

Request for Proposal



Request for Proposal (RFP) on behalf of **Department for Business, Energy and Industrial Strategy (BEIS)**

Subject **Queens Award for Enterprise Assessment**

Sourcing reference number **CS19144**

UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

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UKSBS
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Section 6 – Selection and Award questionnaires

Section 6 – Selection questionnaire

6.1 Introduction

The Selection questionnaires are located in the within the e-sourcing tool.

Guidance on completion of the question is available at

<http://www.ukpbs.co.uk/services/procure/Pages/supplier.aspx>

Queens Award for Enterprise

CS19144

OPEN PROCEDURE

Bidder Guidance notes for completion for Parts 1,2,3 and definitions for all sections

1. The “authority” means the named Contracting Authority or anyone acting on behalf of the Contracting Authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential Supplier or Bidder completing this standard **Selection Questionnaire** i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (**as amended**) (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection shall complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential supplier information	
Question number	Question	Response
SEL1.1	Bidders are required to complete the below table. 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). Scoring criteria - For information only; Full name of the potential supplier submitting the information Registered office address (if applicable) Registered website address (if applicable) Date of registration in country of origin Company registration number (if applicable) Charity registration number (if applicable) Head office DUNS number (if applicable) Registered VAT number Trading name(s) that will be used if successful in this procurement	
SEL1.2	Please select from the below options to indicate your trading status Bidder Guidance - the Bidder shall select from the following options; i) a public limited company ii) a limited company iii) a limited liability partnership iv) other partnership v) sole trader vi) Third Sector vii) Other (Please Specify your trading status) Scoring Criteria - For information only)	

SEL1.3	SEL1.3 If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? Bidder guidance - The bidder shall answer Yes or No Yes - If you responded yes, please provide the relevant details, including the registration number(s). No - no further information required Scoring Criteria - For Information Only	Yes ☐ No ☐ N/A ☐
SEL1.4	SEL1.4 Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? Bidder Guidance - The bidder shall answer Yes or No Yes - If you responded yes please provide additional details of what is required and confirmation that you have complied with this. No - no further information required Scoring Criteria - For Information Only	Yes ☐ No ☐
SEL1.5	Please select from the below options to indicate whether any of the following classifications apply to you Bidder Guidance - The bidder shall select from the following options i) Voluntary, Community and Social Enterprise (VCSE) ii) Micro, Small or Medium Enterprise (SME)* iii) Sheltered workshop iv) Other (Please Specify in the comments) Bidder Guidance See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ Scoring Criteria - For information only	i) Voluntary, Community and Social Enterprise (VCSE) ii) Micro, Small or Medium Enterprise (SME)* iii) Sheltered workshop iv) Other (Please Specify in the comments)

SEL1.6	SEL1.6 - Please detail information concerning Persons of Significant Control (PSC) by uploading an attachment with the following information; i) - Name; ii) - Date of birth; iii)- Nationality; iv)- Country, state or part of the UK where the PSC usually lives; v)- Service address; vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); vii)- Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. - N/A (Please enter N/A if none of the above are applicable) Bidder guidance -The Bidder shall complete the below table. Guidance on PSC can be found at https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships Scoring criteria - For information only	i) - Name; ii) - Date of birth; iii)- Nationality; iv)- Country, state or part of the UK where the PSC usually lives; v)- Service address; vi) - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); vii)- Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. - N/A
SEL1.7	SEL1.7 Please provide details of your immediate Parent Company (if applicable) by completing the below table. Bidder Guidance - The bidder shall complete the table or answer N/A Scoring Criteria - for information only	i) Full Name of Immediate Parent Company ii) Registered Office Address iii) Registration Number iv) Head Office DUNS number v) Head Office VAT Number
SEL1.8	SEL1.8 Please provide details of your Ultimate Parent Company (if applicable) by completing the below table.	i) Full Name of Ultimate Parent Company

	Bidder Guidance - The bidder shall complete the table or answer N/A Scoring Criteria - for information only	ii) Registered Office Address iii) Registration Number iv) Head Office DUNS number v) Head Office VAT Number
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Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

Section 1	Bidding model	
Question number	Question	Response
SEL1.9	SEL1.9 Are you bidding as the lead contact for a group of economic operators? Bidder Guidance - The Bidder Shall answer Yes or no Yes - If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3. No - If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13. Scoring Criteria - For Information Only	Yes ☐ No ☐ If yes, please provide details listed in questions SEL1.10, and to SEL1.11, SEL1.12 Section 2 and 3. If no, and you are a supporting bidder, please provide the name of your group at SEL1.10 for reference purposes, and complete SEL 1.13.
SEL1.10	SEL1.10 Please provide the name and details of group of economic operators (if applicable) Bidder Guidance - the bidder shall include details of the following Name of group of economic operators and the proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure.	

	Scoring Criteria - For Information Only																																																																	
SEL1.11	SEL1.11 Are you or, if applicable, the group of economic operators proposing to use sub-contractors? Bidder Guidance - The Bidder Shall answer yes or no Yes – Please respond to SEL1.12 No – Please respond N/A to SEL1.12 Scoring Criteria - For Information Only	Yes ☐ No ☐																																																																
SEL1.12	SEL1.12 If you responded Yes to SEL1.11, please provide additional details for each subcontractor as follows as an attachment to this question, we shall ask them to complete this form as well; If you responded no- please select N/A <table border="1"> <tr> <td>Name</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Registered address</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Trading status</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Company registration number</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Head Office DUNS number (if applicable)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Registered VAT number</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>Type of organisation</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>SME (Yes/No)</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</td><td></td><td></td><td></td><td></td><td></td></tr> <tr> <td>The approximate % of contractual obligations</td><td></td><td></td><td></td><td></td><td></td></tr> </table>						Name						Registered address						Trading status						Company registration number						Head Office DUNS number (if applicable)						Registered VAT number						Type of organisation						SME (Yes/No)						The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables						The approximate % of contractual obligations					
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	assigned to each sub-contractor					
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SEL1.13	Contact details and declaration I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate. I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement. I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section. I am aware of the consequences of serious misrepresentation. Bidder guidance Please complete the below table, by adding your signature you confirm that you understand the above statements. Scoring criteria Mandatory Pass / Fail
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SEL1.13	Contact details and declaration
Question	Response
Contact name	
Name of organisation	
Role in organisation	
Phone number	
E-mail address	
Postal address	
Signature (electronic is acceptable)	
Date	

