



Appendix B Specification

Hazard Perception Test (HPT) –
Computer Graphics Imagery (CGI) Clips

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1. Introduction

The Driver & Vehicle Standards Agency (DVSA), an executive agency of the Department for Transport (DfT), invites proposals for Hazard Perception Test (HPT) – Computer Graphics Imagery (CGI) Clips.

This contract will be subject to the DfT Standard Conditions of Contract.

Bidders intending to bid for this requirement are required to submit their proposals through the Jaggaer eSourcing system, by 12:00 midday on 8th December 2022.

DVSA's primary aim is to improve road safety in Great Britain by setting standards for driving and motorcycling, and making sure drivers, vehicle operators and MOT garages understand and follow roadworthiness standards. DVSA also provides a range of licensing, testing, education and enforcement services.

DVSA employs around 4,600 staff who work out of over 1,000 varied locations, including third party and remote sites. DVSA's Head Office is at Berkeley House, Croydon Street, Bristol, BS5 0DA with other administrative offices across Great Britain. However, the location for delivery of the Services under this contract will be DVSA, Unity Square, Queensbridge Rd, Nottingham NG2 2GD.

2. Background to the Requirement

The Theory Test

The Driving Theory and Hazard Perception Test – also known as the Theory Test – is delivered by DVSA in England, Scotland and Wales. It is the world's biggest high stakes online test. 2.1 million tests were delivered in 2019/20. More up to date figures are available¹ but these pre-Covid figures are considered a better indication of test volumes longer term.

The test comprises of two sections: multiple choice questions (MCQ) and then hazard perception tests (HPT). The latter was introduced in 2002 using digitally recorded film clips of driving scenarios. Introduction was based on evidenced road safety benefit. The digital HPT clips were replaced with Computer Generated Imagery (CGI) animation in 2015. CGI Video clips that support MCQ were introduced into the car test 2020.

Once a learner driver has a provisional driving licence they can book and take a Theory Test (TT). Once passed, they can book and take a practical driving test. The step by step for learner car drivers is outlined on [GOV.UK](https://www.gov.uk/guidance/prepare-for-the-theory-test).

There is more information about the TT on [Safe Driving for Life](https://www.gov.uk/guidance/prepare-for-the-theory-test).

¹https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/902464/dvsa-annual-report-and-accounts-2019-to-2020.pdf,

The TT is different for each category of driving licence but there are overlaps, for example the Highway Code being the source of the knowledge required. The different TTs are:

- Motorcycle (category A)
- Car (category B)
- Lorry (category C)
- Bus (category D)
- LGV Certificate of Professional Competence (CPC)
- PCV CPC
- Approved Driving Instructors (ADI)
- Enhanced Rider Scheme (ERS)

The Theory Test Content Team is responsible for MCQs Video Clips and HPT clips used in the TT. They are a dispersed team using the DVSA Nottingham office as a central hub.

The continuous improvement of our CGI assets for use as HPT or MCQ Video Clips never stops. We work with a variety of stakeholders such as:

- DVSA Driver and Rider Policy teams
- Highways England
- vulnerable road user groups - Bikeability and British Horse Association
- special education needs organisations - British Dyslexia Association, National Autistic Society and British Deaf Association

Purpose

DVSA uses Computer Generated Imagery (CGI) in the Theory Test in 2 ways. These are:

1. Hazard Perception Test (HPT) Clips that help test the ability of learner drivers to identify developing hazards
2. Multiple Choice Question (MCQ) Video Clips used to visually explain a road situation as the basis of some multiple-choice questions

Until now, our HPT and MCQ Video Clips have been produced by one supplier to the same level of high fidelity. We want to renew our contracts for HPT CGI clips.

DVSA has investigated the market and identified 2 different requirements going forwards. These are:

1. to continue the supply of high-fidelity CGI clips for the Hazard Perception Test (HPT), bought in from a CGI house, like before
2. to buy software that enables non-technical DVSA staff to create their own, lower fidelity MCQ Video Clips (VC) in-house

This statement of requirements concerns HPT CGI clips.

Hazard Perception Test Clips

Hazard Perception Clips test a candidate's ability to identify a developing hazard in everyday road scenes, something that would cause them to take action, like other vehicles' changing their speed or direction. The clips last 1 minute (60 seconds) and run silent.

Each test 'form' has 14 video clips. Most clips contain one 'developing hazard' but one of the clips features 2 developing hazards. You get up to 5 points for spotting each of the developing hazards as soon as they start to happen. The pass mark is 44 out of 75 (58%).

The scoring windows are added by DVSA in consultation with other internal SME's (subject matter experts). Once the hazard perception clip is ready for production it will be trialled for a period before being re-evaluated and released into the live service.

You can see our current Hazard Perception Official Guide by following:

<https://youtu.be/SdQRkmdhwJs>

You can view some examples of HPT Clips by visiting our learning zone:

<https://www.safedrivingforlife.info/free-practice-tests/hazard-perception-test/>

To help you better understand the variety of clips you would supply to DVSA, we will let you access more examples, if you complete the Non-Disclosure Agreement provided, see Appendix G. These clips are normally licenced by DVSA to third party learning material providers and are not used in live tests.

There is a constant need to generate new clips to reflect new road safety legislation and priorities, and to keep test content fresh. Also, we occasionally use CGI to create road safety videos supporting other DVSA departments. You can see an example by following: <https://youtu.be/tcNT83m4VGU>

The most recent HPT work has incorporated a variety of weather (snow, rain, strong winds), lighting (night-time, dusk), road conditions, animals, and more varied locations (rural, motorways).

The next phase of work needs to maintain the varying road and traffic conditions whilst simultaneously reflecting the increased use of more modern electric vehicles and E-scooters.

An example HPT Storyboard and finished Clip can be viewed in Annex 1.

Current CGI Clip workflow

For information, an outline of the current CGI workflow is:

1. DVSA author the storyboard setting the scene and scenario before sending it to the supplier,
2. the supplier generates the draft clip – in line with the storyboard - using software, like for example: Autodesk 3DS Max and post-production effects²
3. the supplier securely shares the clip with DVSA as an MP4 file,
4. DVSA review and feedback for rework as appropriate (to-ing and fro-ing is expected during this step),
5. the supplier generates the final clip, with finishing touches using post-production effects.
6. DVSA take the final, signed-off clip, apply compression routines, and load the clip into the 'test engine' used to deliver the TT,
7. the clip is trialled by test candidates willing to help with new content, once they have completed their TT,
8. the clip is then added to a live 'test form'.

