



Specification

Provision of Annual Expert Witness Conference

Drivers Medical Group

Contract Reference: PS/22/84

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1. Introduction

The Driver and Vehicle Licensing Agency (**DVLA**) invites proposals for the following Services:

Provision of Annual Expert Witness Conference

This contract will be subject to the Terms and Conditions of Contract.

2. Background to the Requirement

The DVLA is an Executive Agency of the Department for Transport (DfT), based in Swansea. The DVLA's primary aims are to facilitate road safety and general law enforcement by maintaining accurate registers of drivers and vehicle keepers and to collect Vehicle Excise Duty (VED).

Drivers Medical Branch (DMB) processes circa 750,000 cases a year where investigations are made into licence holders' fitness to drive.

Drivers Medical Group currently employs 39 DVLA Doctors (including 1 Senior DVLA Doctor), 2 Junior Doctors plus 8 Caseworker Nurses. There are 3 additional Doctors that are due to be recruited shortly.

As a group they are responsible for applying the medical standards for driver licensing in Great Britain, representing the Secretary of State at appeals and advising the medical profession on medical aspects of fitness to drive. The Drivers' Medical section within the DVLA deals with all aspects of driver licensing when there are medical conditions or drugs and/or alcohol misuse or dependence that impact, or potentially impact, on safe control of a vehicle.

DVLA Doctor's must demonstrate appropriate understanding of the clinical context of medical problems and their treatment to allow the knowledge to be applied to licensing decisions. As part of the DVLA Doctor role, they attend court as an expert witness on behalf of the Secretary of State. They require accredited training before attending court as an expert witness.

DVLA Doctors must also demonstrate appropriate continuing professional development (CPD) to keep up to date for each part of their scope of practice through a wide range of high quality courses and events supporting the appraisal and revalidation process.

This procurement seeks the provision of the Annual Expert Witness Conference for the Doctors that have undertaken Expert Witness, training to ensure that their knowledge and practice is current

3. Procurement Timetable

The timetable for this Procurement is set out in Invitation to Tender (ITT). This timetable may be changed at any time but any changes to the dates will be made in accordance

with the Regulations (where applicable).

Potential tenderers will be informed if changes to this timetable are necessary.

4. Scope

DVLA Doctors are expected to keep up to date with any developments and changes to ensure their skills and knowledge are current. To achieve this the DVLA Doctors are expected to undertake ongoing expert witness CPD (Continuing Professional Development) on a regular basis. DVLA Doctors would attain this through the Annual Expert Witness Conference.

DVLA require the services of an accredited training provider that offers the Annual Expert Witness conference which leads on from the online courses (excellence in report writing and expert witness/courtroom skills) to support our Doctors continuing professional development and accreditation to attend court to defend decisions as an expert witness.

The conference must be available for the Doctors to attend in person and also via online live event with a recorded version available to additional DVLA Doctors to attend at a later date.

Learning Outcome;

An improved understanding of the expert witness role which will enable the Doctor to represent the Secretary of States at the appeal court.

The volume of Doctors requiring attendance are as follows (Please note: These volumes are not guaranteed and are provided on an indicative basis, based on our current forecasts and resource).

Annual Expert Witness Conference	YEAR 1	YEAR 2	YEAR 3 Optional Extension
Annual Forecasted delegates	20	20	20

5. Implementation and Deliverables

The commencement date of this contract will be 9 January 2023 and the duration is for a period of two years with the option to extend for a further one year period at the sole discretion of the DVLA.

6. Specifying Goods and / or Services

6.1 Conference Content

The conference must provide opportunity for the DVLA Doctors' to hear from high-profile speakers and keep abreast of the current developments and key issues that are affecting expert witnesses.

The conference must provide networking opportunities to enable them to keep up to date with what is happening on the expert witness landscape and include educational sessions for experts working in-the relevant medicolegal field.

Attendance must provide the Doctors with 6 CPD hours to allow them to maintain the Expert Witness accreditation.

The conference must be available for the DVLA Doctors to attend in person and also via live event online with a recorded version available to additional DVLA Doctors to attend at a later date. The recording must be available for a minimum period of 90 days after the conference. Due to business demands, the majority of delegates will attend virtually, however the Authority reserves the right for a small number of delegates to attend each conference in person.

6.2 Confirmation of Attendance

Within five (5) working days of attendance of the conference, the supplier will be required to provide DVLA's training team and Doctor's training co-ordinator with the delegate attendance figures and names, the date and the confirmation of completion for all delegates.

