

**Document 4**

**Tender Response Template**

**Forensic Script Examination**

**Contract Number STA 0121**

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Selection Stage

Section A - Organisation Details

1. Tenderer’s Single Point of Contact – Not Scored

| **Ref.** | **Question** | **Response** |
| --- | --- | --- |
| **A** | Name |  |
| **B** | Postal Address |  |
| **C** | Country |  |
| **D** | Telephone |  |
| **E** | Mobile |  |
| **F** | Email address |  |

1. Organisation Details – Not Scored

| **Ref.** | **Question** | **Response** | |
| --- | --- | --- | --- |
| **A** | Full name of proposed contracting organisation |  | |
|  | Registered address |  | |
|  | Registered company number (if applicable) |  | |
|  | Registered charity number (if applicable) |  | |
|  | Registered VAT number |  | |
|  | Name of immediate parent company (if applicable) |  | |
|  | Name of ultimate parent company (if applicable) |  | |
|  | Date of Registration (if applicable) |  | |
|  | Website |  | |
|  | Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company | □ Yes |
| ii) a limited company | □ Yes |
| iii) a limited liability partnership | □ Yes |
| iv) other partnership | □ Yes |
| v) sole trader | □ Yes |
| vi) other (please specify) | □ Yes |
| **F** | Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i)Voluntary, Community and Social Enterprise (VCSE) | □ Yes |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-1) | □ Yes |
| iii) Sheltered workshop | □ Yes |
| iv) Public service mutual | □ Yes |
| **I** | Describe the nature of the proposed contracting organisation's business | Complete below in no more than 200 words | |
| **J** | Is the lead organisation a subsidiary of another company?  If so, provide the name, address and company registration number of the ultimate parent organisation | Select one option below and mark with an [X]   |  |  | | --- | --- | | Not a subsidiary |  | | Subsidiary of (detail below) |  | |  | | | |
| **K** | Please provide a diagram showing the proposed contracting structure including the lead organisation, its parent companies, joint venture partners and principal subcontractors annotating their expected roles | Please embed a diagram in MS Office or .pdf file format below | |

1. Bidding Model – Not Scored

|  |  |  |
| --- | --- | --- |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** | | |
| A | Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself | □ Yes |
| B | Bidding as a Prime Contractor and will use third parties to deliver some of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | □ Yes |
| C | Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services  If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | □ Yes |
| D | Bidding as a consortium but not proposing to create a new legal entity.  If yes, please include details of your consortium in the next column and use a separate appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.  Please note that the Department may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | □ Yes  **Consortium members**  **Lead member** |
| E | Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).  If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the biding model using a separate appendix | □ Yes  **Consortium members**  **Current lead member**  **Name of Special Purpose Vehicle** |

1. Licensing and registration

|  |  |  |
| --- | --- | --- |
| **Please mark ‘X’ in the relevant box** | | |
| **A** | Registration with a professional body  If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state). | □ Yes  □ No  If Yes, please provide the registration number in this box. |
| **B** | Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? | □ Yes  □ No  If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this. |

Section B - Government’s Growth Agenda

The Department for Education is keen to collect information about SMEs. We are particularly interested in discovering how many SMEs apply for our contracts through the tendering process. Completion of the table below is for departmental information purposes only and will have no effect on the evaluation process outcomes. Government is committed to changing how it does business to make sure that small companies, charities and voluntary sector organisations are included and encouraged to compete for our contracts.

A voluntary sector organisation may also be a SME if it has the same attributes.

Defn: A SME must be autonomous, an EU Company not owned or controlled by a non EU parent, and employ less than 250 staff and have sales below €50million

*Source -*http://ec.europa.eu/enterprise/policies/sme/files/sme\_definition/sme\_report\_2009\_en.pdf

1. Growth Agenda Details – Not Scored

| **Ref.** | **Question** | **Response** |
| --- | --- | --- |
| **What type of supply arrangement best describes you in relation to this bid.** | | **Delete as appropriate** |
| 1 | We are a SME by definition | Yes/No |
| 2 | We are a Charity or Voluntary Sector Organisation (VSO) | Yes /No |
| 3 | We are a mutual organisation | Yes/No |
| 4 | We anticipate using a supply chain to deliver against this service. | Yes/No |
| 5 | We estimate that that our service delivery will be i.e. 40% delivered by VSOs/SMEs | …….% |
| 6 | If none of the above applies please describe the type of organisation you are: | |
|  | |
| 7 | Please provide us with your Dun and Bradstreet Number, or if you are a consortium, the lead bidder’s number.  <http://www.dnb.co.uk/dandb-duns-number> |  |

The Department uses Dun and Bradstreet Numbers to manage its data about suppliers; we strongly encourage all suppliers to apply for a free Dunn’s number. The link to apply is:-<http://www.dnb.co.uk/myduns> - add ‘GOVERNMENT SUPPLIER’ as a reason for requesting your D&B DUNS number.

