

## APPENDIX D

### RESPONSE GUIDANCE

#### 1. INTRODUCTION

- 1.1 This Appendix D sets out the questions that will be evaluated as part of this Procurement.
- 1.2 The following information has been provided in relation to each question (where applicable):
  - 1.2.1 Weighting – highlights the relative importance of the question
  - 1.2.2 Guidance – sets out information for the Potential Provider to consider when preparing a response
  - 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation

#### 2. DOCUMENT COMPLETION

- 2.1 You **must** provide a response to every question. Please provide your response via the e-sourcing portal as a separate document at each question. All responses must be provided as either Word or PDF documents using Arial font, no less than size 11.
- 2.2 You **must not** submit any additional information with your Tender other than that specifically requested in this document or Appendix B – Statement of Requirements and Appendix D – Response Guidance.

#### 3. RESPONSE GUIDANCE

[1] COMPANY INFORMATION	
[1.1]	Please state your full company name.
[1.2]	Please state your registered office address.
[1.3]	Please state your company or charity registration number.
[1.4]	Please state whether your company is a SME.
[1.5]	Please state whether your company is a voluntary, community or social enterprise organisation.
[1.6]	Please state the name of your immediate parent company.

[2] TENDER CONTACT	
[2.1]	Please state the contact's name.
[2.2]	Please state the contact's address, Postcode and Country.
[2.3]	Please state the contact's telephone number.
[2.4]	Please state the contact's mobile number.

[2.5]	Please state the contact's e-mail address.
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[3] MANDATORY REQUIREMENTS		Pass/Fail
<b>Please Note:</b> The following question is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to answer 'Yes', their Tender will be deemed non-compliant and they will be unable to be considered for this requirement. The Potential Provider should confirm by selecting the appropriate answer.		
[3.1]	Do you agree, without caveats or limitations, that in the event you are successful in this Procurement, you will unreservedly sign the Terms and Conditions of Contract as set out at Appendix C upon award of the Contract?	
[3.2]	Please confirm you can deliver and fully set up the tablet devices on or before 5 <sup>th</sup> October 2015 and undertake an initial ITHC in time for the go live date of 30 <sup>th</sup> November 2015?	

[4] CONFLICT OF INTEREST		Pass/Fail
<b>Please Note:</b> Question 4.1 is a Yes/No question and will dictate whether or not the following question needs to be answered. Question 4.2 is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and they will be unable to be considered for this requirement		
[4.1]	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	
[4.2]	We require that any potential, actual or perceived conflicts of interest in respect of this mandate are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	

[5] INFORMATION ONLY		Information only
[5.1]	Please confirm that you have submitted, along with your bid, details of ISO Accreditations applicable to this requirement?	

[6] EXPERIENCE		Weighting 20%
<b>Guidance:</b>		
<ul style="list-style-type: none"> <li>Potential providers should attach one document at the questionnaire level that forms their response to the set questions below.</li> <li>Potential providers should clearly label the response against each of the questions within the attachment and the document must not exceed a 3000 word limit and be submitted in word/PDF format.</li> </ul>		

<ul style="list-style-type: none"> <li>The maximum score available for this questionnaire is 100.</li> <li>You must score a minimum of 50 for all questions in order to be considered further.</li> </ul>			
<b>Question:</b>			
		<b>Max Score</b>	<b>Weighting %</b>
[6.1]	Please provide 3 case studies of how you have delivered a similar service as detailed in the Appendix B – Statement of Requirements, for a client of similar magnitude to HMPO.	100	20
[6.2]	Please describe the process you will use to identify suitable App(s) for usage by HMPO. (Should you wish to propose more than one App for HMPO's consideration, please list the features and applicability of each in terms of HMPO's requirement).	100	60
[6.3]	Please provide indicative details of relevant qualifications and experience of your operatives who will be assigned to securely install the tablets into HMPO's locations and undertake their repair / maintenance thereafter.	100	20
<b>Marking Scheme:</b>			
<b>The following marking scheme will be used to assess the response provided to this question:</b>			
0	Failed to meet any aspect of the requirements. An unacceptable response with serious reservations.		
25	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.		
50	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.		
75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.		
100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.		

<b>[7] SERVICE DELIVERY AND APPROACH</b>		<b>Weighting 50%</b>
<b>Guidance:</b>		
<ul style="list-style-type: none"> <li>Provide a detailed proposal for how you will deliver the account planning and media planning work outlined in the brief</li> <li>Potential providers should attach one document at the questionnaire level that forms their response to the set questions below.</li> <li>Potential providers should clearly label the response against each of the questions within the attachment and the document must not exceed a 3000 word limit and be submitted in word/PDF format.</li> <li>The Maximum score available for this questionnaire is 100.</li> </ul>		

- You must score a minimum of 50 for all questions in order to be considered further.

**Question:**

		Max Score	Weighting %
[7.1]	<p>Please provide details, including a timed plan, setting out how you will:</p> <ul style="list-style-type: none"> <li>Identify / install a suitable App onto the tablets – including details of your recommended App(s) together with details of who owns any IPR on them.</li> <li>Install the tablets into HMPO's 7 sites.</li> <li>Fix the tablets to prevent theft.</li> <li>Provide required risk management documentation as detailed within the statement of requirements, to enable Accreditation.</li> <li>Undertake an initial ITHC.</li> <li>Guarantee achievement of HMPO's installation and go live dates.</li> </ul>	100	30
[7.2]	Please provide details of how you will produce each of the Management Information Reports detailed in Appendix B, and their proposed form and content.	100	20
[7.3]	Please provide details of how you will manage the maintenance and repair of the tablets over the course of this contract.	100	30
[7.4]	Please provide details of your help desk facility / direct point of contact and how this will operate – including confirmation of repair / replacement of a tablet within 48 working hours notification from HMPO.	100	20

**Marking Scheme:**

The following marking scheme will be used to assess the response provided to this question:

0	Failed to meet any aspect of the requirements. An unacceptable response with serious reservations.
25	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.
50	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.
75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

[8] PRICE		Weighting 30%	
Guidance:			
<p>The Authority requires the potential provider to provide a total fixed price to deliver the requirements set out in Appendix B Statement of Requirements.</p> <p>Potential providers should submit a total price within the question below as well as completing the relevant bid fields.</p> <p>Prices should be submitted in Pound Sterling inclusive of expenses but exclusive of VAT.</p>			
Question:		Max Score	Weighting %
[8.1]	<p>Please confirm by selecting 'Yes' that you have completed and attached, as part of your response to this question, a copy of Appendix E Pricing Matrix. You are required to complete this spread sheet with a transparent breakdown of the costs for the brief, as outlined in Appendix B.</p> <p>By doing so you are confirming that the prices submitted are complete and allow for all associated expenses incurred.</p>	100	100
Marking Scheme:			
<p>The maximum mark available for Price will be 100. This mark will be awarded to the lowest priced Potential Provider. Remaining Potential Providers will receive a mark out of this maximum mark on a pro rata basis dependent on how far they deviate from the lowest price.</p> <p>The calculation that will be used to determine marks is as follows:</p> $\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 100 \text{ (maximum mark available)}$			