



# Mini Competition

Questions

**Mini Competition against an existing Framework Agreement (MC)  
on behalf of UK Research and Innovation**

**Subject: 10 Year Evaluation of MRC Translational Research**

**Sourcing reference number: CR18073**

## COMMERCIAL QUESTIONNAIRE

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	<p>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).</p> <p>This is the legal entity with whom we will Contract if successful.</p>																						
Scoring criteria	For information only																						
Bidder response	<p>Table</p> <table border="1" data-bbox="411 719 1396 1321"> <tr> <td data-bbox="418 719 906 775">Bidders full legal name</td> <td data-bbox="912 719 1390 775"></td> </tr> <tr> <td data-bbox="418 779 906 824">Address line 1</td> <td data-bbox="912 779 1390 824"></td> </tr> <tr> <td data-bbox="418 828 906 873">Address line 2</td> <td data-bbox="912 828 1390 873"></td> </tr> <tr> <td data-bbox="418 878 906 922">Address line 3</td> <td data-bbox="912 878 1390 922"></td> </tr> <tr> <td data-bbox="418 927 906 972">Address line 4</td> <td data-bbox="912 927 1390 972"></td> </tr> <tr> <td data-bbox="418 976 906 1021">Town / City</td> <td data-bbox="912 976 1390 1021"></td> </tr> <tr> <td data-bbox="418 1025 906 1070">Country</td> <td data-bbox="912 1025 1390 1070"></td> </tr> <tr> <td data-bbox="418 1075 906 1120">Post code (or equivalent)</td> <td data-bbox="912 1075 1390 1120"></td> </tr> <tr> <td data-bbox="418 1124 906 1169">Bidder contact</td> <td data-bbox="912 1124 1390 1169"></td> </tr> <tr> <td data-bbox="418 1173 906 1218">Telephone No.</td> <td data-bbox="912 1173 1390 1218"></td> </tr> <tr> <td data-bbox="418 1223 906 1267">Email</td> <td data-bbox="912 1223 1390 1267"></td> </tr> </table>	Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Bidders full legal name																							
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<b>SEL3.12</b>	<p>Cyber Essentials is mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders' guidance.</p> <p>Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to universities, charities, and public sector organisations.</p> <p>Further details are available at:</p> <p><a href="https://www.cyberstreetwise.com/cyberessentials/">https://www.cyberstreetwise.com/cyberessentials/</a></p>
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Bidder guidance	<p>Any of the following characteristics will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate:</p> <ul style="list-style-type: none"> <li>i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier.</li> <li>ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking or expenses information is handled by a supplier.</li> <li>iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme.</li> </ul> <p>Bidders can answer</p> <p><b>Yes</b> – the Cyber Essential Certificate is currently in place</p> <p><b>No</b> – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract</p> <p><b>Intend</b> – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract.</p> <p>A response of ‘<b>Yes</b>’ or ‘<b>Intend</b>’ will result in a <b>pass</b> and a response of ‘<b>No</b>’ will result in a <b>fail</b> against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No/Intend

<b>SEL3.13</b>	<p>General Data Protection Regulations (GDPR)</p> <p>The GDPR is mandatory requirement for all contracts or agreements both in the contracting authority and the private sectors that involves the transfer and processing of personal data and comes into force on the 25th May 2018.</p> <p>It is mandatory for bidders to demonstrate that they will be able to meet the technical requirements and obligations prescribed by the GDPR, even if the contract or agreement is concluded prior to it coming into force, so as the contract is future proofed and complies with all aspects with the GDPR, this is mutually beneficial to both parties and saves the Contracting Authority and the bidder the additional burden of amending the contract or agreement once the GDPR comes into force. All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor) to comply with the GDPR and indemnify the Contracting Authority (data controller).</p> <p>Further information and guidance relating to the GDPR is available from</p>
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	<p>the Information Commissioners Office (ICO) at:</p> <p><a href="https://ico.org.uk/">https://ico.org.uk/</a></p>
Bidder guidance	<p>Bidders can answer</p> <p><b>Yes</b> – We will are able to demonstrate compliance as is required by the GDPR now</p> <p><b>No</b> – We will not be compliant prior to any award and we have no intention of being compliant</p> <p><b>Intend</b> – We are not compliant with the GDPR but we confirm that we will be compliant prior to commencement of the contract.</p> <p>A response of ‘Yes’ or ‘Intend’ will result in a pass and a response of ‘No’ will result in a fail against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No / Intend