Do not delay returning your tender if you do not already have a Dun and Bradstreet number, returning your tender within the deadline is more important.

Section C – Tenderer Declarations

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you answer “yes” to question 6.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate appendix. You may contact the Department for advice before completing this form.

1. Convictions – Pass or Fail

| **6.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| --- | --- | --- |
| **Yes** | **No** |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; |  |  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; |  |  |
| 1. the common law offence of bribery; |  |  |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; |  |  |
| 1. any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: |  |  |
| (i) the offence of cheating the Revenue; |  |  |
| (ii) the offence of conspiracy to defraud; |  |  |
| (iii) fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |  |
| (iv) fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |  |
| (v) fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |  |
| (vi) an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |  |
| (vii) destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |  |
| (viii) fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |  |
| (ix) the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; |  |  |
| 1. any offence listed— |  |  |
| (i) in section 41 of the Counter Terrorism Act 2008; or |  |  |
| (ii) in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |  |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); |  |  |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; |  |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; |  |  |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; |  |  |
| 1. an offence under section 59A of the Sexual Offences Act 2003; |  |  |
| 1. an offence under section 71 of the Coroners and Justice Act 2009 |  |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |  |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive— |  |  |
| (i) as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or |  |  |
| (ii) created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. |  |  |
| **Non-payment of taxes**  **6.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**  If you have answered Yes to this question, please use a separate appendix to provide further details. Please also use this appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? |  |  |

1. Public Contract Regulations – Pass or Fail

The Department may exclude any Supplier who answers ‘Yes’ in any of the following situations set out in paragraphs (a) to (i);

| **7.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | **Please indicate your answer by marking ‘X’ in the relevant box.** | | |
| --- | --- | --- | --- |
| **Yes** | | **No** |
| 1. your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contract Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; |  |  | |
| 1. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; |  |  | |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable; |  |  | |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition; |  |  | |
| 1. your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contract Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures; |  |  | |
| 1. the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures; |  |  | |
| 1. your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; |  |  | |
| 1. your organisation—   (i) has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or  (ii) has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contract Regulations 2015; or |  |  | |
| (i) your organisation has undertaken to |  |  | |
| (aa) unduly influence the decision-making process of the contracting authority, or |  |  | |
| (bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |  | |
| (j) your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  | |

**Conflicts of interest**

In accordance with question 7.1 (e), the Department may exclude a Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the Department, detailing the conflict in a separate appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Department should not represent a conflict of interest for the Supplier.

**Taking Account of Past Performance**

In accordance with question 7.1 (g), the Department may assess the past performance of a Supplier (through a Certificate of Performance provided by a customer or other means of evidence). The Department may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the Department may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

**‘Self-cleaning’**

Any Supplier that answers ‘Yes’ to questions 6.1, 6.2 or 7.1 may provide evidence, in a separate appendix, of the circumstances and any remedial action that has taken place subsequently in order to “self-clean” the Supplier’s record. The Supplier must demonstrate it has taken such remedial action to the satisfaction of the Department in each case.

If such evidence is considered by the Department (whose decision will be final) as sufficient, the Supplier shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has:

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Department to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

Section D – DfE Contract Terms and Conditions

1. Contract Terms and Conditions – Pass or Fail

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Please confirm whether or not you accept the Department’s standard terms and conditions as shown in Document 3 of this ITT. | Select one option below and mark with an [X]   |  |  | | --- | --- | | Yes |  | | No |  | | If No, details should be provided below | | |
| |  |  | | --- | --- | | **Contract Ref.**  **(Schedule & clause)** | **Basis for non-acceptance and proposed change** | |  |  | |  |  | |  |  | |  |  | | |

**This is a PASS or FAIL Section**

This section will not be scored but will be assessed in terms of whether your proposed changes constitute a non-compliant tender. Only minor changes will be considered. If the Department considers that your proposed changes contain significant amendments to the contract terms and conditions that present unreasonable risk or affect the financial model, delivery timescales or liability levels, the tender will be treated as non-compliant and not proceed to technical evaluation.

