

Name: UK SBS CR150034INNUK Communications Research: To Understand the Effect of our Communications on our Customers Buyer: Tessa Gawthorn Date: 14/05/2015 13:49

Questionnaire Name: SECTION 1, 2, 3, 4, 5 and 7 - Guidance Notes

Questions	Response Format
Please confirm you have read and understood the attached guidance notes in Sections 1, 2, 3, 4, 5 and 7 and any RFX attachments and RFX messages included ? *	

Required Field(*)

Questionnaire Attachments

Name	Description	Content	Type	Size
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NO DATA AVAILABLE

Name: UK SBS CR150034INNUK Communications Research: To Understand the Effect of our Communications on our Customers Buyer: Tessa Gawthorn Date: 14/05/2015 13:49

Questionnaire Name: SECTION 6 - COMMERCIAL QUESTIONNAIRE

Questions	Response Format
SEL1.1 - Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted). Bidder guidance - The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful. Scoring criteria - For information only *	<p>Response</p> <p>Bidder name</p> <p>Address line 1</p> <p>Address line 2</p> <p>Address line 3</p> <p>Address line 4</p> <p>Town / City</p> <p>Country</p> <p>Post code or equ...</p> <p>Bidder contact</p> <p>Telephone No.</p> <p>E Mail</p>
FOI1.1 - Freedom of Information Act 2000 (FOI) and / or Environmental Information Regulations 2004 (EIR) Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request. Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid. Bidder guidance - The Bidder shall answer Yes or No Yes – Pass No – Fail Scoring criteria - Mandatory Pass / Fail *	< Yes/No >
FOI1.2 - Freedom of Information Act 2000 (FOI) and / or Environmental Information Regulations 2004 (EIR) exemptions Please complete this section only if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1. If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete each field 'N/A' (Not applicable) If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete	<p>Confidential info FOI/EIR Justific...</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>

each field 'N/A' (Not applicable) Bidder guidance - The Bidder shall provide details of their proposed exemptions/exception in the table below. The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS. Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent. Scoring criteria - For information only *	
AW1.1 - Form of Bid Please read the statement in RFX attachments relating to Question AW1.1 and respond. Bidder guidance - The Bidder shall answer Yes or No Yes – Pass No - Fail Scoring criteria - Mandatory Pass / Fail *	< Yes/No >
AW1.3 - Certificate of Bona Fide Bid Please read the statement in RFX attachments relating to Question AW1.3 and respond. Bidder guidance - The Bidder shall answer Yes or No Yes – Pass No - Fail Scoring criteria - Mandatory Pass / Fail *	< Yes/No >
AW3.1 - In the event of a Bidder successfully providing the most advantageous offer to UK SBS against a procurement requirement, the Bidder is expected to provide an answer to the following questions as a validation check prior to the award of any Contract. If the Bidder fails to meet UK SBS' expectations we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement. The validation check document is located in RFX Attachments and attached to this question. Bidder guidance - The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to UK SBS against a procurement requirement. Yes – Pass No – Fail Scoring criteria - Mandatory Pass / Fail *	< Yes/No >
AW4.1 - Please confirm your acceptance of the attached Contract Terms. Bidder guidance - The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification – In this situation where the Bidder must demonstrate to UK SBS's satisfaction there is a legal requirement or statutory regulation where a specific clause or series of clauses cannot be accepted shall propose alternative drafting to the relevant clause which demonstrates the justification for change and is does not expose UK SBS or its Customer to risk it deems unreasonable to achieve a Pass. When responding 'No with justification' the Bidder must support their response with an attachment detailing where there is a legal requirement or statutory regulation which demonstrates a clause or series of clauses cannot be accepted. Where UK SBS does not accept the justification then the bidder response will be considered as non compliant and after clarification will seek a "Yes" or "No" response from the bidder and evaluate the bid accordingly. No – Fail Scoring criteria - Mandatory Pass / Fail *	

Required Field(*)

Questionnaire Attachments

Name	Description	Content	Type	Size
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NO DATA AVAILABLE

Question 4 Attachments

Name	Description	Content	Type	Size
AW1.1 Form of Bid		AW1.1 Form of Bid ITQ.pdf	application/pdf	27564

Question 5 Attachments

Name	Description	Content	Type	Size
AW1.3 Certificate of Bona Fide Bid	AW1.3 Certificate of Bona Fide Bid	AW1.3 Certificate of Bona Fide Bid.pdf	application/pdf	36798

Question 6 Attachments

Name	Description	Content	Type	Size
AW3.1 ITQ Validation check		AW3.1 ITQ Validation check.pdf	application/pdf	64701

Question 7 Attachments

Name	Description	Content	Type	Size
AW4.1 Contract terms and conditions		AW4.1 Contract terms and Conditions.pdf...	application/pdf	117672

Questionnaire Name: SECTION 6 - PRICE QUESTIONNAIRE

Questions	Response Format
<p>AW5.2 - Bidders are required to complete the Excel Pricing Schedule attached in the RFX attachments. All prices shall be in £ GBP and exclusive of VAT. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived. Bidder guidance - Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be: The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion. Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50 In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40) The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price. The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0. For example, assuming the lowest bid is £100,000. Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100 Bid price - £120,000 Differential - 20% Score - 80 Bid price - £140,000 Differential - 40% Score - 60 Bid Price - £150,000 Differential - 50% Score - 50 Bid Price - £175,000 Differential - 75% Score - 25 Bid Price - £200,000 Differential - 100% Score - 0 Bid Price - £300,000 Differential - 200% Score - 0 Scoring criteria - Maximum Marks 20% *</p>	

Required Field(*)

Questionnaire Attachments

Name	Description	Content	Type	Size
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NO DATA AVAILABLE

Question 1 Attachments

Name	Description	Content	Type	Size
AW5.2 Price Schedule		AW5.2 Price Schedule BL OJEU-CR150034INN...	application/vnd.openxmlfo rmats-officedo...	47117

Questionnaire Name: SECTION 6 - QUALITY QUESTIONNAIRE

Questions	Response Format
<p>AW6.1 - Please confirm your compliance to the requirements of Section 4 Specification Bidder guidance - The Bidder shall answer Yes or No Yes – Pass No – Fail Scoring criteria Mandatory Pass / Fail *</p>	< Yes/No >
<p>AW6.2 Understanding of the requirements Please demonstrate that you have an understanding of the requirements of this specification including an overview demonstrating your knowledge of the requirement. Bidder guidance Scoring shall be based on 0-100 scoring methodology. Please attach your answer as a PDF document limited to 2 sides of A4. Scoring criteria Maximum Marks 7% *</p>	
<p>AW6.3 Proposed methodology Please provide and explain your proposed methodology, its breadth and quality in order to achieve the objectives highlighted in the specification. Bidder guidance Scoring shall be based on 0-100 scoring</p>	

<p>methodology. Please attach your answer as a PDF document limited to 3 sides of A4. Scoring criteria Maximum Marks 24.5%*</p>	
<p>AW6.4 Project Management & Contingencies Please outline your project plan including deadlines and description of how work will be managed and delivered against timescales outlined , including any quality assurance procedures Bidder guidance Scoring shall be based on 0-100 scoring methodology. Please attach your answer as a PDF document limited to a maximum of 2 sides of A4. Scoring criteria Maximum Marks 10.5%*</p>	
<p>AW6.5 Relationship Management Please provide details of how you will administer the contract details via your account manager, and how you intend to communicate with innovate UK Ltd. Please include details of your complaints procedure / policy and details of your escalation procedures. Bidder guidance Scoring shall be based on 0-100 scoring methodology. Please attach your answer as a PDF document limited to 3 sides of A4. Policy and Procedure documents must be attached as PDF's Scoring criteria Maximum Marks 17.5%*</p>	
<p>AW6.6 Project Team Please outline the key members of the project team and demonstrate their skills and expertise essential to the delivery of this project. Bidder guidance Scoring shall be based on 0-100 scoring methodology. Please attach your answer as a PDF document limited to 2 sides of A4. Scoring criteria Maximum Marks 10.5%*</p>	

Required Field(*)

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Questionnaire Name: SECTION 6 - INTERVIEW QUESTIONNAIRE

Questions	Response Format
AW7.1 Interview Please see the attached outlining the interview process.* Required Field(*)	

Questionnaire Attachments

Name	Description	Content	Type	Size
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NO DATA AVAILABLE

Question 1 Attachments

Name	Description	Content	Type	Size
AW7.1 CR150034INNUK Interview		AW7.1 CR150034INNUK Interview docx.pdf	application/pdf	201716