The new supplier will propose the new workflow – see the detailed requirements in Annex 3 Section 2, Detailed Evaluation Criteria: Technical/Quality & Social Value Factors, ID 2.3.1.

DVSA and the supplier will discuss this in further detail during mobilisation, if required. Before mobilisation completes, DVSA will sign-off the process because this will be key to performance management, see Section 9 – Service Levels and Performance and Appendix H – Key Performance Indicators.

Definitions used in this specification are in Annex 4.

²DVSA is not specifying what software is used to generate the HPT clips although we do ask you to set out your technology toolset in Annex 3 Section 2 ID 2.1.9 which is for information and not evaluated.

3. Procurement Timetable

The anticipated timelines are set out below but may be subject to change.

Step	Description	Timeframe
1	ITT Issued	31/10/2022
2	Completion and Submission of Non-Disclosure Agreement – Optional (Request access to additional sample/example clips) DVSA recommends that Bidders wanting access to the additional sample/example clips should complete and submit Appendix G as a priority, simply to maximise the amount of time the sample/example clips are available prior to the submission deadline.	Optional: Bidders may request access to additional sample/example clips.
3	Deadline for Bidder clarification questions	07/11/2022 At 12:00 Midday
4	SharePoint Access Deadline for completion and submission of 'SharePoint Access Request Form' (Mandatory - Required for submission of bid Demonstration Clips)	01/12/2022 At 12:00 Midday
5	Tender submissions deadline, including Demonstration Clips	08/12/2022 At 12:00 Midday
6	Contract Award	21/02/2023
7	Contract Commencement	February 2023

4. Scope

Essentially, the scope of the requirement is defined by the supplier capability that leads to the provision of the MP4 files which are then deployed in a 2D context on TT centre screens.

Clips are displayed with a 1920 x 1080 aspect ratio on 24-inch screens.

The fidelity and look and feel of the clips should be comparable to existing clips so that the test candidate does not struggle to adjust as they move from one clip to another.

Clips will be 1 minute (60 seconds) long and depict a continuous drive. In the main they will involve one developing hazard.

Occasionally, clips may involve 2 developing hazards and by exception 3 or no hazards and be used for non-hazard testing purposes.

DVSA may ask for the 1-minute (60 second) clip of a continuous drive to be delivered as 2 or 3 separate MP4 files, each with or without a hazard.

The scope does not include:

- delivering to DVSA the 3D assets used to create the MP4 file
- the ability to deploy the clip in a 3D format

The intended contract will be expected to commence during February 2023. The initial contract period will be 3 years 3 months (39 months) from the commencement date with an option to extend by up to a further one x 2 year (24 months) or in two x 12 monthly increments.

The first 3 months of the contract will be a mobilisation period. The first 2 final high-resolution HPT clips must be delivered at or before the end of the mobilisation period.

DVSA shall have the right, at its sole discretion, to extend the term of the contract, this will be discussed in the contract management meeting 3 months prior to the end date and written notice will be given to the supplier within one (1) month of the contract expiry date.

The total duration of the intended contract, including the exercise of any extension option periods, shall not exceed 5 years, 3 months (63 months).

The scope is delivery of HPT CGI Clips over the initial contract period (3 years, 3 months mobilisation) and any exercised contract extension.

Volume

DVSA is therefore looking to procure the services of a supplier to deliver HPT CGI Clips.

An indicative phasing of clips over the initial term of the contract **Redacted under FOIA Section 43, Commercial Interest** is anticipated, although the actual number of clips may be higher or lower and DVSA does not commit to a set number of clips.

The maximum number of clips that include interior views and mirrors will be no more than **Redacted under FOIA Section 43, Commercial Interest** over the life of the contract.

Year	1	2	3	4	5
Redacted under FOIA Section 43, Commercial Interest	Redacted under FOIA Section 43, Commercial Interest				
Redacted under FOIA Section 43, Commercial Interest					

There is no guarantee on the number of HPT CGI Clips. These are estimated numbers only with no minimum or maximum guaranteed.

5. Implementation and Deliverables

DVSA envisages that the Services shall be broken down into the following milestones:

Title	Deliverables
Mobilisation	<p>Mobilisation will start once the contract has been awarded.</p> <p>The supplier will deliver a mobilisation phase (3 months) that delivers:</p> <p>development and DVSA approval of 2 HPT Clips, which are paid as and part of the estimated Redacted under FOIA Section 43, Commercial Interest Clips (see Section 6)</p> <ul style="list-style-type: none">• an Exit Plan (see section 15 below)• confirmed reporting metrics (see Section 9 below and Appendix H)• Information Management Plan (see Section 11 and Annex 3 Section 2 ID 2.4.1 and 2.4.2 below) <p>The nature of the Information Management Plan will depend on the robustness of the winning bidder's tender submission against Annex 3 Section 2, ID 2.4.1 and ID 2.4.2.</p> <p>The supplier's approach to mobilisation will be defined in the supplier's response to Annex 3 Section 2 ID 2.4.1 and ID 2.4.2.</p> <p>This will include development and DVSA approval of 2 HPT Clips, DVSA will provide the story boards as the contract is awarded. These Clips are paid and are part of the estimated Redacted under FOIA Section 43, Commercial Interest Clips.</p> <p>They will also provide:</p>

	<ul style="list-style-type: none"> • an Exit Plan (see Section 15 below) • confirmed reporting metrics (see Section 9 below and Appendix H) • Information Management Plan (see section 11 and Annex 3 Section 2 ID 2.4.1 and 2.4.2 below) <p>The service will not commence until the above mobilisation requirements have been delivered and formally recorded by DVSA as fully met.</p>
Service Commencement	<p>The supplier to commence service delivery following completion of mobility phase.</p> <p>Date to be agreed between the Parties.</p>
Service Delivery	<p>Deliverables as set out in Appendix B – Specification.</p>

6. Specifying Goods and / or Services

DVSA want to work with the supplier who best delivers the most economically advantageous tender. This will be based on our Technical/Quality Requirements (including 2 Demonstration HPT CGI Clips), how the supplier can add Social Value and Price.

The overall weighting given to Technical/Quality Requirements, Social Value and Price during the evaluation, will be:

- Technical/Quality requirements (including 2 Demonstration HPT CGI Clips) and Social Value 70%
- Price 30%

Please read Appendix A – Instructions for Tenderers for more details of how to submit your tender against these requirements.

Technical/Quality requirements (including 2 Demonstration HPT CGI Clips)

The detailed requirements are set out in Annex 3.

