



Tender Response: Question and Answer Template

Invitation to Quote (ITQ) on behalf of the **Low Pay Commission (LPC)**

Subject UK SBS Open call for Other Research on the Impact of the National Living Wage

Sourcing reference number UK SBS BLOJEU-CR17028LPC

UK Shared Business Services Ltd (UK SBS)
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Please Complete

Organisation Name:

The Response Question and Answer Document must 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 evaluate; any other method used by bidders to answer questions will not be evaluated. Scoring shall be based on 0-100 scoring methodology (as outlined in the Mini Competition document). Each question has a page limit and this should be adhered to. Any additional content provided beyond this will not be considered or scored during the evaluation process

Each question is a free text field to allow you to demonstrate your skills and experience.

All queries regarding this response document should be sent via Emptoris.

PROJ1.1 Approach

Please clearly explain and give reasoning for your proposed methodology and approach to achieving the objectives and delivering the outputs highlighted in the specification.

Please include any Methodological Challenges

- Give a detailed description of the methods to be used in undertaking the project, indicating the resources that will be utilised, make it clear if you are suggesting a slightly different methodology to that suggested;
- Set out how your methods meet the project objectives;
- If applicable, please include a recommendation for the size and composition of the sample and justification for your approach, along with any risks.

Bidder Guidance

Question limited to 8 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.

Scoring criteria Maximum Marks – 40.00%

Bidder Response:

PROJ1.2 Project Plan, Resource and Deliverables

Please outline the key members of your project team and demonstrate their skills and expertise essential to the delivery of this project.

Please outline your proposed project plan and timescales, ensuring the key deadlines outlined in the specification are met. Please include:

- A detailed timetable for carrying out the work based on the proposed approach and method
- Highlight key milestones and deadlines, including suggested meetings and progress reports.
- Demonstrate your tools and processes to mitigate risk in this project.

Bidder Guidance

Question limited to 4 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.

Scoring criteria Maximum Marks – 20.00%

Bidder Response:

PROJ1.3 Understanding the Environment

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

Question 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

Scoring criteria Maximum Marks – 30.00%

Bidder Response: