

1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Authority to evaluate Potential Provider responses to each question set out within the ITT. This document 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 during evaluation
- 1.3 The defined terms used in the ITT document shall apply to this document.

2 OVERVIEW

- 2.1 This event is broken down into the following documents:

Document Reference	Document Title
1	KEY PARTICIPATION REQUIREMENTS
2	CONFLICTS OF INTEREST
3	INFORMATION ONLY
4	PRICE
5	TECHNICAL PRE-REQUISITES
6	QUALITY: PROJECT DELIVERY
7	QUALITY: QUALITY ASSURANCE

2.2 Quality Evaluation Process

- 2.2.1 Each response to questions within the Quality 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. The Potential Provider has failed to address the fundamental aspects of the question or provide a response.
25	A Poor response with reservations. The response lacks convincing or inappropriate detail with risk that the proposal will not be successful in meeting all the requirements. The Potential Provider displays poor understanding of the requirements and has not demonstrated how they will address several bullet points under the evaluation criteria.

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50	Meets the requirements – the response generally meets the requirements but lacks sufficient detail to warrant a higher mark. The majority of bullet points under each criteria heading will be addresses but will lack some clarity or detail in how the proposed solutions or outputs will be achieved. Response is generic or general statements which is not specifically directed towards the aims or objects of the requirement.
75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding. Evidence will have been provided to show not only what will be provided but will give some detail of how this will be achieved. The Potential Provider should make clear how their proposals relate directly to the aims of the project and be specific, rather than general, in the way proposed solutions will deliver the desired outcomes.
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. Addresses all bullet points under each criterion heading and demonstrates a deep understanding of the project and/or may present innovative ideas (where appropriate). All solutions offered are linked directly to requirements and show how they will be delivered and the impact that they will have on other areas/stakeholders.

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

2.2.3 Scores will be rounded to one decimal place (1DP) where necessary.

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”).

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

2.3 Consensus Marking Procedure

2.3.1 Tenders 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 Authority will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.

2.3.5 During the marking meeting, evaluators will discuss their 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' will be evaluated in accordance with the following process.

2.4.2 Potential Providers' are required to provide a completed pricing schedule against the 'Price' Questionnaire.

2.4.3 The Potential Provider with the lowest price 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. Scores will be rounded to one decimal place (1DP) where necessary.

2.4.4 The calculation used is the following:

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

Potential Provider	Price Submitted	Score Calculation	Maximum Score Available	Score Awarded
Potential Provider A	£1,000	£1,000 / £1,000 x 100	100	100
Potential Provider B	£2,000	£1,000 / £2,000 x 100	100	50
Potential Provider C	£2,500	£1,000 / £2,500 x 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"). Scores will be rounded to one decimal place (1DP) where necessary.

3 EVALUATION CRITERIA

3.1 A summary of all the questions, along with; the minimum acceptable score, maximum score available and weighting (where applicable) are set out below:

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- 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 reserves the right to challenge any information provided in response to Questionnaire 3 and request further information in support of any statements made therein.

QUESTIONNAIRE 1 – KEY PARTICIPATION REQUIREMENTS			
GUIDANCE	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.		
Question Number	Question	Max Score	Weighting (%)
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 Crown Commercial Service’s Terms and Conditions within Appendix C, Draft Contract Document OR Terms and Conditions of Management Consultancy – RM3745 will govern the provision of this contract?	Pass/Fail	N/A
QUESTIONNAIRE 2 – CONFLICTS OF INTEREST			
GUIDANCE	Question 2.1 is a ‘Yes/No’ question and will dictate whether or not question 2.2 needs to be answered. 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.		
Question Number	Question	Max Score	Weighting (%)

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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

QUESTIONNAIRE 3 – INFORMATION ONLY			
GUIDANCE	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.		
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 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"> • Registered name • Company registration number • Registered Address(es) and contact details • Services to be provided 	None	N/A

3.5 The following Quality 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 questions.

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

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.

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- 3.8 Potential Providers are able to provide attachments against each question in the form of Microsoft Word with PowerPoint visuals where required. Question 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 detailed.

- 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 Tender will be marked in accordance with the marking scheme at Section 2.

- 3.13 The maximum character count within a text field is **4096**. This character count cannot be exceeded within the e-Sourcing Suite. Please use do not use this text field to provide your response; instead attach your response in a Microsoft Word Document.

- 3.14 For attachments, the maximum word count is **2,000** words including titles and paragraph headings. This word count 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 must be submitted in Microsoft Word with PowerPoint for visuals where required.

