



# Specification

## Provision of MSc Software Engineering Degree Course

Driver and Vehicle Licensing Agency -  
Information Technology Services (ITS)

**Contract Reference: PS/22/55**

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**Version: Final**

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## **1. Introduction**

As outlined in the Invitation to Tender (ITT), the Driver and Vehicle Licensing Agency (DVLA) invites tenders for the following SERVICES.

Provision of a service to deliver a combined academic and applied workplace learning programme for MSc in Software Engineering Degree Course, in line with academic years 2022 - 2024.

## **2. Background to the Requirement**

The DVLA is an Executive Agency of the Department for Transport (DfT), based in Swansea. The DVLA's primary aims are to facilitate road safety and general law enforcement by maintaining accurate registers of drivers and vehicle keepers and to collect Vehicle Excise Duty (VED).

The Information Technology Services (ITS) department have an ongoing requirement to build and develop the technical capability of ITS staff and have continually worked with universities to understand our current requirements and our business needs.

Over time we have recognised that a fully academic approach to learning does not provide us with staff that are fully job ready at the end of the programme, therefore limiting our success in fulfilling the recruitment criteria for vacant posts. In order to develop the technical capability required we have identified a distinct need for a specific course in MSc Software Engineering (Web) to support the attraction of STEM graduates. We have already seen the positive impact this training has had within our IT department, with many previous students securing full time roles with subsequent promotions.

This programme needs to have an initial accelerated learning period to support integration into teams, and the supplier must work with DVLA on the alignment of learning to DVLA engineering practices.

This will allow us to build and improve the capability gap for software engineers within our IT department.

## **3. Procurement Timetable**

The timetable for this Procurement is set out in Invitation to Tender (ITT). This timetable may be changed at any time but any changes to the dates will be made in accordance with the Regulations (where applicable).

Potential tenderers will be informed if changes to this timetable are necessary.

## 4. Scope

DVLA have a requirement for up to 12 students to receive MSc Software Engineering training which will lead to a Master's degree. The supplier is asked to fulfil a MSc course over a period of 24 months.

Over the 24 months the employer (DVLA) will grant release for an initial accelerated learning period followed by weekly day release for delegates to attend university classes and factor into their team resourcing for the remainder of the course.

We will require the successful supplier to work closely with the DVLA Contract Owner and ITS Training Team to ensure the training and development timetable is fit for purpose throughout the contract duration. The supplier will be required to work with DVLA to ensure students progress throughout the course and monitor their ability.

A scheme approach document will be developed to cover cancellations, scheduling, and postponement, and will require input from the supplier.

The Supplier shall ensure that in line with the departments current working arrangements, all academic learning/training being undertaken must be fully deliverable virtually. Should face to face learning be re-introduced in future this could change, in which case all facilities must be accessible for all. The facilities should be within a 10 mile radius of SA6 7JL, to minimise the impact of students moving between the academic institution and DVLA as the work placement.

The MSc delivery to include non-term time delivery and support if required within the timescales.

If there are any mandatory criteria for being accepted to the MSc course, these must be detailed so that they can be incorporated into DVLA's job adverts.

This contract is to supply specified learning for DVLA identified delegates only.

Following the initial period, candidates to be ready to start within DVLA teams with a knowledge of Agile Development Principles.

Final contract value will be dependent on budget approval, demand and availability of courses.

**Suppliers must provide the minimum and maximum number of students required to run the course.**

## 5. Implementation and Deliverables

### Job Ready Developer:

The following describes DVLA's definition of "Job Ready" for a Software Engineer/Developer degree. Responses must evidence how the proposal will meet these aims; clearly identifying any areas that the provider feels could not be met.

Two key outcomes for DVLA are therefore:

- Learning the basics – DVLA need to be able to trust and depend on individuals whilst ensuring they gain an understanding of the expectations required in the workplace.
- Trained Staff – who have the basics to allow them to contribute. As a minimum someone that must be able to:
  - Read and understand Java and Javadoc.
  - Understands and participate in team ceremonies (the agile process).
  - Is confident to contribute in team software development.

