



# Invitation to Quote

Questions

Invitation to Quote (ITQ) on behalf of **UK Research and Innovation**

Subject: **Procurement of Planning Tool**

Sourcing Reference Number: **DDaT20081**

## Section 6 – Evaluation questionnaire

Bidders should note that the evaluation questionnaire is located within the **e-sourcing questionnaire**.

Guidance on completion of the questionnaire is available at <http://www.uksbs.co.uk/services/procure/Pages/supplier.aspx>

**PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY  
COMMERCIAL QUESTIONNAIRE**

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| <b>SEL1.1</b>    | <b>Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).</b>  |  |
| Bidder Guidance  | The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted).<br>This is the legal entity with whom we will Contract if successful. |  |
| Scoring Criteria | For information only   |  |
| Answer Type      | Text   |  |
|                  | (a) Bidders full legal name  |  |
|                  | (b) Address line 1   |  |
|                  | Address line 2   |  |
|                  | Address line 3   |  |
|                  | Address line 4   |  |
|                  | Town / City  |  |
|                  | Country  |  |
|                  | Post code (or equivalent)  |  |
|                  | (c) Bidder contact   |  |
|                  | (d) Telephone No.  |  |
|                  | (e) Email  |  |

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| <b>SEL1.2</b>   | <b>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</b><br><br><b>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</b> |  |
| Bidder Guidance | The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes</b> – Fail – Please provide details within SEL1.2.1<br><b>No</b> – Pass – No response required to SEL1.2.1<br><br>*If you have answered “yes” please provide, as an attachment to SEL1.2.1 a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.<br><br>If the investigation upheld the complaint against your organisation, please use   |  |

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|                  | <p>the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p> |
| Scoring Criteria | Mandatory Pass / Fail   |
| Answer Type      | <p><b>Yes – Fail – Please provide details within SEL1.2.1</b></p> <p><b>No – Pass – No response required to SEL1.2.1</b></p>  |

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| <b>SEL1.2.1</b>  | <b>Supporting Documentation for SEL1.2.1</b>  |
| Bidder Guidance  | <p>Where a bidder has responded 'Yes' to SEL1.2 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL1.2 but not providing evidence may not be considered.</p> |
| Scoring Criteria | For Information Only  |
| Answer Type      | <b>Document Upload</b>  |

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| <b>SEL1.3</b>    | <b>If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015.</b>  |
| Bidder Guidance  | <p>The Bidder shall choose from the following options;</p> <p>A. N/A – our turnover is less than £36M<br/> B. Yes – We are compliant and have attached information in SEL1.3.1<br/> C. No (with justification) – we are not compliant but will be prior to commencement of a contract. See information attached in SEL1.3.1<br/> D. No – we are not and will not be compliant at the time of award of the contract</p> <p>Bidders selecting option 'D' will be considered non-compliant for this Procurement.</p> |
| Scoring Criteria | Mandatory Pass/ Fail  |
| Answer Type      | <p><b>Multiple Choice Dropdown</b></p> <p>A. N/A – our turnover is less than £36M<br/> B. Yes – We are compliant and have attached information in SEL1.3.1<br/> C. No (with justification) – we are not compliant but will be prior to commencement of a contract. See information attached in SEL1.3.1</p>   |

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|  | D. No – we are not and will not be compliant at the time of award of the contract |
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| <b>SEL1.3.1</b>  | <b>Supporting Documentation for SEL1.3</b>  |
| Bidder guidance  | Where a bidder has responded ‘Yes’ or ‘No (with justification)’ to SEL1.3, please provide your supporting information as an attachment.<br><br>Any bidder declaring, they are compliant within SEL1.3 but not providing evidence may not be considered. |
| Scoring Criteria | For information only  |
| Answer Type      | Document upload   |

