

PROCUREMENT OF A RAPID EVIDENCE ASSESSMENT (REA): QUANTIFYING THE SCALE OF ONLINE-FACILITATED CHILD SEXUAL ABUSE (CSA)

Invitation to Tender - ANNEX F: EVALUATION CRITERIA

(To be completed by the Tenderer)

Tenderers should submit a tender based on addressing the questions/instructions in the Mandatory and Scoring Criteria below

TENDERERS MUST MEET THE MINIMUM THRESHOLD ON EACH OF THE CRITERIA TO BE COMPLIANT IN THIS PROCUREMENT PROCESS

Evaluator's Name:

Tenderer's Name:

Mandatory Criteria	Questions To Take Into Account
Criterion	Threshold (Pass / Fail)
Ethics	Completed IICSA Ethical Approval Form - demonstrating that you have considered all relevant ethical implications of conducting this research.
Form of Tender	Signed 'Form of Tender'
Conditions of Contract	Acceptance of proposed Terms and Conditions

WRITTEN BIDS			WEIGHTING 50%			
Scoring Criteria						

Criterion 1	Factors To Take Into Account	Question Weighting (%)	Score (Max 4)	Weighted Score	Minimum Threshold
EXPERIENCE OF DELIVERING SIMILAR REQUIREMENTS (Total Weighting: 30%) A maximum of 4 sides of A4 may be submitted for Criterion 1.	1.1 Experience of delivering similar contracts Please provide the following: <ul style="list-style-type: none"> - Two examples of previous work carried out by members of the team that demonstrate methodological and subject matter experience relevant to this contract. - You should provide a synopsis of each example, including details of the research questions addressed, methods used, findings, and (where applicable) the funder / commissioning organisation. Where possible, please provide full research reports as Appendices to your response. Where this is not possible, please provide a link to the published report or abstract. 	50%			2
	1.2 Experience of proposed personnel Please demonstrate the experience and qualifications of your proposed staff, by providing: <ul style="list-style-type: none"> - Summary CVs that include the necessary skills, qualifications and experience of <u>all</u> proposed staff, based on the requirements set out in the Specification. - Details and evidence of any quality accreditation (such as ISO 9001 or ISO 20252), if held. 	50%			2
Criterion 2	Factors To Take Into Account	Question Weighting (%)	Score (Max 4)	Weighted Score	Minimum Threshold

INFRASTRUCTURE TO DELIVER THE SERVICE, BUSINESS CONTINUITY AND CONFIDENTIALITY OF DATA (Total Weighting: 10%) A maximum of 2 sides of A4 may be submitted for Criterion 2.	1. Information Assurance Please demonstrate how your organisation will implement a secure and suitably assured service, as described in the Specification. Your response should include: <ul style="list-style-type: none"> - The IT infrastructure you propose for storing and managing secure and confidential information provided by victims and survivors of the Inquiry. - The procedures you would implement to prevent breaches of confidentiality of data and how you ensure public confidence that the information provided to your organisation is safe and secure. - Your procedures to defend against external cyber attacks or an organised attempt to breach your security procedures. 	50%			2
	2. Information management, and information sharing. <ul style="list-style-type: none"> - Please demonstrate how information will be suitably managed, in line with applicable laws and regulations, including records management. - Technology to support information sharing must not assume any specific technology, network, software or desktop on the part of IICSA other than a modern browser used from a suitably secure device. 	50%			2
Criterion 3	Factors To Take Into Account	Question Weighting (%)	Score (Max 4)	Weighted Score	Minimum Threshold

