# Schedule 2 (Specification)

This Schedule sets out what the Buyer wants.

For all Deliverables, the Supplier must help the Buyer comply with any specific applicable Standards of the Buyer.

#### 1. Introduction

The UK's 2021 Integrated Review of Security, Defence, Development and Foreign Policy sets out the importance of nuclear material security to national security and prosperity. The National Risk Register also highlights the continuing threat of an attack against the UK and its interest using chemical, biological, radiological, or nuclear (CBRN) weapons. One of the UK's key objectives in this area is to prevent the acquisition of nuclear materials by non-state actors through strengthening security of nuclear materials globally.

Towards this goal, the Department of Energy Security and Net Zero (DESNZ) manages the Global Nuclear Security Programme (GNSP) portfolio of projects to improve the security of civil nuclear and radiological materials and prevent their unauthorised acquisition or use. One of the GNSP's core objectives is to work internationally to embed an effective security culture at all levels in civil radiological and nuclear enterprises and ensure that countries new to civil nuclear power programmes have the right security culture from the start.



#### 2. Requirement

DESNZ invites an organisation or consortium (herein referred to as "the Supplier") to deliver a programme of work over four years to promote a strong nuclear security culture and security practices internationally. The objective is to develop a sustained approach to capacity building activity with up to five countries which will be defined by DESNZ and dependent on demand. The Supplier should take a strategic approach to increasing awareness of a number of key thematic areas in nuclear security including but not limited to;





Examples of activities include subject specific workshops, facilitating and analysing results of security assessments and helping to deliver implementation plans, or delivering reports and presentations at international conferences. Some work will need to be tailored to the specific requirements of a country, following discussions with national stakeholders.

The primary focus of the work will relate to civil nuclear installations, but could extend to cover a range of organisations, including those holding radioactive material (e.g. hospitals), and sensitive knowledge or information (e.g. academic or scientific institutions), regulators and government departments.

The Supplier would also be expected to act as subject matter experts and attend a number of international meetings and conferences on nuclear security good practice. To aid this further the Supplier may also be asked to develop researched, academic documents or good practice guides for an international audience covering nuclear security topics, including learning from the programme.

Objectives, activities and outputs will be outlined for individual activities, agreed between DESNZ and the Supplier. Activities will include the delivery of capacity-building activity, including workshops or training, to different international audiences on behalf of DESNZ, and occasionally in collaboration with other partners or hosts, such as other UK or foreign government departments and international organisations such as the International Atomic Energy Agency (IAEA).

DESNZ welcomes innovative proposals on alternative approaches to achieving the Programme objectives. DESNZ is committed to diversity and inclusion in our work and encouraging it in the nuclear field, and so would look for the Supplier to have and encourage diversity in speakers and participants.

The Supplier will be expected to deliver between four and six capacity building activities per year, which will:

- Be delivered primarily overseas to international delegates.
- May need to be tailored to different audiences (for example people working in the nuclear industry, regulator(s), policy-making bodies or science and academia, in priority countries. An important audience will be executives or senior managers within these facilities);

- Be carried out in English or using interpreters;
- Be focussed on practical implementation as well as theory;
- Be in line with IAEA best practice, and draw on existing training materials;
- At times delivered in collaboration with international partners including the IAEA.

Attendance at conferences and events and possible good practice guides would be delivered alongside capacity building activities.

We would like the programme to begin as early as possible following award of the contract in financial year 2024/25. DESNZ' aim is to carry out activity beyond the 2024/25 financial year for up to three further financial years (providing funding is secured and the programme is delivering the required impact), but this cannot be guaranteed at the outset and there is no commitment to spend beyond financial year 2024/25.

# 3. Background

The standard definition of nuclear security culture, and guidelines for its effective implementation, are set out by the International Atomic Energy Agency (IAEA) in its guide. The IAEA defines security culture in this publication as:

"The assembly of characteristics, attitudes and behaviour of individuals, organizations and institutions which serves as a means to support and enhance nuclear security. An appropriate nuclear security culture aims to ensure that the implementation of nuclear security measures receives the attention warranted by their significance."

The IAEA implementing guide further states that:

"An effective nuclear security culture depends on proper planning, training, awareness, operations and maintenance as well as on the thoughts and actions of people who plan, operate and maintain nuclear security systems. An organisation may be technically competent while remaining vulnerable if it discounts the role of the human factor. Thus the human factor (including the upper tier of managers and leaders) is important to effective nuclear security."

The number of states seeking to develop domestic civil nuclear power programmes, and benefit from the peaceful uses of nuclear technology, is growing. Ensuring an effective global nuclear security culture regime and its implementation at national levels is therefore increasingly important, not just for the security of the UK, but in ensuring continued global public confidence in the safety and security of peaceful uses of nuclear technology.

The UK contributes significantly to the implementation and maintenance of a robust international nuclear security regime, both through its active support for the IAEA and other multilateral fora, and bilaterally through programmes such as the GNSP. The Global Nuclear Security Programme forms a key part of these efforts, in ensuring effective security culture and practices underpins the sustainability and efficacy of physical protection and other security measures at civil nuclear and radiological facilities.

