**PROVISION FOR PATHOLOGY LABORATORY SERVICES TO THE DEFENCE MEDICAL REHABILITATION CENTRE STANFORD HALL**

1. This section details how your response will be evaluated, the tools used to evaluate the response and the evaluation criteria.
2. The overall response will be evaluated using the Value for Money Index MEAT Methodology as follows:

*Non - cost score*

*cost*

**Non-Cost (Technical) Evaluation**

1. Mandatory questions Q1 to Q3 will be scored as either ‘Pass’ or ‘Fail’. Should a score of ‘Fail’ be awarded for any of these questions, the responding supplier will receive zero percent (0%) for Non-cost Award Criteria and be eliminated from the competition. Therefore, the submission **will not** be considered further. Failure to provide an answer, or a partially complete answer for these Mandatory questions will also receive a ‘Fail’ score.

4. Evaluation of the scored non-cost questions Q4 to Q6 will be conducted and consensus checked in accordance with the Marking Procedure set out below.

5. Each response to the scored non-cost questions will be marked in accordance with the table below:

|  |  |
| --- | --- |
| **Mark** | **Comment** |
| 0 | Failed to provide the Authority with confidence that the proposal will meet the requirements. An unacceptable response with serious reservations. |
| 3 | Meets some, but not all of the requirements – the response lacks sufficient detail to warrant a higher mark and the Authority has some major reservations. |
| 7 | A Good response that meets the requirements with good supporting evidence. Demonstrates a good understanding with only minor reservations. |
| 10 | An Excellent comprehensive response that meets the requirements. The responding supplier provided excellent detailed supporting evidence with no weaknesses resulting in a high level of confidence and with no reservations. |

6. Responding suppliers **must achieve the minimum acceptable non-cost score of 7** for each of the non-cost questions. Only those responses that achieve the minimum acceptable non-cost score for each question will move forward to the Price Evaluation.

7. Those responding suppliers that have failed any of the mandatory questions Q1 to Q 3 **OR** failed to obtain a minimum score of **7** against any of the scored questions Q4 to Q6 of the Non-cost element **shall not progress** to the Price Evaluation.

**CONSENSUS MARKING**

8. The Non-cost evaluation will be a two-step process comprising of an Independent evaluation followed by a Group consensus marking.

9. During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the answers given by responding suppliers in their submission. Each evaluator will then allocate a mark for the answer in accordance with the scoring scheme applicable to that question.

10. Once completed a group consensus marking meeting shall be held, during which the evaluators will discuss the independent marks until a consensus is reached and an agreed moderated score shall be attributed to each responding supplier’s answer to the questions.

**PRICE EVALUATION**

11. Responding suppliers will submit Firm pricing on the attached spread sheet (titled: “20220930 – DMRC Pathology Pricing Schedule”).

12. All bids shall be evaluated for pricing by the total charge to the Authority over the whole contract (Not including option years) using “20220930 – DMRC Pathology Pricing Schedule” spreadsheet Column C, Row 96.

**COMBINED EVALUATION**

13. A Value for Money Index will be determined for each potential supplier and the calculation will be worked out using the following calculation

*Non-cost score*

*cost*

14. ***An example of a potential outcome is shown below and is purely for illustrative purposes:***

Using a VfM ratio (non-cost score / Price (£)) gives the following results:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Responding Supplier | Non-cost score | Cost | VFM Index | Rank |
| A | 62 | 20 | 3.10 | 3 |
| B | 85 | 24 | 3.54 | 1 |
| C | 100 | 29 | 3.44 | 2 |

15. Once each compliant response has been allocated a VFM Index score, the highest scoring potential supplier will be determined to have achieved the best value for money, and therefore will be awarded the contract.

16. In the event of more than 2 responding suppliers being awarded the same VFM Index score, the Authority shall choose the supplier with the lowest price.

