Invitation to Quote

for exclusive rights to publish College Endorsed Manuals for the National Police Promotions Framework Step Two Legal Examinations (Sergeant and Inspector) and the National Investigators’ Examination

Deadline for receipt of responses no later than Tuesday 31 May 2016 at 12:00

Ref: ITQ/S0174

Version 2.0

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**INTRODUCTION**

Except for the words and expressions set out below, the capitalised words and expressions used in these Invitation to Quote shall have meanings given to them in the draft Agreement for the Rights to Publish College Endorsed Manuals (the “**Contract**”):

“**EIR**” means the Environmental Information Regulations 2004 together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such regulations;

“**FoIA**” means the Freedom of Information Act 2000 and any subordinate legislation made under such Act from time to time together with any guidance and/or codes of practice issued by the Information Commissioner or relevant Government department in relation to such legislation;

**“Electronic Version”** means a version of a Manual in any digital format suitable for download on a mobile device (e-reader);

“**Endorsement**” means the College’s grant of exclusive rights to use the College’s recommendation and relevant logos for the Stated Purpose only;

**“Invitation to Quote**” or “**ITQ**” or means this Invitation to Quote for the rights to publish College Endorsed Manuals for the National Police Promotions Framework Step Two Legal Examinations (Sergeant and Inspector) and the National Investigators’ Examination;

“**Manuals**” means the study materials to be published in print and digital form by the Successful Bidder which must cover all sections from the relevant College Syllabus for (a) the National Police Promotions Framework Step Two Legal Examinations (Sergeant and Inspector) and (b) the National Investigators’ Examination and whose body content comprise at least 90% content from that Syllabus;

“**Stated Purpose**” means the publication of the Manuals;

**“Successful Bidder”** means the Bidder whose Bid is accepted;

**“Syllabus”** means the College’s course document outlining the contents of the National Police Promotions Framework Step Two programme or the National Investigators’ Examination programme respectively.

In this Invitation to Quote any reference to 'person' includes, but is not limited to, any person, firm, body or association, corporate or incorporate.

|  |  |
| --- | --- |
| **1.** | **Overview**  |
|  | **1.1** | The College of Policing (the “**College**”) is the Professional Body for all in policing in England and Wales. We have a mandate to set standards in professional development, including codes of practice and regulations, to ensure consistency across the 43 forces in England and Wales. We also have a remit to set standards for the police service on training, development, skills and qualifications, and we will provide maximum support to help the service implement these standards.The College is currently implementing plans to become a membership organisation. Our first members will be policing professionals (police officers and staff working in police forces and associated policing organisations). In the future, we will open Membership to a wider audience, including those working with police professionals or who have an interest in policing. These Membership types will be chargeable and available to both UK and International audiences. The packages will be announced when they become available.The College is inviting quotations from publishers on the terms set out in this Invitation to Quote (the **“ITQ”**). The College requires the Successful Bidder to publish, promote, sell and distribute manuals covering content from the College’s syllabi for (a) the National Police Promotions Framework Step Two Legal Examinations (Sergeant and Inspector) and (b) the National Investigators’ Examination (the **“Manuals”**). Subject to meeting specific requirements as set out in Schedule 1, the College will grant the Successful Bidder exclusive rights to use the College’s recommendation and relevant logos for the purpose of publishing the Manuals (the **“Endorsement”**). Bidders are asked to submit a quote for Royalties payable to the College in respect of the Endorsement. |
|  | **1.2** | **The opportunity**The National Police Promotions Framework (“**NPPF**”) Step Two examinations are held on an annual basis. Approximately 3,500 candidates enter the Sergeants’ examination, and approximately 2,000 candidates enter the Inspectors’ examination each year.The National Investigators’ Examination (**“NIE”**) is held on a quarterly basis. Approximately 3,000 qualifying candidates enter the examination each year.The Manuals effectively define the Body of Knowledge in Policing (“BoKP”) candidates sitting the relevant examinations are assessed against. The NPPF Syllabus covers four distinct areas, and may require a multi-volume set of Manuals (whether or not accompanied by companion workbooks):-1. Crime
2. Evidence & Procedure
3. Road Policing
4. General Police Duties

