



Specification

Provision of Accredited Doctors Training Drivers Medical

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| | |
|---|-----------|
| 1. Introduction | 3 |
| 2. Background to the Requirement | 3 |
| 3. Procurement Timetable | 4 |
| 4. Scope | 4 |
| 5. Implementation and Deliverables | 4 |
| 6. Specifying Goods and / or Services | 5 |
| 7. Quality Assurance Requirements | 7 |
| 8. Other Requirements | 8 |
| 9. Management and Contract Administration | 12 |
| 10. Training / Skills / Knowledge Transfer | 13 |
| 11. Documentation | 14 |
| 12. Arrangement for End of Contract | 14 |
| 13. Evaluation Criteria | 15 |
| 14. Points of Contact | 18 |
| 15. Annexes: | 19 |
| Annex 1 – Evaluation Criteria: | 19 |
| Annex 2 – Invoicing Procedure: | 22 |

1. Introduction

The Driver and Vehicle Licensing Agency (**DVLA**) invites proposals for the following **SERVICES**: The provision of a service to deliver Accredited Doctors' Training.

This contract will be subject to the Terms and Conditions of Mid-Tier Contract.

2. Background to the Requirement

The DVLA [The Authority] is an Executive Agency of the Department for Transport (DfT), based in Swansea. The DVLA'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 39 DVLA Doctors (including 1 Senior DVLA Doctor), 2 Junior Doctors plus 8 Caseworker Nurses. There are 3 additional Doctors that are due to be recruited shortly.

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 medical problems and their treatment to allow the knowledge to be applied to licensing decisions.

As a practising doctor, they must demonstrate appropriate continuing professional development (CPD) to keep up-to-date for each part of their scope of practice through a wide range of high quality courses and events supporting the appraisal and revalidation process.

This procurement seeks the provision of Accredited Doctors Training to support DVLA Doctors with these topics. There may also be a requirement for the Doctors to attend conferences where appropriate although there is no guarantee that this service will be required.

The training must be supported and delivered via online and face to face methods

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

DVLA require the services of an accredited training provider that offers a wide range of RCGP quality training products primarily online but where this is not appropriate face to face to support our Doctors' continuing professional development. Topics should cover a broad range of clinical, wellbeing and developmental themes appropriate to the work of DVLA Doctors and be recognised as CPD credits for the purposes of the doctors' appraisal and revalidation processes.

- Online and face to face Conferences
- Webinars
- E-Learning
- Access to recorded events
- Face to face specialised and essential learning events

Learning Outcomes;

- An improved understanding of the diagnosis and treatment of medical conditions.
- An understanding of the clinicians' perspectives when dealing with such individuals

The training must be delivered by registered/qualified/recognised experts.

The training provider should also offer a booking service for medical related annual conferences.

The DVLA is unable to accurately forecast the required training courses and number of Doctors attending each course as this is reliant on the outcome of the DVLA Doctors yearly appraisals. The information included in the pricing schedule is our best estimate based on current Doctors employed and previous training information held.

DVLA forecast that we will have a requirement for approximately 55 training courses per annum on a mixture of course titles included in the catalogue and will utilise this contract on a call off basis, ordering courses as and when required. The Authority does not guarantee any work over the period of the contract.

5. Implementation and Deliverables

The requirement is to enable delegates to undertake accredited training over a period of one year with the option to extend for a further two twelve month periods (1+1+1) at the sole discretion of the DVLA.

Under current circumstance the DVLA require the courses/conferences to be primarily online but where this is not appropriate face to face learning/attendance can be considered.

The contract is required to start as near as possible to 5 October 2022 with the first course to be agreed with company once contract awarded.

Methods of virtual delivery to be discussed and agreed.

6. Specifying Goods and / or Services

6.1 Training Content

The content of the training/conferences will need to be relevant to 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/conferences 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.

Trainers to be registered/qualified/recognised experts.

Where courses are recorded the recordings must be available after the event for further DVLA Doctors to attend.

6.2 Assessment of Learning

Within five (5) working days of the completion of each course/conference, 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 the confirmation of completion/attendance for all delegates per course/conference.

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

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.

The training provider should also offer a booking service for medical related annual conferences.

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.

The supplier must be able to deliver all training in a timely and consistent manner for all delegates.

These must be in a digital format for a virtual 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 supplier will need to ensure that the training is delivered via a user friendly and accessible virtual platform e.g., Zoom, Crowdcoms etc. through a web browser.