FOI1.1	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p>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.</p> <p>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 <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>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.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail

Bidder response	Yes / No
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FOI1.2	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</b></p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>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 each field 'N/A' (Not applicable)</p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if the Contracting Authority believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for the Contracting Authority 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.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

AW1.1

**FORM OF BID**

**I declare that to the best of my knowledge the answers submitted in this Mini Competition are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this Mini Competition if there is a failure to answer all relevant questions fully or if I provide false/misleading information.**

**I understand that the Government's transparency agenda requires that sourcing documents, including Mini Competition templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the Request for Quotation, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete.**

**By submitting a response to this Mini Competition I agree that our participation may be made public.**

**I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).**

**By submitting a response to this Mini Competition I agree and accept the justification for the Contracting Authority's evaluation criteria.**

**By submitting a response to this Mini Competition I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.**

**By submitting a response to this Mini Competition I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.**

**I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed the Contracting Authority will redact them as it thinks**

	<b>necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW1.3	<p><b>CERTIFICATE OF BONA FIDE BID</b></p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> <li>(a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid;</li> <li>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted;</li> <li>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above.</li> </ul> <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</p> <p>We agree that the Contracting Authority may disclose the Bidders information/documentation (submitted to the Contracting Authority during this</p>
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	<b>Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW4.1	<p><b>Please confirm your acceptance of the attached Special Terms in addition and / or replacement of specific Framework Agreement Terms.</b></p>  <p>CR18073 Data Protection clause.pc</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No with justification</b> – In this situation where the Bidder must demonstrate to the Contracting Authority’s satisfaction there is a legal requirement or statutory regulation where a specific Special Term 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 the Contracting Authority to risk it deems unreasonable to achieve a Pass.</p> <p>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.</p> <p>Where the Contracting Authority 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.</p> <p><b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No with justification/ No

## PRICE QUESTIONNAIRE

AW5.2	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</b></p> <p><b>All prices shall be exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>  <p>CR18073 Price Schedule.xlsx</p>																								
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>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.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>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 (<math>80/100 \times 50 = 40</math>)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>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.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="411 1608 1406 1989"> <thead> <tr> <th>Bid Price</th> <th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>£100,000</td> <td>0</td> <td>100</td> </tr> <tr> <td>£120,000</td> <td>20%</td> <td>80</td> </tr> <tr> <td>£140,000</td> <td>40%</td> <td>60</td> </tr> <tr> <td>£150,000</td> <td>50%</td> <td>50</td> </tr> <tr> <td>£175,000</td> <td>75%</td> <td>25</td> </tr> <tr> <td>£200,000</td> <td>100%</td> <td>0</td> </tr> <tr> <td>£300,000</td> <td>200%</td> <td>0</td> </tr> </tbody> </table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score																							
£100,000	0	100																							
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£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							

Scoring criteria	Maximum Marks <b>20%</b>
Bidder response	Yes

## QUALITY QUESTIONNAIRE

<b>AW6.1</b>	<b>Please confirm your compliance to the requirements of Section 4 Specification</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>PROJ1.1</b>	<b><u>Understanding the Project Environment</u></b>  Demonstrate your understanding of the objectives of the project, the international context for translational research and MRC's activity in this field. Detail any knowledge you have that is relevant, including any similar studies, data sources or specialist expertise that you have access to.
<b>Bidder guidance</b>	As a minimum your response should include: <ul style="list-style-type: none"> <li>• Interpretation of the project specification and what is required. You should carefully refer to the five main areas of work in the specification to appreciate the scope of the work, as well as referring to the qualities expected of the contractor outlined in the summary, and the suggested overall questions for the evaluation.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to 4 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
<b>Scoring criteria</b>	Scoring shall be based on 0-100 scoring methodology.  <b>Maximum Mark: 15%</b>
<b>Bidder response</b>	Yes, I have attached my answer as a pdf.

