



Invitation to Tender

Invitation to submit a tender for the provision of assessment expertise and psychometric support for the MRCGP examinations and associated activities

Date: 17 June 2022

1 Overview of the Royal College of General Practitioners (RCGP) (the “Customer Organisation”)

1.1 The RCGP is the professional membership body for family doctors in the UK and overseas. We are committed to improving patient care, clinical standards, and GP training; over 50,000 GPs are members. Our main building is 30 Euston Square. As well as being our corporate home a range of commercial activities generate income to support our aims. For more information see:

<http://www.rcgp.org.uk/about-us.aspx>

The College is a registered Charity established under Royal Warrant. We are not a Contracting Authority within the meaning of the 2014 Public Contracts Directive (2014/24/EU) (sometimes referred to as Public Contracts Regulations) or the Public Contracts Regulations (PCR) 2015 S.I.2015/102. We are not, therefore, covered by The Public Sector Remedies Directive 55 Council Directive 89/665/EEC of 21.12.1989. If you have any concerns regarding this, you should not respond to this invitation to tender.

2 Introduction and Background to the Project / Programme

2.1 The RCGP would like to award a contract which meets its requirements for psychometric services to provide ongoing support to the membership examination of the Royal College of General Practitioners (MRCGP), the professional membership body and guardian of standards for general practitioners in the UK which promotes excellence in primary healthcare. For full details, please see Schedule 1 Specification.

3. Tender Conditions and Contractual Requirements

3.1 Contracting requirements

3.1.1 The College is the Customer Organisation, which includes any subsidiary companies and other organisations that control or are controlled by the Customer Organisation from time to time.

3.1.2 The appointed supplier may provide services from wherever they choose. From time to time their representative may need to attend meetings at the College.

<http://www.rcgp.org.uk/rcgp-near-you.aspx>

3.1.3 The Customer Organisation's contracting and commercial approach in respect of the required goods and/or services is as set out in this document and the schedules. By submitting a tender response, you are agreeing to be bound by the terms of this ITT. The Customer may, at its discretion, exclude you from consideration if any clauses, conditions, or service elements are excluded from the material.

3.1.4 The Contract awarded will be for a duration of 3 years (to be reviewed following each examination period) and may be extended for up to 2 further periods of 12 months.

3.1.5 In the event that you have any concerns or queries in relation to the Contract, you should submit a clarification request in accordance with the provisions of this ITT by the Clarification Deadline (as defined below in the Timescales section of this ITT). Following such clarification requests, the Customer Organisation may issue a clarification change to the Contract that will apply to all potential suppliers submitting a tender response.

3.1.6 The Customer Organisation is under no obligation to consider any clarifications / amendments to the Contract proposed following the Clarification Deadline, but before the Tender Response Deadline (as defined below in the Timescales section of this ITT). Any proposed amendments received from a potential supplier as part of its tender response shall entitle the Customer Organisation to reject that tender response and to disqualify that potential supplier from this procurement Process.

3.2 General Policy Requirements

3.2.1 By submitting a tender response in connection with this procurement process, potential suppliers confirm that they will, and that they shall ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance, and applicable Customer Organisation policies relevant to the goods and/or services being supplied. Suppliers will exercise the highest standards data security, ensuring that the Data Protection Act 2018 is always followed.

3.2.2 Potential suppliers shall, and shall procure that its personnel and/or subcontractors shall, comply at all times with the provisions of the Modern Slavery Act 2015, the Base Code of the Ethical Trading Initiative, the Bribery Act and the College's policies on Health and Safety, IT, Drug and Alcohol, Equality Diversity and Inclusion (EDI) and the RCGP Behavioural Framework

3.3 General tender conditions ("Tender Conditions")

3.3.1 Application of these Tender Conditions – In participating in this procurement process and/or by submitting a tender response it will be implied that you accept and will be bound by all the provisions of this ITT and its Schedules. Accordingly, tender responses should be based on and strictly in accordance with the requirements of this ITT.

3.3.2 Third party verifications – Your tender response is submitted on the basis that you consent to the Customer Organisation carrying out all necessary actions to verify the information that you have provided, and the analysis of

your tender response being undertaken by one or more third parties commissioned by the Customer Organisation for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied to potential suppliers as part of this procurement process is supplied in good faith. The information contained in the ITT and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue, but the Customer Organisation will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Customer Organisation.