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| <b>SEL2.10</b>         | <p><b>Cyber Essentials is mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders’ guidance.</b></p> <p><b>Cyber Essentials is for all organisations, of all sizes, and in all sectors. This is not limited to companies in the private sector, but is also applicable to universities, charities, and public sector organisations.</b></p> <p><b>Further details are available at:</b><br/><a href="https://www.cyberstreetwise.com/cyberessentials/">https://www.cyberstreetwise.com/cyberessentials/</a></p> <p><b>If you already hold ISO27001 accreditation (or equivalent), no further Cyber Essentials certification will be necessary provided that the certification body carrying out this verification is approved to issue a Cyber Essentials certificate by one of the accreditation bodies.</b></p> |
| <b>Bidder guidance</b> | <p><b>Any of the following characteristics will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate:</b></p> <ul style="list-style-type: none"> <li><b>i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier.</b></li> <li><b>ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking or expenses information is handled by a supplier.</b></li> <li><b>iii) Where ICT systems and services are supplied which are designed to store, or process, data at the OFFICIAL level of the Government Protective Marking scheme.</b></li> </ul> <p><b>Bidders can answer</b></p> <p><b>Yes – the Cyber Essential Certificate or ISO27001 accreditation (or equivalent) is currently in place</b></p> <p><b>Intend – the Cyber Essential Certificate or ISO27001 accreditation (or equivalent) is not in place and we intend to have it in place for commencement of the contract.</b></p>   |

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|                  | <p>A response of 'Yes' or 'Intend' will result in a pass and a response of 'No' will result in a fail against this question</p> <p>No – the Cyber Essential Certificate or ISO27001 accreditation (or equivalent) is not in place and we have no intention of having it in place for commencement of the contract</p>   |
| Scoring criteria | Mandatory Pass / Fail   |
| Answer Type      | <p><b>Yes – the Cyber Essential Certificate or ISO27001 accreditation (or equivalent) is currently in place</b></p> <p><b>Intend – the Cyber Essential Certificate or ISO27001 accreditation (or equivalent) is not in place and we intend to have it in place for commencement of the contract.</b></p> <p><b>No – the Cyber Essential Certificate or ISO27001 accreditation (or equivalent) is not in place and we have no intention of having it in place for commencement of the contract</b></p> |

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| SEL2.12         | <p><b>General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018</b></p> <p>The GDPR is a mandatory requirement for all contracts or agreements both in the Public and the private sectors that involves the transfer and processing of personal data, which came into force on the 25th May 2018.</p> <p>It is mandatory for bidders to demonstrate that they will be able to meet the technical requirements and obligations prescribed by the GDPR.</p> <p>All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor) used under this Contract to comply with the GDPR and indemnify the Contracting Authority (data controller).</p> <p>Further information and helpful guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at: <a href="https://ico.org.uk/">https://ico.org.uk/</a></p> |
| Bidder Guidance | <p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of the GDPR and have your Data Protection Officer complete this section if you have one or attentively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p><b>Yes – We can demonstrate full compliance as is required by the GDPR now – Pass</b></p>   |

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|                  | <p><b>No</b> – We will not be compliant prior to any award and we have no intention of being compliant – <b>Fail</b></p> <p><b>Partial / Working towards</b> – We declare that we are not fully compliant with the GDPR at this present time; however, we are able to demonstrate that we have processes in place to manage GDPR compliance through evidence-based achievement provided in SEL2.12.1.</p> <p>Please note: you are required to provide in your bid submission, attached to SEL2.12.1, suitable evidence of <b>Partial / Working towards</b>. This will be reviewed by the Contracting Authority DPO as part of the evaluation process.</p> <p>The Contracting authority has set a date of 12/10/2020 that any bidder must declare that they will be fully compliant with the requirements of the GDPR.</p> <p>The CA as the data controller accepts limited liability for risk up and until the date detailed above.</p> <p>Non-compliance past this date is not approved and is at the full liability of the supplier.</p> |
| Scoring Criteria | Mandatory Pass / Fail  |
| Answer Type      | <p>Multiple Choice Dropdown</p> <p><b>Yes</b> – We can demonstrate full compliance as is required by the GDPR now – <b>Pass</b></p> <p><b>Partial / Working towards</b> – We declare that we are not fully compliant with the GDPR at this present time; however, we are able to demonstrate that we have processes in place to manage GDPR compliance through evidence-based achievement provided in SEL2.12.1.</p> <p><b>No</b> – We will not be compliant prior to any award and we have no intention of being compliant – <b>Fail</b></p>  |

