



Specification

Provision of Drugs and Alcohol Awareness for Clinicians

Drivers Medical Group

Contract Reference: PS/21/167

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1. Introduction

The Department for Transport (DfT) invites proposals for the following provision of Medical Training services.

This contract will be subject to the Short Form Contract Terms and Conditions.

2. Background to the Requirement

The Driver and Vehicle Licensing Agency (DVLA) **[The Authority]** is an Executive Agency of DfT, based in Swansea. The Agency's primary aims are to facilitate road safety and general law enforcement by maintaining accurate registers of drivers and vehicle keepers and to collect Vehicle Excise Duty (VED).

Drivers Medical Branch (DMB) processes circa 750,000 cases a year where investigations are made into licence holders' fitness to drive.

Drivers Medical Group currently employs 41 DVLA Doctors (including 1 Senior DVLA Doctor), 2 Junior Doctors plus 8 Caseworker Nurses.

As a group they are responsible for applying the medical standards for driver licensing in Great Britain, representing the Secretary of State at appeals and advising the medical profession on medical aspects of fitness to drive. The Drivers' Medical section within the DVLA deals with all aspects of driver licensing when there are medical conditions or drugs and/or alcohol misuse or dependence that impact, or potentially impact, on safe control of a vehicle.

DVLA Doctors must demonstrate appropriate understanding of the clinical context of alcohol/drug problems and their treatment to allow the knowledge to be applied to licensing decisions.

This procurement seeks the provision of a bespoke learning package to support DVLA Doctors with these topics.

3. Procurement Timetable

The timetable for this Procurement is set out in Invitation to Tender (ITT). This timetable may be changed at any time but any changes to the dates will be made in accordance with the Regulations (where applicable).

Potential tenderers will be informed if changes to this timetable are necessary.

4. Scope

The Authority require the services of a training provider that can offer a bespoke teaching programme providing education regarding the use of alcohol and drugs, and their associated medical conditions of relevance to fitness to drive.

The learning outcome is to gain an understanding of the clinical context of alcohol/drug problems and their treatment to allow the following knowledge to be applied to licensing decisions:

- Alcohol - Understand the impacts of alcohol-related problems and how clinicians assess and manage such conditions.
- Drugs - Understand the impacts of drug-related problems and how clinicians assess and manage such conditions.

Full learning outcomes are documented at Annex 3

5. Implementation and Deliverables

The commencement date of this contract will be 1 April 2022 and the duration is for a period of two years with the option to extend for a further two one-year periods at the sole discretion of the DVLA.

The quality and price criteria by which Supplier proposals will be evaluated are detailed in Section 13 Evaluation Criteria.

6. Specifying Goods and / or Services

6.1 Training Content

The content of the training will need to consider the context of DVLA operations. DVLA Doctors will be involved in making decision based on medical evidence including of a driver's fitness to drive, they will also be required in some circumstances to defend their decision in court. This training will be for qualified Doctors to maintain their knowledge.

The content must be relevant and up to date in line with RCGP (Royal College of General Practitioners) standards.

The supplier will work with the DVLA Doctors to develop, agree and sign off the exact content of each chapter to achieve the learning outcomes as per Annex 3. Any updates will also require agreement and sign off by the DVLA Doctors prior to use.

The supplier must be able to develop the course content and have the course signed off, ready to deliver within the first three months of the contract award.

The supplier will develop the training content for the sole use of DVLA and maintain the content to ensure it is up to date for DVLA Doctors for the life of the contract. The content must be retained by the supplier for use by DVLA for the life of the contract.

Course specifications must be provided with the bid.

