1. **INTRODUCTION**
   1. This document provides an overview of the methodology which will be adopted by the Home Secretary and to evaluate bidder responses to each question set out within the e-Sourcing event. It also sets out the marking scheme which will apply.
   2. The following information has been provided in relation to each question (where applicable);
      1. Weighting – highlights the relative importance of the question
      2. Guidance – sets out information for the Potential Providers to consider
      3. Marking Scheme – details the marks available to evaluators during evaluation
   3. The defined terms used in the ITT document shall apply to this document.
2. **OVERVIEW**
   1. The e-Sourcing event is broken down into the following Questionnaires:

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| **Questionnaire Reference** | **Questionnaire Title** |
| 1 | KEY PARTICIPATION REQUIREMENTS |
| 2 | CONFLICTS OF INTEREST |
| 3 | INFORMATION ONLY |
| 4 | PROJECT SPECIFIC EXPERIENCE |
| 5 | PROCESS |
| 6 | PRICE |

* 1. Quality Evaluation Process
     1. The evaluation of each tender response will be conducted and moderated in accordance with the moderation procedure set out in paragraph 2.3 below.
     2. Each response to questions within the Quality/Service Delivery Questionnaire(s) will be marked in accordance with the table below:

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

* + 1. Each mark achieved wll be multiplied by the corresponding weighting to provide an overall question score.
    2. When the score for each question has been determined they will be added together to provide an overall score for the Quality Evaluation (“Quality Score”).
  1. Moderation Marking Procedure
     1. Tenders that are scored and require evaluation will be evaluated in accordance with the procedure described in this paragraph.
     2. The Moderation Marking Procedure is a two-step process, comprising of:
        1. Independent evaluation; and
        2. Group moderation marking.
     3. During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by the bidders in their response. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question.
     4. The moderator will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.
     5. During the meeting, the evaluators will discuss the independent marks until they reach a consensus regarding the marks that should be attributed to each bidders answer to the questions.
     6. Once all quality responses have been evaluated in accordance with the Invitation to Tender the individual scores attributed to each response will be added together to provide a ‘Quality Score’.
  2. Price Evaluation Process
     1. Prices submitted by bidders in the Price Schedule will be recorded and evaluated in accordance with the following process.
     2. Bidders are required to provide a completed pricing schedule against the ‘Price’ Questionnaire within the e-Sourcing event.
     3. Prices offered will be evaluated against the range of prices submitted by all bidders for that item.
     4. The bidders with the lowest price shall be awarded the Maximum Score Available. The remaining bidders shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted.
     5. The calculation used is the following:
     6. = Lowest Price Tendered x Maximum Score Available

Tender price

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| **Bidder** | **Price Submited** | **Score Calculation** | **Maximum Score Available** | **Score Awarded** |
| Bidder A | £1,000 | £1,000/£1,000 \*100 | 100 | 100 |
| Bidder B | £2,000 | £1,000/£2,000 \*100 | 100 | 50 |
| Bidder C | £2,500 | £1,000/£2,500 \*100 | 100 | 40 |

* 1. Final score
     1. The Quality Score achieved will be added to the Price Score to determine a ranking for each bidder. The bidder that achieves the highest combined score will be awarded the contract.

1. **EVALUATION CRITERIA**
   1. A summary of all the questions contained within the e-Sourcing event, along with; the minimum acceptable score, maximum score available and weighting (where applicable) are set out below:
   2. Questionnaires 1 and 2 contain ‘Pass/Fail’ questions and act as a doorway for progression to the following stages of the evaluation. Bidders are strongly advised to read and understand the specific guidance provided before responding to these questionnaires.
   3. Questionnaire 3 is for information only. Although this questionnaire does not form part of the evaluation process, bidders are advised to complete it in full as any omissions could affect the award process.
   4. The Authority reserve the right to challenge any information provided in response to Questionnaire 3 and request further information in support of any statements made therein.

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| **QUESTIONNAIRE 1 – KEY PARTICIPATION REQUIREMENTS** | | | |
| **GUIDANCE** | The following questions are ‘Pass/Fail’ questions. If bidders are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. Bidders should confirm their answer by selecting the appropriate option from the drop down menu. | | |
| **Question Number** | **Question** | **Max Score** | **Weighting (%)** |
| 1.1 | Have you read, understood and agree with Appendix A, Terms of Participation? By answering “Yes”, you are confirming your ‘Declaration of Compliance’ at Annex 1 of Appendix A, Terms of Participation. | Pass/Fail | N/A |
| 1.2 | Have you read, understood and accepted the Invitation to Tender and all associated appendices, specifically Appendix B, Statement of Requirement? | Pass/Fail | N/A |
| 1.3 | Please confirm that all team members will have Baseline Personnel Security Standard (BPSS) (https://www.gov.uk/government/publications/government-baseline-personnel-security-standard | Pass/Fail | N/A |
| 1.4 | Do you agree, without caveats or limitations, that in the event that you are successful the Terms and Conditions of Home Office, will govern the provision of this contract. | Pass/Fail | N/A |
| 1.5 | Do you confirm your Organisation’s e-Sourcing suite profile is complete and accurate at the time of Tendering and that any amendments made following acceptance of this event will be notified to the buyer in writing. | Pass/Fail | N/A |
| **QUESTIONNAIRE 2 – CONFLICTS OF INTEREST** | | |  |
| **GUIDANCE** | Question 2.1 is a ‘Yes/No’ question and will dictate whether or not question 2.2 needs to be answered.  Question 2.2 is a Pass / Fail question. Bidders are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore if Potential Providers cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and will be rejected. | | |
| **Question Number** | **Question** | **Max Score** | **Weighting (%)** |
| 2.1 | Please confirm whether you have any potential, actual or perceived conflicts of interest that may by relevant to this requirement. | None | N/A |
| 2.2 | If there is a conflict of interest please demonstrate how you will establish a clear ethical wall to consider the process. | Pass/fail | N/A |