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| <b>SEL2.12.1</b> | <b>Mandatory Evidence for General Data Protection Regulations (GDPR) Act and the Data Protection Act 2018</b>   |
| Bidder Guidance  | <p>Where a bidder has answered 'Partial/Working towards' in SEL2.12 they shall provide the following pieces of supporting evidence they hold to support their response to SEL2.12</p> <p>Bidders will only <b>Pass</b> this question where they are able to provide the following information against the options outlined below. Any failure to provide the following level of content required will result in a <b>Fail</b></p> <p><b>Mandatory Evidence:</b></p> <ul style="list-style-type: none"> <li>• Effective processes for incident management and reporting in the event of a data breach.</li> <li>• A plan outlining how and when you will achieve compliance.</li> </ul> <p><b>And:</b></p> |

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|  | <table border="1"> <tr> <td><b>Both of the below</b></td> <td><b>Or; a minimum of 3 of the following</b></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• ISO27001 (services within the scope of this contract)</li> <li>• Recent independent data protection audit (services within the scope of this contract)</li> </ul> </td> <td> <ol style="list-style-type: none"> <li>1. Registered with the ICO (or equivalent supervisory authority if outside the UK)</li> <li>2. Have a Data Protection Policy, Information Security Policy and have appointed a data protection lead or Data Protection Officer (DPO)</li> <li>3. Robust processes for recording and maintaining personal data (Record of Processing Activity)</li> <li>4. Implementation of appropriate technical and organisational measures to show you have considered and integrated data protection into all processing activities.</li> <li>5. Adequate data protection training is provided to all those processing data within the scope of this contract.</li> <li>6. Processes are in place to respond to Individual Right requests as required under this contract.</li> </ol> </td> </tr> </table> <p>Please note: you are required to provide in your bid submission, attached to this question suitable evidence of <b>'Partial / Working towards'</b>. This will be reviewed by the Contracting Authority DPO as part of the evaluation process.</p> | <b>Both of the below</b> | <b>Or; a minimum of 3 of the following</b> | <ul style="list-style-type: none"> <li>• ISO27001 (services within the scope of this contract)</li> <li>• Recent independent data protection audit (services within the scope of this contract)</li> </ul> | <ol style="list-style-type: none"> <li>1. Registered with the ICO (or equivalent supervisory authority if outside the UK)</li> <li>2. Have a Data Protection Policy, Information Security Policy and have appointed a data protection lead or Data Protection Officer (DPO)</li> <li>3. Robust processes for recording and maintaining personal data (Record of Processing Activity)</li> <li>4. Implementation of appropriate technical and organisational measures to show you have considered and integrated data protection into all processing activities.</li> <li>5. Adequate data protection training is provided to all those processing data within the scope of this contract.</li> <li>6. Processes are in place to respond to Individual Right requests as required under this contract.</li> </ol> |
| <b>Both of the below</b>   | <b>Or; a minimum of 3 of the following</b>   |                          |  |  |  |
| <ul style="list-style-type: none"> <li>• ISO27001 (services within the scope of this contract)</li> <li>• Recent independent data protection audit (services within the scope of this contract)</li> </ul> | <ol style="list-style-type: none"> <li>1. Registered with the ICO (or equivalent supervisory authority if outside the UK)</li> <li>2. Have a Data Protection Policy, Information Security Policy and have appointed a data protection lead or Data Protection Officer (DPO)</li> <li>3. Robust processes for recording and maintaining personal data (Record of Processing Activity)</li> <li>4. Implementation of appropriate technical and organisational measures to show you have considered and integrated data protection into all processing activities.</li> <li>5. Adequate data protection training is provided to all those processing data within the scope of this contract.</li> <li>6. Processes are in place to respond to Individual Right requests as required under this contract.</li> </ol>   |                          |  |  |  |
| Scoring Criteria   | For Information Only   |                          |  |  |  |
| Answer Type  | Document Upload  |                          |  |  |  |

