



Driver & Vehicle
Standards
Agency

Contract Specification

Disposal of Equipment from DVSA sites – Estates
Rationalisation Programme

DVSA Reference: K280021197

CONTENTS

1.	PURPOSE.....	3
2.	BACKGROUND TO THE CONTRACTING AGENCY	3
3.	BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT	3
4.	THE REQUIREMENT AND COMPETITION TIMETABLE	4
5.	KEY MILESTONES AND DELIVERABLES	5
6.	MANAGEMENT INFORMATION/REPORTING AND DOCUMENTATION	6
7.	VOLUMES.....	6
8.	CONTINUOUS IMPROVEMENT	6
9.	SUSTAINABILITY AND SOCIAL VALUES	6
10.	SPECIFYING GOODS & / SERVICES	11
11.	PRICE	11
12.	STAFF AND CUSTOMER SERVICE.....	11
13.	MANAGEMENT AND CONTRACT ADMINISTRATION	12
14.	SECURITY AND CONFIDENTIALITY REQUIREMENTS	13
15.	PAYMENT AND INVOICING	13
16.	CONTRACT MANAGEMENT	14
17.	DATA PROTECTION	15
18.	EVALUATION CRITERIA	15

1. PURPOSE

- 1.1 The purpose of this procurement is to appoint a single supplier for the provision of services relating to the disposal of redundant DVSA testing equipment.
- 1.2 Driver and Vehicle Standards Agency (DVSA) will continue to reduce the volume of its Heavy Vehicle Testing Estates and Facilities in accordance with observed incremental growth rate in the Authorised Testing Facilities market. The Testing Transformation Programme (TTP) was set up to bring statutory vehicle testing closer to Vehicle Operators and Vehicle Maintainers; by encouraging private individuals and entrepreneurs to set up an Authorised Vehicle Testing Facility (ATF) for private and public use. This was a strategic and positive shift in the way DVSA conducts its vehicle testing business. TTP has now been replaced by the Estates Rationalisation Programme (ERP) in a bid to lower the DVSA's Estate throughout the Country.

2. BACKGROUND TO THE CONTRACTING AGENCY

- 2.1 DVSA is an executive agency, sponsored by the Department for Transport, and carries out driving tests, approves people to be driving instructors and MOT testers, carries out tests to make sure lorries and buses are safe to drive, carries out roadside checks on drivers and vehicles, and monitor vehicle recalls.
- 2.2 DVSA helps you stay safe on Great Britain's roads by:
 - helping you through a lifetime of safe driving
 - helping you keep your vehicle safe to drive
 - protecting you from unsafe drivers and vehicles
- 2.3 DVSA employs around 4,600 staff in Great Britain in a variety of operational and administrative roles. DVSA's Head Office is at Berkeley House, Croydon Street, Bristol with other administrative offices and operational sites across Great Britain.

3. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT

- 3.1 The Driver and vehicle Standards Agency (DVSA) invite proposals for the services identified within this specification.
- 3.2 The Driver and Vehicle Standards Agency (DVSA) will continue on a path to reduce the volume of its Goods Vehicle Testing Station (GVTS) Estate and Facilities. This initiative, in conjunction with the Authorised Testing Facilities (ATF) market will assist DVSA to meet its primary objective of bringing statutory vehicle testing closer to Vehicle Operators and Vehicle Maintainers.
- 3.3 As a result of this initiative DVSA testing equipment will become redundant and require disposal following work already undertaken to decommission the

equipment in a professional way to allow for the equipment to be used professionally once it has been re-purchased. All of the equipment to be disposed of would have been installed in our GVTs and Enforcement sites network throughout Great Britain. When the collection of the equipment is carried out the equipment would have been placed onto pallets following the decommissioning work. However, a fork lift truck will be needed on each occasion to move the pallets into the vehicle being used for the collection of the equipment. Due to the complexity of the ERP it is not possible at this time to disclose the location of the equipment and when it will require disposal. However, the DVSA Contract Manager will inform the Contractor when this information becomes available.