3.3.4 Potential suppliers to make their own enquiries – You are responsible for analysing and reviewing all information provided to you as part of this procurement process and for forming your own opinions and seeking advice as you consider appropriate. You should notify the Customer Organisation promptly of any perceived ambiguity, inconsistency, or omission in this ITT and/or any in of its associated documents and/or in any information provided to you as part of this procurement process.

3.3.5 Amendments to the ITT – At any time prior to the Tender Response Deadline, the Customer Organisation may amend the ITT. Any such amendment shall be issued to all potential suppliers, and if appropriate to ensure potential suppliers have reasonable time in which to take such amendment into account, the Tender Response Deadline shall, at the discretion of the Customer Organisation, be extended. Your tender response must comply with any amendment made by the Customer Organisation in accordance with this paragraph 3.3.5 or it may be rejected.

3.3.6 Compliance of tender response submission – Any goods and/or services offered should be based on and strictly in accordance with the ITT (including, without limitation, any specification of the Customer Organisation's requirements, these Tender Conditions, and the Contract) and all other documents and any clarifications or updates issued by the Customer Organisation as part of this procurement process.

3.3.7 Format of tender response submission – Tender responses must comprise the relevant documents specified by the Customer Organisation completed in all areas and in the format as detailed by the Customer Organisation in Schedule 3 (Supplier Response). Any documents requested by the Customer Organisation must be completed in full. It is, therefore, important that you read the ITT carefully before completing and submitting your tender response.

3.3.8 Modifications to tender response documents once submitted – You may modify your tender response prior to the Tender Response Deadline by giving written notice to the Customer Organisation. Any modification should be clear and submitted as a complete new tender response in accordance with Schedule 3 (Supplier Response) and these Tender Conditions.

3.3.9 Rejection of tender responses or other documents – A tender response or any other document requested by the Customer Organisation may be rejected which:

- contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the tender documentation provided.
- contains handwritten amendments which have not been initialled by the authorised signatory.

- does not reflect and confirm full and unconditional compliance with all the documents issued by the Customer Organisation forming part of the ITT.
- contains any caveats or any other statements or assumptions qualifying the tender response that are not capable of evaluation in accordance with the evaluation model or requiring changes to any documents issued by the Customer Organisation in any way.
- is not submitted in a manner consistent with the provisions set out in this ITT.
- contains information which is inconsistent with answers already given in the pre-qualification questionnaire completed as part of this procurement process or
- is received after the Tender Response Deadline.

3.3.10 Disqualification – If you breach these Tender Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this procurement process, if any other circumstances set out in this ITT, and/or in any supporting documents, entitling the Customer Organisation to reject a tender response apply and/or if you or your appointed adviser's attempt:

- to inappropriately influence this procurement process.
- to fix or set the price for goods or services.
- to enter into an arrangement with any other party that such party shall refrain from submitting a tender response.
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted.
- to collude in any other way.
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this procurement process; or
- to obtain information from any of the employees, agents or advisors of the Customer Organisation concerning this procurement process (other than as set out in these Tender Conditions) or from another potential supplier or another tender response,

the Customer Organisation shall be entitled to reject your tender response in full and to disqualify you from this procurement process. Subject to the "Liability" Tender Condition below, by participating in this procurement process you accept that the Customer Organisation shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Tender costs – You are responsible for obtaining all information necessary for preparation of your tender response and for all costs and expenses incurred in preparation of the tender response. Subject to the "Liability" Tender Condition below, you accept by your participation in this procurement, including without limitation the submission of a tender response, that you will not be entitled to claim from the Customer Organisation any costs, expenses, or liabilities that you may incur in tendering for this procurement irrespective of whether your tender response is successful.

3.3.12 Rights to cancel or vary this procurement process - By issuing this ITT, entering into clarification communications with potential suppliers or by having any other form of communication with potential suppliers, the Customer Organisation is not bound in any way to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this procurement process will take place in accordance with the provisions of this ITT, but the Customer Organisation reserves the right to terminate, suspend, amend, or vary (to include, without limitation, in relation to any timescales or deadlines) this procurement process by notice to all potential supplier in writing. Subject to the “Liability” Tender Condition below, the Customer Organisation will have no liability for any losses, costs or expenses caused to you as a result of such termination, suspension, amendment, or variation.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Tender Conditions and the requirements of this ITT.

3.3.14 Liability – Nothing in these Tender Conditions is intended to exclude or limit the liability of the Customer Organisation in relation to fraud or in other circumstances where the Customer Organisation’s liability may not be limited under any applicable law.