Within ten (10) working days of attendance of the conference, the supplier will be required to provide each delegate with a certificate of completion confirming;

- Conference Title
- Delegate's name
- Date of completion
- CPD hours gained

After each event the supplier will issue a Post Attendance Evaluation survey to ensure each delegates needs were met and act/feedback on areas identified for improvement.

6.3 Booking Procedures

All courses will be booked electronically by the named DVLA appointed Contract Owner/Doctors Training co-ordinator.

The supplier will confirm with the delegate the joining details for each course in a timely manner along with a calendar invite, including any recommended pre-attendance activity.

6.4 Delivery Conditions

The supplier must provide all conference materials and resources to deliver the conference and these should be included in the overall price provided.

These must be in a digital format for a virtual conference.

Delivery must be by a suitably qualified and experienced individual(s) to maximise the learning experience and outcomes.

The supplier must be able to provide evidence of credentials for the Guest Speakers delivering this conference.

The supplier must be able to deliver the conference virtually.

The supplier will need to ensure that the recording of the conference is delivered via a user friendly and accessible virtual platform e.g., Zoom, Crowdcoms etc. through a web browser.

Supporting material should be available to the delegates during or after the conference for future reference.

Conferences must be inclusive to all staff, with accessibility requirements to be checked with delegates prior to attending face to face or online training. For example, some staff may need handouts in accessible versions and/or assistive software to take part. In addition venues for face to face training will need to be accessible.

6.5 Cancellation

If the supplier cancels an agreed conference for any reason, they shall meet all claims for costs incurred by DVLA or its delegates in the cancelling and rebooking of an alternative conference.

DVLA reserve the right to substitute delegates at short notice if the needs of our business change.

A copy of your cancellation policy must be provided.

6.1 Social Value Considerations

Not Applicable

6.2 Modern Slavery Considerations

Not Applicable

7. Quality Assurance Requirements

The provider must confirm their ability to provide access to these events within agreed timeframes and for the duration of the contract.

The DVLA requires all conferences for the lifecycle of the contract to be available to attend in person, via online live event and via recording after the event accessed via a user-friendly platform as specified at section 6.4

The Guest Speakers must be suitably qualified and high profile in their recognised field and provide valuable insight into the expert witness role.

8. Other Requirements

8.1 Information Assurance

Removable Media

Tenderers should note that removable media is not permitted in the delivery of this Contract. Where there is a requirement for Supplier Staff to take data off site in electronic format, the DVLA will consider if it is appropriate to supply an encrypted hard drive.

Security Clearance

Level 1

Tenderers are required to acknowledge in their response that any Supplier Staff that will have access to the DVLA site for meetings and similar (but have no access to the DVLA systems), must be supervised at all times by DVLA staff.

Information Supply Chain

Tenderers are required to confirm how DVLA Data will be securely managed at each stage of the Information Supply Chain. This applies to both Suppliers and Subcontractors. Retention schedules will need to be defined and agreed prior to award of contract.

Processing Personal Data

Please note that the successful tenderer as part of the contract agrees to comply with all applicable requirements of UK Data Protection Legislation (including UK GDPR) and all applicable Law about the processing of personal data and privacy.

Data Protection Authorised Processing Template

The processing of personal data has been identified as part of this requirement. Please refer to the Terms and Conditions of this contract and associated Schedule 8 (Authorised Processing Template) for full details of the instructions to be followed when processing data.

8.2 Cyber Security - Not Applicable

8.3 Data Sharing

DVLA's Contract Owner will work with the successful tenderer to implement any information sharing or data sharing procedures and associated DVLA requirements that may be needed at any point during the lifecycle of the contract.

Information or data sharing procedures will need to be formally assessed and approved by DVLA through the Data Sharing Clearance Process, managed by the Data Sharing Strategy & Compliance team (DSSC).

The Supplier will submit any requirements for information/data sharing, via the Contract Owner, to the DVLA who will consider the changes through this Data Sharing Clearance process. Any proposals shall be considered and if approved an implementation plan will be formally offered to and accepted by both the DVLA and the Supplier before commencement.

This approvals process is designed to assess and identify additional measures and safeguards that may be required to protect data to those already stated in this specification document.

8.4 Sustainability

The DVLA is committed to reducing any negative impacts produced by our activities, products and services. This aligns to the Government's Greening Commitment which states we must: "Continue to buy more sustainable and efficient products and services with the aim of achieving the best long-term, overall value for money for society."

