"> <li>- Two examples of previous work carried out by members of the team, that demonstrate technical expertise and subject matter experience, relevant to this contract (note that you may use the same example that you gave for the Mandatory Criterion: "Research into child sexual abuse").</li> </ul>	7.5%			2
	<p><b>3. Experience of proposed personnel</b></p> <p>Please demonstrate the experience and qualifications of your proposed personnel, by providing:</p> <ul style="list-style-type: none"> <li>- CVs that include the necessary skills, qualifications and experience of your proposed personnel, based on the requirements set out in the Specification.</li> <li>- Details and evidence of any quality accreditation (such as ISO 9001 or ISO 20252), if held.</li> <li>-</li> </ul>	7.5%			2

Scoring Criteria					
Criterion 2	Factors To Take Into Account	Weight (%)	Score (Max 4)	Weighted Score	Minimum Threshold
<b>INFRASTRUCTURE TO DELIVER THE SERVICE, BUSINESS CONTINUITY AND CONFIDENTIALITY OF DATA</b>  <b>(Total Weighting: 5%)</b>  A maximum of 2 sides of A4 may be submitted for Criterion 2.	<b>1. Information Assurance</b>  Please demonstrate how your organisation will implement a secure and suitably assured service, described in the Specification. Your response should include: <ul style="list-style-type: none"> <li>- The IT infrastructure you propose for storing and managing secure and confidential information provided by victims and survivors of the Inquiry.</li> <li>- The procedures you would implement to prevent breaches of confidentiality of data and how you ensure public confidence that the information provided to your organisation is safe and secure.</li> <li>- Your procedures to defend against external cyber attacks or an organised attempt to breach your security procedures.</li> </ul>	2.5%			2
	<b>2. Information management, and information sharing.</b> <ul style="list-style-type: none"> <li>- Please demonstrate how information will be suitably managed, in line with applicable laws and regulations, including records management.</li> <li>- Technology to support information sharing must not assume any specific technology, network, software or desktop on the part of IICSA other than a modern browser used from a suitably secure device.</li> </ul>	2.5%			2

Scoring Criteria					
Criterion 3	Factors To Take Into Account	Weight (%)	Score (Max 4)	Weighted Score	Minimum Threshold
<b>PROPOSED METHODS</b>  <b>(Total Weighting: 25%)</b>  A maximum of 4 sides of A4 may be submitted for Criterion 3. (Examples requested may be submitted in an annex and can be outside of this page limit).	<b>1. Methods proposed</b>  Please demonstrate your proposed methods, demonstrating an understanding of the REA methodology and how it would be applied in order to answer the research questions in the Specification at Annex A. Your response should include: <ul style="list-style-type: none"> <li>- Search strategy.</li> <li>- Proposed search terms.</li> <li>- Proposed inclusion / exclusion criteria, to include a weight of evidence approach.</li> </ul>	15%			3
	<b>2. Examples with key supporting documents</b>  Please provide two examples of undertaking an REA, which must include the following key supporting documents: <ul style="list-style-type: none"> <li>- Recording sheets</li> <li>- Data extraction sheet</li> </ul>	5%			2
	<b>3. Ethical issues</b>  Please demonstrate how you will address ethical issues associated with the proposed methods and data to be used in the project, giving an example of where you have considered ethical issues in previous research. Tenderers should submit a completed Ethical Approval Form, attached at Appendix A of the Specification.	5%			2

Scoring Criteria					
Criterion 4	Factors To Take Into Account	Weight (%)	Score (Max 4)	Weighted Score	Minimum Threshold
<b>SERVICE DELIVERY AND MANAGEMENT INFORMATION</b>  <b>(Total Weighting: 20%)</b>  A maximum of 4 sides of A4 may be submitted for Criterion 4.	<b>1. Work / Project Plan</b>  Please set out a detailed project / work plan with a breakdown of key milestones and deliverables. The plan should demonstrate the capability and approach to completing the engagement within the requested timescales. Tenderers should factor in the time that IICSA require in order to complete their internal review process. Please see Appendix B.	2%			2
	<b>2. Management Information</b>  Please set out a description of how you intend to keep the IICSA informed of progress made on a weekly basis, including reporting any issues encountered.	3%			2
	<b>3. Project Management</b>  Please describe your organisational approach to project management and how this will be implemented. Your response should include the following: <ul style="list-style-type: none"> <li>- A description of the individual(s) who will have overall management responsibility for the research and/or identify the Project Director and a representative for day-to-day contact with the Defra Project Officer.</li> <li>- Confirmation of the name of the key point of contact for Contract Management purposes.</li> <li>- Confirmation of the individuals who will be carrying out each part of the research and a brief narrative on their suitability.</li> <li>- A robust approach to quality assurance.</li> <li>- Evidence of a partnering ethos and strong stakeholder working.</li> <li>- If tendering as part of a consortium, evidence of robust processes in place to ensure effective partnership, including strategies to manage risks arising from joint</li> </ul>	15%			2

	delivery. - A risk register and mitigation strategy.				
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Scoring Criteria					
Criterion 5	Factors To Take Into Account	Weight (%)	Score (Max 4)	Weighted Score	Minimum Threshold
<b>PRICE EVALUATION WEIGHTING</b> <b>(Total Weighting: 25%)</b>	<p><b>PRICE</b></p> <p>As specified in the Price Schedule at Annex C, the "Tenderer's Price" in the formula below will be the tenderer's firm price for delivering the contract.</p> <p><b>Calculation for Evaluating Price</b>          Scored in accordance with the Office of Government Commerce's Lowest Cost Price Scoring methodology. The lowest price compliant tender achieves the maximum score and all other tenders are reduced by reference to the lowest price using the formula below:</p> $100 - \left[ \frac{\text{Tenderer's Price} - \text{Lowest Price}}{\text{Lowest Price}} \times 100 \right] = \text{Percentage Multiplier}$ <p>For the avoidance of doubt, any tender price which is double that of the lowest price tender will receive a zero score for this criterion. The "Tenderer's Price" to be used when calculating this score will be the Total Weighted Average rate calculated in Table 1 of Annex C, the "Price Schedule".</p>	25%			