DVLA have a variety of technical architectures and solutions which are used throughout the estate, Therefore, there are key areas DVLA want future Software Engineers to focus on. These will include and provide a solid background in:

- Web Services
  - Focus on HTTP/HTTPS
  - Learning REST and JSON
  - Learning how to build front end services
- Storage
  - Databases, Relational and No-SQL
- Cloud
  - To be Cloud literate with an understanding of SDLC patterns, Docker/Kubernetes deployments and serverless patterns
  - API and security

### Learning Implementation Intervals and Outcomes

**Stage 1 - Within 4 – 6 weeks the student must be ready to start their role within DVLA Agile teams:**

- Be competent at using the Linux CLI
- Understand O-O principles, and how that works with Java
- Understand source code control and ideally able to use git
- As a minimum, understands how code is built and packaged today
- Understand Agile Development Principles

**Stage 2 - Within 3 months the student must be:**

- Able to follow and understand java code
- Familiar with API documentation such as Swagger specification/Open API specification documentation
- Understand and able to apply knowledge in Agile principles, especially Scrum
- Understand and be able to apply knowledge in testing methodologies
- Able to actively write unit texts which test the code's conformance to a specification
- Understand testing coverage
- Competent at using git including and branching and tagging and source control services such as git hub or bit bucket
- Familiar with the ethos of the public cloud.

**Stage 3 - Within 6 months the student must understand:**

- HTTP as an application protocol (and TLS, headers, cookies, sessions)
- RESTfulness and the correct use of the verbs
- JSON data types
- Use tools such as Postman to send requests
- To have the knowledge and ability to build a RESTful web service that serialises an object to JSON and vice-versa
- Basics of HTML (CSS / SASS) and in-browser JavaScript, threats such as XSS and how to mitigate them
- Open Source and Licences

**Stage 4 - Within 9 months the student must be able to understand:**

- Relational database theory
- SQL
- Document databases - Mongo – CAP theory
- Sharding, Map- Reduce/ Aggregation
- Using code to store data in a Database
- Bigish data, machine learning
- Advanced data types and algorithms

- Async and functional

**Stage 5 - Within 12 months the student must be able to understand and apply the knowledge learned to be:**

- Able to take stories off the backlog and be able to undertake Test Driven Development and implement document features and participate in code reviews
- Cloud literate with an understanding of SDLC patterns, Docker/Kubernetes deployments and serverless patterns
- Able to use Design for failure patterns like Bulkhead and Circuit Breaker
- To understand API design and security patterns.

**Stage 6 - On completion of the 24-month course individuals must be able to demonstrate the following skills:**

- Critically evaluate selected agile methods, tools and techniques and their deployment.
- Show a mastery of contemporary agile software engineering principles including software development methods, tools and techniques used in the development of a software artefact.
- Apply well established database analysis and design techniques to critically analyse and implement real world database application scenarios.
- Apply the software constructs in the development of programs and demonstrate an ability to solve programming problems.
- Reflect on the importance of software testing, have an appreciation of the software test process, and be able to write software tests.

## **6. Specifying Goods and / or Services**

The following points need consideration:

**Where required Trainers/Tutors must:**

- Provide their own laptop, projector, leads, speakers, ancillary equipment and training materials as required. The DVLA is unable to provide any of the equipment above due to security reasons.

Ensure the cost stated covers

- exams, certification, coursework papers, accreditation, equipment, materials, and cost of exam re-sits.

- Ensure that delegates sign any relevant attendance forms and that this information is provided to DVLA as part of the monitoring and reporting process.
- Ensure that delegates complete the DVLA evaluation forms at the end of the training, as a priority alongside any supplier's evaluation forms.

## **Equipment and Accommodation**

**DVLA staff are currently working remotely, so the below will only apply on return to the office environment.**

The provision of accommodation by the supplier has been outlined in the requirements. When an on-site service is required, the DVLA will provide suitable accommodation, taking account of any clearance required to access site premises.

Whilst on DVLA premises the following will be provided, screen/TV, flipchart, flipchart paper, whiteboards, attendance sheets and evaluation sheets.

The trainer/tutor shall provide all the equipment necessary for the supply of services – such as their own laptop for presentations, projector, leads, sound speakers and training materials/hand-outs, as required, for delegates.

