

Procurement Document Library

BEIS- Mini Competition Questions- RESEARCH ONLY

Version Control

Date	Version	Section affected	Reason for change	Changed by
16.09.2016	1.0	All	New Document	Mary Cheston-Burt

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Mini Competition

questions

**Mini Competition against an existing Framework Agreement (MC) on behalf of
Department for Business, Energy and Industrial Strategy (BEIS)**

Subject UK SBS PGT Survey Development

Sourcing reference number FWRECR17076HEFCE Lot 5

UK Shared Business Services Ltd (UK SBS)
www.uksbs.co.uk

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Shared Business Services

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	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). This is the legal entity with whom we will Contract if successful.																							
Scoring criteria	For information only																							
Bidder response	Table <table border="1"> <tr> <td>Bidders full legal name</td><td></td></tr> <tr> <td>Address line 1</td><td></td></tr> <tr> <td>Address line 2</td><td></td></tr> <tr> <td>Address line 3</td><td></td></tr> <tr> <td>Address line 4</td><td></td></tr> <tr> <td>Town / City</td><td></td></tr> <tr> <td>Country</td><td></td></tr> <tr> <td>Post code (or equivalent)</td><td></td></tr> <tr> <td>Bidder contact</td><td></td></tr> <tr> <td>Telephone No.</td><td></td></tr> <tr> <td>Email</td><td></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																								

FOI1.1	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) 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. 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 http://ico.org.uk 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.
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS 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. 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) 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)	
Bidder guidance	The Bidder shall provide details of their proposed exemptions/exception in the table below. The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS. Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS 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.	
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 UK SBS'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 UK SBS, including the Request for Quotation, and any contract entered into by UK SBS or its customers 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 UK SBS 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. UK SBS is not liable for any costs resulting from cancellation of this process or any costs incurred by Bidders taking part in this procurement process.

I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.

Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW1.3	CERTIFICATE OF BONA FIDE BID 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. 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: (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; (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; (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. In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not. We acknowledge that UK SBS 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 UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS. We agree that UK SBS may disclose the Bidders information/documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.
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Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW4.1	Please confirm your acceptance of the attached Special Terms in addition and / or replacement of specific Framework Agreement Terms.  HEFCE Special Terms - FWRECR17076HEFC
Bidder guidance	The Bidder shall answer Yes, No with justification or No Yes – Pass No with justification – 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. 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. 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. No – Fail
Scoring criteria	Mandatory Pass / Fail

PRICE QUESTIONNAIRE

AW5.2	Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section. All prices shall be exclusive of VAT. AW5.2 Price Schedule - FWRECR1 <i>“Please note that the Rate Cards (Price Schedules) that were submitted at RFQ are being checked against the values you are submitting at call off, these should not go over the price you submitted at RFQ. If the values goes over the amount within the Rate cards these will be questioned and could jeopardise your bid.</i> <i>In the RFQ for the framework you have confirmed that your price will not go over the threshold you provided, price shall remain firm and fixed for 4 years / full term of the Contract. Thereafter they shall be subject to change in accordance with the terms of the contract.</i> <i>Note: The maximum charges for day rates for the various staff levels in your organisation must be unaltered for the duration of the Framework (until 2 January 2020) in line with the terms and conditions of the Contract”</i>
Bidder guidance	Bidders shall confirm they have completed the Pricing Schedule. The scoring methodology for this question shall be: 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 score is then subject to a multiplier to reflect the percentage value of the price criterion. Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50 In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: $\text{Score/Total Points multiplied by 50}$ ($80/100 \times 50 = 40$) The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price. 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.

	For example, assuming the lowest bid is £100,000.		
	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 20%		
Bidder response	Yes		

QUALITY QUESTIONNAIRE

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

PROJ1.1	<u>Project context and understanding of the requirements</u> Please demonstrate your understanding of the project context, for example knowledge of the policy and funding landscape for taught postgraduate study, and relevant research and surveys. Please explain what you understand to be the key issues and challenges for the work.
Bidder guidance	The Tender Response Question and Answer Document should be used by all tenderers to answer the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence. Bidder guidance - Scoring shall be based on 0-100 scoring methodology. This question is limited to 3 sides of A4 Any additional content provided beyond this will not be considered or scored during the evaluation process.
Scoring criteria	Scoring criteria Maximum Marks – 15%
Bidder response	Yes, I have attached my answer using the Q & A Document as a pdf to PROJ1.1

PROJ1.2	<u>Methodology</u> Please explain the methodology you propose to use to deliver the outputs included in the specification, including how you will ensure that you construct a robust evidence base for your proposals and that they reflect the diversity of the UK HE sector. You should include your strategy for ensuring that you secure input from those with appropriate expertise in the higher education sector and a representative range of students.
Bidder guidance	The Tender Response Question and Answer Document should be used by all tenderers to answer the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence. Bidder guidance – Scoring shall be based on 0-100 scoring methodology. This question is limited to 6 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process.
Scoring criteria	Scoring criteria Maximum Marks – 30%
Bidder response	Yes, I have attached my answer using the Q & A Document as a pdf to PROJ1.1

PROJ1.3	<u>Skills and expertise</u> Please demonstrate that you have the skills and expertise to deliver the work successfully by: • Outlining your understanding of the skills and expertise necessary to deliver this project • Demonstrating that your project team possesses the appropriate skills and expertise • Providing your methodology as to how you will maintain your ability to deliver these through the lifetime of the project.
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Bidder guidance	The Tender Response Question and Answer Document should be used by all tenderers to answer the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence. Bidder guidance - Scoring shall be based on 0-100 scoring methodology. This question is limited to 3 sides of A4 Any additional content provided beyond this will not be considered or scored during the evaluation process.
Scoring criteria	Scoring criteria Maximum Marks – 15%
Bidder response	Yes, I have attached my answer using the Q & A Document as a pdf to PROJ1.1

PROJ1.4	<u>Project plan</u> Please provide a detailed timetable for carrying out the work based on the proposed methodology, highlighting key milestones and deadlines.
Bidder guidance	The Tender Response Question and Answer Document should be used by all tenderers to answer the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence. Bidder guidance - Scoring shall be based on 0-100 scoring methodology. This question is limited to 2 sides of A4 Any additional content provided beyond this will not be considered or scored during the evaluation process.
Scoring criteria	Scoring criteria Maximum Marks – 10%
Bidder response	Yes, I have attached my answer using the Q & A Document as a pdf to PROJ1.1

PROJ1.5	<u>Risk management</u> Please explain what you believe to be the key risks to successful delivery of the project and your risk mitigation strategy for each of these.
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Bidder guidance	The Tender Response Question and Answer Document should be used by all tenderers to answer the PROJ (Quality Questions). This should then be uploaded as an attachment to PROJ1.1. This is the only document assessors will see and it is vital that you supply your best evidence. Bidder guidance - Scoring shall be based on 0-100 scoring methodology. This question is limited to 2 sides of A4 Any additional content provided beyond this will not be considered or scored during the evaluation process.
Scoring criteria	Scoring criteria Maximum Marks – 10%
Bidder response	Yes, I have attached my answer using the Q & A Document as a pdf to PROJ1.1