Bidders are asked to provide;

- A cost per delegate for the course to be delivered.
- A cost and timeframe for development.
- A trainer fee per day
- A cost per delegate for future delivery
- A cost per delegate should DVLA adopt a Train the Trainer model

Please see Annex 3 for in depth requirements for the required course

Please note that the delegate figures are indicative and subject to change and no minimum or maximum number is guaranteed. Final numbers will be business need dependent and the contract will need to flex accordingly

Alcohol and Drugs bespoke DVLA Doctor Training	2022/23 Contract Year 1	2023/24 Contract Year 2	2024/25 Contract Year 3 – Possible Extension	2025/26 Contract Year 3 – Possible Extension
Estimated Delegate Numbers	30	3	3	3

6.2 Assessment of Learning

Within five (5) working days of the completion of each course, the supplier will be required to provide DVLA’s training team and Doctor’s training co-ordinator with the delegate attendance figures and names, the date and location (if applicable) and the confirmation of completion for all delegates per course.

Within ten (10) working days of the completion of each course, the supplier will be required to provide each delegate with a certificate of completion confirming;

- Course Title
- Delegate’s name
- Date of completion

After each learning event the supplier will issue a Post Learning Evaluation survey to ensure each delegates needs were met and act/feedback on areas identified for improvement. The supplier will respond to feedback within two weeks of it being received with a detailed remedy.

6.3 Booking Procedures

The supplier will be expected to deliver the training to an optimum number of delegates per course, however DVLA may be unable to release all delegates at the same time due to business needs. The supplier will work with DVLA on providing convenient dates along with a mechanism to provide delegates with DVLA closed sessions.

All courses need to have available dates bookable within the first three months of the start of the contract.

The supplier will be expected to have course availability within 4 weeks of notification from DVLA that a course is required.

All courses will be booked electronically by the named DVLA appointed Contract Owner/Doctors Training co-ordinator.

The supplier will confirm with the delegate the joining details for each course in a timely manner along with a calendar invite, including any recommended pre-learning activity.

6.4 Delivery Conditions

The supplier must provide all course materials, in date training manuals and resources to deliver the training and these should be included in the overall price provided.

These must be in a digital format for a virtual course and hard copies for a face-to-face training course.

Delivery must be by a suitably qualified and experienced individual to maximise the learning experience and outcomes.

The supplier must be able to provide evidence of credentials for the trainers delivering this course.

The course must include:

- Presentations by clinician with experience in educating GPs regarding diagnosis and treatment of alcohol and drug issues
- Presentations to be supplemented by discussion groups and case discussions.

These must be closed courses with only DVLA staff attending due to the sensitive and bespoke nature of the training.

The supplier must be able to deliver the courses both virtually and via classroom face to face learning, whichever is deemed the most effective and considering current Covid 19 restrictions. The supplier must be adaptable in regards of the type of delivery should Covid 19 restrictions apply.

The bid submitted must provide prices for both delivery methods.

For any part using virtual delivery, the supplier will need to ensure that any software is compatible with DVLA systems. The use of the usual Microsoft Office suite including Teams is required.

For any part using face-to-face, the supplier will need to ensure safety procedures are in place as per government guidelines in relation to COVID-19. All PPE can be provided to delegates by DVLA. The supplier will be responsible for any PPE required for their staff.

Training material should be available to the delegates during or after the course for future reference.

6.5 Cancellation

If the supplier cancels an agreed course for any reason, they shall meet all claims for costs incurred by DVLA or its delegates in the cancelling and rebooking of an alternative course.

DVLA may cancel agreed training dates with the supplier up to and including seven working days prior to that date without incurring costs. Any costs incurred by the supplier due to a cancellation or no show by DVLA within seven working days of a course date will be paid in full by DVLA.

DVLA reserve the right to substitute delegates at short notice if the needs of our business change.

A copy of your cancellation policy must be provided.

6.6 Social Value Considerations

Not applicable

6.7 Modern Slavery Considerations

Not applicable

7. Quality Assurance Requirements

The supplier should demonstrate the following standards;

1. Be in accordance with, and promote the values of the RCGP.
2. Promote ethical and professional behaviour towards patients and colleagues.
3. Facilitate behaviour change in the target audience through collaborative and reflective learning.
4. Be aligned to professional standards such as the General Medical Council principles and the Academy of Medical Educationers.
5. Be relevant to primary care, by requiring all content to be mapped to the RCGP curriculum or (HCP equivalent curriculum).