DVLA is certified to ISO 14001:2015 and more information is available in our Environmental Policy at:

<https://www.gov.uk/government/publications/dvlas-environmental-policy>

The DVLA require the Supplier to confirm their understanding and acceptance of each point **8.4.1 – 8.4.2** and supply information if it has been requested.

8.4.1 - The DVLA is committed to sustainability and as such the Supplier should consider this as part of their submission.

The DVLA requires the Supplier to:

- Comply with the DVLA's Environmental Policy:
<https://www.gov.uk/government/publications/dvlas-environmental-policy>
- Where appropriate, assist the DVLA in achieving its Greening Government Commitments as detailed on
<https://www.gov.uk/government/publications/greening-government->

[commitments-2021-to-2025](#) i.e. Reduce CO₂ emissions through energy consumption and travel, reduce water consumption and waste produced;

- Be able to evidence continual environmental improvements in their own organisation (ideally through an accredited EMS, i.e. ISO 14001, Green Dragon etc);
- Ensure its own supply chain does not have negative environmental or social impact and;
- Where required, be able to provide data on carbon emissions related to the products / services being supplied to aid with scope 3 emission calculations.
- Provide the specified goods / services without the use of single use plastic in line with Government commitments.

8.4.2 - The Supplier shall provide their sustainability or environmental policy.

8.5 Health and Safety

DVLA has an Occupational Health and Safety Management System that is certificated to ISO45001. Further information on our Health & Safety Policy, is available on request from the DVLA (See Section 14 for Points of Contact):

All Supplier Staff working in the DVLA on any of our premises must fully comply with relevant health and safety legislation, together with health, safety and welfare policy and management arrangements applied by the DVLA. If appropriate, these issues must be addressed at or before the award of the contract and may form part of the procurement process. Where requested, Suppliers will be required to provide copies of their health and safety policy statement, risk assessments and method statements, clearly identifying any safety implications that their activities may have and how these will be managed. Contract management staff are responsible for checking health and safety information provided by Suppliers, and passing relevant information to local line management and staff. Supplier's safety performance will be monitored and checked as part of normal contract management.

Tenderers should:

- Have an appointed competent person responsible for H&S, details to be made available to DVLA on request
- Have emergency arrangements and plans for their goods/product/service, and observe DVLA's arrangements whilst on site, or through the course of the business or contract
- Have adequate provision for your own first aid when on site
- Have an accident reporting and recording process for all near miss, accidents/incidents, or violent and aggressive behaviours. Any incident on

DVLA site should be reported immediately to the DVLA's Health and Safety Team

- Communicate with DVLA on any health and safety matter or issue in relation to the contract/product/supply of goods or service, notifying DVLA of any Health and Safety hazard, which may arise in connection with its supply of goods, products, or services
- Indemnify DVLA in the instance where failure of the company's product/service, acts or omissions, with regards to health and safety, results in an economic penalty, time delay, issue, accident/incident or claim against the DVLA
- Have suitable and sufficient insurance cover for all business/products/services supplied/that are provided to DVLA
- Have documented, suitable and sufficient, risk assessments and method statements, covering all significant activities and deliveries of products, goods and services. Copies to be made available to DVLA on request
- Provide suitable and sufficient health and safety training, information and instruction for all its employees/contractors/subcontractors. Records to be made available on request
- Engage with DVLA's Security/Estates Management Group to arrange access to all DVLA premises/buildings
- Comply with all vehicle and driver legal requirements and DVLA policies whilst driving on premises or conducting business for DVLA

To help prevent the spread of COVID-19 and reduce the potential risk of exposure, DVLA has a set of assessments that must be completed prior to attendance at any DVLA site. There are also a strict set of procedures that must be adhered to whilst on site. These apply to all staff and contractors are kept up-to-date based on the latest Government guidance.

Any Supplier Staff required to attend/visit DVLA site, during the period of the contract, **must request and obtain a copy of the most recent DVLA Covid-19 Risk Assessment from the DVLA Contract Owner/Manager. They must also submit a copy of a Covid-19 Risk Assessment for their own organisation.** This ensures that DVLA suppliers are not only adhering to Government guidelines whilst on site at DVLA but also in the capacity of performing their own business.

Prior to any visit, each individual Supplier Staff may also be required to complete a "Covid-19 Contractor Questionnaire", which is a self-declaration to further minimise the risk of exposure. Copies of this Questionnaire, where required, will be available at DVLA Reception or from the member of staff escorting the Supplier Staff (where required).