Your tender response to the Technical/Quality and Social Value requirements will be based on your written response to Annex 3 Section 2 and your 2 Demonstration HPT CGI Clips. The storyboards for the 2 clips are set out under Annex 2. The last column in Annex 3 shows the basis of evaluation and where appropriate, whether your tender response will be based on your:

- written response only
- written response and your 2 Demonstration clips
- your 2 Demonstration clips only

How your tender will be evaluated is set out in Section 16 – Evaluation Criteria, including evaluation weightings.

Social Value

The huge power of public money spent through public procurement every year in the UK must support government priorities, to boost growth and productivity, help our communities recover from the COVID-19 pandemic, and tackle climate change. As a result, central government departments like DVSA must use a Social Value Model which sets out Themes, a framework of policy outcomes, award criteria and award-sub criteria. An appropriate Theme and approach are chosen for each procurement and the related award criteria and sub-criteria are used when evaluating tender responses.

For this contract DVSA have chosen:

- Social Value Model Theme 2: Tackling economic equality,
- Policy Outcome: Create new businesses, new jobs and new skills
- Sub-Criteria - Mac 2.3: Education and training support educational attainment relevant to the contract which may include training schemes that address skills gaps.

This means the supplier will demonstrate their commitment, over the life of the contract, to helping UK road safety organisations to use CGI or other immersive materials to better educate, train, inform or research drivers (or potential drivers) to improve one or more relevant driving skill. By UK road safety organisations, we include charities, training providers, or academic institutions.

Within this award criteria, award sub-criteria relevant to this contract are activities that over the life of the contract demonstrate the tenderer's existing or planned commitment to: understanding of skills gaps and relevant demographics (including groups who struggle to gain necessary skills), charities active in the areas identified,

activities where CGI may help address skills gaps, activities to support these charities for example: providing CGI clips or CGI capability, helping those organisations bid for funding that would help them develop CGI clips, for example <https://ufi.co.uk/> provide grant funding, venture investment and advocacy to champion the power of vocational technology to improve skills for work delivering other non-CGI support to those charities that help them deliver their outcomes.

Social Value criteria are set out under Annex 3 Section 2, ID 2.5.1

Price

DVSA want to pay the same price per clip. Some key points are:

1. evaluation will be based on the anticipated volumes in Section 4 - Scope - Volume over the initial 3 years 3 months of the contract (**Redacted under FOIA Section 43, Commercial Interest**)
2. the price should be the same for each 1-minute (60 second) clip regardless of:
 - a) whether the clip is of unrestricted view or an interior view including interior and exterior mirrors
 - b) the number of developing hazards
 - c) the technical complexity you face delivering the clip and the number of iterations required to achieve sign-off
3. payment will be 100% of the agreed price upon sign-off of the final version of the clip
4. clips will always be 1 minute (60 seconds) long and based on the same continuous section of road, and will:
 - a) normally contain 1 hazard
 - b) occasionally contain 2 hazards
 - c) by exception contain 3 hazards
 - d) by exception contain no hazards and be used for non-hazard testing purposes³

³ DVSA may ask the supplier to deliver the 1 minute (60 second) long clip split into separate MP4 files based on different sections of the road, each with or without a hazard, for example 3 times 20 seconds clips.

Modern Slavery

The successful supplier will be required to complete the 'Modern Slavery Assessment Tool' within 2 months of receipt, following contract award.

If the supplier has previously completed a 'Modern Slavery Assessment Tool' within the last 12 months, they must share the results with DVSA within 2 months of contract award.

7. Social Value

Social Value will form part of the evaluation and will be a regular contract management meeting agenda item and reported on as part of key performance monitoring.

8. Payment and Invoicing

The contract will be based on a fixed price per clip and fixed for the duration of the initial 3 year, 3 month (39 months) contract.

Clip approval

DVSA will be the sole arbiter of the acceptability and final approval of HPT clips. This will be granted at a point when the clip is deemed to be an accurate reproduction of the hazard presented in the storyboard (Pointers are in Annex 5), and the look and feel is consistent with existing CGI clips.

Invoicing

You will not invoice until clip approval has been given by the DVSA Contract Manager.

All payments will be made in arrears after works have been approved and signed off by the DVSA Contract Manager.

Unless we specify otherwise, payment will be made by BACS no later than 30 (thirty) days upon receipt of an undisputed valid invoice.

A Purchase Order (PO) number for this requirement will be provided to the supplier.

The supplier must quote DVSA and the PO number on all invoices, and these must be submitted directly to:

SSa.invoice@sharedservicesarvato.co.uk

Invoices received without the correct PO number will be returned and will delay receipt of payment.

The Supplier shall invoice DVSA no more than monthly. The invoice will detail the clip name (clear and detailed text) and ID referenced on the storyboard

DVSA reserves the right to withhold payment to the Supplier in the event that the Services have not been provided to DVSA's reasonable satisfaction, in accordance

with the Contract, or if the information provided in the invoice is incomplete or inaccurate.

Appendix A – Instructions for Tenderers contains further information on Submitting invoices and Payment.

Sub-contracting to Small and Medium Enterprises (SMEs)

As an executive agency of the Department for Transport (DfT), DVSA is committed to removing barriers to SME participation in its contracts. DVSA would like to also actively encourage its larger suppliers to make their sub-contracts accessible to smaller companies and implement SME-friendly policies in their supply-chains ⁴.

To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.

If you tell us you are likely to sub-contract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice on our website.

⁴. [DfT: actions for improving opportunities for small and medium enterprises - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/dft-actions-for-improving-opportunities-for-small-and-medium-enterprises)

9. Service Levels and Performance

The supplier will be responsible for recording performance against KPIs and for making information available ahead of contract management meetings. The basis of the KPIs is shown in Appendix H. These may be amended to reflect the winning supplier's tender. The reporting format will be refined with the supplier and signed off by DVSA during mobilisation.

Continuous Improvement

DVSA expects the supplier to offer best in class CGI and to make new effects available as they become available, where relevant. Continuous improvement will also involve working with DVSA to improve the workflow of new clip generation. The supplier should look to continuously improve the workflow.

Continuous improvement will be a contract management meeting regular agenda item and reported on as part of key performance monitoring.

10. Management and Contract Administration

Account Management

The supplier shall within five (5) days of signing the intended contract send to DVSA's Contract Manager, the name and contact details (including email address and telephone number) of the Account Manager responsible for managing the intended contract and arrange a contract implementation meeting.

The supplier and DVSA will set in place contract review meetings to review key performance indicators, monitor payment and invoices, discuss Clip content and requirements pipeline, share feedback, and ideas for improvement. During the contract implementation meeting both parties will agree Contract Review Meeting dates (monthly initially and once DVSA agrees, quarterly thereafter), Strategic Contract Review Meetings (annually as a minimum).

