

The baseline profit rate and capital servicing rates quality assurance services

Appendix 2: Response to Tender Questions

[Name of bidder]

This document sets out the questions that the SSRO requires to be addressed as part of its assessment of the Quality element of the Tender. The total Quality element carries an overall weighting of 60%, allocated between the responses to the questions below.

The SSRO encourages bidders to provide innovative methods of service delivery that will add value to the services. Such proposals are likely to attract higher scores. Responses will be scored in accordance with the methodology set out in the Invitation to Tender document.

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| **Quality Requirement (60%)** | | |
| **Service requirements** | | **60%** |
| **1** | **Objectives and approach (Sections 2 & 3 of the Specification)** Please provide details of how you will deliver the requirements of the Specification (Appendix 1), including:how you will support the work of the SSRO and how you will manage the relationship.detail and reasoning of your sampling technique, if applicable;any other relevant aspects of your approach to delivering the Core Services set in section 2 of the Specification; anddetails of the team that will provide the service, includingkey personnel; andhow work will be assigned between personnel specified in Section 2 of the Pricing Schedule to deliver best value for the SSRO. ***This section must not exceed 1200 words.*** | 25% |
| **2** | **Experience and expertise (Sections 2 & 3 of the Specification)**  Please provide details of the relevant experience and expertise of your organisation, and the personnel assigned to the contract, which will benefit the way in which the services described in the Specification will be carried out. We would expect the response to address the following:   * knowledge in the application of transfer pricing principles; * experience of how scrutiny of analytical methodologies is carried out; * experience of how verification of analytical models and of data is completed; * experience of how to report on the findings of assurance activities; and * details of any relevant, independent rating or evaluation of your organisation’s work. Bidders may attach up to a maximum of three relevant references.   ***This section must not exceed 800 words (excluding any references).*** | 25% |
| **3** | **Conflict of Interest (Section 4 of the Specification)**  The SSRO is aware that contractors with relevant experience and expertise may encounter Conflicts of Interest due to working with, or having worked with, the Ministry of Defence and defence contractors who are subject to regulation by the SSRO. The avoidance of Conflicts of Interest is critical to the SSRO in delivering the services.  By reference to your conflicts of interest policy (which must be included in your Tender), please describe how your organisation intends to identify, assess and manage any Conflicts of Interest as required under clause 30 of the Contract (Appendix 6 of the ITT).  ***This section must not exceed 800 words.*** | 5% |
| **4** | Information Security (Section 5 of the Specification)Please provide details of proposed arrangements to comply with the information security requirements set out in Section 5 of the Specification and Schedule 1 of the Contract. We would expect the response to address the following:your approach to handling and storing sensitive information securely in line with the SSRO’s requirements;detail of your readiness to receive Sensitive Information electronically from, and send to, the SSRO either as rights management protected documents or encrypted, password protected documents;whether your proposed team includes any staff with SC clearance or higher. ***This section must not exceed 500 words.*** | 5% |