Any accessibility needs should be discussed with delegates prior to any training and ensure that online training is compatible with assistive software and meets the accessibility needs of delegates.

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 reserve the right to substitute delegates at short notice if the needs of our business change. DVLA will monitor the contract and need the ability to change delegate names at short notice with no penalty for doing so.

A copy of your cancellation policy must be provided.

6.6 Pricing

6.6.1 The Authority acknowledges that courses in the same catalogue are likely to have varying prices. In order to complete the bid, the Supplier shall provide the cost of the most expensive course without any discounts applied.

6.6.2 The Authority shall expect the Supplier to cap the price per course based on the highest price quoted in the pricing catalogue and shall expect to benefit from any discounts e.g. early bird ordering.

6.6.3 The Authority reserve the right to approach the supplier for quotations for future courses added to the catalogue.

6.7 Social Value Considerations

Not applicable

6.8 Modern Slavery Considerations

Not applicable

7. Quality Assurance Requirements

The provider must confirm their ability to provide the required RCGP training courses for the required period.

The Royal College of General Practitioners is the professional body for general practitioners in the United Kingdom. The RCGP represents and supports GPs on key issues including licensing, education, training, research and clinical standards. It is the largest of the medical royal colleges.

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 the requirements of DVLA Doctors.

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 Supplier 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 Supplier 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.

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 Suppliers and Subcontractors. Retention schedules will need to be defined and agreed prior to award of contract.

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.

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 **8.4.1 – 8.4.5** and supply information if it has been requested.

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

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
<https://www.gov.uk/government/publications/greening-government-commitments-2021-to-2025> i.e. Reduce CO₂ emissions through energy consumption and travel, reduce water consumption and waste produced;
- 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.

8.4.2 - The Supplier shall provide their sustainability or environmental policy.

8.4.3 - The Supplier shall promote resource efficiency and waste avoidance, to reduce waste arising and consumption of natural resources.

8.4.4 – The Supplier shall continually aim to travel sustainably between sites whilst conducting DVLA business.

8.4.5 – The Supplier shall be committed to reducing their carbon emissions in line with per year.

8.5 Health and Safety

DVLA has an Occupational Health and Safety Management System that is certificated to ISO45001. Further information on our Health & Safety Policy, is available on request from the Commercial Advisor. (See Section 14 for Points of Contact):

All Supplier Staff working in the DVLA 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 DVLA. 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, Suppliers 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 Suppliers, and passing relevant information to local line management and staff. Supplier's 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 DVLA
- 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/subcontractors. 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 Supplier Staff 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 suppliers 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 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 Supplier Staff (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 Supplier Staff and DVLA staff safe.

8.6 Estates

Should face to face training need to be required on site, all tutors are to 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 attached with the ITT Documents (Appendix A).

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

The supplier should be aware of the DVLA fraud procurement statement a copy of which is attached with the ITT Documents (Appendix B).

8.10 Use of DVLA Brands, Logos and Trademarks

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

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

9. Management and Contract Administration

The Contract Owner will review the contract performance.

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 **year**. 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.

A Purchase Order Number for this requirement will be provided to the supplier. Invoices must be sent to DFT Shared Services Arvato and copied to DVLA's Contract Owner with the specified Purchase Order Number.

Further information for invoicing and payment procedures are contained within our Instructions to Tenders documents and Annex 2.

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

DVLA 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, Schedule 3 (Form of Tender) of the ITT 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

This training is for the provision of Accredited Doctors Training for professional development.

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

11. Documentation

As per section 6.2

12. Arrangement for End of Contract

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

Tender Evaluation

The paragraphs below set out and explain the procedure, stages and process by which tenders will be assessed. The evaluation procedure is divided into two key stages;

1) Selection Stage

For requirements with an estimated value above the FTS advertising threshold, DVLA will issue and assess responses to the Standard Selection Questionnaire (SSQ) in accordance with the “Selection Stage” below.

2) Award Stage

DVLA will assess responses to the requirement in accordance with the “Award Stage” below.

Tenders that do not meet the criteria at the Selection Stage may be disqualified from further consideration in this procurement and will not be evaluated at the Award Stage.

Selection Stage – Grounds for Exclusion

Where DVLA has issued an SSQ in the Invitation to Tender pack (ITT), the tenderer should complete the questionnaire in order for DVLA to assess whether there are any grounds for exclusion.

Mandatory Grounds for Exclusion

If a tenderer answers “Yes” to any statement in the Grounds for **Mandatory** Exclusion, it is very likely the tender will be rejected and disqualified from further participation in this procurement.