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| **QUESTIONNAIRE 3 – INFORMATION ONLY** | | | |
| **GUIDANCE** | The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any ommissions may delay completion of this Tender exercise. | | |
| Question Number | Question | Max Score | Weighting (%) | |
| 3.1 | Please provide the name, office address, telephone number and email address for your organisations Tender point of contract. | None | N/A |
| 3.2 | Please confirm whether your organisation is an SME as defined within [EU recommendation 2003/361](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32003H0361) | None | N/A |
| 3.3 | Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their;   * Trading Name(s) * Registered Address(es) and contact details * Goods/Services to be provided | None | N/A |
| 3.4 | If you are the Lead contact for a Group of Economic Operators, please provide details of all the members of the Group. Your response must include their; • Trading Names(s) • Registered address(es) • DUNS Number(s) • Role/responsibility within the Group | None | N/A |
| 3.5 | Please provide details of those individuals that will make up your team and contact details for them. | None | N/A |

* 1. The following Quality/Service Delivery Questionnaires are designed to test Potential Providers’ ability to deliver the requirement as set out in Appendix B, Statement of Requirements. Bidders *MUST* answer all Quality/Service Delivery questions.
  2. At any time prior to the deadline for receipt the Home Office reserves the right to amend, add or withdraw all or any part of this ITT at any time. Any such amendment will be notified via the e-sourcing portal and the Home Office may, at its discretion, extend the deadline for receipt..
  3. Bidders may provide attachments against each question. Question text fields must be populated with detailed references to relevant attachments or sections within their attachments.
  4. Bidders responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
  5. Bidders responses should be limited to, and focused on each of the component parts of the question posed. They should refrain from making generalised statements and providing information not relevant to the topic.
  6. Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
  7. Bidders will be marked in accordance with the marking scheme at Section 2.
  8. **Responding to questions**: The word limit to all questions is **250 maximun**, and must be submitted in Microsoft Word, Excel. PDF format, Arial font size 11 and normal margin setting. **Any words over the stated limit will not be evaluated**. Please cleary enter the question number you are responding to in the left hand margin. The naming convention for the file(s) you attach must be: COMPANY NAME\_QUESTION\_\_4.1 etc. The convention for the pricing schedule shall be: COMPANY NAME\_APPENDIX I\_PRICING.
  9. **Clarification Questions**: Any questions regarding this ITT shall be directed to **CollaborativeProcurement@homeoffice.gov.uk** clearly stating the question or section requiring clarification. The HO will aim to respond to such questions within 3 working days of receipt via the mailbox. Responses will, where considered by the HO to be appropriate, be distributed to all Bidders at the same time, except where a Bidder has indicated the enquiry is of a commercially sensitive nature. In this case, the HO shall either treat both enquiry and response confidentially or, where the HO disagrees with the Bidder’s classification, will invite the Bidder to reclassify or withdraw the enquiry. All questions must be presented no later than **8th March**.

The ITT response submission deadline **(12:00HRS BST on 22nd March 2019).** The HO cannot guarantee a response to any questions submitted after this deadline.

Bidders should not contact technical or procurement representatives directly. All enquiries shall be conducted through the mailbox: CollaborativeProcurement@homeoffice.gov.uk

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| **Question Number** | **Project Specific Experience Questions : QUALITY CRITERIA OVERALL WEIGHTING 60%** | |
| 4.0 | **Experience Section:** | Weighting  **25%** |
| 4.1 | Please provide details of your team’s skills and experience in analysing large amounts of data. | 20% |
| 4.2 | Please provide details of your team’s skills and experience in following provisions of law in meeting a compliance test. | 30% |
| 4.4 | Please provide details of your team’s skills and experience in producing a report summarising methodology, steps taken to ensure accuracy and headline findings. | 20% |
| 4.5 | Please provide an example on how your team has previously delivered at pace and ensured the levels of efficiency have remained high during that period of time. | 30% |
| 5.0 | **Objectives Section:** | **25%** |
| 5.1 | Please detail how you intend to meet the objectives. | 50% |
| 5.2 | Please detail steps you would take to guarantee the accuracy of your findings. | 50% |
| 6.0 | **Methodology & Approach Section** | **25%** |
| 6.1 | Please provide a Project Plan that demonstrates how you will meet the requirements within a 4 - 6 week time frame. | 50% |
| 6.2 | Please provide a Resource Plan outlining how you propose to structure your team, over what time period, including any sub contractors that you may use. | 50% |

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| 7.0 | **Implementation Section:** | **25%** |
| 7.1 | Please detail how you would undertake quality control of your evidence gathering and report writing within the timescales available. | 50% |
| 7.2 | How will you manage data or information gathered during this process. | 50% |

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| **QUESTIONNAIRE 6 – PRICE** | | **Weighting – 40%** |
| **GUIDANCE** | Potential Providers must enter costs within the price schedule (Appendix I) and upload at the question level on the e-Sourcing event.  Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.  Potential Providers will be marked in accordance with the marking scheme at Section 2. | |
| Question Number | Question | Max Score |
| 6.1 | Please confirm, by selecting ‘YES’ that you have attached a completed Price Schedule to the response to this question. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for a period of 90 days following the Deadline for Submission. | 100 |