

T Levels ITT – Evaluation Methodology and Guidance

Invitation to Tender

T Levels Programme – Awarding Organisations Procurement (Wave 1)

Attachment 4 – Evaluation methodology and guidance

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1. OVERVIEW

- 1.1 In the interests of an open, fair and transparent assessment, this document sets out how the Authority intends to evaluate Tender responses to determine the most economically advantageous Tender (“**MEAT**”). It outlines the selection and evaluation criteria and respective weightings (which are summarised in Table 2 below), as well as the evaluation methodology to be applied.
- 1.2 Except where specified or the context requires, capitalised expressions in this document shall have the meaning given to them in the Glossary in Appendix 1 of the ITT.

2. EVALUATION PROCESS

- 2.1 An evaluation panel consisting of teams of suitably experienced individuals from the Department, the Institute, the Education and Skills Funding Agency and the Cabinet Office together with appointed educational, financial and information security advisers will carry out the evaluation. The procurement team leading on this Procurement will act as moderators as described below.
- 2.2 The Authority will be using the Bravo Award e-evaluation tool to support and facilitate the Tender evaluation process.
- 2.3 Tenders will initially be evaluated on being able to meet the mandatory requirements detailed within the questions at Gates A, B and C. The evaluation will use a “sifting” approach with Potential Suppliers having to pass through each of the “Gates”.
- 2.4 Where Potential Suppliers have submitted a Tender for multiple Lots, their single Selection Questionnaire will be evaluated once (other than where separate question responses (or Selection Questionnaires in respect of different entities) have been provided in respect of each Lot). Each Award Questionnaire submitted by the same Potential Supplier (or Group of Economic Operators) for separate Lots will be evaluated separately.
- 2.5 Potential Supplier’s Tenders which “fail” for any individual question within Gates A to C means that the Tender will fail to pass through that Gate and will be rejected and eliminated from further participation in the Procurement process (and this applies to Sub-Contractors or members of a Group of Economic Operators where they are required to respond to the relevant question).
- 2.6 The Authority reserves the right to assess the compliance of a Tender with some or all of the “Gates” concurrently.
- 2.7 In assessing the Selection Questionnaire(s) completed on behalf of a Group of Economic Operators, the Authority will consider the overall position of the Group of Economic Operators against the relevant criteria below, taking into account where relevant the expected contribution to the delivery of the Services by each relevant member of such Group of Economic Operators. In the event that the Authority identifies serious concerns in respect of one or more individual members of a Group of Economic Operators (and the concerns are such that the Authority would be entitled to exclude the response were it to be made by the relevant member(s) as a single Potential Supplier respondent), the Authority reserves the right at its discretion to exclude the Group of Economic Operators from further consideration in this Procurement.

- 2.8 Where a Sub-Contractor is required to submit a Selection Questionnaire in relation to a Tender (in the circumstances set out in the Selection Questionnaire), that Sub-Contractor's responses must pass through Gates A, B and C. The failure of any such Sub-Contractor to do so may result in the Tender being excluded from further consideration in this Procurement process in its entirety.
- 2.9 The technical and price elements of the remaining Tenders will be evaluated at Gate D in order to determine the MEAT Tender.
- 2.10 The diagram below (Table 1) summarises the process that will be used to select an appropriate Supplier and to award the Contract for this Procurement.
- 2.11 Table 2 below summarises the questions (evaluation criteria) which Potential Suppliers must respond to, the scoring method and weightings for each question.
- 2.12 The MEAT Tender shall be the Tender with the highest overall score based on a weighting of 80% for technical and 20% for price.

