

Invitation to Quote

Questions



Department for
Energy Security
& Net Zero

Invitation to Quote (ITQ) on behalf of **Department for Energy
Security and Net Zero (DESNZ)**

Subject: Developing RdSAP10 Code for the NBM

Sourcing Reference Number: PS24141

Section 6 – Response Evaluation Questionnaire

Bidders should note that the response evaluation questionnaire is located within the eSourcing questionnaire.

Guidance on how to register and use the e-sourcing portal is available at <https://beisgroup.ukp.app.jaggaer.com/>

PLEASE NOTE THE QUESTIONS ARE NOT NUMBERED SEQUENTIALLY

QUALIFICATION QUESTIONNAIRE

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|------------------|--|-----|-------------------------|--|-----|----------------|--|--|----------------|--|--|----------------|--|--|----------------|--|--|-------------|--|--|---------|--|--|---------------------------|--|-----|----------------|--|-----|---------------|--|-----|-------|--|
| 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 group/consortium bid is being submitted). This is the legal entity with whom we will Contract if successful. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scoring Criteria | For information only | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Answer Type | <div>Text</div> <table border="1"> <tr> <td>(a)</td><td>Bidders full legal name</td><td></td></tr> <tr> <td>(b)</td><td>Address line 1</td><td></td></tr> <tr> <td></td><td>Address line 2</td><td></td></tr> <tr> <td></td><td>Address line 3</td><td></td></tr> <tr> <td></td><td>Address line 4</td><td></td></tr> <tr> <td></td><td>Town / City</td><td></td></tr> <tr> <td></td><td>Country</td><td></td></tr> <tr> <td></td><td>Post code (or equivalent)</td><td></td></tr> <tr> <td>(c)</td><td>Bidder contact</td><td></td></tr> <tr> <td>(d)</td><td>Telephone No.</td><td></td></tr> <tr> <td>(e)</td><td>Email</td><td></td></tr> </table> | (a) | Bidders full legal name | | (b) | Address line 1 | | | Address line 2 | | | Address line 3 | | | Address line 4 | | | Town / City | | | Country | | | Post code (or equivalent) | | (c) | Bidder contact | | (d) | Telephone No. | | (e) | Email | |
| (a) | Bidders full legal name | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (b) | Address line 1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Address line 2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Address line 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Address line 4 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Town / City | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Country | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Post code (or equivalent) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (c) | Bidder contact | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (d) | Telephone No. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| (e) | Email | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| SEL1.2 | <p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? And/or;</p> <p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p> |
| Bidder Guidance | <p>The Bidder shall answer Yes or No</p> <p>Yes – Fail – Please provide details within SEL1.2.1 No – Pass – No response required to SEL1.2.1</p> <p>*If you have answered “yes” please provide, as an attachment to SEL1.2.1 a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p> |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | <div>Option List</div> <p>Yes – Fail – Please provide details within SEL1.2.1</p> |

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| | No – Pass – No response required to SEL1.2.1 |
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| SEL1.2.1 | Supporting Documentation for SEL1.2.1 |
| Bidder Guidance | <p>Where a bidder has responded 'Yes' to SEL1.2 please provide a supporting document attached to this question, including a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the attachment to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the Contracting Authority's satisfaction that appropriate remedial action(s) have been taken to prevent similar unlawful discrimination reoccurring.</p> <p>This information should be provided as an attachment to this question. Any bidder declaring unlawful discrimination within SEL1.2 but not providing evidence may not be considered.</p> |
| Scoring Criteria | For Information Only |
| Answer Type | Attachment |

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| SEL1.3 | If you are Commercial organisation with a minimum financial turnover of £36M, please confirm that you are compliant with Section 54 of the Modern Slavery Act 2015. |
| Bidder Guidance | <p>The Bidder shall choose from the following options;</p> <ul style="list-style-type: none"> A. N/A – our turnover is less than £36M B. Yes – We are compliant and have attached information in SEL1.3.1 C. No (with justification) – we are not compliant but will be prior to commencement of a contract. See information attached in SEL1.3.1 D. No – we are not and will not be compliant at the time of award of the contract <p>Bidder guidance Bidders selecting A. a statement of truth, that the MSA does not apply to them will achieve a Pass.</p> <p>Bidders selecting B. that the MSA applies then failing to complete Section SEL1.31 will result in a Fail.</p> <p>Bidders selecting C. then either failing to complete Section SEL1.31 or failing to meet the satisfactory equivalent levels required by the Contracting Authority or failing to implement the requirements of the Modern Slavery Act prior to any award decision will result in a Fail. Bidders selecting D. will be considered non-compliant for this Procurement and will result in a Fail.</p> |