<p>PROPOSED METHODS</p> <p>(Total Weighting: 30%)</p> <p>A maximum of 4 sides of A4 may be submitted for Criterion 3. (Examples requested may be submitted in an annex and can be outside of this page limit).</p>	<p>1. Methods proposed</p> <p>Please demonstrate your proposed methods, demonstrating an understanding of the REA methodology and how it would be applied in order to answer the research questions in the Specification at Annex A. Your response should include:</p> <ul style="list-style-type: none"> - Search strategy - Proposed search terms - Proposed inclusion / exclusion criteria - An explanation of how the relative weight of evidence will be reflected in the written report - Approach to recording data extracted from sources (preferably including an example data extraction template) 	100%			3
Criterion 4	Factors To Take Into Account	Question Weighting (%)	Score (Max 4)	Weighted Score	Minimum Threshold
<p>SERVICE DELIVERY</p> <p>(Total Weighting: 30%)</p> <p>A maximum of 4 sides of A4 may be submitted for Criterion 4.</p>	<p>1. Clear written presentation</p> <p>Your written tender should demonstrate your ability to produce a readable final report that is comprehensive, accessible to a non-research audience, and of a publishable standard.</p>	25%			2
	<p>2. Work plan and project management</p> <p>Please describe your organisational approach to project management and how this will be implemented. Your response <u>must</u> include the following:</p> <ul style="list-style-type: none"> - A detailed work plan with a breakdown of key milestones and deliverables. You should factor in the time required for feedback from IICSA on successive drafts (see Appendix B). - Confirmation of the individual staff who will be carrying out each part of the research. - Confirmation of the individual staff responsible for: <ul style="list-style-type: none"> i. the overall management of the project 	75%			2

	<ul style="list-style-type: none"> ii. day-to-day contact with the IICSA Project Lead iii. contract management - A risk register and mitigation strategy. - Evidence of a robust approach to quality assurance. - Your approach to working as a delivery team, and with IICSA, including evidence of a partnering ethos and strong stakeholder working. <p>If tendering as part of a consortium, you should include evidence of robust processes in place to ensure effective partnership, including strategies to manage risks arising from joint delivery.</p>				
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FACE TO FACE PRESENTATION		WEIGHTING 25%			
Scoring Criteria					
Criterion 5	Factors To Take Into Account	Question Weighting (%)	Score (Max 4)	Weighted Score	Minimum Threshold
UNDERSTANDING OF THE REQUIREMENT AND EVIDENCE OF ABILITY TO DELIVER A HIGH QUALITY SERVICE THAT MEETS IICSA's NEEDS AND EXPECTATIONS (Total Weighting: 100%)	1. Clarity of presentation Your presentation should be clear, comprehensive, and accessible to a non-research audience.	50%			2
	2. Understanding of delivering the contract Please set out the following to demonstrate your understanding of what is needed to deliver this contract: <ul style="list-style-type: none"> - A brief outline of the relevant research context, setting out your understanding of the key issues in the literature and situating the research questions within this. - An outline of your overall approach, considering how you will ensure that you answer the research questions in section 3.6 of the Specification at Annex A, using the proposed method. 	50%			2

PRICE EVALUATION		WEIGHTING 25%			
Scoring Criteria					
Criterion 6	Factors To Take Into Account	Question Weighting (%)	Score (Max 4)	Weighted Score	Minimum Threshold
WHOLE LIFE COST (Total Weighting: 100%)	<p>PRICE As specified in the Price Schedule at Annex C, the “Tenderer’s Price” in the formula below will be the tenderer’s firm price for delivering the contract.</p> <p>Calculation for Evaluating Price Scored in accordance with the Office of Government Commerce’s Lowest Cost Price Scoring methodology. The lowest price compliant tender achieves the maximum score and all other tenders are reduced by reference to the lowest price using the formula below:</p> <p>$100 - \frac{[\text{Tenderer's Price} - \text{Lowest Price}]}{\text{Lowest Price}} \times 100 = \text{Percentage Multiplier}$</p> <p>For the avoidance of doubt, any tender price which is double that of the lowest price tender will receive a zero score for this criterion. The "Tenderer's Price" to be used when calculating this score will be the Total Weighted Average rate calculated in Table 1 of Annex C, the "Price Schedule".</p>	100%			