The trainer/tutor will need to satisfy themselves as to the suitability of any of the DVLA premises and the equipment necessary for the performance of the contract.

Where additional requirements are required to facilitate the successful learning of individuals with specific needs, these shall be arranged by and funded by the successful supplier. This includes, but is not limited to, the provision or use of audio items, large font, braille etc.

## **Monitoring and Reporting**

The successful supplier will be expected to provide as a minimum the following management information on a monthly basis (the supplier should offer any additional information they would be able to provide):

- Details on attendance of DVLA employees.
- Details on successful/unsuccessful completion of modules, assessments, reports, exams etc by DVLA employees.
- Details on the specific scores that DVLA employees are achieving and how this compares to similar cohorts and other equivalent MSc average academic league tables.
- Information on support that the supplier has/will put in place to support employees who may be experiencing difficulties or struggling to meet the requirements of the course.

- DVLA will maintain the right to withdraw funding if a candidate is unsuccessful and does not meet the course criteria.

## **6.1 Social Value Considerations**

The Social Value Act (2012) requires contracting authorities to consider social value when procuring services, by taking into account the additional social benefits that can be achieved in the delivery of its contracts. It has been identified that Procurement Policy Note 06/20 – taking account of social value in the award of central government contracts applies to this procurement.

Using policy outcomes aligned with Government's priorities, a weighting of 10% of the overall score for this requirement is dedicated to social value criteria.

The social value theme(s) for this requirement are Tackling Economic Inequality and Equal Opportunity. This requires Tenderers to demonstrate how, in the delivery of this contract, they can assist the DVLA in delivering the policy outcome(s) of creating new businesses, new jobs and new skills, and tackling workforce inequality.

The full evaluation process is outlined in Section 13 and the required social value criteria detailed in Annex 1.

## **7. Quality Assurance Requirements**

The potential supplier will quality assure all aspects of the learning and work with each student to ensure an acceptable competence level for the qualification they are studying. If a student is not achieving the expected standards, the supplier should highlight this at regular reporting intervals to DVLA.

## **8. Other Requirements**

### **8.1 Information Assurance**

#### **Security Clearance**

##### **Level 1**

Tenderers are required to acknowledge in their response that any Supplier Staff that will have access to the DVLA site for meetings and similar (but have no access to the DVLA systems), must be supervised at all times by DVLA staff.

#### **Information Supply Chain**

Tenderers are required to confirm how DVLA Data will be securely managed at each stage of the Information Supply Chain. This applies to both Suppliers and Subcontractors. Retention schedules will need to be defined and agreed prior to award of contract.

### **Processing Personal Data**

Please note that the successful tenderer as part of the contract agrees to comply with all applicable requirements of UK Data Protection Legislation (including UK GDPR) and all applicable Law about the processing of personal data and privacy.

### **Schedule of Processing, Personal Data and Data**

The processing of personal data has been identified as part of this requirement. Please refer to the Terms and Conditions of this contract for full details of the instructions to be followed when processing data.

### **Offshoring of Government Data**

Government policy is that data it holds should be protected appropriately regardless of location.

Offshoring is defined as “Any arrangement where the performance of any part of the services or a solution under a contract may occur outside the UK for domestic (UK) consumption.”

When offshoring is described, the focus is typically on the physical location where data is hosted (such as where are the data centres located). Whilst physical location of data is a critical part of the offshoring question, it is important to understand how and where data might be logically accessed. Administrators or technical support staff may be located anywhere in the world, with logical access to data.

Tenderers must indicate in their response whether any DVLA data supplied as part of the contract, would be offshored. If so, tenderers must confirm the location(s) including the location of any business continuity, disaster recovery and technical support staff.

All Central Government Departments and Agencies are required to seek approval for any proposed offshoring activity, which ensures that information held offshore is appropriately managed and that pan-government risks are identified, tracked and managed, where appropriate.

In the event that the successful tenderer proposes to offshore any DVLA Data as part of the contract, they would be required to provide details about the processing to be carried out offshore, the privacy risks and the security controls in place to protect the data. If the intention is to store the information in a cloud environment outside the UK, the successful tenderer will also need to confirm the extent to which the environment complies with the cloud security principles. This information would be used to submit the offshoring proposal for approval.

