

APPENDIX B
RESPONSE GUIDANCE

1 INTRODUCTION

- 1.1 This document provides an overview of the methodology which will be adopted by the Authority and its Agent to evaluate Potential Provider responses to each question set out within the e-Sourcing event. It also sets out the marking scheme which will apply.
- 1.2 The following information has been provided in relation to each question (where applicable);
- 1.2.1 Weighting – highlights the relative importance of the question
- 1.2.2 Guidance – sets out information for the Potential Providers to consider
- 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation
- 1.3 The defined terms used in the ITT document shall apply to this document.

2 DOCUMENT COMPLETION

- 2.1 You must not submit any additional information with your Tender other than that specifically requested in this document or Appendix A – Statement of Requirements and Appendix B – Response Guidance.
- 2.2 **Note:** Please submit your tender response as attachments there should be only three attachments, as follows: -
- Responses to all **Commercial (1, 2, & 3)** questions must be submitted as a **single PDF** document, to be attached at the quality evaluation response in the AWARD e-Portal;
 - Responses to **Quality (4, 5 & 6)** questions must be submitted as a **single PDF** document, to be attached at the quality evaluation response in the AWARD e-Portal;
 - Responses to **Price (7)** questions must only be submitted as a **single PDF**, to be attached at the **price schedule response** in the AWARD e-Portal.

Any submitted tender responses which are not separated in the above manner may be rejected.

Any Tender response left at “Draft Bid” status on the AWARD e-portal at the Tender receipt cut off time may be deemed a non-compliant bid and may NOT be assessed further.

3 RESPONSE GUIDANCE

3.1 Quality Evaluation Process

3.1.1 Each response to questions within the Quality/Service Delivery Questionnaire(s) will be marked in accordance with the table below:

Mark	Comment
0	Failed to provide confidence that the proposal will meet the requirements. An unacceptable response with serious reservations.
25	A Poor response with reservations. The response lacks convincing detail with risk that the proposal will not be successful in meeting all the requirements.
50	Meets the requirements – the response generally meets the requirements, but lacks sufficient detail to warrant a higher mark.
75	A Good response that meets the requirements with good supporting evidence. Demonstrates good understanding.
100	An Excellent comprehensive response that meets the requirements. Indicates an excellent response with detailed supporting evidence and no weaknesses resulting in a high level of confidence.

3.1.2 Each mark achieved will be multiplied by the corresponding weighting to provide an overall question score.

3.1.3 When the score for each question has been determined they will be added together to provide an overall score for the Quality Evaluation (“Quality Score”).

3.2 Consensus Marking Procedure

3.2.1 The Consensus Marking Procedure is a two-step process, comprising of:

- 3.2.1.1 Independent evaluation; and
- 3.2.1.2 Group consensus marking.

3.2.2 During the independent evaluation process, each evaluator will separately (i.e. without conferring with other evaluators) scrutinise the quality of answers given by Potential Providers in their Tender. Each evaluator will then allocate a mark for the answer in accordance with the Marking Scheme applicable to that question.

3.2.3 During the meeting, the evaluators will discuss the independent marks until they reach a consensus regarding the marks that should be attributed to each Potential Providers' answer to the questions.

3.2.4 Once all quality responses have been evaluated in accordance with Section 8 of the Invitation to Tender the individual scores attributed to each response will be added together to provide a 'Quality Score'.

3.3 Price Evaluation Process

3.3.1 Potential Providers' are required to provide a completed pricing schedule against the 'Price' Questionnaire within the e-Sourcing event.

3.3.2 The Potential Provider with the lowest price shall be awarded the Maximum Score Available. The remaining Potential Providers shall be awarded a percentage of the Maximum Score Available equal to their price, relative to the lowest price submitted.

3.3.3 The calculation used is the following:

3.3.4 = $\frac{\text{Lowest Price Tendered}}{\text{Tender price}} \times \text{Maximum Score Available}$

Potential Provider	Price Submitted	Score Calculation	Maximum Score Available	Score Awarded
Potential Provider A	£1,000	$\frac{£1,000}{£1,000} * 100$	100	100
Potential Provider B	£2,000	$\frac{£1,000}{£2,000} * 100$	100	50
Potential Provider C	£2,500	$\frac{£1,000}{£2,500} * 100$	100	40

3.4 Final score

3.4.1 The Quality Score will be added to the Price Score to determine the final score for each Potential Provider ("Final Score")

4 EVALUATION CRITERIA

- 4.1 Questionnaires 1 and 2 contain ‘Pass/Fail’ questions and act as a doorway for progression to the following stages of the evaluation. Potential Providers are strongly advised to read and understand the specific guidance provided before responding to these questionnaires.
- 4.2 Questionnaire 3 is for information only. Although this questionnaire does not form part of the evaluation process, Potential Providers are advised to complete it in full as any omissions could affect the award process.
- 4.3 The Authority and its Agent reserve the right to challenge any information provided in response to Questionnaire 3 and request further information in support of any statements made therein.