- 3.4 DVSA requires that the supplier provides a disposal service for DVSA equipment that supports ethical disposal practices and minimises the environmental impact of equipment disposal. The supplier should further ensure that it maximises the return on investment from the disposal process by recommending appropriate pre-sale equipment information and marketing of the equipment to achieve an 'expected' resale value.

4. THE REQUIREMENT AND COMPETITION TIMETABLE

- 4.1 The agency is seeking to award a Contract to a single supplier for the provision of services covered within this document. The contract will be subject to the Department for Transport (DfT) Standard Conditions of Contract.
- 4.2 Please see Annex 1 for further details on what equipment will likely require disposing of.
- 4.3 The services for the decommission of the equipment is out of scope of this contract. This requirement is solely for the disposal of the equipment.
- 4.4 The Supplier will be required to dispose of the equipment in a sustainable manner, disposing of through resale opportunities.
- 4.5 The contract will be for a period of 3 years with extension periods of 1 year + 1 year unless terminated by the Department.
- 4.6 The timetable for this Competition is set out in the table below.
- 4.7 This timetable may be changed by the Authority at any time. Potential providers will be informed if changes to this timetable are necessary.
- 4.8 All tenders must be received by the Authority before the tender submission deadline.
- 4.9 Tenders received on or after the tender submission deadline may be rejected by the Authority to ensure that all potential providers are treated fairly. The decision whether to reject a Tender received after the tender submission deadline is made entirely at the Authority's discretion.

DATE	ACTIVITY
Wednesday 20 th January 2021	Publication of the Invitation to Tender Documents
Wednesday 20 th January 2021	Clarification period starts
16:00 Friday 5 th February 2021	Clarification period closes (" Tender Clarifications Deadline ")
10:00 Wednesday 10 th February 2021	Deadline for the publication of responses to Tender Clarification questions
12:00 Friday 19 th February 2021	Deadline for submission of a Tender to the Authority Contract (" Tender Submission Deadline ")
Monday 22 nd February 2021	Evaluation starts
Wednesday 3 rd March 2021	Contract award notified to bidders. Standstill period starts
Thursday 18 th March 2021	Finalise and issue contract
Wednesday 31 st March 2021	Contract start

5. KEY MILESTONES AND DELIVERABLES

5.1 The following Contract milestones/deliverables shall apply:

Milestone/ Deliverable	Description	Timeframe or Delivery Date
1	Contract Start Meeting with the Agency	Within week 1 of Contract Award
2	Full Implementation plan to be submitted to the Agency	Within week 2 of Contract Award
3	Expected Service Commencement	Within week 4 of Contract Award
4	Security Management Plan to be submitted to the Agency (to include details on Security Management Policy)	Within 20 working days of Contract Award
5	Supplier to provide Monthly and cumulative reporting to the Agency as detailed in section 6 (See Section 6.2)	10 th of every month.

6. MANAGEMENT INFORMATION/REPORTING AND DOCUMENTATION

- 6.1 In line with Section 6.2, the Supplier shall provide a complete MI function, enabling data and trend analysis from corporate level down to the individual.
 - 6.1.1 The Supplier shall provide monthly and cumulative statistics, narrative and analysis to DVSA, reporting on achievement of the agreed KPIs, by 10th of every month.
- 6.2 The Supplier's narrative analysis shall cover selling trends, sales timescales, quality and review.
- 6.3 A site specific risk assessment and method statement must be submitted to the Contract Manager for each task. The format will be agreed at the contract implementation meeting.
- 6.4 Contractors should endeavour to have their worksheet signed by the Contract Manager (If available on site) or by the Station Contact once the equipment has been completed.

7. VOLUMES

- 7.1 Volumes for this requirement are not guaranteed. However, at the time of writing the Estates Rationalisation Plan is to close 24 or more GVTs before the end of this Contract Term.

