XXXX Redacted Under FOIA Section 40
Commercial Category Officer
Driver and Vehicle Standards Agency
The Axis Building
112 Upper Parliament Street
Nottingham
NG1 6LP

CommercialEnquires@dvsa.gov.uk

Contract Agreement Number: K280021577

Date: 04 February 2022

Shortest Path Training Limited
XXXX Redacted Under FOIA Section 40
The Hive
Cambridge
CB4 2HY

Dear XXXX Redacted Under FOIA Section 40,

Acceptance of Tender IBM i2 Training (K280021577)

On behalf of the Secretary of State for Transport, I accept your tender dated 20 December 2021 for the above-mentioned Contract. The attached contract details ("Order Form"), contract conditions and the Annexes set out the terms of the contract between the Driver and Vehicle Standards Agency and Shortest Path Training Limited for the provision of the deliverables set out in the Order Form.

We thank you for your co-operation to date and look forward to forging a successful working relationship.

Please confirm your acceptance of the Conditions by signing and returning the Order Form within 7 days from the date of this Order Form. No other form of acknowledgement will be accepted. Please remember to include the reference number above in any future communications relating to this contract.

The Order Form will be countersigned and will create a binding contract between the two named parties.

Yours sincerely

XXXX Redacted Under FOIA Section 40

Commercial Category Officer
by authority of the Secretary of State for Transport

ANNEX A
Tender Evaluation Report for Tenderers

1. Overall Score

Evaluation Criteria	Weighting	Your Score
Quality Factors	70%	70%
Price Factors	30%	30%
Total Combined Score	**100%**	**100%**

2. Breakdown of scores against quality criteria

Evaluation Criteria	Quality Factor	Weighting	Your Score	Reasons for the decision and the characteristics and relative advantages of the successful tenderer
Technical solution proposed and competence	Approach for learning and assessment to meet requirements	50%	100%	Excellent confidence, the bid met the needs of the requirement as laid out in the specification. Good evidence of previous experience with other law enforcement agencies. Clear guidance on systems available for training delivery with options available dependent on DVSA capability. Flexibility to work with DVSA to ensure relevant examples when training. The system to be used will ensure that all individuals can be assessed on their individual needs.
	Delivery plan overview	40%	100%	Excellent confidence, evidence provided on delivery plan is of the correct length with sufficient breaks planned. All topics required of the delegates are covered. The course will give the delegates all the training they require to complete their roles. The ability to offer 1 to 1 training for the candidate with additional needs is a positive.
	Trainer Credentials	10%	100%	Excellent credentials and background to deliver high quality training.
Quality score Total 100% (This will be converted into the maximum 70% quality score weighting)			100%	
Overall Quality Score 70% Maximum			**70%**	

3. Quality factors scoring descriptions

Mark	Description	Scoring Guide
5 (100%)	Excellent Confidence	Comprehensive evidence provided that supports that the Bidder meets all of the requirement, leading to the conclusion of a total level of confidence that the Bidder can meet the requirement.
4 (75%)	Good Confidence	Evidence provided that supports that the Bidder meets most of the requirement leading to the conclusion of a high level of confidence that the Bidder can meet the requirement.
3 (50%)	Reasonable Confidence	Evidence provided that supports that the Bidder meets some of the requirement leading to the conclusion of a mid-level of confidence that the Bidder can meet the requirement.
2 (25%)	Minimal Confidence	Some evidence provided that supports that the Bidder meets few of the requirements leading to the conclusion of a low level of confidence that the Bidder can meet the requirement
1 (0%)	No Confidence	Limited or No evidence provided that the Bidder meets the requirement. No confidence that the Bidder can meet the requirement.