Any request to offshore must receive clearance prior to the commencement of any data processing activity.

### **Redundant Equipment**

Any redundant equipment that will have captured any DVLA sourced data must be disposed of securely on the DVLA Site.

## **8.2 Cyber Security**

N/A

### 8.3 Data Sharing

N/A

### 8.4 Sustainability

The DVLA is committed to reducing any negative impacts produced by our activities, products and services. This aligns to the Government's Greening Commitment which states we must: "Continue to buy more sustainable and efficient products and services with the aim of achieving the best long-term, overall value for money for society."

DVLA is certified to ISO 14001:2015 and more information is available in our Environmental Policy at:

<https://www.gov.uk/government/publications/dvlas-environmental-policy>

### 8.5 Health and Safety

DVLA has an Occupational Health and Safety Management System that is certificated to ISO45001. Further information on our Health & Safety Policy, is available on request from the Commercial Advisor. (See Section 14 for Points of Contact):

All Supplier Staff working in the DVLA on any of our premises must fully comply with relevant health and safety legislation, together with health, safety and welfare policy and management arrangements applied by the DVLA. If appropriate, these issues must be addressed at or before the award of the contract and may form part of the procurement process. Where requested, Suppliers will be required to provide copies of their health and safety policy statement, risk assessments and method statements, clearly identifying any safety implications that their activities may have and how these will be managed. Contract management staff are responsible for checking health and safety information provided by Suppliers, and passing relevant information to local line management and staff. Supplier's safety performance will be monitored and checked as part of normal contract management.

Tenderers should:

- Have an appointed competent person responsible for H&S, details to be made available to DVLA on request
- Have emergency arrangements and plans for their goods/product/service, and observe DVLA's arrangements whilst on site, or through the course of the business or contract
- Have adequate provision for your own first aid when on site
- Have an accident reporting and recording process for all near miss, accidents/incidents, or violent and aggressive behaviours. Any incident on DVLA site should be reported immediately to the DVLA's Health and Safety Team
- Communicate with DVLA on any health and safety matter or issue in relation to the contract/product/supply of goods or service, notifying DVLA of any Health and Safety hazard, which may arise in connection with its supply of goods, products, or services

- Indemnify DVLA in the instance where failure of the company's product/service, acts or omissions, with regards to health and safety, results in an economic penalty, time delay, issue, accident/incident or claim against the DVLA
- Have suitable and sufficient insurance cover for all business/products/services supplied/that are provided to DVLA
- Have documented, suitable and sufficient, risk assessments and method statements, covering all significant activities and deliveries of products, goods and services. Copies to be made available to DVLA on request
- Provide suitable and sufficient health and safety training, information and instruction for all its employees/contractors/subcontractors. Records to be made available on request
- Engage with DVLA's Security/Estates Management Group to arrange access to all DVLA premises/buildings
- Comply with all vehicle and driver legal requirements and DVLA policies whilst driving on premises or conducting business for DVLA

To help prevent the spread of COVID-19 and reduce the potential risk of exposure, DVLA has a set of assessments that must be completed prior to attendance at any DVLA site. There are also a strict set of procedures that must be adhered to whilst on site. These apply to all staff and contractors and are kept up-to-date based on the latest Government guidance.

Any Supplier Staff required to attend/visit DVLA site, during the period of the contract, **must request and obtain a copy of the most recent DVLA Covid-19 Risk Assessment from the DVLA Contract Owner/Manager. They must also submit a copy of a Covid-19 Risk Assessment for their own organisation.** This ensures that DVLA suppliers are not only adhering to Government guidelines whilst on site at DVLA but also in the capacity of performing their own business.

Prior to any visit, each individual may also be required to complete a "Covid-19 Contractor Questionnaire", which is a self-declaration to further minimise the risk of exposure. Copies of this Questionnaire, where required, will be available at DVLA Reception or from the member of staff escorting the Supplier Staff (where required).