Part 2: Exclusion Grounds

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for mandatory exclusion	
Question number	Question	Response
SEL2.1	Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page, which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.	
SEL2.2	SEL2.2 - Participation in a criminal organisation Bidder Guidance - The bidder Shall answer Yes or No Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents. No - Pass Scoring Criteria - Mandatory Pass/Fail	Yes ☐ No ☐ If Yes please provide details
SEL2.3	SEL2.3 - Corruption Bidder Guidance - The bidder Shall answer Yes or No Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents. No - Pass	Yes ☐ No ☐ If Yes please provide details at

	Scoring Criteria - Mandatory Pass/Fail	
SEL2.4	SEL2.4 - Fraud Bidder Guidance - The bidder Shall answer Yes or No Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents. No - Pass Scoring Criteria - Mandatory Pass/Fail	Yes ☐ No ☐ If Yes please provide details
SEL2.5	SEL2.5 - Terrorist Offences or offences link to terrorist activities Bidder Guidance - The bidder Shall answer Yes or No Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents. No - Pass Scoring Criteria - Mandatory Pass/Fail	Yes ☐ No ☐ If Yes please provide details
SEL2.6	SEL2.6 - Money laundering or Terrorist financing Bidder Guidance - The bidder Shall answer Yes or No Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching	Yes ☐ No ☐ If Yes please provide details

	documentation or web addresses please include the issuing authority and precise reference of the documents. No - Pass Scoring Criteria - Mandatory Pass/Fail	
SEL2.7	SEL2.7 - Child Labour and other forms of trafficking in human beings Bidder Guidance - The bidder Shall answer Yes or No Yes - If you have answered Yes please provide further details as an attachment to this question; Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted. When attaching documentation or web addresses please include the issuing authority and precise reference of the documents. No – Pass Scoring Criteria - Mandatory Pass/Fail	Yes ☐ No ☐ If Yes please provide details
SEL2.8	If you have answered Yes to any of the Questions above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Bidder Guidance - The bidder shall provide evidence of all measures taken to demonstrate their self cleaning. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement. Scoring Criteria - Mandatory Pass/fail	Yes ☐ No ☐ N/A ☐
SEL2.9	Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? Bidder Guidance - The bidder shall answer Yes or No	Yes ☐ No ☐

	Yes - Fail No - Pass In the event of a bidder responding "Yes" they should provide further details as an attachment to this question. The attachment should also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. Please Note: The authority reserves the right to use its sole discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions. Scoring Criteria - Mandatory Pass/fail	
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SEL3.1	SEL3.1 - Grounds for discretionary rejection – The Contracting Authority is entitled to exclude you from further consideration if any of the below discretionary grounds apply but may decide to allow you to proceed further. If you cannot provide a compliant answer – (No) to the below questions, it is possible that your application might not be accepted. In the event that any of the below do apply by answering – (Yes), please provide an attachment to the question providing details of the relevant incident and any remedial action taken including self cleaning that has been done. The information provided will be taken into account by the authority, in considering whether or not you will be permitted to proceed any further in respect of this procurement. The detailed grounds for discretionary exclusion of an organisation are set out on https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. Bidder guidance - Bidders shall answer Yes they understand this requirement and the above guidance	Yes ☐
SEL3.2	SEL3.2 - Breach of environmental obligations? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	Yes ☐ No ☐ If yes please provide details

	Scoring Criteria - Pass/fail	
SEL3.3	SEL3.3 - Breach of social obligations? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	Yes ☐ No ☐ If yes please provide details
SEL3.4	SEL3.4 - Breach of labour law obligations? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	Yes ☐ No ☐ If yes please provide details
SEL3.5	SEL3.5 - Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? Bidder guidance: The Bidder shall answer Yes or No	Yes ☐ No ☐ If yes please provide details

	Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	
SEL3.6	SEL3.6 Guilty of grave professional misconduct? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	Yes ☐ No ☐ If yes please provide details
SEL3.7	SEL3.7 Entered into agreements with other economic operators aimed at distorting competition? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered	Yes ☐ No ☐ If yes please provide details

	further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	
SEL3.8	SEL3.8 Aware of any conflict of interest within the meaning of Regulation 24 of the Public Contracts Regulations 2015 (as amended) due to the participation in this procurement procedure? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	Yes ☐ No ☐ If yes please provide details
SEL3.9	SEL3.9 Been involved in the preparation of the procurement procedure within the meaning of Regulation 41 of the Public Contracts Regulations 2015 (as amended) Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have	Yes ☐ No ☐ If yes please provide details

	answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	
SEL3.10	Prior Performance issues Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? Bidder guidance: The Bidder shall answer Yes or No Bidders answering No will be considered compliant Bidders answering Yes will be subject to review as to your suitability to be considered further, in respect of the procurement at the sole discretion of the authority. If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) Scoring Criteria - Pass/fail	Yes ☐ No ☐ If yes please provide details
SEL3.11	SEL 3.11 The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. Is the above Statement true of your organisation? Bidder Guidance - The bidder shall answer Yes or No	Yes ☐ No ☐ If Yes please provide details

	Yes - If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) No - Pass Scoring Criteria - Pass/ Fail	
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SEL3.12	SEL3.12 The organisation has withheld such information as described in SEL3.11 Is the above Statement true of your organisation? Bidder Guidance - The bidder shall answer Yes or No Yes - If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) No - Pass Scoring Criteria - Pass/ Fail	Yes ☐ No ☐ If Yes please provide details
SEL3.13	SEL3.13 The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 (as amended). Is the above Statement true of your organisation? Bidder Guidance - The bidder shall answer Yes or No Yes - If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) No - Pass Scoring Criteria - Pass/ Fail	Yes ☐ No ☐ If Yes please provide details

SEL3.14	SEL3.14 The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. Is the above Statement true of your organisation? Bidder Guidance - The bidder shall answer Yes or No Yes - If you have answered Yes, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) No - Pass Scoring Criteria - Pass/ Fail	Yes ☐ No ☐ If Yes please provide details
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Part 3: Selection Questions¹

Section 4	Economic and Financial Standing	
	Question	Response
SEL4.1	SEL4.1 - Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following; a. A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation b. A statement of the cash flow forecast for the current	Yes I will provide the attachment(s) if requested

