



Mini Competition

Questions

Mini Competition against an existing Framework Agreement (MC) on behalf of Department for Business, Energy and Industrial Strategy / Department for Transport

Subject UK SBS CAV Public Acceptability (Dialogue)

Sourcing reference number CR18064

COMMERCIAL QUESTIONNAIRE

SEL1.1	Please state the full legal name and address and contact details of the organisation tendering (or organisation acting as lead contact where a consortium bid is being submitted).																							
Bidder guidance	The information should be based on the details of the organisation bidding (or organisation acting as lead contact where a consortium bid is being submitted). This is the legal entity with whom we will Contract if successful.																							
Scoring criteria	For information only																							
Bidder response	<p>Table</p> <table border="1" data-bbox="411 772 1398 1375"> <tr> <td data-bbox="411 772 906 824">Bidders full legal name</td> <td data-bbox="906 772 1398 824"></td> </tr> <tr> <td data-bbox="411 824 906 875">Address line 1</td> <td data-bbox="906 824 1398 875"></td> </tr> <tr> <td data-bbox="411 875 906 927">Address line 2</td> <td data-bbox="906 875 1398 927"></td> </tr> <tr> <td data-bbox="411 927 906 978">Address line 3</td> <td data-bbox="906 927 1398 978"></td> </tr> <tr> <td data-bbox="411 978 906 1030">Address line 4</td> <td data-bbox="906 978 1398 1030"></td> </tr> <tr> <td data-bbox="411 1030 906 1081">Town / City</td> <td data-bbox="906 1030 1398 1081"></td> </tr> <tr> <td data-bbox="411 1081 906 1133">Country</td> <td data-bbox="906 1081 1398 1133"></td> </tr> <tr> <td data-bbox="411 1133 906 1184">Post code (or equivalent)</td> <td data-bbox="906 1133 1398 1184"></td> </tr> <tr> <td data-bbox="411 1184 906 1236">Bidder contact</td> <td data-bbox="906 1184 1398 1236"></td> </tr> <tr> <td data-bbox="411 1236 906 1288">Telephone No.</td> <td data-bbox="906 1236 1398 1288"></td> </tr> <tr> <td data-bbox="411 1288 906 1339">Email</td> <td data-bbox="906 1288 1398 1339"></td> </tr> </table>		Bidders full legal name		Address line 1		Address line 2		Address line 3		Address line 4		Town / City		Country		Post code (or equivalent)		Bidder contact		Telephone No.		Email	
Bidders full legal name																								
Address line 1																								
Address line 2																								
Address line 3																								
Address line 4																								
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FOI1.1	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)</p> <p>Information provided in the course of the procurement process may be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004 if requested under an FOI request or EIR request.</p> <p>Please note that some of the information provided may be protected under the FOI Act exemptions and EIR Exceptions. More information on applying the exemptions or exceptions can be found under the Information Commissioners Office (ICO) website http://ico.org.uk</p> <p>Please confirm you have been informed that information provided under this Bid may be disclosed under the FOI Act 2000 and Environmental Information Regulations 2004 and agree to it being published irrespective of submitting a successful or unsuccessful Bid.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

FOI1.2	<p>FREEDOM OF INFORMATION ACT 2000 (FOI) AND / OR ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR) EXEMPTIONS</p> <p>Please complete this section <u>only</u> if you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1.</p> <p>If you have not agreed to your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please complete a field 'N/A' (Not applicable)</p> <p>If you have agreed for your information to be disclosed under the FOI Act or EIR in Question FOI1.1 please tell us what exemptions or exceptions may apply to your information and why? If you are not relying on any exemptions or exceptions please complete each field 'N/A' (Not applicable)</p>	
Bidder guidance	<p>The Bidder shall provide details of their proposed exemptions/exception in the table below.</p> <p>The Bidder (irrespective of submitting a successful or unsuccessful Bid) shall note that if UK SBS believes that the suggested Exemptions or Exceptions have not been applied properly as per the Act or Regulation, UK SBS will disclose the requested information unless another exemption or exception can be applied by UK SBS.</p> <p>Be aware that by completing FOI1.1 and answering 'Yes' you have agreed for UK SBS to disclose the provided information under the Freedom of Information Act 2000 or Environmental Information Regulation 2004, therefore you will not be approached for consent.</p>	
Scoring criteria	For information only	
Bidder response	Confidential Information	Justification for exemption/exception under FOI Act
	Commercially sensitive information	Justification for exemption/exception under FOI Act

AW1.1

FORM OF BID

I declare that to the best of my knowledge the answers submitted in this Mini Competition are correct. I understand that the information will be used in the process to assess my organisation's suitability to be invited to bid for UK SBS's requirement and I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this Mini Competition if there is a failure to answer all relevant questions fully or if I provide false/misleading information.