Discretionary Grounds for Exclusion

DVLA is entitled to exclude a tenderer from further participation in this procurement if any of the statements in response to the Grounds for **Discretionary** Exclusion apply.

If a tenderer answers “Yes” to any statement, it is possible that the tender will be rejected and disqualified from further participation in this procurement. If any of the statements do apply, the tenderer should set out the full facts detailing any remedial actions taken. The information provided will be taken into account by DVLA in considering whether or not the tender will be permitted to proceed any further in this procurement.

Following the Selection Stage, any tenders that have been excluded will not proceed to the Award Stage, and the tenderer/s will be notified in writing.

Award Stage

The Award Stage will comprise of the following elements:

- 1) an evaluation of mandatory requirements, if applicable (**Mandatory Requirements**). These will be assessed on a pass/fail basis. Tenders that fail any of the mandatory requirements may be disqualified from further consideration
- 2) an evaluation of the tender based on the quality criteria and social value criteria (if applicable) (**Quality Criteria**)
- 3) an evaluation of the prices tendered (**Financial / Price 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) | 70% |
| Financial / Price Criteria | 30% |
| 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]” |
| | Tel | 01792 732897 |
| | e-mail | XXXXXX “redacted under FOIA section [40 Personal Information]” |
| | Address | The Driver and Vehicle Licensing Agency (DVLA) Longview Road Morrison Swansea SA6 7JL |
| Business Lead [OCSD] | Name | XXXXXX “redacted under FOIA section [40 Personal Information]” |
| | e-mail | XXXXXX “redacted under FOIA section [40 Personal Information]” |

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 |
|--------------------|--|-----------|
| Service Delivery | Please confirm you can meet the requirement set out in Section 4 of the Specification “Scope”. | Pass/Fail |
| | Please confirm the course content will be relevant and up to date in line with RCGP (Royal College of General Practitioners) and confirm the Doctors will gain CPD credits on completion of the course/conference. | Pass/Fail |
| | Please confirm you will meet the criteria listed in section 6.2 of the Specification “Assessment of Learning”. | Pass/Fail |
| | Please confirm that the courses can be booked electronically by the named DVLA appointed Contract Owner/Doctors Training co-ordinator. | Pass/Fail |
| | Please confirm that delivery will be by a suitably qualified and experienced individual to maximise the learning experience and outcomes. | Pass/Fail |
| | Please confirm your understanding and confirm you will adhere to the following as per section 6.5 of the specification document “DVLA reserve the right to substitute delegates at short notice if the needs of our business change. DVLA will monitor the contract and need the ability to change delegate names at short notice with no penalty for doing so.” | Pass/Fail |
| | Potential suppliers to confirm they meet the quality criteria set out in section 7 of the Specification “Quality Assurance Requirements”. | Pass/Fail |

Scored Quality Criteria

| Primary Criteria | Primary Criteria Weighting (%) | Sub-criteria description | Individual Sub-Criteria Weighting (%) |
|------------------|--------------------------------|--|---------------------------------------|
| Service Delivery | 70% | Potential suppliers to detail how they will meet the requirements as set out in Section 6.1 of the Specification "Training Content". | 24% |
| | | Potential suppliers to detail how they will meet the criteria specified in section 6.2 "Assessment of Learning". | 7% |
| | | Potential suppliers to detail how they will meet the criteria set out in section 6.3 "Booking Procedures". | 11% |
| | | Potential suppliers to provide detail on how they will meet the criteria outlined in section 6.4 "Delivery Conditions". Specifically detailing the platforms that can be utilised e.g Zoom, Crowdcomms etc | 14% |
| | | 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. | 7% |
| | | Potential suppliers to provide detail on how they meet the quality criteria set out in section 9 of the Specification "Management and Contract Administration". | 7% |
| | Total = 70% | | |

Financial/Pricing Criteria

| Primary Financial/Pricing Criteria | Financial/Pricing Weighting (%) | Description |
|------------------------------------|---------------------------------|---|
| Pricing Requirements | 30% | <p>Potential supplier to Complete pricing schedule to indicate the price/cost for the provision of Accredited Doctors Training.</p> <p>Potential Providers are required to submit a price for each field of the Price Schedule.</p> <p>The supplier must submit a price which is inclusive of the total cost of all courses and associated costs, including exams where applicable, course material, certificates, travel, etc. Where course prices vary, the supplier must submit the cost of the most expensive course, without any discounts applied.</p> |
| | Total = 30% | |

Annex 2 – Invoicing Procedure:



Invoicing
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