8. CONTINUOUS IMPROVEMENT

- 8.1 The Supplier shall continually improve the way in which the required Services are to be delivered throughout the Contract duration.
- 8.2 The Supplier shall present new ways of working to the Agency during Contract review meetings at the schedule detailed within section 16.1 of this Statement of Requirements.
- 8.3 Changes to the way in which the Services are to be delivered must be brought to the DVSA's attention and agreed prior to any changes being implemented as set out in 8.2.

9. SUSTAINABILITY AND SOCIAL VALUES

- 9.1 DVSA have identified the following social value priorities for this procurement.

9.2 Delivering a Diverse Supply Chain

- 9.2.1 DVSA wants to ensure a diverse base of suppliers and resilient supply chains. We require the supplier the support to deliver this through activities such as:

9.2.2 Enabling Accessibility through promotion of supply chain opportunities with SMEs and Social Enterprises. We expect our Suppliers to support and build supply chain diversity through:

9.2.2.1 Supply chain processes that enable the participation of Micro, Small to Medium Sized Enterprises (SMEs) and Social Enterprises (SEs).

9.2.2.2 Cascading prompt payment throughout Supplier supply chains as per CCS Framework Agreement RM6059.

9.2.3 Growth and Development through provision of advice and support to SMEs and SEs to develop resilient local supply chains, for example:

9.2.3.1 Providing funded training opportunities, for example health & safety, marketing, digital skills, and other professional development opportunities.

9.2.3.2 Mentoring and Business to Business (B2B) learning and networking opportunities.

9.2.3.3 Providing facilities/equipment to enable sectors to expand and grow, for example, meeting/training venues.

9.3 **Sub-Contracting to Small and Medium Enterprises (SMEs)**

9.3.1 Department for Transport is committed to removing barriers to SME participation in its contracts and would like to also actively encourage its larger Suppliers to make their sub-contacts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see DVSA's website for further information).

9.3.2 To help the DVSA measure the volume of business they do with SMEs, their Form of Tender document asks about the size of the Potential Supplier's own organisation and those in their supply chain.

9.3.3 If the Supplier tells the DVSA that they are likely to sub-contract to SMEs, and are awarded this contract, the DVSA will send the Supplier a short questionnaire asking for further information. This data will help the DVSA contribute towards Government targets on the use of SMEs. The DVSA may also publish success stories and examples of good practice on their website.

9.4 **Fair, Inclusive and Ethical Employment Practices and Skills Development**

9.4.1 DVSA consider the delivery of high-quality public services to be critically dependent on a workforce that is inclusive, well-motivated, well-led and has appropriate opportunities for training and skills development.

- 9.4.2 By law, all organisations with 250 or more employees must publish and report specific figures about their gender pay gap, and we expect Suppliers to progress towards equalising this.
- 9.4.3 Additionally, we expect Suppliers and their Supply Chains to support and encourage employment and skills development opportunities through the performance of this Call-Off Contract, with a specific focus on opportunities for priority groups, including (but not limited to):
 - 9.4.3.1 People with disabilities.
 - 9.4.3.2 Ex-offenders.
 - 9.4.3.3 Black, Asian and minority ethnic.
 - 9.4.3.4 Long-term unemployed.
- 9.4.4 This support may be through various activities such as, for example:
 - 9.4.4.1 Apprenticeship and work experience placements.
 - 9.4.4.2 Part-time and full-time employment and flexible working opportunities.
 - 9.4.4.3 Providing stable employment and hours of work, and avoiding exploitative employment practices including, for example, no inappropriate use of zero-hour contracts or other forms of demand driven contracts.
 - 9.4.4.4 Supporting individuals to fulfil their potential with further education, employment, or training, for example, coaching, mentoring, CV and interview skills.
 - 9.4.4.5 Providing funded training and professional development opportunities for existing employees.
 - 9.4.4.6 Providing funded training opportunities (for individuals not employed by Supplier).
 - 9.4.4.7 Fair and equal pay policy.
 - 9.4.4.8 Offering a range of employee assistance schemes.
- 9.4.5 Taxpayers expect that government's Suppliers will behave ethically and DVSA expect the highest standards of business ethics from Suppliers and their Agents in the supply of goods and services funded by the public purse.
- 9.4.6 DVSA expect Suppliers to be explicit about the standards they demand of executives, employees, partners, and subcontractors and

to have the governance and audit processes to monitor and enforce these standards.