#### 4. Aims and Objectives

The primary aims of this Programme are:

- i) to enhance awareness and understanding of nuclear security practice and culture in civil nuclear and radiological organisations internationally, with a focus on those in certain priority countries; and,
- ii) to promote tools which can bring about a change in international nuclear security culture and practices on a sustainable basis.

All activities delivered under the Programme should contribute to the achievement of these overarching aims and include appropriate feedback collection and ongoing monitoring methodologies to demonstrate sustainable impact.

Specific objectives include:

- an increase in understanding of effective nuclear security by beneficiary individuals and organisations;
- take-up and implementation of promoted measures;
- an assessed increase in the quality of nuclear and radiological security practices; and,
- enhanced awareness of security issues amongst target groups.

The primary beneficiaries of the Programme should be regulators, relevant government officials, scientists/technicians/engineers (STEs) including academics, and operators at relevant nuclear or radiological facilities in priority countries or regions. In terms of the latter, particular importance is placed on engaging senior leadership and managers, who have a key role to play in establishing and maintaining effective security culture and practice within their organisations.

DESNZ is committed to diversity and inclusion in our work and encouraging it in the nuclear field, and so would look for the Supplier to have and encourage diversity in speakers and participants.

An important theme of the Programme will be to highlight the importance of protecting sensitive nuclear information. Information security includes work around protecting sensitive knowledge and expertise, as well as physical or electronic information such as site plans, engineering information and security documents.

As part of the aim of raising awareness and understanding internationally about nuclear security and its effective implementation, the Programme objectives include sharing UK knowledge, experience and best practice in capacity-building in this field with relevant international audiences. This will include delivery of presentations or reports at relevant international conferences and meetings, including at the IAEA, on the Programme and its successes and challenges.

Given the broad definition of nuclear security culture, and the various overlaps between this Programme and other aspects of the GNSP's work on enhancing nuclear and radiological security, the Supplier will also provide occasional relevant contributions to other GNSP projects, chiefly by running additional training workshops or delivering talks at international policy and technical conferences.

# • Outputs Required

Specific outputs for the Programme will be agreed between DESNZ and the Supplier as part of the annual work plan, shortly before the start of each new year of provision. Outputs will be agreed prior to each year or when a series of activities are agreed with a recipient country.

#### Assumptions

We anticipate up to six capacity building activities to be delivered in at least three countries per year. This will vary depending on demand and we may also ask the supplier to take part in activities run by other organisations as an SME or partner.

Ther are likely to be a minimum of two international conferences or technical exchanges we would require the Supplier to attend as SMEs.

Assumptions	Number	
Training sessions	4-6 per year	
Length of each training session	Around 4-5 days	
Countries	At least 3 per year	
Other events (e.g. IAEA conference)	2-4 per year	
Trainers/subject matter experts (SMEs)	3-4 per event	
Project/admin staff	1-2 people	
Participants	20 per activity	

## Nuclear Security Capacity-Building

The most significant element of the programme will be to design and implement a suite of activities to enhance nuclear security and develop programmes based on emerging areas of activity.



The activities will vary in scope, audience, location and duration. One activity may be to deliver a one-week workshop to employees within a nuclear / radiological organisation to introduce the concept of security culture, and tools they can employ to improve the culture within their own team or wider workplace, at both individual and organisational level.

DESNZ would also like the Supplier to deliver bespoke workshops targeted at senior industry representatives (CEO / Board-level). Other workshops may be tailored to other key audiences, such as regulators, government officials, people working with radioactive sources (e.g. in a hospital), STEs and academics with access to sensitive materials or knowledge/information, etc.

Part of this work may be to assist potential beneficiary countries with an assessment of their national nuclear security culture regime in order to develop a road map for future activities, some of which may then be delivered by this Programme. An understanding of the full range of tools countries can employ to deliver a security culture programme (at national, organisational and individual level) will be necessary.

Engaging with scientists and academics with sensitive radiological or nuclear expertise will be a distinct strand of the Programme, requiring a tailored approach to raising awareness and standards around information security without impinging on academic freedoms. This could involve work with laboratory directors and senior academics, using new media to reach out to scientists, or promoting Codes of Conduct.

Education, training and workshops will play a large role in the programme and will take different forms. DESNZ would be interested in bids suggesting new ideas and innovative approaches to delivering, and especially measuring the impact of, nuclear security capacity enhancements.

Delivery of these activities may be in-person, hybrid, or virtual depending on the feasibility, effectiveness, and value for money of each option. Evaluation of activity will be important to understand impact. The Supplier will be expected to develop an evaluation methodology to both measure the impact of individual activities as well as the programme.

A final key Programme output will be providing additional relevant support to the GNSP and raising broader awareness and understanding both of nuclear security culture and the UK's experiences in international capacity-building.

The former part of this element will be defined as part of the annual review and work planning process between DESNZ and the Supplier, depending on other GNSP initiatives and projects. DESNZ may ask the Supplier to sub-contract for, or supply, specific subject matter expertise to support relevant aspects of another project, such as physical protection upgrades at nuclear or radiological facilities. This might include provision of bespoke training workshops for operators of such facilities, to ensure the implementation of an effective security culture to underpin other security enhancements.

Raising broader awareness and understanding of nuclear security culture and the UK's efforts in international capacity building will require occasional attendance by the Supplier, or appropriate subject matter expert(s) sourced by the Supplier, at relevant international conferences or knowledge-sharing events on behalf of the GNSP. This will likely include events organised by the IAEA, The Global Partnership Against the Spread of Weapons and Materials of Mass Destruction (the Global Partnership), or other similar forums.

Bids should include details of prospective providers' access to relevant subject matter experts or expertise to meet these requirements.

DESNZ is committed to diversity and inclusion in our work and encouraging it in the nuclear field, and so would look for the Supplier to have and encourage diversity in speakers and participants across all of these themes.

#### Essential skills and experience

The Global Nuclear Security Programme is looking for a supplier with knowledge and expertise of nuclear security practices and experience of delivering training (including train-the-trainers),

The Supplier should also have experience of producing subject matter papers for practitioners and policy makers.

Specifically, the outline scope of activity in each year are expected to include (but not limited to):

- Capacity building training for small groups of practitioners as part of sustained engagement with a recipient country.
- Provision of advice and support to recipient countries on the development of domestic capabilities to deliver nuclear security training.
- Evaluation of impact of training over a sustained period, including baselining a recipient country capability and measuring progress against that.

- Development of tailored activity for individual countries based on requirements identified through scoping work.
- Development of 'best practice' guides on aspects of security culture based on academic research and/or lessons from the delivery of the project, including the identification of emerging issues and topics that are under-represented.
- Provision of subject matter expertise to international conferences and technical events.
- Support to other activities under the Global Nuclear Security Programme that require SME input.

DESNZ would like you to demonstrate that you have the experience and capabilities to undertake the project. Your tender response should include a summary of each proposed team member's experience and capabilities.

Contractors should propose named members of the project team, and include the tasks and responsibilities of each team member. This should be clearly linked to the work programme, indicating the grade/ seniority of staff and number of days allocated to specific tasks.

Contractors should identify the individual(s) who will be responsible for managing the project.

The Supplier must be able to demonstrate the following skills and experience:

- Experience of delivering capacity building training, including experience working with and advising on the key thematic areas in Nuclear Security mentioned in the Requirements section
- Knowledge and experience of nuclear security practices, whether as a practitioner or knowledgeable organisations.
- Ability to deliver multiple strands of activity in parallel.
- Experience in assisting organisations in developing a training capability.
- Experience of undertaking reviews of existing process, identifying gaps and weaknesses, and developing options to address those.

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#### 5. Methodology

DESNZ intends to put in place a contract for a maximum period of four UK financial years, starting with financial year 2024/25. There is no commitment to spend and activity in each contract year will be subject to review.

Detailed work plans will be agreed on an annual basis, wherein requirements will be set by DESNZ and agreed with the Supplier. Contracts in future years will be dependent on a

requirement for further work, evidence that the contract is delivering impact, and availability of funding. The annual contracts provide some flexibility for adding or removing tasks, or reprioritising countries, within the broad Programme framework.

The contract will cover all costs relating to the delivery of the tasks agreed in the annual work plan (including development and delivery of materials, travel and subsistence for subject matter experts and attendees where applicable, and other costs as agreed in advance).

Some training opportunities already exist in this area, of mixed quality. The Supplier will be expected to deliver high quality training which does not duplicate existing provision. Any training material developed and utilised in delivering the contract should be consistent with IAEA best practice, as set out in the IAEA Nuclear Security Series, and draw on any other existing content, inter alia any guidance produced through the IAEA International Nuclear Security Education Network (INSEN) and National Nuclear Security Support Centres (NSSC); the World Institute for Nuclear Security (WINS); and the UK Guide to an Excellent Security Culture.

# 6. Contract Management

The Supplier will be expected to attend monthly Contract Management Meetings to discuss day to day contract management issues and Quarterly Contract Management Meetings with DESNZ Seniors to discuss the strategic direction of the contract.

The service level performance criteria for the contract are outlined below:

	Service Levels				
Service Level Performance Criterion	Key Indicator	Service Level Performance Measure	Service Level Threshold	Service Credit for each Service Period	Publishable KPI
Invoice submission: Percentage delivery of accurate information of invoice on a monthly basis	Invoices to be issued monthly (or at such intervals as agreed by DESNZ) with narratives and other reasonabl e	The narrative, evidence and supporting data arrives with the DESNZ team with no errors and the invoice is successful submitted to DESNZ within the first 10	G: The narrative, evidence and supporting data arrives with the DESNZ team with no errors and the invoice is successfully	0.5% Service Credit gained for amber ratings.  2% Service Credit Gained for red ratings.	Yes

	information to be provided within ten working days of the end of each calendar month (or earlier), for DESNZ to review.	working days of the calendar month.	submitted to DESNZ within the first 10 working days of the calendar month.  A: The narrative, evidence and supporting data arrives with the DESNZ team but it contains errors and/or the invoice is not submitted to DESNZ within the first 10 working days of the calendar month.  R: The invoice is		
Delivery of monthly progress reports with updates on	Monthly updates to be provided setting out the deliverabl	Monthly updates submitted on time and with relevant information.	G: Monthly updates submitted on time and with	0.5% Service Credit gained for amber ratings.	Yes

planned activities	es and activity that took place in the prior month and a forward look for activity in the next month. Should include spend updates.		relevant information.  A: Monthly updates submitted but not on time and/or not containing the relevant information.  R: Monthly updates not submitted.	2% Service Credit gained for red ratings.	
Reporting to quarterly project boards on activity and budgets	Quarterly project report delivered and reported to project board, to include reports on activity undertake n, planned activity, spend, and financial forecasts.	Quarterly project report submitted on time and with relevant information.	G: Quarterly project report submitted on time and with relevant information.  A: Quarterly project report submitted but not on time and/or not containing the relevant information.  R: Quarterly project report not submitted	0.5% Service Credit gained for amber ratings.  2% Service Credit gained for red ratings.	Yes