**N.B.** The processes and assessment should be fully understood, ahead of any attendance/visit, as they include the arrangements and control measures in place to keep Supplier Staff and DVLA staff safe.

## 8.6 Estates

Please refer to Section 8.5 in regards to attending site.

## 8.7 Diversity and Inclusion

The Public Sector Equality Duty (PSED) is a legal requirement under the Equality Act 2010. The Equality Duty ensures that all public bodies play their part in making

society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day-to-day work – in shaping policy, in delivering services, and in relation to their own employees. DVLA is committed to encouraging equality, diversity and inclusion within our workforce and against unlawful discrimination of employees, customers and the public. We promote dignity and respect for all and we will not tolerate, bullying harassment or discrimination by staff, customers or partners we work with. Everyone working for us and with us, as partners in delivering our services, has a personal responsibility for implementing and promoting these policy principles in their day- to-day transactions with customers and our staff.

A full copy of our Equality, Diversity and Inclusion Policy is available here <http://dvlnet:81/diversity%20and%20equality%201>

### **8.8 Business Continuity**

N/A

### **8.9 Procurement Fraud**

N/A

### **8.10 Use of DVLA Brands, Logos and Trademarks**

The DVLA does not grant the successful Supplier licence to use any of the DVLA's brands, logos or trademarks except for use in communications or official contract documentation, which is exchanged between the DVLA and the successful Supplier as part of their fulfilment of the Contract.

Approval for any further specific use of the DVLA's brands, logos or trademarks must be requested and obtained in writing from the DVLA.

### **8.11 Welsh Language Scheme Requirements**

Not Applicable

## **9. Management and Contract Administration**

### **Contract Management**

Contract Management will sit within DVLA IT controls supplier management and the Contract Owner will ensure the supplier is held accountable for all deliverables and obligations within the terms and conditions of the contract. The supplier will also assign a named account manager who will be the point of contact for all matters related to the contract, including performance. Contract management meetings will be held at either DVLA's Swansea campus or at the Supplier's site on a monthly basis unless agreed otherwise.

A contract management plan will be compiled by the contract owner and commercial advisor and shall set out roles and responsibilities, key contractual terms and conditions,

deliverables and obligations, contact and escalation points and all key service level agreements. This document will be reviewed and updated on a regular basis.

Role	Responsibilities
XXXXXX “ Redacted under FOI section[ 40 personal information] “	<ul style="list-style-type: none"> <li>• Contract manage the day-to-day running of the commercial arrangement</li> <li>• Attend Service Review Meetings</li> <li>• Manage MI, reporting and invoicing</li> <li>• Monitor supplier performance against SLAs</li> </ul>
XXXXXX “ Redacted under FOI section[ 40 personal information] “	<ul style="list-style-type: none"> <li>• Provide support to the Contract Owner</li> </ul>
Supplier to provide a named account manager – [xxxxxxxxx]	<ul style="list-style-type: none"> <li>• The point of contact for all matters related to the contract, including performance</li> </ul>

Prior to any invoice payment the Contract Owner shall ensure that the appropriate goods and/or services have been delivered to the required standard, in line with the pricing schedule. A three-way purchase-to-pay matching process shall be undertaken to ensure compliance with internal processes.

**Subcontracting to Small and Medium Enterprises (SMEs):**

DVLA is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger Suppliers to make their subcontracts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see the Gov.Uk website for further information).

To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.

If you tell us you are likely to subcontract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice.

**10. Training / Skills / Knowledge Transfer**

There is no specific training/skills/knowledge transfer required for this contract other than what has been outlined in the scope section.

Following the delivery of the 24 month course, if any academic/training material is solely created for the purposes of DVLA, Intellectual Property Rights (IPR) may apply.

## **11. Documentation**

The successful supplier will be expected to provide as a minimum the management information on a monthly basis (the supplier should offer any additional information they would be able to provide) all documents listed in Section 6 under the heading **“Monitoring and Reporting”**.

## **12. Arrangement for End of Contract**

The Contractor shall fully cooperate with the agency to ensure a fair and transparent re-tendering process for this contract. This may require the Contractor to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.

