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**Document 4**

**Tender Response Template**

**Reception Baseline Assessments Quality Assurance**

**Contract Number STA 0122**

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Section A – Organisation Details

Table 1 - Tenderer’s Single Point of Contact – Not Scored

| **Ref** | **Question** | **Response** |
| --- | --- | --- |
| **A** | Name |  |
| **B** | Full address of single point of contact |  |
| **C** | Telephone number(s) of single point of contact |  |
| **D** | Email address of single point of contact |  |

Table 2 - Organisation Details – Not Scored

| **Ref** | **Question** | **Response** |
| --- | --- | --- |
| **A** | Name of proposed contracting organisation |  |
| **B** | Full registered address |  |
| **C** | Website |  |
| **D** | Proposed contracting structure | Select one option below and mark with an [X]   |  |  | | --- | --- | | Single company |  | | Prime contracted consortium |  | | Joint venture |  | | Other (specify below): |  | |  | | |
| **E** | Legal form of proposed contracting organisation | Select one option below and mark with an [X]   |  |  | | --- | --- | | Sole Trader |  | | Partnership or limited liability partnership |  | | Public Limited Company |  | | Private Limited Company |  | | Other (specify below) |  | |  | | |
| **F** | Company registration number or equivalent |  |
| **G** | Date of registration |  |
| **H** | VAT registration number  (where applicable) |  |
| **I** | Describe the nature of the proposed contracting organisation's business | Complete below in no more than 200 words |
| **J** | Is the lead company a subsidiary of another company?  If so, provide the name, address and company registration number of the ultimate parent organisation | Select one option below and mark with an [X]   |  |  | | --- | --- | | Not a subsidiary |  | | Subsidiary of (detail below) |  | |  | | |
| **K** | Please provide a diagram showing the proposed contracting structure including the lead organisation, its parent companies, joint venture partners and principal subcontractors annotating their expected roles | Please embed a diagram in MS Office or .pdf file format below |
| **L** | Where the proposed contracting organisation intends to subcontract please detail the expected subcontracting organisations, their roles and the percentage of the requirement they are expected to deliver. If subcontractors are not yet in place, state their likely roles and your approach to securing their participation. |  |
| **M** | Where a consortium bid is proposed, please confirm that each member of the consortium would be prepared to be jointly and severally liable under the eventual contract |  |
| **N** | Please provide a brief history of the Bidding Organisation including details of any parent and associated companies and any changes of ownership over the last 5 years including details of significant pending developments, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures, etc which are currently in the public domain. | Complete in no more than 200 words |

Section B - Government’s Growth Agenda

The Department for Education in line with the Coalition Government’s Growth Agenda is keen to collect information about SMEs. We are particularly interested in discovering how many SMEs apply for our contracts through the tendering process. Completion of the table below is for Departmental information purposes only and will have no effect on the evaluation process outcomes. Government is committed to changing how it does business to make sure that small companies, charities and voluntary sector organisations are included and encouraged to compete for our contracts.

A voluntary sector organisation may also be a SME if it has the same attributes. A SME must be autonomous, an EU Company not owned or controlled by a non EU parent, and employ less than 250 staff and have sales below €50million.

(Source:http://ec.europa.eu/enterprise/policies/sme/files/sme\_definition/sme\_report\_2009\_en.pdf)

Table 3 – Growth Agenda – Not Scored

| **Ref** | **Question** | **Response** |
| --- | --- | --- |
| **A** | Type of Organisation | Select one option below and mark with an [X]   |  |  | | --- | --- | | SME |  | | Charity |  | | Voluntary Sector Organisation |  | | Mutual Organisation |  | | Other (specify below) |  | |  | | |
| **B** | Intended supply chain (if any) for delivery of the requirement.  Please give percentages on the right to reflect your supply chain arrangements. | Insert % for each type   |  |  | | --- | --- | | SME |  | | Charity |  | | Voluntary Sector Organisation |  | | Mutual Organisation |  | | Other (specify below) |  | |  | | |
| **C** | If you do not use SMEs nor VSOs, will you seek to engage them in your supply chain in the future, should you be successful? | State [Yes] or [No] |
| **D** | Please provide your Dunn and Bradstreet (D&B) Number. |  |

Section C – Tender Declarations

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” to question (o) in Table 4 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