Delivery of at least four and up to six high quality capacity building activities a year.	All activity agreed to be delivered on time to meet the country's requirements.	Delivery of at least four and up to six high quality capacity building activities a year delivered on time to meet the objectives agreed for the activity and the country.	G: Delivery of at least four and up to six high quality capacity building activities per year delivered on time to meet the agreed objectives for the activity and the country.  A: Delivery of a planned workshop but delivered on time and/or does not meet the agreed objectives for the activity and the country.  R: Not delivering a planned workshop.  G: Report	0.5% Service Credit gained for amber ratings.  2% Service Credit gained for red ratings.	Yes
reporting of individual activity outcomes and next steps	of detailed reports for each activity completed , including outcomes,	submitted within a month of completed activity and with all	submitted within a month of completed activity and with all	Service Credit gained for amber ratings.	

	next steps and final budget.	relevant information.	relevant information.  A: Report submitted but not on time and/or not containing the relevant information.  R: Report not submitted.	2% Service Credit gained for red ratings.	
Delivery of a methodology to assess impact of activity over the long term	Methodolo gy in place which meets agreed objectives for upcoming activity.	Methodology submitted within three months of contract start and meets agreed objectives. Following start of contract, methodology is reviewed and adapted periodically.	G: Methodolog y submitted within three months of contract start and meets agreed objectives. Following start of contract, methodolog y is reviewed and adapted periodically.  A: Methodolog y submitted but not on time and/or does not meet agreed objectives and/or is	0.5% Service Credit gained for amber ratings.  2% Service Credit gained for red ratings.	Yes

			not reviewed and adapted periodically. R: Report not submitted.		
Social value: Effective measures with respect to identifying and tackling inequality in employment, skills and pay in the nuclear security industry	Creating and delivering training which addresses the skills gaps in the nuclear security industry.	Supplier providing training on identifying and tackling inequality in employment, skills and pay in the nuclear industry in each capacity building activity delivered.	G: Supplier provides training on identifying and tackling inequality in employment , skills and pay in the nuclear industry in each capacity building activity delivered.  A: Supplier provides training on identifying and tackling inequality in employment , skills and pay in the nuclear industry but does not incorporate it into each capacity building activity delivered.	O.5% Service Credit gained for amber ratings.  2% Service Credit gained for red ratings.	Yes

			R: Supplier does not provide training on identifying and tackling inequality in employment , skills and pay in the nuclear industry		
Social Value: Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity in the delivery of the capacity building training.	Show an approach to organisati onal learning and continuou s improvem ent.  Continue to develop innovative ways to deliver training based on experienc e delivering the programm e and external good practice. This includes sharing knowledge	Supplier delivering positive social value impact frequently (1 or more sessions/opp ortunities per quarter) that is providing high value to DESNZ.	G: Supplier delivering positive social value impact frequently (1 or more sessions/op portunities per quarter) that are providing high value to DESNZ.  A: Supplier delivering moderate social value impact to DESNZ team but isn't frequent (less than 1 session/opp ortunity per quarter).  R: Supplier not delivering	O.5% Service Credit gained for amber ratings.  2% Service Credit gained for red ratings.	

on	social value	
emerging	impact.	
issues and		
trends on		
nuclear		
security		
with		
DESNZ		
and		
sharing		
experienc		
e and		
knowledge		
of nuclear		
security		
good		
practice		
internation		
ally (e.g.		
events,		
papers		
and		
bitesize		
videos).		

# 7. Security Requirements

We require the awarded Supplier to be able to deliver certain programme activities in the UK, all supplier personnel working on the project to have, or be willing to undergo, 'Security Check' (SC) level national security vetting. United Kingdom Security Vetting guidance and advice is available on the gov.uk website.

The Department will sponsor and cover costs of SC clearance if required.

Beneficiary countries and the IAEA will expect the Supplier to provide assurance that they are able to protect any sensitive information shared in the course of delivering the contract appropriately.

Due to the nature of the programme, DESNZ would expect the Supplier's own organisation to have a strong security culture and systems for protecting sensitive information. Tender responses should include supporting details to demonstrate how this requirement will be met.

#### 8. Working Arrangements

The successful Contractor will be expected to identify one named point of contract through whom all enquiries can be filtered. A DESNZ Project Manager will be assigned to the project

and will be the central point of contact.

#### 9. Data Protection

The Contractor will be compliant with the Data Protection Legislation, as defined in the terms and conditions applying to this Invitation to Tender. A guide to The General Data Protection Regulation published by the Information Commissioner's Office can be found <a href="https://example.com/here.">https://example.com/here.</a>

The only processing that the Contractor is authorised to do is listed in Annex 1 by DESNZ, "the Authority" and may not be determined by the Contractor.

