



## 1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Authority and its Agent to evaluate Potential Provider responses to each question set out within the e-Sourcing event. It also sets out the marking scheme which will apply.
- 1.2 The following information has been provided in relation to each question (where applicable):
- 1.2.1 Weighting – highlights the relative importance of the question;
  - 1.2.2 Guidance – sets out information for the Potential Providers to consider; and
  - 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation.
- 1.3 The defined terms used in the ITT document shall apply to this document.

## 2 OVERVIEW

- 2.1 The e-Sourcing event is broken down into the following Questionnaires:

Questionnaire Reference	Questionnaire Title
1	KEY PARTICIPATION REQUIREMENTS
2	CONFLICTS OF INTEREST
3	INFORMATION ONLY
4	QUALITY: SUPPLIER CAPABILITY
5	QUALITY: QUALITY OF PROGRAMME CONTENT AND DESIGN APPROACH
6	QUALITY: SERVICE DELIVERY AND RELATIONSHIP MANAGEMENT
7	QUALITY: SECURITY
8	PRICE

### 2.2 Quality Evaluation Process

- 2.2.1 The evaluation of each response to the Quality/Service Delivery Questionnaire(s) will be conducted and consensus checked in accordance with the Consensus Marking Procedure set out in paragraph 2.3 below.

2.2.2 Each response to questions within the Quality/Service Delivery Questionnaire(s) will be marked in accordance with the table below:

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.

2.2.3 Each mark achieved will be multiplied by the corresponding weighting to provide an overall question score.

2.2.4 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”).

## 2.3 Consensus Marking Procedure

2.3.1 Tenders that are scored and require evaluation will be evaluated in accordance with the procedure described in this paragraph.

2.3.2 The Consensus Marking Procedure is a two-step process, comprising of:

- 2.3.2.1 Independent evaluation; and
- 2.3.2.2 Group consensus marking.

2.3.3 During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by Potential Providers in their Tender. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question.

2.3.4 The Agent will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.

2.3.5 During the **group consensus** meeting, the evaluators will discuss the independent marks until they reach a consensus regarding the marks that should be attributed to each Potential Providers’ answer to the questions.



2.3.6 Once all quality responses have been evaluated in accordance with Section 8 of the Invitation to Tender the individual scores attributed to each response will be added together to provide a ‘Quality Score’.

## 2.4 Price Evaluation Process

2.4.1 Prices submitted by Potential Providers’ in the Appendix E – Pricing Schedule for those Lots tendered for will be recorded and evaluated in accordance with the following process.

2.4.2 Potential Providers’ are required to provide a completed pricing Appendix E Pricing Schedule against the ‘Price’ Questionnaire for those Lots tendered for within the e-Sourcing event.

2.4.3 Prices offered will be evaluated against the range of prices submitted by all Potential Providers for that item.

2.4.4 The Potential Provider with the lowest overall capped price in each Lot shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest overall capped price submitted.

2.4.5 The calculation used is the following:

$$2.4.6 = \frac{\text{Lowest Overall Capped Price Tendered}}{\text{Overall Capped Price Tendered}} \times 100$$

Potential Provider	Price Submitted	Score Calculation	Maximum Score Available	Score Awarded
Potential Provider A	£1,000	£1,000/£1,000 *100	100	100
Potential Provider B	£2,000	£1,000/£2,000 *100	100	50
Potential Provider C	£2,500	£1,000/£2,500 *100	100	40

## 2.5 Final score

2.5.1 The Quality Score awarded for a Lot will be added to the Price Score for the same Lot to determine the final score for each Potential Provider in the applicable Lot (“Final Score”).

### 3 EVALUATION CRITERIA

- 3.1 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:
- 3.2 Questionnaires 1 and 2 contain ‘Pass/Fail’ questions and act as a doorway for progression to the following stages of the evaluation. Potential Providers are strongly advised to read and understand the specific guidance provided before responding to these questionnaires.
- 3.3 Questionnaire 3 is for information only. Although this questionnaire does not form part of the evaluation process, Potential Providers are advised to complete it in full as any omissions could affect the award process.
- 3.4 The Authority and its Agent reserve the right to challenge any information provided in response to Questionnaire 3 and request further information in support of any statements made therein.