## 13. Evaluation Criteria

### **Tender Evaluation**

The paragraphs below set out and explain the procedure, stages and process by which tenders will be assessed. The evaluation procedure is divided into two key stages;

#### **1) Selection Stage**

For requirements with an estimated value above the FTS advertising threshold, DVLA will issue and assess responses to the Standard Selection Questionnaire (SSQ) in accordance with the “Selection Stage” below.

#### **2) Award Stage**

DVLA will assess responses to the requirement in accordance with the “Award Stage” below.

Tenders that do not meet the criteria at the Selection Stage may be disqualified from further consideration in this procurement and will not be evaluated at the Award Stage.

### **Selection Stage – Grounds for Exclusion**

Where DVLA has issued an SSQ in the Invitation to Tender pack (ITT), the tenderer should complete the questionnaire in order for DVLA to assess whether there are any grounds for exclusion.

#### **Mandatory Grounds for Exclusion**

If a tenderer answers “Yes” to any statement in the Grounds for **Mandatory** Exclusion, it is very likely the tender will be rejected and disqualified from further participation in this procurement.

#### **Discretionary Grounds for Exclusion**

DVLA is entitled to exclude a tenderer from further participation in this procurement if any of the statements in response to the Grounds for **Discretionary** Exclusion apply.

If a tenderer answers “Yes” to any statement, it is possible that the tender will be rejected and disqualified from further participation in this procurement. If any of the statements do apply, the tenderer should set out the full facts detailing any remedial actions taken. The information provided will be taken into account by DVLA in considering whether or not the tender will be permitted to proceed any further in this procurement.

Following the Selection Stage, any tenders that have been excluded will not proceed to the Award Stage, and the tenderer/s will be notified in writing.

## **Award Stage**

The Award Stage will comprise of the following elements:

- 1) an evaluation of mandatory requirements, if applicable (**Mandatory Requirements**). These will be assessed on a pass/fail basis. Tenders that fail any of the mandatory requirements may be disqualified from further consideration
- 2) an evaluation of the tender based on the quality criteria and social value criteria (if applicable) (**Quality Criteria**)
- 3) an evaluation of the prices tendered (**Financial / Price Criteria**).

Selection will be based on the Evaluation Criteria, encompassing the most economically advantageous tender, which demonstrates a high degree of overall value for money, competence, credibility and ability to deliver.

Your tender will be evaluated using the following weightings **and** the criteria weightings set out at Annex 1, to obtain the optimal balance of quality and cost.

### **Mandatory Requirements (if applicable)**

Annex 1 provides details of any elements/criteria considered as critical to the requirement. These are criteria, which will be evaluated on a pass/fail basis. A fail may result in the tender being excluded from further evaluation.

### **Quality Criteria:**

Annex 1 provides details of the quality criteria on which tenders will be evaluated. This will list the primary criteria along with the allocated percentage weighting and a description of the specific requirement. The overall percentage allocated for the Quality Criteria is outlined in the Table "Overall Weighting Allocation" and the method used to allocate scores is outlined below.

### **Quality Criteria Scoring Methodology:**

The scoring methodology used to assess and allocate scores to each criteria are included in the table below

<b>Points awarded</b>	<b>Description</b>
100	Fully meets/evidence provided that demonstrates the requirement can be met
60	Minor concerns/issues that the requirement can be met
30	Major concerns/issues that the requirement can be met
0	Does not meet the requirement, not addressed or no evidence provided

Based on the allocated score, a percentage will be calculated against each element using on the following calculation:

$$\frac{\text{(Allocated Score)}}{\text{Maximum Score}} \times \text{Weighting}$$

For example, “Quality Element 1” can be allocated a score between 0 and 100 but carries a weighting of 10%. Supplier A is given a score of 60 for this element so receives a score of  $(60/100 \times 10) = 6\%$ . The scores for each element will then be added together to calculate the overall Quality Criteria score.

**Financial / Price Criteria**

Evaluation of the prices submitted will be performed separately by a Commercial Finance Accountant and details will not be made available to the Quality Evaluation Panel. This is to ensure fairness and avoid any subconscious influence of a lower price on the quality scoring. The overall percentage weighting allocated for the Financial/Price Criteria is outlined in the Table “Overall Weighting Allocation”.