9.5 Safe and Secure Supply Chains: Addressing Modern Slavery and Exploitation in our Supply Chain.

- 9.5.1 It is the role of DVSA to ensure the Suppliers with whom we do business understand the risks of modern slavery in supply chains and take appropriate action to identify and address those risks, with particular focus on supporting victims of modern slavery.
- 9.5.2 We require the Supplier to comply with the provisions of the Supplier Code of Conduct which can be viewed at Attachment 9 of the Tender Pack.
- 9.5.3 We have identified specific risks of slavery in the sector as follows:
 - 9.5.3.1 Modern slavery, labour standards abuses (including breaches of health and safety, environmental and tax law) in vehicle valeting, as documented in the House of Commons Environmental Audit Committee Hand car washes Tenth Report of Session 2017–19 Report, together with formal minutes relating to the report Ordered by the House of Commons to be printed 6 November 2018.
- 9.5.4 DVSA expect that Suppliers will address these known risks within the supply chain.
- 9.5.5 The Supplier shall:
 - 9.5.5.1 not use, nor allow its Subcontractors to use forced, bonded or involuntary prison labour.
 - 9.5.5.2 not require any Supplier Staff or Subcontractor Staff to lodge deposits or identify papers with the Employer and shall be free to leave their employer after reasonable notice.
 - 9.5.5.3 warrants and represents that it has not been convicted of any slavery or human trafficking offences anywhere around the world.
 - 9.5.5.4 warrants that to the best of its knowledge it is not currently under investigation, inquiry, or enforcement proceedings in relation to any allegation of slavery or human trafficking offenses anywhere around the world.
 - 9.5.5.5 make reasonable enquires to ensure that its officers, employees, and Subcontractors have not been convicted of slavery or human trafficking offenses anywhere around the world.

- 9.5.5.6 have and maintain throughout the term of the Call-Off Contract its own policies and procedures to ensure its compliance with the Modern Slavery Act and include in its contracts with its Subcontractors anti-slavery and human trafficking provisions.
- 9.5.5.7 implement due diligence procedures to ensure that there is no slavery or human trafficking in any part of its supply chain performing obligations under a Contract.
- 9.5.5.8 prepare and deliver to DVSA, an annual slavery and human trafficking report setting out the steps it has taken to ensure that slavery and human trafficking is not taking place in any of its supply chains or in any part of its business.
- 9.5.5.9 not use, nor allow its employees or Subcontractors to use, physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation of its employees or Subcontractors.
- 9.5.5.10 not use or allow child or slave labour to be used by its Subcontractors.
- 9.5.5.11 report the discovery or suspicion of any slavery or trafficking by it or its Subcontractors to DVSA and Modern Slavery Helpline. The mechanism for reporting suspicion, seeking help or advice and information on the subject of modern slavery is available online at <https://www.modernslaveryhelpline.org/report> or by telephone on 08000 121 700.

9.6 Environmental Sustainability: Promoting Sustainable Production and Consumption and an Improvement in Environmental Quality in Support of the 25 Year Environment Plan.

- 9.6.1 The 25 Year Environment Plan sets out what the Government intends do to improve the environment, within a generation. This is available to view at <https://www.gov.uk/government/publications/25-year-environment-plan>.
- 9.6.2 The Government Buying Standards for Transport set out the product specifications that Public Sector buyers must use.
- 9.6.3 This is available to view at <https://www.gov.uk/government/publications/sustainable-procurement-the-gbs-for-transport-vehicles/government-buying-standards-for-transport-2017>.