8. Other Requirements

8.1 Information Assurance

Removable Media

Tenderers should note that removable media is not permitted in the delivery of this Contract. Where there is a requirement for Contractor's Staff to take data off site in electronic format, the DVLA will consider if it is appropriate to supply an encrypted hard drive.

Security Clearance

Level 1

Tenderers are required to acknowledge in their response that any Contractors' Staff that will have access to the DVLA site for meetings and similar (but have no access to the DVLA systems), must be supervised at all times by DVLA staff.

Level 2 (as appropriate)

Tenderers are required to confirm in their response that any Contractor's Staff that will be accessing the DVLA Site to provide routine maintenance or have access to the DVLA site and DVLA systems have Baseline Personnel Security Standard clearance (BPSS). The BPSS comprises verification of the following four main elements:

1. Identity;
2. Employment History (past 3 years);
3. Nationality and Immigration Status;
4. Criminal Record Check (unspent convictions only).

The aim of the Baseline Standard verification process is to provide an appropriate level of assurance as to the trustworthiness, integrity and proper reliability of prospective staff. Tenderers are required to provide evidence of relevant Contractor's Staff clearance in their response.

Information Supply Chain

Tenderers are required to confirm how DVLA Data will be securely managed at each stage of the Information Supply Chain. This applies to both Contractors and Sub-Contractors. Retention schedules will need to be defined and agreed prior to award of contract.

This contract may require the successful Supplier to process Government data. The successful tenderer may be required to complete a Statement of Assurance Questionnaire (Questionnaire attached as an Annex) during the Standstill Period, and upon request from DVLA for the duration of the contract, to satisfy DVLA that its data will be appropriately protected.

The tenderer shall allow for audits of its Data Processing activity by the DVLA or the DVLA's representative and/or designated auditor.

Processing Personal Data

Please note that the successful tenderer as part of the contract agrees to comply with all applicable requirements of UK Data Protection Legislation (including UK GDPR) and all applicable Law about the processing of personal data and privacy.

Schedule of Processing, Personal Data and Data

The processing of personal data has been identified as part of this requirement. Please refer to the Terms and Conditions of this contract for full details of the instructions to be followed when processing data.

Offshoring of Government Data

Any request to offshore must receive clearance and approval from DVLA prior to the commencement of any data processing activity.

The Supplier shall not, and shall ensure that none of its Sub-contractors, transfer DVLA Data outside the EEA without the prior written consent of the DVLA and the Supplier shall not change where it or any of its Sub-contractors process DVLA Data without the DVLA's prior written consent which may be subject to conditions.

8.2 Cyber Security – Not applicable

8.3 Data Sharing – Not applicable

8.4 Sustainability

The DVLA is committed to reducing any negative impacts produced by our activities, products and services. This aligns to the Government's Greening Commitment which states we must: "Continue to buy more sustainable and efficient products and services with the aim of achieving the best long-term, overall value for money for society."

DVLA is certified to ISO 14001:2015 and more information is available in our Environmental Policy at:

<https://www.gov.uk/government/publications/dvlas-environmental-policy>

The DVLA require the Supplier to confirm their understanding and acceptance of each point S1 – S13 and supply information if it has been requested.

S.1 - The DVLA is committed to sustainability and as such the Supplier should consider this as part of their submission.

The DVLA requires the Supplier to:

- Comply with the DVLA's Environmental Policy:
<https://www.gov.uk/government/publications/dvlas-environmental-policy>
- Where appropriate, assist the DVLA in achieving its Greening Government Commitments as detailed on [Greening Government Commitments 2021 to 2025 - GOV.UK \(www.gov.uk\)](#) ;
- Be able to evidence continual environmental improvements in their own organisation (ideally through an accredited EMS, i.e. ISO 14001, Green Dragon etc);
- Ensure its own supply chain does not have negative environmental or social impact and;

- Where required, be able to provide data on carbon emissions related to the products / services being supplied to aid with scope 3 emission calculations.
- Provide the specified goods / services without the use of single use plastic in line with Government commitments.