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| <b>SEL2.13</b>   | <b>Data Storage</b>   |
|                  | <b>Please confirm where GDPR data will be stored for the duration of this Contract, including any additional Countries that data may be transferred to throughout the life of this Contract.</b>  |
| Bidder Guidance  | <p>Bidders are required to confirm where GDPR data will be stored for the duration of this Contract, including any additional Countries that data may be transferred to throughout the life of this Contract</p> <p>Please note, where bidders confirm that data may be stored or transferred outside of the UK, there may be a requirement to include additional Contract Clauses to ensure GDPR Compliance.</p> |
| Scoring Criteria | For Information Only  |
| Answer Type      | Free Text   |

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| <b>FOI1.1</b> | <b>FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b>                                      |
|               | <b>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental</b> |

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|                  | <p><b>Information Regulations 2004.</b></p> <p><b>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on applying the exemptions or exceptions can be found under the information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></b></p> <p><b>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOIA and EIR and agree to it being published.</b></p> |
| Bidder Guidance  | <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass<br/><b>No</b> – Fail</p>   |
| Scoring Criteria | Mandatory Pass / Fail  |
| Answer Type      | <p><b>Yes</b> – Pass<br/><b>No</b> – Fail</p>  |

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| <b>FOI1.2</b>    | <p><b>FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS</b></p> <p><b>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOIA or EIR in FOI1.1</b><br/><b>If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete each field ‘N/A’ (not applicable)</b></p> <p>If you have agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why?</p>  |
| Bidder Guidance  | <p>The Bidder shall provide details of their proposed exemptions/exception in the fields below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering ‘yes’ you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004; therefore, you will not be approached for consent.</p> <p>Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field ‘N/A’ (not applicable).</p> |
| Scoring Criteria | For information only   |
| Answer Type      | Confidential Information and justification for exemption/exception under FOI Act   |
|                  | Large Text Field   |

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|  | Commercially sensitive information and justification for exemption/exception under FOI Act |
|  | Large Text Field   |

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| AW1.1           | <p><b><u>FORM OF BID</u></b></p> <p><b>I declare that to the best of my knowledge the answers submitted in this ITQ are correct. I understand that the information will be used in the process to assess my organisation’s suitability to be invited to bid for the Contracting Authority’s requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</b></p> <p><b>I understand that the Government’s transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the ITQ, and any contract entered into by the Contracting Authority or its customers with its preferred supplier once the procurement is complete.</b></p> <p><b>By submitting a response to this ITQ I agree that our participation may be made public.</b></p> <p><b>I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).</b></p> <p><b>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority’s evaluation criteria.</b></p> <p><b>By submitting a response to this ITQ I agreed and accept that the Contracting Authority reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.</b></p> <p><b>By submitting a response to this ITQ I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</b></p> <p><b>I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed the Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</b></p> |
| Bidder Guidance | <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p>  |

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|                  | <b>No - Fail</b>                      |
| Scoring Criteria | Mandatory Pass / Fail                 |
| Answer Type      | <b>Yes – Pass</b><br><b>No – Fail</b> |

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| <b>AW1.3</b> | <p><b>CERTIFICATE OF BONA FIDE BID</b></p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide Bid, intended to be competitive and that we have not fixed or adjusted the amount of Bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this Bid any of the following:</p> <ul style="list-style-type: none"> <li>(a) Communicate to a person other than the person calling for these Bids the amount or approximate amount of the proposed Bid, except where the disclosure, in confidence, of the approximate amount of the Bid was necessary to obtain insurance premium quotations for the preparation of the Bid;</li> <li>(b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any Bid to be submitted;</li> <li>(c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other Bid or proposed Bid for the said supply / service any act or thing of the sort described above.</li> </ul> <p>In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that the Contracting Authority will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</p> <p>We agree that the Contracting Authority may disclose the Bidders information / documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p> |
| Bidder       | The Bidder shall answer <b>Yes</b> or <b>No</b>   |

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| Guidance         | <b>Yes</b> – Pass<br><b>No</b> – Fail |
| Scoring Criteria | Mandatory Pass / Fail                 |
| Answer Type      | <b>Yes</b> – Pass<br><b>No</b> – Fail |

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| <b>AW3.1</b>     | <b>In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority against a procurement requirement, the Bidder is expected to provide an answer to the validation check that can be seen within Stage One: Overview Section prior to the award of any Contract.</b><br><br><b>If the Bidder fails to meet the Contracting Authority’s expectations, we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.</b> |
| Bidder Guidance  | The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to the Contracting Authority’s against a procurement requirement.<br><br><b>Yes</b> – Pass<br><b>No</b> – Fail  |
| Scoring Criteria | Mandatory Pass / Fail  |
| Answer Type      | <b>Yes</b> – Pass<br><b>No</b> – Fail  |

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| <b>AW4.1</b>     | <b>Please confirm your acceptance of the Contract Terms that can be found within the Stage One: Overview section.</b>   |
| Bidder Guidance  | The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b><br><b>Yes</b> , we accept the terms and condition in their entirety – Pass<br><br><b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.<br><br><b>No</b> – Fail<br><br>For absolute clarity should a bidder select ‘Yes’ or ‘No’ you are <b>not</b> required to respond to AW4.2, however if you select ‘No with Justification’ you will be required to complete AW4.2 in order to be considered. |
| Scoring Criteria | Mandatory Pass / Fail   |
| Answer Type      | Multiple Choice Dropdown<br><br><b>Yes</b> , we accept the terms and condition in their entirety – Pass<br><b>No with justification</b> – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.<br><b>No</b> – Fail   |

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| <b>AW4.2</b>     | <p><b>Where a Bidder has answered question AW4.1 with ‘No with justification’ they must detail the justification and the proposed change to the clause.</b></p> <p><b>Where a bidder has responded ‘Yes’ or ‘No’ to AW4.1 you are not required to respond to this question.</b></p>  |
| Bidder Guidance  | <p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> <li>• the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and</li> <li>• the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations.</li> </ul> <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark-up, rejection of a clause or a justification for a change then the response will be a Fail.</p> <p>Any bidder selecting ‘No with Justification’ to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p> |
| Scoring Criteria | Mandatory Pass / Fail  |
| Answer Type      | Document Upload  |

## PRICE QUESTIONNAIRE

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| <b>AW5.1</b>     | <b>Please confirm your price shall remain firm and fixed for the full term of the Contract including any optional extensions.</b> |
| Bidder Guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes</b> – Pass<br><b>No</b> – Fail                                      |
| Scoring Criteria | Mandatory Pass / Fail   |
| Answer Type      | <b>Yes</b> – Pass<br><b>No</b> - Fail   |

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| <b>AW5.3</b>     | <b>Please confirm your solution shall not exceed the maximum stated budget of £150,000.00 excluding VAT for the whole three years, including any optional requirement as specified in the AW5.2 Price Schedule.</b> |
| Bidder Guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes</b> – Pass<br><b>No</b> – Fail  |
| Scoring Criteria | Mandatory Pass / Fail   |
| Answer Type      | <b>Yes</b> – Pass<br><b>No</b> - Fail   |

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| <b>AW5.2</b>    | <p><b>Bidders are required to complete the Excel Pricing Schedule attached in the Document Upload attachments.</b></p> <p><b>All prices shall be in £ GBP and exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>   |
| Bidder Guidance | <p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> |

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|                  | <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <p>Bid Price £100,000<br/>Differential to the lowest price which meets mandatory pass criteria ('Differential') 0 Score 100</p> <p>Bid price - £120,000 Differential - 20% Score - 80<br/>Bid price - £140,000 Differential - 40% Score - 60<br/>Bid Price - £150,000 Differential - 50% Score - 50<br/>Bid Price - £175,000 Differential - 75% Score - 25<br/>Bid Price - £200,000 Differential - 100% Score - 0<br/>Bid Price - £300,000 Differential - 200% Score - 0</p> |
| Scoring Criteria | Maximum Marks - <b>30.00%</b>   |
| Answer Type      | <b>Price Document Upload</b>  |