9.7 Ethical Standards of Production

- 9.7.1 Potential Suppliers must ensure that their supply chain has established standards of production and logistics, where:

- 9.7.1.1 Working conditions are safe.
- 9.7.1.2 Good health is promoted.
- 9.7.1.3 Employment is freely chosen.
- 9.7.1.4 Working hours are not excessive.
- 9.7.1.5 Wages meet at least national legal standards.
- 9.7.1.6 Training is provided.
- 9.7.1.7 No discrimination is practised.
- 9.7.1.8 Diversity and good workforce practices are encouraged.
- 9.7.1.9 Child labour is eliminated; and
- 9.7.1.10 No inhumane treatment is allowed.

10. SPECIFYING GOODS & / SERVICES

- 10.1 Please refer to the Annex 1 – Equipment List for full details of the majority of Equipment that is likely to be included for disposal per site once it has been decommissioned.

11. PRICE

- 11.1 The Authority will not pay service management, collection or disposal costs as part of this contract. Alternatively, the Supplier will invoice the Authority, paying the whole sale cost of the equipment that they have sold on the behalf of DVSA. Following the sale of equipment on behalf of DVSA, the Supplier must ensure full payment of the equipment is received by DVSA within 14 days. The Authority will then pay the Supplier a percentage of that cost to cover their services.
- 11.2 As part of the pricing schedule, potential providers should include the percentage fee that they will retain of the sale cost. The Authority will pay the supplier the percentage fee set out in their Tender bid for each item resold following the Authority's receipt of the resale cost.
- 11.3 Potential providers must submit a complete price schedule from this Bid Pack via the Jaggaer e-Sourcing Suite.

12. STAFF AND CUSTOMER SERVICE

- 12.1 The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service.

- 12.2 The Supplier's staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard. Details of qualifications, certification and experience can be found must be provided within the Award Questionnaire.
- 12.3 The Supplier shall ensure that staff understand the agency's vision and objectives and will provide excellent customer service to the agency throughout the duration of the Contract.

13. MANAGEMENT AND CONTRACT ADMINISTRATION

- 13.1 The DVSA Contract Manager will set in place contract review meetings at a frequency appropriate to the length, value and complexity of the contract. The Contract Manager will agree with the supplier at the contract implementation meeting what will be reviewed and measured at these meetings, and define the format data should be provided in.
- 13.2 The contract will be measures against the following KPIs on a task by task basis:

Service Levels				Service Credit for each Service Period
Service Level Performance Criterion	Key Indicator	Service Level Performance Measure	Service Level Threshold	
Authority Payment	Following the sale of equipment on behalf of DVSA full payment of the equipment is received by DVSA within 14 days	The Supplier will provide a full payment to be receive to DVSA within 14 days of sale	98%	0.5% Service Credit gained for each percentage under the specified Service Level Performance Measure; applied annually
Accurate and timely billing	Accurate consolidated invoice of Supplier agreed percentage fee received electronically by DVSA's Shared Service Centre for all disposals from the previous month; by 10 th working day of the following month	The Supplier will provide an electronic invoice as per the agreed format by the 10 th working day of the following month	98%	0.5% Service Credit gained for each percentage under the specified Service Level Performance Measure; applied annually

Service Levels				Service Credit for each Service Period
Service Level Performance Criterion	Key Indicator	Service Level Performance Measure	Service Level Threshold	
Accurate and timely Management Information reports	Accurate reports received electronically by the DVSA's Contract Manager for all disposals from the previous month; by 10 th working day of the following month	The Supplier's MI system will provide validated reports which must be received by the Authority by the 10 th working day of each month	98%	0.5% Service Credit gained for each percentage under the specified Service Level Performance Measure; applied annually
Equipment Collection	Within 48 hours of completion of the collection of the equipment, a document (format to be agreed), signed by both parties, should be sent to the DVSA representative to provide evidence of works carried out.	The Supplier will provide a signed document to the Authority within 48 hours	98%	0.5% Service Credit gained for each percentage under the specified Service Level Performance Measure; applied annually

14. SECURITY AND CONFIDENTIALITY REQUIREMENTS

- 14.1 The Supplier must ensure confidentiality of commercial information and prevent theft of DVSA property.
- 14.2 A Security Management plan must be submitted 20 working days after award of the Contract.