**Please note that, in particular, the Department will not accept tenders which aim to reduce the liability levels specified in the terms and conditions set out in Document 3.**

Section E - Financial Capacity

1. Financial Capacity – Pass or Fail

| **Ref.** | **Question** | **Response** |
| --- | --- | --- |
| **A** | (a) Please provide copies of audited accounts for the most recent two years  (b) Where (a) is not available explain why and provide instead a statement of turnover, profit & loss, current liabilities and assets, and cash flow for the most recent year of trading for this organisation  (c) Where (b) is not available explain why and provide instead a statement a cash flow forecast for the current year and a bank letter outlining the current cash and credit position  (d) Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).  If the tendering organisation is a subsidiary then the information should be provided for both the tendering organisation and its ultimate parent company. | (Pass if sufficient information provided to assess financial capacity, or fail otherwise)  (Please embed documents as .pdf documents in the table below)   |  |  |  | | --- | --- | --- | | Organisation | Most recent financial year | Most recent financial year but one | | Lead organisation |  |  | | Subcontractor / JV Partner 1 |  |  | | Subcontractor / JV Partner 2 |  |  | |
| **B** | Independent credit assessment via Dun and Bradstreet Comprehensive Report on the tendering organisation where available | (This information will be sought by DfE and should not be completed by the Tenderer)   |  |  | | --- | --- | | Financial strength |  | | Risk of business failure |  | |
| **C** | Please provide the requested key financial information for the tendering organisation or otherwise explain why the information is not available. | Scored across A, B and C: Pass if financial capacity is sound in relation to the expected contract value, or fail if financial capacity presents undue risk.   |  |  |  | | --- | --- | --- | | Organisation | Most recent financial year  *(insert year)* | Most recent financial year but one  *(insert year)* | | Overall turnover |  |  | | Turnover derived from services similar to those required |  |  | | Net current assets |  |  | | Profit After Tax, Depreciation and Interest |  |  | |
| **D** | Employer's Liability, Public Liability and Professional Indemnity insurance cover will be required.  Please confirm your willingness to provide proportionate cover if awarded the contract. | Scored: Pass if willing, fail if not willing.  Select one option below and mark with an [X]   |  |  | | --- | --- | | Willing to obtain |  | | Not willing to obtain |  | |

Section F – Technical Capability

This section has a pass threshold of 12 marks from a maximum of 20 marks.

1. Technical Capability - Scored

|  |  |  |
| --- | --- | --- |
| **Question** | | **Scoring** |
| **A** | Please describe your organisational capability and experience of undertaking Forensic Script Examinations within an education environment. | 0= No evidence demonstrated  1= Inadequate capability and experience  2= Some capability and experience  3= reasonable capability and experience  4= Good capability and experience  5= Extensive capability and experience |
| **Response** | |
| **(Maximum 250 words)** | **[Insert Actual Word Count]** |
|  | |
| **Question** | | **Scoring** |
| **B** | Please summarise your project management methodology including any recognised standards and accreditations | 0= No evidence demonstrated  1= Inadequate methodology  2= Some methodology  3= Reasonable methodology  4= Good methodology working towards externally recognised standards and/or accreditations  5= Sound methodology with externally recognised standards and/or accreditations |
| **Response** | |
| **(Maximum 250 Words)** | **[Insert Actual Word Count]** |
|  | |
| **Question** | | **Scoring** |
| **C** | Please summarise your information assurance policies including any recognised standards and accreditations including your degree of conformance with the Cabinet Office Security Policy Framework and the UK Government Cyber Essentials Scheme which you will be expected to meet if awarded the contract | 0= No evidence demonstrated  1= Inadequate policies  2= Some policies  3= Reasonable policies  4= Good policies working towards externally recognised standards and/or accreditations  5= Sound policies with externally recognised standards and/or accreditations |
| **Response** | |
| **(Maximum 400 Words)** | **[Insert Actual Word Count]** |
|  | |
| **Question** | | **Scoring** |
| **D** | Please provide details in the tables below of three contracts of comparable value and complexity that you have undertaken successfully in the last three years for the provision of services similar to those required | 0= No evidence demonstrated  1= Inadequate track record or negative references  2= Some track record with limited references  3= Reasonable track record and references  4= Good track record with good references  5= Extensive track record and strong references |
| **Please note that DfE may contact any of the organisations listed and/or may choose to verify the accuracy of your information independently.** | |
| |  |  | | --- | --- | | **Contract 1** | | | Customer name & contact details: |  | | Date contract awarded and duration: |  | | Contract reference name and number: |  | | Brief description of services delivered (less than 100 words): |  | | Approximate lifetime value of contract: |  | | |
| |  |  | | --- | --- | | **Contract 2** | | | Customer name & contact details: |  | | Date contract awarded and duration: |  | | Contract reference name and number: |  | | Brief description of services delivered (less than 100 words): |  | | Approximate lifetime value of contract: |  | | |
| |  |  | | --- | --- | | **Contract 3** | | | Customer name & contact details: |  | | Date contract awarded and duration: |  | | Contract reference name and number: |  | | Brief description of services delivered (less than 100 words): |  | | Approximate lifetime value of contract: |  | | |

Section G – Operational Capacity

This section has a pass threshold of 1 mark from a maximum of 2 marks.