Table 1: Evaluation process overview

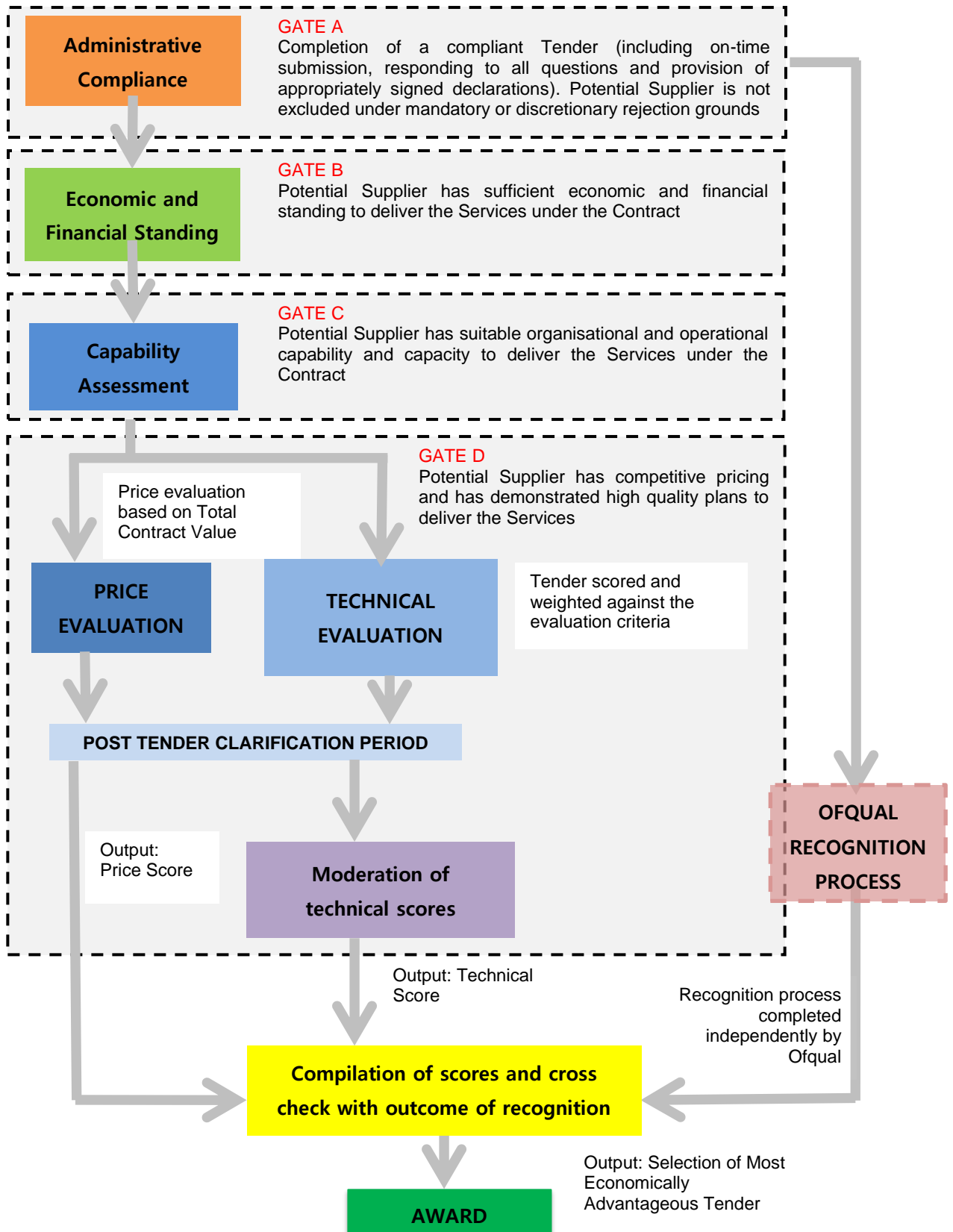


Table 2: Summary table of questionnaire, scores and weightings

Gate	Section	Description	Maximum character count	Minimum score	Maximum weighted score
GATE A – ADMINISTRATIVE COMPLIANCE					
A	1	Potential Supplier information	N/A	N/A	For information only; Declaration: Pass/Fail
A	2	Grounds for mandatory exclusion	N/A	N/A	Pass/Fail
A	3	Grounds for discretionary exclusion	N/A	N/A	Pass/Fail
GATE B – ECONOMIC AND FINANCIAL STANDING					
B	4	Economic and Financial Standing	N/A	N/A	Pass/Fail
B	5	Guarantee	N/A	N/A	Pass/Fail
GATE C – CAPABILITY ASSESSMENT					
C	6.1-6.3	Technical and Professional Ability	2500 for 6.1 (per case study description of services) 2500 for 6.2 and 6.3	N/A	Pass/Fail
C	6.4	Geography	2500	N/A	Pass/Fail
C	6.5	Breach of contract	2500	N/A	Pass/Fail
C	6.6	Conflict of Interest	2500	N/A	Pass/Fail
C	7	Modern Slavery Act	N/A	N/A	Pass/Fail
C	8.1	Insurance	N/A	N/A	Pass/Fail
C	8.2	GDPR	2500 (for 8.2(b))	N/A	Pass/Fail
C	8.3	Contract compliance	N/A	N/A	Pass/Fail
GATE D – TECHNICAL AND PRICING EVALUATION					
Section 9 – Delivery of core business services					
D	9.1	Core component: designing, developing, and managing TQ content	10,000	3 / 5 (ie 3.6 / 6)	6
D	9.2	Occupational specialism(s): designing, developing, and managing TQ content	10,000	3 / 5 (ie 3.6 / 6)	6
D	9.3	Assessment design and delivery	20,000	3 / 5 (ie 7.2 / 12)	12

D	9.4	Grading and awarding	20,000	3 / 5 (ie 7.2 / 12)	12
D	9.5	Reporting of Students' registration, entry information and results	10,000	None	Pass/Fail
D	9.6	TQ Provider approval and monitoring	5,000	None	2
D	9.7	TQ Post-Results Services	5,000	None	2
D	9.8	TQ Provider support services	10,000	None	8
			Sub total		48
Section 10 - Business process, resourcing, ensuring capacity, and risk management and operations					
D	10.1	Financial and organisational capacity	10,000	None	6
D	10.2	Outline Implementation Plan	10,000	3 / 5 (ie 3.6 / 6)	6
D	10.3	Outline Resource Plan	10,000	3 / 5 (ie 3.6 / 6)	6
D	10.4	Key risks, dependencies and contingency planning	10,000	None	6
D	10.5	Management and governance arrangements	7,500	None	2
D	10.6	Data handling, security management and IT disaster recovery	7,500	None	Pass/Fail
D	10.7	Reporting	5,000	None	2
D	10.8	Internal quality assurance plan	5,000	None	2
D	10.9	Exit and transition management	5,000	None	2
			Sub total		32
PRICING					
		Pricing			20
			TOTAL SCORE		100

3. ADMINISTRATIVE COMPLIANCE (GATE A)

- 3.1 At the administrative compliance Gate, the Authority will check each Tender for completeness (including Section 1 of the Tender Response Document in Attachment 6 Part 1) and full compliance with the Tender instructions set out in the ITT.
- 3.2 The Potential Supplier responses to Sections 2 and 3 of the Tender Response Document in Attachment 6 Part 1 will be evaluated in Gate A.
- 3.3 Guidance on how the sections falling within this Gate will be assessed is provided in the evaluation guidance table (Table 3) below.

4. ECONOMIC AND FINANCIAL STANDING (GATE B)

- 4.1 The Potential Supplier responses to Sections 4 and 5 of the Tender Response Document in Attachment 6 Part 1 will be evaluated in Gate B.
- 4.2 Guidance on how the sections falling within this Gate will be assessed is provided in the evaluation guidance table (Table 3) below.

5. CAPABILITY ASSESSMENT (GATE C)

- 5.1 The Potential Supplier responses to Sections 6, 7 and 8 of the Tender Response Document in Attachment 6 Part 1 will be evaluated in Gate C.
- 5.2 Guidance on how the sections falling within this Gate will be assessed is provided in the evaluation guidance table (Table 3) below.