N.B. The processes and assessment should be fully understood, ahead of any attendance/visit, as they include the arrangements and control measures in place to keep Supplier Staff and DVLA staff safe.

8.6 Estates

Not Applicable

8.7 Diversity and Inclusion

The Public sector equality duty (PSED) is a legal requirement under the Equality Act 2010. The Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day-to-day work – in shaping policy, in delivering services, and in relation to their own employees. DVLA is committed to encouraging equality, diversity and inclusion within our workforce and against unlawful discrimination of employees, customers and the public. We promote dignity and respect for all and we will not tolerate, bullying harassment or discrimination by staff, customers or partners we work with. Everyone working for us and with us, as partners in delivering our services, has a personal responsibility for implementing and promoting these policy principles in their day- to-day transactions with customers and our staff.

A full copy of our Equality, Diversity and Inclusion Policy is included in the Invitation to Tender documents (Appendix A)

8.8 Business Continuity

Suppliers shall provide a statement regarding the scope of their Business Continuity and Disaster Recovery Plans to protect the Agency from the consequences of business interruptions.

8.9 Procurement Fraud

A full copy of our DfT Counter Fraud, Bribery, Corruption and Ethical Procurement Statement is attached in the Invitation to Tender documents (Appendix B)

8.10 Use of DVLA Brands, Logos and Trademarks

The DVLA does not grant the successful Supplier licence to use any of the DVLA's brands, logos or trademarks except for use in communications or official contract documentation, which is exchanged between the DVLA and the successful Supplier as part of their fulfilment of the Contract.

Approval for any further specific use of the DVLA's brands, logos or trademarks must be requested and obtained in writing from the DVLA.

8.11 Welsh Language Scheme Requirements

Not Applicable

9. Management and Contract Administration

Subcontracting to Small and Medium Enterprises (SMEs)

DVLA is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger Suppliers to make their subcontracts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see the Gov.Uk [website](#) for further information).

To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.

If you tell us you are likely to subcontract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice.

A Supplier representative shall be available to provide support to the DVLA on operational and financial queries during DVLA's working hours 09:00 – 17:00 Monday – Friday (excluding Bank Holidays). The DVLA may make ad hoc requests for management information and support for Freedom of Information (FOI) requests, Parliamentary Questions or Ministerial responses, all of which shall be provided at no additional cost. The contractor shall note that such responses FOI's, Parliamentary Questions and Ministerial responses will be required within 24 hours.

Any issues or queries raised by DVLA will be logged and resolved within two working days. Anything that cannot be resolved within this timeframe will be escalated via the Contract Governance route detailed.

The Supplier's Contract Account Manager tasks shall include, but not be limited to:

- Acting as an escalation point for queries, advice and issues;
- Provide a clear route of escalation should an issue fail to be resolved within two working days.
- Identification of opportunities for improvements;
- Informing the Contracting Authority of new risks;
- Trend analysis;
- Preparation for Contract review meetings;
- Fulfilling requests for information from the Contracting Authority;
- Preparation of proposals;
- Information security.

The Suppliers Contract Account Manager shall also be responsible for liaison with the DVLA key Operational Management team, the Contract Manager and the Commercial Advisor. In addition, they shall attend implementation meetings, as requested by the Agency.

After Contract commencement the Supplier shall attend performance meetings at DVLA or participate remotely via teleconferences to review the progress of the agreement, to discuss the management information and to review any problems that may have arisen in the preceding period. The frequency of these meetings is to be confirmed and organised by the supplier and should be at least every year. These Contract performance review meetings will be conducted to an agreed agenda; the following elements are likely to be included:

- Performance analysis
- Contractual/Operational Issues
- Compliance and satisfaction levels
- Business Continuity issues and updates
- Proposals for improvements on any area of the contract
- Review of market conditions / intelligence
- Financial stability
- Review of risk assessment
- Provide updates on any new security threats identified
- Any future relevant legislation changes.

The Supplier and the DVLA are to provide each other with Notice Addresses to which formal communications will be sent.

The Supplier should note that payment of all charges will be made monthly in arrears following receipt of a valid invoice.

Please also note invoices should not be submitted before they are due. As an example, if an invoice is for the period 1 – 31 May 2021 it should not be submitted before 1 June 2021.

Further information on invoicing and payment procedures are contained within our instructions to Tenderers document.

