

Interview Agenda

Date: 17/10/2018

Time: TBC

Venue: Central London location

(Invitations for interviews will be issued by 15th October 2018 to confirm exact timings and venue)

Interviewers:

The evaluation panel for interviews will be made up of 5 individuals listed below:

- UKRI Chief Executive
- UKRI Chief Finance Officer and Deputy Chief Executive
- UKRI Strategy Director
- UKRI Chief People Officer
- Executive Chair of a UKRI Council

There will also be a representative from UK SBS procurement in attendance.

Supplier Attendees:

Up to four attendees are permitted for interview per bid. The project manager from the bidding organisation should be in attendance.

Interview format:

It is expected that interviews will last up to 60 minutes. Bidders will start with a 15 minute maximum presentation providing an overview of their bid (see section 2). To confirm pricing and commercials should not be covered. Following this the panel will ask a series of questions relating to the bid (see section 3).

Bid Evaluation:

As per the published RFP document the interview counts for a maximum of 10% of each bidder's total score. Written bids count for the other 90%.

Bidders are only invited to interview following the detailed evaluation of all of the other scoring criteria and after a process of due diligence has been completed.

If a supplier is mathematically incapable of winning following initial evaluation and due diligence they will be formally advised of this situation before the interviews take place.

2. Bidder Presentations

Bidders will be asked to present a 15 minute maximum presentation on their proposal, this should include but not be limited to:

- Their proposed methodology
- The expertise of their team
- Their proposed timeline and its risks and dependencies

A projector will be made available for any slides you would like to present.

After the bidder presentation the panel will have an opportunity to ask questions relating to content of the presentation. This presentation and the questions around it will be as an introduction only. This will not be scored and will be for information only.

3. Outline of Interview Questions

Following this there is a series of set questions that all bidders will be asked, these are shown below. The panel will be able to ask follow up questions to the answers provided.

Interview questions:

- Present what you know of the UKRI Structure and how you would work within this structure
- Present what you know of the UKRI Culture and how you would deal with internal cultural differences
- Describe the Added Value you can bring to this process

Please note the above interview questions count for 10% of your total score

Bidders will then have an opportunity to ask questions to the panel at the end of the interview. This question and answer session shall be for information only and will not form part of the evaluation.