Table 3: Evaluation guidance for questions in Gates A, B and C

SELECTION CRITERIA		
POTENTIAL SUPPLIER INFORMATION		
Section	Assessment guidance	Basis of scoring
Section 1: Potential Supplier information	<p>Potential Suppliers are required to provide full and accurate information about who you are and your approach to this Procurement.</p> <p>Potential Suppliers are required to sign the declaration at the end of Section 1 of the Selection Questionnaire.</p>	<p>1.1, 1.2 and 1.3 - not scored, but the Authority may exclude you if you fail to provide full and accurate information.</p> <p>Declaration - Pass/Fail</p> <p>Pass = declaration completed and signed and full and accurate information provided.</p> <p>Fail = this may be awarded if the declaration is not completed and signed and/or full and accurate information is not provided.</p>
EXCLUSION GROUNDS		
Section 2: Grounds for mandatory exclusion	<p>If a Potential Supplier answers “Yes” to any of the questions in this section, they are required to provide evidence of ‘self cleaning’ (see Regulation 38(21) and (23) of the Regulations) against the relevant conviction.</p> <p>Please Note: The Authority reserves the right to use its discretion to exclude a Potential Supplier where it can demonstrate by any appropriate means that the Potential Supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.</p>	<p>Pass/Fail</p> <p>Pass = A “No” response to all of the questions in this section, or (in the case of any “Yes” response), the Potential Supplier provides evidence to the effect that measures taken by it are sufficient to demonstrate its reliability despite the relevant ground for exclusion and the Authority considers such evidence to be sufficient (in accordance with Regulation 38).</p> <p>Fail = A “Yes” response to any of the questions in this section where the Potential Supplier fails to provide evidence to the effect that measures taken by it are sufficient to demonstrate its reliability despite the relevant ground for exclusion or where the Authority does not consider such evidence to be sufficient (in accordance with Regulation 38).</p>
Section 3: Grounds for discretionary exclusion	<p>If a Potential Supplier answers “Yes” to any of the questions in this section, they are required to provide evidence of ‘self cleaning’ (see Regulation 38(21) and (23) of the</p>	<p>Pass/Fail</p> <p>Pass = A “No” response to all of the questions in this section, or (in the case of any “Yes” response), the</p>

	<p>Regulations) against the relevant conviction.</p>	<p>Potential Supplier provides evidence to the effect that measures taken by it are sufficient to demonstrate its reliability despite the relevant ground for exclusion and the Authority considers such evidence to be sufficient (in accordance with Regulation 38).</p> <p>Fail = this may be awarded for a “Yes” response to any of the questions in this section where the Potential Supplier fails to provides evidence to the effect that measures taken by it are sufficient to demonstrate its reliability despite the relevant ground for exclusion or where the Authority does not consider such evidence to be sufficient (in accordance with Regulation 38).</p>
SELECTION QUESTIONS		
<p>Section 4: Economic and Financial Standing</p>	<p>The aim of the Authority’s assessment of Section 4 of the Selection Questionnaire is to assess whether Potential Suppliers have the necessary economic and financial standing to deliver the Services under the Contract in accordance with the Authority’s requirements, and taking account of the number of Lots (i.e. Contracts) for which the Potential Supplier is submitting a Tender (i.e. whether the Potential Supplier has the necessary economic and financial standing to deliver the Services under the Contract(s) were it to be successful for all Lots for which it has submitted a Tender).</p> <p>This assessment will be conducted on each entity which is required to complete a copy of the Selection Questionnaire (as set out in the Selection Questionnaire). Each relevant entity must pass this section for the Tender to score a pass overall.</p> <p>The Authority reserves the right to request such further information as may be necessary to enable it to</p>	<p>Pass/Fail</p> <p>Pass = either: (i) the Authority has identified no material risks (based on the information provided by the Potential Supplier and/or obtained by the Authority) that the Potential Supplier does not have the necessary economic and financial standing to deliver the Services under the Contract in accordance with the Authority’s requirements; or (ii) any concerns around the economic and financial standing of the Potential Supplier identified by the Authority have been addressed to the satisfaction of the Authority (for example by offering a satisfactory guarantee of performance and financial standing through a parent company guarantee from the ultimate asset-owning parent and/or a performance bond).</p> <p>Fail = this may be awarded if the Authority has concerns that the Potential Supplier does not have the necessary economic and financial standing to deliver the Services</p>