The NIE Syllabus covers six distinct areas, and may require a multi-volume set of Manuals (whether or not accompanied by companion workbooks):-1. Evidence;
2. Property Offences;
3. Assaults, Drugs, Firearms and Gun Crime;
4. Sexual Offences;
5. Offences in Immigration Enforcement and Asylum;
6. Offences in Customs and Excise Management and Serious Organised Crime

It is important that test developers and candidates use the same reference materials. The ability to reference each question in the examination is vital for auditing purposes and is a key principle underlying robust psychometric test design as this ensures that the question is technically accurate and answerable within the examination syllabus.The Syllabus content examined for both NPPF and NIE is cross-referenced to, and contained within, the current edition of the Manuals. Candidates are examined on the law and procedure only as it appears in the latest edition of the Manuals.  |
|  | **1.3** | **Timeframes for publication**Under the current contract, the incumbent publisher will publish the 2017 editions of the Manuals as follows:-

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2017 Exams** | **Publication** | **Writing** |
| NPPF | March (sergeants) & October (inspectors) | August ‘16 | September ‘15 |
| NIE | March, June, September & November | October ‘16 | November ‘15 |

The College requires Bidders to propose a timetable for publication to enable candidates to access study materials in good time for the 2018 examinations:-

|  |  |  |
| --- | --- | --- |
|  | **2018 Exams** | **Publication** |
| NPPF | March (sergeants) & October (inspectors) | August ‘17 |
| NIE | March, June, September & November | October ‘17 |

The College will provide the Successful Bidder with the relevant Syllabi to enable authors to write the Manuals. The College expects to be provided with proofs for purpose of determining that criteria for Endorsement have been met. |
|  | **1.4** | It is anticipated that the contract will commence **1st September 2016** or as soon as possible after that date for a period of **three (3) years** with the possibility to extend for **a** period of **two (2) years.**  |
|  | **1.5** | It is essential to comply with the following instructions in the preparation and submission of your quotation and to fully complete and submit all required parts of this quotation documentation. The College reserves the right to reject a quotation that does not fully comply with these instructions. |
| **2.** | Contact Details |
|  | **2.1** | The contact for the College for this contract will be Sue Clay, Business Co-ordinator at the College of Policing – sue.clay@college.pnn.police.uk.  |
| **3.** | Submission requirements  |
|  | **3.1** | Your quotation must be completed and must be **submitted by First Class Post** to the College of Policing, F.A.O. Helen Slimmon, Selection & Assessment Unit, Central House, Beckwith Knowle, Otley Road, Harrogate, HG3 1UF, **no later than Tuesday 31 May 2016 at 12:00.**You must include a cover letter, and mark each page of your submission with the ITQ reference nr ITQ/S0174/[**your company name**].Quotations received after this date and time may not be considered. |
|  | **3.2** | Any quotation submitted will be deemed to remain open for acceptance or non-acceptance for not less than 90 days from the closing date stipulated above. The College may accept the quotation at any time within this prescribed period. The College shall however not be bound to accept the highest or any quotation and may accept any offer in whole or in part. |
|  | **3.3** | You must not make any changes to the text of the document as supplied to you – we shall evaluate your quotation (and may award a contract) on the basis that no such changes have been made. |
|  **4.** | **3.4****3.5 3.6****3.7 3.8****4.1****4.2** | The College reserves the right to cancel the quotation process at any point. The College is not liable for any costs resulting from any cancellation of this quotation process or for any other costs incurred by those quoting for this Contract.Bidders shall be deemed to have satisfied themselves before submitting a bid as to the accuracy and sufficiency of the rates and prices stated by them in their bid, which shall (except in so far as it is otherwise provided for in the Contract), cover all their obligations under the Contract, and they shall be deemed to have obtained for themselves all necessary information as to risks, contingencies and any other circumstances which might reasonably influence or affect their Bid. No claim for payment will be considered on the grounds of misunderstanding or lack of knowledge or information.Where errors or discrepancies are found that may affect the quotation sum, the Successful Bidder will be notified and given the opportunity to confirm the submitted sum without amendment, or withdraw their bid.Where insufficient information is provided in relation to any specific criteria, no credit will be given for that aspect of quality.Where signatures are requested, typed entries are not acceptable. Bidders must formulate their responses in Arial 10pt, Line spacing 1, using MS Word and PDF as acceptable formats. No more than 1 page A4 per question unless explicitly stated otherwise. Please do not include general marketing materials / brochures.

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| Evaluation criteria The contract will be awarded on a quality price model, with a weighting as follows.* Price = 40%
* Quality = 60%

The maximum possible score is **375 marks**. Price evaluation will be based on the following, based on the overall contract value of 3 years (with a possibility to extend).

|  |  |
| --- | --- |
| 5 | Highest bid  |
| 4 | Less than highest bid and up to and including 1% less  |
| 3 | More than 1% up to and including 1. 5% less  |
| 2 | more than 1.5% up to and including 2% less  |
| 1 | more than 2% up to and including 2.5% less  |
| 0 | More than 2.5% less |

Bidders will be asked to submit their best offer (Royalty percentage) against a range of sales targets. The total score available for this component is **150 marks**. No weighting is applied.Quality evaluation will be made under the criteria listed below, and the information required from the Bidders will be based on the six assessment questions. Questions I, II and VI are worth a maximum of 10 marks (double weighting), and questions III, IV and V are worth a maximum of 15 marks (triple weighting). The total score available for this component is **225 marks**.Quality evaluation will be assessed using the performance criteria below.

|  |  |
| --- | --- |
|  **Score** | **Performance** |
| 5 | Comprehensive response which is innovative and fully exceeds requirements/expectations |
| 4 | Response meets the standards fully as specified with a good level of detail |
| 3 | Response meets most of the criteria but lacks some detail |
| 2 | Response meets minimum criteria but remains basic with a significant lack of detail |
| 1 | Poor response, only partially satisfies the requirement with deficiencies apparent. Falls short of minimum expectations/requirements |
| 0 | No response submitted or significantly fails to meet the standard |

You should ensure that you adequately cover the specific points included in the evaluation criteria listed above in your quotation response.If a quotation scores ‘0’ against any one or more assessment questions, this may give grounds for excluding that tender from any further consideration. For any tenders so excluded, the relevant price may also be excluded from the evaluation. |

 |
|  | **The College of Policing reserves the right to moderate scores, and/or eliminate a Bidder, should any information submitted prove to be inaccurate, or have changed since the Bid was submitted.** |

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| **5.** | **Terms and Conditions** |
|  | **5.1****5.2** | The Successful Bidder will be bound by the College’s standard Terms and Conditions together with Special Conditions. The draft contract, which is non-negotiable, is enclosed as Appendix B.It is anticipated that the contract with the successful Bidder will commence from 1st September 2016 and will run for a period of 3 (three) years to the 31st August 2019 unless extended as agreed between the Parties. |
| **6.** | **Clarifications** |
|  | **6.1 6.2** | Should you require clarification in respect of anything contained within this ITQ documentation, you must submit your questions in the form set out in Appendix A via the designated email address sales@college.pnn.police.uk **no later than Tuesday 17 May 2016 at 16:00.**PLEASE READ THROUGH THE ENTIRE DOCUMENT FIRST BEFORE RAISING ANY QUESTIONS. **You must use the ITQ reference ITQ/S0174/[*your company name*] in the subject line of your email.**  Questions without the ITQ reference may not be promptly identified.The College’s responses to any queries or clarification requests may, at the College’s discretion, be published to all Bidders. |
| **7.** | **Amendments** |
|  | **7.1** | The College may amend the quotation documents at any time prior to the deadline for receipt of quotations. All Bidders will be made aware of any such amendments.  |
| **8.** | Quotation Procedures |
|  | **8.1** | Your quotation must be completed and must be **submitted by First Class Post** to the College of Policing, F.A.O. Helen Slimmon, Selection & Assessment Unit, Central House, Beckwith Knowle, Otley Road, Harrogate, HG3 1UF, **no later than Tuesday 31 May 2016 at 12:00.**You must include a cover letter, and mark each page of your submission with the ITQ reference nr ITQ/S0174/[*your company name*].Quotations received after this date and time may not be considered. |
|  | **8.2** | The College may reject the quotation if all parts of the quotation form have not been properly completed and all evidence requested has not been supplied. |
| **9.** | **Applicable legislation** |
|  | **9.1** | The Successful Bidder will be expected to comply with all applicable legislation.  |
| **10.** | **Transparency** |
|  | **10.1****10.2 10.3 10.4** **10.5****10.6** | In accordance with the obligations and duties placed upon public authorities by the FoIA and the EIR, all information submitted to the College may be disclosed in response to a request for information made pursuant to the FoIA and the EIR. The Potential Publisher should note that the information disclosed in response to a FoIA or EIR request may include, but is not limited to, the disclosure of its Tender (including any attachments or embedded documents) and/or any score or details of the evaluation of a Tender.If the Potential Publisher considers any part of its Tender or any other information it submits to be confidential or commercially sensitive, the Potential Publisher should:10.3.1 clearly identify such information as confidential or commercially sensitive;10.3.2 explain the potential implications of disclosure of such information; and10.3.3 provide an estimate of the period of time during which it believes that such information will remain confidential or commercially sensitive.If the Potential Publisher identifies that part of its Tender or other information it submits is confidential or commercially sensitive, the College will consider withholding it from publication. The Potential Publisher should note that, even where information is identified as confidential or commercially sensitive, the College may be required to disclose such information in accordance with the FoIA or the EIR. The College is required to form an independent judgement upon whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. The College cannot guarantee that any information indicated as being “confidential” or “commercially sensitive” by the Potential Publisher will be withheld from publication. If the Potential Publisher receives a request for information under the FoIA or the EIR during the Procurement process, it should be immediately referred to the College.  |
| **11.** | **Timetable** |
|  | **112.1** | It is anticipated that the following timescales will be applied. Changes may be made by the College to any of these dates. In the event that this action becomes necessary the College will advise the participants in the ITQ process.

|  |  |
| --- | --- |
| Timescale | Date |
| Invitation to Quote Issued  | Tuesday 3 May 2016 |
| Deadline for clarification questions | Tuesday 17 May 2016 at 16:00 |
| Submission of Quotations deadline | Tuesday 31 May 2016 at 12:00 |
| Evaluation | Monday 1 June 2016 onwards  |
| Contract award notification | Monday 20 June 2016 or as soon as possible after that date |
| Contract start date | Thursday 1 September 2016 |

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Checklist of Documents for Completion and Enclosures Required

 Bidders must ensure that they complete and sign, where required, ALL the requisite documents and forms included in the tender documents and any additional documentation, information and certificates that are required by the College to evaluate the Proposal. The documents and forms that need completing for this tender are as follows:

|  |  |  |
| --- | --- | --- |
| **Document Title** | **Location Within Submission and Title of Document** | **Check if Enclosed** |
| Schedule 2: Assessment | **1. Essential Criteria**Q.1 : Y / NQ.2 : Y / NQ.3 : Y / NQ.4 : Y / N Q.4a: Y / N Q.4b: Y / N Q.4c: Applicability statementQ.4d: Applicability statement  | [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]  |
| Schedule 2: Assessment | **2. Assessment Question**Q.I : Enclose Response + ReferencesQ.II : Enclose ResponseQ.II : Enclose Response Q.IV : Enclose Response + Details of individualsQ.V: Enclose ResponseQ.VI : Enclose Response + Details of Discount / Affiliate Schemes / Offerings for Members | [ ] [ ] [ ] [ ] [ ]  |
| Schedule 3: Pricing/Quotation Form | NPPF - quoteNIE - quote | [ ] [ ]  |
| Schedule 4: Company Information Questionnaire | Questionnaire | [ ]  |
| Declaration | Declaration | [ ]  |