S.2 - The Supplier shall provide their sustainability or environmental policy.

S.3 - The Supplier shall promote resource efficiency and waste avoidance, to reduce waste arising and consumption of natural resources. Any waste shall be disposed of correctly and accordance with the waste hierarchy and duty of care.

S.4 – Ensure that any activities conform to overarching principles in the Greening Government ICT and digital services strategy 2020-2025. Namely the Government’s vision to be a global leader in sustainable ICT. The supplier must confirm their understanding and acceptance of the strategy.

Waste

S.7 – The Supplier shall be committed to reducing the amount of waste generated compared to previous years.

S.8 – The Supplier shall be committed to reducing the amount of waste sent to landfill compared to previous years.

S.9 - The Supplier shall promote a recycling route(s) to reduce further waste arising and consumption of natural resources. Any waste shall be disposed of correctly and accordance with the waste duty of care.

S.10 - The Supplier shall regard any packaging associated and replaced / redundant training materials as their own waste, remove them from our site and promote a reuse or recycling route(s) to reduce further waste arising and consumption of natural resources. Any non-reusable or recyclable waste shall be disposed of correctly and accordance with the waste duty of care.

S.11 - Regard any replaced / redundant training materials as their own waste and remove from our site to be disposed of correctly and accordance with the waste duty of care.

S.12 – The Supplier shall be committed to reducing their carbon emissions per year and the size of their carbon imprint.

Supply chain

S.13 - Ensure its own supply chain does not have a negative environmental or social impact by ensuring they have a full understanding on the carbon emissions for the transportation of the consumables / parts / documentation to the DVLA’s sites as well as having a full understanding on the country of origin of any equipment / parts / operating consumables used;

8.5 Health and Safety

DVLA has an Occupational Health and Safety Management System that is certificated to ISO45001. Please refer to Appendix D for DVLA’s Health & Safety Policy.

All contractors working in the Agency on any of our premises must fully comply with relevant health and safety legislation, together with health, safety and welfare policy and management arrangements applied by the Agency. If appropriate, these issues must be addressed at or before the award of the contract and may form part of the procurement process. Where requested, Contractors will be required to provide copies of their health and safety policy statement, risk assessments and method statements, clearly identifying any safety implications that their activities may have and how these will be managed. Contract management staff are responsible for checking health and safety information provided by contractors, and passing relevant information to local line management and staff. Contractors' safety performance will be monitored and checked as part of normal contract management.

Tenderers should:

- Have an appointed competent person responsible for H&S, details to be made available to DVLA on request
- Have emergency arrangements and plans for their goods/product/service, and observe DVLA's arrangements whilst on site, or through the course of the business or contract
- Have adequate provision for your own first aid when on site
- Have an accident reporting and recording process for all near miss, accidents/incidents, or violent and aggressive behaviours. Any incident on DVLA site should be reported immediately to the DVLA's Health and Safety Team
- Communicate with DVLA on any health and safety matter or issue in relation to the contract/product/supply of goods or service, notifying DVLA of any Health and Safety hazard, which may arise in connection with its supply of goods, products, or services
- Indemnify DVLA in the instance where failure of the company's product/service, acts or omissions, with regards to health and safety, results in an economic penalty, time delay, issue, accident/incident or claim against the Agency
- Have suitable and sufficient insurance cover for all business/products/services supplied/that are provided to DVLA
- Have documented, suitable and sufficient, risk assessments and method statements, covering all significant activities and deliveries of products, goods and services. Copies to be made available to DVLA on request
- Provide suitable and sufficient health and safety training, information and instruction for all its employees/contractors/subcontractor. Records to be made available on request
- Engage with DVLA's Security/Estates Management Group to arrange access to all DVLA premises/buildings
- Comply with all vehicle and driver legal requirements and DVLA policies whilst driving on premises or conducting business for DVLA

To help prevent the spread of COVID-19 and reduce the potential risk of exposure, DVLA has a set of assessments that must be completed prior to attendance at any

DVLA site. There are also a strict set of procedures that must be adhered to whilst on site. These apply to all staff and contractors and are kept up-to-date based on the latest Government guidance.