	<p>carry out the above assessment, which may include unaudited accounts, management accounts, cash-flow statements and any other appropriate documentation.</p> <p>In making its assessment, the Authority will take into account the financial information submitted by Potential Suppliers (“Financial Information”) being:</p> <ul style="list-style-type: none"> (a) the financial information submitted in response to Selection Questionnaire question 4.1 or any Authority request; (b) average operating profit, current assets and current liability information generated from the data submitted by Potential Suppliers; and (c) information obtained by the Authority from Dun & Bradstreet (or equivalent). <p>The following are illustrative examples of circumstances which would be likely to give rise to potential concerns around the economic and financial standing of the Potential Supplier:</p> <ul style="list-style-type: none"> • the Potential Supplier has made an operating loss in the most recent financial year for which information is available; • the Potential Supplier has negative cashflow based on the most recent financial documentation available; • the Potential Supplier’s turnover has shown a material decrease in the 2 years prior to this Procurement; • the Potential Supplier does not appear to have access to the funds necessary to deliver the Services effectively in any one year and/or over the term of the Contract (taking account of the information in the Potential Supplier’s financial forecast submitted in response to question 10.1 of the Award Questionnaire); 	<p>under the Contract in accordance with the Authority’s requirements, posing a material risk to the Potential Supplier’s ability to deliver the Services, and the Potential Supplier has not been able to provide clarification, mitigating factors or other reasons which address those concerns to the Authority’s satisfaction when given an opportunity to do so.</p>
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	<ul style="list-style-type: none"> • there is a risk of Potential Supplier insolvency over the lifetime of the Contract; and • any of the above potential concerns would apply were the Potential Supplier to be successful for all Lots (i.e. Contracts) for which it has submitted a Tender. <p>If the Authority identifies any such potential concerns, Potential Suppliers will be informed and provided with the opportunity to address them. In the event that the concerns are not addressed to the satisfaction of the Authority a Fail may be awarded.</p> <p>The Authority reserves the right to request and undertake a further assessment of updated Financial Information at any stage during the Procurement, and may exclude a Potential Supplier where the result of such re-assessment is that the Potential Supplier fails this question.</p>	
Section 5: Guarantee	Potential Suppliers are required to answer questions in this section only if applicable.	<p>Pass/Fail</p> <p>Pass = either:</p> <ol style="list-style-type: none"> (1) Pass Section 4 without the need for any guarantee; or (2) Would otherwise fail Section 4 but able to offer parent company guarantee or guarantee from elsewhere which addresses the Authority's concerns in relation to Section 4. <p>Fail = this may be awarded for a fail of Section 4 where the Potential Supplier is unable to offer any guarantee, or any guarantee offered does not address the Authority's concerns in relation to Section 4.</p>
Sections 6.1, 6.2 and 6.3: Technical and Professional Ability	Potential Suppliers must demonstrate they have the necessary technical and professional ability in terms of human and technical resources and experience to perform the Services under the Contract to the required	<p>Pass/Fail</p> <p>Pass = both:</p> <ol style="list-style-type: none"> (i) the Potential Supplier's response provides sufficient evidence that it has access to the necessary technical and professional ability in

	<p>quality standard.</p> <p>Potential Suppliers (Lead Supplier for a Group of Economic Operators) must provide:</p> <ol style="list-style-type: none"> (1) up to three relevant case studies; and (2) evidence within these case studies to demonstrate they have the necessary technical and professional ability. <p>Potential Suppliers should describe the case studies and how the requirements performed in the case studies are relevant to the Services sought under this Procurement.</p> <p>A case study shall be relevant if it describes the provision of services similar to the Services, which would include, without limitation, provision of qualification development, examination or assessment services within academic and/or technical education.</p> <p>Case studies must describe services which:</p> <ol style="list-style-type: none"> (1) have been performed at any point within the last three years prior to the publication of the PIN Notice to be valid and can be from the public or private sector; and (2) confirm that where customer / referee contact details are provided, those contacts have been made aware that they may be contacted by the Authority to verify the accuracy of the information provided at any time. <p>The Authority may exclude Potential Suppliers that do not provide full and accurate information. Customer / referee contacts must not be employed by your organisation or be from within your associated Group or any member of your Group of Economic Operators or Sub-Contractors.</p>	<p>terms of human and technical resources and experience to perform the Services under the Contract to the required quality standard, and the response does not give the Authority any concerns posing a material risk about the Potential Supplier's ability to deliver the Services under the Contract;</p> <p>and</p> <p>(ii) where the Potential Supplier is reliant on Sub-Contractors, the Potential Supplier has provided satisfactory evidence that it has healthy supply chains with its sub-contractors.</p> <p>Fail = this may be awarded if either:</p> <p>(i) the Potential Supplier's response does not provide sufficient evidence that it has access to the necessary technical and professional ability in terms of human and technical resources and experience to perform the Services under the Contract to the required quality standard, giving the Authority a concern that it considers poses a material risk to the Potential Supplier's ability to deliver the Services under the Contract; and/or</p> <p>(ii) where the Potential Supplier is reliant on Sub-Contractors, the Potential Supplier has failed to provide satisfactory evidence that it has healthy supply chains with its sub-contractors.</p>
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	<p>The Authority will use the case study information to support the evaluation of whether the Potential Suppliers and/or members within the Group of Economic Operators and/or named Sub-Contractors have the relevant professional and technical capability to perform the requirements of the Contract.</p> <p>Where a Potential Supplier proposes to use named Sub-Contractors, it should provide a relevant example where one or more of the essential Sub-Contractors have delivered relevant services as part of a single, composite response (separate examples are not required from each named Sub-Contractor).</p> <p>If a Potential Supplier cannot provide at least one example in response to Selection Questionnaire question 6.1, they must explain in Selection Questionnaire question 6.2 how they will obtain access to the professional and technical capability required to deliver the Services.</p> <p>Where a Potential Supplier intends to sub-contract a proportion of the Contract, they must demonstrate in their response to Section 6.3 how they have previously maintained healthy supply chains with their Sub-Contractor(s). Evidence should include, but is not limited to, details of the systems used to ensure performance of the contract by Sub-Contractors and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries).</p>	
Section 6.4 Geography	The Potential Supplier must demonstrate that it has, or will be able to establish, sufficient operations in England to enable the Potential Supplier to deliver the Services within the required timescales.	<p>Pass/Fail</p> <p>Pass = the Potential Supplier has, or has demonstrated to the Authority's satisfaction that it will be able to put in place, operations in England sufficient to deliver the Services within the required</p>