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| <b>AW5.4</b>     | <p><b>The Contracting Authority is committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</b></p> <p><b>Options for suppliers to choose from are outlined in the FAQ documentation that can be found within Stage One: Overview. Please confirm your acceptance of e-payment.</b></p> |
| Bidder Guidance  | <p>The Bidder shall answer Yes or No</p> <p><b>Yes</b> – we will utilise an e-invoicing option - Pass<br/><b>No</b> – we will not utilise an e-invoicing option – Fail</p>   |
| Scoring Criteria | Mandatory Pass / Fail  |
| Answer Type      | <b>Yes</b> – we will utilise an e-invoicing option - Pass<br><b>No</b> – we will not utilise an e-invoicing option – Fail  |

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| <b>AW5.5</b>     | <p><b>Please confirm if you are successfully awarded this contract your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.</b></p> |
| Bidder Guidance  | <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass<br/><b>No</b> – Fail</p>  |
| Scoring Criteria | Mandatory Pass / Fail   |
| Answer Type      | <b>Yes</b> – Pass<br><b>No</b> – Fail   |

## QUALITY QUESTIONNAIRE

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| <b>AW6.1</b>     | <b>Please confirm your compliance to the requirements of Section 4 Specification</b>         |
| Bidder Guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes</b> – Pass<br><b>No</b> – Fail |
| Scoring Criteria | Mandatory Pass / Fail  |
| Answer Type      | <b>Yes</b> – Pass<br><b>No</b> – Fail  |

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| <b>AW6.2</b>     | <b>Variable Bids</b><br><br><b>The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below.</b>   |
| Bidder Guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes</b> - We have provided a variable bid only – <b>Fail</b><br><b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b> |
| Scoring Criteria | Mandatory Pass / Fail  |
| Answer Type      | <b>Yes</b> - We have provided a variable bid only – <b>Fail</b><br><b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>  |

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| <b>AW6.3</b>     | <b>Please confirm your compliance to the mandatory system requirements as detailed in Section 4 Specification, whether these are currently available or will be available by the commencement of the contract.</b>   |
| Bidder Guidance  | The Bidder shall answer <b>Yes</b> or <b>No</b><br><br><b>Yes</b> - all the mandatory system requirements are currently available or will be at the commencement of the contract – Pass<br><b>No</b> – all or part of the mandatory system requirements will not be available by the commencement of the contract – Fail |
| Scoring Criteria | Mandatory Pass / Fail  |
| Answer Type      | <b>Yes</b> – Pass<br><b>No</b> – Fail  |

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| <b>PROJ1.1</b>  | <b>System Functionality</b><br><br><b>All desirable system functionality is listed within the “PROJ1.1 Desirable System Functionality Criteria” spreadsheet which can be found in the attachments section. Please complete as per the bidder guidance below.</b> |
| Bidder guidance | The Bidder shall complete the PROJ1.1 Desirable System Functionality Criteria spreadsheet and confirm they have attached the completed Spreadsheet.<br><br>Bidders are required to complete the highlighted cells in red.  |