##¹ [See Action Note 8/16 Updated Standard Selection Questionnaire](#)##

	year and a bank letter outlining the current cash and credit position. c. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). Bidder Guidance - The Contracting Authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder. The Contracting Authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder. Pass – The Contracting Authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement. Fail – The Contracting Authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement. Bidders are invited to embed their attachments to this question in the 'Bidder response' section. Scoring Criteria - Mandatory Pass/Fail	
SEL4.2	SEL4.2 Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out. Bidder guidance: The authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder. The authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder. Pass – The authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement. Fail – The authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement. Bidders are invited to embed their attachments to this	Yes ☐ No ☐

	question in the 'Bidder response' section.	
	Scoring Criteria - Mandatory pass/fail	

SEL4.3	SEL4.3 Are you part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please confirm the name of the company and its relationship to you. If yes, please confirm if you are able to provide parent company accounts if requested to at a later stage? If yes, would the ultimate / parent company be willing to provide a guarantee if necessary? If not, would you be able to obtain a guarantee elsewhere (from a bank?) Bidder Guidance - If this question does not apply, please respond "N/A". Please provide your response in the text box below The Contracting Authority will make a judgement based on the information provided to ascertain the financial stability of the Bidder. The Contracting Authority reserves the right to consider credit check information alongside the response to this question in order to ascertain the financial stability of the Bidder. Pass – The Contracting Authority considers the information provided demonstrates the financial stability of the Bidder is sufficient to be considered for this procurement. Fail – The Contracting Authority considers the information provided fails to demonstrate the financial stability of the Bidder is sufficient to be considered for this procurement. Bidders are invited to embed their attachments to this question in the 'Bidder response' section. Any information submitted over and above the specified limit will be disregarded and not evaluated Scoring Criteria – Mandatory Pass/fail	Yes ☐ No ☐
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	Technical and Professional Ability
SEL5.1	SEL5.1 - Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member). Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract. Bidder Guidance - The Bidder shall ensure all reference(s) comply with the requirements of having a similar scope and value to this procurement are still running or have been completed in the last five years (works) and three years (supplies / services) to achieve a pass. If you cannot provide at least one example, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. Scoring Criteria - Mandatory Pass/Fail

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

SEL5.2	SEL5.2 Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s) Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) Bidder guidance – Free text Scoring Criteria - For Information Only
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	Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	
SEL5.3	SEL5.3 Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015? Bidder guidance - Bidder shall confirm they are or are not a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015 by answering Yes or No. Yes - Please provide an answer to SEL5.4 No - Please answer N/A to SEL5.4 Scoring Criteria - For Information Only	Yes ☐ N/A ☐
SEL5.4	SEL5.4 If you have answered yes to question SEL5.3 are you compliant with the annual reporting requirements contained within Section 54 of the Modern Slavery Act 2015? If you are subject to the Modern Slavery Act then it is a requirement of the authority in its contractual terms, for you to comply with this obligation including the authority's right of audit under any contract awarded. Bidder Guidance - The bidder shall respond Yes or No Yes - Please provide relevant URL or attachment No - Please provide an explanation as an attachment Scoring Criteria - Mandatory Pass/fail	Yes ☐ Please provide relevant the url ... No ☐ Please provide an explanation N/A ☐ I have answered "no" to SEL5.3

Additional Questions

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

	Insurance
SEL4.4	SEL4.4 Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = £5,000,000.00 Public Liability Insurance = £5,000,000.00 Professional Indemnity Insurance = £2,000,000.00 Bidder Guidance - It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. These insurance values will apply to each Lot separately The Bidder shall answer yes or no Yes= Pass No= Fail Scoring Criteria - Mandatory Pass/fail

SEL5.5	Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. These should consider not only where your organisation is based but also any needs that are required in the country of delivery of the procurement.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL5.6	Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
Bidder Guidance	The Bidder Shall answer yes or no Yes = *Fail No = Pass If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under Health and Safety legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
Scoring Criteria	Mandatory Pass/Fail

SEL5.7	Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?
Bidder Guidance	The Bidder shall answer yes or no Yes – Fail* No – Pass If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or

	changes you have made as a result of conviction or notices served. The Contracting Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

SEL5.8	If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?
Bidder Guidance	The Bidder Shall answer Yes/No/Not Applicable A response of 'Yes' or 'Not Applicable' will result in a pass and a response of 'No' will result in a fail against this question.
Scoring Criteria	Selection – Yes/No/ Not Applicable

SEL5.9	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; 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?
Bidder guidance	The Bidder shall answer Yes or No Yes – Fail* No – Pass *If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. 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. 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.

Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

SEL5.10	If you use sub-contractors, do you have processes in place to check whether any of the circumstances in regards to the last three years, has any finding of unlawful discrimination been made against your subcontractors 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; In the last three years, has any of your subcontractors 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?
Bidder Guidance	The Bidder Shall answer yes or no Yes – Fail* No – Pass *If you have answered “yes” please provide, as an attachment to this question, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your sub-contractors, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken by your sub-contractors to prevent similar unlawful discrimination reoccurring.
Scoring Criteria	Mandatory Pass/fail
Bidder response	Drop down menu - Yes / No

SEL2.10	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
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	below in bidders' guidance. 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. Further details are available at: https://www.cyberstreetwise.com/cyberessentials/
Bidder guidance	Any of the following characteristics will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate: i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier. ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking or expenses information is handled by a supplier. 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. Bidders can answer Yes – the Cyber Essential Certificate is currently in place No – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract Intend – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract. A response of 'Yes' or 'Intend' will result in a pass and a response of 'No' will result in a fail against this question.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No/Intend

SEL2.20	General Data Protection Regulations (GDPR) The GDPR is mandatory requirement for all contracts or agreements both in the contracting authority and the private sectors that involves the transfer and processing of personal data which came into force on the 25th May 2018. It is mandatory for bidders to demonstrate that they will be able to meet the technical requirements and obligations prescribed by the GDPR. All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful
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	bidder and any bidder supply chain (data processor) to comply with the GDPR and indemnify the Contracting Authority (data controller). Further information and guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at: https://ico.org.uk/
Bidder guidance	Bidders can answer Yes – We will be able to demonstrate compliance as is required by the GDPR now No – We will not be compliant prior to any award and we have no intention of being compliant Intend – We are not compliant with the GDPR but we confirm that we will be compliant prior to commencement of the contract. A response of 'Yes' or 'Intend' will result in a pass and a response of 'No' will result in a fail against this question.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No / Intend

