**Your Offer (Ref: QAT{XXX})**

RM6148 Quality Assurance & Testing – QAT{XXX}

**Home Office DDaT – {Title}**

Date of Issue: {dd/mm/yyyy}

**Suppliers are invited to submit their Order Tender in accordance with the instructions set out herein and in accordance with DPS Schedule 7 (Order Procedure).**

**WHAT MAKES UP ‘YOUR OFFER’?**

|  |  |
| --- | --- |
| **Stage 1a****SUPPLIER CONFIRMATION** | Pass/Fail: You **must** pass all four supplier confirmation questions for your bid to be considered. |
| **Stage 1b****WRITTEN SUBMISSION** | This section will count for 40% of your overall evaluation score. Suppliers must achieve a minimum mark of **4** for each element at Stage 1b to be considered for progressing to Stage 2. Suppliers will be invited to Stage 2 based on Stage 1b scores, with the top two suppliers going forward. The Buyer reserves the right not to undertake the Stage 2 evaluation. |
| **Stage 2****DEMONSTRATION****(Optional stage)****(Shortlisted suppliers only)** | The Buyer reserves the right to apply Stage 2, where the Buyer requires further clarification on the responses, to seek supplementary demonstrations from all suppliers shortlisted from Stage 1b. This section will count for 40% of your overall evaluation score. Suppliers must achieve a minimum mark of 4 for each element at Stage 2 to be considered for progressing to Stage 3 |
| **Stage 3****YOUR PRICES** | Once you have completed ‘Your Offer’ (this document), please refer to the ‘Your Prices’ template for guidance on how to submit your pricing and discounts for delivering the Buyer’s Needs. Your prices should include itemised day rates for each role listed in the ‘Your Prices’ template.This section will count for 20% of your overall evaluation score. Only if you meet the minimum pass marks in the previous parts of ‘Your Offer’ are your prices evaluated. |

**EVALUATION METHODOLOGY & SCORING**

Bidders should submit the ‘Your Offer’ document with section 1a completed. The Your Offer document should be supported by your Written Proposal, demonstrating how the response to the Buyer Needs will meet the objectives, requirements and deliverables laid out within Sections 4, 5, 6 & 7.

## The proposal may not exceed 10 A4 pages, in total (excluding CVs) with a minimum of 12-point text and single line spacing. It must contain {x} CVs, representing the candidates with the most proven capability, one for each of the {x} levels of roles required.

## Total CVs required is therefore {xx}; one CV each for:

* {Role}
* {Role}
* {Role}

## Please attach the CVs to your submission via the e-Sourcing Suite. These individuals will be expected to attend the optional Stage 2 Demonstration (if successful at Stage 1) and form part of the delivery team if a contract is awarded.

Evaluation will be carried out in three stages (including Price). The first phase will evaluate each Supplier Written Proposal. Based on Written Proposal evaluation scores and at the option of the Buyer, the {x} highest scoring suppliers that meet the minimum total mark required for Stage 1b will then be invited to an optional Stage 2, which will consist of individual practical demonstrations/presentations (in London) involving the individuals as specified in the section above. In the case of a tie from the combined score of all 3 phases, the scores for Price from Stage 3 shall be used to determine a preferred supplier. The Buyer reserves the right not to undertake the Stage 2 evaluation.

The Buyer reserves the right and discretion to seek clarifications where appropriate.

**Annex A** at the end of this document describes the evaluation scoring method

**STAGE 1A: SUPPLIER CONFIRMATION**

1. Affordability
2. Availability
3. Security Clearance
4. Subcontracting/Partnering

|  |  |
| --- | --- |
| **QUESTION:** | **AFFORDABILITY**  |
| The Bidder shall confirm their total bid price for this procurement, based on their understanding of the requirement and their rates as confirmed in the ‘Your Prices’ document. The Bidder’s total bid price for the first 6 months should be based on a maximum of 100 working days per requirement and shall not exceed the Buyer’s affordability budget (see Buyer’s Needs document Section 5.1) for this requirement. As referenced in DPS Schedule 3, bidders must not exceed the maximum rate of £1,000.**Example:** Based on the information provided in the ‘Buyer’s Needs’ document, the supplier believes that delivery in the first 6 months will require:* 1 x Lead QAT Delivery Owner
* 3 x Senior QAT Analyst
* 1 x QAT Analyst

Assuming a maximum of 100 days per resource and based on the rates supplied in the completed ‘Your Prices’ document, the supplier estimates the cost for the first 6 months to be:* 1 x Lead QAT Delivery Owner = £Rate x 100 days (Cost A)
* 3 x Senior QAT Analyst = £Rate x (3 x100) days (Cost B)
* 1 x QAT Analyst - £Rate x 100 days (Cost C)
* Total for first 6 months estimated to be Cost A + Cost B + Cost C
 |
| **Minimum Pass Mark:** | **PASS** |
| **Fail** | The total bid price is greater than the Buyer’s affordability budget for this requirement and/or the bidder exceeds the rate of £1000.00 (as per DPS Schedule 3). |
| **Pass** | The total bid price is equal to or less than the Buyer’s affordability budget for this requirement, |
| **YOUR RESPONSE** |
| **Please confirm your total bid price for the first 6 months (£):** |  |
|  |  |  |  |  |  |  |

**STAGE 1A: SUPPLIER CONFIRMATION**

1. Affordability
2. Availability
3. Security Clearance
4. Subcontracting/Partnering

|  |  |
| --- | --- |
| **QUESTION:** | **AVAILABILITY** |
| **Minimum Pass Mark:** | **PASS** |
| **Fail** | No confirmation - services will not be available at the required location(s) or within the required timeframe  |
| **Pass** | Confirmation all services available/deliverable at the required location(s) within required timeframe |
| **YOUR RESPONSE** |
| [ ]  | I confirm that [**INSERT SUPPLIER NAME**] has appropriate people with the required level of clearance held or obtainable by the required start date, and available at the required location(s) for the duration specified by the Buyer in ‘The Buyer Needs’. |

**STAGE 1A: SUPPLIER CONFIRMATION**

1. Affordability
2. Availability
3. Security Clearance
4. Subcontracting/Partnering

|  |  |
| --- | --- |
| **QUESTION:** | **SECURITY CLEARANCE - SC** |
| Please confirm whether your proposed delivery team members have successfully completed the staff vetting required OR confirm that you are willing to undertake the required Staff Vetting prior to commencing work on site.Note: 5 years’ continuous residency in the UK is generally required for individuals who are applying for SC clearance. Existing SC clearance can be transferred in from other UK government departments if individuals have been working on UK government contracts within the last 12 months and have not resided overseas for a period greater than 6 months. Other criteria apply and exceptions may be considered.**DV Requirement**This will apply to a single resource filling a QAT Analyst requirement but will not be mandatory for initial onboarding.Note: To be eligible to apply for DV clearance individuals must be a British citizen (either born here or naturalised) and one parent must be a British citizen or have substantial ties to the UK. Due to vetting requirements individuals need to be 18 years old or above. Candidates must normally have been resident in the UK for nine out of the last 10 years. Existing DV clearance can be transferred in from other UK government departments if individuals have been working on UK government contracts within the last 6/12 months (depending on the assignment) and have not resided overseas for a period greater than 6 months. Other criteria apply and exceptions may be considered.**For both SC and DV, the Buyer confirms that they will sponsor the relevant security clearance to enable the Supplier to complete the work.** |
| **Minimum Pass Mark:** | **PASS** |
| **Fail** | Information supplied is missing or incomplete or confirmation has not been provided that Staff Vetting and security clearance will be carried out prior to commencing work on site by the date indicated in the requirements. |
| **Pass** | Staff Vetting and security clearance has been provided for all proposed staff **OR** confirmation that this will be carried out prior to commencing work on site by the date indicated in the requirements. |
| **YOUR RESPONSE** |
| **Full Name of individual proposed:** | **Is the Required Staff Vetting complete? *Yes/No*** | **Date Checked by Supplier:** | **Date Valid Until:** | **Other UK Government Security Clearances Held:** | *Disclaimer,* **We agree to carry out the required Staff Vetting post award and prior to commencing work on site *Yes/No*** |
|  |  |  |  |  |  |
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**STAGE 1A: SUPPLIER CONFIRMATION**

