

Single source defence contracting statutory reporting: appraisal and evaluation methodology

Appendix 2: Response to Tender Questions
[Name of bidder]

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Response to Tender Questions**

This document sets out the questions that the SSRO requires to be addressed as part of its assessment of the Quality element of the bid. **The total Quality element carries a maximum overall weighting of 60%, allocated to the responses submitted to the following 4 questions.** Each part of the Quality assessment carries the sub-weighting shown in the table. The basis of the assessment will be against the requirements set out in section 3 of the Specification.

The SSRO encourages tenderers to provide innovative methods of service delivery that will add value to the services. Such proposals are likely to attract higher scores. Responses will be scored in accordance with the methodology set out in the Invitation to Tender document.

Quality/Technical Requirement (60%)		
Serial	Description	Quality question weighting
1	<p>Experience and expertise in the development of cost benefit analysis and evaluation</p> <p>Please provide details of the organisation's experience, relevant to the services to be delivered, including the CVs of the individuals that will be assigned to the contract and any relevant certifications the organisation holds.</p> <p>As part of the response, please provide:</p> <ol style="list-style-type: none"> evidence of your expertise and skills detailed in section 3 of the Specification, covering: <ol style="list-style-type: none"> collection and use of public or private data to inform the allocation of public resources; design of appraisal and evaluation methodologies; interpretation and the application of HMT Green Book, HMT Magenta Book; and use of cost benefit analysis to inform policy making details of any relevant, independent rating or evaluation of your work. You may attach relevant references, although no more than 3 will be considered. <p>This section must not exceed 800 words (excluding CVs and references)</p>	27%
2	<p>Approach to delivery of the services</p> <p>Please provide your intended approach to delivering the requirements set out in Section of 3 of the Specification, adding any information that will help the SSRO understand your proposal.</p> <p>As part of the response, please provide:</p> <ol style="list-style-type: none"> details of how you envisage your approach will support the SSRO's review of overheads as set out section 2 of the Specification and how you will manage the relationship. 	27%

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	<p>2. details of the size of the team and the key personnel to be allocated to delivering the services and how work will be assigned between personnel specified in Table 2 of the Pricing Schedule to deliver best value for the SSRO.</p> <p>Please provide either;</p> <ul style="list-style-type: none"> • confirmation that you accept the timetable as set out at paragraph 3.7 of the Specification; or • Propose reasonable alternative dates (other than in respect of the Long-stop Completion Date of 19 February 2021). <p>This section must not exceed 1200 words</p>	
3	<p>Security Arrangements</p> <p>Delivering this service will require processing client confidential information</p> <p>Please explain your intended approach to handling and storing client confidential information securely in accordance with Section 6 of the Specification and clause 20 of the SSRO's Terms and Conditions of contract included as part of the tender documentation.</p> <p>This section must not exceed 300 words</p>	3%
4	<p>Conflict of Interest Management</p> <p>In relation to Section 5 of the Specification and clause 29 of the Terms and Conditions, please set out the approach to be followed by your organisation in assessing and managing conflicts of interest that arise.</p> <p>Please provide details of the requirements set out in paragraph 5.2 of the Specification regarding any known actual or potential conflicts of interest that already exist.</p> <p>This section must not exceed 300 words</p>	3%