



# Invitation to Quote

Questions

**Invitation to Quote (ITQ) on behalf of UK Research and Innovation**

**Subject: Innovate UK Brokerage Event Meeting Brokerage Tool**

**Sourcing Reference Number: DDaT21325**

## **Section 6 – Evaluation questionnaire**

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on how to register and use the e-sourcing portal is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY**

## COMMERCIAL QUESTIONNAIRE

<b>SEL1.1</b>	<b>Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).</b>																																	
Bidder Guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																																	
Scoring Criteria	For information only																																	
Answer Type	<div style="background-color: yellow;"> <b>Text</b>  <table border="1"> <tr><td>(a)</td><td>Bidders full legal name</td><td></td></tr> <tr><td>(b)</td><td>Address line 1</td><td></td></tr> <tr><td></td><td>Address line 2</td><td></td></tr> <tr><td></td><td>Address line 3</td><td></td></tr> <tr><td></td><td>Address line 4</td><td></td></tr> <tr><td></td><td>Town / City</td><td></td></tr> <tr><td></td><td>Country</td><td></td></tr> <tr><td></td><td>Post code (or equivalent)</td><td></td></tr> <tr><td>(c)</td><td>Bidder contact</td><td></td></tr> <tr><td>(d)</td><td>Telephone No.</td><td></td></tr> <tr><td>(e)</td><td>Email</td><td></td></tr> </table> </div>	(a)	Bidders full legal name		(b)	Address line 1			Address line 2			Address line 3			Address line 4			Town / City			Country			Post code (or equivalent)		(c)	Bidder contact		(d)	Telephone No.		(e)	Email	
(a)	Bidders full legal name																																	
(b)	Address line 1																																	
	Address line 2																																	
	Address line 3																																	
	Address line 4																																	
	Town / City																																	
	Country																																	
	Post code (or equivalent)																																	
(c)	Bidder contact																																	
(d)	Telephone No.																																	
(e)	Email																																	

  

<b>SEL1.2</b>	<p><b>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</b></p> <p><b>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</b></p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Fail – Please provide details within SEL1.2.1  <b>No</b> – Pass – No response required to SEL1.2.1</p> <p>*If you have answered “yes” please provide, as an attachment to SEL1.2.1 a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<div style="background-color: yellow;"> <b>Yes</b> – Fail – Please provide details within SEL1.2.1  <b>No</b> – Pass – No response required to SEL1.2.1 </div>

<b>SEL1.2.1</b>	<b>Supporting Documentation for SEL1.2.1</b>
Bidder Guidance	<p>Where a bidder has responded 'Yes' to SEL1.2 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL1.2 but not providing evidence may not be considered.</p>
Scoring Criteria	For Information Only
Answer Type	Document Upload

<b>SEL1.3</b>	<b>If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.</b>
Bidder Guidance	<p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> <li>A. N/A – our turnover is less than £36M</li> <li>B. Yes – We are compliant and have attached information in SEL1.3.1</li> <li>C. No (with justification) – we are not compliant but will be prior to commencement of a contract. See information attached in SEL1.3.1</li> <li>D. No – we are not and will not be compliant at the time of award of the contract</li> </ul> <p>Bidders selecting option 'D' will be considered non-compliant for this Procurement.</p>
Scoring Criteria	Mandatory Pass/ Fail
Answer Type	Multiple Choice Dropdown

<b>SEL1.3.1</b>	<b>Supporting Documentation for SEL1.3</b>
Bidder guidance	<p>Where a bidder has responded 'Yes' or 'No (with justification)' to SEL1.3, please provide your supporting information as an attachment.</p> <p>Any bidder declaring they are compliant within SEL1.3 but not providing evidence may not be considered.</p>
Scoring	For information only