4. Confidentiality and Information Governance

4.1 All information supplied to you by the Customer Organisation, including this ITT and all other documents relating to this procurement process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this procurement process and/or prepare your tender response) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy, or reproduce any of the information supplied to you as part of this procurement process other than for the purposes of preparing and submitting a tender response. There must be no publicity by you regarding the procurement process or the future award of any contract unless the Customer Organisation has given express written consent to the relevant communication.

4.3 This ITT and its accompanying documents shall remain the property of the Customer Organisation and must be returned on demand.

4.4 The Customer Organisation reserves the right to disclose all documents relating to this procurement process, including without limitation your tender response, to any employee, third party agent, adviser or other third party involved in the procurement in support of, and/or in collaboration with, the Customer Organisation. The Customer Organisation further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this procurement process, you agree to such disclosure and/or publication by the Customer Organisation in accordance with such rights reserved by it under this paragraph.

4.5 The Freedom of Information Act 2000 ("FOIA"), does not apply to the College. However, as a reputable body we shall consider applying all good practice relating to transparency as far as we consider appropriate.

4.6 You should be aware that the Customer Organisation may choose to adopt behaviours set out as obligations for public sector organisations and respond as if disclosure legislation did apply, for example with respect to the FOIA.

4.7 In addition, marking any material as "confidential" or "commercially sensitive" or equivalent should not be taken to mean that the Customer Organisation accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the Customer Organisation, notwithstanding any consultation with you or any designation of information as confidential or commercially sensitive or equivalent you may have made. You agree, by participating further in this procurement process and/or submitting your tender response, that all information is provided to the Customer Organisation on the basis that it may be disclosed under the Disclosure Obligations if the Customer Organisation considers that it is required to do so and/or may be used by the Customer Organisation in accordance with the provisions provision of this ITT.

4.8 Tender responses are also submitted on the condition that the appointed supplier will only process personal data (as may be defined under any relevant data protection laws including UK GDPR) that it gains access to in performance of this Contract in accordance with the Customer Organisation's instructions and will not use such personal data for any other purpose. The contracted supplier will undertake to process any personal data on the Customer Organisation's behalf in accordance with the relevant provisions of any relevant data protection laws and to ensure all consents required under such laws are obtained.

5. Tender Validity

5.1 Your tender response must remain open for acceptance by the Customer Organisation for a period of ninety (90) days from the Tender Response Deadline. A tender response not valid for this period may be rejected by the Customer Organisation.

6. Specification

The services required are as set out in Schedule 1 to this ITT.

7 Mandatory Requirements

7.1 As part of your tender response, you **must** complete the College's Information Security and Data Questionnaire and receive a Pass in order to be taken forward to evaluation. A failure to comply with one or more mandatory requirements or constraints shall entitle the Customer Organisation to reject a tender response in full.

8. Key background documents and further information

8.1 The following additional documentation / information is provided as part of this ITT.

- Schedule 1: Specification

- Schedule 2: Terms and Conditions of Contract (issued as a separate document)
- Schedule 3: Supplier Response Document (issued as a separate document)
- Schedule 4: Information Security & Data Protection Questionnaire (issued as a separate document)

9. Timescales

9.1 Subject to any changes notified to potential suppliers by the Customer Organisation in accordance with the Tender Conditions, the following dates shall apply to this Procurement Process:

Activity	Date / time
Issue of ITT	17 June 2022
Supplier Clarification Questions deadline	8 July 2022, 12:00
Deadline for submission of ITT responses (Tender Response Deadline)	22 July 2022, 14:00
Supplier Presentations for shortlisted bids	18/19 August 2022
Contract Award	16 September 2022
Contract Start date	3 October 2022

Please note that there will not be an Alcatel or Standstill period as the Public Contracts Regulations 2015 do not apply. We may, at our discretion, provide feedback to all bidders.

10 Instructions for Responding

10.1 The minimum documents that must be submitted to form your tender response are listed at Schedule 3 (Supplier Response) to this ITT. All documents required as part of your tender response should be submitted to procurement@rcgp.org.uk by the Tender Response Deadline, as set out in the Timescales section of this ITT. Please confirm as soon as possible to procurement@rcgp.org.uk if you plan to submit a tender.