# Annex 1: Processing, Personal Data and Data Subjects

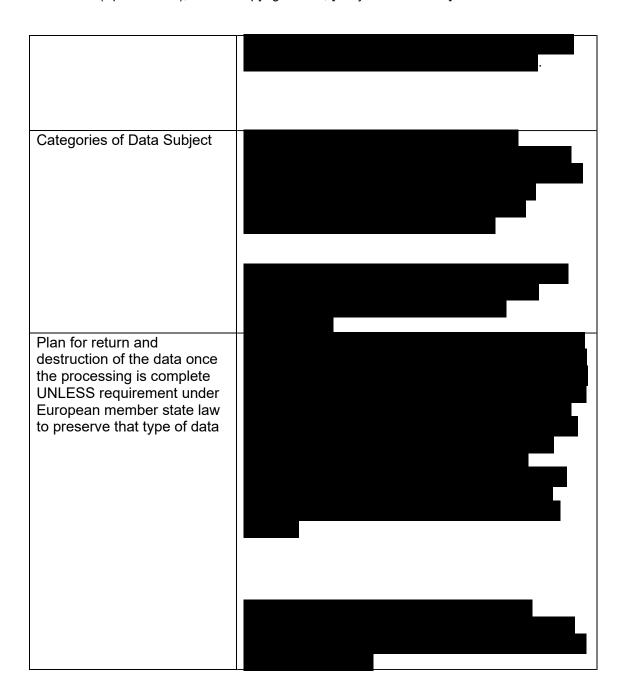
(1) The contact details of the Authority's Data Protection Officer are:



- (2) The contact details of the Contractor's Data Protection Officer (or if not applicable, details of the person responsible for data protection in the organisation) will be provided by the Contractor as requested.
- (3) The Contractor shall comply with any further written instructions with respect to processing by the Authority.
- (4) Any such further instructions shall be incorporated into this Annex 1.

Description	Details
Subject matter of the processing	The processing is needed in order to ensure that the Contractor can effectively deliver the contract to provide the Nuclear Security Capacity Building service.
	The processing of names and business contact details of staff of both the Authority and the Contractor, industry experts, event attendees and other service recipients will be necessary to deliver the services exchanged during the course of the Contract, and to undertake contract and performance management.

	The Contract itself will include the names and business contact details of staff of both the Authority and the Contractor involved in managing the Contract.
Duration of the processing	Processing will take place from 01st July 2024 for the duration of the Contract. The Contract will end on 01st July 2027 but may be extended until 1st July 2028.
Nature and purposes of the processing	
Type of Personal Data	



# 10. Cyber Security

In line with <u>HM Government's Cyber Essentials Scheme</u>, the Contractor will hold valid Cyber Essentials certification by the time of contract award. Evidence of the certification must be provided to the Authority in order for the contract to be awarded.

Evidence of renewal of certification must then be provided to the Authority on each anniversary of the first applicable certificate obtained by the Contractor for the duration of the Contract. In the event the Contractor fails to comply, the Authority reserves the right to terminate the Contract for material breach in line with the Standard Terms and Conditions of Contract.

If the Contractor already holds ISO27001 accreditation, no further Cyber Essentials certification will be necessary provided that the certification body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the accreditation bodies.

#### 11. Consortium Bids

In the case of a consortium tender, only one submission covering all of the partners is required but consortia are advised to make clear the proposed role that each partner will play in performing the contract as per the requirements of the technical specification. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

Contractors must provide details as to how they will manage any sub-contractors and what percentage of the tendered activity (in terms of monetary value) will be sub-contracted.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the Annex. However, please note the Department reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 19 of the Public Contracts Regulations 2015

The Department recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential Providers should therefore respond in the light of the arrangements as currently envisaged. Potential Providers are reminded that any future proposed change in relation to consortia must be notified to the Department so that it can make a further assessment by applying the selection criteria to the new information provided.

## 12. Budget

The budget for the Nuclear Security Capacity Building project is £3,300,000 excluding VAT.

Contractors should complete the Pricing Schedule in Annex A according to the instructions provided. This should include staff (and day rates) allocated to specific tasks.

The Department aims to pay all correctly submitted invoices as soon as possible with a target of 10 days from the date of receipt and within 30 days at the latest in line with standard terms and conditions of contract.

#### **Evaluation of Tenders**

The tender process will be conducted to ensure that bids are evaluated fairly and transparently, in accordance with agreed assessment criteria.

## **Declarations**

There are a number of Declarations required of Tenderers when submitting a response to this procurement. These are the following:

- Form of Tender
- Declaration of non-collusion
- Conflict of Interest
- Supplier Selection Questionnaire response

These are contained in the Qualification envelope of the Authority's e-sourcing portal and will require Tenderer's submitting a response to confirm the content of these declarations when completing their submission.

#### Qualification

In line with Public Procurement Notice 03/23<sup>6</sup> ("PPN"), Tenderers are required to complete a Supplier Selection Questionnaire, which is contained in the Qualification envelope of the Authority's e-sourcing portal.

The questions asked in Part 3 of the Supplier Selection Questionnaire on this procurement may differ from those Tenderers may have responded to in other procurements and so it is recommended that Tenderers give enough time to thoroughly review and complete this Questionnaire prior to the procurement deadline.