|  |  |
| --- | --- |
| **QUESTION:** | **SUBCONTRACTING/PARTNERING**  |
| As applicable and specified in ‘The Buyer’s Needs’ Terms and Conditions. If you choose to subcontract, please ensure that you register your proposed subcontractor on the Platform prior to submitting your bid. This should be done by following the instructions contained in DPS Joint Schedule 6 - Key Subcontractors v1.0. **If you choose not to subcontract, please ensure you mark the fields in the table with either “Not applicable” or “N/A”. Leaving the table blank will be treated as a fail.** |
| **Minimum Pass Mark:** | **PASS** |
| **Fail** | Information supplied is missing or incomplete  |
| **Pass** | All proposed subcontracted/partnered staff have been clearly identified |
| **YOUR RESPONSE** |
| **Full Name of individual proposed:** | **Individual’s Organisation** | **Partner or Subcontractor** | **Please detail which role the individual will be fulfilling** | **Please confirm you have registered your subcontractor*****Yes/No*** |
|  |  |  |  |  |
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1. Affordability
2. Availability
3. Security Clearance
4. Subcontracting/Partnering

**STAGE 1B: WRITTEN SUBMISSION**

|  |  |
| --- | --- |
| **QUESTION:** | 1. **APPROACH TO DELIVERY OF THE SERVICE**
 |
| Provide a proposal which shows how you will meet the Buyer’s requirements and deliverables as described in ‘The Buyer’s Needs’.  |
| Your response must be tailored to meet the requirements covered in this specific Buyer’s Needs and should include, but not be limited to: 1. Your proposed approach to delivering the service(s) required.
2. How you will meet the specific technical and business domain requirements.
3. The ‘Service wrapper’ that you provide and how this will support the effective and resilient delivery of the required service(s).
 |
| **Max. Word Count:** | None – your proposal covering all questions must not exceed 10 pages of A4 with a minimum of 12 point text and single line spacing (excluding CVs) |
| **Marks** | **Criteria** |
| **0** | **Very Poor (does not meet any of the requirement)**The response is significantly below what would be expected because of one or all of the following:* The response indicates a significant lack of understanding
* The response fails to meet the requirement
 |
| **1** | **Poor (meets some of the requirement)**The response meets elements of the requirement but gives concern in a number of significant areas.  There are reservations because of one or all of the following:* There is at least one significant issue needing considerable attention
* There is insufficient evidence to demonstrate competence or understanding
* The response is light and unconvincing
 |
| **4** | **Fair (meets most of the requirement)**The response meets most of the requirements but there is at least one significant issue of concern, or several smaller issues.  These would require some further clarification or attention later in the procurement process (except for final stage), and may arise through lack of demonstrated capability and/or appropriate evidence.  The response therefore shows: * Basic understanding of the requirements
* Sufficient competence demonstrated through relevant evidence
* Some areas of concern that require attention
 |
| **7** | **Good (meets the requirement)**The response broadly meets what is expected for the criteria.  There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention.  The response therefore shows:* Good understanding of the requirements
* Sufficient competence demonstrated through relevant evidence
* Some insight demonstrated into the relevant issues
 |
| **10** | **Very Good (Adds value by exceeding requirements)**The response exceeds the needs of the Project but adds value and provides value for money by doing so.  Leaves the Project and its stakeholders in no doubt as to the capability and commitment to deliver what is required.  The response therefore shows:* Deep understanding of the requirements of the Project
* Considerable competence demonstrated through relevant evidence
* Considerable insight into the relevant issues
* The response is also likely to propose additional value in several respects above that expected
 |
| **YOUR RESPONSE** |
| Your proposal covering all questions must not exceed 10 pages of A4 with a minimum of 12 point text and single line spacing. CVs can be uploaded separately (in reference to ‘Personnel section 1B iii’) |

