

1. INTRODUCTION

- 1.1 This Appendix D sets out the questions that will be evaluated as part of this Procurement.
- 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 Provider to consider when preparing a response.
 - 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation.

2. DOCUMENT COMPLETION

- 2.1 You **must** provide a response to every question. Please provide your response via the e-sourcing portal as a separate document at each question. All responses must be provided as either Word or PDF documents using Arial font, no less than size 11.
- 2.2 You **must not** submit any additional information with your Tender other than that specifically requested in this document or Appendix B – Service Description.

3. RESPONSE GUIDANCE

1 COMPANY INFORMATION	
1.1	Please state your full company name.
1.2	Please state your registered office address.
1.3	Please state your company or charity registration number.
1.4	Please state whether your company is a SME.
1.5	Please state whether your company is a voluntary, community or social enterprise organisation.
1.6	Please state the name of your immediate parent company.

2 TENDER CONTACT	
2.1	Please state the contact's name.
2.2	Please state the contact's address, Postcode and Country.
2.3	Please state the contact's telephone number.
2.4	Please state the contact's mobile number.
2.5	Please state the contact's e-mail address.

3 Mandatory Requirements		Pass/Fail
Please Note: The following question is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to answer 'Yes', their Tender will be deemed non-compliant and they will be unable to be considered for this requirement. The Potential Provider should confirm by deleting the inappropriate answer.		
3.1	Do you agree, without caveats or limitations, that in the event you are successful in this Procurement, you will unreservedly sign the HM Treasury Terms and Conditions of Contract as set out at Appendix C upon award of the Contract?	

4 Conflict of Interests		Information
Please Note: Question 4.1 is a Yes / No question and will dictate whether or not the following question needs to be answered. Question 4.2 is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and they will be unable to be considered for this requirement.		
4.1	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	
4.2	We require that any potential, actual or perceived conflicts of interest in respect of this mandate are identified in writing 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.	

5 Capability and Experience		Weighting 35%	
Guidance:			
<ul style="list-style-type: none">Potential Providers should attach one document at the questionnaire level that forms their response to the set questions below.Potential Providers should clearly label the response against each of the questions within the attachment and the document must not exceed a 3,000 word limit and be submitted in Word / PDF format.The maximum score available for this questionnaire is 400.			
Question:			
		Max Score	Weighting %
5.1	Potential Providers should demonstrate their capability and experience of developing the outreach strategy of graduate recruitment campaigns for leading private sector organisations and embedding annual cycles of activity.	100	40
5.2	Potential Providers should demonstrate their knowledge and experience of the graduate recruitment market place.	100	20

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5.3	Potential Providers should demonstrate their capability and experience of working with Other Government Departments and public bodies.	100	20
5.4	Potential Providers should attach the CV's of their proposed resource to deliver the requirements set out in Appendix B Service Description.	100	20

6 Service Delivery and Approach		Weighting 35%	
Guidance:			
<ul style="list-style-type: none">• Provide a detailed proposal for how you will deliver the work outlined in Appendix B Service Description.• Potential Providers should attach one document at the questionnaire level that forms their response to the set questions below.• Potential Providers should clearly label the response against each of the questions within the attachment and the document must not exceed a 3,500 word limit and be submitted in Word / PDF format.• The maximum score available for this questionnaire is 500.			
Question:			
		Max Score	Weighting %
6.1	Potential Providers should demonstrate their service delivery and approach to overseeing the design and delivery of a range of high impact innovative events on campus and in-house, as well as the use of social media to raise the Authority’s profile and build strong relationships with a range of targeted universities, students and candidates.	100	25%
6.2	Potential Providers should demonstrate their service delivery and approach to how they would deploy their consultant days over the course of the outreach project to cover planning, execution and review, showing the total number of days they would propose to deliver the requirements outlined in Appendix B Service Description.	100	20%
6.3	Potential Providers should demonstrate their service delivery and approach to building effective relationships with the Authority’s senior stakeholders and manage their requirements with regards to graduate outreach activity, including participation in specific events.	100	30%
6.4	Potential Providers should demonstrate their service delivery and approach to developing a suite of data to track and compare year on year progress in the Authority’s graduate outreach and recruitment activities, and the progress and retention of recruits;	100	15%

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6.5	Potential Providers should demonstrate their service delivery and approach to the analysis of the suite of data for lessons learned purposes and to keep the Authority's senior stakeholders informed.	100	10%
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Marking Scheme:

The following marking scheme will be used to assess the response provided to the qualitative questions set out above at 5 and 6:

Grade	Score	Interpretation
Excellent	100	Exceeds the requirement. Excellent demonstration by the Potential Provider of the relevant ability, understanding, experience, skills, resources and quality measures required. Evidence identifies factors that will offer significant added value.
Good	80	Satisfies the requirement and offers some additional benefits. Above average demonstration by the Potential Provider of the relevant ability, understanding, experience, skills, resources and quality measures required. Evidence identifies factors that will offer some added value.
Acceptable	60	Satisfies the requirement. Demonstration by the Potential Provider of the relevant ability, understanding, experience, skills, resources and quality measures required.
Minor Reservations	40	Satisfies the requirement, with some minor reservations. Some minor reservations about the Potential Provider's relevant ability, understanding, experience, skills, resources and quality measures required.
Major Reservations	20	Satisfies the requirement, with major reservations. Serious concerns about the Potential Provider's relevant ability, understanding, experience, skills, resources and quality measures required.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Potential Provider has the relevant ability, understanding, experience, skills, resources and quality measures required. Little or no evidence to support the response.

7 PRICE

Weighting 30%

Guidance:

The Authority requires the Potential Provider to provide a maximum capped price in 7.1 to deliver the number of days of consultancy they have proposed in section 6.1, to deliver the requirements set out in Appendix B – Service Description. This maximum capped price in 7.1 will be used to evaluate the price element. The Authority also requires Potential Providers to provide a day rate in 7.2 for their proposed consultant which will be used to invoice for the actual work provided. The day rates in 7.2 will not be used as part of the price evaluation.

Prices should be submitted in Pound Sterling inclusive of expenses but exclusive of VAT.

Question 7.1:

Please provide a maximum capped price to deliver the number of days of consultancy you have proposed in section 6.1, to deliver the requirements set out in Appendix B – Service Description.

Maximum Capped Price	£ [insert amount]	(exclusive of VAT)
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Marking Scheme:

The maximum mark available for 7.1 Maximum Capped Price will be 30. This mark will be awarded to the lowest maximum capped priced Potential Provider. Remaining Potential Providers will receive a mark out of this maximum mark on a pro rata basis dependent on how far they deviate from the lowest price.

The calculation that will be used to determine marks is as follows:

$$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 30 \text{ (maximum mark available)}$$

Question 7.2:

Please provide a day rate for the proposed consultant which will be used to invoice for the actual work provided until the maximum capped price is reached. This day rate will not be used as part of the price evaluation. The total score available for 7.2 is 0 but it is a mandatory question.

Consultant Day Rate	£ [insert amount]	(exclusive of VAT)
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