Criteria	
Answer Type	Document upload

<b>SEL1.4</b>	<b>Please state the relevant classification of your organisation (state whether you fall within one of these, and if so which one)</b>
Bidder Guidance	<p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> <li>A. Voluntary Community Social Enterprise (VCSE)</li> <li>B. Sheltered Workshop</li> <li>C. Public Service Mutual</li> <li>D. N/A</li> </ul> <p>Where options A, B and C are not applicable to your organisation please respond with option D</p>
Scoring Criteria	For information only
Answer Type	<p>Multiple Choice Dropdown</p> <ul style="list-style-type: none"> <li>A. Voluntary Community Social Enterprise (VCSE)</li> <li>B. Sheltered Workshop</li> <li>C. Public Service Mutual</li> <li>D. N/A</li> </ul>

<b>SEL1.5</b>	<b>Please state the size of your organisation at the time of bid submission</b>
Bidder Guidance	<p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> <li>A. Micro – fewer than 10 persons employed</li> <li>B. Small – 10-49 persons employed</li> <li>C. Medium – 50-249 persons employed</li> <li>D. Large – 250 or more persons employed</li> </ul>
Scoring Criteria	For information only
Answer Type	<p>Multiple Choice Dropdown</p> <ul style="list-style-type: none"> <li>A. Micro – fewer than 10 persons employed</li> <li>B. Small – 10-49 persons employed</li> <li>C. Medium – 50-249 persons employed</li> <li>D. Large – 250 or more persons employed</li> </ul>

<b>SEL2.10</b>	<p><b>Cyber Essentials has been mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders' guidance.</b></p> <p><b>Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to universities, charities, and public sector organisations.</b></p>
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	<p><b>Further details are available at:</b>  <a href="https://www.cyberstreetwise.com/cyberessentials/">https://www.cyberstreetwise.com/cyberessentials/</a></p>
Bidder Guidance	<p>Any of the following but not limited to typical characteristics, will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate or ISO 27001 accreditation:</p> <ul style="list-style-type: none"> <li>i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier.</li> <li>ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking, or expenses information is handled by a supplier.</li> <li>iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme.</li> <li>iv) Contracts that are considered by the Contracting Authority to be sensitive in character</li> </ul> <p>Bidders can answer</p> <p><b>Yes</b> – the Cyber Essential Certificate or ISO 27001 accreditation is currently in place</p> <p><b>Intend</b> – the Cyber Essential Certificate or ISO 270001 accreditation is not in place and we intend to have it in place for commencement of the contract.</p> <p><b>No</b> – the Cyber Essential Certificate or ISWO 27001 is not in place and we have no intention of having it in place for commencement of the contract</p> <p>A response of '<b>Yes</b>' or '<b>Intend</b>' will result in a <b>pass</b> and a response of '<b>No</b>' will result in a <b>fail</b> against this question.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Multiple Choice Dropdown</p> <p><b>Yes</b> – the Cyber Essential Certificate or ISO 27001 accreditation is currently in place</p> <p><b>Intend</b> – the Cyber Essential Certificate or ISO 27001 accreditation is not in place and we intend to have it in place for commencement of the contract.</p> <p><b>No</b> – the Cyber Essential Certificate or ISO 27001 accreditation is not in place and we have no intention of having it in place for commencement of the contract</p>
SEL2.12	<p><b>United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018</b></p> <p><b>The UK GDPR is a mandatory requirement for all contracts or agreements both in the Public, Private and Third sectors that involves the transfer, storing and processing of personal data. The UK GDPR sits alongside the Data Protection Act 2018 as the UK's data privacy law that</b></p>