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| | <p>Bidder guidance</p> <p>All non UK bidders with a Turnover of at least £36 million that are not captured by the Modern Slavery Act, must provide an equivalent standard of undertaking if successful being selected to be awarded this opportunity. In order to be considered for this opportunity this may be in the form of an equivalent law within your own legal jurisdiction or a clear statement and supporting documentation in SEL1.31 that satisfies the Contracting Authority that this will be in place prior to any award and addressed during any performance of the contract, should you be successful. This is necessary so that all parties in this procurement process are treated equally.</p> <p>The Contracting Authority's reserves the right of audit under any contract awarded, to ensure that the requirements and needs of the Modern Slavery Act are being complied with, which is understood and acknowledged as a part of this bidding process by bidders.</p> |
| Scoring Criteria | Mandatory Pass/ Fail |
| Answer Type | <p>Option List</p> <p>A. N/A – our turnover is less than £36M</p> <p>B. Yes – We are compliant and have attached information in SEL1.3.1</p> <p>C. No (with justification) – we are not compliant but will be prior to commencement of a contract. See information attached in SEL1.3.1</p> <p>D. No – we are not and will not be compliant at the time of award of the contract</p> |

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| SEL1.3.1 | Supporting Documentation for SEL1.3 |
| Bidder guidance | <p>Where a bidder has responded 'Yes' or 'No (with justification)' to SEL1.3, please provide your supporting information as an attachment.</p> <p>Any bidder declaring they are compliant within SEL1.3 but not providing evidence will not be considered.</p> |
| Scoring Criteria | For information only |
| Answer Type | Attachment |

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| SEL1.4 | Please state the relevant classification of your organisation (state whether you fall within one of these, and if so which one) |
| Bidder Guidance | <p>The Bidder shall choose from the following options;</p> <p>A. SME</p> <p>B. Voluntary Community Social Enterprise (VCSE)</p> <p>C. Sheltered Workshop</p> <p>D. Public Service Mutual</p> <p>E. N/A</p> <p>Where options A, B,C,and D are not applicable to your organisation please respond with option E</p> |
| Scoring Criteria | For information only |

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| Answer Type | Option List A. SME B. Voluntary Community Social Enterprise (VCSE) C. Sheltered Workshop D. Public Service Mutual E. N/A |
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| SEL1.5 | Please state the size of your organisation at the time of bid submission |
| Bidder Guidance | The Bidder shall choose from the following options; A. Micro – fewer than 10 persons employed B. Small – 10-49 persons employed C. Medium – 50-249 persons employed D. Large – 250 or more persons employed |
| Scoring Criteria | For information only |
| Answer Type | Option List A. Micro – fewer than 10 persons employed B. Small – 10-49 persons employed C. Medium – 50-249 persons employed D. Large – 250 or more persons employed |

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| SEL1.10 | Information Security The following information security requirements are mandatory for this procurement: 1. ISO 27001 certification 2. IASME Governance standard certification 3. Cyber Essentials certification 4. Cyber Essentials Plus certification |
| Bidder Guidance | Bidders can answer Yes – the requirements are currently in place Intend – the requirements are not in place and we intend to have them in place for commencement of the contract. No – the requirements are not in place and we have no intention of having them in place for commencement of the contract A response of ' Yes ' or ' Intend ' will result in a pass and a response of ' No ' will result in a fail against this question. |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Options List |