Any contractor required to attend/visit DVLA site, during the period of the contract, **must request and obtain a copy of the most recent DVLA Covid-19 Risk Assessment from the DVLA Contract Owner/Manager. They must also submit a copy of a Covid-19 Risk Assessment for their own organisation.** This ensures that DVLA contractors are not only adhering to Government guidelines whilst on site at DVLA but also in the capacity of performing their own business.

Prior to any visit, each individual Contractor may also be required to complete a "Covid-19 Contractor Questionnaire", which is a self-declaration to further minimise the risk of exposure. Copies of this Questionnaire, where required, will be available at DVLA Reception or from the member of staff escorting the Contractor (where required).

N.B. The processes and assessment should be fully understood, ahead of any attendance/visit, as they include the arrangements and control measures in place to keep the contractor and DVLA staff safe.

8.6 Estates

Should the training at any point need to be conducted on site;

- All contractors/tutors must be booked in via the relevant pass offices (main site or RLDC) and adhere to the pass off procedures.

8.7 Diversity and Inclusion

The Public Sector Equality Duty (PSED) is a legal requirement under the Equality Act 2010. The Equality Duty ensures that all public bodies play their part in making society fairer by tackling discrimination and providing equality of opportunity for all. It ensures that public bodies consider the needs of all individuals in their day to day work – in shaping policy, in delivering services, and in relation to their own employees.

DVLA is committed to encouraging equality, diversity and inclusion within our workforce and against unlawful discrimination of employees, customers and the public. We promote dignity and respect for all and we will not tolerate, bullying harassment or discrimination by staff, customers or partners we work with. Everyone working for us and with us, as partners in delivering our services, has a personal responsibility for implementing and promoting these policy principles in their day- to-day transactions with customers and our staff.

A full copy of our Equality, Diversity and Inclusion Policy is included at Appendix E. The successful contractor should read and confirm their understanding prior to starting.

- 1) When developing the training, the supplier will need to ensure the content is accessible for our staff - both online and face to face. This will include any materials or resources they develop too. The key consideration is likely to be around accessibility to disabled people i.e., whether the training delivered is compatible with assistive technology.

The staff initially using the training material may not have an accessibility need however we may disadvantage some staff from using that training at a

later date if they have or develop a disability which is reliant on assistive technology i.e. Dragon, Jaws etc.

- 2) For the face to face training, the supplier should also ensure that the locations are accessible to all our staff for example access to the building/ training room. Is there a ramp to access the building, lifts inside, automatic doors or wide doors for wheelchair access. Access to disabled toilets etc. Are there disabled parking bays outside? These will all need to be considered to ensure the training is inclusive to all our staff.
- 3) Finally, in order to identify if any of the attendees have accessibility requirements in advance of the training, the supplier should ask the delegates in advance if they have any specialist requirements and put reasonable adjustments in place where appropriate in order to comply with the Equality Act 2010. (This could be as simple as putting something on the invite and a contact number to discuss further).

8.8 Business Continuity

Suppliers shall provide a statement regarding the scope of their Business Continuity and Disaster Recovery Plans to protect the Agency from the consequences of business interruptions.

8.9 Procurement Fraud – Not applicable

8.10 Use of DVLA Brands, Logos and Trademarks

The Authority does not grant the successful supplier licence to use any of the Authority's brands, logos or trademarks except for use in communications or official contract documentation, which is exchanged between the Authority and the successful supplier as part of their fulfilment of the Contract.

Approval for any further specific use of the Authority's brands, logos or trademarks must be requested and obtained in writing from the Authority.