		<p>timescales.</p> <p>Fail = this may be awarded if the Potential Supplier has failed to demonstrate to the Authority's satisfaction that it either has or will be able to put in place, operations in England sufficient to deliver the Services within the required timescales, giving the Authority material concerns about the Potential Supplier's ability to deliver the Services.</p>
Section 6.5 Potential Suppliers' Past Performance	<p>The Authority must be satisfied that, where an accusation of contract breach has occurred, this will not recur in the performance of the Contract to be awarded.</p>	<p>Pass or Fail</p> <p>Pass = either: (i) no accusations of breach; or (ii) accusations of breach but the Potential Supplier can demonstrate to the Authority's satisfaction, for any relevant contracts that were not performed satisfactorily, why this will not recur if they are awarded the Contract.</p> <p>Fail = this may be awarded if there are accusations of breach and the Potential Supplier cannot demonstrate to the Authority's satisfaction that this will not recur if they are awarded the Contract.</p>
Section 6.6 Conflict of Interest	<p>Potential Supplier's response and supporting information should show how the Potential Supplier does or will identify and manage Conflicts of Interest which may arise at individual and organisational level.</p> <p>The Potential Supplier's response should make reference to the Potential Supplier's systems/procedures and/or policy for how it will identify Conflicts of Interest and the process for how it will manage them, including any Conflicts of Interest the Potential Supplier has already identified.</p> <p>Information and documentation in relation to the following will be relevant: (1) Have you considered all elements of your</p>	<p>Pass/Fail</p> <p>Pass = the Potential Supplier's response provides sufficient evidence that its systems/procedures and/or policy in place enables the organisation to identify and manage Conflicts of Interest which may arise at individual and organisational level in a timely and effective manner.</p> <p>Fail = this may be awarded if the Potential Supplier's response does not provide sufficient evidence that it has systems/procedures and/or a policy in place which enables the organisation to identify and manage Conflicts of Interest which may arise at individual and organisational level in a timely and effective manner.</p>

	<p>organisation to identify those areas which may give rise to a Conflict of Interest?</p> <p>(2) Does a policy exist which explains how you identify and manage Conflicts of Interests?</p> <p>(3) How do individuals associated with your organisation declare Conflicts of Interest?</p> <p>(4) Does the policy cover Conflicts of Interest at all levels of your organisation?</p> <p>(5) Is the policy clear on what actions will be taken where a Conflict of Interest is declared or otherwise identified and will those actions be sufficient to protect Students?</p> <p>(6) What processes do you have in place to review Conflicts of Interest and how does this happen?</p>	
<p>Section 7 Modern Slavery Act 2015</p>	<p>Since 1 October 2015, commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more have been required under Section 54 of the Modern Slavery Act 2015 to prepare a slavery and human trafficking statement as defined by section 54 of the Modern Slavery Act.</p>	<p>Pass/Fail</p> <p>Pass = A “no” response to Selection Questionnaire question 7.1 or a “yes” reply to both of questions 7.1 and 7.2, or (in the case of any “yes” response to question 7.1 and a “no” response to 7.2), the Potential Supplier provides evidence of measures taken by it which are sufficient to demonstrate its intended compliance going forward and the Authority considers such evidence to be sufficient.</p> <p>Fail = This may be awarded for a “yes” response to Selection Questionnaire question 7.1 and a “no” response to question 7.2 where the Potential Supplier fails to provide evidence of measures taken by it sufficient to demonstrate its intended compliance going forward or where the Authority does not consider such evidence to be sufficient.</p>

Section 8.1 Insurance	Potential Suppliers must certify that they have in place (or will put in place) insurance meeting the stated requirements.	<p>Pass/Fail</p> <p>Pass = A Yes response - confirming insurance meeting the stated requirements is in place (or will be put in place)</p> <p>Fail = This may be awarded for a No response – no confirmation that insurance meeting the stated requirements is in place (or will be put in place).</p>
Section 8.2 a: General Data Protection Regulation (GDPR)	Potential Suppliers must certify their compliance with the GDPR.	<p>Pass/Fail</p> <p>Pass = Yes response</p> <p>Fail = This may be awarded for a No response.</p>
Section 8.2 b: General Data Protection Regulation (GDPR)	Potential Suppliers must demonstrate their measures to ensure compliance with the GDPR.	<p>Pass/Fail</p> <p>Pass = the Potential Supplier's response provides enough evidence to satisfy the Authority that the Potential Supplier can provide protective measures appropriate to the nature and risk of the processing.</p> <p>Fail = this may be awarded if the Potential Supplier's response does not provide enough evidence to satisfy the Authority that the Potential Supplier can provide protective measures appropriate to the nature and risk of the processing.</p>
Section 8.3 Contract compliance	Potential Suppliers must confirm their acceptance of the Contract without amendment or caveats.	<p>Pass/Fail</p> <p>Pass =A Yes response confirming acceptance of the Contract without amendment or caveats.</p> <p>Fail = this may be awarded for a No response or for a Yes response which is subject to caveats or amendments.</p>

6. CLARIFICATIONS

- 6.1 Following submission of Tenders, the Authority may request a Potential Supplier to clarify any aspect of their Tender.
- 6.2 Individual evaluators may meet in one or more groups and on one or more occasions in order to identify and agree any clarification questions or other concerns which need to be raised with a Potential Supplier regarding their Tender.
- 6.3 Clarification questions will be raised with the Potential Supplier via the e-Sourcing Portal. Potential Suppliers will be requested to provide their answers via the e-Sourcing Portal within the timeframe stated in the request.
- 6.4 All the answers received from each Potential Supplier will then be passed onto the evaluators in order to inform/refine their scoring of the relevant Tender.

7. PRICING AND TECHNICAL EVALUATION (GATE D)

- 7.1 Tenders that pass Gates A, B and C evaluation will progress to Gate D and be assessed on their technical responses and proposed pricing based on the weightings/criteria detailed in Table 2 above.
- 7.2 All the questions in Gate D are mandatory. If a Potential Supplier does not respond to all questions and fails to provide satisfactory reason as to why it cannot respond to a particular question, this will result in a zero mark for the relevant question.

8. TECHNICAL EVALUATION

- 8.1 The questions contained within Gate D are designed to ensure the Authority is able to evaluate the technical aspects that determine the most economically advantageous Tender for the supply of the Services under the Contract. Questions 9.1 to 10.9 represent those questions to be used to deliver the technical evaluation.
- 8.2 All responses to questions 9.1 to 10.9 (with the exception of 9.5 and 10.6) will be assessed against the grading in the technical evaluation scoring scheme set out in Table 4 below. The scores range between 0 and 5. The evaluators may not give partial marks (for example 2.5).
- 8.3 Where questions in the Tender Response Document include a number of response requirements these are not scored separately and one score will be awarded for the overall response of each Potential Supplier in each Tender to each question.
- 8.4 Questions 9.5 and 10.6 will be assessed in accordance with Table 5 below. In the event that the Potential Supplier scores a "fail" for either question 9.5 or question 10.6, their Tender may be rejected and excluded from further participation in this Procurement process.
- 8.5 A number of the technical questions have a minimum score, shown next to the question in the Award Questionnaire and in Table 2 above. Where a Tender does not achieve the minimum score in relation to any question, the Tender may be rejected and excluded from further participation in this Procurement process.