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| | <p>Yes – the requirements are currently in place</p> <p>Intend – the requirements are not in place and we intend to have them in place for commencement of the contract.</p> <p>No – the requirements are not in place and we have no intention of having them in place for commencement of the contract</p> |
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| SEL1.10.1 | Supporting Documentation for SEL1.10 |
| Bidder Guidance | <p>Where a bidder has responded 'Yes' to SEL1.10 please provide a copy of the valid certificate.</p> <p>This information should be provided as an attachment to this question.</p> <p>Any bidder responding Yes to SEL1.10 but not providing evidence may not be considered.</p> <p>Bidders that responded "Intend" to SEL1.10 will be asked to provide evidence of meeting these requirements in order for the contract to be awarded. Failure to evidence compliance to these requirements prior contract award will result in the contract not being awarded to the bidder.</p> |
| Scoring Criteria | For Information Only |
| Answer Type | Attachment |

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| SEL2.12 | <p>United Kingdom General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018</p> <p>The UK GDPR is a mandatory requirement for all contracts or agreements both in the Public, Private and Third sectors that involves the transfer, storing and processing of personal data. The UK GDPR sits alongside the Data Protection Act 2018 as the UK's data privacy law that governs the processing of personal data domestically.</p> <p>The UK GDPR was drafted as a result of the UK leaving the EU, which resulted in the EU's GDPR not applying domestically to the UK any longer. The UK GDPR sits alongside the Data Protection Act 2018. It is mandatory for bidders to demonstrate that they are able to meet the technical requirements and obligations prescribed by the UK GDPR and Data Protection Act 2018 and that they will adhere to their processing obligations and as detailed in the supporting Annex A.</p> <p>All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor or sub-processors) used under this Agreement to comply with their information law obligations and indemnify the Contracting Authority (data controller). Please note that the appointment of any sub-processor/s should only occur after authorisation is received in writing from the Data Controller or UKSBS.</p> <p>Further information and helpful guidance relating to the UK GDPR is available from the Information Commissioners Office (ICO) at:</p> |
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| | https://ico.org.uk/ |
| Bidder Guidance | <p>The Contracting Authority actively encourages all bidders to ensure that they visit the ICO website via the advised link and understand the implications of information legislation in the UK (including Data Protection Act, UK GDPR and other relevant legislation) and have your Data Protection Officer complete this section if you have one or alternatively seek external professional advice before completing this section of your bid</p> <p>Bidders can answer</p> <p>Yes – We can demonstrate full compliance as is required by the UK GDPR now and will adhere to the processing obligations detailed within Annex A – Pass</p> <p>No – We will not be compliant prior to any award – Fail</p> |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | <p>Yes – We can demonstrate full compliance as is required by the UK GDPR and Data Protection Act 2018 now and will adhere to the processing obligations detailed within Annex A – Pass</p> <p>No – We will not be compliant prior to any award – Fail</p> |

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| SEL2.13 | <p>Data Storage</p> <p>Please confirm where UK GDPR data, as detailed within the Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</p> |
| Bidder Guidance | <p>Bidders are required to confirm where UK GDPR data, as detailed within the Annex A, will be stored for the duration of this Contract, including any additional Countries that data may be transferred to / accessed from throughout the life of this Contract.</p> <p>Please note, where successful bidders confirm that data may be stored, transferred, or accessed outside of the UK, there may be a requirement to include additional Contract Clauses to ensure UK GDPR and Data Protection Act 2018 Compliance prior to Contract Award.</p> |
| Scoring Criteria | For Information Only |
| Answer Type | Text |

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| FOI1.1 | <p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004.</p> <p>Please note that some of the information provided may be protected under the FOIA exemptions and EIR exceptions. More information on</p> |
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| | <p>applying the exemptions or exceptions can be found under the information Commissioners Office (ICO) website http://ico.org.uk</p> <p>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.</p> |
| Bidder Guidance | <p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p> |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | <p>Option List</p> <p>Yes – Pass No – Fail</p> |