10.2 The following requirements should be complied with when submitting your response to this ITT:

- Please ensure that you send your submission in good time to prevent issues with technology – late tender responses may be rejected by the Customer Organisation.
- Please ensure that information provided as part of its response is of sufficient quality and detail that an informed assessment of it can be made by the Customer Organisation.
- Do not submit any additional supporting documentation with your ITT response except where specifically requested to do so as part of this ITT. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the Customer Organisation).
- All attachments/supporting documentation should be provided separately to your main tender response and clearly labelled to make it clear as to which part of your tender response it relates.
- If you submit a generic policy / document, you must indicate the page and paragraph reference that is relevant

to a particular part of your tender response.

- Unless otherwise stated as part of this ITT or its Schedules, all tender responses should be in the format of the relevant Customer Organisation requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' – you must demonstrate such equivalence as part of your tender response.
- Any deliberate alteration of a Customer Organisation requirement as part of your tender response will invalidate your tender response to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your tender responses to the tender requirements and pricing will be incorporated into the Contract, as appropriate.

11 Evaluation Criteria

11.1 Selection Criteria –All tender submissions must, as a minimum, demonstrate:

- Experience and credibility in undertaking consultancy work as described in Schedule 1 and 3 below. References and evidence must be included.
- Capacity to undertake this work on an ongoing basis with minimum supervision and direction.
- Familiarity with the provisions of postgraduate medical education and training and the concepts of fairness and rigour in high stakes assessment process
- Ability to influence change and provide constructive challenge

11.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantageous tender using the following criteria and weightings and will be assessed on your response submitted and (if applicable) your presentation:

Criteria	Weighting
*Mandatory - Information Security & Data Protection Questionnaire	Pass/Fail
Price	30%
Quality	70%

***A supplier's tender response will be rejected and not be taken forward to evaluation stage if they receive a Fail for their Information Security & Data Protection Questionnaire**

11.3 Scoring Model – Tender responses taken forward to evaluation stage will be scored by an evaluation panel appointed by the Customer Organisation for all criteria other than Commercial using the following scoring model:

Points	Interpretation
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3	Good - The response demonstrates that the bidder meets all areas of the requirement and provides all the areas of evidence requested. This, therefore, is a detailed good response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement.
2	Adequate - Overall the response demonstrates that the bidder meets all areas of the requirement, but not all the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder's failure to provide all the evidence requested.
1	Poor – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement.
0	Unacceptable - The response is non-compliant with the requirements of the ITT and/or no response has been provided.

11.4 Commercial Evaluation – Your “Overall Price” for the goods and/or services will be evaluated by the appropriate evaluation panel members for the purposes of the commercial evaluation. Prices must not be subject to any pricing assumptions, qualifications or indexation not provided for explicitly by the Customer Organisation as part of the pricing approach. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the Customer Organisation as part of the pricing approach, the Customer Organisation may reject the full tender response at this point.

11.5 Moderation and application of weightings – The evaluation panel appointed for this procurement will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall tender score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.



SCHEDULES

Schedule 1: Specification

Invitation to tender for the provision of assessment expertise and psychometric support for the MRCGP examination and associated activities with effect from October 2022

Background

The purpose of this document is to outline the requirements for psychometric services to provide ongoing support to the membership examination of the Royal College of General Practitioners (MRCGP), the professional membership body and guardian of standards for general practitioners in the UK which promotes excellence in primary healthcare.

MRCGP

MRCGP is an integrated assessment system, success in which confirms that a doctor has satisfactorily completed specialty training for general practice and is competent to enter independent practice in the United Kingdom without further supervision. Satisfactory completion of the MRCGP is a pre-requisite for the issue of a certificate of completion of training (CCT) by the General Medical Council and full Membership of the RCGP.

MRCGP comprises three separate components: an Applied Knowledge Test (AKT), a Recorded Consultation Assessment (RCA) and Workplace Based Assessment (WPBA), each of which tests different competences using validated assessment methods and which together cover the spectrum of knowledge, skills, behaviours, and attitudes defined by the GP Specialty Training curriculum.

The two summative components of the assessment - AKT and RCA - are taken by approximately 5000 candidates each year.

AKT

The AKT is a summative assessment of the knowledge base that underpins independent general practice in the United Kingdom within the context of the National Health Service. Trainees who pass this assessment will have demonstrated their competence in applying knowledge at a level which is sufficiently high for independent practice.

The AKT is a computer-based test of three hours and ten minutes duration comprising 200 question items, administered three times a year in January, April, and October respectively at 130+ Pearson VUE professional testing centres across the UK. Typically, between 1400 and 2200 candidates will attempt the AKT at each sitting.

