



Llywodraeth Cymru
Welsh Government

21 January 2021

Dear

ATISN 14760 DOMESTIC ABUSE CONTRACT

Information requested

Thank you for your request which I received on 15 January 2021. You asked for:

1. The date that the contract was advertised.
2. What organisations the Welsh Government proactively asked to bid for the contract
3. A copy of the contract specification
4. The value of the contract and length of time of the contract, if not included in 4 above 6
5. The number of organisations that placed a bid for the contract.

Our response

The information you requested is enclosed.

1. The date that the contract was advertised.

Response:

The contract was advertised on the 6 November 2020.

2. What organisations the Welsh Government proactively asked to bid for the contract

Response:

The contract was circulated to third sector organisations, Violence Against Women Domestic Abuse and Sexual Violence (VAWDASV) key stakeholders, VAWDASV Regional Coordinators in Wales and advertised via the Sell2Wales portal.

Sell2Wales website is an information source and procurement portal set up by the Welsh Government.

3. A copy of the contract specification

Response:

A copy of the contract specification for awareness training for practitioners working with male victims/survivors impacted by domestic abuse and sexual violence is attached at Annex 1.

4. The value of the contract and length of time of the contract, if not included in 4 above 6

Response:

The value of the contract is approximately £15,000.

The contract was awarded on the 10 December 2020 and will end on the 31 March 2021 (duration of contract 15 weeks and 6 days).

5. The number of organisations that placed a bid for the contract.

Response:

There were a total of 5 organisations that bid for the contract.

Next steps

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

or Email: Freedom.ofinformation@gov.wales

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely

Annex 1

SPECIFICATION FOR AWARENESS TRAINING FOR PRACTITIONERS WORKING WITH MALE VICTIMS/SURVIVORS IMPACTED BY DOMESTIC ABUSE AND SEXUAL VIOLENCE 2020-2021

CONTRACT Ref: TRAINING FOR PRACTITIONERS WORKING WITH MALE VICTIMS/SURVIVORS IMPACTED BY DOMESTIC ABUSE AND SEXUAL VIOLENCE 2020-2021

Please refer to the Welsh Government Procurement Privacy Notice at: <https://gov.wales/welsh-government-procurement-privacy-notice> to find out how we use and protect your information within the Welsh Government when you quote or tender for a Welsh Government contract through a procurement process. The Procurement Privacy Notice makes sure we continue to comply with privacy law and regulation, it includes information on your rights and information we hold about you and the legal grounds for how we use your information.

Instructions to Bidders

This Invitation to Quote Document (ITQ) has been prepared on behalf of the Welsh Ministers, herein after referred to as 'the Client', in order to establish a contract for Training for practitioners working with male victims/survivors impacted by gender-based violence, domestic abuse and sexual violence.

The successful bidder must agree to the Terms and Conditions for Service as well as the contract specific terms detailed within this document.

Quotes may be received in Welsh and English. Any quote submitted in Welsh will not be treated less favourably than a quote submitted in English. All subsequent correspondence / communications will be conducted in keeping with the language of the submitted quote.

Submissions will be evaluated and scored against the criteria in *Section 3 and Annex 1* of this document. The Client may contact Bidders if necessary to clarify submissions throughout the quotation process.

Only one quote will be accepted from each Bidder. Multiple variants will not be accepted.

In so far as it is compatible with any relevant laws, the Client reserves the right, without prior notice, to change the basis of, or the procedures for, the competitive process for the award of the contract or to reject any or all Quotes. In no circumstances will the Client incur any liability in respect of the foregoing.

Please be minded that as the COVID-19 situation continues there could be an impact on the award of this contract in terms of potential delays or even non-award. Although not anticipated, the Client may also need to change elements of the scope of work, including the scale. Any potential change or impact will be discussed and agreed with the contractor at the earliest opportunity.

Each Bidder shall be solely responsible for all the costs it incurs in the preparation and submission of its Bid up to and including the award of any contract by the Client. This shall also be deemed to cover the cost of attending any pre or post award Bidder meetings and site visits.