9. Management and Contract Administration

A Supplier representative shall be available to provide support to the DVLA on operational and financial queries during DVLA's working hours 09:00 – 17:00 Monday – Friday (excluding Bank Holidays). The DVLA may make ad hoc requests for management information and support for Freedom of Information (FOI) requests, Parliamentary Questions or Ministerial responses, all of which shall be provided at no additional cost. The contractor shall note that such responses FOI's, Parliamentary Questions and Ministerial responses will be required within 24 hours.

Any issues or queries raised by DVLA will be logged and resolved within two working days. Anything that cannot be resolved within this timeframe will be escalated via the Contract Governance route detailed.

The Supplier's Contract Account Manager tasks shall include, but not be limited to:

- Acting as an escalation point for queries, advice and issues;

- Provide a clear route of escalation should an issue fail to be resolved within two working days.
- Identification of opportunities for improvements;
- Informing the Contracting Authority of new risks;
- Trend analysis;
- Preparation for Contract review meetings;
- Fulfilling requests for information from the Contracting Authority;
- Preparation of proposals;
- Information security.

The Suppliers Contract Account Manager shall also be responsible for liaison with the DVLA key Operational Management team, the Contract Manager and the Commercial Advisor. In addition, they shall attend implementation meetings, as requested by the Agency.

After Contract commencement the Supplier shall attend performance meetings at DVLA or participate remotely via teleconferences to review the progress of the agreement, to discuss the management information and to review any problems that may have arisen in the preceding period. The frequency of these meetings is to be confirmed and organised by the supplier and should be at least every **three** months. These Contract performance review meetings will be conducted to an agreed agenda; the following elements are likely to be included:

- Performance analysis
- Contractual/Operational Issues
- Compliance and satisfaction levels
- Business Continuity issues and updates
- Proposals for improvements on any area of the contract
- Review of market conditions / intelligence
- Financial stability
- Review of risk assessment
- Provide updates on any new security threats identified
- Any future relevant legislation changes.

The Supplier and the DVLA are to provide each other with Notice Addresses to which formal communications will be sent.

The Supplier should note that payment of all charges will be made monthly in arrears following receipt of a valid invoice.

Please also note invoices should not be submitted before they are due. As an example, if an invoice is for the period 1 – 31 May 2021 it should not be submitted before 1 June 2021.

Details of DVLA's Invoicing Procedures are included in Annex 2.

Sub-contracting to Small and Medium Enterprises (SMEs):

DfT is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contracts accessible to

smaller companies and implement SME-friendly policies in their supply-chains (see the Gov.Uk [website](#) for further information).

To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.

If you tell us you are likely to sub-contract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice.

10. Training / Skills / Knowledge Transfer

The supplier will work with the Authority as stipulated in Section 6.

11. Documentation

Not applicable

12. Arrangement for End of Contract

At the end of the contract DVLA will require the return of any material and/or information that has been shared with the supplier. This shall include any handbooks, electronic media, instruction, equipment, contact support that the training programme would rely upon.

The Contractor shall fully cooperate with the Authority to ensure a fair and transparent re-tendering process for this contract. This may require the Contractor to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.

13. Evaluation Criteria

Selection will be based on the Evaluation Criteria, encompassing the most economically advantageous tender, which demonstrates a high degree of overall value for money, competence, credibility and ability to deliver.

Your tender will be evaluated using the following weightings **and** the criteria weightings set out at Annex 1, to obtain the optimal balance of quality and cost.

Mandatory Requirements (if applicable)

Annex 1 provides details of any elements/criteria considered as critical to the requirement. These are criteria, which will be evaluated on a pass/fail basis. A fail may result in the tender being excluded from further evaluation.

Quality Criteria:

Annex 1 provides details of the quality criteria on which tenders will be evaluated. This will list the primary criteria along with the allocated percentage weighting and a description of the specific requirement. The overall percentage allocated for the Quality

Criteria is outlined in the Table “Overall Weighting Allocation” and the method used to allocate scores is outlined below.

