

1. INTRODUCTION

- 1.1 This Appendix D sets out the questions that will be evaluated as part of this Procurement.
- 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 Provider to consider when preparing a response.
 - 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation.

2. DOCUMENT COMPLETION

- 2.1 You **must** provide a response to every question. Please provide your response via the e-sourcing portal as a separate document at each question. All responses must be provided as either Word or PDF documents using Arial font, no less than size 11.
- 2.2 You **must not** submit any additional information with your Tender other than that specifically requested in this document or Appendix B – Service Description.

3. RESPONSE GUIDANCE

1 COMPANY INFORMATION	
1.1	Please state your full company name.
1.2	Please state your registered office address.
1.3	Please state your company or charity registration number.
1.4	Please state whether your company is a SME.
1.5	Please state whether your company is a voluntary, community or social enterprise organisation.
1.6	Please state the name of your immediate parent company.

2 TENDER CONTACT	
2.1	Please state the contact's name.
2.2	Please state the contact's address, Postcode and Country.
2.3	Please state the contact's telephone number.
2.4	Please state the contact's mobile number.
2.5	Please state the contact's e-mail address.

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3 Mandatory Requirements		Pass/Fail
<p>Please Note: The following question is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to answer ‘Yes’, their Tender will be deemed non-compliant and they will be unable to be considered for this requirement. The Potential Provider should confirm by deleting the inappropriate answer.</p>		
3.1	Do you agree, without caveats or limitations, that in the event you are successful in this Procurement, you will unreservedly sign the Terms and Conditions of Contract as set out at Appendix C upon award of the Contract?	

4 Conflict of Interests		Information
<p>Please Note: The following question is for information only. Any submitted responses will not affect the outcome or preclude you from inclusion within the tender process. The Potential Provider should confirm by deleting the inappropriate answer, where the response is ‘yes’ details should be presented in the text box.</p>		
4.1	We require that any potential, actual or perceived conflicts of interest in respect of this mandate are identified in writing 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.	

5 Service Delivery and Approach			Weighting 75%
Guidance:			
<ul style="list-style-type: none"> • Provide a detailed proposal for how you will deliver the work outlined in Appendix B Service Description. • Potential Providers should attach one document at the questionnaire level that forms their response to the set questions below. • Potential Providers should clearly label the response against each of the questions within the attachment and the document must not exceed a 1,500 word limit and be submitted in Word / PDF format. • The maximum score available for this questionnaire is 60%. 			
Question:			
		Max Score	Weighting %
5.1	Please provide a description of the facilities that you will provide to meet the requirement and how you will meet the specification.	100	55
5.2	Describe the location of your facilities and their proximity to Central London, within easy access of the main HMT office in Westminster.	100	45

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Marking Scheme:		
The following marking scheme will be used to assess the response provided to the qualitative questions set out above at 5 and 6:		
Grade	Score	Interpretation
Excellent	100	Exceeds the requirement. Excellent demonstration by the Potential Provider of the relevant ability, understanding, experience, skills, resources and quality measures required. Evidence identifies factors that will offer significant added value.
Good	80	Satisfies the requirement and offers some additional benefits. Above average demonstration by the Potential Provider of the relevant ability, understanding, experience, skills, resources and quality measures required. Evidence identifies factors that will offer some added value.
Acceptable	60	Satisfies the requirement. Demonstration by the Potential Provider of the relevant ability, understanding, experience, skills, resources and quality measures required.
Minor Reservations	40	Satisfies the requirement, with some minor reservations. Some minor reservations about the Potential Provider’s relevant ability, understanding, experience, skills, resources and quality measures required.
Major Reservations	20	Satisfies the requirement, with major reservations. Serious concerns about the Potential Provider’s relevant ability, understanding, experience, skills, resources and quality measures required.
Unacceptable	0	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Potential Provider has the relevant ability, understanding, experience, skills, resources and quality measures required. Little or no evidence to support the response.

6	PRICE	Weighting 25%
Guidance:		
The Authority requires the Potential Provider to provide day rates for all grade / role types available that may be used throughout the delivery of the requirements set out in Appendix B – Service Description. Prices should be submitted in Pound Sterling inclusive of expenses but exclusive of VAT.		
Marking Scheme:		
The maximum mark available for Price will be 25%. This mark will be awarded to the lowest priced Potential Provider. Remaining Potential Providers will receive a mark out of this maximum mark on a pro rata basis dependent on how far they deviate from the lowest price.		
The calculation that will be used to determine marks is as follows:		
$\text{Score} = \frac{\text{Lowest Tender Price}}{\text{Tender Price}} \times 25\% \text{ (maximum mark available)}$		