I understand that the Government's transparency agenda requires that sourcing documents, including Mini Competition templates such as this, are published on a designated, publicly searchable web site, and, that the same applies to other sourcing documents issued by UK SBS, including the Request for Quotation, and any contract entered into by UK SBS or its customers with its preferred supplier once the procurement is complete.

By submitting a response to this Mini Competition I agree that our participation may be made public.

I understand that the answers given in this response will not be published on the web site (but may fall to be disclosed under Freedom of Information Act 2000 or Environmental Information Regulations 2004).

By submitting a response to this Mini Competition I agree and accept the justification for the Contracting Authority's evaluation criteria.

By submitting a response to this Mini Competition I agreed and accept that UK SBS reserves the right to change without notice the procedure for awarding the Contract, to reject any or all bids for the Contract, to stop the process and not award the Contract (in whole or in part) at any time without any liability on its part.

By submitting a response to this Mini Competition I agree and accept that nothing in this process is intended to form any express or implied contractual relationship between the Parties unless and until a Contract is awarded. UK SBS is not liable for any costs resulting from cancellation of this process nor any costs incurred by Bidders taking part in this procurement process.

I understand that where sourcing documents issued by UK SBS or contracts with its suppliers fall to be disclosed UK SBS will redact them as it thinks necessary, having regard (inter alia) to the exemptions/exceptions in the FOIA or EIR.

Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW1.3	<p>CERTIFICATE OF BONA FIDE BID</p> <p>The essence of procurement is that the customer shall receive bona fide competitive Bids, from all those Bidding. In recognition of this principle, we certify that this is a bona fide bid, intended to be competitive and that we have not fixed or adjusted the amount of bid by or under or in accordance with any agreement with any other person.</p> <p>We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this bid any of the following:</p> <ul style="list-style-type: none"> (a) Communicate to a person other than the person calling for these bids the amount or approximate amount of the proposed bid, except where the disclosure, in confidence, of the approximate amount of the bid was necessary to obtain insurance premium quotations for the preparation of the bid; (b) Enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted; (c) Offer to pay or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or have caused to be done in relation to any other bid or proposed bid for the said supply / service any act or thing of the sort described above. <p>In this certificate, the word "person" includes any persons and any body or association, corporate or unincorporated, and any "agreement or arrangement" includes any such transaction, formal or informal, and whether legally binding or not.</p> <p>We acknowledge that UK SBS will be entitled to cancel the contract and to recover from us the amount of any loss resulting from such cancellation if we or our representatives (whether with our without our knowledge) shall have practiced collusion in Bidding for this contract or any other contract with UK SBS or shall employ any corrupt or illegal practices either in the obtaining or execution of this contract or any other contract with UK SBS.</p> <p>We agree that UK SBS may disclose the Bidders information/documentation (submitted to UK SBS during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.</p>
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Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

SEL3.13	<p>General Data Protection Regulations (GDPR)</p> <p>The GDPR is mandatory requirement for all contracts or agreements both in the contracting authority and the private sectors that involves the transfer and processing of personal data and comes into force on the 25th May 2018.</p> <p>It is mandatory for bidders to demonstrate that they will be able to meet the technical requirements and obligations prescribed by the GDPR, even if the contract or agreement is concluded prior to it coming into force, so as the contract is future proofed and complies with all aspects with the GDPR, this is mutually beneficial to both parties and saves the Contracting Authority and the bidder the additional burden of amending the contract or agreement once the GDPR comes into force. All contracts or agreements that are awarded by the Contracting Authority (the data controller) shall contain terms and conditions that oblige the successful bidder and any bidder supply chain (data processor) to comply with the GDPR and indemnify the Contracting Authority (data controller).</p> <p>Further information and guidance relating to the GDPR is available from the Information Commissioners Office (ICO) at:</p> <p>https://ico.org.uk/</p> <p>Annex A - Schedule of Processing, Personal Data and Data Subjects The Supplier shall only process in accordance with the instructions as advised below and comply with any further written instructions with respect to processing by the Contracting Authority. Any such further written processing instructions required by the Contracting Authority shall be incorporated into this Schedule and shall be a subject of a formal amendment to this Contract.</p> <div style="text-align: center;">  <p>Annex A.pdf</p> </div>
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Bidder guidance	<p>Bidders can answer</p> <p>Yes – We will be able to demonstrate compliance as is required by the GDPR now</p> <p>No – We will not be compliant prior to any award and we have no intention of being compliant</p> <p>Intend – We are not compliant with the GDPR but we confirm that we will be compliant prior to commencement of the contract.</p> <p>A response of 'Yes' or 'Intend' will result in a pass and a response of 'No' will result in a fail against this question.</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Drop down menu – Yes / No / Intend