Table 4 – Grounds for Mandatory Exclusions

| **Within the last 5 years, has your organisation or any directors or partner or any other consortium member named in Part A, or anyone who has powers of representation, decision or control been convicted of any of the following offences?** | **Answer**  **Yes/No** |
| --- | --- |
| * conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; |  |
| * corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; |  |
| * the common law offence of bribery; |  |
| * bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; |  |
| * any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: |  |
| 1. the offence of cheating the Revenue; |  |
| 1. the offence of conspiracy to defraud; |  |
| 1. fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |
| 1. fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |
| 1. fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |
| 1. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |
| 1. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |
| 1. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |
| 1. the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; |  |
| * any offence listed — |  |
| 1. in section 41 of the Counter Terrorism Act 2008; or |  |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |
| * any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); |  |
| * money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; |  |
| * an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; |  |
| * an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; |  |
| * an offence under section 59A of the Sexual Offences Act 2003; |  |
| * an offence under section 71 of the Coroners and Justice Act 2009 |  |
| * an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |
| * any other offence within the meaning of Article 57(1) of the Public Contracts Directive— |  |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or |  |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. |  |
| (o) **Non-payment of taxes**  **Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**  If you have answered Yes to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? |  |

Table 5 – Discretionary Exclusions

| **Is any of the following true of your organisation or (if applicable) any organisation within your consortium?** The authority may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (j): | **Answer**  **Yes/No** |
| --- | --- |
| * your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; |  |
| * your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; |  |
| * your organisation is guilty of grave professional misconduct, which renders its integrity questionable; |  |
| * your organisation has entered into agreements with other economic operators aimed at distorting competition; |  |
| * your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures; |  |
| * the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures; |  |
| * your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; |  |
| * Your organisation:-   (i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or  (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or |  |
| * your organisation has undertaken to:-   (aa) unduly influence the decision-making process of the contracting authority, or  (bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |
| * your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |

**Conflicts of interest**

In accordance with Table 5, question (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.

For the avoidance of doubt, any supplier already engaged in the Department’s reception baseline assessment programme with a Concession Contract will be ineligible to bid for this piece of work as a result of conflict of interest.

**Taking Account of Bidders’ Past Performance**

In accordance with Table 5, question (g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this Tender Response Template. The Authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

**‘Self-cleaning’**

Any Supplier that answers ‘Yes’ to any question in Tables 4 and 5 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self cleans” the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

Section D – DfE Contract Terms and Conditions

Table 6 – Contract Terms and Conditions – Pass or Fail

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Please confirm whether or not you accept the Department’s standard terms and conditions as shown in the Model Contract as the basis of the contract. | Select one option below and mark with an [X]   |  |  | | --- | --- | | Yes |  | | No |  | | If No, details should be provided below | | |
| |  |  | | --- | --- | | **Contract Ref**  **(Schedule & clause)** | **Basis for non-acceptance and proposed change** | |  |  | |  |  | |  |  | |  |  | | |

**This is a PASS or FAIL Section**

This section will not be scored but will be assessed in terms of whether your proposed changes constitute a non-compliant tender. Only minor changes will be considered. If the Department considers that your proposed changes contain significant amendments to the contract terms and conditions that present unreasonable risk or affect the financial model, or delivery timescales, liability levels, the tender will be treated as non-compliant and not proceed to technical evaluation.

Please take particular note to the position with regards the levels of liability within the model contract, as the Department will not accept tenders which aim to reduce the liability levels any lower than currently specified.