FOI1.1	FREEDOM OF INFORMATION ACT 2000 (FOIA) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004. 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 http://ico.org.uk 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.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail

Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	FREEDOM OF INFORMATION ACT 2000 AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 EXEMPTIONS 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 If you have not agreed for your information to be disclosed under the FOIA or EIR in Question FOI1.1 please complete the table 'N/A' (not applicable) 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? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (not applicable).	
Bidder guidance	The Bidder shall provide details of their proposed exemptions/exception in the table below. 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. 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.	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOIA / EIR

	Commercially sensitive information	Justification for exemption/exception under FOIA / EIR

Section 6 – Award questionnaire

6.2 The Award questionnaires are located within the e-sourcing tool.

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

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

COMMERCIAL QUESTIONNAIRE

RFP Governance

AW1.1	FORM OF BID I declare that to the best of my knowledge the answers submitted in this RFP 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 RFP if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I understand that the Government's transparency agenda requires that sourcing documents, including RFP 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 RFP, and any contract entered into by the Contracting Authority or its Customers with its preferred supplier once the procurement is complete. By submitting a response to this RFP I agree that our participation may be made public. I understand that the answers given in this response may be published on the web site (but elements may be redacted under Freedom of Information Act 2000 (FOIA) or Environmental Information Regulations 2004 (EIR)). By submitting a response to this RFP I agree and accept the justification for the Contracting Authority's evaluation criteria. By submitting a response to this RFP 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. By submitting a response to this RFP 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. 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.
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Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

AW1.2	Having examined the contents of the RFP we offer to carry out the requirement in conformity with the said conditions for the maximum fixed prices detailed in the schedule attached in response to AW5.2. We undertake to carry out the requirements specified within the period stated in the enquiry letter. Our Bid offer shall be binding between us for a period of 90 days from the closing date for receipt of Bids. Unless and until a formal agreement is prepared and executed this Bid and a written acceptance thereof shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any Bid you may receive.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

AW1.3	CERTIFICATE OF BONA FIDE BID 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. 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: (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
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	necessary to obtain insurance premium quotations for the preparation of the Bid; (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; (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. In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not. 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. 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.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

Compliance to the Contract Terms

L1 - AW4.1	Compliance to the Contract Terms Lot 1 Please confirm your acceptance of the attached Contract Terms Lot 1  L1-AW4.1 Contract.pdf
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification –Pass. See question L1- AW4.2 for details of what amounts to a valid justification. No – Fail N/A – Not Applicable as not bidding for this Lot
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No, N/A

L1 - AW4.2	Changes to the Contract Terms Lot 1 Where a Bidder has answered question L1 - AW4.1 with 'no with justification' they must detail the justification and the proposed change to the clause
Bidder guidance	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). Where the Bidder has answered question L1- 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: - 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 - 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. Where a Bidder has answered Question L1 - AW4.1 with 'Yes' or 'No' it must answer 'not applicable' to achieve a Pass to question L1 - AW4.2 (noting that an answer of 'No' to question L1 - AW4.1 has already resulted in a fail). 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.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu 'N/A' 'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.

L2 - AW4.1	Compliance to the Contract Terms Lot 2 Please confirm your acceptance of the attached Contract Terms Lot 2  L2-AW4.1 Contract.pdf
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification –Pass. See question L2 - AW4.1 for details of what amounts to a valid justification. No – Fail N/A – Not Applicable as not bidding for this Lot
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No, N/A

L2 - AW4.2	Changes to the Contract Terms Lot 2 Where a Bidder has answered question L2 - AW4.1 with 'no with justification' they must detail the justification and the proposed change to the clause
Bidder guidance	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). Where the Bidder has answered question L2 - 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: • 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 • 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. Where a Bidder has answered Question L2 - AW4.1 with 'Yes' or 'No' it must answer 'not applicable' to achieve a Pass to question L2 - AW4.2 (noting that an answer of 'No' to question L2 - AW4.1 has already resulted in a fail). In the event of a Bidder answering Yes or No to Question L2- 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.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu 'N/A' 'I have answered AW4.1 'No with justification' and attach modifications / requested / justification'.

L3 - AW4.1	Compliance to the Contract Terms Lot 3 Please confirm your acceptance of the attached Contract Terms Lot 3  L3-AW4.1 Contract.pdf
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification –Pass. See question L3 AW4.2 for details of what

	amounts to a valid justification. No – Fail N/A – Not Applicable as not bidding for this Lot
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No / NA

L3 - AW4.2	Changes to the Contract Terms Lot 3 Where a Bidder has answered question L3 - AW4.1 with ‘no with justification’ they must detail the justification and the proposed change to the clause
Bidder guidance	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). Where the Bidder has answered question L3 - 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: • 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 • 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. Where a Bidder has answered Question L3 - AW4.1 with ‘Yes’ or ‘No’ it must answer ‘not applicable’ to achieve a Pass to question L3 - AW4.2 (noting that an answer of ‘No’ to question L3 - AW4.1 has already resulted in a fail). In the event of a Bidder answering Yes or No to Question L3 - 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.
Scoring criteria	Mandatory Pass / Fail

Bidder response	Drop down menu 'N/A' 'I have answered L3 - AW4.1 'No with justification' and attach modifications / requested / justification'.
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L4 - AW4.1	Compliance to the Contract Terms Lot 4 Please confirm your acceptance of the attached Contract Terms Lot 4  L4-AW4.1 Contract.pdf
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification –Pass. See question L4 - AW4.1 for details of what amounts to a valid justification. No – Fail N/A – Not Applicable as not bidding for this Lot
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No with justification, No, N/A

L4 - AW4.2	Changes to the Contract Terms Lot 4 Where a Bidder has answered question L4 - AW4.1 with 'no with justification' they must detail the justification and the proposed change to the clause
Bidder guidance	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). Where the Bidder has answered question L4 - 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: 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 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. Where a Bidder has answered Question L4 - AW4.1 with 'Yes' or 'No' it must answer 'not applicable' to achieve a Pass to question L4 - AW4.2 (noting that an answer of 'No' to question L4 - AW4.1 has already resulted in a fail). In the event of a Bidder answering Yes or No to Question L4 - AW4.7 and then providing a proposed mark up, rejection of a clause or a justification for a change then the response will be a Fail.
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu 'N/A' 'I have answered L4 - AW4.1 'No with justification' and attach modifications / requested / justification'.