**STAGE 1B: WRITTEN SUBMISSION**

|  |  |
| --- | --- |
| **QUESTION:** | 1. **EXPERIENCE (SOFT SKILLS & CULTURAL FIT)**
 |
| Describe your track record of delivery across all relevant QAT activity required within the specified Buyer’s Needs, including relevant in-depth knowledge and practical experience.  |
| Your response should reference all relevant parts of ‘The Buyer’s Needs’ and include: 1. Two previous delivery examples and show how this experience is relevant to this specific Buyer’s Needs requirement.
2. Experiences where you have built specific technical and business domain knowledge within your teams and how continuity of knowledge has been maintained.
3. Demonstration of an ability and willingness to work collaboratively within a multi-vendor delivery environment.
 |
| **Max Word Count:** | Your proposal covering all Stage 1B questions must not exceed 10 pages of A4 with a minimum of 12-point text and single line spacing (excluding CVs) |
| **Marks** | **Criteria** |
| **0** | **Very Poor (does not meet any of the requirement)**The response is significantly below what would be expected because of one or all of the following:* The response indicates a significant lack of understanding
* The response fails to meet the requirement
 |
| **1** | **Poor (meets some of the requirement)**The response meets elements of the requirement but gives concern in a number of significant areas.  There are reservations because of one or all of the following:* There is at least one significant issue needing considerable attention
* There is insufficient evidence to demonstrate competence or understanding
* The response is light and unconvincing
 |
| **4** | **Fair (meets most of the requirement)**The response meets most of the requirements but there is at least one significant issue of concern, or several smaller issues.  These would require some further clarification or attention later in the procurement process (except for final stage), and may arise through lack of demonstrated capability and/or appropriate evidence.  The response therefore shows: * Basic understanding of the requirements
* Sufficient competence demonstrated through relevant evidence
* Some areas of concern that require attention
 |
| **7** | **Good (meets the requirement)**The response broadly meets what is expected for the criteria.  There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention.  The response therefore shows:* Good understanding of the requirements
* Sufficient competence demonstrated through relevant evidence
* Some insight demonstrated into the relevant issues
 |
| **10** | **Very Good (Adds value by exceeding requirements)**The response exceeds the needs of the Project but adds value and provides value for money by doing so.  Leaves the Project and its stakeholders in no doubt as to the capability and commitment to deliver what is required.  The response therefore shows:* Deep understanding of the requirements of the Project
* Considerable competence demonstrated through relevant evidence
* Considerable insight into the relevant issues
* The response is also likely to propose additional value in several respects above that expected
 |
| **YOUR RESPONSE** |
| Your proposal covering all questions must not exceed 10 pages of A4 with a minimum of 12-point text and single line spacing. CVs can be uploaded separately (in reference to ‘Personnel section 1B ‘iii’). |