Schedule 1 - Schedule of Requirements

1. Introduction

The Successful Bidder will be required to publish, promote, sell and distribute (“Publish”) Manuals covering content from the College’s Syllabi for (a) the National Police Promotions Framework Step (“NPPF”)Two Legal Examinations (Sergeant and Inspector) and (b) the National Investigators’ Examination (“NIE”).

In consideration of publication of the Manuals in accordance with the College’s requirements and royalty payments as per the Successful Bidders offer, the College is willing to grant the Successful Bidder exclusive rights to use the College’s Endorsement and relevant logos.

*Endorsement of the Manuals signals to candidates that the College has given its seal of approval and that the materials are the official Body of Knowledge in Policing for the exams the candidates are about to take. The right of Endorsement - which comes with College logo and a statement from the Chief Executive Officer – is therefore a valuable and powerful asset to any publisher in the field of Policing & Criminology.*

The College is particularly interested in innovative, value-add options for candidates taking the NPPF and NIE examinations, including, for example, making the relevant Syllabus available via such online subscription service and / or Electronic Versions.

1. Timetable

The Successful Bidder must propose a timetable for publication (“Timetable”) to enable candidates to access study materials in good time for the 2018 examinations:-

|  |  |  |
| --- | --- | --- |
|  | **2018 Exams** | **Publication** |
| NPPF | March (sergeants) & October (inspectors) | August ‘17 |
| NIE | March, June, September & November | October ‘17 |

The College will provide the Successful Bidder with the relevant Syllabi to enable authors to write the Manuals in accordance with the Timetable. The College expects to be provided with proofs for purpose of determining that criteria for Endorsement have been met.

1. Authors

The Successful Bidder must have access to a pool of authors who hold a degree or have similar qualifications to be able to establish their suitability to be an author of the Manuals. They must also have demonstrable professional knowledge and experience of applying police-related legislation and procedure.

1. Legal Review

The Successful Bidder will have suitably qualified staff who will conduct reviews of the manuscripts to ensure that all relevant legislation is taken account of, all legislation cited is in force and the correct version is cited.

1. Formats

Manuals will be Published in print and in Electronic Versions, suitable for download on mobile devices (e-readers). Potential Bidders must have the capability to offer access to Electronic Versions (whether via online subscription or as an e-book) via their web presence.

1. Contents

Subject to the College having provided the relevant Syllabi the Successful Bidder must Publish the Manuals in accordance with the Timetable.

Each Manual must cover all sections contained in the associated Syllabus. To be eligible for Endorsement, 90% of the body text of the content in a Manual must comprise material suitable for study and revision from the relevant Syllabus.

1. Referencing

The Successful Bidder must structure the Manuals in accordance with the relevant Syllabus structure so that the referencing of the examination questions, which are held in the College’s General Purpose Question Bank (“GPQ Bank”), remains intact. Copies of the 2016 Syllabi are enclosed as Appendix C.(1) and C.(2) by way of example.

Below is an example of how questions are referenced in our question bank software:

Year: 2015

Book: Police Investigators’ Manual/Blackstone’s Police Manuals

Course: **Book for NPPF** i.e. Crime; General Police Duties, Road Policing; Evidence and Procedure

**Part for NIE** i.e. Evidence; Property Offences; Assaults, Drugs, Firearms and Gun Crime; Sexual Offences; Offences in Immigration Enforcement and Asylum; Offences in Customs and Excise Management and Serious Organised Crime;

Chapter: Chapter in Book or Part

Paragraph: Paragraph in Chapter

Page: Page Number

The syllabus for NPPF examinations starts at page 29 and the syllabus for the NIE starts on page 24.

