

RESPONSE GUIDANCE

1. INTRODUCTION

- 1.1 This document sets out the questions that will be evaluated as part of this Procurement.
- 1.2 The following information has been provided in relation to each question (where applicable):
- 1.2.1 Weighting – highlights the relative importance of the question
- 1.2.2 Guidance – sets out information for the Potential Provider to consider when preparing a response
- 1.2.3 Marking Scheme – details the marks available to evaluators during evaluation

2. DOCUMENT COMPLETION

- 2.1 You **must** provide a response to every question. All responses must be provided as in the document format as outlined below using Arial font, no less than size 11.
- 2.2 You **must not** submit any additional information with your Tender other than that specifically requested in this document or the Service Description.
- 2.3 **Note:** Please submit your tender response as attachments there should be only **three** attachments, as follows: -
- **Responses to all Commercial (1, 2 & 3) questions must be submitted as a single PDF document;**
 - **Responses to Quality (4 & 5) questions must be submitted as a single PDF document;**
 - **Responses to Price (6) questions must only be submitted as an excel file;**

Any submitted tender responses which are not separated in the above manner may be rejected.

3. RESPONSE GUIDANCE

[1]	COMPANY INFORMATION
[1.1]	Please state your full company name.
[1.2]	Please state your registered office address.
[1.3]	Please state your company or charity registration number.
[1.4]	Please state whether your company is a SME.
[1.5]	Please state whether your company is a voluntary, community or social enterprise organisation.
[1.6]	Please state the name of your immediate parent company.

[2] TENDER CONTACT	
[2.1]	Please state the contact's name.
[2.2]	Please state the contact's address, Postcode and Country.
[2.3]	Please state the contact's telephone number.
[2.4]	Please state the contact's mobile number.
[2.5]	Please state the contact's e-mail address.

[3] MANDATORY REQUIREMENTS		Pass/Fail
Please Note: The following question is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to answer 'Yes', their Tender will be deemed non-compliant and they will be unable to be considered for this requirement.		
[3.1]	Do you agree, without caveats or limitations, that in the event that you are successful the Department for Transport's Terms and Conditions will govern the provision of this contract?	

[4] CONFLICT OF INTEREST		Pass/Fail
Please Note: Question 4.1 is a Yes/No question and will dictate whether or not the following question needs to be answered. Question 4.2 is a Pass / Fail question, therefore if a Potential Provider cannot or is unwilling to suitably demonstrate that they have suitable safeguards to mitigate any risk then their Tender will be deemed non-compliant and they will be unable to be considered for this requirement		
[4.1]	Please confirm whether you have any potential, actual or perceived conflicts of interest that may be relevant to this requirement.	
[4.2]	We require that any potential, actual or perceived conflicts of interest in respect of this mandate are identified in writing and that companies outline what safeguards would be put in place to mitigate the risk of actual or perceived conflicts arising during the delivery of these services.	
[5] QUALITY		Weighting 80%
Guidance:		
<ul style="list-style-type: none"> As outlined at section 2 of this document, potential providers should attach one document that forms their response to the requirements in the Service Description. Please limit responses to <u>no more than 25 pages of A4</u>. Potential providers should clearly label the response against each of the requirements within the Service Description and the document must be submitted as PDF documents. <ul style="list-style-type: none"> The Maximum score available for this questionnaire is 100. <p>(Note: If any part of this requirement is to be subcontracted, full details of the sub-contractor and the areas to be subcontracted must be provided, <u>clearly highlighted</u>.)</p>		

Marking Scheme:		
The following marking scheme will be used to assess the response provided to these question:		
Score	Reason	Mark
Weak	The proposed approach fails to demonstrate an adequate understanding of the project objectives and fails to address adequately the risk management issues. There is little evidence that the proposed approach has been influenced by experience on other projects.	1-4
Acceptable	The proposed approach demonstrates an adequate understanding of the project objectives; it addresses the success factors and risk management issues to an acceptable standard. There is an adequate level of evidence that the proposed approach has been developed as a result of successful experience on other projects.	5-7
Good	The proposed approach demonstrates a good understanding of the project objectives; it addresses fully the success factors and risk management issues and provides for delivering continuous improvement over the life of the framework. There is substantial evidence that the proposed approach has been developed from other projects using formal continual improvement processes.	8-9
Excellent	The proposed approach has been tailored specifically to deliver the project objectives, and deals comprehensively with the risks to maximising performance against Key Performance Indicators and to delivering continuous improvement. There is substantial evidence that the approach has been developed using continual improvement processes, which are routinely used to develop approaches and deliver the objectives successfully on all projects.	10

[6]	PRICE	Weighting 20%
Guidance:		
Prices should be submitted in Pound Sterling inclusive of expenses but exclusive of VAT.		
Question:		
Potential bidders are required to submit a completed Price Schedule. These must provide prices against the relevant requirements set out in the Service Description. Please include a separate price breakdown for each of the deliverables along with an overall cost.		

Marking Scheme:

The lowest priced tender will be given a score of 100. The score of other competing suppliers will be calculated by deducting from 100 one point for each full percentage point by which their price is above the lowest price. The overall quality score and the finance score will be combined in the ratio 80:20 applied to the quality and financial scores respectively.