Meetings

The supplier must comply with and ensure safety procedures are in place as per government guidelines in relation to COVID-19 in the event of any face-to-face meetings.

No reimbursement of costs will be provided if travel is required for these meetings.

11. Security and Business Continuity Requirements

1. The supplier shall be Cyber Essentials⁵ or Cyber Essential Plus certified and/or be accredited to ISO27001:2013 Information Security Management Standards. The supplier is advised that any non-compliance to this requirement increases the importance of providing clear and comprehensive responses to requirements ID 2.4.1 and 2.4.2 in Annex 3.
2. The supplier shall demonstrate how it provides a secure business environment that aligns with the security objectives within the Cyber Assessment Framework⁶ issued by the UK National Cyber Security Centre.
3. Using its secure business environment as a basis, the supplier shall create, maintain and comply with an Information Management Plan which addresses specific security topics or concerns of the Authority relevant to this contract.
4. The supplier shall comply with all the relevant legislation, organisational and cross UK Government policy and guidelines in relation to data and asset security including but not limited to: Data Protection Act 2018, General Data Protection Regulation (GDPR),

HMG Security Policy Framework, Cabinet Office Minimum Cyber Security Standard (2018), National Cyber Security Centre Cloud Security Principles.

⁵. [About Cyber Essentials - NCSC.GOV.UK](https://www.ncsc.gov.uk/about-cyber-essentials)

⁶<https://www.ncsc.gov.uk/collection/cafcyber-assessment-framework>

5. The supplier shall ensure that they support the Authority in meeting their legislative obligations including, but not limited to, those set out in:

- a. General Data Protection Regulations 2018
- b. Data Protection 2018
- c. Freedom of Information Act 2000
- d. Human Rights Act 1998
- e. Privacy & Electronic Communications Regulations 2006 (PECR)
- f. Regulation of Investigatory Powers Act (RIPA) 2000
- g. The Investigatory Powers Act 2016.

6. This includes assisting the Authority carrying out a data protection impact assessment and identifying and mitigating privacy risks to a level acceptable to the Authority.

7 The supplier shall ensure that the Authority's information and data is secured in a manner that complies with the Government Security Classification Policy rating of OFFICIAL. The Supplier shall ensure that the Government Security Classification Policy rating is also applied when information and data is transmitted across all applicable networks and/or in line with the Authority's requirements.

8. The supplier must notify the Authority of any data intended to be offshored outside of the UK and for what purpose. Any changes to the handling of data, including changes to offshoring, must be notified and have the approval of the Authority before any change happens.

9. The supplier shall ensure that any suspected or actual security breaches are reported to the Authority's representative immediately. Breach reporting must be defined with named contacts and escalation paths.

10. The supplier must allow audit of all controls under this section by the Authority to agreed schedules as well as notification of any sub processing prior to implementation.

11. The supplier shall not charge a premium to the Authority for any additional standards and/or security compliance applicable to the Contract, unless otherwise agreed in advance by the Authority.

12. Data Protection

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 (Directive (EU) 2016/680), and all applicable Law about the processing of personal data and privacy).

Delivery of this contract does not involve the exchange, sharing or processing of personal data.

13. Intellectual Property

Intellectual property rights will be based on Department for Transport General conditions of contract for services V4.0 July 2021 Appendix D.

The copyright and all other intellectual property in any background material supplied by DVSA to the successful contractor shall remain vested in DVSA. The contractor shall be permitted to use such background intellectual property solely for fulfilment of its obligations under the resultant contract.

The copyright and any other intellectual property in the final output clip shall be vested with DVSA. The successful contractor shall not be permitted to replicate, make use of or disclose the materials (including background material, background intellectual property, other intellectual property in the final clip output and the final MP4 clip) for any other purpose unless expressly authorised to do so by the Authority.

14. Documentation and Reporting

The supplier shall provide any documentation required as part of the delivery of the Services of this contract.

The supplier shall provide any documentation, information and reports requested by DVSA as part of the delivery of the Services of the contract in a format agreed by DVSA's Contract Manager.

15. Arrangement for End of Contract

The supplier shall within 3 months after the Contract Commencement Date deliver to DVSA an Exit Plan for agreement by the Authority which sets out the suppliers proposed methodology for achieving an orderly transition of the Services from the supplier to DVSA and/or its replacement supplier on the expiry or termination of this Contract.

The supplier shall fully cooperate with DVSA to ensure a fair and transparent re-tendering process for this contract. This may require the supplier to put in place a formal Ethical Walls Agreement and demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.

16. Evaluation Criteria

Please read Appendix A (Instructions for Tenderers) for more details of how to submit your tender against the requirements in this tender.

When submitting your tender, you will do so using the Jaggaer e-Sourcing system.

However, **please note** that due to the Demonstration Clip file type and file size, the 2 Demonstration Clips that are a mandatory part of your bid, must be submitted via DVSA's Theory Test Content CGI SharePoint site.

For the purpose of clarification, the DVSA SharePoint site has two uses, one mandatory, one optional:

- 1) Mandatory – The 'HPT CGI SharePoint Access Request Form' must be completed and submitted by all bidders. The deadline for submission of the access request form is set out at Section 3, Procurement Timetable. Bidders are required to submit Demonstration Clips as part of their bid. Bids received without Demonstration Clips will be deemed non-compliant. Upon receipt of the completed access request form DVSA will provide bidders with any additional details that may be required for the submission of the Demonstration Clips that are required as part of a bid.
- 2) Optional - Appendix G is to be completed and submitted by bidders wanting to see additional sample/example Clips. This is not mandatory. Additional sample/example clips may help bidders better understand the type of clips they would supply to DVSA.

In this section we have included some Jaggaer terminology to help you understand how the tender submission process maps to the Jaggaer e-Sourcing system functionality and layout.

Proposals will be evaluated against the Primary Evaluation Criteria (Jaggaer 'envelope') detailed below to determine the most economically advantageous tender.

The weightings shown (70%, 30%) provide for the optimal balance of Technical/Quality (including Social Value) and Price.

Primary Evaluation Criteria (Jaggaer 'envelope')	Score/Weightings	Jaggaer envelope number
Qualification	Pass/Fail	1 (First)
Technical/Quality (including Social Value)	70%	2 (Second)
Price	30%	3 (Third)

The response to the Qualification Section will be assessed against the Basis of Evaluation criteria specified in Annex 3 Section 1 (1.1.1: Appendix E - Form of Tender Services, 1.1.2: Appendix F - Selection Questionnaire, 1.1.3: Right Hand Drive, 1.1.4: File Format). Qualification questions are all scored as Pass/Fail.