<b>PROJ1.2</b>	<b><u>Approach/ Methodology</u></b>  Please clearly explain and give reasoning for your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.
<b>Bidder guidance</b>	As a minimum your response should include: <ul style="list-style-type: none"> <li>• A <u>detailed description</u> of the methods to be used in undertaking the project, covering each of the <u>five areas</u> described in the programme of work, indicating</li> </ul>

	<p>the resources that will be utilised, and outlining a clear justification as to why your chosen methodology will provide the best outcome;</p> <ul style="list-style-type: none"> <li>• Reference to the two example translational researcher details at <u>Annex 2</u>. What are your observations on the information available, how might you supplement this with external data, and what would be the most important questions to ask, if you were interviewing these researchers?</li> <li>• Propose approaches for the analysis of quantitative and qualitative information</li> <li>• Suggest ways in which you will assure the quality of data gathered, check analysis for reasonableness, and data for accuracy.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to 8 sides of A4 <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
<b>Scoring criteria</b>	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 30%</b></p>
<b>Bidder response</b>	Yes, I have attached my answer as a pdf.

<b>PROJ1.3</b>	<p><b><u>Staff to Deliver</u></b></p> <p>Please detail the staff resources that you will allocate to the project, including the details for named staff of the expertise and knowledge that they can contribute.</p>
<b>Bidder guidance</b>	<p>As a minimum your response should:</p> <ul style="list-style-type: none"> <li>• Include details of any support that would be needed and from whom, in order to undertake and complete this project.</li> <li>• Include a description of the expertise and knowledge that each staff member brings to the project.</li> <li>• Highlight knowledge and expertise relevant to conducting large numbers of structured interviews to time, and to the required quality (evidence of applying appropriate expertise to steer interviews in a productive way)</li> <li>• Highlight knowledge and expertise relevant to recording, summarising and drawing useful insight from qualitative and quantitative data</li> <li>• Highlight expertise of working with the academic community and strong underpinning knowledge of UK and international translational medicine.</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to 3 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
<b>Scoring criteria</b>	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p><b>Maximum Mark: 15%</b></p>
<b>Bidder response</b>	Yes, I have attached my answer as a pdf.

PROJ1.4	<p><b><u>Project Plan, Risk management and Timescales</u></b></p> <p>Please outline your proposed project plan, timescales, and approach to managing risk. The suggested timetable in the specification is subject to negotiation, and so you should highlight where you think more time is required or deliverables can be achieved more quickly, ensuring that the project can be concluded by March 2019.</p>
<p><b>Bidder guidance</b></p>	<p>As a minimum your response should cover;</p> <ul style="list-style-type: none"> <li>• A timetable for carrying out the work based on your proposed approach and method.</li> <li>• Identify where the proposed timing is different to that suggested in the specification at 3.1. and why.</li> <li>• Highlight key milestones, including suggested meetings and progress reports, ensuring that the deliverables in 3.2 of the specification are all addressed.</li> <li>• The staff resources that would be allocated to each part of the project plan.</li> <li>• Please provide details of all key risks that could affect the delivery of this project and your proposed mitigation approach</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to 4 sides of A4 <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm</p>
<p><b>Scoring criteria</b></p>	<p><b>Maximum Mark: 20%</b></p>
<p><b>Bidder response</b></p>	<p>Yes, I have attached my answer as a pdf.</p>