<b>QUESTIONNAIRE 1 – KEY PARTICIPATION REQUIREMENTS</b>			
<b>GUIDANCE</b>	The following questions are ‘Pass/Fail’ questions. If Potential Providers are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. Potential Providers should confirm their answer by selecting the appropriate option from the drop down menu.		
<b>Question Number</b>	<b>Question</b>	<b>Max Score</b>	<b>Weighting (%)</b>
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	Do you agree, subject to the Authority’s consideration of non-material changes, that in the event that you are successful the Terms and Conditions for Services within Appendix C will govern the provision of this contract?	Pass/Fail	N/A
1.4	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
<b>QUESTIONNAIRE 2 – CONFLICTS OF INTEREST</b>			



<b>GUIDANCE</b>	<p>Question 2.1 is a 'Yes/No' question and will dictate whether or not question 2.2 needs to be answered.</p> <p>Question 2.2 is a Pass / Fail question. Potential Providers 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.</p>		
Question Number	Question	Max Score	Weighting (%)
2.1	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	None	N/A
2.2	We require that any potential, actual or perceived conflicts of interest in respect of this ITT are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	Pass/Fail	N/A

### QUESTIONNAIRE 3 – INFORMATION ONLY

<b>GUIDANCE</b>	<p>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 omissions may delay completion of this Tender exercise.</p>		
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 <a href="#">EU recommendation 2003/361</a>	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:	None	N/A

	<ul style="list-style-type: none"> <li>Trading Name(s)</li> <li>Registered Address(es) and contact details</li> <li>Goods/Services to be provided</li> </ul>		
3.4	<p>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:</p> <ul style="list-style-type: none"> <li>Trading Names(s)</li> <li>Registered address(es)</li> <li>Dunns Number(s)</li> <li>Role/responsibility within the Group</li> </ul>	None	N/A
3.5	<p>With reference to paragraph 2.3 within the ITT, Potential Providers tendering for more than one (1) Lot should list those Lots in 'Order of Preference'.</p>	None	N/A

- 3.5 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. Potential Providers *MUST* answer all Quality/Service Delivery questions.
- 3.6 Potential Providers are able to provide attachments against the relevant questions, where stated. Question text fields must be populated with detailed references to relevant attachments or sections within their attachments.
- 3.7 Potential Providers' 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.
- 3.8 Potential Providers' 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.
- 3.9 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.
- 3.10 Potential Providers will be marked in accordance with the marking scheme at Section 2.
- 3.11 Questionnaire's 4, 5, 6 and 7 have been split separately into Lots 1 and 2. Potential Providers should respond according to the Lot(s) they are bidding for. If tendering for both Lots then separate responses should be drafted for each lot.

3.12 As attachments are permitted, the page limit on attachments is set at each question. Attachments may be submitted in Microsoft Word, Excel or PDF format and be in Arial font size 11.

**Lot 1: Programme management and behavioural development**

QUESTIONNAIRE 4 – LOT 1 QUALITY: SUPPLIER CAPABILITY				Weighting – 15%
<ul style="list-style-type: none"> <li>Potential Providers should attach one document at the questionnaire level that forms their response to the set questions below.</li> <li>Potential Providers should clearly label the response against each of the questions within the attachment. The page limit for each question is given at the end of each question.</li> </ul> <p><b>All Potential Providers bidding for <u>Lot 1</u> MUST answer ALL the following questions</b></p>				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting (%)
4.1	<p>Potential Providers are requested to provide up to two case studies of how your organisation successfully delivered a similar relevant requirement in terms of scale, scope and complexity, in the last three years.</p> <p>(Brief client testimonials and feedback are encouraged as part of the case studies)</p> <p><i>Page Limit : No more than 2 sides of A4</i></p>	50	100	50%
4.2	<p>Potential Providers should demonstrate the relevant experience and capability that individuals in your team have in undertaking assignments of a similar scale, scope and complexity.</p> <p>Please provide:</p> <p>(a) details of the structure of the senior delivery team and how resources across</p>	50	100	50%



	<p>your organisation will be used to meet the services showing. (15%)</p> <p>(b) CVs for the senior team (to be identified as the Key Personnel for the purposes of the contract) who would be involved in the design and delivery of the programme. Please state clearly who will be responsible for designing, delivering, facilitating etc. and give details of their specific relevant experience and knowledge of the subject area(s). (35%)</p> <p><i>Page Limit: No more than 6 sides of A4</i></p>			
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QUESTIONNAIRE 5 – LOT 1 QUALITY: QUALITY OF PROGRAMME CONTENT AND DESIGN APPROACH				Weighting – 30%
<ul style="list-style-type: none"> <li>Potential Providers should attach one document at the questionnaire level that forms their response to the set questions below.</li> <li>Potential Providers should clearly label the response against each of the questions within the attachment. The page limit for each question is given at the end of each question.</li> </ul> <p><b>All Potential Providers bidding for <u>Lot 1</u> MUST answer ALL the following questions</b></p>				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting (%)
5.1	<p>Potential Providers are required to set out their proposed methodology for approaching the design requirements of:</p> <p>(a) the full programme; (15%)</p> <p>(b) the behavioural development content, (15%)</p>	50	100	30%