The Client shall in no event be responsible or liable for any such costs regardless of the conduct or outcome of the bidding process, and in this respect, the Bidder shall have no recourse to the Client.

Except for manifest error or as may otherwise be expressly agreed by both the Client and the Bidder, the contents of submitted Bids will be deemed to be binding upon the Bidder and open for acceptance by the Client for a period of one hundred and eighty days (180) days.

Therefore, Bidders are cautioned to verify their proposals before submission to the Client. The Client reserves the right, at their absolute discretion not to accept any Bid submitted in response to this ITT.

Prior to submitting its Bid, the Bidder is responsible for ensuring that all proposed suppliers and sub-contractors are fully aware of all the technical, commercial and legal requirements relating to this procurement.

Bidders should follow the instructions contained within this document when preparing their quote.

The deadline for final submission of quotations is 14:00pm on the 27/11/2020.

Background / Aims / Objectives

2.1. The Welsh Government is committed to ending violence against women, domestic abuse and sexual violence (VAWDASV); it is a fundamental violation of human rights and has far-reaching consequences for victims, families, children and our society.

2.2. The Violence against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 ('the Act') ensures a focus across the public sector on the prevention of these issues, the protection of victims and the support for those affected by such issues. The Act applies to a number of "relevant authorities"; local authorities, local health boards, fire and rescue authorities and NHS trusts. The provisions within the Act strengthen the leadership and strategic approach to violence against women, domestic abuse and sexual violence.

2.3. Section 15 of the Act provides the Welsh Ministers with the power to issue guidance to relevant authorities on how, in the exercise of their functions, they could contribute to the achievement of the purpose of the Act.

The National Training Framework on violence against women, domestic abuse and sexual violence¹ was published under this power and should be read alongside this tender opportunity.

¹ <https://gov.wales/sites/default/files/publications/2019-08/national-training-framework-on-violence-against-women-domestic-abuse-and-sexual-violence-statutory-guidance.pdf>

2.4. The Well-being of Future Generations (Wales) Act 2015 makes it clear that well-being includes being free from abuse and having control over one's own day to day life and uses the indicator of whether people feel safe in their own homes. The Social Services and Well-being (Wales) Act 2014 requires that relevant partners co-operate to support and safeguard adults and children with support and care needs, and carers

2.5. Through our National Strategy we have committed to ensure that relevant professionals are trained to provide effective, timely and appropriate responses to all victims and survivors including those impacted by domestic abuse and sexual violence. It is essential that male victims/survivors have appropriate responses and referrals from trained professionals to enable disclosures, support recovery and empower them to take action against the perpetrator of these violent crimes.

2.6 The Violence Against Women, Domestic Abuse and Sexual Violence (Wales) Act 2015 acknowledges that victims can be from across the whole spectrum of society, including male victims, older people, LGBT+ community, all ethnicities, religions and beliefs and disabled people. Work to implement the Act is inclusive of the experiences of all groups.

2.7 One of the functions of the NTF is to align existing specialist training to further professionalise the specialist sector, to improve consistency of specialist subject training provision nationally and to set core requirements of specialist service provision.

Requirement

3.1 This tender opportunity requires the successful bidder to raise awareness amongst professionals, who in their daily roles will support male victims/survivors who are experiencing/witnessing gender-based domestic abuse and sexual violence. We are inviting proposals for the delivery of TRAINING FOR PRACTITIONERS WORKING WITH MALE VICTIMS/SURVIVORS IMPACTED BY DOMESTIC ABUSE AND SEXUAL VIOLENCE.