QUESTIONNAIRE 1 – KEY PARTICIPATION REQUIREMENTS			
GUIDANCE	The following questions are ‘Pass/Fail’ questions. If Potential Providers are unwilling or unable to answer “Yes”, their submission will be deemed non-compliant and shall be rejected. Potential Providers should confirm their answer by selecting the appropriate option from the drop down menu.		
Question Number	Question	Max Score	Weighting (%)
[1.1]	Have you read, understood and agree with Appendix A, Terms of Participation? By answering “Yes”, you are confirming your ‘Declaration of Compliance’ at Annex 1 of Appendix A, Terms of Participation.	Pass/Fail	N/A
[1.2]	Have you read, understood and accepted the Invitation to Tender and all associated appendices, specifically Appendix B, Statement of Requirement?	Pass/Fail	N/A
QUESTIONNAIRE 2 – CONFLICTS OF INTEREST			
GUIDANCE	Question 2.1 is a ‘Yes/No’ question and will dictate whether or not question 2.2 needs to be answered. Question 2.2 is a Pass / Fail question. Potential Providers are required to provide details of how the identified conflict will be mitigated. The Contracting Authority will review the mitigation in line with the perceived conflict of interest, to determine what level of risk this poses to them. Therefore if Potential Providers cannot or are unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and will be rejected.		
Question Number	Question	Max Score	Weighting (%)
[2.1]	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	None	N/A

[2.2]	We require that any potential, actual or perceived conflicts of interest in respect of this ITT are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	Pass/Fail	N/A
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QUESTIONNAIRE 3 – INFORMATION ONLY

GUIDANCE	The following questions are for information only and do not form part of the evaluation. Information provided in response to these questions may be used in preparation of any Contract Award and any omissions may delay completion of this Tender exercise.		
Question Number	Question	Max Score	Weighting (%)
[3.1]	Please provide the name, office address, telephone number and email address for your organisations Tender point of contract.	None	N/A
[3.2]	Please confirm whether your organisation is an SME as defined within EU recommendation 2003/361	None	N/A
[3.3]	Please provide details of any sub-contractors you propose to use in order to meet your obligations should you be awarded a Contract. Your response must include their; <ul style="list-style-type: none"> • Trading Name(s) • Registered Address(es) and contact details • Goods/Services to be provided 	None	N/A
[3.4]	If you are the Lead contact for a Group of Economic Operators, please provide details of all the members of the Group. Your response must include their; <ul style="list-style-type: none"> • Trading Names(s) • Registered address(es) • Dunns Number(s) • Role/responsibility within the Group 	None	N/A

- 4.4 The following Quality/Service Delivery Questionnaires are designed to test Potential Providers' ability to deliver the requirement as set out in Appendix A, Statement of Requirements. Potential Providers *MUST* answer all Quality/Service Delivery questions.
- 4.5 Potential Providers must achieve the **minimum acceptable Quality Score overall of 60%**. Only those responses which achieve the minimum acceptable Quality Score will be included in the Price Evaluation Process.
- 4.6 Potential providers will be marked in accordance with the marking scheme at Section 3.

QUESTIONNAIRE 4 – [Resources and Experience]		Weighting – 40 %	
Question Number	Question	Maximum Available Score	Weighting [X]%
4.1	<p>Please detail the experience and capabilities of the Project Manager being proposed for this project.</p> <p>A good response should include:</p> <ul style="list-style-type: none"> • Evidence that the person is competent in the skills detailed in section 15 of Appendix A • The suitability of the proposed Project Manager to undertake the work activities and; • Experience of presenting work to standards and legislative bodies 	100	100%

QUESTIONNAIRE 5 – [Service proposal]		Weighting – 30 %	
Question Number	Question	Maximum Available Score	Weighting [X]%

5.1	<p>Please provide a robust proposal and methodology of how you intend to deliver the requirements outlined in Appendix A.</p> <p>A good response should;</p> <ul style="list-style-type: none"> • Demonstrate an understanding of the objectives, deliverables and what DfT is aiming to achieve. • Explain how the research findings will be produced and presented to the customer and to the working groups. 	100	60%
5.2	<p>Please provide a project management plan of how you will satisfy the requirement and control the quality of the deliverables outlined in Appendix A</p> <p>A good response should;</p> <ul style="list-style-type: none"> • Set out the timescales and evidence how the key milestones will be met. • Identify the critical path and any pinch points. • Include customer approvals / decision points. • Be achievable and realistic. 	100	40%

QUESTIONNAIRE 6 – [Suitability of proposed processes]			Weighting – 10 %
Question Number	Question	Maximum Available Score	Weighting [X]%

6.1	<p>Please explain how you will manage risk throughout this contract.</p> <p>A good response should;</p> <ul style="list-style-type: none"> Identify risks to the project. Set out mitigation measures. 	100	100%
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QUESTIONNAIRE 7 – PRICE		Weighting – 20 %
GUIDANCE	<p>Potential Providers must upload the price schedule at the question level on the AWARD e-portal.</p> <p>Prices should be submitted in pounds Sterling inclusive of any expenses but exclusive of VAT.</p> <p>Potential Providers will be marked in accordance with the marking scheme at Section 3.</p>	
Question Number	Question	Max Score
[7.1]	Please confirm, by selecting 'YES' that you have attached a completed Price Schedule to the response to this question. In so doing, you are also confirming that prices offered are inclusive of any expenses, exclusive of VAT and firm for a period of [90] days following the Deadline for Submission.	100