

# Mini Competition

questions

**Mini Competition against an existing Framework Agreement (MC)**  
**on behalf of Department for Business, Energy & Industrial Strategy**  
**Subject UK SBS Green Great Britain Week Event**  
**Sourcing reference number PS18230**

## COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																							
Bidder guidance	<p>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).</p> <p>This is the legal entity with whom we will Contract if successful.</p>																							
Scoring criteria	For information only																							
Bidder response	<p>Table</p> <table border="1" data-bbox="408 719 1399 1312"> <tr> <td data-bbox="408 719 906 775">Bidders full legal name</td> <td data-bbox="912 719 1399 775"></td> </tr> <tr> <td data-bbox="408 775 906 826">Address line 1</td> <td data-bbox="912 775 1399 826"></td> </tr> <tr> <td data-bbox="408 826 906 880">Address line 2</td> <td data-bbox="912 826 1399 880"></td> </tr> <tr> <td data-bbox="408 880 906 934">Address line 3</td> <td data-bbox="912 880 1399 934"></td> </tr> <tr> <td data-bbox="408 934 906 987">Address line 4</td> <td data-bbox="912 934 1399 987"></td> </tr> <tr> <td data-bbox="408 987 906 1041">Town / City</td> <td data-bbox="912 987 1399 1041"></td> </tr> <tr> <td data-bbox="408 1041 906 1095">Country</td> <td data-bbox="912 1041 1399 1095"></td> </tr> <tr> <td data-bbox="408 1095 906 1149">Post code (or equivalent)</td> <td data-bbox="912 1095 1399 1149"></td> </tr> <tr> <td data-bbox="408 1149 906 1202">Bidder contact</td> <td data-bbox="912 1149 1399 1202"></td> </tr> <tr> <td data-bbox="408 1202 906 1256">Telephone No.</td> <td data-bbox="912 1202 1399 1256"></td> </tr> <tr> <td data-bbox="408 1256 906 1312">Email</td> <td data-bbox="912 1256 1399 1312"></td> </tr> </table>		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Bidders full legal name																								
Address line 1																								
Address line 2																								
Address line 3																								
Address line 4																								
Town / City																								
Country																								
Post code (or equivalent)																								
Bidder contact																								
Telephone No.																								
Email																								

<b>SEL3.12</b>	<p>Cyber Essentials is mandatory for central government contracts advertised after 1 October 2014 which involve handling personal information and providing certain ICT products and services. It is mandatory for bidders to demonstrate that they meet the technical requirements prescribed by Cyber Essentials for those contracts featuring any of the characteristics set out below in bidders' guidance.</p> <p>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.</p> <p>Further details are available at:</p> <p><a href="https://www.cyberstreetwise.com/cyberessentials/">https://www.cyberstreetwise.com/cyberessentials/</a></p>
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Bidder guidance	<p>Any of the following characteristics will necessitate the mandatory requirement for bidders to have an up to date Cyber Essentials Certificate:</p> <ul style="list-style-type: none"> <li>i) Where personal information of citizens, such as home addresses, bank details, or payment information is handled by a supplier.</li> <li>ii) Where personal information of Government employees, Ministers and Special Advisors such as payroll, travel booking or expenses information is handled by a supplier.</li> <li>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.</li> </ul> <p>Bidders can answer</p> <p><b>Yes</b> – the Cyber Essential Certificate is currently in place</p> <p><b>No</b> – the Cyber Essential Certificate is not in place and we have no intention of having it in place for commencement of the contract</p> <p><b>Intend</b> – the Cyber Essential Certificate is not in place and we intend to have it in place for commencement of the contract.</p> <p>A response of '<b>Yes</b>' or '<b>Intend</b>' will result in a <b>pass</b> and a response of '<b>No</b>' will result in a <b>fail</b> against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No/Intend

<b>SEL3.13</b>	<p>General Data Protection Regulations (GDPR)</p> <p>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 and came into force on the 25th May 2018.</p> <p>It is mandatory for bidders to demonstrate that they will be able to meet the technical requirements and obligations prescribed by the GDPR. All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor) to comply with the GDPR and indemnify the Contracting Authority (data controller).</p>
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	<p>Further information and guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at:</p> <p><a href="https://ico.org.uk/">https://ico.org.uk/</a></p>
Bidder guidance	<p>Bidders can answer</p> <p><b>Yes</b> – We will be able to demonstrate compliance as is required by the GDPR now</p> <p><b>No</b> – We will not be compliant prior to any award and we have no intention of being compliant</p> <p><b>Intend</b> – We are not compliant with the GDPR but we confirm that we will be compliant prior to commencement of the contract.</p> <p>A response of ‘Yes’ or ‘Intend’ will result in a pass and a response of ‘No’ will result in a fail against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No / Intend