PRICE QUESTIONNAIRE

L1 - AW5.2	Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool. All prices shall be exclusive of VAT. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.  AW5.2 Price Schedule - CS19144																								
Bidder guidance	Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be: 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 score is then subject to a multiplier to reflect the percentage value of the price criterion. Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50 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) The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price. The lowest score possible is 0. For example, assuming the lowest bid is £100,000. <table><tr><th>Bid Price</th><th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th><th>Score</th></tr><tr><td>£100,000</td><td>0</td><td>100</td></tr><tr><td>£120,000</td><td>20%</td><td>80</td></tr><tr><td>£140,000</td><td>40%</td><td>60</td></tr><tr><td>£150,000</td><td>50%</td><td>50</td></tr><tr><td>£175,000</td><td>75%</td><td>25</td></tr><tr><td>£200,000</td><td>100%</td><td>0</td></tr><tr><td>£300,000</td><td>200%</td><td>0</td></tr></table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score																							
£100,000	0	100																							
£120,000	20%	80																							
£140,000	40%	60																							
£150,000	50%	50																							
£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							

Scoring criteria	Maximum Marks 30%
Bidder response	Drop down menu – Yes

L2 - AW5.2	Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool. All prices shall be exclusive of VAT. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.  AW5.2 Price Schedule - CS19144															
Bidder guidance	Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be: 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 score is then subject to a multiplier to reflect the percentage value of the price criterion. Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50 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) The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price. The lowest score possible is 0. For example, assuming the lowest bid is £100,000. <table><tr><th>Bid Price</th><th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th><th>Score</th></tr><tr><td>£100,000</td><td>0</td><td>100</td></tr><tr><td>£120,000</td><td>20%</td><td>80</td></tr><tr><td>£140,000</td><td>40%</td><td>60</td></tr><tr><td>£150,000</td><td>50%</td><td>50</td></tr></table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50
Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score														
£100,000	0	100														
£120,000	20%	80														
£140,000	40%	60														
£150,000	50%	50														

	£175,000	75%	25
	£200,000	100%	0
	£300,000	200%	0
Scoring criteria	Maximum Marks 30%		
Bidder response	Drop down menu – Yes		

L3 - AW5.2	Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool. All prices shall be exclusive of VAT. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.  AW5.2 Price Schedule - CS19144			
Bidder guidance	Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be: 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 score is then subject to a multiplier to reflect the percentage value of the price criterion. Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50 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) The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price. The lowest score possible is 0. For example, assuming the lowest bid is £100,000. <table><tr><td>Bid Price</td><td>Differential to the lowest price which meets the mandatory pass criteria at Award stage</td><td>Score</td></tr></table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score
Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score		

	£100,000	0	100
	£120,000	20%	80
	£140,000	40%	60
	£150,000	50%	50
	£175,000	75%	25
	£200,000	100%	0
	£300,000	200%	0
Scoring criteria	Maximum Marks 30%		
Bidder response	Drop down menu – Yes		

L4 - AW5.2	Bidders are required to complete the Excel Pricing Schedule attached in the 'RFX attachments' section in the e-sourcing tool. All prices shall be exclusive of VAT. All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.  AW5.2 Price Schedule - CS19144
Bidder guidance	Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be: 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 score is then subject to a multiplier to reflect the percentage value of the price criterion. Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50 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 ($80/100 \times 50 = 40$) The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

	The lowest score possible is 0. For example, assuming the lowest bid is £100,000. <table><tr><th>Bid Price</th><th>Differential to the lowest price which meets the mandatory pass criteria at Award stage</th><th>Score</th></tr><tr><td>£100,000</td><td>0</td><td>100</td></tr><tr><td>£120,000</td><td>20%</td><td>80</td></tr><tr><td>£140,000</td><td>40%</td><td>60</td></tr><tr><td>£150,000</td><td>50%</td><td>50</td></tr><tr><td>£175,000</td><td>75%</td><td>25</td></tr><tr><td>£200,000</td><td>100%</td><td>0</td></tr><tr><td>£300,000</td><td>200%</td><td>0</td></tr></table>	Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score	£100,000	0	100	£120,000	20%	80	£140,000	40%	60	£150,000	50%	50	£175,000	75%	25	£200,000	100%	0	£300,000	200%	0
Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score																							
£100,000	0	100																							
£120,000	20%	80																							
£140,000	40%	60																							
£150,000	50%	50																							
£175,000	75%	25																							
£200,000	100%	0																							
£300,000	200%	0																							
Scoring criteria	Maximum Marks 30%																								
Bidder response	Drop down menu – Yes																								

AW5.5	The Contracting Authority are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing. There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your preferred method of e-payment.  AW5.5 ISupplier fact sheet.pdf ADI Consolidated Data Upload ISupplier
Bidder guidance	The Bidder shall answer Yes or No Yes we will utilise an e-invoicing option – Pass No we will not utilise an e-invoicing option – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes, No

AW5.6	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.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes, No

LOT SELECTION

AW1.4	<u>Lot Selection</u> Please indicate the Lot/s for which you wish to bid for. You are able to apply for one or multiple lots
Bidder guidance	Please select from the drop down menu as to the Lot/s that your organisation will be bidding for. You must apply for a minimum of One lot, in order to be considered for this procurement exercise. If awarded a contract bidders cannot change, add or amend their chosen lot/s selection.
Scoring criteria	For information Only
Bidder response	Drop down menu Multi Selection Lot 1; Innovation Application Appraisal Lot 2; International Trade Application Appraisal Lot 3; Promoting Opportunity Application Appraisal Lot 4; Sustainable Development Application Appraisal

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No - Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu - Yes / No

L1 - AW6.2	Variable Bids - Lot 1
Bidder guidance	The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regards to variable bids for this Procurement is outlined below. The Bidder shall answer Yes or No Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass N/A – Not bidding against this Lot
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No /N/A

L2 - AW6.2	Variable Bids – Lot 2
Bidder guidance	The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regards to variable bids for this Procurement is outlined below. The Bidder shall answer Yes or No Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass N/A – Not bidding against this Lot
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No /NA

L3 - AW6.2	Variable Bids – Lot 3
Bidder guidance	The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regards to variable bids for this Procurement is outlined below. The Bidder shall answer Yes or No Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass N/A – Not bidding against this Lot
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No / NA

L4 - AW6.2	Variable Bids – Lot 4
Bidder guidance	The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regards to variable bids for this Procurement is outlined below. The Bidder shall answer Yes or No Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass N/A – Not bidding against this Lot
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No / N/A

Quality Questions Lot 1

PROJ1.1	<u>Methodology</u> Please clearly explain your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.
Bidder guidance	As a minimum we require your response to contain the following information: Please provide details of - Your understanding of the overall requirement and what the Queens Awards are - Details as to how the applications will be assessed each year, including how you will ensure the process is consistent and robust.