10. Training / Skills / Knowledge Transfer

The supplier will work with the Authority as stipulated in Section 6.

11. Documentation

Not Applicable

12. Arrangement for End of Contract

The Contractor shall fully cooperate with the Authority to ensure a fair and transparent re-tendering process for this contract. This may require the Contractor to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.

13. Evaluation Criteria

Tender Evaluation

The paragraphs below set out and explain the procedure, stages and process by which tenders will be assessed. The evaluation procedure is divided into two key stages;

1) Selection Stage

For requirements with an estimated value above the FTS advertising threshold, DVLA will issue and assess responses to the Standard Selection Questionnaire (SSQ) in accordance with the “Selection Stage” below.

2) Award Stage

DVLA will assess responses to the requirement in accordance with the “Award Stage” below.

Tenders that do not meet the criteria at the Selection Stage may be disqualified from further consideration in this procurement and will not be evaluated at the Award Stage.

Selection Stage – Grounds for Exclusion

Where DVLA has issued an SSQ in the Invitation to Tender pack (ITT), the tenderer should complete the questionnaire in order for DVLA to assess whether there are any grounds for exclusion.

Mandatory Grounds for Exclusion

If a tenderer answers “Yes” to any statement in the Grounds for **Mandatory** Exclusion, it is very likely the tender will be rejected and disqualified from further participation in this procurement.

Discretionary Grounds for Exclusion

DVLA is entitled to exclude a tenderer from further participation in this procurement if any of the statements in response to the Grounds for **Discretionary** Exclusion apply.

If a tenderer answers “Yes” to any statement, it is possible that the tender will be rejected and disqualified from further participation in this procurement. If any of the statements do apply, the tenderer should set out the full facts detailing any remedial actions taken. The information provided will be taken into account by DVLA in considering whether or not the tender will be permitted to proceed any further in this procurement.

Following the Selection Stage, any tenders that have been excluded will not proceed to the Award Stage, and the tenderer/s will be notified in writing.

Award Stage

The Award Stage will comprise of the following elements:

- 1) an evaluation of mandatory requirements, if applicable (**Mandatory Requirements**). These will be assessed on a pass/fail basis. Tenders that fail any of the mandatory requirements may be disqualified from further consideration
- 2) an evaluation of the tender based on the quality criteria and social value criteria (if applicable) (**Quality Criteria**)
- 3) an evaluation of the prices tendered (**Financial / Price Criteria**).

Selection will be based on the Evaluation Criteria, encompassing the most economically advantageous tender, which demonstrates a high degree of overall value for money, competence, credibility and ability to deliver.

Your tender will be evaluated using the following weightings **and** the criteria weightings set out at [Annex 1](#), to obtain the optimal balance of quality and cost.

Mandatory Requirements (if applicable)

Annex 1 provides details of any elements/criteria considered as critical to the requirement. These are criteria, which will be evaluated on a pass/fail basis. A fail may result in the tender being excluded from further evaluation.

Quality Criteria:

Annex 1 provides details of the quality criteria on which tenders will be evaluated. This will list the primary criteria along with the allocated percentage weighting and a description of the specific requirement. The overall percentage allocated for the Quality Criteria is outlined in the Table "Overall Weighting Allocation" and the method used to allocate scores is outlined below.

Quality Criteria Scoring Methodology:

The scoring methodology used to assess and allocate scores to each criteria are included in the table below

Points awarded	Description
100	Fully meets/evidence provided that demonstrates the requirement can be met
60	Minor concerns/issues that the requirement can be met
30	Major concerns/issues that the requirement can be met
0	Does not meet the requirement, not addressed or no evidence provided

Based on the allocated score, a percentage will be calculated against each element using on the following calculation:

$$\frac{(\text{Allocated Score})}{(\text{Maximum Score})} \times \text{Weighting}$$

For example, “Quality Element 1” can be allocated a score between 0 and 100 but carries a weighting of 10%. Supplier A is given a score of 60 for this element so receives a score of $(60/100 \times 10) = 6\%$. The scores for each element will then be added together to calculate the overall Quality Criteria score.

Financial / Price Criteria

Evaluation of the prices submitted will be performed separately by a Commercial Finance Accountant and details will not be made available to the Quality Evaluation Panel. This is to ensure fairness and avoid any subconscious influence of a lower price on the quality scoring. The overall percentage weighting allocated for the Financial/Price Criteria is outlined in the Table “Overall Weighting Allocation”.