Please note: Suppliers failing to get a **mandatory Pass** for each Annex 3 – Section 1 Qualification Question (1.1.1, 1.1.2, 1.1.3 and 1.1.4) of their bid will not proceed any further in the competition and their tender will be deemed non-compliant.

The Technical/Quality Factors Score, the Social Value Factors Score (Annex 3 Section 2 Technical/Quality and Social Value Factors) and the Pricing Factors Score for compliant tenders will be combined to identify the bidder who has the highest Overall Score and thus who has submitted the most economically advantageous tender.

Technical/Quality (Inc Social Value)

Weightings

The Technical/Quality (including Social Value) weightings are broken down further. This is shown in the following table. Please note in the corresponding second Jaggaer 'envelope' the weighting for each section adds up to 100%. And within each section there are questions. The weighting for the questions within each section must also add up to 100%.

Section and weighting	Question (Please read Annex 3 Section 2 for more detail)	Weighting within section
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within envelope 2		
2.1 Simulatability 28%	2.1.1 Driver view (first person)	8%
	2.1.2 Driver view including interior/exterior of vehicle	8%
	2.1.3 Roads and road markings	14%
	2.1.4 Road signage and furniture	14%
	2.1.5 Vehicles	14%
	2.1.6 Other road users or “actors”	14%
	2.1.7 Environment (scenery)	14%
	2.1.8 Weather and light conditions	14%
	2.1.9 CGI software used (for information only)	0% Not evaluated
2.2 Fidelity 28%	2.2.1 Driver view subtlety	14%
	2.2.2 Roads and road markings	15%
	2.2.3 Road signage and furniture	14%
	2.2.4 Vehicles	14%
	2.2.5 Other road users or “actors”	14%
	2.2.6 Weather and light conditions	15%
	2.2.7 Environment (scenery)	14%
2.3 Workflow 20%	2.3.1 Clip development process	100%
2.4 Risk 10%	2.4.1 Security	70%
	2.4.2 Business Continuity	30%

2.5 Social Value 14%	2.5.1 Help UK road safety organisations, over the life of the contract to deliver CGI or other immersive materials that better educate, train, inform or research drivers (or potential drivers) to achieve relevant driving skills.	100%
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Basis of assessment

The Technical/Quality Factors and Social Value Factors will be assessed against the questions described in Annex 3 Section 2.

Bidders must provide a response to each Technical/Quality Factor and Social Value Factor question as set out in Annex 3 Section 2. Annex 3 Section 2 makes clear whether this is a:

- written response only
- written response and 2 demonstration clips (where relevant to storyboards)
- demonstration clips only

You should develop the 2 demonstration clips based on the 2 storyboards in Annex 2.

Each Technical/Quality Factor and Social Value Factor question in Annex 3 Section 2 has a word limit. This represents a maximum, but clarity and brevity should be used, ie if you can answer the question in fewer words, that is appropriate. The word limits do not include tables, charts, clips, images etc. The visual nature of the procurement means appropriate use and explanation of clips and images is relevant.

Evaluation methodology

Technical/Quality Factor Scoring and Social Value Factor Scoring will be in accordance with the following:

Percentage weighting	Description	Scoring Guide
100%	Excellent Confidence	Comprehensive evidence provided that supports that the Bidder meets all of the requirement, leading to the conclusion of a total level of confidence that the Bidder can meet the requirement.
75%	Good Confidence	Evidence provided that supports that the Bidder meets most of the requirement leading to the conclusion of a high level of confidence that the Bidder can meet the requirement.
50%	Reasonable Confidence	Evidence provided that supports that the Bidder meets some of the requirement leading to the conclusion of a mid-level of confidence that the Bidder can meet the requirement.

25%	Minimal Confidence	Some evidence provided that supports that the Bidder meets few of the requirements leading to the conclusion of a low level of confidence that the Bidder can meet the requirement
0%	No Confidence	Limited or No evidence provided that the Bidder meets the requirement. No confidence that the Bidder can meet the requirement.

A summary of each Technical/Quality Factor and Social Value Factor question along with; the associated minimum acceptable percentage score; the maximum available percentage score; and the weighting are outlined below:

Question	Minimum Acceptable Percentage	Maximum Available Percentage	Weighting
Simulatability	50%	100%	28%
Fidelity	50%	100%	28%
Workflow	50%	100%	20%
Risk	50%	100%	10%
Social Value	50%	100%	14%

Please note: Suppliers failing to get a mandatory percentage of either 50%, 75% or 100% for each Technical/Quality and Social Value question of their bid will not proceed any further in the competition and their tender will be deemed non-compliant.

Evaluation and consensus

The evaluation of each Technical/Quality Factor and Social Value Factor Question will be conducted, and consensus checked in accordance with the following Consensus Marking Procedure.

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

- Step 1 - Independent evaluation
- Step 2 - Group consensus marking

During independent evaluation (Step 1), each evaluator will separately (without conferring with other evaluators) scrutinise the quality of answers given by bidders in their tender. Each evaluator will then allocate a mark for the answer in accordance with the marking scheme applicable to that question.

The Authority will review the marks allocated by the individual evaluators before facilitating a group consensus marking meeting.

During the group consensus marking meeting (Step 2), evaluators will discuss their independent marks until they reach a consensus regarding the marks that should be attributed to each bidders' answer to the questions.

The consensus scores for each Technical/Quality Factor and Social Value Factor Question will then be added together and the following calculation will be undertaken to determine the Total Technical/Quality Factors and Social Value Factor Score based on the overall 70% weighting for Technical/Quality and Social Value.

Price Factor

The Pricing Schedule (Appendix C) excel document is where you will detail your tendered price per 1 minute (60 second) Clip. If awarded the contract, the rates provided, in the yellow cells of the Pricing Template (Appendix C) excel document, will form a schedule of rates in the contract. This will be the schedule of rates applicable for the duration of the initial contract term of 3 years, 3 months (39 months).

Price Factor Scoring Methodology

The Inverse Proportion Methodology will be used to evaluate all proposals for this requirement. This methodology is based on the following principles:

- The bidder with the lowest price per 1 minute Clip (60 seconds) shall be awarded the maximum Price Factor Weighted Score (30%).
- Each tendered Price Factor shall then be compared to the lowest tendered Price Factor and the following calculation used:

$$\frac{\text{Lowest price bid X price weighting}}{\text{Price of tender being evaluated}} = \text{Price score}$$

Example:

If Bidder A bids the lowest price of £100 per Clip, Bidder A is awarded the highest score:

$$\frac{\text{£100} \times 30\%}{\text{£100}} = 30\%$$

£100

If Bidder B bids the next lowest price at £150 per Clip then Bidder B's score is measured against Bidder A's score:

$$\frac{\text{£100} \times 30\%}{\text{£150}} = 20\%$$

£150

All calculations will be rounded to 2 decimal places.