Table 4: Technical evaluation scoring scheme

Score	Acceptability	Scoring rationale
5	Excellent	In the opinion of the evaluator the response is of an excellent quality and of a level of detail that provides a very high level of confidence that the Potential Supplier has the capacity and capability in the areas described in the response requirements against the question. The response to the question is highly detailed and extremely clear, with no perceived omissions and contains very significant detail relevant to the question and response requirements, but also goes over and above the extent of the response requirement and demonstrates significant additional value and/or an innovative approach to meeting the relevant response requirements which would either enhance the Student experience or contribute to the overall efficiency of the T Levels Programme.
4	Good	In the opinion of the evaluator the response is of a quality and level of detail that provides a high level of confidence that the Potential Supplier has the capacity and capability in the areas described in the response requirements against the question. The response to the question contains detail relevant to the question and response requirements and responds to it clearly and unambiguously, but contains limited (or no) material going over and above the extent of the response requirement and does not demonstrate any (or any significant) additional value or innovation.
3	Satisfactory	In the opinion of the evaluator the response is of a quality and level of detail that provides a reasonable level of confidence that the Potential Supplier has the capacity and capability in the areas described in the response requirements against the question. The response to the question is reasonably clear and detailed (with only minor omissions), demonstrating a good understanding of the issues and what is being asked for.
2	Fair	In the opinion of the evaluator the response is of a quality and level that provides some confidence that the Potential Supplier has the capacity and capability in the areas described in the response requirements against the question, demonstrating a reasonable understanding of the issues but in some areas demonstrating misunderstanding. The response provides a low level of detail, and/or provides more of a 'model' or standard answer.
1	Poor	In the opinion of the evaluator the response is of a quality and level that lacks any convincing evidence to provide confidence in the capacity and capability of the Potential Supplier in the areas described in the response requirements against the question, demonstrating some misunderstanding and/or failing to meet the response requirements against the question in many ways and/or materially in one or more ways.
0	Unacceptable	In the opinion of the evaluator the response fails to provide any confidence that the Potential Supplier has the capacity or capability in the areas described in any of the requirements against the question, demonstrating a failure to understand the requirements. Alternatively, the Potential Supplier has provided no response.

Table 5: Evaluation of questions 9.5 and 10.6

AWARD CRITERIA		
Section	Assessment guidance	Basis of scoring
Section 9.5: Reporting of Students' registration, entry information and results	Potential Suppliers must demonstrate their ability to meet the Service Requirements relating to the reporting of entry and attainment information.	<p>Pass/Fail</p> <p>Pass = all of: (i) the Potential Supplier's response provides sufficient evidence which satisfies the Authority that the Potential Supplier will be able to meet the Service Requirements relating to the reporting of entry and attainment information; and (ii) the Potential Supplier's response provides confirmation that the Potential Supplier accepts that it will not issue T Level certificates or T Level statements of achievement.</p> <p>Fail = this may be awarded for any of: (i) the Potential Supplier's response does not provide sufficient evidence that the Potential Supplier will be able to meet the Service Requirements relating to the reporting of entry and attainment information; or (ii) the Potential Supplier's response does not confirm that the Potential Supplier accepts that it will not issue T Level certificates or T Level statements of achievement.</p>
Section 10.6: Data handling, security management and IT disaster recovery	Potential Suppliers must demonstrate their ability to comply for the Contract term with the obligations set out in the Contract relating to data handling, security management and IT disaster recovery.	<p>Pass/Fail</p> <p>Pass = all of: (i) the Potential Supplier's response provides sufficient evidence to satisfy the Authority that the Potential Supplier and all relevant Sub-Contractors will be able to comply for the Contract term with the obligations set out in the Contract relating to data handling, security management and IT disaster recovery; (ii) the Potential Supplier has Cyber Essentials certification; and (iii) either the Potential Supplier has ISO27001/27002 certification or equivalent or has described an approach which will otherwise provide an appropriate level of protection equivalent to such standards.</p> <p>Fail = this may be awarded for any of:</p>

		<p>(i) the Potential Supplier's response does not provide sufficient evidence to satisfy the Authority that the Potential Supplier and all relevant Sub-Contractors will be able to comply for the Contract term with the obligations set out in the Contract relating to data handling, security management and IT disaster recovery;</p> <p>(ii) the Potential Supplier does not have Cyber Essentials certification; or</p> <p>(iii) the Potential Supplier does not have ISO27001/27002 certification or equivalent and has not described an approach which would otherwise provide an appropriate level of protection equivalent to such standards.</p>
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9. PRICE EVALUATION

- 9.1 Potential Suppliers should refer to the Pricing Schedule in Attachment 7 to provide their pricing proposal which should be completed in accordance with the 'Instructions 1' tab in Attachment 7.
- 9.2 There are four components to the price evaluation. These are:
- 9.2.1 Qualification development fee. The Authority will pay the Supplier(s) a fixed fee for the initial development of the TQ. The qualification development fee will be paid in instalments on acceptance of deliverables at three milestones during the development process. Details of the milestones are set out in Annex 7 of the Service Requirements and delivery of the relevant requirements for Interim Milestone 1, Interim Milestone 2 and the Final Approval Milestone respectively represents 20%, 20% and 60% of the qualification development fee.
- 9.2.2 Entry fee. The Supplier(s) will charge a per-Student entry fee to Providers covering all of their assessment and support services.
- 9.2.3 Fees for Additional Services. A menu of Additional Services which Providers can purchase from the Supplier(s) on an "as and when needed" basis.
- 9.2.4 Chargeable TQ update fee. The Authority will pay the Supplier(s) for making changes requested by the Authority to the TQ where these are defined as Exclusive TQ Changes in the Contract. The basis for calculation of these fees for evaluation purposes is set out in the Pricing Schedule.
- 9.3 The information entered into the Pricing Schedule in relation to the above price components will be multiplied by the key variables that are expected to drive the Contract value over the lifetime of the Contract to give the Total Contract Value.
- 9.4 The variables used (as shown in the Pricing Schedule) are estimates (for evaluation purposes only) of:

- 9.4.1 the number of Students for the relevant TQ;
 - 9.4.2 the number of chargeable TQ updates during the Contract term which are similar to the scenarios given, and a specified number of days work required to implement a TQ update which is not similar to either scenario;
 - 9.4.3 the relatively likelihood of the two chargeable TQ update scenarios; and
 - 9.4.4 the take up or demand for Additional Services.
- 9.5 To calculate the Total Contract Value for each Lot, the following are added together:
- 9.5.1 the qualification development fee (this is only payable once and is therefore included in the Total Contract Value without modification);
 - 9.5.2 a blended estimated fee total for change scenarios (calculated by multiplying the total cost of scenario 1 by a weighting of 70% and the total cost of scenario 2 by a weighting of 30%, adding the two resulting figures together, and then multiplying the result by 2);
 - 9.5.3 an estimated cost for an unspecified chargeable TQ change (calculated using a blended day rate for 20 days as set out in the Pricing Schedule);
 - 9.5.4 the entry fee multiplied by the estimated number of Students; and
 - 9.5.5 each Additional Service fee multiplied, in the case of per-Student services, by the estimated number of Students and the estimated take up or demand for Additional Services (5%), otherwise multiplied by 10.
- 9.6 The detailed basis of calculation of the Total Contract Value is shown in the Pricing Schedule.
- 9.7 The Total Contract Value of Tender responses will be evaluated against the lowest Tender price. The Potential Supplier who has submitted the lowest Total Contract Value will be awarded a score of 20. All Tenders will be scored relative to the lowest price using the formula below:

$$\text{Price Score} = (A / B) \times 20$$

Where:

A = Lowest Total Contract Value submitted for the Lot by any Potential Supplier; and

B = Total Contract Value of Potential Supplier being evaluated for the Lot.

- 9.8 The Price Score will not be rounded.
- 9.9 The example below illustrates the calculation of the Price Score using the Total Contract Value calculated for each Tender:

Table 6: Price Score calculation

	Total Contract Value	Price Score
Lowest Total Contract Value	£87	
Alpha	£100	17.4000000000
Bravo	£123	14.1463414634
Charlie	£87	20.0000000000

10. ABNORMALLY LOW OR INCONSISTENTLY PRICED TENDERS

- 10.1 In the event that the Authority has concerns that the prices or costs proposed in the Potential Supplier's Tender may be abnormally low (so as to put the sustainability and satisfactory delivery of the Contract over its term at risk) it may require the Potential Supplier to provide further information to explain and justify its pricing proposals (or any aspect of these).
- 10.2 The Authority will assess any information, explanation or evidence provided by the Potential Supplier in response to the Authority's request and, where necessary, may raise any further clarifications with the Potential Supplier. In carrying out this assessment the Authority may also have regard to the Potential Supplier's overall financial and economic standing and the Authority's assessment of this for the purposes of Gate B.
- 10.3 Following this assessment, the Authority reserves the right to reject a Tender where the information, explanation or evidence provided by the Potential Supplier does not, in the opinion of the Authority, satisfactorily account for the low level of prices or costs proposed and so leads the Authority to the conclusion that the Tender is abnormally low (so as to put the sustainability and satisfactory delivery of the Contract over its term at risk). In reaching its opinion and conclusion on this issue, the Authority may also have regard to the Potential Supplier's overall financial and economic standing and the Authority's assessment of this for the purposes of Gate B.
- 10.4 The intent of the qualification development fee is to cover the Supplier's costs of the initial development of the TQ for approval by the Authority. The development fee may include the costs of the initial development of TQ content for approval; development of the underlying TQ systems and processes; consultation with stakeholders as part of the development of the TQ; and participation in the approval process for the initial TQ content. The development fee should not include marketing costs; Provider facing activities including Provider approval and upskilling; or the costs of internal recruitment and training. In the event that the Authority determines that the price submitted in a Tender for the qualification development fee exceeds the reasonable costs of the elements set out above which may be included in the fee, then the Authority may ask the Supplier for additional information on the calculation of its development fee. If the Authority is not satisfied based on such information that the fee included in the Tender reflects the Potential Supplier's relevant anticipated costs, then it reserves the right to reject the Tender.

11. PRESENTATION MEETINGS

- 11.1 Potential Suppliers that have progressed to Gate D may be invited to a presentation meeting as per the Procurement timetable in paragraph 10.1 of the ITT. Potential Suppliers who are invited to a presentation meeting will be required to present their Tender proposal in front of the evaluation panel. However, there will be no separate marks for the presentation.
- 11.2 The presentation will where necessary include a question and answer session to clarify any outstanding clarification points in relation to the Tender.
- 11.3 The presentation meeting is intended to inform evaluators on the Potential Supplier's Tender responses by providing additional information and clarifying intent.
- 11.4 Following the presentations and clarifications provided, the evaluators will individually consider whether any changes are required to each Potential Supplier's scores and rationale for the allocated mark.