Quality Criteria Scoring Methodology:

The scoring methodology used to assess and allocate scores to each criteria are included in the table below

Points awarded	Description
100	Fully meets/evidence provided that demonstrates the requirement can be met
60	Minor concerns/issues that the requirement can be met
30	Major concerns/issues that the requirement can be met
0	Does not meet the requirement, not addressed or no evidence provided

Based on the allocated score, a percentage will be calculated against each element using on the following calculation:

$$\frac{\text{(Allocated Score)}}{\text{Maximum Score}} \times \text{Weighting}$$

For example, “Quality Element 1” can be allocated a score between 0 and 100 but carries a weighting of 10%. Supplier A is given a score of 60 for this element so receives a score of $(60/100 \times 10) = 6\%$. The scores for each element will then be added together to calculate the overall Quality Criteria score.

Financial / Price Criteria

Evaluation of the prices submitted will be performed separately by a Commercial Finance Accountant and details will not be made available to the Quality Evaluation Panel. This is to ensure fairness and avoid any subconscious influence of a lower price on the quality scoring. The overall percentage weighting allocated for the Financial/Price Criteria is outlined in the Table “Overall Weighting Allocation”.

Financial / Price Criteria Scoring Methodology:

A Percentage Scoring Methodology will be used to evaluate all proposals for this requirement. This methodology is based on the following principles:
 The lowest tendered price will be awarded the maximum score available. Each subsequent bid will be baselined to this score and will be awarded a percentage of the maximum score available. The calculation used is as follows:

$$\frac{\text{(Lowest Tendered Price)}}{\text{Tender Price Submitted per Supplier}} \times \text{Maximum Score Available (i.e. Weighting)}$$

For example, if the Financial/Price weighting allocation is 40%, the maximum score available is 40. Supplier A submits the lowest price of £100,000 and Supplier B submits a price of £180,000. Based on the above calculation Supplier A and B will receive the scores shown below:

Supplier A = $100k/100k \times 40 = 40\%$
 Supplier B = $100k/180k \times 40 = 22.22\%$

Overall Weighting Allocation

Evaluation Criteria	Weighting
Quality Criteria and Social Value Criteria (if applicable)	80%
Financial / Price Criteria	20%
Total	100%

Calculation of Overall Score:

The allocated score for the Quality and Social Value Criteria (where applicable) will be added to the Financial/Price Factor score to calculate the overall score for each tender (out of a max available 100%). The tender with the highest overall score will be deemed as successful.

14. Points of Contact

Commercial Advisor	Name	XXXXXX “redacted under FOIA section [40 Personal Information]”
	e-mail	
Business Area Contact [Divers Medical Group]	Name	XXXXXX “redacted under FOIA section [40 Personal Information]”
	e-mail	

All queries/questions should be sent to the Commercial Advisor

15. Annexes:

Annex 1 – Evaluation Criteria:

Mandatory Criteria

Mandatory Criteria	Mandatory Criteria Description	Pass/Fail
Development and Delivery of Training	Please confirm you can meet the requirement set out in Section 4 of the Specification “Scope”.	
	Please confirm the course content will be relevant and up to date in line with RCGP (Royal College of General Practitioners) standards.	
	Please confirm you will work with the DVLA Doctors to develop, agree and sign off the exact content of each chapter and any subsequent updates to achieve the learning outcomes as per Annex 3.	
	Please confirm you will develop the course content and have the course signed off and ready to deliver with available courses within the first three months of the contract award.	
	Please confirm you will develop the training content for the sole use of DVLA and maintain the content to ensure it is up to date and retained for DVLA Doctors for the life of the contract.	
	Please confirm you will meet the criteria listed in section 6.2 of the Specification “Assessment of Learning”.	
	Please confirm that you will work with DVLA on providing convenient dates as per section 6.3 of the Specification “Booking Procedures”.	
	Please confirm that the courses can be booked electronically by the named DVLA appointed Contract Owner/Doctors Training co-ordinator.	
	Please confirm that delivery will be by a suitably qualified and experienced individual to maximise the learning experience and outcomes.	
	Please confirm that for any part using virtual delivery the use of the usual Microsoft Office suite including Teams will be used.	
	Please confirm you are able to deliver the courses both virtually and via classroom face to face learning and that that all courses will be closed with only DVLA staff attending due to the sensitive and bespoke nature of the training.	