**STAGE 1B: WRITTEN SUBMISSION**

|  |  |
| --- | --- |
| **QUESTION:** | 1. **PERSONNEL (SOFT SKILLS & CULTURAL FIT)**
 |
| Provide an overview of how you will meet the capability requirements of this service. Your response should reference all relevant parts of ‘The Buyer’s Needs’. |
| Your response should include, but not be limited:1. CVs as per Section 9.2 of the Buyer’s Need’s Document; each CV will be reviewed based on the following criteria:
	* the essential skills/experience being demonstrated, including use of any specific tools/technologies and ‘soft’ skills that are called out
	* the extent to which desirable skills/experience are met
	* any supporting qualifications or commendations
2. Your approach to resourcing this requirement and how capability of resources will be assessed against the service requirements.
3. Your approach to attracting and retaining talent within your organisation and how that will support delivery of the required service.
 |
| **Max Word Count:** | Your proposal covering all Stage 1B questions must not exceed 10 pages of A4 with a minimum of 12-point text and single line spacing. CVs can be uploaded separately (in reference to ‘Personnel Question 1B iii’). |
| **Marks** | **Criteria** |
| **0** | **Very Poor (does not meet any of the requirement)**The response is significantly below what would be expected because of one or all of the following:* The response indicates a significant lack of understanding
* The response fails to meet the requirement
 |
| **1** | **Poor (meets some of the requirement)**The response meets elements of the requirement but gives concern in a number of significant areas.  There are reservations because of one or all of the following:* There is at least one significant issue needing considerable attention
* There is insufficient evidence to demonstrate competence or understanding
* The response is light and unconvincing
 |
| **4** | **Fair (meets most of the requirement)**The response meets most of the requirements but there is at least one significant issue of concern, or several smaller issues.  These would require some further clarification or attention later in the procurement process (except for final stage) and may arise through lack of demonstrated capability and/or appropriate evidence.  The response therefore shows: * Basic understanding of the requirements
* Sufficient competence demonstrated through relevant evidence
* Some areas of concern that require attention.
 |
| **7** | **Good (meets the requirement)**The response broadly meets what is expected for the criteria.  There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention.  The response therefore shows:* Good understanding of the requirements
* Sufficient competence demonstrated through relevant evidence
* Some insight demonstrated into the relevant issues
 |
| **10** | **Very Good (Adds value by exceeding requirements)**The response exceeds the needs of the Project but adds value and provides value for money by doing so.  Leaves the Project and its stakeholders in no doubt as to the capability and commitment to deliver what is required.  The response therefore shows:* Deep understanding of the requirements of the Project
* Considerable competence demonstrated through relevant evidence
* Considerable insight into the relevant issues
* The response is also likely to propose additional value in several respects above that expected
 |
| **YOUR RESPONSE** |
| Your proposal covering all questions must not exceed 10 pages of A4 with a minimum of 12-point text and single line spacing. CVs can be uploaded separately (in reference to ‘Personnel section 1B ‘iii’). |

**STAGE 1B: WRITTEN SUBMISSION**

|  |  |
| --- | --- |
| **QUESTION:** | 1. **ADDED VALUE / INNOVATION**
 |
| Describe how your solution will optimise costs, achieve efficiencies, improve quality and generate savings. Your response should reference all relevant parts of ‘The Buyer’s Needs’ |
| Your response should include, but not be limited:1. How you propose to use techniques, for example optimized resourcing, innovation or process improvements, to either reduced costs or improved outcomes.
2. How you propose to bring a positive approach to knowledge transfer to in-house functions and personnel working from within the Home Office to enhance delivery capability.
3. How you propose to reach back into your organisation to add value and maintain delivery momentum by utilising knowledge, tools and experience, and bring industry best-practice and innovative ideas to delivery of this service.
 |
| **Max Word Count:** | Your proposal covering all Stage 1B questions must not exceed 10 pages of A4 with a minimum of 12-point text and single line spacing. CVs can be uploaded separately (in reference to ‘Personnel Question 1B iii’). |
| **Marks** | **Criteria** |
| **0** | **Very Poor (does not meet any of the requirement)**The response is significantly below what would be expected because of one or all of the following:* The response indicates a significant lack of understanding
* The response fails to meet the requirement
 |
| **1** | **Poor (meets some of the requirement)**The response meets elements of the requirement but gives concern in a number of significant areas.  There are reservations because of one or all of the following:* There is at least one significant issue needing considerable attention
* There is insufficient evidence to demonstrate competence or understanding
* The response is light and unconvincing
 |
| **4** | **Fair (meets most of the requirement)**The response meets most of the requirements but there is at least one significant issue of concern, or several smaller issues.  These would require some further clarification or attention later in the procurement process (except for final stage) and may arise through lack of demonstrated capability and/or appropriate evidence.  The response therefore shows: * Basic understanding of the requirements
* Sufficient competence demonstrated through relevant evidence
* Some areas of concern that require attention
 |
| **7** | **Good (meets the requirement)**The response broadly meets what is expected for the criteria.  There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention.  The response therefore shows:* Good understanding of the requirements
* Sufficient competence demonstrated through relevant evidence
* Some insight demonstrated into the relevant issues
 |
| **10** | **Very Good (Adds value by exceeding requirements)**The response exceeds the needs of the Project but adds value and provides value for money by doing so.  Leaves the Project and its stakeholders in no doubt as to the capability and commitment to deliver what is required.  The response therefore shows:* Deep understanding of the requirements of the Project
* Considerable competence demonstrated through relevant evidence
* Considerable insight into the relevant issues
* The response is also likely to propose additional value in several respects above that expected
 |
| **YOUR RESPONSE** |
| Your proposal covering all questions must not exceed 10 pages of A4 with a minimum of 12-point text and single line spacing. CVs can be uploaded separately (in reference to ‘Personnel section 1B ‘iii’). |