	• How you will meet the objectives and outputs highlighted within the specification. • How you will assess the applicants against each output listed in the specification • How you will ensure the technical assessment that's developed will be the most suitable and effective model, including how this will be presented to the Queens Awards Office in the most effective way • How you propose to update the QA system on a regular basis to ensure communications are maintained • How your methods will ensure a robust audit process should further evidence of the assessment process be requested at a later date • How lessons learnt on similar requirements will be considered within the bidder's approach to the work An attachment is allowed for this question. Please attach your answer as a pdf document limited to three sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 20% of overall bid
Bidder response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.2	<u>Project Programme</u> Based on the specification provided and the explicit timeline given, please provide a fully integrated project programme detailing what activities the bidder will undertake at each stage of this requirement.
Bidder Guidance	Bidders are asked to ensure that as a minimum, the following areas are covered / depicted within the programme; • A detailed timetable for carrying out the work based on the proposed approach and method • Highlight key milestones and deadlines, including suggested meetings and progress reports. • Key dates of the Contract • Key dates for client decisions and approvals • How the above will ensure successful delivery of the project • How you will ensure that the services delivered will remain within the stated timeframes in the RFP. • The stages you see your organisation needing input from the Queens Awards Office.

	An attachment is allowed for this question This question is limited to 2 single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	For Information Only
Bidder Response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.3	<u>Programme Methodology</u> Please provide a clear and detailed explanation that relates to your project programme within PROJ1. 2
Bidder Guidance	Within your response you must ensure that you have provided sufficient detail to demonstrate how you will achieve the programme and deliver each element in line with both the bidders proposed methodology and the contracting authorities strict timelines. Bidders should include how the project will be monitored to ensure it is delivered in terms of quality, timeliness and cost. An attachment is allowed for this question This question is limited to 2 single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process. Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	Scoring will be based on the 0 – 100 scoring methodology Maximum Score – 20% of overall bid
Bidder Response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.4	<u>Project Team and Capability to Deliver</u> Please demonstrate your knowledge of the skills and expertise that are essential to the successful delivery of this project. Please provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the project and maintain continuity of the team members.
Bidder guidance	As a minimum we require your response to contain the following information: Please identify the key roles within the assessors team, including the lead assessor and what skills and expertise they would bring to this project

	• How tasks will be allocated between team members in particular contract managers, lead assessors and assessors ensuring the most suitable individuals are assigned to each area of the requirement. • Cover for staff absence including sickness, holiday and short notice making specific reference to how the contacting authority will have access to suitable staff at short notice. • Dissemination of information / amendments • Procedures and practises • How Assessors will apply their knowledge to the Innovation category and the reasons why they are best suited to this area to ensure the best outcome for the awards. External Support needed • Please provide details of any support that would be needed and from whom, in order to undertake and complete this requirement, where external support is required please also detail how this will be monitored to ensure the deliverables are still met. . An attachment is allowed for this question Please attach your answer as a pdf document limited to four sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 20% of overall bid
Bidder response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.5	<u>Risk and Mitigation</u> Please identify the top 5 risks associated with this requirement and provide a detailed description of your risk management process for delivering the service
Bidder Guidance	As a minimum your response should cover: • A risk assessment detailing the top 5 risks associated with this service and how you plan to mitigate these • Description of the specific contingency plans and solutions you would provide should the risks occur. • Please provide a disaster recovery plan as part of your response • How and when potential delays/risks that are identified will be communicated to the contracting authority This question is limited to 2 single sided pages of A4, font 12pt Arial to

	include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process. Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	Scoring will be based on the 0 – 100 scoring methodology Maximum Score – 10% of overall bid
Bidder Response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.6	Timetable Please confirm that you are able to hit the below timetable each year of the contract • Mid October - Delivery of shortlist of entries to the QAO. • Mid November - Review of the verified financial figures provided by the applicants. • November - Completion of case summary assessments for each short-listed application. • January - The Lead assessor for each category will attend the relevant panel meeting in London to introduce the recommended and reserve cases and to answer any questions that the Panel members may raise. • February - Prime Ministers Advisory Committee (PMAC) takes place. • Early March - Complete winner's pen pictures for Press Book. Mid/late March - Delivery of feedback summaries for unsuccessful entrants – all feedback will provide sufficient detail for entrants to use to improve a future entry.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Pass / Fail
Bidder Response	Yes / No

Quality Questions Lot 2

PROJ1.1	<u>Methodology</u> Please clearly explain your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.
Bidder guidance	As a minimum we require your response to contain the following information: Please provide details of • Your understanding of the overall requirement and what the Queens Awards are. • Details as to how the applications will be assessed each year, including how you will ensure the process is consistent and robust. • How you will meet the objectives and outputs highlighted within the specification. • How you will assess the applicants against each output listed in the specification • How you will ensure the technical assessment that's developed will be the most suitable and effective model, including how this will be presented to the Queens Awards Office in the most effective way • How you propose to update the QA system on a regular basis to ensure communications are maintained • How your methods will ensure a robust audit process should further evidence of the assessment process be requested at a later date • How lessons learnt on similar requirements will be considered within the bidders approach to the work An attachment is allowed for this question. Please attach your answer as a pdf document limited to three sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 20% of overall bid
Bidder response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.2	<u>Project Programme</u> Based on the specification provided and the explicit timeline given, please provide a fully integrated project programme detailing what activities the bidder will undertake at each stage of this requirement.
Bidder Guidance	Bidders are asked to ensure that as a minimum, the following areas are

