Helios Technology Ltd,

29 Hercules Way,

Aerospace Boulevard

Farnborough

GU14 6UU

Attn: REDACTED TEXT

REDACTED TEXT

Date: 27th March 2018

Procurement ref: CCCC18A06

Dear Sir/Madam,

**Award of contract for the Provision of Consultancy for Shoreham Review**

Further to your submission of a Tender for the above project, I am writing to advise that the Procurement is now complete.

I am pleased to inform you that your company has been successful and therefore we would like to award the contract to you.

Appendix 1 provides feedback on your successful proposal.

The call-off contract shall commence Tuesday 3rd April 2018 and the Expiry Date will be Monday 2nd July 2018. The total contract value shall be £49,980.00 excluding VAT.

This procurement activity was a under the Management Consultancy framework RM3745 Lot 7 Infrastructure and the framework Terms and Conditions shall apply. A copy of the contract is provided with this Award Letter and includes those framework terms and conditions.

Please print and sign a copy and forward to the Procurement Lead electronically via the e-Sourcing Suite messaging service. They in turn will manage its ratification and return a copy for your records.

Please ensure that the signed copy of the contract is submitted via the e-sourcing suite by Thursday 29th March 2018 at 11:00hrs.

Should you have any queries regarding this or any other matter please do not hesitate to contact me.

Yours faithfully,

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| --- |
| Signed for and on behalf of Department for Transport  |
| Name: REDACTED TEXT |  |

**Appendix 1**

|  |  |  |  |
| --- | --- | --- | --- |
| Number | Question | Score (out of 100) | Evaluators’ Feedback |
| 4.0 – Project Specific Experience | WEIGHTING 30% |
| 4.1 | Please provide CVs for the personnel you intend to utilise detailing their experience and demonstrate how they are best suited for this project and how they would ensure effective delivery. |  |  |
| 4.2 | Please provide three case studies to demonstrate your experience in relation to carrying out reviews of the type listed in Appendix B and demonstrate how you will utilise any lessons learnt from previous projects to add value to this project. This should also include delivering reports of your reviews, the advice offered and how it was used to improve the work being reviewed. |  |  |
| Total Questionnaire Weighted Score |  | Winning Suppliers’ Weighted Score |  |
| 5.0 – Methodology | WEIGHTING 30% |
| 5.1 | Please provide a detailed proposal, with supporting rationale, of your proposed approach to delivering the activities outlined in Appendix B – Statement of Requirements. Your response must consider:-* How you would present your work in a clearly structured plan which outlines timings and milestones for each task
* How you maintain regular contact with DfT
* How you would review and report the approach to data collection
	+ Where appropriate use diagrams to illustrate your point with supporting rationale

making changes with the DfT  |  |  |
| 5.2 | Please set out a proposal for producing a comprehensive final report.Set out the headings you would use for the report with supporting rationale |  |  |
| Total Questionnaire Weighted Score |  | Winning Suppliers’ Weighted Score |  |
| 6.0 – Account Management  | WEIGHTING 10% |
| 6.1 | Please demonstrate how you will adhere to the key service level agreements and timetable specified in Appendix B - Statement of Requirements. Please also include:• All staff continuity plans and information assurance.• A robust escalation route and dedicated point of contact for this project.• An organisation chart shows the proposed governance structure for this project showing all project team members.Provide details of security and confidentiality strategy that sets out your practices in relation to information management. Provide details of security and confidentiality strategy that sets out your practices in relation to information management |  |  |
| Total Questionnaire Weighted Score |  | Winning Suppliers’ Weighted Score |  |
| 7.0 – Price | WEIGHTING 30% |
| 7.1 | 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. |  |  |
| Total Questionnaire Weighted Score |  | Winning Suppliers’ Weighted Score |  |
| Evaluation Summary |
| Overall Bid Score (Weighted) |  | Winning Suppliers’ Overall Bid Score |  |
| Overall Ranking  |  | Winning Suppliers’ Overall Ranking |  |