More information on the AKT can be found here

<https://www.rcgp.org.uk/training-exams/mrcgp-exam/mrcgp-applied-knowledge-test-akt.aspx>

RCA

The RCA is a skills assessment which replaced the CSA because of the Covid-19 pandemic. It is a summative assessment of a doctor's ability to integrate and apply clinical, professional, communication and practical skills appropriate for general practice. It uses pre-recorded video or audio consultations to provide

evidence from a range of encounters in general practice relevant to most parts of the curriculum and provides an opportunity to target particular aspects of clinical care and expertise

RCA examinations are administered in five discrete diets of varying size and duration, between October and May.

It should be noted that the RCGP is currently engaged in the development of a replacement assessment for both the CSA and RCA, which is likely to be based largely on the familiar and well-proven OSCE format providing an external, objective assessment of clinical skills at a standardised, pre-determined level of challenge. It is aimed at being integrated in late 2023, and we would welcome psychometric input as we develop the assessment.

More information on the RCA can be found here

<https://www.rcgp.org.uk/training-exams/mrcgp-exam/mrcgp-recorded-consultation-assessment.aspx>

Scope of work required

The services required by the College will combine psychometric knowledge and skills together with expertise and advice with regards to assessment methodology.

Our essential requirements for psychometric support are summarised below but the list of tasks shown is by no means exhaustive and would need to adapt in response to evolving best practice and any recommendations envisaged in educational reviews or changes in educational landscape.

1. Advising on best practice with respect to test construction, delivery and development, standard-setting, and the use of appropriate methods and measures.
2. Working with the Chief Examiner and the MRCGP clinical leads in overseeing the standard-setting processes for both the AKT and RCA (and its subsequent replacement assessment). This will include deriving pass marks on an ongoing basis, advising on suitable methodologies for achieving these ends and assisting in the conduct of standard-setting meetings as required. This will include periodic implementation of Angoff methodologies to support the grade boundary setting process.
3. This will also likely involve preparing reports from data owned and supplied by the College, for Examination Boards, relevant Core Groups, and the Assessment & Curriculum Development Committee, which provide quality statistics relating to each exam's reliability and internal consistency, and information about candidate pass rates and comparative data from previous exams. These might include analysis on the number of attempts made, training location, place of primary medical qualification, and protected characteristics such as sex, ethnicity, and disability.
4. Transfer of data and post examination checks prior results release. Some transformation of raw AKT response data will be necessary to facilitate other specific procedures relating to the calculation of item statistics, the verification of free text responses, the validation of item keys, and scaling and equating routines.
5. Producing comprehensive score reports after each AKT test administration which currently include each *candidate's pass/fail result and the overall percent-correct score; percent-correct marks for clinical medicine, evidence-based practice, and organisational questions; the percent-correct score required to pass; and the mean overall mark for the cohort taking the AKT on the test date in question.*
6. Analysing all data relating to MRCGP examinations and producing regular routine reports on the performance of candidates, examiner performance metrics, and the performance of AKT questions

including interpretation of cohort demographics, including differential attainment/performance and future clinical assessment cases for consideration by Clinical Leads, Core Groups, the Assessment and Curriculum Development Committee and other College committees and working groups, as necessary. This could involve supporting any legal challenges made against the RCGP.

7. Producing routine statistical analyses and associated commentaries for the MRCGP Annual Report.
8. Providing psychometric advice and guidance on request to support the work of MRCGP assessments, intercollegiate initiatives and any other specific projects commissioned on behalf of the College by the Chair of the GP Specialty Advisory Committee, the Chief Examiner, the Executive Director of Professional Development and Standards or the Assistant Director of Examinations.
9. Appraising the recommendations arising from any external review of the examination and offering advice regarding any suggested enhancements to procedures or methods.
10. Although the annual programme of work will be directed by the Chief Examiner, a pro-active approach is also envisaged with an emphasis on the provision of additional or alternative analyses not currently undertaken including those relating to the piloting of developments such as the new clinical assessment module to replace the CSA/RCA, or work on Item Response research.
11. Provision of assessment advice for the design and development of a new clinical assessment module. This is likely to include providing written reports and guidance, attending meetings and committees, liaison with members of the MRCGP Development Group and ad hoc requests for support and expertise.
12. Support the College as part of continual improvement and development with an evaluation of assessment and psychometric provision

Annual time commitment envisaged

The time required to undertake this work is likely to depend on the size of the team appointed to provide these services.

