

PROCUREMENT OF EXPLORATORY RESEARCH TO CONSIDER WAYS OF CONDUCTING A LARGE-SCALE QUALITATIVE AND QUANTITATIVE RESEARCH STUDY INTO CHILD SEXUAL ABUSE IN RESIDENTIAL SCHOOLS AND SPECIAL SCHOOLS

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 and understanding of conducting research within schools	Please provide brief details of your experience and understanding of conducting research within schools (max length 0.5 side of A4)
Research into child sexual abuse / sexuality and children	Please provide details about any previous exploratory research you have undertaken into child sexual abuse / sexuality and children (max length 0.5 side of A4)
Form of Tender	Signed 'Form of Tender'

Conditions of Contract	No unacceptable amendments to the Conditions of Contract
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Scoring Criteria					
Criterion 1	Factors To Take Into Account	Weight (%)	Score (Max 4)	Weighted Score	Minimum Threshold
<p>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</p> <p>(Total Weighting: 30%)</p> <p>A maximum of 4 sides of A4 may be submitted for Criterion 1.</p>	<p>1. Understanding of delivering the contract</p> <p>Please set out the following:</p> <ul style="list-style-type: none"> - How you will deliver the requirements as set out in the Specification at Annex A, specifically that addresses Paragraph 4 “Research questions” and the methodological and logistical implications of conducting the large-scale planned research as described in Paragraph 3 “Objectives”. - How you will ensure that a representative sample of schools is included in the focus group studies. - How you would deal with the challenge of reticence of schools to participate in the research and the strategies and support mechanisms you would adopt to overcome this. 	15%			2
	<p>2. Experience of delivering similar contracts</p> <p>Please provide the following:</p> <ul style="list-style-type: none"> - Two examples of experience of exploratory research of a sensitive topic, specifically evidence of holding discussion / focus group research to elicit information for research purposes, such as for the design of a large-scale research project. - Evidence of conducting research dealing with child sexual abuse or safeguarding issues. - Evidence (if any) of conducting research that explores child sexual abuse / safeguarding issues and that involves facilitating discussion within a focus group setting. 	10%			2

	<p>3. Experience of proposed personnel</p> <p>Please demonstrate the experience and qualifications of your proposed personnel, by providing:</p> <ul style="list-style-type: none"> - CVs that include the necessary skills, qualifications and experience of your proposed personnel based on the requirements set out in the Specification, in particular with reference to Paragraph 9 “Contractor skills and experience”. 	5%			2
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Scoring Criteria					
Criterion 2	Factors To Take Into Account	Weight (%)	Score (Max 4)	Weighted Score	Minimum Threshold
<p>INFRASTRUCTURE TO DELIVER THE SERVICE, BUSINESS CONTINUITY AND CONFIDENTIALITY OF DATA</p> <p>(Total Weighting: 5%)</p> <p>A maximum of 2 sides of A4 may be submitted for Criterion 2.</p>	<p>1. Information Assurance</p> <p>Please demonstrate how your organisation will implement a secure and suitably assured service, described in the Specification. Your response should include:</p> <ul style="list-style-type: none"> - The IT infrastructure you propose for storing and managing secure and confidential information provided by victims and survivors of the Inquiry. - 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. - Your procedures to defend against external cyber attacks or an organised attempt to breach your security procedures. 	2.5%			2
	<p>2. Information management, and information sharing.</p> <ul style="list-style-type: none"> - Please demonstrate how information will be suitably managed, in line with applicable laws and regulations, including records management. - Technology to support information sharing must not assume any specific technology, network, software or desktop on the part of IICSA other than a modern 	2.5%			2

	browser used from a suitably secure device.				
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Scoring Criteria					
Criterion 3	Factors To Take Into Account	Weight (%)	Score (Max 4)	Weighted Score	Minimum Threshold
<p>PROPOSED METHODS</p> <p>(Total Weighting: 30%)</p> <p>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).</p>	<p>1. Methods proposed</p> <p>Please set out the following:</p> <ul style="list-style-type: none"> - Your proposed methods for conducting the quantitative and qualitative research with staff, using appropriate levels of representation and ensuring inclusivity and accessibility and group dynamics. - Your proposed methods for setting out a topic guide encompassing the research questions including your strategy for moderating discussions and your approach to analysing discussions that identify key themes and main-stage recommendations that will be presented in the final report. - Evidence of your ability to organise focus groups within tight timescales and in multiple locations. - Your consideration of the anticipated overarching risks to contract delivery and associated mitigation strategies. 	25%			3
	<p>2. Ethical issues</p> <p>Please demonstrate the following:</p> <ul style="list-style-type: none"> - How you will address ethical considerations associated with the study as outlined in the Specification. - An example of where you have considered ethical issues in a similar previous research. 	5%			2

Scoring Criteria					
Criterion 4	Factors To Take Into Account	Weight (%)	Score (Max 4)	Weighted Score	Minimum Threshold
<p>SERVICE DELIVERY AND MANAGEMENT REPORTING</p> <p>(Total Weighting: 15%)</p> <p>A maximum of 4 sides of A4 may be submitted for Criterion 4.</p>	<p>1. Work / Project Plan</p> <p>Please set out a detailed project timetable with a breakdown of key milestones and deliverables. The plan should demonstrate the capability and approach to completing the engagement within the requested timescales with particular emphasis on school term dates.</p> <p>2. Management Reporting / Quality</p> <p>Please set out the following:</p> <ul style="list-style-type: none"> - A description of how you intend to keep the IICSA informed of progress made on a weekly basis, including reporting any issues encountered. - An outline of your quality assurance, accreditation (if any) and business continuity procedures. - Evidence of a previous research you undertook in which you worked collaboratively with stakeholders and the strategies you adopted to ensure that the outputs were delivered to a consistently high quality. 	10%			2
		5%			2

Scoring Criteria					
Criterion 5	Factors To Take Into Account	Weight (%)	Score (Max 4)	Weighted Score	Minimum Threshold
<p>PRICE EVALUATION</p> <p>(Total Weighting: 20%)</p>	<p>PRICE</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>Calculation for Evaluating Price 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>	20%			