17. Points of Contact

All communications including queries/questions must be sent via the Jaggaer e-Sourcing Portal.

Annex 1 – Example HPT Storyboard and finished Clip

Example storyboard

Redacted under FOIA Section 43, Commercial Interest

Example HPT finished Clip

Redacted under FOIA Section 43, Commercial Interest

Annex 2 – Example Storyboards for Demonstration Clips 1 and 2

Demonstration Clip 1:

Redacted under FOIA Section 43, Commercial Interest

Demonstration Clip 2: Devon Expressway

Redacted under FOIA Section 43, Commercial Interest

Annex 3

Detailed Evaluation Criteria – Section 1 Qualification

Appendix E - Form of Tender Services

Appendix F - Selection Questionnaire

Quality Question 1.1.3: Right Hand Drive

Quality Question 1.1.4: File Format

Section	ID	Question	Description	Score	Basis of Evaluation
Qualification 1.1	1.1.1	Appendix E	Form of Tender Services	Pass/Fail	Fully completed, signed and returned Form of Tender Services Appendix E
	1.1.2	Appendix F	Selection Questionnaire	Pass/Fail	Fully completed, signed and returned Selection Questionnaire Appendix F
	1.1.3	Right Hand Drive	The supplier will demonstrate that all clips will be developed based on right hand driving (as per UK).	Pass/Fail	Demonstration clips only
	1.1.4	File Format	The supplier will demonstrate the ability to deliver clips as: <ul style="list-style-type: none">• MP4 files• AVC format	Pass/Fail	Written response (no more than 500 words) and 2 demonstration clips

			<ul style="list-style-type: none"> • aspect ratio 1920x1080 • baseline@L4 Profile • average bit rate of 16.5 within a range of no less than 15.7 MBPS and no more than 17.9 MBPS <p>Early draft clips maybe received as low resolution .MP4 files.</p>		
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Detailed Evaluation Criteria: Section 2 Technical/Quality and Social Value Factors

Section	ID	Question	Description	Basis of evaluation
Simulatability 2.1	2.1.1	Driver view (first person)	<p>The supplier will demonstrate their ability to develop clips from the perspective of the driver or rider, relevant to the category of test (vehicle).</p> <p>All current HPT clips display the view of a developing road scene taken at approximately the roof level of a car. This view currently excludes any interior/exterior view of the vehicle, for example, dashboard, windscreen, and mirrors. This unrestricted view requirement continues.</p>	Written response only (no more than 500 words)
	2.1.2	Driver view including interior/exterior of vehicle	<p>The supplier will demonstrate the ability to include the interior/exterior view of the vehicle appropriate to the category of the test, in driver (first person) views.</p> <p>The interior/exterior view includes the windscreen, mirrors (interior rear view, exterior both sides, close proximity mirrors for vocational</p>	Written response only (no more than 500 words)

Section	ID	Question	Description	Basis of evaluation
			<p>categories such as class IV, V and VI¹), windscreen wipers, dashboard, instrumentation and steering with hands. This requirement includes the ability to change the instrumentation as the driving scene develops. For example, changing scenes in the mirrors, moving windscreen wipers, changes to the speedo and warning lights, steering and hand movements.</p> <p>This requirement also includes the ability to switch off the interior/exterior view.</p> <p>¹Some heavy goods vehicles now use camera-based monitors rather than mirrors</p>	
	2.1.3	Roads and road markings	<p>The supplier will demonstrate the ability to reflect all common road features including:</p> <ul style="list-style-type: none"> • different road types including motorways, dual carriageways, single carriageways urban roads, country roads • different road junctions including roundabouts, double roundabouts, T junctions, crossroads, merging junctions, fast road exits, level crossings, tram crossings, box junctions • appropriate road markings for the road types and junctions per the Highway Code and Know Your Traffic Signs • tunnels • bridges • fords 	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)

Section	ID	Question	Description	Basis of evaluation
			<ul style="list-style-type: none"> • road crossings • central reservations • pavements • cattle grids • traffic calming measures 	
	2.1.4	Road signage and furniture	<p>The supplier will demonstrate the ability to:</p> <ul style="list-style-type: none"> • show all types of road furniture and road signage in line with the Highway Code (https://www.gov.uk/guidance/the-highway-code) and Know Your Traffic Signs (https://www.gov.uk/government/publications/know-your-traffic-signs) • show traffic lights that work in accordance with the Highway Code • change the text on road signage where appropriate, for example direction signage • include other road furniture including but not limited to bus stops, advertising hoardings <p>road crossing furniture (pelican crossings, Belisha beacons, puffin crossings, toucan crossings, zebra crossings)</p> <p>These would be scaled in accordance with the dimensions in the guidance of the Traffic signs manual (https://www.gov.uk/government/publications/traffic-signs-manual)</p>	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)

Section	ID	Question	Description	Basis of evaluation
	2.1.5	Vehicles	<p>The supplier will demonstrate the ability to include a variety of representative vehicle types and conditions (both current and dated) including:</p> <ul style="list-style-type: none"> • cars • cars and vans with trailers • light goods vehicles • heavy goods vehicles • public service vehicles – coaches and buses • motorbikes • mopeds • trams • tractors • trains • road maintenance vehicles • e-scooters 	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)
	2.1.6	Other road users or “actors”	<p>The supplier will demonstrate the ability to show:</p> <ul style="list-style-type: none"> • pedestrians of different ages, genders, ethnicities • disabilities such as pedestrians with walking aids and wheelchair users • cyclists • E-Scooter users 	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)

Section	ID	Question	Description	Basis of evaluation
			<ul style="list-style-type: none"> a variety of animals, not limited to horses (with or without riders), cows, cats, dogs, deer, birds. 	
	2.1.7	Environment (scenery)	<p>The supplier will demonstrate the ability to reflect a variety of UK contexts with appropriate buildings and fauna.</p> <ul style="list-style-type: none"> motorways fast roads urban high streets housing estate rural 	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)
	2.1.8	Weather and light conditions	<p>The supplier will demonstrate the ability to reflect different weather conditions including:</p> <ul style="list-style-type: none"> rain snow fog ice water on the road hail wind cloud appropriate to the above <p>Clips must be able to show different lighting conditions including:</p>	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)