FOI1.1	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</b></p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website <a href="http://ico.org.uk">http://ico.org.uk</a></p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p>

	<b>No – Fail</b>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	<p><b>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</b></p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act 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)</p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if the Contracting Authority believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for the Contracting Authority to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

AW1.1

**FORM OF BID**

**I declare that to the best of my knowledge the answers submitted in this Mini Competition 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 Mini Competition 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 Mini Competition 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 Request for Quotation, and any contract entered into by the Contracting Authority with its preferred supplier once the procurement is complete.**

**By submitting a response to this Mini Competition I agree that our participation may be made public.**

**I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).**

**By submitting a response to this Mini Competition I agree and accept the justification for the Contracting Authority's evaluation criteria.**

**By submitting a response to this Mini Competition 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 Mini Competition 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**

	<b>necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</b>
Bidder guidance	The Bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes</b> – Pass <b>No</b> – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

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

AW4.1	<p><b>Please confirm your acceptance of the attached Special Terms in addition</b></p>  <p>GDPR Clause GGBW - PS18230.do</p>
Bidder guidance	<p>The Bidder shall answer <b>Yes, No with justification</b> or <b>No</b> <b>Yes</b> – Pass</p> <p><b>No with justification</b> – In this situation where the Bidder must demonstrate to the Contracting Authority’s satisfaction there is a legal requirement or statutory regulation where a specific Special Term clause or series of clauses cannot be accepted shall propose alternative drafting to the relevant clause which demonstrates the justification for change and is does not expose the Contracting Authority to risk it deems unreasonable to achieve a Pass.</p> <p>When responding ‘No with justification’ the Bidder must support their response with an attachment detailing where there is a legal requirement or statutory regulation which demonstrates a clause or series of clauses cannot be accepted.</p> <p>Where the Contracting Authority does not accept the justification then the bidder response will be considered as non compliant and after clarification will seek a “Yes” or “No” response from the bidder and evaluate the bid accordingly.</p> <p><b>No</b> – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	<b>Yes / No with justification/ No</b>

## PRICE QUESTIONNAIRE

AW5.2	<p><b>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</b></p> <p><b>All prices shall be exclusive of VAT.</b></p> <p><b>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</b></p>  <p>Price Schedule PS18230.xlsx</p>																								
Bidder guidance	<p>Bidders shall confirm they have completed the Pricing Schedule.</p> <p>The scoring methodology for this question shall be:</p> <p>The lowest price for a response which meets the pass criteria shall score 100.</p> <p>All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.</p> <p>Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50</p> <p>In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (<math>80/100 \times 50 = 40</math>)</p> <p>The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.</p> <p>The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.</p> <p>For example, assuming the lowest bid is £100,000.</p> <table border="1" data-bbox="411 1554 1401 1935"> <thead> <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> </thead> <tbody> <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> </tbody> </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	Yes

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

AW5.6	<p><b>Please confirm if you are successfully awarded this contract your implementation team will work with the Contracting Authority to ensure that e-invoicing is established within 28 days of Contract award by the Contracting Authority.</b></p>
<p><b>Bidder guidance</b></p>	<p>The Bidder shall answer <b>Yes</b> or <b>No</b></p> <p><b>Yes</b> – Pass</p> <p><b>No</b> – Fail</p>
<p><b>Scoring criteria</b></p>	<p>Mandatory Pass / Fail</p>
<p><b>Bidder response</b></p>	<p>Yes / No</p>

## QUALITY QUESTIONNAIRE

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

<b>AW6.2</b>	<b>Variable Bids</b>
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 <b>Yes</b> or <b>No</b> <b>Yes</b> - We have provided a variable bid only – <b>Fail</b> <b>No</b> - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – <b>Pass</b>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

<b>AW6.3</b>	<b>Non-Disclosure Agreement</b> In the event of a Bidder successfully providing the most advantageous offer
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	<p>to UK SBS against a procurement requirement, the Bidder is expected to agree to the Non-Disclosure Agreement attached prior to the award of any Contract.</p> <p style="text-align: center;">   NDA5 -  NON-DISCLOSURE C </p> <p>If the Bidder fails to agree to this UK SBS reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement.</p>
<b>Bidder guidance</b>	<p>Bidder guidance - The Bidder is not required to complete the non-disclosure agreement at this stage but will be required to respond to the question in the event of providing the most advantageous offer to UK SBS against a procurement requirement.</p> <p>The Bidder shall answer <b>Yes</b> or <b>No</b>  <b>Yes</b> – Pass  <b>No</b> – Fail</p>
<b>Scoring criteria</b>	Mandatory Pass/Fail
<b>Bidder response</b>	Yes/No