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| FOI1.2 | <p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</p> <p>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)</p> <p>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?</p> |
| Bidder Guidance | <p>The Bidder shall provide details of their proposed exemptions/exception in the fields below.</p> <p>The Bidder shall note that if the Contracting Authority believes that the suggested exemptions or exceptions have not been applied properly, the Contracting Authority will disclose the requested information unless another exemption or exception can be applied by the Contracting Authority.</p> <p>Be aware that by completing FOI1.1 and answering 'yes' you have agreed for the Contracting Authority 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.</p> <p>Bidders are required to complete the table fields below, highlighting your proposed exemptions to this question.</p> <p>If you are not relying on any exemptions or exceptions, please complete each field 'N/A' (not applicable).</p> |
| Scoring Criteria | For information only |
| Answer Type | Confidential Information and justification for exemption/exception under FOI Act |

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| | Text |
| | Commercially sensitive information and justification for exemption/exception under FOI Act |
| | Text |

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| AW1.1 | <p><u>FORM OF BID</u></p> <p>I declare that to the best of my knowledge the answers submitted in this ITQ 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 the Contracting Authority's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this ITQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.</p> <p>I understand that the Government's transparency agenda requires that sourcing documents, including ITQ templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by the Contracting Authority, including the ITQ, and any contract entered into by the Contracting Authority or its customers with its preferred supplier once the procurement is complete.</p> <p>By submitting a response to this ITQ I agree that our participation may be made public.</p> <p>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).</p> <p>By submitting a response to this ITQ I agree and accept the justification for the Contracting Authority's evaluation criteria.</p> <p>By submitting a response to this ITQ I agreed and accept that the Contracting Authority 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.</p> <p>By submitting a response to this ITQ 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. The Contracting Authority is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.</p> <p>I understand that where sourcing documents issued by the Contracting Authority or contracts with its suppliers fall to be disclosed the Contracting Authority will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.</p> |
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| Bidder Guidance | The Bidder shall answer Yes or No Yes – Pass No – Fail |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Option List Yes – Pass No – Fail |

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| AW1.3 | <p>CERTIFICATE OF BONA FIDE BID</p> <p>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.</p> <p>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:</p> <ul style="list-style-type: none"> (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. <p>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.</p> <p>We acknowledge that the Contracting Authority 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 the Contracting Authority or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with the Contracting Authority.</p> |
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| | We agree that the Contracting Authority may disclose the Bidders information / documentation (submitted to the Contracting Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes. |
| Bidder Guidance | The Bidder shall answer Yes or No Yes – Pass No – Fail |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Option List Yes – Pass No – Fail |

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| AW3.1 | In the event of a Bidder successfully providing the most advantageous offer to the Contracting Authority against a procurement requirement, the Bidder is expected to provide an answer to the validation check that can be seen within Attachments section prior to the award of any Contract. If the Bidder fails to meet the Contracting Authority's expectations, we reserve the right to not award the Contract to the relevant Bidder and either award to the Bidder with the second most advantageous response or run a new procurement. |
| Bidder Guidance | The Bidder is not required to complete the validation check at this stage but will be required to respond to the questions in the event of providing the most advantageous offer to the Contracting Authority's against a procurement requirement. Yes – Pass No – Fail |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Option List Yes – Pass No – Fail |

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| AW3.2 | Conflict of Interest Please confirm you have nothing to declare with respect to any current or potential interest or conflict in relation to this project (or any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables. |
| Bidder Guidance | By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project. The Bidder shall answer Yes or No with justification . Yes , we can confirm we are not in a position of a conflict of interest – Pass |

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| | <p>No with justification, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification - Pass</p> <p>If your situation changes during the procurement process you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p> <p>For absolute clarity should a bidder select 'Yes' you are not required to respond to AW3.2.1, however if you select 'No with Justification' you will be required to complete AW3.2.1 in order to be considered.</p> |
| Scoring Criteria | Mandatory Pass/Fail |
| Answer Type | <p>Option List</p> <p>Yes, we can confirm we are not in a position of a conflict of interest – Pass</p> <p>No with justification, we declare all interests and have given full details in response to AW3.2.1. Please refer to AW3.2.1 for details of what amounts to a valid justification.</p> |