**No-cost (Technical) QUESTIONNAIRE**

Evaluation Summary Table

|  |  |  |  |
| --- | --- | --- | --- |
| **Section** | | | **Maximum available weighted mark** |
| **Quality Criteria** | | **Maximum available mark** |
| Q1 | Compliance with all requirements | Pass/Fail | N/A |
| Q2 | Quality Standards | Pass/Fail | N/A |
| Q3 | Cyber | Pass/Fail | N/A |
| Q4 | Requirement | 100 | 40 |
| Q5 | Reporting | 100 | 30 |
| Q6 | Urgent Samples | 100 | 30 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SER** | **CATEGORY** | **QUESTION** | **ANSWER** | **COMMENTS** |
| **1.** | **Compliance with all requirements** |  |  |  |
| 1. | Please indicate by selecting option Yes or No that in the event you are successful in this procurement that you are able to comply with all of the requirements and MoD terms and conditions, including terms and conditions (T&Cs).  **Yes** – You are able to comply with all of the requirements and MoD T&Cs, including T&Cs.  **No** – You are not able to comply with all of the requirements and MoD T&Cs, including T&Cs. | **Pass**: The responding supplier has responded ‘Yes’ with no caveats or limitations.  **Fail**: The responding supplier fails to select either response box to confirm their position OR the responding supplier has responded ‘No’ OR the responding supplier has responded ‘Yes’ but included caveats to that response.  A **No** response to this question shall constitute a non-compliant response and the Authority will not consider or evaluate your response any further. | Yes/No  Pass/Fail | N/A |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SER** | **CATEGORY** | **QUESTION** | **ANSWER** | **COMMENTS** |
| **2.** | **Quality Standards** |  |  |  |
| 2. | The Responding supplier is to confirm by selecting ‘Yes’ that they can demonstrate that they can handle and report samples as per paragraph 20 of the Statement of Requirement (SoR) by evidence to support:  a. Risk Management – The Contractor is to have a policy in place which encompasses the principles contained within ISO 31000:2009/ DIS31000.  b. Health Technical Memorandum 07-01 Safe management of healthcare waste.  c. To be compliant with the quality standards contained within ISO 15189:2012 (Registered with United Kingdom Accreditation Services or suitable equivalent).  The response is limited to a maximum of 10 sides of A4 paper (anything over this limit will be disregarded including cross-referencing and the use of annexes/appendices), using MS Word, normal margins of 2.54cm and written in typeface Arial Size 11. You may include examples of policies, certificates, standards, charts, tables etc. within the page limit.  Ensure all pages contain ‘Q2 Quality Standards’ in the header or footer. | This is a **PASS/FAIL** question. If you do not answer ‘YES’ to this question your Response will be considered a Fail and the Contracting Authority will not consider or evaluate your Response further.  **Pass** – The Potential Provider has responded ‘Yes’ with no caveats or limitations AND has provided evidence.  **Fail** – The Potential Provider fails to confirm their position OR the Responding supplier has responded ‘No’ OR the Responding supplier has responded ‘Yes’ but included caveats to that response OR the Responding supplierer has responded ‘Yes’ but has failed to provide evidence. | Yes/No  Pass/Fail | N/A |