Financial / Price Criteria Scoring Methodology:

A Percentage Scoring Methodology will be used to evaluate all proposals for this requirement. This methodology is based on the following principles:

The lowest tendered price will be awarded the maximum score available. Each subsequent bid will be baselined to this score and will be awarded a percentage of the maximum score available. The calculation used is as follows:

$$\frac{(\text{Lowest Tendered Price})}{(\text{Tender Price Submitted per Supplier})} \times \text{Maximum Score Available (i.e. Weighting)}$$

For example, if the Financial/Price weighting allocation is 40%, the maximum score available is 40. Supplier A submits the lowest price of £100,000 and Supplier B submits a price of £180,000. Based on the above calculation Supplier A and B will receive the scores shown below:

Supplier A = $100k/100k \times 40 = 40\%$

Supplier B = $100k/180k \times 40 = 22.22\%$

Overall Weighting Allocation

Evaluation Criteria	Weighting
Quality Criteria and Social Value Criteria (if applicable)	30%
Financial / Price Criteria	70%
Total	100%

Calculation of Overall Score:

The allocated score for the Quality and Social Value Criteria (where applicable) will be added to the Financial/Price Factor score to calculate the overall score for each tender (out of a max available 100%). The tender with the highest overall score will be deemed as successful.

14. Points of Contact

Commercial Advisor	Name	XXXXXX "redacted under FOIA section [No 40 – Personal Information]
	Tel	XXXXXX "redacted under FOIA section [No 40 – Personal Information]
	e-mail	XXXXXX "redacted under FOIA section [No 40 – Personal Information]
	Address	Driver & Vehicle Licensing Agency (DVLA) Longview Road, Morriston, Swansea SA6 7 JL
Business Area Contact Drivers Medical Group	Name	XXXXXX "redacted under FOIA section [No 40 – Personal Information]
	e-mail	XXXXXX "redacted under FOIA section [No 40 – Personal Information]

All queries/questions should be sent to the Commercial Advisor

15. Annexes:

Annex 1 – Evaluation Criteria:

Mandatory Criteria

Mandatory Criteria	Mandatory Criteria Description	Pass/Fail
Service Delivery	Please confirm you can meet the requirement set out in Section 4 of the Specification “Scope”.	
	Please confirm the conference content will be relevant and up to date and that attendance will provide the Doctors with 6 CPD hours to allow them to maintain the Expert Witness accreditation.	
	Please confirm that the conference is available for the DVLA Doctors to attend in person and also via live event online with a recorded version available for a minimum of 90 days after the conference for additional DVLA Doctors to attend at a later date.	
	Please confirm that the conference can be booked electronically by the named DVLA appointed Contract Owner/Doctors Training co-ordinator.	
	Please confirm your understanding and confirm you will adhere to the following as per section 6.5 of the specification document “DVLA reserve the right to substitute delegates at short notice if the needs of our business change. DVLA will monitor the contract and need the ability to change delegate names at short notice with no penalty for doing so.”	

Scored Quality Criteria

Primary Scored Criteria	Primary Scored Criteria Weighting (%)	Scored Sub-criteria Description	Individual Scored Sub - Criteria Weighting (%)
Service Delivery	30%	Potential suppliers to detail how they will meet the requirements as set out in Section 6.1 of the Specification "Conference Content".	9%
		Potential suppliers to detail how they will meet the criteria specified in section 6.2 "Confirmation of Attendance".	3%
		Potential suppliers to detail how they will meet the criteria set out in section 6.3 "Booking Procedures".	4%
		Potential suppliers to provide detail on how they will meet the criteria outlined in section 6.4 "Delivery Conditions". Specifically detailing the platforms that can be utilised e.g Zoom, Crowdcoms etc	5%
		Potential suppliers to provide detail how they will meet the criteria set out in section 6.5 of the Specification "Cancellation" by providing a copy of your cancellation policy.	3%
		Potential suppliers to detail how they will meet the criteria set out in Section 7 Quality.	3%
		Potential suppliers to provide detail on how they meet the quality criteria set out in section 9 of the Specification "Management and Contract Administration".	3%
	Total = 100%		

Financial/Pricing Criteria

Primary Financial/Pricing Criteria	Financial/Pricing Weighting (%)	Description
Pricing Requirements	70%	Potential suppliers to complete pricing matrix attached in Schedule 3 (Charges) to indicate the price/cost for the Provision of Annual Expert Witness Conference
	Total = 100%	