The reason for this requirement is that the examinations, Syllabus and Manuals are cross-referenced.

In additional to the above, the College requires that the Manuals distinguish clearly what is examinable and non-examinable text for both NPPF and NIE exams. The current methodology used is that of blacklining.

1. Services

The Successful Bidder will provide all services generally associated with Publishing an academic publication, including but not limited to:-

* Author management;
* Editorial & production;
* Distribution, warehousing, stock control & reprints, sales & marketing;
* Customer services
* ISBN & bibliographic records
* Online & alternative media management
* Contract management

Schedule 2 - Assessment

1. Essential Criteria

**Bidders must be able to answer YES to the following five questions.**

1. The Bidder must be able to publish an Electronic Version of the Manuals, which can be purchased and downloaded via its web presence. **PLEASE CONFIRM YES/NO –**
2. The College of Policing expects any company that it enters into an agreement with to have access to suitably qualified and experienced Authors as well as its own assessors to carry out legal reviews of the Manuals to be produced. For the avoidance of doubt, the College would deem ‘suitable experience’ to include application of policing related legislation, **PLEASE CONFIRM YES/NO –**
3. The Bidder will structure the Manuals in accordance with the structure of the relevant Syllabus and will provide the College with schedules of paragraph changes and finalised manuscripts for each new edition to allow co-ordination between the recommended study material and the maintenance of the General Purpose Question Bank. **PLEASE CONFIRM YES / NO –**
4. The Bidder is required to hold a current quality management certification (for example BS/EN/ISO 9001 or equivalent). **PLEASE CONFIRM YES / NO –**

**Please provide copies of any QM Certification you hold.**

1. Please self-certify that you have, or can commit to obtain, prior to the commencement of the contract, adequate levels of insurance cover indicated below:
	1. Employer’s (Compulsory) Liability Insurance **PLEASE CONFIRM YES / NO –**
	2. Public Liability Insurance **PLEASE CONFIRM YES / NO –**

Also please provide details of the following if applicable to your company.

* 1. Professional Indemnity Insurance **–**
	2. Product Liability Insurance **–**

**IF BIDDERS CANNOT ANSWER YES TO THESE QUESTIONS THEIR BID MAY BE DISQUALIFIED FROM THE PROCESS**

1. ASSESSMENT QUESTIONS – SCORED QUESTIONS

The following questions will be scored by the evaluation panel. Each question will be scored out of 5 marks based on the evaluation criteria provided under section 4.1.Questions I, II and VI are worth a maximum of 10 marks (double weighting), and questions III, IV and V are worth a maximum of 15 marks (triple weighting). The total score available for this component is **225 marks**. **(60%)**

#### I. Your approach and vision [max. 1 page A4]

Please summarise your plans in relation to the development of your services in publishing and related areas of business during the Term of the agreement.

#### II Customer Satisfaction & Account management [max. 2 pages A4]

(a) Give an example of where a customer raised a concern or identified a problem, and demonstrate how you resolved the situation and achieved a satisfactory outcome.

(b) Demonstrate your ability to provide current and accurate royalty statements on a regular basis, and make royalty payments accordingly.

#### III Services [max. 3 pages A4]

(a) Please describe how you intend to provide the services set out in Schedule 1 to the College. Include a Timetable for publication of the Manuals.

(b) What additional services, if any, are you able to provide in relation to these services?

#### IV Transition and service management [3 pages A4]

(a) Please set out how you propose to manage the services both at transition and in relation to service delivery on an ongoing basis. Specifically, what steps will you take to ensure that your proposed Manual structure will maintain referential integrity between the Syllabi, GPQ Bank and the Manuals?

(b) What resources will you use to provide the services? Please provide details of the individuals who would assume key roles in the provision of the services and details of how those individuals would interact with the College.

#### V Author Engagement [2 pages A4]

(a) Describe your process for attracting, selecting and retaining authors. Demonstrate your ability to determine potential authors’ suitability to write the Manuals.