**STAGE 2: DEMONSTRATION (Optional)**

**GUIDANCE**

The proposed dates for demonstrations are detailed in the relevant ‘Buyer’s Needs’ document.

Suppliers must ensure that they are available on the proposed date(s) but should also be aware that that these dates can be subject to change.

Suppliers who are invited to Stage 2 will need to provide names of all attendees at least 48 hours before the agreed date/time of demonstration and we recommend that your bid team consist of a maximum of 4 people - including the individuals as stated in the ‘EVALUATION METHODOLOGY & SCORING’ section of the ‘Your Offer’ document.

Suppliers invited to Stage 2 must ensure that on the day of demonstration their party arrives **at least 30 minutes before** the scheduled start time to allow for Security checks; individuals will also need to bring photo ID.

Please note that each demonstration will last no longer than 75 minutes (including 15 minutes for buyer clarification). The delivery team will be required to review the scenario for ‘Question 2’ during the presentation of the Supplier’s response to ‘Question 1’

Each evaluator will evaluate the Supplier’s response to each question by awarding a score based on the marking scheme set out in the table below and in Annex A. All marks will be awarded on the basis of the content of the demonstration given and no marks will be awarded for presentation skills and/or use of supplementary materials. All final markings to be awarded for the Demonstration phase will be determined by all evaluators agreeing consensus scores following the procedure set out in the ‘DPS Schedule 7 - Order Procedure and Award Criteria v1.0’ document.

|  |  |
| --- | --- |
| **Marks** | **Criteria** |

|  |  |
| --- | --- |
| **0** | **Very Poor (does not meet any of the requirement)**The response is significantly below what would be expected because of one or all of the following:* The response indicates a significant lack of understanding
* The response fails to meet the requirement
 |
| **1** | **Poor (meets some of the requirement)**The response meets elements of the requirement but gives concern in a number of significant areas.  There are reservations because of one or all of the following:* There is at least one significant issue needing considerable attention
* There is insufficient evidence to demonstrate competence or understanding
* The response is light and unconvincing
 |
| **4** | **Fair (meets most of the requirement)**The response meets most of the requirements but there is at least one significant issue of concern, or several smaller issues.  These would require some further clarification or attention later in the procurement process (except for final stage) and may arise through lack of demonstrated capability and/or appropriate evidence.  The response therefore shows: * Basic understanding of the requirements
* Sufficient competence demonstrated through relevant evidence
* Some areas of concern that require attention
 |
| **7** | **Good (meets the requirement)**The response broadly meets what is expected for the criteria.  There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention.  The response therefore shows:* Good understanding of the requirements
* Sufficient competence demonstrated through relevant evidence
* Some insight demonstrated into the relevant issues
 |
| **10** | **Very Good (Adds value by exceeding requirements)**The response exceeds the needs of the Project but adds value and provides value for money by doing so.  Leaves the Project and its stakeholders in no doubt as to the capability and commitment to deliver what is required.  The response therefore shows:* Deep understanding of the requirements of the Project
* Considerable competence demonstrated through relevant evidence
* Considerable insight into the relevant issues
* The response is also likely to propose additional value in several respects above that expected
 |
| **METHOD:** | Face to Face (**75 minutes maximum including time for clarifications)** |

