

**Security and Information Risk Advisor (SIRA) services**

Appendix 2: Response to Tender Questions

[Name of bidder]

This document sets out the questions that the SSRO requires to be addressed as part of its assessment of the Quality/Technical element of the bid. The total Quality/Technical element carries a maximum overall weighting of 50%, with 35% allocated to the responses to questions 1-3 below and 15% allocated to the bidder’s presentation.

The SSRO encourages tenderers to provide innovative methods of service delivery that will add value to the services. Such proposals are likely to attract higher scores. Responses will be scored in accordance with the methodology set out in the Invitation to Tender document.

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| **Quality/Technical Requirement (50%)** | | |
| **Service requirements** | | **50%** |
| **1** | **Service Delivery [para 2.1 – 2.17 of the Specification]**  (i) Please provide details of the organisation’s experience relevant to the services and any relevant certifications and accreditations (**15%**); and  (ii) Please provide the CVs of the individuals that will be assigned as Lead Practitioner and Senior Practitioner to the contract and any certifications the organisation holds (**5%**).  (iii) Please provide:   * confirmation that you consider the work programme as set out at paragraph 2.15 of the Specification to be achievable and that resources are available to complete the work in the timeframes stated. * a view on the intended changes to the accreditation approach   (**5%**). | 25% |
| **2** | **Approach to delivery of the services [para 2.18 - 2.20 of the Specification]**  Please provide your intended approach to the requirements set out, adding information that will help the SSRO understand your approach to service delivery and service management (**5%**). | 5% |
| **3** | **Conflict of Interest Management and Security Arrangements**  Conflict of Interest Management [para 2.25 of the Specification and clause 30 of the Terms and Conditions) (**2.5%**)  The SSRO is aware that contractors with relevant experience and expertise may encounter conflicts of interest due to working with, or having worked with, defence contractors who are subject to regulation by the SSRO.  Please provide details of:   * your organisation’s effective and efficient processes and procedures for assessing and managing conflicts of interest; and * whether a conflict of interest has arisen, or may arise, and how these are addressed or will be addressed.   **Security Arrangements** [para 2.21 of the Specification and Schedule 1 of the Terms  and Conditions) (**2.5%**)  Delivering this service will require processing confidential or commercially sensitive information.  Please set out your intended approach to handling and storing sensitive information securely in accordance with Schedule 1 of the SSRO’s Terms and Conditions of contract included as part of the tender documentation. | 5% |
| **4** | **Presentation**  In accordance with the Invitation to Tender, the top 3 scoring bidders based on the submitted response to tender questions and price will be invited to make a presentation to the SSRO. Arrangements and the subject matter for the presentation will be notified to the top 3 scoring bidders following the evaluation of the submissions. No written response to this criterion is required at this stage. | 15% |