Section E - Financial Capacity

Table 7 - Financial capacity – Pass or Fail

| **Ref** | **Question** | **Response** |
| --- | --- | --- |
| **A** | (a) Please provide copies of audited accounts for the last three financial years.  (b) Where (a) is not available explain why and provide instead a statement of turnover, profit and loss and cash flow for the most recent year of trading or part year if a full year in not available.  (c) Where (b) is not available explain why and provide instead a statement a cash flow forecast for the current year and a bank letter outlining the current cash and credit facility.  If the tendering organisation is a subsidiary then the information should be provided for both the tendering organisation and its ultimate parent company. | (Pass if sufficient information provided to assess financial capacity, or fail otherwise)  (Please embed documents as .pdf documents in the table below)   |  |  |  | | --- | --- | --- | | Organisation | Most recent financial year | Most recent financial year but one | | Lead organisation |  |  | | Subcontractor / JV Partner 1 |  |  | | Subcontractor / JV Partner 2 |  |  | |
| **B** | Independent credit assessment via Dun and Bradstreet Comprehensive Report on the tendering organisation where available | (This information will be sought by DfE and should not be completed by the Tenderer)   |  |  | | --- | --- | | Financial strength |  | | Risk of business failure |  | |
| **C** | Please provide the requested key financial information for the tendering organisation or otherwise explain why the information is not available. | Scored across A, B and C: Pass if financial capacity is sound in relation to the expected contract value, or fail if financial capacity presents undue risk.   |  |  |  | | --- | --- | --- | | Organisation | Most recent financial year  *(insert year)* | Most recent financial year but one  *(insert year)* | | Overall turnover |  |  | | Turnover derived from services similar to those required |  |  | | Net current assets |  |  | | Profit After Tax, Depreciation and Interest |  |  | |
| **D** | Employer's Liability, Public Liability and Professional Indemnity insurance cover will be required.  It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.  Please confirm your willingness to provide proportionate cover if awarded the contract. | Scored: Pass if willing, fail if not willing.  Select one option below and mark with an [X]   |  |  | | --- | --- | | Willing to obtain |  | | Not willing to obtain |  | |

Section F – Technical Capability

This section has a pass threshold of 5 marks from a maximum of 8 marks. Additionally, bidders must score at least 1 mark in each question in order to be considered for award.

Table 8 – Technical Capability - Scored

|  |  |  |
| --- | --- | --- |
| **Question** | | **Scoring** |
| **A** | Please describe your organisational capability and experience of designing and conducting quality assurance processes in an educational environment. | 0= Inadequate capability and experience  1= Significant capability and experience  2= Extensive capability and experience |
| **Response** | |
| **(Maximum 250 words)** | **[Insert Actual Word Count]** |
|  | |
| **Question** | | **Scoring** |
| **B** | Please summarise your project management methodology including any recognised standards and accreditations | 0= Inadequate methodology  1= Sound methodology  2= Sound methodology with externally recognised standards and/or accreditations |
| **Response** | |
| **(Maximum 250 Words)** | **[Insert Actual Word Count]** |
|  | |
| **Question** | | **Scoring** |
| **C** | Please summarise your information assurance policies including any recognised standards and accreditations including your degree of conformance with the Cabinet Office Security Policy Framework which you will be expected to meet if awarded the contract | 0= Inadequate policies  1= Sound policies  2= Sound policies with externally recognised standards and/or accreditations |
| **Response** | |
| **(Maximum 250 Words)** | **[Insert Actual Word Count]** |
|  | |
| **Question** | | **Scoring** |
| **D** | Please provide details in the tables below of three contracts of comparable value and complexity that you have undertaken successfully in the last three years for the provision of services similar to those required | 0= Inadequate track record or negative references  1= Significant track record and acceptable references  2= Extensive track record and/or strong references |
| **Please note that STA may contact any of the organisations listed and/or may choose to verify the accuracy of your information independently.** | |
| |  |  | | --- | --- | | **Contract 1** | | | Customer Name & Contact Details: |  | | Date contract awarded and duration: |  | | Contract reference name and number: |  | | Brief description of services delivered (less than 100 words): |  | | Approximate lifetime value of contract: |  | | |
| |  |  | | --- | --- | | **Contract 2** | | | Customer Name & Contact Details: |  | | Date contract awarded and duration: |  | | Contract reference name and number: |  | | Brief description of services delivered (less than 100 words): |  | | Approximate lifetime value of contract: |  | | |
| |  |  | | --- | --- | | **Contract 3** | | | Customer Name & Contact Details: |  | | Date contract awarded and duration: |  | | Contract reference name and number: |  | | Brief description of services delivered (less than 100 words): |  | | Approximate lifetime value of contract: |  | | |

Section G – Operational Capacity

This section has a pass threshold of 2 marks from a maximum of 4 marks.

