

DefCARS Future Specialist support

Appendix 2: Response to Tender Questions

[Name of bidder]

This document sets out the questions that the SSRO requires to be addressed as part of its assessment of the Quality element of the bid. The total Quality element carries a maximum overall weighting of 70%, with 60% allocated to the responses to criteria 1-3 below and 10% allocated to the bidder’s presentation.

The SSRO encourages tenderers to provide innovative methods of service delivery that will add value to the services. Such proposals are likely to attract higher scores. Responses will be scored in accordance with the methodology set out in the Invitation to Tender document.

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| **Quality Requirement (70%)** |
| **1** | **Capability** 1. **Organisation experience and expertise (10%)**

Please provide details of the organisation’s experience and expertise relevant to the services to be delivered, as set out in Section 4, Appendix 1: Specification. As part of the response, please provide: 1. a summary of how your organisation’s experience is relevant to the requirements;
2. details of any relevant independent evaluation or rating of your organisation’s work. You may include up to 3 recent relevant references; and
3. evidence of any relevant security and data certifications/accreditations your organisation hold (excluding those listed in paragraph 6.5 of Appendix 1: Specification, which are minimum requirements). Please attach relevant certificates or accreditation statements.
4. **Staff resourcing and expertise (15%)**

Please provide the resourcing levels and the level of experience of staff you are committing to carry out the Core Services, including the CVs of the individuals that will be assigned to the project and any certifications and security clearance those individual holds.This section must not exceed 800 words (excluding CVs and references). | 25% |
| **2** | **Service delivery** Please provide details of your intended approach to the requirements set out in Section 4, Appendix 1: Specification, including information that will help the SSRO understand how you intend to approach service delivery and management. As part of the response, please provide: 1. a summary of how you will meet the requirements described in the specification, including how you will undertake the work to provide advice and a final report to the SSRO. Please include an overview of how you will manage engagement with the SSRO and what outputs will be provided;
2. details of how work will be assigned between the staff delivering the services;
3. a timetable of key milestones for the work, and how you will provide progress updates to the SSRO. Should you wish to propose reasonable alternative key dates (other than in respect of the Long-stop Completion Date), please submit those with relevant explanation); and
4. the key risks to delivering the requirements and what mitigating actions will be put in place to deal with them.

This section must not exceed 1200 words.  | 25% |
| **3** | **Conflict of Interest Management** The avoidance of Conflicts of Interest is critical to the SSRO in delivering the services. By reference to your conflicts of interest policy (which must be submitted with your tender), please describe how your organisation intends to identify, assess and manage any Conflicts of Interest as required under clause 30 of the SSRO’s issued Terms and Conditions. Declaration of Conflicts of Interest Bidders are reminded that they are required to make a positive statement as to the **existence or absence** of any Conflicts of Interest (as defined in the Terms and Conditions) as part of their tender submission, together with other information. In the event a declaration is not included, **the tender may be rejected**. Bidders should refer to paragraph 4.32 of the ITT for further information.This section must not exceed 500 words, excluding the policy. | 10% |
| **4** | **Presentation****No written response to this criterion is required.** The top three scoring bidders, based on the submitted response to tender questions and price/rates, will be invited to make a presentation to the SSRO on the following questions:Using examples from your organisation’s experience where possible, please present summary responses for a non-technical audience to the following questions: * + 1. Defence contractors currently manually key-in structured and unstructured data to DefCARS via web forms. How can changes to data submission procedures / functionality deliver efficiencies in data submission for industry? What are the benefits and challenges of different approaches? (15 minutes; **5%**)
		2. a) What are the key risks of pursuing simultaneous development activities to i) implement ongoing changes to database structure driven by regulatory requirements; and ii) introduce additional methods for data submission (e.g. Graphical User Interface, upload templates, APIs)?
1. What key design features or principles would mitigate these risks?

(15 minutes; **5%**) | 10% |