	covered / depicted within the programme; • A detailed timetable for carrying out the work based on the proposed approach and method • Highlight key milestones and deadlines, including suggested meetings and progress reports. • Key dates of the Contract • Key dates for client decisions and approvals • How the above will ensure successful delivery of the project • How you will ensure that the services delivered will remain within the stated timeframes in the RFP. • The stages you see your organisation needing input from the Queens Awards Office. An attachment is allowed for this question This question is limited to 2 single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	For Information Only
Bidder Response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.3	<u>Programme Methodology</u> Please provide a clear and detailed explanation that relates to your project programme within PROJ1. 2
Bidder Guidance	Within your response you must ensure that you have provided sufficient detail as to illustrate how you will achieve the programme and deliver each element in line with both the bidders proposed methodology and the contracting authorities strict timelines. Bidders should include how the project will be monitored to ensure it is delivered in terms of quality, timeliness and cost. An attachment is allowed for this question This question is limited to 2 single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process. Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	Scoring will be based on the 0 – 100 scoring methodology Maximum Score – 20% of overall bid
Bidder Response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.4	<u>Project Team and Capability to Deliver</u> Please demonstrate your knowledge of the skills and expertise that are essential to the successful delivery of this project. Please provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the project and maintain continuity of the team members.
Bidder guidance	As a minimum we require your response to contain the following information: • Please identify the key roles within the assessors team, including the lead assessor and what skills and expertise they would bring to this project • How tasks will be allocated between team members in particular contract managers, lead assessors and assessors ensuring the most suitable individuals are assigned to each area of the requirement. • Cover for staff absence including sickness, holiday and short notice making specific reference to how the contacting authority will have access to suitable staff at short notice. • Dissemination of information / amendments • Procedures and practises • How Assessors will apply their knowledge to the International Trade category and the reasons why they are best suited to this area to ensure the best outcome for the awards. External Support needed • Please provide details of any support that would be needed and from whom, in order to undertake and complete this requirement, where external support is required please also detail how this will be monitored to ensure the deliverables are still met. . An attachment is allowed for this question Please attach your answer as a pdf document limited to four sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 20% of overall bid
Bidder response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.5	<u>Risk and Mitigation</u> Please identify the top 5 risks associated with this requirement and provide a detailed description of your risk management process for delivering the service
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Bidder Guidance	As a minimum your response should cover: • A risk assessment detailing the top 5 risks associated with this service and how you plan to mitigate these • Description of the specific contingency plans and solutions you would provide should the risks occur. • Please provide a disaster recovery plan as part of your response • How and when potential delays/risks that are identified will be communicated to the contracting authority This question is limited to 2 single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process. Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	Scoring will be based on the 0 – 100 scoring methodology Maximum Score – 10% of overall bid
Bidder Response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.6	Timetable Please confirm that you are able to hit the below timetable each year of the contract • Mid October - Delivery of shortlist of entries to the QAO. • Mid November - Review of the verified financial figures provided by the applicants. • November - Completion of case summary assessments for each short-listed application. • January - The Lead assessor for each category will attend the relevant panel meeting in London to introduce the recommended and reserve cases and to answer any questions that the Panel members may raise. • February - Prime Ministers Advisory Committee (PMAC) takes place. • Early March - Complete winner's pen pictures for Press Book. • Mid/late March - Delivery of feedback summaries for unsuccessful entrants – all feedback will provide sufficient detail for entrants to use to improve a future entry.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Pass / Fail

Bidder Response	Yes / No
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Quality Questions Lot 3

PROJ1.1	<u>Methodology</u> Please clearly explain your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.
Bidder guidance	As a minimum we require your response to contain the following information: Please provide details of • Your understanding of the overall requirement and what the Queens Awards are • Details as to how the applications will be assessed each year, including how you will ensure the process is consistent and robust.how you will meet the objectives and outputs highlighted within the specification. • How you will you asses the applicants against each output listed in the specification • How you will ensure the technical assessment that's developed will be the most suitable and effective model, including how this will be presented to the Queens Awards Office in the most effective way • How you propose to update the QA system on a regular basis to ensure communications are maintained • How your methods will ensure a robust audit process should further evidence of the assessment process be requested at a later date • How lessons learnt on similar requirements will be considered within the bidders approach to the work An attachment is allowed for this question. Please attach your answer as a pdf document limited to three sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 20% of overall bid
Bidder response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.2	<u>Project Programme</u>
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	Based on the specification provided and the explicit timeline given, please provide a fully integrated project programme detailing what activities the bidder will undertake at each stage of this requirement.
Bidder Guidance	Bidders are asked to ensure that as a minimum, the following areas are covered / depicted within the programme; • A detailed timetable for carrying out the work based on the proposed approach and method • Highlight key milestones and deadlines, including suggested meetings and progress reports. • Key dates of the Contract • Key dates for client decisions and approvals • How the above will ensure successful delivery of the project • How you will ensure that the services delivered will remain within the stated timeframes in the RFP. • The stages you see your organisation needing input from the Queens Awards Office. An attachment is allowed for this question This question is limited to 2 single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	For Information Only
Bidder Response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.3	<u>Programme Methodology</u> Please provide a clear and detailed explanation that relates to your project programme within PROJ1. 2
Bidder Guidance	Within your response you must ensure that you have provided sufficient detail as to illustrate how you will achieve the programme and deliver each element in line with both the bidders proposed methodology and the contracting authorities strict timelines. Bidders should include how the project will be monitored to ensure it is delivered in terms of quality, timeliness and cost. An attachment is allowed for this question This question is limited to 2 single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process.

	Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	Scoring will be based on the 0 – 100 scoring methodology Maximum Score – 20% of overall bid
Bidder Response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.4	<u>Project Team and Capability to Deliver</u> Please demonstrate your knowledge of the skills and expertise that are essential to the successful delivery of this project. Please provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the project and maintain continuity of the team members.
Bidder guidance	As a minimum we require your response to contain the following information: • Please identify the key roles within the assessors team, including the lead assessor and what skills and expertise they would bring to this project • How tasks will be allocated between team members in particular contract managers, lead assessors and assessors ensuring the most suitable individuals are assigned to each area of the requirement. • Cover for staff absence including sickness, holiday and short notice making specific reference to how the contacting authority will have access to suitable staff at short notice. • Dissemination of information / amendments • Procedures and practises • How Assessors will apply their knowledge to the Promoting Opportunity category and the reasons why they are best suited to this area to ensure the best outcome for the awards. External Support needed • Please provide details of any support that would be needed and from whom, in order to undertake and complete this requirement, where external support is required please also detail how this will be monitored to ensure the deliverables are still met. . An attachment is allowed for this question Please attach your answer as a pdf document limited to four sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 20% of overall bid