Section	ID	Question	Description	Basis of evaluation
			<ul style="list-style-type: none"> • day • night • dusk • dawn <p>Clips must be able to combine the different weather and lighting conditions set out above.</p>	
	2.1.9	CGI software used	The supplier should outline their typical sources of bought-in 3D content, the software used to create or modify 3D content, the software used to create the moving clip and the software used for post-production effects	<p>For information only – not evaluated</p> <p>Written response only (no more than 500 words)</p>
Fidelity 2.2	2.2.1	Driver view subtlety	Building on requirement IDs 2.1.1 and 2.1.2, the supplier will demonstrate the ability to develop clips with subtle changes to the first-person view where, for example, the vehicle being driven or ridden goes over a sleeping policeman, railway lines, eg a shake of view.	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)
	2.2.2	Roads and road markings	<p>Building on requirement ID 2.1.3, the supplier will demonstrate the ability to deliver a high level of realism.</p> <p>Examples that demonstrate this include but are not limited to:</p> <ul style="list-style-type: none"> • gravel • different qualities of road surface – types, textures, colour and wearing • worn road markings 	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)

Section	ID	Question	Description	Basis of evaluation
			<ul style="list-style-type: none"> road cracks, pot holes <p>The look and feel of the demonstration clips will need to be comparable to current HPT clips.</p>	
	2.2.3	Road signage and furniture	<p>Building on requirement ID 2.1.4, the supplier will demonstrate the ability to deliver a high level of realism.</p> <p>Examples that demonstrate this include but are not limited to:</p> <ul style="list-style-type: none"> faded, deteriorated road signs bright sun behind traffic lights signs partially obstructed by foliage or moss <p>The look and feel of the demonstration clips will need to be comparable to current HPT clips.</p>	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)
	2.2.4	Vehicles	<p>Building on requirement ID 2.1.5, the supplier will demonstrate the ability to deliver a high level of realism.</p> <p>Examples include but are not limited to:</p> <ul style="list-style-type: none"> chassis language where the nose of a car dips when braking hard chassis language like rolling body movement when negotiating a corner at speed reflections on vehicles rear and tail swing of large vehicles when turning the rocking of a truck cab after it has braked significantly passengers begin to alight from a bus whilst its moving 	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)

Section	ID	Question	Description	Basis of evaluation
			<ul style="list-style-type: none"> The look and feel of the demonstration clips will need to be comparable to current HPT clips. But a variety of more contemporary vehicles will need to be included. 	
	2.2.5	Other road users or “actors”	<p>Building on requirement ID 2.1.6, the supplier will demonstrate a high level of realism in human and animal movement. Movement should not be structured or robotic.</p> <p>The look and feel of the demonstration clips will need to be at least comparable to current HPT clips but we are interested in more life-like CGI for this requirement.</p>	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)
	2.2.6	Weather and light conditions	<p>Building on requirement ID 2.1.8, the supplier will demonstrate the ability to reflect varying levels of the weather and light conditions.</p> <p>The supplier will also show the ability to deliver a high level of realism in these weather and light conditions. Examples that demonstrate this include but are not limited to:</p> <ul style="list-style-type: none"> surface spray from a vehicle moving over standing water or mud heavy rain drops bounding off the ground tyre marks left by a vehicle passing through snow shadows reflections off shiny surfaces whether on vehicles, buildings or road furniture ice visible on roads and the surrounding environment, eg buildings, road furniture and foliage trees and leaves moving in the wind 	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)

Section	ID	Question	Description	Basis of evaluation
			<ul style="list-style-type: none"> • a car's headlights on the road and buildings at night-time • dry patches under bridges • microclimates caused by shadows • low winter sun <p>The look and feel of the demonstration clips will need to be comparable to current HPT clips.</p>	
	2.2.7	Environment (scenery)	<p>Building on requirement ID 2.1.7, the supplier will demonstrate the ability to deliver a high level of realism.</p> <p>Examples that demonstrate this include but are not limited to:</p> <ul style="list-style-type: none"> • buildings that look worn and dilapidated not just new and shiny • vegetation that is life-like <p>The look and feel of the demonstration clips will need to be comparable to current HPT clips. But a variety of more contemporary vehicles will need to be included.</p>	Written response (no more than 500 words) and 2 demonstration clips (where relevant to storyboards)
Workflow 2.3	2.3.1	Clip development process	<p>The supplier will explain how they will iteratively, responsively, and promptly develop clips with DVSA. This will include:</p> <ul style="list-style-type: none"> • processes for the overall planning of clips over the next 3, 6 and 12 months • explaining the typical, key steps and milestones to develop each clip 	Written response only (no more than 1500 words)

Section	ID	Question	Description	Basis of evaluation
			<ul style="list-style-type: none"> • typical, overall timelines from DVSA providing the original clip scenario through to final clip sign-off * • how the supplier will work with DVSA, for example in an agile type way through sprints and the meetings that may support this² • proposed SLAs for different steps in the clip development process (please refer to the KPI framework in section 9) • formal mechanisms for recording and planning the progress of clips through the development process • meetings needed to manage clip development (Clip Development Meetings) • any storyboarding tools or processes that the supplier believes would improve the clip development process • definitions and examples of major and minor iterations in the workflow process that will form the basis of the definitions in section 9 on Service Levels and Performance <p>* DVSA expects this to be no more than 3 months but is interested in proposals that have lower overall timelines. Please also refer to the KPI framework in section 9 The first 2 signed off clips should be available within 3 months of contract award or better.</p> <p>².A pure agile approach is probably not appropriate but it is worth considering meetings that may be appropriate, for example, https://fellow.app/blog/meetings/agile-meetings-comprehensive-guide-for-leaders/</p>	

Section	ID	Question	Description	Basis of evaluation
Risk 2.4	2.4.1	Security	<p>Please provide copies of certifications for security standards that you hold.</p> <p>The supplier shall set out how it broadly meets the following security objectives to provide a secure business environment (these objectives align with the Cyber Assessment Framework issued by the UK National Cyber Security Centre):</p> <ul style="list-style-type: none"> • Managing security risk: how the risk is identified and managed (what governance is in place; what risk management is undertaken; what asset management is there; how is the supply chain controlled) • Defending systems against cyber attack: the principal means to control the identified risk (the approach to service protection; how identity and access control is handled; how data is secured; how wider systems are secured; how networks and systems are made resilient; staff training and awareness undertaken) • Detecting cyber security events: the means to indicate the success or otherwise of the defence (security monitoring, including audit of access; any proactive security event discovery tools) • Minimising the impact of cyber security incidents: the means to minimise the impact of any adverse security event such as a malware infection. <p>The supplier shall additionally describe how it will deliver a security policy that addresses, as a minimum:</p> <ul style="list-style-type: none"> • security management (risk assessment, response, evaluation, responsibilities and roles) 	Written response only (no more than 1000 words)