	<p><b>governs the processing of personal data domestically.</b></p> <p><b>The UK GDPR was drafted as a result of the UK leaving the EU, which resulted in the EU's GDPR not applying domestically to the UK any longer. The UK GDPR sits alongside the Data Protection Act 2018. It is mandatory for bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the UK GDPR and Data Protection Act 2018 and that they will adhere to their processing obligations and as detailed in the supporting Annex A.</b></p> <p><b>All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor or sub-processors) used under this Contract to comply with their information law obligations and indemnify the Contracting Authority (data controller). Please note that the appointment of any sub-processor/s should only occur after authorisation is received in writing from the Data Controller or UK SBS.</b></p> <p><b>Further information and helpful guidance relating to the UK GDPR is available from the Information Commissioners Office (ICO) at:</b>  <a href="https://ico.org.uk/">https://ico.org.uk/</a></p>
Bidder Guidance	<p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of information legislation in the UK (including Data Protection Act, UK GDPR and other relevant legislation) and have your Data Protection Officer complete this section if you have one or alternatively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p><b>Yes</b> – We can demonstrate full compliance as is required by the UK GDPR now and will adhere to the processing obligations detailed within Annex A – <b>Pass</b></p> <p><b>No</b> – We will not be compliant prior to any award – <b>Fail</b></p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – We can demonstrate full compliance as is required by the UK GDPR and Data Protection Act 2018 now and will adhere to the processing obligations detailed within Annex A – <b>Pass</b></p> <p><b>No</b> – We will not be compliant prior to any award – <b>Fail</b></p>

<b>SEL2.13</b>	<p><b>Data Storage</b></p> <p><b>Please confirm where UK GDPR data, as detailed within the Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</b></p>
Bidder Guidance	<p>Bidders are required to confirm where UK GDPR data, as detailed within the Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</p>

	Please note, where successful bidders confirm that data may be stored, transferred, or accessed outside of the UK, there may be a requirement to include additional Contract Clauses to ensure UK GDPR and Data Protection Act 2018 Compliance prior to Contract Award.
Scoring Criteria	For Information Only
Answer Type	Document Upload

<b>FOI1.1</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>FOI1.2</b>	<p><b>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</b></p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1 If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete each field 'N/A' (not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why?</p>
Bidder Guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the fields below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p>



	<p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004; therefore, you will not be approached for consent.</p> <p>Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p>
Scoring Criteria	For information only
Answer Type	Confidential Information and justification for exemption/exception under FOI Act
	Large Text Field
	Commercially sensitive information and justification for exemption/exception under FOI Act
	Large Text Field

AW1.1	<p><b><u>FORM OF BID</u></b></p> <p>I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the ITQ, and any contract entered into by the Contracting Authority or its customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this ITQ I agree that our participation may be made public.</p> <p>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</p> <p>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this ITQ I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</p>
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	<p>By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed the Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> - Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>AW1.3</b>	<p><b>CERTIFICATE OF BONA FIDE BID</b></p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <ul style="list-style-type: none"> <li>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid;</li> <li>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted;</li> <li>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</li> </ul> <p>In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p>
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	<p><b>We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</b></p> <p><b>We agree that the Contracting Authority may disclose the Bidders information / documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</b></p>
Bidder Guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>AW3.1</b>	<p><b>In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority against a procurement requirement, the Bidder is expected to provide an answer to the validation check that can be seen within Stage One: Overview Section prior to the award of any Contract.</b></p> <p><b>If the Bidder fails to meet the Contracting Authority’s expectations, we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.</b></p>
Bidder Guidance	<p>The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to the Contracting Authority’s against a procurement requirement.</p> <p><b>Yes</b> – Pass <b>No</b> – Fail</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p><b>Yes</b> – Pass <b>No</b> – Fail</p>

<b>AW4.1</b>	<b>Please confirm your acceptance of the Contract Terms that can be found within the Stage One: Overview section.</b>
Bidder Guidance	<p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b></p> <p><b>Yes</b>, we accept the terms and condition in their entirety – Pass</p> <p><b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p>

	<p><b>No – Fail</b></p> <p>For absolute clarity should a bidder select ‘Yes’ or ‘No’ you are <b>not</b> required to respond to AW4.2, however if you select ‘No with Justification’ you will be required to complete AW4.2 in order to be considered.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<p>Multiple Choice Dropdown</p> <p><b>Yes, we accept the terms and condition in their entirety – Pass</b></p> <p><b>No with justification – Pass.</b> Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p><b>No – Fail</b></p>

