**RSSB 2422 - Development of a Common Event Risk Scoring Methodology**

Tender Questions Document

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| **Supplier Question 1**  It is my intention to make a formal application to carry out this package of work (see above) but it is not clear to me whether or not I should complete the Commercial Pricing Document at the time of the application.  I wonder, would you be kind enough to advise me please? |
| **RSSB Answer 1**  Indeed please complete the commercial pricing document at the time of bid submission. |
| **Supplier Question 2**  \*\*\*omitted\* intend to submit a proposal in respect to T1121 "Development of a common event risk scoring methodology".   We are writing as we've noted that this new proposal does not include a Contracts Issue Memo.   We would like to raise awareness of our self insurance as part of \*omitted\*. We have previously agreed modification of your contract , an example being project \*omitted\*.  I have attached the Contracts Issue memo submitted with this proposal.   We hope you can provide written confirmation that you would be prepared to similarly modify the contract for  T1121 "Development of a common event risk scoring methodology" should we be successful**.** |
| **RSSB Answer 2**  All proposed amendments to the issued Contract Terms & Conditions will be discussed with the winning tenderer.  RSSB will agree to all reasonable requests with the winning tenderer. |
| **Supplier Question 3**  We would be very interested in submitting a proposal for RSSB2422 - T1121 - Development of a Common Event Risk Scoring Methodology.  A combination of the Christmas break coupled with a lot of commissionings that we are supporting over the Christmas period will make it very challenging for us to develop a tender to meet the 13th January deadline.  Would it be possible to have an extension to the tender submission date? |
| **RSSB Answer 3**  RSSB is willing to extend the tender submission/tender deadline date to Friday 20th January. The “Contract Notice” will be updated accordingly. |
| **Supplier Question 4**  It is stated that you wish our response to be “provided in the format and order specified.” I have read though the ITT document but can find no further information in relation to this.  Our intention is to supply the following:   1. A tender response which deals with all the questions and issues raised in a clear manner 2. The form associated with paragraph 6.14 inserted into our response and completed with the necessary details. 3. The forms in Appendix X in the ITT completed and inserted into our response 4. A separate submission of the excel ‘commercial pricing document’ spreadsheet.   Can you kindly confirm that this approach meets your general requirements and that there is no specific format, word limit or other constraint that I have missed in my initial read through. |
| **RSSB Answer 4**  Indeed RSSB can confirm that the above 4 listed points contain the required information pertaining to the required documentation for the bid. |
| **Supplier Question 5**  I am currently putting together a tender response for the “Development of a Common Event Risk Scoring Methodology” (referenced above) and would be grateful for your assistance / guidance on some comparatively minor points if you would be so kind.  **Frequency of Meetings**  There appears to be a requirement for three routine / core meetings to be held at the offices of the RSSB, namely with the Project Steering Group, the Delivery Manager and the Technical Expert. In trying to estimate the cost in terms of consultant time and expenses clarification regarding the frequency and duration of the meetings ( e.g. monthly, four-weekly etc.) would be most helpful.  **Format of Questions**  Under “General, Legal and Compliance 3.2 Format of Questions” I am required to answer questions in the “format requested” and on page 10 of the “Invitation to Tender” there is a matrix detailing three specific questions. As no *explicit* requirement for a format can be identified, am I right in assuming that the RSSB deemed that this matrix is adequate if populated and included either in the core response or as an appendix?  **Exclusions etc.**  Whilst I am confident that confirming I will meet all mandatory and discretionary requirements (including those that would trigger rejection) I am unable to examine the detail behind this hyperlink:  [http://www.rssb.co.uk/about-rssb/working-with-us/supplier-opportunities/mandatory-and-discretionary-requirements](https://protect-eu.mimecast.com/s/XDeoBULOrzuk)  Is there another hyperlink available please that would point me in the right direction? |
| **RSSB Answer 5**  RSSB’s response is as follows:   1. Frequency of Meetings  We expect the selected supplier to have formal progress update meetings with the internal technical experts and the external stakeholder which are generally planned at **two-monthly** (or 60 days) intervals. These meetings are integrated within the agreed project schedule (confirmed at the kick-off meeting) so that all concerned could block these timeslots in their diaries. 2. Format of Questions  The preference for bids to be submitted in is PDF however tenderers are at their own discretion as to the format of their bid. 3. Exclusions   There are no discretionary exclusions, other than the qualitative Pass/Fail and other weighted questions that form part of the I.T.T, however these are not discretionary, per se, in the true meaning of the word.  The mandatory exclusions are outlined in the Public Contracts Regulations 2015. |