Bidder response	[Selection] I confirm I have uploaded my response as a pdf document.
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PROJ1.5	<u>Risk and Mitigation</u> Please identify the top 5 risks associated with this requirement and provide a detailed description of your risk management process for delivering the service
Bidder Guidance	As a minimum your response should cover: • A risk assessment detailing the top 5 risks associated with this service and how you plan to mitigate these • Description of the specific contingency plans and solutions you would provide should the risks occur. • Please provide a disaster recovery plan as part of your response • How and when potential delays/risks that are identified will be communicated to the contracting authority This question is limited to 2 single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process. Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	Scoring will be based on the 0 – 100 scoring methodology Maximum Score – 10% of overall bid
Bidder Response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.6	Timetable Please confirm that you are able to hit the below timetable each year of the contract • Mid October - Delivery of shortlist of entries to the QAO. • Mid November - Review of the verified financial figures provided by the applicants. • November - Completion of case summary assessments for each short-listed application. • January - The Lead assessor for each category will attend the relevant panel meeting in London to introduce the recommended and reserve cases and to answer any questions that the Panel members may raise. • February - Prime Ministers Advisory Committee (PMAC) takes place. • Early March - Complete winner's pen pictures for Press Book.
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	Mid/late March - Delivery of feedback summaries for unsuccessful entrants – all feedback will provide sufficient detail for entrants to use to improve a future entry.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Pass / Fail
Bidder Response	Yes / No

Quality Questions Lot 4

PROJ1.1	<u>Methodology</u> Please clearly explain your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.
Bidder guidance	As a minimum we require your response to contain the following information: Please provide details of • Your understanding of the overall requirement and what the Queens Awards are • Details as to how the applications will be assessed each year, including how you will ensure the process is consistent and robust. • How you will meet the objectives and outputs highlighted within the specification. • How you will assess the applicants against each output listed in the specification • How you will ensure the technical assessment that's developed will be the most suitable and effective model, including how this will be presented to the Queens Awards Office in the most effective way • How you propose to update the QA system on a regular basis to ensure communications are maintained • How your methods will ensure a robust audit process should further evidence of the assessment process be requested at a later date • How lessons learnt on similar requirements will be considered within the bidders approach to the work An attachment is allowed for this question. Please attach your answer as a pdf document limited to three sides of A4 – Any

	additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 20% of overall bid
Bidder response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.2	<u>Project Programme</u> Based on the specification provided and the explicit timeline given, please provide a fully integrated project programme detailing what activities the bidder will undertake at each stage of this requirement.
Bidder Guidance	Bidders are asked to ensure that as a minimum, the following areas are covered / depicted within the programme; • A detailed timetable for carrying out the work based on the proposed approach and method • Highlight key milestones and deadlines, including suggested meetings and progress reports. • Key dates of the Contract • Key dates for client decisions and approvals • How the above will ensure successful delivery of the project • How you will ensure that the services delivered will remain within the stated timeframes in the RFP. • The stages you see your organisation needing input from the Queens Awards Office. An attachment is allowed for this question This question is limited to 2 single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	For Information Only
Bidder Response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.3	<u>Programme Methodology</u> Please provide a clear and detailed explanation that relates to your project programme within PROJ1. 2
Bidder Guidance	Within your response you must ensure that you have provided sufficient

	detail as to illustrate how you will achieve the programme and deliver each element in line with both the bidders proposed methodology and the contracting authorities strict timelines. Bidders should include how the project will be monitored to ensure it is delivered in terms of quality, timeliness and cost. An attachment is allowed for this question This question is limited to 2 single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process. Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	Scoring will be based on the 0 – 100 scoring methodology Maximum Score – 20% of overall bid
Bidder Response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.4	<u>Project Team and Capability to Deliver</u> Please demonstrate your knowledge of the skills and expertise that are essential to the successful delivery of this project. Please provide your methodology as to how you will maintain your ability to deliver these through the lifetime of the project and maintain continuity of the team members.
Bidder guidance	As a minimum we require your response to contain the following information: • Please identify the key roles within the assessors team, including the lead assessor and what skills and expertise they would bring to this project • How tasks will be allocated between team members in particular contract managers, lead assessors and assessors ensuring the most suitable individuals are assigned to each area of the requirement. • Cover for staff absence including sickness, holiday and short notice making specific reference to how the contacting authority will have access to suitable staff at short notice. • Dissemination of information / amendments • Procedures and practises • How Assessors will apply their knowledge to the Sustainable Development category and the reasons why they are best suited to this area to ensure the best outcome for the awards. External Support needed • Please provide details of any support that would be needed and from whom, in order to undertake and complete this requirement, where external support is required please also detail how this will be monitored to ensure the deliverables are still met. .

	An attachment is allowed for this question Please attach your answer as a pdf document limited to four sides of A4 – Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.
Scoring criteria	Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 20% of overall bid
Bidder response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.5	<u>Risk and Mitigation</u> Please identify the top 5 risks associated with this requirement and provide a detailed description of your risk management process for delivering the service
Bidder Guidance	As a minimum your response should cover: • A risk assessment detailing the top 5 risks associated with this service and how you plan to mitigate these • Description of the specific contingency plans and solutions you would provide should the risks occur. • Please provide a disaster recovery plan as part of your response • How and when potential delays/risks that are identified will be communicated to the contracting authority This question is limited to 2 single sided pages of A4, font 12pt Arial to include all pictures, graphs, tables etc. Any additional content provided beyond this will not be considered or scored during the evaluation process. Bidders are asked to confirm that they have attached their response as a PDF attachment to this question
Scoring Criteria	Scoring will be based on the 0 – 100 scoring methodology Maximum Score – 10% of overall bid
Bidder Response	[Selection] I confirm I have uploaded my response as a pdf document.

PROJ1.6	Timetable Please confirm that you are able to hit the below timetable each year of the contract
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	• Mid October - Delivery of shortlist of entries to the QAO. • Mid November - Review of the verified financial figures provided by the applicants. • November - Completion of case summary assessments for each short-listed application. • January - The Lead assessor for each category will attend the relevant panel meeting in London to introduce the recommended and reserve cases and to answer any questions that the Panel members may raise. • February - Prime Ministers Advisory Committee (PMAC) takes place. • Early March - Complete winner's pen pictures for Press Book. Mid/late March - Delivery of feedback summaries for unsuccessful entrants – all feedback will provide sufficient detail for entrants to use to improve a future entry.
Bidder Guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring Criteria	Pass / Fail
Bidder Response	Yes / No