<b>AW4.2</b>	<p><b>Where a Bidder has answered question AW4.1 with ‘No with justification’ they must detail the justification and the proposed change to the clause.</b></p> <p><b>Where a bidder has responded ‘Yes’ or ‘No’ to AW4.1 you are not required to respond to this question.</b></p>
Bidder Guidance	<p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> <li>• the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and</li> <li>• the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</li> </ul> <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark-up, rejection of a clause or a justification for a change then the response will be a Fail.</p> <p>Any bidder selecting ‘No with Justification’ to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	Document Upload

## PRICE QUESTIONNAIRE

<b>AW5.1</b>	<b>Please confirm your price shall remain firm and fixed for the four year period of the Contract, including the optional extensions.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> - Fail

<b>AW5.2</b>	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the Document Upload attachments.</b></p> <p><b>All prices shall be in £ GBP and exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>
Bidder Guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 30% then the 0-100 score achieved will be multiplied by 30</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 24% by using the following calculation: Score/Total Points multiplied by 30 (80/100 x 30 = 24)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <p>Bid Price £100,000 Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100</p> <p>Bid price - £120,000 Differential - 20% Score - 80 Bid price - £140,000 Differential - 40% Score - 60</p>

	Bid Price - £150,000 Differential - 50% Score - 50 Bid Price - £175,000 Differential - 75% Score - 25 Bid Price - £200,000 Differential - 100% Score - 0 Bid Price - £300,000 Differential - 200% Score - 0
Scoring Criteria	Maximum Marks <b>30%</b>
Answer Type	Price Document Upload

<b>AW5.4</b>	<p><b>The Contracting Authority is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</b></p> <p><b>Further information and helpful guidance regarding e-invoicing and iSupplier is available on the UK SBS website at:</b>  <a href="https://www.uksbs.co.uk/services/Finance/Pages/iSupplier.aspx">https://www.uksbs.co.uk/services/Finance/Pages/iSupplier.aspx</a></p> <p><b>Please confirm if you are successfully awarded this contract, that your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.</b></p>
Bidder Guidance	The Bidder shall answer Yes or No  <b>Yes</b> – we will utilise an e-invoicing option - Pass <b>No</b> – we will not utilise an e-invoicing option – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – we will utilise an e-invoicing option - Pass <b>No</b> – we will not utilise an e-invoicing option – Fail

## QUALITY QUESTIONNAIRE

<b>AW6.1</b>	<b>Please confirm your compliance to the mandatory requirements of Section 4 Specification.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass <b>No</b> – Fail
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> – Fail

<b>AW6.2</b>	<b>Variable Bids</b>  <b>The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below.</b>
Bidder Guidance	The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> - We have provided a variable bid only – <b>Fail</b> <b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes</b> - We have provided a variable bid only – <b>Fail</b> <b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>

<b>AW6.3</b>	<b>EISMEA Approved Supplier Status</b>  <b>The Contracting Authority shall not accept bids for solutions that have not been approved by the European Innovation Council and SMEs Executive Agency (EISMEA).</b>
Bidder Guidance	As the tool will be utilised by members of the Enterprise Europe Network (EEN), there is the mandatory requirement that the selected tool must have been approved by the European Innovation Council and SMEs Executive Agency (EISMEA). The minimum requirements are set out in section 5.1 of the specification found in the main ITQ document; “DDaT21325 Delta – ITQ Invitations to Quote”, in order to get to the approved list of tools by EISMEA.  <b>Please note, it is the participating Bidder’s responsibility to secure an approved status by EISMEA and approval evidence shall be provided for those not currently on the list of approved tools.</b>  Website link for EISMEA can be found below. Contact details can be provided upon request.