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|                  | <p>The scoring methodology for this question shall be:</p> <p>The methodology 0-2 multiplied by the weighting points on each individual listed requirement will be utilised.</p> <p>Each individual requirement has been marked with weighting points.</p> <p>The Bidder shall answer all the listed requirements in the spreadsheet. Failing to respond in line with the response methodology, will result in individual questions being scored as “0 Points”.</p> <p>The Bidder shall answer <b>Yes, No or In Plan/With Caveat</b></p> <p><b>Yes</b> - The requirement is offered as part of the bid – <b>2</b></p> <p><b>In Plan/With Caveat</b> – The requirement is not currently offered but it will be offered before the commencement of the contract - <b>1</b></p> <p><b>No</b> - The requirement is not covered by the bid – <b>0</b></p> <p>The following formula will apply to calculate the total weighted score for the system functionality:</p> <p>Individual requirement score = [Weighting Points 0-10 x Bidder’s score 0-2]. All individual requirement scores will be added to get the overall bidder points.</p> <p>Total question score = [overall bidder points / maximum points] x Question</p> <p>PROJ1.1 Scoring Maximum Marks = (194 / 194) x 15 = 15%.</p> <p>Example:</p> <p>If a Bidder respond with a “Yes” to a requirement with 8 weighting points the total individual requirement score will be 16 points whereas a response of “No would return “0” points.</p> <p>If a Bidder got an overall score of 150 points on Functionality requirements, it will be divided by the maximum available points of 194 and multiplied by 15 which is the maximum available marks for this question. The weighted score that a bidder would achieve in this scenario is 11.60%.</p> <p>The total score calculation will be circled on two decimal places.</p> |
| Scoring criteria | Maximum Marks – <b>15.00%</b>   |
| Bidder response  | Yes, I have attached my response as a Spreadsheet to this question  |

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| <b>PROJ1.2</b>  | <p><b>System</b></p> <p><b>Please describe how your system fulfils the requirements detailed in the section 4 – Specification of the ITQ document.</b></p>   |
| Bidder guidance | Based on the specification provided, bidders are asked to outline how the proposed solution fulfils the mandatory and desirable system requirements as detailed in the specification and provide a comprehensive description of the proposed system capabilities that align to the requested requirements. |

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|                  | <p>An attachment is required for this question. This question is limited to 8 sides of A4, font 12pt Arial.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question.</p> |
| Scoring criteria | <p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks – <b>15.00%</b></p>  |
| Bidder response  | Yes, I have attached my response as a PDF to this question   |

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| <b>PROJ1.3</b>   | <p><b>Implementation plan</b></p> <p><b>Please provide a detailed implementation plan detailing how you would undertake the works from appointment to completion as requested in the specification.</b></p>  |
| Bidder guidance  | <p>Bidders are asked to provide an implementation plan on how you plan to undertake the works from appointment to completion, as requested in the specification.</p> <p>Bidders are asked to ensure that as a minimum, the following areas are covered / depicted within the programme;</p> <ul style="list-style-type: none"> <li>• Outline plan for all stages</li> <li>• Key start dates, durations and completion dates</li> <li>• Phasing</li> <li>• Key activities</li> <li>• Approvals</li> </ul> <p>An attachment is required for this question.<br/>This question is limited to <b>3</b> sides of A4, font 12pt Arial.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question.</p> |
| Scoring criteria | <p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks – <b>15.00%</b></p>  |
| Bidder response  | Yes, I have attached my response as a PDF to this question   |

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| <b>PROJ1.4</b>  | <p><b>Training and Support</b></p> <p><b>Please provide details of the level of support that can be expected during implementation and then also through the life of the project</b></p>  |
| Bidder Guidance | <p>Bidders are asked to provide details of how they plan to offer support and training during implementation of the project and on an ongoing basis and explain why in their view the support is adequate and proportionate to the requirement.</p> <p>As a minimum your response should cover the following areas:</p> |

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|                  | <ul style="list-style-type: none"> <li>• Level of support during implementation/ transition onto the system</li> <li>• Standard training at the start of the project and ongoing – please refer to Section 3 of specification in the ITQ Invitation to Quote Document</li> <li>• Training courses/ materials available</li> </ul> <p>An attachment is required for this question.<br/>This question is limited to <b>3</b> sides of A4, font 12pt Arial.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question</p> |
| Scoring Criteria | <p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks – <b>5.00%</b></p>   |
| Bidder Response  | Yes, I have attached my response as a PDF to this question   |