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| AW3.2.1 | <p>Where a Bidder has answered question AW3.2 with 'No with justification' they must provide full details of any current or potential interest or conflict in relation to this project (including any subcontractors or consortium member where applicable) which could be reasonably perceived to affect the actual or perceived deliverables.</p> <p>Bidders are also required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.</p> <p>Where a bidder has responded 'Yes' to AW3.2 you are not required to respond to this question.</p> |
| Bidder Guidance | <p>By conflict of interest, we mean, anything which could be reasonably perceived to affect the impartiality of this project, or to indicate a professional or personal interest in the outcomes from this project.</p> <p>If your situation changes during the procurement process you must promptly notify the Contracting Authority via the eSourcing Portal if any conflicts of interest arise or any additional information arise in relation to the conflict of interest you have declared.</p> <p>Where there is an actual or potential conflict of interest, it is suggested the organisation (or consortia where applicable) design a working arrangement such that the deliverables cannot be influenced (or perceived to be influenced) by the organisation which is the owner of an actual or potential conflict of interest. For example, consideration should be given to maintain an impartial approach to the project.</p> |

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| | <p>Bidders are required to give a full account of the actions or processes that it will use to ensure that a conflict of interest is avoided. In any statement of mitigating actions, bidders are to outline how they propose to achieve a robust, impartial and credible approach to the project.</p> <p>The information received will be subject a Pass or Fail, according to whether based on the information provided there remains a conflict of interest which may affect the impartiality of the project and the deliverables.</p> <p>Failure to declare or avoid a conflict of interest at this or a later stage may result in exclusion from the procurement process.</p> <p>Any bidder selecting 'No with Justification' to AW3.2 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Attachment |

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| AW4.1 | Please confirm your acceptance of the Contract Terms that can be found within the Instructional Attachments section within this question. |
| Bidder Guidance | <p>The Bidder shall answer Yes, No with justification or No</p> <p>Yes, we accept the terms and condition in their entirety – Pass</p> <p>No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p>No – Fail</p> <p>For absolute clarity should a bidder select 'Yes' or 'No' you are not required to respond to AW4.2, however if you select 'No with Justification' you will be required to complete AW4.2 in order to be considered.</p> |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | <p>Option List</p> <p>Yes, we accept the terms and condition in their entirety – Pass</p> <p>No with justification – Pass. Complete the document upload attached to AW4.2 with details of what amounts to a valid justification.</p> <p>No – Fail</p> |

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| AW4.2 | <p>Where a Bidder has answered question AW4.1 with 'No with justification' they must detail the justification and the proposed change to the clause.</p> <p>Where a bidder has responded 'Yes' or 'No' to AW4.1 you are not required to respond to this question.</p> |
| Bidder Guidance | <p>A justification for not accepting a specific clause or series of clauses from the attached Contract Terms is that the Bidder would be in breach of legal requirements or statutory regulations by complying with that clause or series of clauses (i.e. for the avoidance of doubt, being unable to comply with a clause or series of clauses because of an internal policy reason will not be</p> |

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| | <p>considered to be a justification for a legal requirement or statutory regulation).</p> <p>Where the Bidder has answered question AW4.1 as "no with justification", the Bidder shall provide a Contract mark-up utilising track changes detailing the relevant clause, the proposed changes to the clause and the justification for the changes. In this case, the Bidder shall score a pass if (but only if) the Contracting Authority considers both the following requirements are satisfied:</p> <ul style="list-style-type: none"> the reasons stated as justifying the Bidder's statement that it cannot accept the Contract Terms due to legal requirements or statutory regulations are valid; and the changes submitted do not create significant risk for the Contracting Authority and are reasonably necessary and proportionate to ensure the Bidder complies with the legal requirements and statutory regulations. <p>In the event of a Bidder answering Yes or No to Question AW4.1 and then providing a proposed mark-up, rejection of a clause or a justification for a change then the response will be a Fail.</p> <p>Any bidder selecting 'No with Justification' to AW4.1 and failing to upload an attachment to this question detailing the information above may not be considered further.</p> <p>Bidders are to note that any requested modifications to the Contracting Authority Terms and Conditions on the grounds of statutory and legal matters only, should be raised as a formal clarification during the permitted clarification period.</p> |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Attachment |