	<a href="https://eisma.ec.europa.eu/index_en">https://eisma.ec.europa.eu/index_en</a>  The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Our proposed solution is on approved status by EISMEA – <b>Pass</b> <b>No</b> – Our solution is not on the approved list – <b>Fail</b>
Scoring Criteria	Mandatory Pass / Fail
Answer Type	<b>Yes – Pass</b> <b>No - Fail</b>

<b>PROJ1.1</b>	<b>Outline Solution</b>  <b>Please describe how your system fulfils the functionality requirements detailed in the section 5. Requirements of the Specification.</b>
Bidder Guidance	<p>Based on the specification provided, bidders are asked to outline how the proposed solution fulfils the system requirements as detailed within section 5. Requirements for the event meeting brokerage tool listed directly under section 5, requirements (5.1) and provide a comprehensive description of the proposed system capabilities that align to the requested requirements. Please address all of the requirements listed in the 5.1 section apart from the Hybrid Events which you are asked to cover in response to question <b>PROJ1.2</b>.</p> <p>Describe how the key functionalities of the event meeting brokerage tool, e.g. online delegate registration for an event and (in future) a Salesforce/CRM integration, are provided as a minimum.</p> <p>Attachment – Maximum eight (8) sides of A4, Arial font size 11. PDF format. Bid responses that exceed the limit stated here will only be scored based on the information provided within the prescribed limit.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p> <p>Scoring will be based on the 0-10 scoring methodology.</p>
Scoring Criteria	Maximum Marks <b>25%</b>
Answer Type	<b>Yes, I have attached a response in PDF format to this question.</b>

<b>PROJ1.2</b>	<b>Hybrid Events</b>
Bidder Guidance	<p>Detail how your Event Meeting Booking Tool addresses the need for Hybrid capability as detailed in section 5.1 of the specification. Specifically, how integration occurs between the ‘Virtual’ and the ‘Physical’ Event booking elements, and how the event meeting booking tool can be customised so that the experience is the same for both groups.</p> <p>Attachment – Maximum four (4) sides of A4, Arial font size 11. PDF</p>



	<p>format. Bid responses that exceed the limit stated here will only be scored based on the information provided within the prescribed limit.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p> <p>Scoring will be based on the 0-10 scoring methodology.</p>
Scoring Criteria	Maximum Marks <b>5%</b>
Answer Type	<b>Yes, I have attached a response in PDF format to this question.</b>

<b>PROJ1.3</b>	<b>Training and Implementation</b>
Bidder Guidance	<p>Detail your training and implementation approach for this contract as per sections 5.2 of the specification. Please provide an implementation project plan detailing how you would deliver these services from appointment to completion as per requirement in the Specification.</p> <p>Bidders are asked to ensure that as a minimum, the following areas are covered within the plan:</p> <ul style="list-style-type: none"> <li>• Key start dates, duration and completion dates</li> <li>• Key activities for both supplier and IUK EDGE</li> <li>• Outline programme</li> <li>• Training for 20 administrators as part of implementation</li> <li>• Training courses and materials available</li> </ul> <p>Attachment – Maximum four (4) sides of A4, Arial font size 11. PDF format. Bid responses that exceed the limit stated here will only be scored based on the information provided within the prescribed limit.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p> <p>Scoring will be based on the 0-10 scoring methodology.</p>
Scoring Criteria	Maximum Marks <b>10%</b>
Answer Type	<b>Yes, I have attached a response in PDF format to this question.</b>

<b>PROJ1.4</b>	<b>Technical Support and Account Management</b>
Bidder Guidance	<p>Please demonstrate the methodology that you will apply to technical support, focusing on how incidents are logged and subsequently resolved, including detailing the expected resolution time (Section 5.2).</p> <p>Please outline your account management structure, highlighting your escalation procedure for resolving contractual issues, and identifying the individuals who will be key contacts for this contract (Section 5.2). Your response should detail why this structure will ensure the contract is</p>

	<p>managed to a high standard throughout the contract lifecycle.</p> <p>Attachment – Maximum four (4) sides of A4, Arial font size 11. PDF format. Bid responses that exceed the limit stated here will only be scored based on the information provided within the prescribed limit.</p> <p>The Bidder shall make a declaration that they have provided the requested information in the form and content as required.</p> <p>Scoring will be based on the 0-10 scoring methodology.</p>
Scoring Criteria	Maximum Marks <b>10%</b>
Answer Type	<b>Yes, I have attached a response in PDF format to this question.</b>