1. Operational Capacity - Scored

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | Please state the average number of staff providing services similar to those required for the last three financial years from the Tendering Organisation and from your subcontractors | **Scored:** 0=Major risk of a lack of capacity  1=Some risk of a lack of capacity  2=Low risk of a lack of capacity   |  |  |  |  | | --- | --- | --- | --- | | Staff providing similar services | Tendering  Organisation | Subcontractors | **Total** | | 2014-15 |  |  |  | | 2013-14 |  |  |  | | 2012-13 |  |  |  | |

**Award Stage**

Section H – Technical Proposal

The technical proposal will be scored in accordance with the following Scoring Scheme:

| **Evidence** | **Score** | **Definitions** |
| --- | --- | --- |
| **None** | 0 | No evidence demonstrated |
| **Very Poor** | 1 | Very little evidence of appropriate skills or experience relating to these criteria. Strong reservations about the bidder’s capability to perform satisfactorily. |
| **Poor** | 2 | Some evidence of appropriate skills or experience relating to these criteria. Some reservations about the bidder’s capability to perform satisfactorily. |
| **Adequate** | 3 | Reasonable evidence of appropriate skills and experience has been provided in relation to these criteria. Displays an understanding of the work required with some evidence of innovative thinking. |
| **Good** | 4 | Good evidence of appropriate skills and experience has been provided in relation to these criteria. Displays a good understanding of the work required with extensive evidence of innovative thinking. |
| **Excellent** | 5 | Exceeds expectations. Very strong evidence of appropriate skills and experience in relation to these criteria. Adds extra value and it is clear the bidder has extensive knowledge of the issues it faces. Few or no reservations. |

1. Mobilisation (10% of technical evaluation)

|  |  |  |  |
| --- | --- | --- | --- |
| **M** | **Mobilisation** | | **M** |
| **Evaluation Question:**  Provide a detailed mobilisation plan setting out how you will mobilise your service from contract signature for operational delivery including:   * Overall approach including assumptions and dependencies, * A project plan with principal milestones, activities and resources, * A resource plan, * Main risks and proposed mitigations, * Progress reporting, * An overview of your approach to ensuring physical and data security and business continuity, * Structure and format of the final report, * Cooperation with DfE in the event of a failure to complete mobilisation. | | | |
| (maximum 2000 words) | | Word Count - [insert actual word count] | |
| **Supplier Response**: | | | |

1. Project and Risk Management (5% of technical evaluation)

|  |  |  |  |
| --- | --- | --- | --- |
| **PR** | **Project and Risk Management** | | **M** |
| **Evaluation Question:**  Describe your approach to effective, transparent and cooperative project, risk and issue management working practices including:   * Approach to project management, * Participation in project governance, * Risks and proposed mitigations and contingencies, * Escalation and resolution of issues. | | | |
| (maximum 1000 words) | | Word Count - [insert actual word count] | |
| **Supplier Response**: | | | |

1. Quality Management (5% of technical evaluation)

|  |  |  |  |
| --- | --- | --- | --- |
| **QM** | **Quality Management** | | **M** |
| **Evaluation Question:**  Describe your approach to ensure robust quality management in the delivery of all aspects of the service. | | | |
| (maximum 500 words) | | Word Count - [insert actual word count] | |
| **Supplier Response**: | | | |

1. Resource Management (5% of technical evaluation)

|  |  |  |  |
| --- | --- | --- | --- |
| **RM** | **Resource Management** | | **M** |
| **Evaluation Question:**  Describe your resource strategy for delivering these services including:   * An organisation chart showing named managers, delivery responsibilities and staff numbers per role from the prime and subcontractors and showing primary interfaces with the Department, * CVs for named managers and key personnel delivering the services showing relevant expertise and qualifications, * Management of sub-contractors, their roles, responsibilities and staff numbers, * The rationale for the quantity of resources required for the conduct of the Forensic Script Examinations to complete all test script examinations to schedule. | | | |
| (maximum 1250 words) | | Word Count - [insert actual word count] | |
| **Supplier Response**: | | | |

