

Structure review support

Appendix 2: Response to Quote 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/Technical element of the bid. The total Quality/Technical element carries a maximum overall weighting of 70%, with 40% allocated to the responses to questions 1-3 below and 30% 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/Technical Requirement (70%)** |
| **Service requirements** | **70%** |
| **1** | **Service Delivery (para 2.11-2.15 of the Specification)**(i) Please list your organisation’s prior experience of developing and assisting public bodies to implement a salary structure aligned to a thorough role evaluation and benchmarking exercise (**15%**); (ii) Please provide the CVs of the key personnel that will be assigned to the contract, including relevant experience and qualifications/certifications (**5%**);(iii) Please provide confirmation that you consider the work programme as set out at paragraph 2.14 of the Specification to be achievable and that resources are available to complete the work in the timeframes stated **(5%).**  | 25% |
| **2** | **Approach to delivery of the services (para 2.11-2.15 of the Specification)**Please provide your intended approach to the requirements set out, adding information that will help the SSRO understand your approach to service delivery and service management (**10%**). | 10% |
| **3** | **Conflict of Interest Management and Information Handling Arrangements** Conflict of Interest Management (clause 30 of the Terms and Conditions) (**2.5%**)The SSRO is aware that contractors with relevant experience and expertise may encounter conflicts of interest due to working with, or having worked with, defence contractors who are subject to regulation by the SSRO. Please provide details of:* your organisation’s effective and efficient processes and procedures for assessing and managing conflicts of interest; and
* whether a conflict of interest has arisen, or may arise, and how these are addressed or will be addressed.

Information Handling Arrangements (para 2.16 of the Specification, and clauses 20.1-20.2 and Schedule 1 of the Terms and Conditions) (**2.5%**) Delivering this service will require processing confidential or commercially sensitive information. Please set out your intended approach to handling and storing sensitive information securely in accordance with the Specification and the SSRO’s Terms and Conditions included as part of the tender documentation.  | 5% |
| **4** | **Presentation – Structuring the salaries of a Public Body**In accordance with the Invitation to Tender, the top 3 scoring bidders based on the submitted response to tender questions and price will be invited to make a presentation to the SSRO. Presentations (the time limit for which will be limited to a maximum of 1 hours) are to cover the following question:“What will be your approach to evaluating our roles and providing us with a benchmarked salary structure?” ***No written response to this criterion is required at this stage. Those invited to deliver a presentation will be notified of the arrangements in accordance with the Invitation to Tender document.***  | 30% |