QUESTIONNAIRE 4 – PRICE		Weighting – 30 %
GUIDANCE	<p>Potential Providers must ensure that the Pricing Schedule has been completed in full and enter costs within upload the price schedule at the question level on the e-Sourcing event.</p> <p>Prices should be submitted in pounds Sterling and 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
4.1	Please confirm, by selecting 'YES' that you have attached a completed Price Schedule to the response to this question. In so doing, you are also confirming that	100

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	prices offered exclusive of VAT and firm for a period of 90 days following the Deadline for Submission.	
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QUESTIONNAIRE 5 – TECHNICAL PRE-REQUISITES			
GUIDANCE	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.		
Question Number	Question	Max Score	Weighting (%)
5.1	The Potential Provider has demonstrated that all Contractor resource assigned to the project REDACTED	Pass/Fail	N/A
5.2	The Potential Provider has evidenced the ability to meet an expected mobilisation date of January 2021.	Pass/Fail	N/A
5.3	The Potential Provider has provided to the Authority Curriculum Vitae (CV) for each individual staff member to be employed under the contract along with the % of time they will spend working on the project. Please provide details of those individuals that will make up your team; their relevant skills, experience, and security clearance level; and indicate why this would make them suitable for conducting this work. A maximum of nine (9) CVs can be submitted, each CV should not exceed 1 side of A4.	Pass/Fail	N/A
5.4	The Potential Provider has identified the earliest possible start dates against each Workstream.	Pass/Fail	N/A

QUESTIONNAIRE 6 – QUALITY QUESTIONS: PROJECT DELIVERY				Weighting –62%
All Potential Providers MUST answer ALL the following questions				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting [x]%
6.1	Explain best practice for leading on development of an REDACTED All of this work should underpin the fundamental REDACTED and Supplier	50	100	15%

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	<p>will work with REDACTED to develop. Phase 1: What steps would you take to lead development of [...] REDACTED</p> <p>Phase 2: How will you conduct an assessment ensuring clearly defined roles, responsibilities and delegations are now in place? REDACTED</p> <p>Phase 3: REDACTED</p>			
6.2	<p>Support REDACTED. Phase 1: REDACTED How would your identity the roles of both internal and external stakeholders?</p> <p>How would you clearly map the approvals process as part of this, (mention protocols, calendars, deadlines and requisite attendees in your answer)? What contractor resources would be provided to establish best-in-class ways of working and delivering against this?</p> <p>Finally, how would you sponsor and communicate the recommendations to stakeholders upon completion of phase 1?</p>	50	100	14%
6.3	<p>Providing advice REDACTED on development of REDACTED Phase 1: How would you provide advice REDACTED for all REDACTED? Please describe as part of this how you would present this in a clear table format (following best industry practice), and explain how this would assist in identifying all REDACTED. Using this, how would you be able to provide best in class assistance with generating business cases REDACTED</p> <p>Phase 2: How will you ensure tailored learning solutions are available REDACTED? Please consider prioritised REDACTED and a campaign (both in person and online) on how REDACTED.</p>	50	100	14%

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	Phase 3: REDACTED. This would include advice REDACTED.			
6.4	<p>Assist in REDACTED gaining a detailed understanding of REDACTED</p> <p>Phase 1: Following best practice, how would you assist REDACTED in gaining a detailed understanding of REDACTED? Please explain how you would deliver reports into Management of SQEP across REDACTED (including governance and data), another report REDACTED? How would you ensure that this work also supports wider work in REDACTED?</p> <p>Phase 2: Please explain your ability to provide SQEP support to areas REDACTED.</p> <p>Phase 3: REDACTED</p>	50	100	14%
6.5	<p>Capture, documentation and assessment of REDACTED in a report designed to establish REDACTED.</p> <p>Phase 1: What best-in-class methods would you use to capture, document and assess REDACTED? Please include how you would guide REDACTED SMEs to identify REDACTED, how you would measure that compliance is measured and assured and how you would find and recommend improvements to processes and procedures. Finally, please include how you would conduct an in depth review of REDACTED</p> <p>Phase 2: How would you assist REDACTED in providing best-in-class development REDACTED? How would your advice lead to REDACTED? Finally, how will your advice assist REDACTED</p>	50	100	15%
6.6	<p>REDACTED that addresses key priorities, for which Supplier will act as advisor on all aspects REDACTED</p> <p>Phase 1: In an advisory capacity for the REDACTED, what resources would be committed to ensure best-in class advice</p>	50	100	14%

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	<p>was available in developing a clear REDACTED. What support would be given to the REDACTED with senior stakeholders? How would you be able to provide best-in-class advice that would allow REDACTED?</p> <p>Phase 2: Once established, how would you assist in ensuring REDACTED. How would you ensure that any relevant processes REDACTED? REDACTED</p> <p>Phase 3: Following on from phases 1 and 2, please explain how, by the end of this phase, REDACTED?</p>			
6.7	<p>Identify REDACTED. This includes definition REDACTED Phase 1: How would you identify REDACTED? What training and REDACTED would you be able to provide REDACTED? How would you ensure advice provided REDACTED</p> <p>Phase 2: How would you ensure REDACTED</p> <p>Phase 3: Following on from phases 1 and 2, please explain how, by the end of this phase, REDACTED</p>	50	100	14%

QUESTIONNAIRE 7 – QUALITY: QUALITY ASSURANCE			Weighting – 8%	
All Potential Providers MUST answer ALL the following questions				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting [X]%

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7.1	Is your company ISO 9001:2015 7 certified, if yes, please provide evidence of certification?	50	100	50%
7.2	MOD Allied Quality Assurance Publications (AQAP) Please provide a detailed proposal to how you will comply with MOD AQAP standards. Quality plan in accordance with AQAP 2150. Please provide a draft quality plan for this procurement in accordance with AQAP 2105 Edition C, Version 1 and DEFCON 602A.	50	100	50%