There are mandatory and discretionary exclusions to this questionnaire and the Authority will follow the guidance as detailed in Annex D of the PPN to reject or accept a Tenderer's responses. If rejected, the Tenderer's response will not progress to Technical or Commercial evaluation and the submission will be removed from the competition. The Authority reserves the right to seek clarification on responses given in a Tenderer's Supplier Selection Questionnaire.

Every organisation that is **being relied** on to deliver the proposed Services must complete:

- The Declarations
- Supplier Selection Questionnaire Parts 1 and 2

The lead Tenderer, that whom the Authority would contract with if successful, must complete the Qualification envelope online on the Authority's e-sourcing portal. The Qualification envelope can be downloaded as a file for other reliant organisations to complete and upload with the lead Tenderer's submission.

If Tenderers are intending to form a Consortium for delivery as a proposed single legal entity

(i.e. **not** one lead supplier and a supply chain) then the guidance in the Qualification envelope details how all consortium partners can complete individual Supplier Selection Questionnaires.

In this procurement the Authority does not require all sub-contractors to complete Part 1 and Part 2 of the Supplier Selection Questionnaire.

For answers to Supplier Selection Questionnaire Part 3 - If a Tenderer is bidding on behalf of a group, for example a consortium, or intends to use sub-contractors, the lead Tenderer should complete all of the questions on behalf of the consortium and/or any sub-contractors, providing one composite response and declaration.

#### **Technical Evaluation**

An overview of the technical questions which will be asked for this procurement and their relative weighted score is provided in the table below.

Table 1: Questions and relative weightings of Technical proposal

No.	Quality Criteria (100%) and Pass/Fail DESNZ will not appoint a bidder that scores 2 or below on a single Quality Criterion.	Sub Weighting	Format
Q1	Acceptance of Mid-Tier Terms and Conditions	Pass/Fail	No format specified.
	Please confirm your acceptance of the Mid-Tier Terms and Conditions.		
	Yes - Pass		
	No - Fail		
Q2	Submission of a tender response meeting the requirements of this ITT (including page/word	Pass/Fail	Use format provided.

	limits of submissions timescales and includi declarations as set out and the Jaggaer eSour non-collusion, form of te and a Pricing Schedule			
Q3	Understanding of the requirement	Please outline your understanding of the requirement:  Tenderer Guidance:  A demonstrated understanding of the brief including objectives, requirements and project dynamics.  Evidence of your ability to integrate into the project's operating context, including working with multiple stakeholders and advisors. Your views on important considerations regarding project timeline, and what milestones and activities you would expect on the critical path for the project.	25%	This question is limited to 1,500 words, including organograms, tables, frontispiece, headers and security statements. Any additional content provided beyond this will not be considered or scored during the evaluation process.
Q4	Proposed Approach and Delivery Plan	Please clearly explain your proposed	25%	This question is limited to 1,500 words, including

methodology for organograms, delivering all tables, requirements (e.g. all frontispiece and subsections) of the headers. Any specification. additional content provided beyond this will not be **Tenderer** considered or **Guidance:** scored during evaluation the process. **Proposed Approach** and Delivery Plan In your response you should clearly identify the specific outputs, the tasks to be performed, and set out the following to demonstrate how the project will be delivered, including: A detailed timetable for carrying out the work based on the proposed approach and method. Highlight key milestones and deadlines, including suggested meetings and progress reports.

		Your     assessment of     the key risks to     the delivery of     a successful     transaction in     the envisaged     timeline, and     how you would     mitigate or     manage such     risks.		
Q5	Skills and Experience	Please detail your experience delivering a similar requirement.  Tenderer Guidance:  Please provide evidence of the skills and experience that exist within your organisation to fulfil the service as set out in the requirements.  This should include experience working with and advising on the nuclear security,	25%	This question is limited to 1,500 words, including organograms, tables, frontispiece and headers. Any additional content provided beyond this will not be considered or scored during the evaluation process.

The supplier should have the experience expertise and conduct the following within the Nuclear Security area: Experience of delivering capacity building training, including experience working with and advising on the key thematic areas in Nuclear Security mentioned in the Requirements section Knowledge and experience of nuclear security practices, whether as a practitioner or knowledgeable organisations. Ability to deliver multiple strands of activity in parallel. Experience in assisting organisations in developing a training capability.

		Experience of		
		undertaking		
		reviews of		
		existing		
		process,		
		identifying		
		gaps and		
		weaknesses,		
		and developing		
		options to		
		address those.		
Q6	Resourcing	Please set out the	20%	This question is
		resourcing plan you		limited to 1,500
		will deploy to deliver		words, excluding
		this requirement.		CVs, but
		-		including
		Tenderer Guidance:		organograms,
				tables,
		Demonstrate		frontispiece and
		appropriate		headers. Any
		resourcing to		additional
		ensure successful		
		delivery of the		content provided
		project within		beyond this will
		the specified		not be
		timeline and		considered or
		overall		scored during
		contract.		the evaluation
		Varia arranti		process
		Your supply		
		chain (names of all		
		Subcontractors and		Please include
		who the Prime		maximum 5 CVs
		Contractor will be), org		of maximum 1
		chart and		page each for
		management		
		structures.		your core team
				(e.g. project lead
		• A named		and the people
		individual in each		designing and
		organisation who is the		delivering the
		key member of staff		training).
		(and their CV).		
		D-4 " - 6"		
		Details of the		
		proposed project		
		team, outlining their		

relevant expertise including:	
Their roles and responsibilities for the project	
<ul><li>Named individu als</li></ul>	
<ul> <li>Experti se in managi ng and deliveri ng projects of this</li> </ul>	
nature  o Number  of staff  and  whether	
recruit ment is necess ary to meet	
the require ment (structu re chart	
with percent age of time staff are	
dedicat ed to the project)	