	of this Lot 1.  <i>Page Limit: No more than 4 sides of A4.</i>			
5.2	Potential Providers must provide case studies and example materials from similar programmes to demonstrate the type of content set out in 5.1, that they have delivered in the past; or could offer in future.  <i>Page Limit: No more than 4 sides of A4.</i>	50	100	30%
5.3	Potential Providers are requested to set out their proposed methodology and solutions they offer for designing and implementing the programme’s assessments for participants.  <i>Page Limit: No more than 1 side of A4.</i>	50	100	20%
5.4	Potential Providers are requested to set out the evaluation principles and solutions they would employ to measure the impact of the programme on participants learning.  <i>Page Limit: No more than 1 side of A4.</i>	50	100	20%

**QUESTIONNAIRE 6 – LOT 1 QUALITY: SERVICE DELIVERY AND RELATIONSHIP MANAGEMENT**

**Weighting – 20%**

- Potential Providers should attach one document at the questionnaire level that forms their response to the set questions below.
- Potential Providers should clearly label the response against each of the questions within the attachment. The page limit for each question is given at the end of each question.

**All Potential Providers bidding for Lot 1 MUST answer ALL the following questions**



Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting (%)
6.1	<p>Potential Providers are requested to set out their proposals for managing the full programme from design to delivery and evaluation. This should detail the specific risks relevant to the Authority at each stage, and how they intend to mitigate them.</p> <p><i>Attachments of project plans and separate Risk, Assumptions, Issues and Dependencies (RAID) logs are permitted up to a maximum of 6 sides of A4, project plans can be submitted on A3.</i></p>	50	100	25%
6.2	<p>Potential Providers must set out how they would manage a complex set of stakeholders which includes the Authority's members of staff, senior sponsors and suppliers in Lot 2 (in the event of multiple suppliers), in designing, delivering and managing this programme to ensure successful implementation.</p> <p><i>Page Limit: No more than 1 sides of A4.</i></p>	50	100	25%
6.3	<p>Potential Providers should provide an overview of how they would deliver the behavioural development content of Lot 1. This should include the specific risks relevant to the Authority, and how Potential Providers intend to mitigate them.</p> <p><i>Page Limit including example session plans or facilitator guides are permitted, restricted to <u>no more than two sides of A4</u></i></p>	50	100	25%



6.4	Potential Providers must detail what measures are in place to bring on additional support staff, and to provide details of how this would be available, should the need arise.  <i>Page Limit: No more than 1 side of A4.</i>	50	100	10%
6.5	Potential Providers are requested to set out how they:  (a) meet, and will embed, the Authority’s core values across the programme (10%)  (b) will ensure the quality of service provided under this contract, including via sub-contractors and/or Associates, is monitored and managed according to those values (10%).  <i>Page Limit: No more than 1 sides of A4.</i>	50	100	15%

**QUESTIONNAIRE 7 – LOT 1 QUALITY: SECURITY**

**Weighting – 5%**

- Potential Providers should attach one document at the questionnaire level that forms their response to the set questions below.
- Potential Providers should clearly label the response against each of the questions within the attachment. The page limit for each question is given at the end of each question.

**All Potential Providers bidding for Lot 1 MUST answer ALL the following questions**

Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting (%)
7.1	Potential Providers should state how they comply with the technical	50	100	15%

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	<p>requirements prescribed by “Cyber Essentials”. If the Potential Provider has a current and valid cyber essentials certificate awarded by one of the government approved Cyber Essentials accreditation bodies within the last 12 months (see: <a href="https://www.gov.uk/government/publications/cyber-essentials-scheme-overview">https://www.gov.uk/government/publications/cyber-essentials-scheme-overview</a>) they should provide a copy of that certificate as part of their response. If they do not hold current certification they should set out in detail how they comply with the relevant technical requirements of Cyber Essentials, which can be found here: <a href="https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf">https://www.cyberstreetwise.com/cyberessentials/files/requirements.pdf</a></p> <p><i>Page Limit: No more than 2 sides of A4 excluding certificates.</i></p>			
7.2	<p>Potential Providers should include confirmation whether any IT systems that they would deploy to meet any part of the requirement would be subjected to periodic independent penetration testing and, if so, set out their policy in relation to both the frequency of such testing and in relation to applying remediation actions in response to any vulnerabilities identified in the penetration testing.</p> <p><i>Page Limit: No more than 1 side of A4.</i></p>	50	100	15%
7.3	<p>Potential Providers should describe in detail what physical security measures in place in any data centres, or other buildings, used to host the Authority’s data.</p>	50	100	15%