**Financial / Price Criteria Scoring Methodology:**

A Percentage Scoring Methodology will be used to evaluate all proposals for this requirement. This methodology is based on the following principles:  
 The lowest tendered price will be awarded the maximum score available. Each subsequent bid will be baselined to this score and will be awarded a percentage of the maximum score available. The calculation used is as follows:

$$\frac{\text{(Lowest Tendered Price)}}{\text{Tender Price Submitted per Supplier}} \times \text{Maximum Score Available (i.e. Weighting)}$$

For example, if the Financial/Price weighting allocation is 40%, the maximum score available is 40. Supplier A submits the lowest price of £100,000 and Supplier B submits a price of £180,000. Based on the above calculation Supplier A and B will receive the scores shown below:

Supplier A =  $100k/100k \times 40 = 40\%$   
 Supplier B =  $100k/180k \times 40 = 22.22\%$

**Overall Weighting Allocation**

<b>Evaluation Criteria</b>	<b>Weighting</b>
<b>Quality Criteria and Social Value Criteria (if applicable)</b>	70%
<b>Financial / Price Criteria</b>	30%
<b>Total</b>	100%

**Calculation of Overall Score:**

The allocated score for the Quality and Social Value Criteria (where applicable) will be added to the Financial/Price Factor score to calculate the overall score for each tender (out of a max available 100%). The tender with the highest overall score will be deemed as successful.

**14. Points of Contact**

<b>Commercial Advisor</b>	Name	XXXXXX “ Redacted under FOI section[ 40 personal information] “
	Tel	
	e-mail	
<b>Business Area Contact Information Technology Services (ITS)</b>	Address	
	Name	XXXXXX “ Redacted under FOI section[ 40 personal information] “
	Tel	
	e-mail	

**All queries/questions should be sent to the Commercial Advisor**

## 15. Annexes: Annex 1 – Evaluation Criteria:

### Mandatory Criteria

Suppliers must be able to meet the following requirements:

The following deliverables are mandatory and failure to be able to meet these requirements will result in the contract not being awarded.

Mandatory Criteria	Pass/Fail
The facilities should be within a 10 mile radius of SA6 7JL, to minimise the impact of students moving between the academic institution and DVLA as the work placement.	
The Supplier shall provide a combined academic and applied course that will allow the students to show their learning into practice.	
The Supplier shall provide ability to support employees in achieving “job ready” status (as specified by DVLA) within 12 months (additional learning will continue for a further 12 month period after this point in line with the 24 month programme).	
The Supplier shall tailor the content for a more specific DVLA business requirement, and that it will be a closed course/class only for DVLA students.	

### Scored Quality Criteria

Primary Scored Criteria Weighting (%)	Scored Sub-criteria Description	Individual Scored Sub - Criteria Weighting (%)
60%	<ul style="list-style-type: none"> <li>Provide a delivery method for a MSc Software Engineering degree training course, that is delivered using a combined method of both academic and applied learning utilising methods suitable for all.</li> </ul>	20%
	<ul style="list-style-type: none"> <li>Provide detail on how to develop the course to run in conjunction with a work placement arrangement provided at DVLA.</li> </ul>	20%
	<ul style="list-style-type: none"> <li>Please provide a proposal of how you could deliver DVLA's requirements throughout 24 months of delivery to maximise the time on-the-job alongside building skills in software engineering practices, aligned to the requirement.</li> </ul>	20%
Social Value Criteria 10%	<ul style="list-style-type: none"> <li>Tackling economic inequality. Please confirm how you will help create new businesses, new jobs and new skills in the delivery of this contract.</li> </ul>	5%
	<ul style="list-style-type: none"> <li>Equal Opportunity. Please confirm how you tackle workforce inequality.</li> </ul>	5%
<b>Total = 70%</b>		

### Financial/Pricing Criteria

<b>Primary Financial/Pricing Criteria</b>	<b>Financial/Pricing Weighting (%)</b>	<b>Description</b>
<b>Pricing Requirements</b>	<b>30%</b>	<b>Refer to the Pricing Schedule</b>
	<b>Total = 100%</b>	