1. Management Information (5% of technical evaluation)

|  |  |  |  |
| --- | --- | --- | --- |
| **MR** | **Management information** | | **M** |
| **Evaluation Question:**  Describe your approach to providing comprehensive management information to enable DfE assurance of service delivery including:   * Compliance with key performance requirements (SOSR – Section 4) * Method/ process by which MI will be generated and shared with DfE, * A list of main MI reports detailing proposed frequency and their use for the specified delivery periods. | | | |
| (maximum 1250 words) | | Word Count - [insert actual word count] | |
| **Supplier Response**: | | | |

1. Receipt, storage and management of Test Scripts (10% of technical evaluation)

|  |  |  |  |
| --- | --- | --- | --- |
| **RS** | **Receipt, storage and management of Test Scripts** | | **M** |
| **Evaluation Question:**  Describe your approach to test script receipt, storage and management and how your processes will ensure all physical and data security requirements are met. Please include a description of how you will track the location and movement of all test scripts through your processes, from the point of delivery receipt to collection for return. | | | |
| (maximum 1500 words) | | Word Count - [insert actual word count] | |
| **Supplier Response**: | | | |

1. Forensic Script Examination services (35% of technical evaluation)

|  |  |  |  |
| --- | --- | --- | --- |
| **FS** | **Forensic Script Examination services** | | **M** |
| Evaluation Question:  Describe your technical approach to conduct of the Forensic Script Examination services including:   * The technical procedures that will be conducted, and the evidence/ rationale for the approaches recommended, * The quality and qualifications of resources undertaking the procedures, * The approach to the recruitment and training of those resources. * Any additional technical services and/or innovative approaches the tenderer proposes which would further support the detection of possible maladministration. | | | |
| (maximum 3000 words) | | Word Count - [insert actual word count] | |
| **Supplier Response**: | | | |

1. Data capture, handling and management (10% of technical evaluation)

|  |  |  |  |
| --- | --- | --- | --- |
| **DC** | **Data capture, handling and management** | | **M** |
| **Evaluation Question:**  Describe:   * your approach to ensure accurate data capture of information from the Forensic Script Examinations, * how data will be quality assured, * any mechanisms or systems that will be utilised in the capture of data, including if any development will be required of those systems, | | | |
| (maximum 1500 words) | | Word Count - [insert actual word count] | |
| **Supplier Response**: | | | |

1. Reporting (5% of technical evaluation)

|  |  |  |  |
| --- | --- | --- | --- |
| **R** | **Reporting** | | **M** |
| **Evaluation Question:**  Describe your approach to providing comprehensive summary reports on the delivery of the services and its outputs, ensuring a full description of any data analysis that will be conducted. | | | |
| (maximum 1000 words) | | Word Count - [insert actual word count] | |
| **Supplier Response**: | | | |

1. Departmental Security Standards (10% of technical evaluation)

|  |  |  |  |
| --- | --- | --- | --- |
| **SR 1** | **Departmental Security Standards** | | **M** |
| **Evaluation Question:**  Provide information to support how you meet the departmental security standards including Business Continuity & Disaster Recovery and describe in details how you will comform with the cabinet office security standards as shown in the draft contract. (Also include your security plan and the business continuity plan)  Describe how you intend to adopt the UK Government Cyber Essentials Scheme in respect of any Departmental Data and provide evidence that you have appropriate technical and organisational measures to mitigate the risk from common internet based threats as detailed in DOC 1 – ITT. | | | |
| (maximum 2000 words) | | Word Count - [insert actual word count] | |
| **Supplier Response**: | | | |

Section I – Commercial Proposal

1. Pricing

DfE requires a pricing model to be produced as part of the tender response covering the principal cost drivers for delivering the service. These will form the basis for price evaluation of the tenders.

DfE requires the submitted pricing model to represent the fixed price based on the volumes and requirements set out in DOC2 – SOSR. This will include all costs for the duration of the contract. In calculating these figures, you must use the indicative volumes provided in the attached spreadsheet as the basis for your calculations.

DfE requires the pricing model to include a volume based costing for the test scripts. Once the final number of test scripts is known, DfE will use the volume related element to calculate the final contract price.

DfE requires the pricing model to be completed in full, failure to provide this information may result in elimination from the tender process.

***Please ensure you read the pricing matrix cover note on sheet 1 and volume related assumptions on sheet 2 before completing the pricing matrix.***

DfE requires the prices to be quoted exclusive and inclusive of VAT.

Please complete and re-attach the pricing model as an annex to this TRT.

Pricing Matrix



1. See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ [↑](#footnote-ref-1)