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| AW4.3 | <p>Public Procurement Policy Note 01/22 - Contracts with suppliers from Russia or Belarus</p> <p>The Government introduced its Public Procurement Policy Note 01/22 'Contracts with suppliers from Russia or Belarus' (PPN 01/22) in response to the invasion of Ukraine by Russia, which was met with unprecedented global condemnation. The UK Government has introduced financial and investment sanctions aimed at encouraging Russia to cease actions which destabilise Ukraine.</p> <p>The PPN requires the Contracting Authority to decline to consider (or otherwise exclude from participating in the procurement) bids from suppliers (or their sub-contractors) who are constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency or where materials in the supply chain originate from those states in accordance with Procurement Policy Note PPN 01/22.</p> <p>Unless exceptions within the PPN apply, the Contracting Authority may exclude from this competition any tenders that are deemed from suppliers (including any subcontractors) who are constituted or organised under the</p> |
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| | <p>law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency; or materials within the supply chain originate from those states.</p> <p>Mandatory Information questions:</p> <p>Question 1- Please confirm if the country or territory of origin of any supplies to be used within the supply chain for this contract opportunity is the Russian Federation or the Republic of Belarus.</p> <p>Question 2- Please confirm if your own (or your subcontractors) location of business activities or interests of a contractor is constituted or organised under the law of Russia or Belarus, or whose 'Persons of Significant Control' information states Russia or Belarus as the place of residency</p> <p>Bidders are to complete the document provided in the instructional attachment and state Yes or No to each question.</p> <p>If you answer Yes to either of the questions in this table above, then you must clearly set out in your attachment provided, why you believe one of the exceptions within PPN 01/22 apply.</p> |
| Bidder Guidance | <p>The Bidder shall replicate the above 2 questions in an attachment and answer Yes or No to each of the above, along with an explanation to any question answered as Yes.</p> <p>A failure to provide a Yes or No response will result in your exclusion from further consideration under this procurement.</p> <p>A failure to provide a supporting justification of an exemption to the satisfaction of the Contracting Authority, may result in your exclusion from further consideration under this procurement.</p> <p>The Contracting Authority may seek further clarification from any bidder in regards to any attachment provided, that seeks to rely upon any exemptions provided in PPN 01/22.</p> |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Attachment |

TECHNICAL QUESTIONNAIRE

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| 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 |
| Answer Type | Option List Yes – Pass No – Fail |

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| AW6.2 | Variable Bids The Contracting Authority shall not accept variable bids as part of this Procurement. The criteria in regard to variable bids for this Procurement is outlined below. |
| Bidder Guidance | The Bidder shall answer Yes or No Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | Option List Yes - We have provided a variable bid only – Fail No - We have chosen to only offer a main bid and have not chosen to provide an alternative bid submission – Pass |

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| PROJ1.1 | <u>Approach / Methodology</u> Please clearly explain and give reasoning for your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification. |
| Bidder guidance | It is suggested that bidders consider including: For each method, please indicate the resources that will be utilised, outlining a clear justification as to why your chosen approach will provide the best outcome; <ul style="list-style-type: none"> • For methods requiring participant recruitment, please detail your approach(es) for sampling and recruitment, along with any risks; • For the secondary data analysis, please outline the data sets you plan to use, and your proposed approach for data matching and analysis. • Detail any methodological challenges envisaged and how these will be overcome. Challenges might cover issues with participant recruitment or data availability, for example. • Set out how your approach and methods meet the project objectives. |

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| | <ul style="list-style-type: none"> If you are suggesting a different methodology to that suggested, please make this clear and include a description of how this method will meet the aims and research questions of the project, and why this method is preferable to the method suggested in the specification. <p>Dissemination</p> <ul style="list-style-type: none"> Provide details of how you would propose to work with the Contracting Authority to disseminate emerging and final findings to stimulate policy debate. <p>This question is limited to 5 sides of A4. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> |
| Scoring criteria | <p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 40%</p> |
| Answer Type | Attachment |