Scored Quality Criteria

Primary Scored Criteria	Primary Scored Criteria Weighting (%)	Scored Sub-criteria Description	Individual Scored Sub - Criteria Weighting (%)
Development and Delivery of Training	80%	<p>Potential suppliers to detail how they will meet the requirements as set out in Section 6.1 of the Specification "Training Content". Responses should include but not be limited to;</p> <ul style="list-style-type: none"> -How you will work with the DVLA Doctors to develop, agree and sign off the exact content of each chapter to achieve the learning outcomes as per Annex 4. Any updates will also require agreement and sign off by the DVLA Doctors prior to use. - Please set out the timeline and process for development noting the requirements in section 6.1. - How you will maintain the content to ensure it is up to date for DVLA Doctors for the life of the contract. -How you will ensure the content is for sole use by DVLA 	16%
		<p>Potential suppliers to detail how they will meet the criteria specified in section 6.2 "Assessment of Learning". Responses should include but not be limited to;</p> <ul style="list-style-type: none"> -How after each learning event you will issue a Post Learning Evaluation survey to ensure each delegates needs were met and act/feedback on areas identified for improvement. -How you will respond to feedback within two weeks of it being received with a detailed remedy. 	8%

		<p>Potential suppliers to detail how they will meet the criteria set out in section 6.3 “Booking Procedures” Responses should include but not be limited to;</p> <ul style="list-style-type: none"> -How the courses will be bookable electronically by the DVLA the named DVLA appointed Contract Owner/Doctors Training co-ordinator. -How you will ensure that the sessions are closed with DVLA Doctors only due to the nature of the content -How you will course availability with 4 weeks of notification from DVLA that a course is required. -How you will confirm with the delegate the joining details for each course in a timely manner along with a calendar invite, including any recommended pre-learning activity. 	12%
		<p>Potential suppliers to provide detail on how they will meet the criteria outlined in section 6.4 “Delivery Conditions”. Responses should include but not be limited to;</p> <ul style="list-style-type: none"> -Delivery must be by a suitably qualified and experienced individual to maximise the learning experience and outcomes. Please provide evidence of credentials for the trainers delivering this course. -Please detail example course specifications which are to include but not limited to; <ul style="list-style-type: none"> • Presentations by clinician with experience in educating GPs regarding diagnosis and treatment of alcohol and drug issues • Presentations to be supplemented by discussion groups and case discussions - how you will be adaptable in regards of the type of delivery should Covid 19 restrictions apply at short notice -how you will make training material available to the delegates during or after the course for future reference 	16%
		<p>Potential suppliers to provide detail how they will meet the criteria set out in section 6.5 of the Specification “Cancellation” by providing a copy of your cancellation policy.</p>	8%

		Potential suppliers to provide detail on how they meet the quality criteria set out in section 7 of the Specification “Quality Assurance Requirements”.	12%
		Potential suppliers to provide detail on how they meet the quality criteria set out in section 9 of the Specification “Management and Contract Administration”.	8%
	Total = 80%		

Financial/Pricing Criteria

Primary Financial/Pricing Criteria	Financial/Pricing Weighting (%)	Description
Pricing Requirements	20%	Potential suppliers to complete pricing schedule to indicate the price/cost for the provision of the Alcohol and Drugs bespoke DVLA Doctor Training including the development of the training and training materials.
	Total = 20%	

Annex 2 – Invoicing Procedures



Invoicing
Procedures.docx

Annex 3 – Course Content and Learning Outcomes



Annex 3 - Learning
Outcomes.docx