15. PAYMENT AND INVOICING

- 15.1 Payment can only be made following satisfactory completion of pre-agreed work and receipt of the full amount of each sale made from the items that you have collected for disposal for the sale to be made. Confirmation of the Bank details that payment needs to be made will be passed on to the winning supplier.
- 15.1.1 The Supplier should be able to provide DVSA with a single consolidated invoice on a monthly basis for all Equipment sold offset by the return of the full cost of any equipment sold in that month.

- 15.1.2 The invoice should be reconcilable against the MI reports produced (specified in paragraph 6) as appropriate and received electronically by the Contract Manager 10th working day of the month following the month in which the equipment was sold.
- 15.1.3 Please confirm your ability to invoice as per DVSA's requirements and provide an example invoice, where possible.
- 15.2 Credit notes should be raised as necessary.
- 15.3 Suppliers must email their invoices as PDF to DVSA's Finance Shared Services with a valid Purchase Order (PO) number: ssa.invoice@sharedservicesarvato.co.uk
- 15.4 Upon receipt, Shared Services completes a 3-way match of the supplier's invoice; as follows:
 - 15.4.1 Valid purchase order, with PO number;
 - 15.4.2 Goods receipt confirmation – completed on receipt of goods/services; and
 - 15.4.3 Correct invoice – matches PO and goods receipt confirmation.
- 15.5 When matched, the supplier's invoice will be paid by BACS within 5 working days.

16. CONTRACT MANAGEMENT

- 16.1 Regular Contract Management meetings will be held during the life of the contract: monthly, as necessary at the inception of the contract, but then half yearly as the contract matures. It is expected that meetings will be held at DVSA's premises, or elsewhere, by agreement of DVSA.
- 16.2 Contract Management meetings are for both parties to discuss contract performance against KPIs, any issues arising from delivery of the contract and to review progress on any developments. The Supplier will meet the cost of its travel to any DVSA premises. DVSA's Head Office: Berkeley House, Croydon St, Bristol BS5 0DA.
- 16.3 When necessary, the Supplier must bring to the attention of DVSA any issues arising with the delivery of the contract, in line with KPIs, and to propose a communication/escalation process/path, which will be agreed by both parties, on award of contract.
- 16.4 DVSA will reference and maintain a Contract Management Plan, in order to ensure that terms of the contract are delivered.
- 16.5 Terms of Reference and Agenda for meetings will be agreed between DVSA and the Supplier and, as standard, the Agenda will include minutes and actions of the previous meeting, performance against the KPIs and continuous improvements. An Actions log will be kept, to track progress.

Minutes of meetings will be completed by a DVSA attendee and agreed with the Supplier. DVSA anticipates that other ad-hoc meetings will be required to support the contract, usually by phone, but averaging weekly, to discuss e.g. the planning or status of projects; service management, catalogue changes and product innovation.

- 16.6 The Supplier is expected to make themselves available with reasonable notice for any additional ad-hoc meetings that may be requested by DVSA, such as product demonstrations/roadshows, up to twice a year.
- 16.7 Attendance at Contract Review meetings shall be at the Supplier's own expense.

17. DATA PROTECTION

- 17.1 The supplier will be required to comply with all applicable requirements of the Data Protection Legislation (including the General Data Protection Regulation ((EU) 2016/679) ("GDPR"), the Law Enforcement Directive (EU) 2016/680), and all applicable Law about the processing of personal data and privacy.
- 17.2 Personal Data means any information relating to an identified or identifiable living individual, e.g. a staff member, member of the public, customer, etc. This includes but is not limited to an individual's name, address, phone number, date of birth, place of work, dietary preferences, opinions, trade union membership, political beliefs, ethnicity, religion, sexuality and email address or job title (if they can be identified from it). Processing includes storage.

Further information on GDPR is available from the Information Commissioner's Office: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/>

18. EVALUATION CRITERIA

- 18.1 Evaluation will be based on the criteria detailed below that will determine the most economically advantageous tender.
- 18.2 Tenders will be evaluated using the following weightings to obtain the optimal balance of quality and cost.
- 18.3 Please note the completed online response to the Selection Questionnaire needs to be submitted at the same time as your Tender www.delta-sourcing.com/tenders/UK-UK
- 18.4 The following weightings and scoring will be utilised in the Evaluation to ascertain the best value for money proposition:

Selection Questionnaire:

The response to the Selection Questionnaire will be assessed against the criteria specified in the online Selection Questionnaire.

Quality Factors:

The Quality Factors will be assessed against the criteria specified in 18.5. Where the scoring for a Quality Factor is specified as 'Scored as per Section' in section 18.5, the following Marks of 0 to 4 will be allocated in accordance with the below scoring definitions.

Tenderers must score minimum of 2 against each evaluation criteria.

Tenderers who score 0 or 1 for one or more answers will be rejected from the competition on the basis of non-compliance.

Each mark will then be converted into a corresponding percentage score of the total marks available for the criteria (e.g. a score of 3 out of 4 is 75%). The percentage score for each criteria, will then be multiplied by the weighting of that criteria as detailed in Section 18.5 to calculate the weighted score for that criteria.

The total Quality Factors score for each tender is the sum of the weighted scores.

Only those tenders scoring a minimum of 50% of the total available Quality Factors score will be accepted by the Authority, tenders which score under this threshold, or which score a 0 for any criteria, will be deemed non-compliant.

Mark	Description	Scoring Guide
4	Excellent Response	<ul style="list-style-type: none"> - Meets all of the requirements to score 3 (as below) and - Provides or proposes additional value which exceeds the requirements in substance and outcomes in a manner acceptable to DVSA and - The evidence submitted provides a total level of confidence that the Bidder can meet and/or exceed the requirement
3	Good Response	<ul style="list-style-type: none"> - Sets out a robust response with evidence that fully addresses the requirements of the question and - The evidence submitted provides a high level of confidence that the Bidder can meet the requirement
2	Reasonable Response	<ul style="list-style-type: none"> - Overall the response is detailed with evidence that meets the requirements outlined in the question and - The evidence submitted provides a mid-level of confidence that the Bidder can meet the requirement
1	Minimal Response	<ul style="list-style-type: none"> - Response is insufficient and/or - Response is basic with limited detail and/or - Insufficient evidence that does not address the requirements of the question and/or - The evidence submitted provides a low level of confidence that the Bidder can meet the requirement
0	Unanswered or totally inadequate response	<ul style="list-style-type: none"> - Limited response provided and/or - Response is irrelevant/incomprehensible and/or - Fails to provide evidence to address the requirements of the question and/or - The evidence submitted provides no confidence that the Bidder can meet the requirement

Price Factors Scoring Methodology:

The Price weighting is 60% of the Final Score

Prices submitted by Potential Providers' will be evaluated in accordance with the following process:

Potential Providers' are required to provide a completed pricing document (Price Schedule).

Potential providers must submit the percentage fee of the sale cost they will receive following successful disposal of equipment through resale. Potential providers must also provide a breakdown of how that percentage fee is calculated (for example % to cover collection costs and % to cover sale services on the behalf of DVSA).

The potential provider with the lowest percentage shall be awarded the maximum score available. The remaining potential providers shall be awarded a percentage of the maximum score available relative to the lowest percentage of cost submitted.