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| PROJ1.2 | <p><u>Ability to deliver (resource and expertise)</u></p> <p>Please demonstrate how your skills and knowledge will ensure that you deliver the requirements necessary for a successful delivery of this project.</p> <p>This section should cover your project team expertise and project management skills.</p> |
| Bidder guidance | <p>Bidders are asked to demonstrate their knowledge of the skills and expertise that are essential to the successful delivery of this project. Within your response, please explain how you will maintain your ability to deliver these through the lifetime of the project.</p> <p>This section should cover your project team expertise and project management skills. Please outline the job titles of the key members of your project team and demonstrate their skills and expertise essential to the delivery of this project.</p> <p>As a minimum we require your response to contain the following information:</p> <ul style="list-style-type: none"> Identifying the appropriate expertise that your key members would bring to this project An indication of how each individual will contribute to the project in terms of days and responsibilities Indicate how the project will be monitored to ensure it is delivered in terms of quality, timeliness, and cost. Detailing milestones, deliverables, and timescales, bidders are asked to identify the key risks to this project and how you would plan to mitigate against these. <p>This question is limited to 5 sides of A4 plus a Gantt Chart in a Word table or Excel sheet – Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should</p> |

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| | be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm. |
| Scoring criteria | Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 10% |
| Bidder response | Attachment |

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| PROJ1.3 | <u>Understanding the Project Environment</u> Demonstrate your understanding of the project environment, detailing any knowledge relevant to the project and policy/programme area, including any data sources or research relevant to the project. |
| Bidder guidance | As a minimum your response should include: <ul style="list-style-type: none"> • Interpretation of the project and what is required • How the bidder will ensure the successful deliver of this project within the working environment • Demonstration of strong understanding of the policy context and how this might influence, and be influenced by, this research project. <p>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. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm.</p> |
| Scoring criteria | Scoring shall be based on 0-100 scoring methodology. Maximum Mark: 10% |
| Answer Type | Attachment |

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| PROJ1.4 | <u>Project and Risk Management</u> Please provide details of how you plan to manage this project from contract commencement to contract completion. Please identify the key potential challenges that may be faced during project delivery, with an appropriate approach to managing and resolving these effectively. |
| Bidder Guidance | As a minimum your response should cover: <ul style="list-style-type: none"> • High level project plan setting out key milestones and dependencies and confidence that the timescales will not be exceeded. • Identify key risks and propose appropriate mitigation strategies. • Provide a sample risk register that will be managed during the life of the contract and outline how you will mitigate any risks. • Details of how you will keep the customer updated on the progress of the project including: <ul style="list-style-type: none"> ○ How often you will report to the customer. ○ The format you will use to report to the customer. ○ How you will work flexibly with the customer to ensure |

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| | <p>successful delivery of the project.</p> <ul style="list-style-type: none"> ○ Who the main point of contact is for the customer to liaise with during the project. • Describe in detail how you will manage this project to ensure that it runs smoothly. • Provide confidence that measures are in place to manage information and data appropriately. • Describe how you will maintain high quality in all deliverables. <p>This question is limited to 4 sides of A4 plus a risk register in a Word table or Excel sheet. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the Normal margin setting 2.54cm</p> |
| Scoring Criteria | <p>Scoring shall be based on 0-100 scoring methodology.</p> <p>Maximum Mark: 10%</p> |
| Answer Type | Attachment |

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| PROJ1.5 | <p>Social Value – Tackling Economic Inequality MAC 2.2</p> <p>Question: How will you contribute to creating valuable employment and training opportunities through the delivery of this contract to help accelerate action for growth, jobs, contemporary skills and equity to thrive and adapt in a fast-changing environment? Please also detail how you will monitor the social value benefits delivered over the long-term.</p> |
| Bidder Guidance | <p>Bidders are to describe the commitment(s) their organisation will make for the theme and measure below</p> <p>Social Value Theme: Tackling Economic Inequality Model Award Criteria: MAC 2.2: Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors Sub-Award Criteria: Activities that demonstrate and describe the tenderer's existing or planned:</p> <ul style="list-style-type: none"> • Understanding of employment and skills issues, and of the skills and employment shortages of high growth sectors relating to the contract. • Implementation of recruitment practices and employment conditions, such as the five foundational principles of quality work set out in the Good Work Plan (e.g. fair pay, participation and progression, voice and autonomy), in relation to the contract that will attract good candidates from all backgrounds, minimise turnover of staff and improve productivity. • Creation of employment opportunities particularly for those who face barriers to employment, such as prison leavers, and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. |