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| <b>PROJ1.5</b>   | <b><u>Service Level Agreements &amp; KPIs</u></b>  |
| Bidder Guidance  | <p>Please provide suggested Key Performance Indicators (KPIs) that could be used for this contract, detailing why the KPIs are appropriate and relevant including your proposed service credits with respect to failure against the KPIs. SLA and KPI's will be finalised and agreed at the contract finalisation stage.</p> <p>An attachment is required for this question.<br/>This question is limited to <b>3</b> sides of A4, font 12pt Arial.</p> <p>Bidders are asked to confirm that they have attached their response as a PDF attachment to this question.</p> |
| Scoring Criteria | For information only   |
| Bidder Response  | I have attached my response as a PDF to this question  |

## DEMONSTRATION QUESTIONNAIRE

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| <b>PROJ1.6</b>   | <p><b>System Demonstration Time</b></p> <p><b>Please confirm your acceptance of the required system demonstration, which shall take place on week commencing Monday 21<sup>st</sup> September 2020.</b></p>                  |
| Bidder Guidance  | <p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – We will attend the demonstration at the required time – Pass<br/> <b>No</b> – We will not be able to attend the demonstration at that time – Fail</p> |
| Scoring Criteria | Mandatory Pass / Fail  |
| Answer Type      | <p><b>Yes</b> – Pass<br/> <b>No</b> – Fail</p>   |

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| <b>PROJ1.7</b>  | <p><b>System Demonstration</b></p> <p><b>Please provide a demonstration of the solution detailing the following 2 Criteria:</b></p> <ul style="list-style-type: none"> <li>• User experience: how intuitive and easy the system is (evaluated by the below user experience requirements) when all the mandatory system requirements are put into practice</li> <li>• Demonstrate how our example (Appendix) workflows could work in the system</li> </ul>  |
| Bidder Guidance | <p>Bidders are asked to provide a one-hour demonstration remotely via Video Conference covering the following two criteria:</p> <p><u>Demonstration Criteria:</u></p> <ul style="list-style-type: none"> <li>• User experience: how intuitive and easy the system is (evaluated by the below user experience requirements) when all the mandatory system requirements are put into practice</li> <li>• Demonstrate how our example (Appendix) workflows could work in the system</li> </ul> <p><u>User experience requirements:</u></p> <ul style="list-style-type: none"> <li>• The system shall be easy to navigate with an intuitive interface. Users shall be able to complete various functions within fewest clicks</li> <li>• When the user accesses their home screen, they will easily identify actions needed for them to complete</li> <li>• The system will be configurable by UKRI across many areas, rather than being required by the supplier to make changes</li> <li>• The system should allow any user to create, amend or complete a task within the system without the consistent need to refer to guides/training</li> <li>• UKRI should be able to configure their own reports within the system easily (<i>nice to have</i>)</li> <li>• Super admin users should be able to create and configure and administer custom fields in the system easily themselves (e.g. labels, drop-downs, etc.)</li> <li>• Users should be able to switch their individual views (without affecting</li> </ul> |

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|                  | <p>other users) easily - e.g. from calendar to Kanban to list views</p> <ul style="list-style-type: none"> <li>• All screens and interfaces should be easy to understand and use by all users, regardless of role or permission levels</li> </ul> <p>Please see the Appendix in the attachment section for examples of some of our workflows. However, please note that these are not final and further steps may be added post award. The workflows in the appendixes are the final version used for evaluation purpose during the demonstration.</p> <p>The demonstration shall take place remotely at the agreed timescales.</p> <p>This demonstration should be delivered by the key individuals that will be involved in this contract should your bid be successful.</p> <p>There will be no opportunity at this demonstration to discuss the written bid and bidders should ensure the response they present is standalone to the written submission.</p> <p>There will be no allowance of scores provided for covering off material that will have already been scored.</p> <p>At the end of the presentation there will be a 10-minute question and answer session based on the demonstration delivered.</p> <p>Bidders can bring up to 4 people to this demonstration round.</p> <p>Please supply the names and roles of up to four people you intend to bring to the demonstration.</p> |
| Scoring Criteria | <p>Scoring is based on the 0 to 100 scoring methodology.</p> <p>Maximum Marks - <b>20.00%</b></p>  |
| Answer Type      | <p>Yes, I have attached my response as a PDF to this question</p>  |