		<ul> <li>Your proposal to ensuring a consistent approach from all staff, including how you manage the outgoing and/or absent staff.</li> <li>Any support that would be needed and from whom (including partner organisations), in order to undertake and complete this project.</li> <li>Your approach to ensuring quality and successful delivery throughout the entire contract.</li> <li>A demonstration of how your organisation is</li> </ul>		
		·		
Q7	Support effective methods continuously evolving and experience and new and resource methods reflect cu	s of training, I adapting based on novel approaches.	5%	This question is limited to 750 words, including diagrams and tables but excluding frontispiece and

	and are designed with the recipients needs fully considered.  Tenderer Guidance:  You should include:  - a 'Method Statement' stating your commitments, how you will achieve them, and highlighting how your commitments meet the Award Criteria.  - a detailed project plan and process, including how you will implement your commitments and by when, how they will be monitored, measured and reported. You should include specific metrics, the tools / processes that will be used to gather data and report on it, feedback and improvement, and how the whole process will maintain transparency.		headers. Any additional content provided beyond this will not be considered or scored during the evaluation process.
	- an overview of how you will influence staff, suppliers, customers and communities to support delivery of your commitments (for example through engagement, co-design / creation, training and education, partnering / collaborating, volunteering, etc.)		
Q8	Question 7 – Social Value (SV)	5%	This question is limited to 750
	Effective measures with respect to identifying and tackling inequality in employment, skills and pay in the nuclear security industry. This involves including training on diversity and inclusion in the nuclear industry in each capacity building activity delivered.		words, including diagrams and tables but excluding frontispiece and headers. Any additional content provided beyond this will not be considered or

Tenderer Guidance:		scored during the evaluation process
You should include:		
- a 'Method Statement' stating your commitments, how you will achieve them, and highlighting how your commitments meet the Award Criteria.		
- a detailed project plan and process, including how you will implement your commitments and by when, how they will be monitored, measured and reported. You should include specific metrics, the tools / processes that will be used to gather data and report on it, feedback and improvement, and how the whole process will maintain transparency.		
- an overview of how you will influence staff, suppliers, customers and communities to support delivery of your commitments (for example through engagement, co-design / creation, training and education, partnering / collaborating, volunteering, etc.)		
	100%	

Tenderers are required to provide responses to the technical and social value questions asked in Table 1 above. This will form the Tenderer's Technical Proposals and will be included in an awarded Contract. Technical responses are to be uploaded to the Technical Envelope on the e-sourcing portal.

Tenders will be evaluated by at least three Authority staff or staff from other relevant Departments of His Majesty's Government as required. Technical and Commercial proposals will be reviewed separately with Commercial Proposals being reviewed by the Authority Commercial team only.

Authority staff will independently review and score the Technical Proposals received. Only the information provided in answer to each question will be evaluated and scored for that question.

Following this a consensus meeting will be held, chaired by a representative of the Authority's Commercial Team, to reach agreement on scores for each proposal.

# Technical Quality Evaluation Scoring method

Each question response in the Technical Proposal will be scored according to the requirements of the question and the Scoring Matrix provided in Table 2. Proposals will be awarded scores between 0 and 5 using the Scoring Matrix below, where scores will consist of whole numbers only; there will be no incremental, or 'half point' scores.

Table 2: Technical proposal Scoring Matrix

Score	Description
0	Complete failure to address the Specification of Requirements
1	Not Satisfactory: response is incomplete, non-compliant and/or fails to meet any minimum requirements
2	Minor reservations: Does not answer all parts of the question. Minor reservations of the Bidder's understanding and proposed methodology, with limited evidence to support the response.
3	Satisfactory: The response demonstrates an acceptable level of evidence but insufficient detail to warrant a higher mark and any added value over and above the requirements are unclear.
4	Good: response meets all requirements with a good evidence base and some added value over and above the requirements are demonstrated.
5	Excellent: response exceeds requirements, is fully evidenced, adds value over and above the requirements and demonstrates practical innovation and tangible creativity to business solutions, with full confidence in capability to deliver.

**PQP Minimum Quality Threshold**: Should any supplier score 2 or below in any of the criteria, the Authority reserves the right to exclude them from the tender competition.

The total Technical Score will be calculated by applying the agreed score for a question against the question's weighting as given in Table 1. The maximum number of marks possible will be 100.

Any Tenders deemed to be non-compliant following the Technical Evaluation will be excluded at that point and will not be considered in the Commercial Evaluation.

After reviewing and evaluating the technical responses, the Authority may decide to request bid clarifications from Tenderers. These discussions will be limited to clarifying elements of existing proposals and will not be an opportunity for the Authority or the Tenderer to improve or change proposals.