12. MODERATION

- 12.1 Once all evaluators have scored all the technical questions of Gate D from all the Tenders that passed Gate C and have had an opportunity to take into account any presentation meetings with the Potential Suppliers and clarification responses received, one or more moderation meeting(s) will be scheduled in respect of each Lot.
- 12.2 An assigned moderator will lead moderation meetings which will be attended by all relevant evaluators, during which the evaluators will review and moderate the scores they have individually allocated and a decision on a final moderated score for every scored technical question of each Tender that has passed Gate C (and the reasons for this) will be reached.
- 12.3 Following each such moderation meeting, the final Technical Score will be compiled.

13. TECHNICAL SCORE WEIGHTING

- 13.1 Each scored question has been assigned a weighting and this is indicated in the text of the relevant question and set out under "maximum weighted score" in Table 2 above.
- 13.2 After the answer to each of the technical questions 9.1 to 10.9 (with the exception of 9.5 and 10.6) has been marked by the evaluators and moderated as set out above, weighted scores will be calculated by reference to the relevant "maximum weighted score" for each of the questions 9.1 to 10.9 (with the exception of 9.5 and 10.6) in Table 2 above. Calculations of weighted scores will be to two decimal places.
- 13.3 The weighted scores for each of the technical questions 9.1 to 10.9 (with the exception of 9.5 and 10.6) shall be added to give a total Technical Score.

14. CONSOLIDATED SCORE

14.1 At the conclusion of the Technical Evaluation, the Authority will add together the Technical Score and Price Score for each Tender in order to calculate the overall Consolidated Score for each Tender.

14.2 As an example, if a Potential Supplier's Tender scores:

14.2.1 a Technical Score of 50.6/80; and

14.2.2 a Price Score of 18.12/20,

the overall Consolidated Score for the Potential Supplier's Tender will equate to 68.72/100.

15. OFQUAL RECOGNITION

15.1 It is a mandatory requirement for this Procurement that the Supplier must be recognised by Ofqual to deliver the relevant Technical Qualification at the point of Contract award. The applicable Ofqual criteria for recognition can be found here: <https://www.gov.uk/government/publications/criteria-for-recognition>. In the case of a Tender by a Group of Economic Operators, then either:

15.1.1 that Group of Economic Operators must establish a properly established legal entity and such legal entity must be recognised by Ofqual; or

15.1.2 at least one member of the Group of Economic Operators must be recognised by Ofqual, provided that the relevant member is to take a substantial / lead role in the delivery of the Services and such member will execute the Contract with the Authority if successful in the Procurement. In the event that a recognised body within a proposed Group of Economic Operators is unable to execute the Contract, the relevant Group of Economic Operators should submit a clarification question prior to the Tender Clarifications Deadline in the ITT to confirm its position and to attempt to agree an alternative which is acceptable to the Authority (which may include use of a version of the Contract incorporating appropriate amendments to accommodate a separate entity within a Group of Economic Operators being recognised). If any such amendments are agreed by the Authority these shall not be regarded as caveats or amendments for the purpose of the evaluation of Section 8.3 (Contract compliance) of the Selection Questionnaire.

15.2 If your organisation is already recognised by Ofqual, your Tender will be treated as your application for extended recognition to offer the Technical Qualification for the Pathway which is the subject of your Tender, and your Tender will provide the required information for that process.

15.3 If your organisation is not recognised by Ofqual, your Tender will be treated as your application for recognition as an organisation. The scope of your recognition application to Ofqual will be limited to the Technical Qualification for the relevant Pathway which is the subject of your Tender.

15.4 At the point of submission, the Tenders will be forwarded on to Ofqual to undergo the Ofqual recognition process. Ofqual will use the information contained in the Tender responses (combined with any information held by Ofqual) as their basis to evaluate if a Potential Supplier meets the relevant recognition criteria. The ITT has been designed to incorporate the information required to enable Ofqual to make an

evaluation against Ofqual's recognition criteria. However, where appropriate, the Potential Supplier may be requested to clarify any information contained within their Tender if such clarification is necessary to enable Ofqual to process the Potential Supplier's application for recognition.

- 15.5 Ofqual will notify both the Authority and the Potential Supplier of whether the Potential Supplier's application meets the criteria for recognition for the Technical Qualification for the relevant Pathway.
- 15.6 If an application does not meet Ofqual's criteria for recognition for the relevant Technical Qualification, the relevant Potential Supplier will automatically be excluded from the Procurement and feedback will be provided.
- 15.7 If a Tender is excluded from the Procurement at any stage or is unsuccessful, the application for Ofqual recognition for the relevant Technical Qualification will be automatically withdrawn.

16. CONTRACT AWARD

- 16.1 The Authority intends to award the Contract for the relevant Lot based on the Potential Supplier's Tender that is the most economically advantageous to the Authority in the Authority's opinion, which shall be the Potential Supplier's Tender that has achieved the highest overall Consolidated Score for the relevant Lot, providing that this Potential Supplier has obtained recognition from Ofqual in respect of the relevant Technical Qualification by the date of the Contract award decision.
- 16.2 If the Tenders of two or more Potential Suppliers obtain the same highest overall Consolidated Score in respect of a Lot, the Potential Supplier's Tender with the highest Technical Score will be deemed to have the highest overall Consolidated Score for that Lot.
- 16.3 In the event that there is a tie after paragraph 16.2 has been applied, then the Potential Supplier's Tender with the highest combined score in respect of the relevant Lot for the technical questions in respect of which minimum scores apply (ie the total score for questions 9.1, 9.2, 9.3, 9.4, 10.2 and 10.3) will be deemed to have the highest overall Consolidated Score for that Lot.
- 16.4 The same Potential Supplier may be awarded two or three Contracts if its Tenders achieve the highest overall Consolidated Score in the Lots for two or three Pathways.
- 16.5 Any Contract award will be subject to the relevant Potential Supplier providing supporting evidence in relation to any of its Tender responses that it has self-certified as meeting the relevant question's requirements. If the Potential Supplier fails to provide such evidence which confirms, to the Authority's satisfaction, that it meets the relevant question's requirements, its Tender may be excluded from the Procurement.