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| --- | --- | --- |
| **QUESTION 1** | **APPROACH TO DELIVERY OF THE SERVICES – MEETING THE SPECIFIC REQUIREMENT OUTLINED IN THE BUYER’S NEEDS**  | **Weighting**  |
| **GUIDANCE:** | How will the supplier meet the requirements of the Buyer’s Needs? 1.     Describing how you would meet the requirement, given evidence of the required skills and experience and reach back capability 2.     Demonstrating an understanding of the required technology, techniques and tools to meet the Buyer’s Needs3.     Describing how will the service/team be mobilised and the full construct of the team (including the levels of seniority and technical expertise) 4.     Describing how they would work as part of a multi-disciplined team, potentially made of up multiple suppliers and the Buyer’s in-house QAT function.This section can be led/presented by the Supplier’s delivery/service manager or equivalent. Supplier can choose the most appropriate person(s).**Guide on timing: 30 minutes maximum** | 30% |

|  |  |  |
| --- | --- | --- |
| **QUESTION****2** | **TECHNICAL MERIT – ADDRESSING THE SPECIFIC SCENARIO (TO BE PROVIDED BY THE BUYER ON THE DAY)** | **Weighting**  |
| **GUIDANCE:** | How would you (the specialist) identify and solve issues. The **Buyer shall provide a scenario (on the day, at the Demonstration)** that is directly relevant to the Buyer’s Needs and the resource must:1.     Put forward their proposed approach and solution to the problem; which must be proportionate and relevant to the scenario proposed2.     Identify a key risk within the scenario and describe how this risk would be managed 3.     Explain which stakeholders they would typically engage with in dealing with the scenario and how that engagement would be managedThis section **must be led / presented by the delivery individual or team** i.e. the personnel that will be delivering the service on the ground if the bidder were to be awarded the contract.**Guide on timing: 30 minutes maximum** | 70% |

**STAGE 3: PRICES**

Your prices should include itemised day rates for each role included in the ‘Your Prices’ document including confirmation of discounts available as referenced in DPS Schedule 3 (DPS Pricing) (if applicable).

**Scoring Price**

The lowest evaluated price will be given the maximum score of 100%. Scores are reduced for the other Responses based on their price relative to the lowest evaluated price for other Responses. These scores will then be weighted by the price weighting, if applicable. The formula used is:

Supplier’s unweighted score = (b / a) x 100

Supplier’s weighted score = (b / a) x 20

Where:

* a is the evaluated price of the response being evaluated.
* b is the lowest evaluated price of all responses.

Worked example:

* Supplier to be evaluated (a) = £125.
* Lowest price Supplier (b) = £100.
* Marks to be awarded to Supplier (before weighting) = (£100 / £125) x 100 = 80%.
* Supplier’s weighted Price score = (£100 / £125) x 20 = 16%.

Abnormally low pricing submissions may be subject to clarification to determine the basis for the proposed pricing.

**ANNEX A: SCORING METHODOLOGY**

|  |  |  |  |
| --- | --- | --- | --- |
| **Award Criteria & Weighting** | **Stage** | **Sub-criteria** | **Sub-weighting** |
|  | Compliance | Affordability | Pass/Fail |
| N/A | Availability | Pass/Fail |
| Security Clearance | Pass/Fail |
| Subcontracting | Pass/Fail |
| Quality80% | Written Proposal40% | Approach to Delivery of the Services | 30% |
| Experience - Soft Skills & Cultural Fit | 15% |
| Personnel - Soft Skills & Cultural Fit | 30% |
| Added Value / Innovation | 25% |
|
| Demonstration40% | Approach to Delivery of the Services | 30% |
| Technical Merit | 70% |
| Price20% | Price20% | N/A | N/A |
| Suppliers must achieve a minimum mark of **4** for each element at Stage 1b to be considered for progressing to Stage 2. Suppliers will be invited to optional Stage 2 based on Stage 1b score, with the top two suppliers being invited.Suppliers must achieve a minimum mark of 4 for each element at Stage 2 to be considered for progressing to Stage 3 The supplier with the highest total mark (having progressed across all stages) will be considered to proceed to contract award. |