PRICE QUESTIONNAIRE

AW5.1	<p><u>Maximum Budget</u></p> <p>As stated within the tender documents, the maximum budget for this requirement will be £264,000.00 ex VAT. This should include all costs relating to the projects as well as Travel, Subsistence and Overhead costs.</p> <p>Please confirm that your final price submitted within AW5.2 will fall within this budget.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass</p> <p>No – Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW5.2	<p>Bidders are required to complete the Excel Pricing Schedule attached in the Bidder Response section.</p> <p>All prices shall be exclusive of VAT.</p>
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CR18064 - AW5.2
Price Schedule.xlsx

“Please note that the Rate Cards (Price Schedules) that were submitted at RFP are being checked against the values you are submitting at call off, these should not go over the price you submitted at RFP. If the values goes over the amount within the Rate cards these will be questioned and could jeopardise your bid.

In the RFP for the framework you have confirmed that your price will not go over the threshold you provided, price shall remain firm and fixed for the full term of the Contract. Thereafter they shall be subject to change in accordance with the terms of the contract.

Note: The maximum charges for day rates for the various staff levels in your organisation must be unaltered for the duration of the Framework (until 31st March 2019) in line with the terms and conditions of the Contract”

Bidder guidance

Bidders shall confirm they have completed the Pricing Schedule.

The scoring methodology for this question shall be:

The lowest price for a response which meets the pass criteria shall score 100.

All other bids shall be scored on a pro rata basis in relation to the lowest price. The score is then subject to a multiplier to reflect the percentage value of the price criterion.

Where the scoring criterion is worth 50% then the 0-100 score achieved will be multiplied by 50

In the example if a supplier scores 80 from the available 100 points this will equate to 40% by using the following calculation: Score/Total Points multiplied by 50 (80/100 x 50 = 40)

The lowest score possible is 0 even if the price submitted is more than 100% greater than the lowest price.

The lowest price for a response which meets the pass criteria shall score 100. All other bids shall be scored on a pro rata basis in relation to the lowest price. The lowest score possible is 0.

For example, assuming the lowest bid is £100,000.

Bid Price	Differential to the lowest price which meets the mandatory pass criteria at Award stage	Score
£100,000	0	100
£120,000	20%	80

	£140,000	40%	60
	£150,000	50%	50
	£175,000	75%	25
	£200,000	100%	0
	£300,000	200%	0
Scoring criteria	Maximum 25%		
Bidder response	Yes		

AW5.5	<p>UK SBS are committed to delivering payments to suppliers within the timescales stated within our Contract terms and intend to embrace e-invoicing.</p> <p>There are a number of options for suppliers to choose from outlined in the attached FAQ. Please confirm your acceptance of e-payment.</p>  <p>AW5.5 ISupplier fact sheet.pdf</p> <p>ISupplier</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes we will utilise an e-invoicing option - Pass No we will not utilise an e-invoicing option - Fail</p>
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

AW5.6	<p>Please confirm if you are successfully awarded this contract your implementation team will work with UK SBS to ensure that e-invoicing is established within 28 days of Contract award by UK SBS.</p>
Bidder guidance	<p>The Bidder shall answer Yes or No</p> <p>Yes – Pass No – Fail</p>

Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

QUALITY QUESTIONNAIRE

AW6.1	Please confirm your compliance to the requirements of Section 4 Specification
Bidder guidance	The Bidder shall answer Yes or No Yes – Pass No – Fail
Scoring criteria	Mandatory Pass / Fail
Bidder response	Yes / No

