

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 – Service Description.

**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.

<b>3 Mandatory Requirements</b>		<b>Pass/Fail</b>
<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 deleting the inappropriate 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	Due to the confidential nature of data, knowledge and material that is likely to be encountered by the contractor and his staff as part of this contract, the successful provider will be required to sign the attached non-disclosure agreement set out in appendix E. Do you agree that, should you be successful in this procurement, you will sign the non-disclosure agreement set out in appendix E?	
3.3	Do you confirm that you do not have any potential, actual or perceived conflicts of interest in respect of this mandate?	

4 Capability and Experience		Weighting 40%	
Guidance:			
<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 3,000 word limit and be submitted in Word / PDF format.</li><li>The Maximum weighted score available for this questionnaire is 300.</li></ul>			
Question:			
		Max Score	Weighting %
4.1	The Potential Providers should demonstrate experience of providing insurance advice to PFI projects during the procurement phase including providing 2 examples.	100	30
4.2	The Potential Provider should demonstrate experience of providing insurance advice to PFIs during the operational phase showing savings identified and implemented including providing 2 examples.	100	40
4.3	Capability of personnel - Please provide summary CVs (CVs must be specific to this requirement) of the key staff.	100	30

5 Methodology and Service Delivery		Weighting 30%	
Guidance:			
<ul style="list-style-type: none"><li>• Provide a detailed proposal for how you will deliver the savings review outlined in the service description document</li><li>• Potential Providers should attach one document at the questionnaire level that forms there 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 3,000 word limit and be submitted in Word / PDF format.</li><li>• The Maximum weighted score available for this questionnaire is 400.</li></ul>			
Question:			
		Max Score	Weighting %
5.1	The Potential Provider needs to demonstrate how they have the capacity to deliver the identification phase by 14 <sup>th</sup> May 2015	100	20
5.2	The Potential Provider should demonstrate their methodology for completing the review of project documentation	100	30
5.3	The Potential Provider should demonstrate their methodology for completing the contract management and compliance review	100	20
5.4	The Potential Provider should demonstrate their methodology for completing the insurance cost review	100	30

<b>Marking Scheme:</b>		
The following marking scheme will be used to assess the response provided to the qualitative questions set out above at 4 and 5:		
<b>Grade</b>	<b>Score</b>	<b>Interpretation</b>
Excellent	100	Exceeds the requirement. Excellent demonstration by the Potential Provider of the relevant ability, understanding, experience, skills, resources and quality measures required. Evidence identifies factors that will offer significant added value.
Good	80	Satisfies the requirement and offers some additional benefits. Above average demonstration by the Potential Provider of the relevant ability, understanding, experience, skills, resources and quality measures required. Evidence identifies factors that will offer some added value.
Acceptable	60	Satisfies the requirement. Demonstration by the Potential Provider of the relevant ability, understanding, experience, skills, resources and quality measures required.
Minor Reservations	40	Satisfies the requirement, with some minor reservations. Some minor reservations about the Potential Provider's relevant ability, understanding, experience, skills, resources and quality measures required.
Major Reservations	20	Satisfies the requirement, with major reservations. Serious

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		concerns about the Potential Provider's relevant ability, understanding, experience, skills, resources and quality measures required.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Potential Provider has the relevant ability, understanding, experience, skills, resources and quality measures required. Little or no evidence to support the response.

6	PRICE	Weighting 30%
<b>Guidance:</b>		
<p>The Authority requires the Potential Provider to provide a fixed price to the end of the identification phase to deliver the requirements set out in Appendix B – Service Description. The Authority also requires a day rate to allow for an extension in scope to be considered if required.</p> <p>The Total Price score, out of 100 will be calculated by assuming the Fixed Price accounts for 75% of the Pricing Score and the Day Rate accounts for 25% of the Pricing Score</p> <p>Prices should be submitted in Pound Sterling inclusive of expenses but exclusive of VAT.</p>		
<b>Question 6.1:</b>		
Please provide a fixed price to provide the requirements set out in Appendix B – Service Description.		
Fixed Price	£ [insert amount]	(exclusive of VAT)
<b>Marking Scheme:</b>		
<p>The maximum mark available for Fixed Price will be 75. 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 Fixed Price. The calculation that will be used to determine marks is as follows:</p> $\text{Score} = \frac{\text{Lowest Tender Fixed Price}}{\text{Tender Fixed Price}} \times 75 \text{ (maximum mark available)}$		
<b>Question 6.2:</b>		
Please insert the Day Rate (exclusive of VAT).		
Day Rate	£ [insert amount]	(exclusive of VAT)
<b>Marking Scheme:</b>		
The maximum mark available for the Day Rate will be 25. 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		

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rata basis dependent on how far they deviate from the lowest day rate. The calculation that will be used to determine marks is as follows:

$$\text{Score} = \frac{\text{Lowest Tender Day Rate}}{\text{Tender Day Rate}} \times 25 \text{ (maximum mark available)}$$