(b) Provide author profiles, identifying for which Manuals you intend to engage the authors, and what reasons you have for your choice of author.

(c) Describe what controls are in place between your organisation and the author(s) to ensure the author(s) have the capacity to complete the Manuals in the required timeframe.

#### VI Value added services [2 pages A4]

Please set out the specific measures that you are prepared to include within your publishing solution that will effectively serve to differentiate you from your competitors. The College is particularly interested in any discount schemes, affiliate schemes or similar offerings for the College’s members, and in addition to that would welcome suggestions regarding innovation in the services to be provided or service specification.

Schedule 3 – Pricing / Quotation Form

**PLEASE COMPLETE THE BOXES BELOW (Price for Services Rendered Excluding vat)**

Please provide your best offer in respect of Royalties arising from the College Endorsed manuals and the materials provided by the College under copyright (the Syllabus). Any proposal should be accompanied by a clear explanation of the underlying calculation.

**NPPF Manuals**

|  |
| --- |
| **Royalty Payments for the first 3 (three) years of the Agreement (reviewable thereafter)** |
| **Sales in £** | **Royalties** |
| **Between** | **and** | **Rate in%** |
| 0 | 2,500 |  |
| 2,501 | 5,000 |  |
| 5,001 | 7,500 |  |
| 7,501 | 10,000 |  |
| 10,000+ |  |

**NIE Manual**

|  |
| --- |
| **Royalty Payments for the first 3 (three) years of the Agreement (reviewable thereafter)** |
| **Sales in £** | **Royalties** |
| **Between** | **and** | **Rate in%** |
| 0 | 2,500 |  |
| 2,501 | 5,000 |  |
| 5,001 | 7,500 |  |
| 7,501 | 10,000 |  |
| 10,000+ |  |

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| **Explanatory Notes** |
|  |

I/We confirm that I/we are able and willing to enter into the Contract as specified in the Invitation to Quote for the Royalties as set out above (exclusive of value added tax (VAT)).

Schedule 4 – Company Information Questionnaire

**Notes for completion**

As part of this invitation to quote the College of Policing is seeking assurance from Bidders that they are suitable to participate in this procurement process.

Please complete the following Company Information Questionnaire (CIQ).

**1 - Bidder information**

|  |  |
| --- | --- |
| **1.1 Bidder details** | **Answer** |
| Full name of the Bidder completing the CIQ |  |
| Name of Person completing this CIQ |  |
| Role of Person completing this CIQ |  |
| Contact details of person completing the CIQ – Phone number and E-Mail Address. |  |
| Date of Completion of CIQ |  |
| Registered company address |  |
| Registered company number |  |
| Registered charity number |  |
| Registered VAT number |  |
| Name of immediate parent company |  |
| Name of ultimate parent company |  |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company  | [ ]   |
| ii) a limited company | [ ]  |
| iii) a limited liability partnership | [ ]  |
| iv) other partnership | [ ]  |
| v) sole trader | [ ]  |
| vi) other (please specify) | [ ]  |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i)Voluntary, Community and Social Enterprise (VCSE) | [ ]  |
| ii) Small or Medium Enterprise (SME)  | [ ]  |
| iii) Sheltered workshop | [ ]  |
| iv) Public service mutual | [ ]  |
| **1.2 Bidding model** |  |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** |  |
| a)      Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | [ ]  |  |
| b)      Bidding as a Prime Contractor and will use third parties to deliver some of the servicesIf yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | [ ]  |  |
| c)       Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the servicesIf yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | [ ]  |  |
| d)      Bidding as a consortium but not proposing to create a new legal entity. If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created. Please note that the College may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | *[ ]* **Consortium members****Lead member** |  |
| e)      Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV). If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix. | [ ]  **Consortium members****Current lead member****Name of Special Purpose Vehicle** |  |
| **2 - Declaration**

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| I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of......................... (**Insert name of Bidder**). I understand that the College may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.I also declare that there is no conflict of interest in relation to the College’s requirement.Signature ……………………………………………………… |

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