	<i>Page Limit: No more than 2 sides of A4.</i>			
7.4	<p>Potential Providers should state whether they hold any relevant independent security-related certification (i.e. such as ISO27001) and, where they have, provide copies of any relevant certificates as part of their response.</p> <p><i>Page Limit: No more than 1 side of A4 excluding certificates.</i></p>	50	100	5%
7.5	<p>Potential Providers are asked to confirm whether the pre-employment checks they subject their staff to are at least equivalent to the <a href="#">Government Baseline Personnel Security Standard</a>. In addition, where there is a requirement for any supplier staff to work unsupervised in HM Treasury premises, they will be expected to undergo <a href="#">National Security Vetting</a> to Counter Terrorism Check (CTC) and Potential Providers are asked to confirm their willingness to allow that.</p> <p><i>Page Limit: No more than 1 sides of A4.</i></p>	50	100	15%
7.6	<p>Potential Providers are requested to set out how their proposed solution complies with control measures numbered 3 to 15 inclusive of the National Cyber Security Centre’s <a href="#">15 Good practice measures related to Protecting Bulk Personal Data</a>, and their willingness to be asked to re-confirm compliance with these measures periodically during the life of the contract.</p> <p><i>Page Limit: No more than 2 sides of A4.</i></p>	50	100	15%



7.7	<p>Potential Providers are asked to describe the measures they have in place to ensure compliance with the <a href="#">Data Protection Act (DPA) 1998</a>. They should also confirm whether any Authority data that would be stored/processed as part of this requirement would be hosted, and would remain within the UK. Where a Potential Provider is considering proposing a solution in which part of the solution is either (a) hosted outside the UK or (b) supported by system administrator staff based outside the UK, the countries involved must be clearly stated.</p> <p><i>Page Limit: No more than 2 sides of A4.</i></p>	50	100	20%
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<b>QUESTIONNAIRE 8 – LOT 1 PRICE</b>		<b>Weighting – 30%</b>
<b>GUIDANCE</b>	<p>Potential Providers will be marked in accordance with the marking scheme at Section 2. Potential Providers are required to upload one attachment that replicates the format of the Appendix E Pricing Schedule Lot 1. Full instructions are set out within Appendix E. The price schedule should be submitted as a separate document. To fully complete the Tables Potential Providers can add rows into tables in the document.</p> <p>Potential Providers tendering for both Lots are required to detail the opportunities for further discounts and efficiencies in delivering both Lots in their written assumptions.</p> <p>No prices should be referenced or illustrated elsewhere within the proposal. Prices should be submitted in Pound Sterling inclusive of expenses but exclusive of VAT.</p>	
Question Number	Question	Max Score
8.1	Please confirm, by selecting 'YES' that you have attached a completed Price Schedule to the response to this question for the Lot(s) tendered for. In so doing, you are also confirming that prices offered are inclusive of	100



	any expenses, exclusive of VAT and firm for a period of 90 days following the Deadline for Submission.	
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**Lot 2: Policy making process**

QUESTIONNAIRE 4 – LOT 2 QUALITY: SUPPLIER CAPABILITY				Weighting – 15%
<ul style="list-style-type: none"> <li>Potential Providers should attach one document at the questionnaire level that forms their response to the set questions below.</li> <li>Potential Providers should clearly label the response against each of the questions within the attachment. The page limit for each question is given at the end of each question.</li> </ul> <p><b>All Potential Providers bidding for <u>Lot 2</u> MUST answer ALL the following questions</b></p>				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting (%)
4.1	<p>Potential Providers are requested to provide evidence of their experience and knowledge of delivering policy training for graduates or similar audiences.</p> <p>(Brief client testimonials and feedback are encouraged as part of the case studies)</p> <p><i>Page Limit : No more than 2 sides of A4</i></p>	50	100	50%
4.2	<p>Potential Providers are requested to provide brief statements or CVs for all key personnel who would be involved in the design and delivery of the content of Lot 2. They should demonstrate how these individuals have undertaken assignments of a similar scale, scope and complexity. Please state who will be responsible for designing, delivering, facilitating etc. and give details of their specific experience, and knowledge of the subject area(s).</p> <p><i>Page Limit : No more than 6 sides of A4</i></p>	50	100	50%

<b>QUESTIONNAIRE 5 – LOT 2 QUALITY: QUALITY OF PROGRAMME CONTENT AND DESIGN APPROACH</b>				<b>Weighting – 30%</b>
<b>All Potential Providers bidding for <u>Lot 2</u> MUST answer ALL the following questions</b>				
<b>Question Number</b>	<b>Question</b>	<b>Minimum Acceptable Score</b>	<b>Maximum Available Score</b>	<b>Weighting (%)</b>
5.1	Potential Providers must set out their proposed methodology for approaching the design requirements of the programme, and each element/content of this Lot 2.  <i>Page Limit : No more than 4 sides of A4</i>	50	100	40%
5.2	Potential Providers must provide case studies and example materials from similar programmes to demonstrate the type of content they have delivered in the past; or could offer in future.  <i>Page Limit : No more than 4 sides of A4</i>	50	100	40%
5.3	Potential Providers are to set out their proposed methodology for designing and implementing the programme’s policy week assessment for participants.  <i>Page Limit : No more than 2 sides of A4</i>	50	100	20%

<b>QUESTIONNAIRE 6 – LOT2 QUALITY: SERVICE DELIVERY AND RELATIONSHIP MANAGEMENT</b>				<b>Weighting – 20%</b>
<b>All Potential Providers bidding for <u>Lot 2</u> MUST answer ALL the following questions</b>				

Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting (%)
6.1	<p>Potential Providers are to set out how they would work with a complex set of stakeholders which includes the Authority's members of staff and senior sponsors in designing, delivering and managing the content of the programme; as well at the Lot 1 Supplier, to ensure successful implementation.</p> <p><i>Page Limit : No more than 2 sides of A4</i></p>	50	100	35%
6.2	<p>Potential Providers should provide an overview of how they would deliver the content of this Lot 2. This should include the specific risks relevant to the Authority, and how Potential Providers intend to mitigate them.</p> <p><i>Attachments of example session plans or facilitator guides are permitted, restricted to <u>no more than 4 sides of A4</u></i></p>	50	100	35%
6.3	<p>Potential Providers must detail what measures are in place to bring on additional support staff, and to provide details of how this would be available, should the need arise.</p> <p><i>Page Limit : No more than 1 sides of A4</i></p>	50	100	15%
6.4	<p>Potential Providers are requested to set out how they:</p> <p>(a) meet, and will embed, the Authority's core values across the programme (10%)</p>	50	100	15%



	<p>(b) will ensure the quality of service provided under this contract, including via sub-contractors and/or Associates, is monitored and managed according to those values. (10%)</p> <p><i>Page Limit : No more than 1 sides of A4</i></p>			
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QUESTIONNAIRE 7 – LOT 2 QUALITY: SECURITY				Weighting – 5%
<b>All Potential Providers bidding for <u>Lot 1</u> MUST answer ALL the following questions</b>				
Question Number	Question	Minimum Acceptable Score	Maximum Available Score	Weighting (%)
7.5	<p>Potential Providers are asking to confirm whether the pre-employment checks they subject their staff to are at least equivalent to the <a href="#">Government Baseline Personnel Security Standard</a>. In addition, where there is a requirement for any supplier staff to work unsupervised in HM Treasury premises, they will be expected to undergo <a href="#">National Security Vetting</a> to Counter Terrorism Check (CTC) and Potential Providers are asked to confirm their willingness to allow that.</p> <p><i>Page Limit : No more than 2 sides of A4</i></p>	50	100	50%
7.7	<p>Potential Providers are asked to describe the measures they have in place to ensure compliance with the <a href="#">Data Protection Act (DPA) 1998</a>. They should also confirm whether any Authority data that would be stored/processed as part of this</p>	50	100	50%



	<p>requirement would be hosted, and would remain within the UK. Where a Potential Provider is considering proposing a solution in which part of the solution is either (a) hosted outside the UK or (b) supported by system administrator staff based outside the UK, the countries involved must be clearly stated.</p> <p><i>Page Limit : No more than 2 sides of A4</i></p>			
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**QUESTIONNAIRE 8 – LOT 2 PRICE**

**Weighting – 30%**

<b>GUIDANCE</b>	<p>Potential Providers will be marked in accordance with the marking scheme at Section 2. Potential Providers are required to upload one attachment that replicates the format of the template Appendix E Pricing Schedule Lot 2. Full instructions are set out within the Appendix E. The price schedule should be submitted as a separate document. To fully complete the Tables Potential Providers can add rows to the tables in the document.</p> <p>No prices should be referenced or illustrated elsewhere within the proposal. Prices should be submitted in Pound Sterling inclusive of expenses but exclusive of VAT.</p>	
Question Number	Question	Max Score
8.1	Please confirm, by selecting 'YES' that you have attached a completed Price Schedule to the response to this question for the Lot 2. 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