## DEMONSTRATION QUESTIONNAIRE

PROJ1.5	Demonstration and Sandbox
Bidder Guidance	<p>As part of the ITQ process, Bidders will be required to deliver an event meeting brokerage tool demonstration to IUK EDGE evaluation panel, covering a detailed response to the demonstration criteria as detailed in section 5.3 of the specification, as well as access to sandbox environment.</p> <p>Following the submission of the bids, IUK EDGE will evaluate the commercial, quality and price submissions and the top scoring three (3) Bidders will be invited to deliver demonstrations.</p> <p>Please confirm your acceptance of the required delivery of system demonstration, which is intended to take place on week commencing 17<sup>th</sup> January 2022.</p> <p>The System demonstration shall take place at the agreed date/time remotely over Zoom and shall not exceed 30 minutes. Zoom details will be shared closer to the demonstration dates. At the end of the system demonstration, there will be a 15-minute Q&amp;A session to answer questions from the evaluation panel.</p> <p>Bidders can bring up to 4 people to this demonstration round. This demonstration should be delivered by the key individuals that will be involved in this contract should your bid be successful. Please supply the names and roles of up to four people you intend to bring to the demonstration.</p> <p>IUK EDGE shall reserve the right to carry out due diligence and seek clarifications on assumptions being used and the evidence base which is being used to support the Bidder responses.</p> <p>The Contracting Authority will require from the three top scoring suppliers a temporary access to the solution to facilitate some user testing. Therefore, please note that it is a requirement to provide temporary sandbox environment to the evaluators following the demonstrations for a short period of time (one day) and on the same week of the demonstrations taking place.</p> <p><b>Yes</b> – We will attend the demonstration and make the solution available for testing at the required time and have read and understand the instructions – <b>Pass</b>  <b>No</b> – We will not be able to attend the demonstration and make the solution available for testing at the required time and have read the instructions – <b>Fail</b></p>
Scoring Criteria	Mandatory Pass/Fail
Answer Type	<b>Yes</b> – Pass <b>No</b> - Fail

PROJ1.6	<p><b>User Experience</b></p> <p><b>Please provide a demonstration of the solution detailing the following two areas and the criteria included in section 6 of the specification:</b></p> <ul style="list-style-type: none"> <li>• <b>Delegate experience</b></li> <li>• <b>System administrator experience</b></li> </ul>
Bidder Guidance	<p>Bidders are asked to provide a 30-minute demonstration remotely via Video Conference covering the following criteria:</p> <ul style="list-style-type: none"> <li>• provides an intuitive control hub for the event host to manage the system settings both prior to the event and in real-time enabling us to manage delegate event bookings/enquiries and view usage analytics.</li> <li>• has a configurable menu for system administrators so that event functionality can be switched on and off by 'one click' per event. For example, multi-lingual captions etc.</li> <li>• enables quick and easy access including "One Click Navigation" allowing a delegate to move between the areas of the system, quickly and easily without having to always return to a holding page or main menu without the need to open multiple browsers to achieve the required results.</li> <li>• platform is engaging with compatibility across desktop devices (Mac/PC), tablet and smart phone services.</li> <li>• accessible for both UK, European and International audiences.</li> <li>• Contains an import routine which allows a system administrator to import content without further configuration or change to the content being required and meets the requirements set out in section 5.1 of the specification.</li> </ul> <p>There will be no opportunity at this demonstration to discuss the written bid and bidders should ensure the response they present is standalone to the written submission.</p> <p>There will be no allowance of scores provided for covering off material that will have already been scored.</p> <p>The demonstration and sandbox testing shall be evaluated based on the same user experience criteria above.</p> <p>Scoring will be based on the 0-10 scoring methodology.</p>
Scoring Criteria	Maximum Marks <b>20%</b>
Answer Type	<b>Respond to the question via system demonstration</b>