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Appendix D – Statement of Requirements
Provision of the Business Skills Module of
The Strategic Command Course (SCC)
For the College of Policing
Procurement Reference: CCZP18A15

1 INTRODUCTION

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

2 OVERVIEW

- 2.1 The e-Sourcing event is broken down into the following Questionnaires:

Questionnaire Reference	Questionnaire Title
1	KEY PARTICIPATION REQUIREMENTS
2	CONFLICTS OF INTEREST
3	INFORMATION ONLY
4	EXPERIENCE
5	SERVICE DELIVERY AND APPROACH
6	PROJECT MANAGEMENT
7	PRICE

2.2 Quality Evaluation Process

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

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2.2.2 Each response to questions within the Quality/Service Delivery 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.
25	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.
50	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.
75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
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.

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

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”).

2.3 Consensus Marking Procedure

2.3.1 Tenders that are scored and require evaluation 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 Agent will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.

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2.3.5 During the meeting, the evaluators will discuss the 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’ in the Price Schedule will be recorded and evaluated in accordance with the following process.

2.4.2 Potential Providers’ are required to provide a completed pricing schedule against the ‘Price’ Questionnaire within the e-Sourcing event.

2.4.3 Prices offered will be evaluated against the range of prices submitted by all Potential Providers for that item. A blended rate will be used to determine final cost used for overall evaluation. This will be calculated based on 90% of cost for capped rates and 10% of cost for daily rate, to give an overall weighted score.

2.4.4 The Potential Provider with the lowest price for the requirement 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.

2.4.5 The calculation used is the following:

2.4.6 =
$$\frac{\text{Lowest Price Tendered}}{\text{Tender price}} \times \text{Maximum Score Available}$$

Potential Provider	Price Submitted	Score Calculation	Maximum Score Available	Score Awarded
Potential Provider A	£1,000	£1,000/£1,000 *100	100	100
Potential Provider B	£2,000	£1,000/£2,000 *100	100	50
Potential Provider C	£2,500	£1,000/£2,500 *100	100	40

2.5 Final score



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2.5.1 The Quality Score achieved at stage one (1) will be added to the Price to determine a ranking for each Potential Provider (“Stage One Score”).

2.5.2 The 3 highest ranked Potential Providers, who achieve the minimum acceptable Quality Score and are within 10% of the first ranked Potential Provider at stage one (1) will be invited to participate in stage two (2).

2.5.3 The Quality/Price Score at stage one (1) will be combined with the Quality Score at stage two (2) to determine the final score for each Potential Provider (“Final Score”).

3 EVALUATION CRITERIA

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

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 and its Agent reserve 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

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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 will govern the provision of this contract?	Pass/Fail	N/A
1.4	Do you confirm your Organisation’s e-Sourcing suite profile is complete and accurate at the time of Tendering and that any amendments made following acceptance of this event will be notified to the buyer in writing.	Pass/Fail	N/A
QUESTIONNAIRE 2 – CONFLICTS OF INTEREST			
GUIDANCE	<p>Question 2.1 is a ‘Yes/No’ question and will dictate whether or not question 2.2 needs to be answered.</p> <p>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.</p>		
Question Number	Question	Max Score	Weighting (%)
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

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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 confirm whether your organisation is an SME as defined within EU recommendation 2003/361	None	N/A
3.3	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"> • Trading Name(s) • Registered Address(es) and contact details • Goods/Services to be provided 	None	N/A
3.4	If you are the Lead contact for a Group of Economic Operators, please provide details of all the members of the Group. Your response must include their; <ul style="list-style-type: none"> • Trading Names(s) • Registered address(es) • Dunns Number(s) • Role/responsibility within the Group 	None	N/A

3.5 The following Quality/Service Delivery 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/Service Delivery questions.

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

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- 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.
- 3.8 Potential Providers are able to provide attachments against each question. Question text 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 asked.
- 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 will be marked in accordance with the marking scheme at Section 2.
- 3.13 As attachments are permitted, the maximum page count is **12 sides in total** (minimum Arial Font size 11) including titles and paragraph headings (excluding the CV referenced in Questionnaire 4:Question Number 4.2) attached at question level at Q4.1. The second attachment is the price table – Appendix E. This is to be attached at question level 7.1. This page count must not be exceeded and any pages/text which is in excess of this limit shall be disregarded and shall not be considered in the evaluation process.

QUESTIONNAIRE 4 – Experience			Weighting 30 %	
All Potential Providers MUST answer ALL the following questions				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting [X]%
4.1	Please outline three (3) case studies that demonstrate your experience in delivering a service similar to that	50	100	70%

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	<p>outlined in Appendix B. This must include contact details that the college can approach for a reference, should it wish.</p> <p>Your responses should directly example those elements we are looking for as described in Appendix B – Service Description.</p>			
4.2	<p>Please outline the proposed team that will be involved in this project, including their proposed role and any supporting experience and qualifications that they have. Please also include details of their relevant experience, a brief CV and their role within Project delivery.</p> <p>How do your references and experience clearly show the strength of your technical capabilities and your team's ability?</p>	50	100	30%

QUESTIONNAIRE 5 – Service Delivery and Approach				Weighting – 20%
All Potential Providers MUST answer ALL the following questions				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting [X]%
5.1	Please provide a clear methodology of how you will undertake the proposed requirement, outlining your understanding of the task required and	50	100	90%

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	the steps that you will undertake to ensure a successful outcome.			
5.2	How will your particular approach to the proposed requirement add value to this project?	50	100	10%

QUESTIONNAIRE 6 – Project Management			Weighting – 10%	
All Potential Providers MUST answer ALL the following questions				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting [X]%
6.1	Please outline your proposed project management structure clearly demonstrating the roles and responsibilities in order to meet the requirements of this project.	50	100	30%
6.2	<p>Please outline your proposed account management approach. Please include:</p> <ul style="list-style-type: none"> · How you will adhere to the key service level agreements · Business continuity and/or disaster recovery plans that will be implemented prior to commencing the contract. <p>Please detail a dedicated point of contact for this requirement and a robust escalation procedure.</p>	50	100	30%

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6.3	Please outline your proposed project plan including clear timescales and milestones in line the requirements outlined in Appendix B – Service Description, particularly those elements detailed in Section 5.2 of the Scope of Requirements section	50	100	40%
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QUESTIONNAIRE 7 – PRICE		Weighting – 30%
GUIDANCE	<p>Potential Providers must upload the price schedule at the question level on the e-Sourcing event.</p> <p>Prices should be submitted in pounds Sterling inclusive of any expenses but 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
7.1	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 prices offered are inclusive of any expenses, exclusive of VAT and firm for a period of 90 days following the Deadline for Submission.	100

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4 STAGE TWO

QUESTIONNAIRE 8 – Presentation		Weighting – 10%	
GUIDANCE	<p>The responses to quality and pricing will be evaluated and the top 3 suppliers, as indicated in 2.5.2 above, will be invited to give a presentation.</p> <p>Date of Presentation TBC.</p> <p>The presentation will take the format of a 30-40 minute formal presentation on your teams approach to the specification and to detail where you see your organisation will add value to the specification. There will be 20-30 minutes for questions.</p> <p>Specifically you should focus on the following:</p>		
Question Number	Question	Max Score	Weighting (%)
8.1	How will you develop and implement methods of classroom delivery to meet the needs of the course and facilitate successful outcomes?	100	30%
8.2	How will you design the content to ensure it meets the course objectives and learning outcomes?	100	50%
8.3	How will you ensure content is up to date, current and relevant to the course?	100	20%

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