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| | <ul style="list-style-type: none"> • Promotion of awareness of careers and recruitment opportunities relating to known skills shortages or in high growth sectors relating to the subject matter of the contract. • Support for the contract workforce by providing career advice, and providing opportunities for staff working on the contract with in-work progression career development into known skills shortages or high growth areas. • Offer of opportunities for work experience or similar activities under the contract. • Support for educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications. • Delivery of training schemes and programmes to address any identified skills gaps and under-representation in the workforce for the contract (e.g. prison leavers, disabled people). • Other activities to support relevant sector related skills growth and sustainability such as delivering the following, in relation to the contract. <p>Delivery of apprenticeships, traineeships and T Level industry placement opportunities (Level 2, 3, and 4+) in relation to the contract.</p> <p>Measures to ensure equality and accessibility, without discrimination, to employment and workforce related opportunities on the contract, and promote them so as to be fully accessible.</p> <p>Planned Metrics:</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>This question is limited to 4 sides of A4, font 11pt Arial. Any additional content provided beyond this will not be considered or scored during the evaluation process. Where bidders include a cover page, this will be taken into consideration within the page count and therefore this is discouraged.</p> |
| Scoring Criteria | Scoring is based on the 0 – 100 scoring methodology. Maximum Marks – 10% |
| Answer Type | Attachment |

COMMERCIAL QUESTIONNAIRE

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| AW5.1 | <p>Please confirm your bid submission price for completion of all the Services as detailed in the Section 4 Specification.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> |
| Bidder Guidance | <p>Bidders shall provide their bid submission price for completion of all Services as detailed in the Section 4 Specification.</p> <p>The scoring methodology for this question shall be:</p> <p>Price will be evaluated using proportionate pricing (lowest bid / bid * mark). A bidder's score will be based on the lowest total score received divided by their total cost and then multiplied by the marks available.</p> <p>For example, if the total basket price for three bid responses is received and Bidder A has quoted £50,000 as their total price, Bidder B has quoted £80,000 and Bidder C has quoted £100,000 then the calculation will be as follows:</p> <p>(Maximum marks available in this example being 12.5)</p> <p>Bidder A Score = $50000/50000 \times 12.5 = 12.5$</p> <p>Bidder B Score = $50000/80000 \times 12.5 = 7.81$</p> <p>Bidder C Score = $50000/100000 \times 12.5 = 6.25$</p> <p>This evaluation criteria will therefore not be subject to any averaging, as this is a mathematical scoring criterion, but will still be subject to a commercial review.</p> <p>The lowest score possible is 0.</p> |
| Scoring Criteria | Maximum Marks 20% |
| Answer Type | Numeric |

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| AW5.2 | <p>Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> |
| Bidder Guidance | Based on the Bidders AW5.1 bid submission price for completion of all the Services as detailed in the Section 4 Specification, Bidders are now |

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| | <p>required to complete the attached Excel AW5.2 Pricing Schedule document with a breakdown of all the costs that make up their final bid price.</p> <p>All prices shall be in £ GBP and exclusive of VAT.</p> <p>All costs appearing elsewhere in the Bid but not mentioned in this Pricing Schedule shall be presumed waived.</p> <p>The total submitted within your excel pricing schedule must equal the total price submitted in AW5.1</p> |
| Scoring Criteria | For Information Only |
| Answer Type | Attachment |

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| AW5.3 | Please confirm your price shall remain firm and fixed for the full term of the Contract. |
| Bidder Guidance | <p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p> |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | <p>Option List</p> <p>Yes – Pass No - Fail</p> |

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| AW5.4 | <p><u>Maximum Budget</u></p> <p>As stated within the tender documents, the maximum budget for this requirement will be £60,000.00 ex VAT.</p> <p>Please confirm that your final price submitted within AW5.2 will fall within this budget.</p> |
| Bidder Guidance | <p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p> |
| Scoring Criteria | Mandatory Pass / Fail |
| Answer Type | <p>Option List</p> <p>Yes – Pass No – Fail</p> |