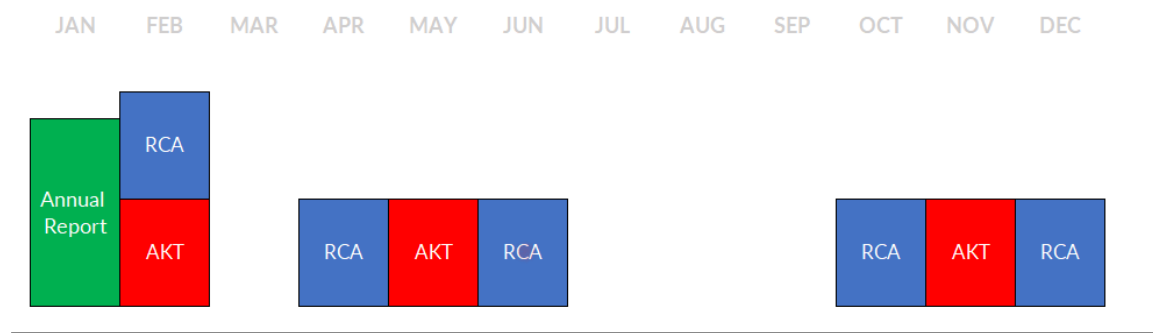
Currently, most of the work relating to the AKT occurs immediately after each of the test administrations referred to above and is likely in each instance to require a commitment of one day for processing and analysing the response data, and another for attending a standard-setting meeting (some face to face, some virtual). Further work then needs to be undertaken in terms of finalising the results files. This work takes place with clear deadlines to deliver the psychometrics before each examination board which is critical to deliver examination results to time.

Attendance at other meetings may also be necessary so as a rough guide a commitment of 15-20 days pa for one person might be appropriate.

The time required for undertaking other tasks relating to standard-setting, quality assurance and statistical analyses in the RCA (and any replacement assessment), the preparation of annual reports about the examination, and attendance at other meetings at which general assessment advice might be required such as the College's Assessment and Curriculum Development Committee, and the annual training conference for examiners could amount to an additional 40 days pa. Most of these tasks will need to be undertaken at specific times of the year and typically between October and the following May. This work takes place with clear deadlines to deliver the psychometrics before each examination board, which is critical to deliver examination results to time. We would aim for around 10 days' notice following marking to deliver the

psychometrics for each RCA diet but if an exam diet has high volumes this can sometimes be slightly shorter.

The typical calendar for time-bound exam activity can be seen in the below graphic. Other ad hoc work may be needed as and when required.



Provision of Service

We do not have set service levels for ad hoc work and would try to agree timelines with the provider before agreement. Where provision of data may support urgent work, we may ask for short deadlines in some extreme cases.

Please note our preference for accounts management is to deal primarily with a single point of contact, and pay an organisation/company (rather than individuals)

We would provide an annual review of performance, with a first review after 6 months from contract commencement.

June 2022



Schedule 2 – Terms and Conditions of Contract (issued as a separate document)

Schedule 3 – Supplier Response Document (issued as a separate document)

Please ensure that your tender submission includes responses to the points listed below.

MANDATORY REQUIREMENT (Pass/Fail)	Included/Confirmed
All suppliers must complete and submit the Information Security and Data Protection Questionnaire	

Quality	Included/Confirmed
<p>A general description of your suitability for undertaking this work including examples of provisions for other organisations. This will include evidence of knowledge, skills, and delivery in the following areas:</p> <ul style="list-style-type: none"> i. Assessment methodology and the provision of psychometric advice ii. Test construction, test development and quality assurance iii. Handling large data sets, analysing test data, producing score reports, and providing associated commentaries for various audiences iv. Evaluating standard-setting methodologies 	
Confirmation that the work required can be delivered in a timely manner and to the prescribed deadlines following the various test administrations described in Schedule 1 above, on an ongoing basis.	
The names of the individual(s) who will be undertaking this work together with their biographical details	
If there are any areas of the specification (Schedule 1) which you are not able to meet, please detail them. Otherwise, please confirm acceptance of the Specification.	
Please provide details of two (2) organisations from whom the College can obtain references where you have undertaken similar work within the last 3 years.	

Commercial	Included/Confirmed
Please confirm your acceptance of the attached terms and conditions (Schedule 2) or include within your tender submission any proposed amendments. Please note that any amendment requests will be considered, however, the College will not enter into any lengthy negotiations around the terms.	



Submit your *rate card based on requirements in Schedule 1 (Specification)	
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***Rate card** - Please note that all rates must be inclusive of all costs but exclusive of VAT.



Schedule 4 – Information Security and Data Protection Questionnaire (issued as separate document)