The calculation used is the following:

$$\frac{\text{Lowest Percentage Fee} \times \text{Maximum Score Available}}{\text{Percentage Fee}}$$

Potential Provider	Potential Provider A	Potential Provider B	Potential Provider C
Percentage fee Submitted	10%	20%	40%
Score Calculation [(Your percentage fee / highest scoring bidder) x 100]	10 / 10 x 100	10 / 20 x 100	10 / 40 x 100
Score Awarded	100%	50%	25%
Weighted Score Calculation (Score Awarded x Price Weighting)	100 x 0.6	50 x 0.6	25 x 0.6
Weighted Price Score	60	30	15

18.3 The Quality Factors score and the Pricing Factor score will be combined to identify the bidder who has the highest overall score and thus who has submitted the most economically advantageous tender.

18.4 All queries/ questions should be sent via the Jaggaer e-Sourcing Portal.

18.5 Evaluation Criteria: Quality Factors

Weightings shown in brackets are if no suppliers submit the optional information

Quality Factor / Criteria	Factor/Criteria Scoring	Weighting	Question number	Evidence Requirement
Resources & Personnel	Scored as per Section 18.2	35%	Q1	Suitability and availability of contract specific key personnel.
Physical Resources/Ability	Scored as per Section 18.2	20% 10%	Q2	2a – Resources and facilities available to support the delivery of the contract. 2b - Contract Management Proposals
Social Value – Climate Change	Scored as per Section 18.2	10%	Q3	Demonstration of providing Social Value through the delivery of this Contract
Demonstratable Understanding of DVSA's line of work	Scored as per Section 18.2	10%	Q4	Understanding DVSA's needs and business objectives.
Quality Assurance	Scored as per Section 18.2	10%	Q5	Demonstration of a quality assurance plan for the delivery of this contract
Innovation	Scored as per Section 18.2	5%	Q6	Demonstration of new ideas or alternative methods

18.6 Annex 2 – Schedule of Processing, Personal Data & Data Subjects

This Schedule shall be completed by the Controller. The Controller may take account of the view of the Processor(s), however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

1. The contact details of the Controller's Data Protection Officer are:

David Coker

D/04 AHH. Ashdown House, Sedlescombe Road North, St Leonards on Sea, TN37 7GA

Email: david.coker@dft.gov.uk

The contact details of the DVSA Data Protection Manager are:

Shirley Harding. Driver and Vehicle Standards Agency, The Axis Building, 112 Upper Parliament Street, Nottingham, NG16LP

Phone: 0115 936 6765 Email: shirley.harding@dvsa.gov.uk

2. The contact details of the Processor's Data Protection Officer are: [to be inserted by the Tenderer].
3. The Processor shall comply with any further written instructions with respect to processing by the Controller.
4. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Identity of the Controller and Processor	The Parties acknowledge that for the purposes of the Data Protection Legislation, the Authority is the Controller and the Contractor is the Processor in accordance with Clause E1.1.
Subject matter of the processing	In delivery of the Services (delivery of the IRTEC inspection assessment for large commercial vehicles and delivery of the IRTEC advanced assessment for large commercial vehicles) it is expected that the Contractor will require access to Personal Data controlled by the Authority.
Duration of the processing	As required throughout the Contract Period.
Nature and purposes of the processing	<p>The nature of the processing is expected to include:</p> <ul style="list-style-type: none"> • Collection - as part of the registration as an accredited technician in the required level, in this instance either inspection or advanced levels • Recording - details on processor database • Storage – on Contractors own network • Destroyed - only if accreditation subsides, for example if individual does not continue membership. <p>The purpose of the processing is for IRTEC inspection assessments for large commercial vehicles and IRTEC advanced assessments for large commercial vehicles.</p>
Type of Personal Data being Processed	Type of Personal data is expected to include; Name, Address, DoB, E-mail Address and Phone Number

Categories of Data Subject	Categories of Data Subject are expected to include: Staff (including volunteers, agents, and temporary workers).
<p>Plan for return and destruction of the data once the processing is complete</p> <p>UNLESS requirement under union or member state law to preserve that type of data</p>	<p>In accordance with Clause E.1.4(e) the Contractor shall – at the written direction of the Controller – delete or return all Personal Data (and any copies of it) upon Termination, evidencing electronic deletion if necessary.</p>