PROJ1.1	<p><u>Project management, expertise and knowledge</u></p> <p>Please provide details of how you will resource the project, including the role(s) each member of your team will play, the time allocated to each member, and the skills and expertise they will bring. This should include details of allocation of tasks:</p> <ul style="list-style-type: none"> - Facilitating workshops - Analysing data - Writing interim findings/report <p>Please describe your approach to project management and identify the main tasks and key milestones on the project, indicating clearly where the DfT Project Manager is expected to contribute. A possible timetable for the project has been provided in the ITT but please provide your own project timetable which reflects the approach you are proposing. For any significant changes a clear rationale should be provided.</p> <p>Please also include a risk analysis, which details potential risks, the levels of risk (i.e. how likely risks are to occur) and mitigating actions you will take to deal with these risks.</p> <p>Please describe how the expertise and knowledge of your proposed team will enable the successful delivery of this requirement within a complex technological area. . You should set out how you plan to deal with the challenges associated with engaging the public on complex issues.</p> <p>Please also explain how you will maintain your capability and expertise in CAVs throughout the duration of the project.</p> <p>You should set out how you plan to involve stakeholders, scientists,</p>
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	technologists and other specialists to enable them to engage with members of the public through the dialogue workshops.
Bidder guidance	Bidders should complete this section in no more than 5000 words. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the normal margin setting 2.54cm. Please feel free to use diagrams/visuals where appropriate.
Scoring criteria	Scoring criteria Maximum Marks – 30%
Bidder response	Yes, I have attached my answer as a pdf to PROJ1.1

PROJ1.2	<p><u>Dialogue Approach and Quality of Outputs</u></p> <p>Please provide details of your proposed methodology for this dialogue project, including but not limited to:</p> <p>Dialogue design</p> <ul style="list-style-type: none"> - Number/locations of workshops and rationale - Your approach to giving participants experience of the technology, and how they might be re-integrated into the groups (if not all are to be exposed to the technology) <p>Sampling</p> <ul style="list-style-type: none"> - Sampling approach and rationale, including how this will ensure results are externally valid - How sampling approach will allow us to identify any differences in attitude of key sub-groups (age/lifestage, sex, urban v rural, disability v non-disabilities, social grade, attitudes to cars/driving and technology adoption) - How participants would be recruited – and how attrition would be minimised between waves <p>Data Collection</p> <ul style="list-style-type: none"> - How data will be collected and rationale <p>Analysis</p> <ul style="list-style-type: none"> - Your approach to undertaking rigorous and informed qualitative analysis of extremely large qualitative data sets - Your approach to determining to what extent attitudes expressed in the dialogue are generalisable to the wider population - The analytical techniques and tools to be used. A good response here will demonstrate how the analysis will be conducted and reported, using worked hypothetical examples where necessary, and will give an indication of the time set aside for this task. - Details of how differences in participants' experience will be handled in the analysis and subsequent reporting (i.e. not all participants will
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	<p>experience the technology over the course of the dialogue, and those that do will not experience the same technology; different groups will interact with different experts and ‘messengers’)</p> <p>Reporting</p> <ul style="list-style-type: none"> - The outputs you expect to produce and how the outputs provided will help to maximise the impact of the results with the Department’s internal and external stakeholders. - How the report will adhere to all the requirements set out in section 4 of the specification (e.g. accessible/will use verbatim quotations sparingly for illustrative purposes to support the main commentary/thematic structure etc.) and can be supported with links to previously written published reports which fit these requirements <p>Please provide as much detail as possible and please show how all of the above will be carried out in accordance with best practice approaches for qualitative research (see here for guidance on this). Please explicitly explain how the proposed process design and outputs will meet the project and dialogue objectives and fulfil the requirements of a Sciencewise public dialogue, as outlined in the Sciencewise Business Principles and Quality Framework.</p> <p>The Department welcomes creativity and innovation where this will help to achieve the project objectives so please outline possible innovative approaches and why you think they are appropriate to this project.</p>
Bidder guidance	<p>Bidders should complete this section in no more than 5000 words. Any additional content provided beyond this will not be considered or scored during the evaluation process. Responses should be submitted in Font Arial 11pt using single line spacing. Please use the normal margin setting 2.54cm.</p> <p>Please feel free to use diagrams/visuals where appropriate.</p>
Scoring criteria	Scoring criteria Maximum Marks – 45%
Bidder response	Yes, I have attached my answer as a pdf to PROJ1.1