Section	ID	Question	Description	Basis of evaluation
			<ul style="list-style-type: none"> • supplier personnel integrity (recruitment, training, staff responsibilities, vetting, and disciplinary procedures) • protection of all Authority information/data that is generated and/or managed in the provision of the service, from its creation to destruction or deletion. Any anticipated offshoring of data is to be explicitly identified in the response • system resilience (malware, business continuity arrangements) • management of suspected/actual breaches of security • compliance with legislation. 	
	2.4.2	Business Continuity	<p>The supplier shall expand on system resilience aspects of the general secure business environment to describe how business continuity will be maintained specifically for this contract. This should address considerations to include but not limited to:</p> <ul style="list-style-type: none"> • protection of data used in the contract • how continuity of delivery will be maintained • contextual events (e.g. working effectively in a pandemic) • accidental events (e.g. fire in server room) • deliberate events (e.g. ransomware attack). 	Written response only (no more than 1000 words)

Section	ID	Question	Description	Basis of evaluation
Social Value 2.5	2.5.1	Social value	<p>Sub-Criteria for MAC 2.3: Education and training</p> <p>The supplier to describe the commitment your organisation will make to ensure that opportunities under the contract deliver the Policy Outcome and Award Criteria. Please include:</p> <ul style="list-style-type: none"> • your ‘Method Statement’, stating how you will achieve this and how your commitment meets the Award Criteria, <p>and</p> <ul style="list-style-type: none"> • a timed project plan and process, including how you will implement your commitment and by when. Also, how you will monitor, measure and report on your commitments/the impact of your proposals. <p>You should include but not be limited to:</p> <ul style="list-style-type: none"> ○ timed action plan ○ use of metrics ○ tools/processes used to gather data ○ reporting ○ feedback and improvement ○ transparency ○ how you will influence staff, suppliers, customers and communities through the delivery of the contract to support the Policy Outcome, e.g. engagement, co-design/creation, training and education, partnering/collaborating, volunteering. <p>The supplier should focus their response towards helping UK road safety organisations to deliver CGI or other immersive materials that</p>	Written response only (no more than 1500 words)

Section	ID	Question	Description	Basis of evaluation
			<p>better educate, train, inform or research drivers (or potential drivers) to improve one or more relevant driving skills.</p> <p>Driving skills could be</p> <ul style="list-style-type: none"> • driving safely³ • reduced vehicle emissions through environmental (Eco) driving that improves fuel and energy efficiency • training that leads to the acquisition of a driving licence (which in turn leads to a vocational career driving a lorry or bus or supports • providing CGI clips or CGI capability - pro bono free or at reduced rates – for use in education, training or informational materials including learning materials • helping those organisations bid for funding that would help them deploy CGI or immersive capability, for example https://ufi.co.uk/ provide grant funding, venture investment and advocacy to champion the power of vocational technology to improve skills for work • any other activities that would help the charity or training provider address the relevant driving skills gaps • other work opportunities needing a car or motorcycle) or driving at work (work related road safety) 	

Section	ID	Question	Description	Basis of evaluation
			<p>Reporting Metrics that maybe used</p> <ul style="list-style-type: none"> ● Number of full-time equivalent (FTE) employment opportunities created under the contract, by UK region. ● Number of apprenticeship opportunities (Level 2, 3, and 4+) created or retained under the contract, by UK region. ● Number of training opportunities (Level 2, 3, and 4+) created or retained under the contract, other than apprentices, by UK region. ● Number of people-hours of learning interventions delivered under the contract, by UK region. <p>³Driving or road skills means driving or riding skills but may also include broader road safety, for example, cyclists and pedestrians.</p>	

Annex 4 - Definitions	
Expression or Acronym	Definition
MP4	The file format used to load a CGI clip into the test engine used to deliver the Theory Test. This is also known as an MPEG-4 part 14.
CGI	Computer generated imagery. The outputs from any software that can be used to generate a moving clip or static image that is a good representation of real life. Clips used to test candidates in the TT are presented as 2 dimensional clips or images. CGI clips can be generated using different immersive technology that deliver more sophisticated capability, particularly in a 3D sense.
Driver	Driver is taken to mean a driver of a vehicle or a rider of a motorcycle
Fidelity	How accurately the CGI clips represents the real life driving or road safety scene. This goes beyond the essential scenario resulting from simulatability. It concerns how life like the clip is. For example, reflections, chassis movement, people and animal movement, light conditions, and weather.
HPT clip	A high-fidelity CGI clip of a driving scene, based on a developing road safety hazard
MCQ	Multiple choice question
Payload	Malware buried in the MP4 file that is not part of the intended purpose and performs a malicious action.
Risk management	The integrity of the Theory Test is crucial. This means developing or final HPT clips cannot (1) leak into the public domain and (2) the clips must not include payloads that threaten DVSA's digital services. Suppliers should also ensure business continuity.
Simulatability	The ability to effectively represent a wide variety of driving and road safety scenarios in HPT CGI or MCQ video clips.

Storyboard	<p>DVSAs requirement for individual HPT clips. This sets out:</p> <ul style="list-style-type: none"> • the road the clip is based on and other basic information • early clues to the developing hazard • detail on the developing hazard • how the clip concludes
Test form	DVSA uses many test forms in the Theory Test. Each test form has different combinations of MCQs or HPT clips. This allows test difficulty to be balanced across test forms and candidates retaking TTs to be assigned different test forms.
Video clip	A lower fidelity CGI clip of a road scenario that better enables the testing of driving knowledge for some MCQs.
Workflow	This is about how the HPT clip development service - provided by the supplier – does so responsively, iteratively, and promptly to support the needs of the TT Content Team.

Annex 5 - Pointers on final clip approval

Pointers include:

- a) The clip is sterile and free from distraction from the point at which the hazard develops until it completes,
- b) The timing of items which contribute to or are involved in the hazard is accurate,
- c) The physical characteristics relating to items (vehicles, people, buildings, trees / foliage etc) are accurate. For instance, vehicle movement should reflect the undulating nature of carriageways and the effects experienced from suspension and pedestrians should move naturally rather than in a robotic, structured fashion,
- d) Depth of field should be comparable to that experienced by an individual with 20/20 vision in terms of the level of sharpness of items in the distance,
- e) Road width is accurate.
- f) Positioning of vehicles in the road is accurate,
- g) Items in the clips are proportionate to the surroundings,
- h) The clip duration is 1 minute (60 seconds).

Please note these pointers should not be considered exhaustive.