Table 9 – Operational Capacity - Scored

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | Please state the average number of staff providing services similar to those required for the last three financial years from the Tendering Organisation and from your subcontractors | **Scored:** 0=Major risk of a lack of capacity  1=Some risk of a lack of capacity  2=Low risk of a lack of capacity   |  |  |  |  | | --- | --- | --- | --- | | Staff providing similar services | Tendering  Organisation | Subcontractors | **Total** | | 2014-15 |  |  |  | | 2013-14 |  |  |  | | 2012-13 |  |  |  | |
| **B** | Please state the approximate revenue obtained from the delivery of services similar to those required for the last three financial years from the Bidding Organisation and from your subcontractors | **Scored:** 0=Major risk of a lack of capacity  1=Some risk of a lack of capacity  2=Low risk of a lack of capacity   |  |  |  |  | | --- | --- | --- | --- | | Approx. revenue obtained from similar services | Tendering Organisation | Subcontractors | **Total** | | 2014-15 |  |  |  | | 2013-14 |  |  |  | | 2012-13 |  |  |  | |

Section H – Technical Proposal

Scoring Scheme

* 1. The technical proposal will be scored in accordance with the following Scoring Scheme:

| **Evidence** | **Score** | **Definitions** |
| --- | --- | --- |
| **None** | 0 | No evidence demonstrated |
| **Very Poor** | 1 | Very little evidence of appropriate skills or experience relating to these criteria. Strong reservations would exist over the bidder’s capability to perform satisfactorily. |
| **Poor** | 2 | Some evidence of appropriate skills or experience relating to these criteria. Some reservations would exist over the bidder’s capability to perform satisfactorily. |
| **Adequate** | 3 | Reasonable evidence of appropriate skills and experience has been provided in relation to these criteria. Displays an understanding of the work required with some evidence of innovative thinking. |
| **Good** | 4 | Good evidence of appropriate skills and experience has been provided in relation to these criteria. Displays a good understanding of the work required with extensive evidence of innovative thinking. |
| **Excellent** | 5 | Exceeds expectations. Very strong evidence of appropriate skills and experience in relation to these criteria. Adds extra value and it is clear the bidder has extensive knowledge of the issues it faces. No reservations. |

Table 10 - Methodology (30% of technical evaluation)

|  |  |
| --- | --- |
| Please provide details of how you will achieve the deliverables in the project. Include details of:   * Developing QA models * Evidence for selected number of school visits * Approaches to training the STA helpline and representatives undertaking QA visits * Piloting of models * Approach to documenting the models and final recommendations   Clearly outline how many schools will need to be visited for each option. | |
| (maximum 1000 words) | Word Count - [insert actual word count] |
|  | |

Table 11 - Expertise of allocated personnel (20% of technical evaluation)

|  |  |
| --- | --- |
| Please detail the capability of your personnel who will be directly involved in the provision of the Services, including developing the models, and sourcing and training of appropriately qualified representatives.  Brief CV's of key personnel should be included as a *single* embedded file below showing relevant skills and experience. | |
| (maximum 500 words) | Word Count - [insert actual word count] |
|  | |

Table 12 - Service delivery to STA (10% of technical evaluation)

|  |  |
| --- | --- |
| STA requires a supplier who is responsive, flexible and can create a close working relationship. Please advise how you will meet these requirements and provide a high level of customer service. | |
| (maximum 500 words) | Word Count - [insert actual word count] |
|  | |

Table 13 - Project management (20% of technical evaluation)

|  |  |
| --- | --- |
| Please provide information about the project management methodology you will use to deliver the project, and how these will enable you to deliver a product to time and quality. Identify the key issues that need to be addressed for a successful outcome and the principal risks and proposed mitigations. Your response should include an outline project plan. | |
| (Maximum 500 words) | Word Count - [insert actual word count] |
|  | |

Table 14 - Information security (20% of technical evaluation)

|  |  |
| --- | --- |
| Please complete the attached Cabinet Office Supplier Assurance Framework Response Matrix and provide an overview of your approach to ensuring physical and data security and business continuity, in delivering the services:   * Assessing your compliance (and that of any subcontractors) with the mandatory requirements in the SPF, identifying gaps and proposed actions to address these; * Roles and responsibilities for security and business continuity * Security processes including assurance and breach reporting     Further information and guidance: <https://www.gov.uk/government/publications/security-policy-framework>  <https://www.gov.uk/government/publications/government-supplier-assurance-framework>  <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview> | |
| (Maximum 500 words) | Word Count - [insert actual word count] |
|  | |

Section I – Commercial Proposal

Table 15 – Pricing Matrix

|  |
| --- |
| Please provide separate fixed prices for all service elements in accordance with the Pricing Matrix embedded below, Prices shall not exceed those submitted in the Pricing Matrix during the life of the Contract unless, exceptionally, the parties agree otherwise in line with the Change Control Procedure set out in the Contract. Prices will not be indexed and should be provided in nominal terms for each year including any adjustments for inflation or deflation. |
|  |