## Final Evaluation Scoring method

The Final Evaluation shall be determined by the Price Per Quality Point (PQP) mechanism, as detailed in Appendix II of the Government Commercial Function's Bid Evaluation Guidance Note<sup>7</sup>.

The PQP shall be calculated to four decimal places (applying standard rounding rules). The Tender with the lowest PQP represents the most economically advantageous tender and will be ranked first in this procurement.

The PQP will be calculated by;

- 1. Taking the Quality Score, which is the sum of weighted technical scores for each Technical question asked.
- 2. Dividing the price submitted by the Quality score, to give a PQP score for each bid response.
- 3. The lowest PQP score will represent the most economically advantageous tender and that Tenderer will be awarded Preferred Bidder status.

Table 3 below is a worked example of this process. Please note, the figures within the table are provided for illustrative purposes only.

Table 3: Example of PQP Scoring and ranking

Tenderer	Total Quality score of technical proposal	Price submitted	PQP Score calculation	Rankin g
А	60	£900,000	(900,000 / 60) = 15,000	1 <sup>st</sup>
В	54	£1,010,000	(1,010,000 / 54) = 18,703.7037	4 <sup>th</sup>

С	72	£1,200,000	(1,200,000 / 72) = 16,666.667	2 <sup>nd</sup>
D	81	£1,500,000	(1,500,000 / 81) = 18,518.519	3 <sup>rd</sup>

If the above method results in a tie, with more than one Tenderer having the same lowest PQP score, then the Tenderer having the lowest PQP scoring Tenderer and the highest Quality score will be selected for award of the contract as Preferred Bidder.

Should following this step there remain a tie, the technical questions will be ranked according to the highest weighting assigned to those questions and where questions have the same weighted score, the order of question number will take precedence. Then the tied Tenderers will move down this question list until that point it is identified where a Tenderer scores higher than (an)others, at which point they will be selected for Preferred Bidder status.

In the unlikely event that scores remain tied after following the above process, the Authority will call those remaining tied Tenderers for a presentation, details of this and the scoring method to be used will be shared prior to the presentation.

#### Due Diligence Assessment on Preferred Bidder

The Authority will complete detailed due diligence in respect of the Preferred Bidder's ITT response. This is to:

- Re-assess information provided in respect of the Selection Questionnaire questions to ensure that it is still accurate and to identify any new risks which may have arisen since the bid was submitted
- 2. Allow the economic and financial standing of the Preferred Bidder to be re-assessed;
- 3. Allow testing and checking of financial models to ensure that bid prices are sustainable for the life of the Contract and to identify risk(s) associated with pricing commitments;
- 4. Engage in "non-material" discussions about the Preferred Bidder's ITT responses where a matter of clarification is required to avoid any ambiguity of understanding between the parties relating to the obligations of the Preferred Bidder in the performance of the Contract; and
- Provide final assurance that the Tenders put forward are achievable and any specific areas of concern identified within the Tenders are checked and confirmed as satisfactory.

The Authority may seek external advice in order to complete the Due Diligence. The Authority reserves the right to conduct Due Diligence on one or more Bidders and at the same time. The Authority will not negotiate any aspect of the Preferred Bidder's response during Contract Engrossment. Nor does it guarantee that a Contract will be awarded to any Preferred Bidder.

#### **Contract Award**

Tenderers will be notified of the result of the procurement process through the e-sourcing portal.

In the event that the Preferred Bidder is unable to enter into a contract with the Authority to deliver the programme for any reason, including but not limited to that described in the due diligence process above, the Authority reserves the right to approach the next highest scoring compliant Tenderer.

#### **Contract Engrossment**

The Authority will engage with the Preferred Bidder in order to prepare the final Contract in readiness for the Contract Award announcement and Contract signature. This process will see the commitments made by the Preferred Bidder in its ITT response incorporated into the Contract.

## **Technical Response Questions**

The above table outlines the questions and associated weightings against which Technical submissions will be evaluated. Tenderers should ensure that their proposal addresses all the requirements set out in the specification of requirements, these requirements have not been repeated in full here.

Tenderers are requested to structure their submissions clearly with responses to each question asked in the evaluation criteria clearly identified. Tenderers are requested to provide separate files for each question response.

All responses should be in minimum font size Arial 11, have regular margins and all text in diagrams or tables to be of sufficient size to be legible without magnification. **Cover pages or letters should not be included in the bid**. Please consider reviewing the British Dyslexia Association Dyslexia Style Guide<sup>8</sup> for formatting guidance.

#### Commercial Price response

Tenderers are required to complete Annex A, the Pricing Proposal and submit this and the final Price for services in the Commercial Envelope of the e-sourcing portal.

All prices must be given in £ sterling. The Authority will take the price submitted, excluding UK VAT but including all other taxes, such as non UK VAT and use this to inform the Final evaluation.

**PQP Maximum Price Threshold**: Tenderers are not to exceed the stated budget for this procurement of £3,300,000 excluding VAT. Tenders which do not comply with the pricing model instructions will be removed from the evaluation.

# Abnormally Low Tender price

The Authority will assess prices submitted and if it is in the opinion of the Authority that an abnormally low tender has been submitted by the Tenderer the Authority, after clarification with the Tenderer, may reject the submission from the competition.

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