

## **National Buildings Database [pri\_1821]: Additional Questions Batch 1**

**29/06/2023**

1. *Please can we ask whether the client would require the deliverables as an asset or a service based offer?*

**A: We expect the deliverables to be delivered as an asset with no further ongoing maintenance or service fees. Deliverables for database user guidance and documentation must include all information necessary for DESNZ analysts to maintain the database without further external support after handover.**

2. *Thank you for providing the formula for the evaluation of the bid price. We have tried this with theoretical bid prices and it seems that in order to achieve the full 15% allocation the bid price would need to be zero. We suspect the formula may not be correct. Could this be reviewed and new guidance provided?*

**A: The formula (as updated in the previous Q&A dated 21/6/23) is correct. The bid with the lowest price will receive the highest score. A low score will not disqualify a bid from consideration, and as the same formula is applied to all bids they will be evaluated on equal terms.**

**The budget range for this project, as stated in the ITT, is £2,650,000 to £2,880,000 excluding VAT. Therefore, the scores for this criterion are expected to be in the range of 0%-1.2% out of the full 15%.**

3. *We previously asked about the 24 page limit on the technical submission and our question was probably not sufficiently detailed because the answer provided still leaves considerable uncertainty. We have therefore set out a few specific questions to which we would be very grateful to receive responses:*
  - a. *The portal requires submission of separate files:*
    - i. *2 Technical Response, 2.1 Methodology: 5 files for 2.1.1 to 2.1.5*
    - ii. *2 Technical Response, 2.2 Research and Technical Capability: 3 files for 2.2.1 to 2.2.3*
    - iii. *2.3 Project Management and Risk : 1 file for 2.3.1*
    - iv. *2.4 Price : 1 file using format provided*
    - v. *2.5 Social Value: 1 file**Please can you confirm that the technical proposal can therefore only be submitted using exactly the section headings set out on the portal?*
  - b. *If the separate headings set out on the portal must be used can clarification be provided as to how the maximum 24 page limit will be calculated. For example 10 sections of 2.4 pages would equal 24 pages but if each section of 2.4 pages is rounded up to 3 pages then the submission would be 30 pages and it would be rejected. To address this would it be possible to submit a separate document that includes all the sections to demonstrate that the 24 page limit has been observed?*
  - c. *Section 4, WP3a of the ITT requires the submission of a Data Management Plan which includes quality control issues and section 9 asks for a Quality Plan. These plans aren't explicitly referenced in the descriptions of the sections to be uploaded on the portal. Are they expected as separate documents or are they intended to be included in the upload to 2.3.1 Project Management and Risk?*
  - d. *Is the price information (2.4) excluded from the 24 page limit?*
  - e. *Is the 500 word statement on Social Value (2.5.1) excluded from the 24 page limit?*

**A: Answers to each part of the question below:**

- a) That is correct, we can only accept proposals with submissions under each of those section headings.
- b) The page limit will be calculated by half page intervals. Anything from 1 word to 50% of a page will be counted as a half-page and anything above 50% of a page will be counted as a full page. The 50% marker will be measured at 12.5cm vertically down the A4 page (excluding margins as defined in the ITT document). An additional document to show the page count has been observed is not necessary as this will be checked regardless.
- c) The answer uploaded under Project Management and Risk should include a high-level description of the data management plan and quality assurance plan. Bidders can submit a separate additional document, for example if the bidder has a standard data management process which will form the basis of their approach for this project. Relevant pages/sections in the additional documents must be referenced in the main answer provided for Project Management and Risk. These additional documents for data management plan and quality assurance plan will not count towards the page count, but bids will be assessed based on the answer provided under Project Management and Risk only - these additional documents must only be used for reference.
- d) No, this is included in the page count.
- e) No, the 500 words or less statement is included in the 24-page maximum for the proposal.