|  |  |  |  |
| --- | --- | --- | --- |
| 3 | **Cyber Security** |  |  |
| 3 | The Cyber Risk Profile for this requirement is ‘Moderate**’** (as set out by the Defence Cyber Protection Partnership (DCPP).  Any supplier wishing to express interest for the requirement will have to demonstrate their current level of compliance against the relevant controls set out in DEFSTAN 05-138. By following the process outlined below:  Responding suppliers must complete a DCPP Supplier Assurance Questionnaire (SAQ) in relation to the risk assessment (reference RAR-185907028). The DCPP SAQ can be found [HERE](https://forms.office.com/Pages/ResponsePage.aspx?id=7WB3vlNZS0iuldChbfoJ5Tv4OR9pb0BHial1Ag-WKXVUOFk3Sk9SS0JDQ0FRWjhYNDhTVldHUDJaNy4u). On completion the SAQ must be sent to the DCPP Team ([ISSDes-DCPP@mod.gov.uk](mailto:ISSDes-DCPP@mod.gov.uk)) for a result to be provided.  The DCPP shall then inform the responding supplier (within 2 working days) of the SAQ Reference, result and, if applicable, Cyber Implementation Plan requirements (this is to be completed by the Tenderer if their SAQ result is 'Not Met').  The responding supplier shall then submit the DCPP SAQ, DCPP result email, and their completed CIP (if required) as part of their tender submission.  Should the responding supplier fail to follow this process their response shall be considered a ‘Fail’ and so excluded from the competition. | Pass: The responder has submitted the DCPP SAQ, DCPP result email, and their completed CIP (if required) as part of their submission AND has reached the required standard as per the Cyber Risk Profile, OR;  The responder has submitted the DCPP SAQ, DCPP result email, and their completed CIP (if required) as part of their response submission AND the Authority agrees that the measures detailed within the CIP are appropriate and do not result in unacceptable risk to the Authority.  Fail: The responder has failed to submit any one of the DCPP SAQ, DCPP result email, and/or their completed CIP (if required), OR;  The responder has submitted the DCPP SAQ, DCPP result email, and their completed CIP (if required) but the CIP fails to meet the compliance standard and acceptance would mean placing an unacceptable level of risk onto the Authority. | Yes/No  Pass/Fail |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **The following questions will be marked in accordance with the marking scheme above** | |  |  |  |
| **3.** | **Requirement** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting %** |
| 3. | The Responding supplier is to provide evidence to demonstrate how they shall provide a clinical pathology service to analyse patient samples for a wide range of analytes, substances and micro-organisms and report the results in a timely manner as per paragraph 4a – c. Evidence is to include how the specific elements will be achieved:   * 1. Provision of a 24hr service to test and report on routine and urgent pathology samples to enable effective and safe patient care.   2. Provision of a sample collection service from DMRC SH during normal working hours Mon to Fri 0800 – 1700hrs.   3. How the scope of the tests will be managed.   The response is limited to a maximum of 20 sides of A4 paper (anything over this limit will be disregarded including cross-referencing and the use of annexes/appendices), using MS Word, normal margins of 2.54cm and written in typeface Arial Size 11. You may include charts, tables etc. within the page limit.  Ensure all pages contain ‘Q3 Requirement’ in the header or footer. | 7 | 10 | 40 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **4.** | **Reporting** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting %** |
| 4. | The Responding supplier is to demonstrate they will successfully deliver the reports to include routine and urgent samples as per paragraph 4a – b of the SoR:   * 1. Provision of an electronic report of results to DMRC SH in line with the turnaround times stated in the laboratory handbook of testing.   2. How the electronic report shall interface with the ’Message Exchange for Social Care’ (MESH) mailbox.   The response is limited to a maximum of 10 sides of A4 paper (anything over this limit will be disregarded including cross-referencing and the use of annexes/appendices), using MS Word, normal margins of 2.54cm and written in typeface Arial Size 11. You may include charts, tables etc. within the page limit.  Ensure all pages contain ‘Q4 Reporting’ in the header or footer. | 7 | 10 | 30 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **5.** | **Urgent Samples** | **Minimum Acceptable Score** | **Maximum Available Score** | **Weighting %** |
| 5. | The Responding supplier is to provide evidence to demonstrate how they will meet urgent timelines to support paragraph 6g – h in the SoR:   * 1. How will issues or adverse reports with regards to Governance/Assurance be reported by telephone to the Duty Doctor within 2 hrs.   2. How all urgent samples shall be reported electronically within 72 hours of the results being known?   The response is limited to a maximum of 10 sides of A4 paper (anything over this limit will be disregarded including cross-referencing and the use of annexes/appendices), using MS Word, normal margins of 2.54cm and written in typeface Arial Size 11. You may include charts, tables etc. within the page limit.  Ensure all pages contain ‘Q5. Urgent Samples’ in the header or footer. | 7 | 10 | 30 |