<b>PROJ1.1</b>	<b>The bidder must confirm their availability for the Monday and Tuesday of the event week commencing 15<sup>th</sup> October 2018</b>
<b>Bidder guidance</b>	The bidder shall answer <b>Yes</b> or <b>No</b> <b>Yes – Pass</b> <b>No - Fail</b>
<b>Scoring criteria</b>	Mandatory Pass / Fail
<b>Bidder response</b>	<b>Drop down menu – Yes / No</b>

<b>PROJ1.2</b>	<b><u>Project Plan and Timescales</u></b>  Please outline your proposed project plan and timescales, ensuring the key deadlines outlined in the specification are met.
<b>Bidder guidance</b>	Bidders are asked to provide their proposed project plan and timescales, ensuring that the key deadlines outlined in the specification are met.  As a minimum your response should cover; <ul style="list-style-type: none"> <li>• A detailed timetable for carrying out the work based on the proposed approach and method</li> <li>• Highlight key milestones and deadlines, including suggested meetings and progress reports.</li> <li>• Key dates of the Contract</li> <li>• Key dates for client decisions and approvals</li> </ul> <p>An attachment is allowed for this question</p> <p>This question is limited to 4 sides of A4. <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
<b>Scoring criteria</b>	Scoring shall be based on 0-100 scoring methodology.  Maximum Mark: 20%
<b>Bidder</b>	<b>[Selection] I confirm I have uploaded my response as a pdf document.</b>

<b>response</b>	
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<b>PROJ1.3</b>	<p><b>Risk Management</b></p> <p>Please identify key risks to the project and how these risks will be mitigated. Bidders should include how the project will be monitored to ensure it is delivered in terms of quality, timeliness and cost.</p> <ul style="list-style-type: none"> <li>• Demonstrate continuity planning and risk analysis procedures to be introduced to ensure that the event runs as smoothly as possible in alignment with the specification</li> <li>• Provide assurance that continuity planning will ensure that the supplier will deliver the work required.</li> <li>• Demonstrate any challenges that are foreseen at present and how these will be mitigated and overcome.</li> </ul>
<b>Bidder guidance</b>	<p>Bidders are asked to provide details of all key risks that could affect the delivery of this project as per the specification.</p> <p>As a minimum your response should include:</p> <ul style="list-style-type: none"> <li>• The key risks to the project</li> <li>• Demonstrate your tools and processes to mitigate risk in this project to ensure it is delivered in terms of quality, timeliness and cost.</li> </ul> <p>An attachment is allowed for this question.</p> <p>Please attach your answer as a pdf document limited to two sides of A4 – <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
<b>Scoring criteria</b>	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 15%</p>
<b>Bidder response</b>	<p><b>[Selection]</b> I confirm I have uploaded my response as a pdf document.</p>

<b>PROJ1.4</b>	<p><b><u>Methodology</u></b></p> <p>Please clearly explain your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.</p>
<b>Bidder</b>	<p>Bidders are required to clearly explain and give reasoning for their proposed methodology and approach to achieving the objectives and delivering the</p>

guidance	<p>outputs highlighted in the specification.</p> <p>Please include:</p> <ul style="list-style-type: none"> <li>• Your approach to delivery and the expected outcomes</li> <li>• Your facilitation approach</li> <li>• Your approach to collaboration</li> <li>• Your approach to design of a creative environment including the use of speakers</li> <li>• How all of the above will ensure successful delivery of the requirement</li> </ul> <p>An attachment is allowed for this question</p> <p>Please attach your answer as a pdf document limited to two sides of A4 – <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 20%</p>
Bidder response	<p>[Selection] I confirm I have uploaded my response as a pdf document.</p>

<b>PROJ1.5</b>	<p><b><u>Project Team and Capability to Deliver</u></b></p> <p>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.</p>
Bidder guidance	<p>Bidders are asked to demonstrate their knowledge of the skills and expertise that are essential to the successful delivery of this project. Within your response please provide a methodology as to how you will maintain your ability to deliver these through the lifetime of the project.</p> <p>As a minimum we require your response to contain the following information:</p> <ul style="list-style-type: none"> <li>• Please identify the key members of the team and what skills and expertise they would bring to this project</li> <li>• Cover for staff absence</li> <li>• Dissemination of information / amendments</li> <li>• Procedures and practises</li> </ul> <p>External Support needed</p> <ul style="list-style-type: none"> <li>• Please provide details of any support that would be needed and from whom,</li> </ul>

	<p>in order to undertake and complete this project.</p> <p>An attachment is allowed for this question</p> <p>Please attach your answer as a pdf document limited to two sides of A4 – <b>Any additional content provided beyond this will not be considered or scored during the evaluation process.</b> Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p>
Scoring criteria	<p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 15%</p>
Bidder response	<p><b>[Selection]</b> I confirm I have uploaded my response as a pdf document.</p>