3.2 In addition to key staff in the relevant authorities' named in the VAWDASV Act 2015, (social workers, teachers, child protection officers) other relevant practitioners to consider for sessions should include;

- Staff based in education settings
- School counsellors
- Youth workers
- Child and family workers
- Chaplaincy services in education setting
- Educational welfare officers
- Youth offending service
- Pupil referral unit
- Youth court magistrates
- Housing Officers
- Healthcare practitioners, including midwives, health visitors, GPs and nurses
- Community leaders
- Police community support officers / specialist officers
- Fire and rescue

3.3 Training providers must demonstrate that their proposed training content **and** method of delivery is evidence-based. As the COVID-19 situation changes and continues, it is expected that delivery of training, communications, reports etc. to be delivered virtually/electronically

3.4. This training course should help VAWDASV practitioners;

- define what is meant by domestic abuse/sexual violence; understand the dynamics and prevalence of domestic abuse/sexual violence experienced by men;
- understand the risks associated with male victims and a general awareness of gender-based violence, domestic abuse and sexual violence; risk assessing and risk management options. understand the support available for men who have experienced domestic abuse/sexual violence;
- improve the response they provide to male victims/survivors who are experiencing domestic abuse/sexual violence with the aim of empowering disclosures;
- have awareness of the barriers faced by male victims of domestic abuse and/or sexual violence and understand how to overcome these;
- understand the additional reluctances/pressures male victims experiencing when reporting or accessing support;
- increase their knowledge and understanding of domestic abuse/sexual violence-related factors experienced by male victims/survivors; ensure all male victims/survivors gain appropriate care and provision to help towards the recovery process and
- understand legislation and policy relating to domestic abuse/sexual violence

3.5 To ensure the widest geographical reach, we would require the training to be made available to VAWDASV services across Wales.

3.6 We would expect the training to meet the needs of individuals from diverse and marginalised communities, including those who speak Welsh.

3.7 The proposed training must demonstrate a high quality training package (including materials, resources and scripts) to be used.

3.8 All training delivery must be completed by 31 March 2021.

3.9 Providers must be able to demonstrate that they can deliver the course by 31st March; those with a pre-established course may find this easier to achieve.

3.10 There is no maximum limit for participants and the Welsh Government invites proposals that offer the broadest reach possible.

3.11. A full, anonymised evaluation of the impact of the training on the learners to include:

- number of practitioners engaged within sessions;
- demographic information of participants, such as locality and profession;

- assessment of impact of the activity, including but not limited to:
 - any change in levels of participants' awareness;
 - any change in levels of participants' confidence to offer help to those that are, or could be, experiencing gender-based violence, domestic abuse and sexual violence, or those who are, or who are at risk of abusing;
 - any change in participants' intentions to challenge gender stereotypes and inequality within roles; and
 - any changes in participants' understanding of, and attitude to perpetration.

3.12. In order to provide this evaluation, pre- and post-course evaluation tools will need to be developed and used at the training events. These evaluations will be used to assess the impact and value of the training and could inform future training decisions.

An evaluation of the training would be required for submission by June 2021.

Monitoring

4.1. The Contract Manager for the Client will be **Rebecca Griffiths**, Policy Manager, VAWDASV, rebecca.griffiths010@gov.wales

4.2. The Contract Manager will be the point of contact during the course of the contract. She may elect to meet a named representative of the successful bidder as and when necessary to discuss any issues which may have arisen during the provision of the service.

4.3. In the event of non-compliance with the Specification, the following procedure will be followed:

- notification of complaint and requirement to comply;
- notification of unacceptable practices and/or substantial non compliance to the Specification of the services;
- recourse to the conditions of contract.

Duration of Contract

Start date: 4th December 2020

End Date: 31st March 2021

Maximum Value of contract: £15,000

Welsh Language Requirements

6.1. The Welsh Government is committed to the principle of treating the Welsh and English Languages on a basis of equality. The Welsh Language (Wales) Measure 2011 (the "Measure") makes provision for the specification of standards of conduct in relation to the Welsh language. The current standards are specified in the Welsh Language Standards (No. 1) Regulations 2015. The Measure also provides

that the Welsh Language Commissioner may by notice require certain public bodies to comply with some or all of the standards specified.

6.2. The Welsh Language Commissioner has issued a compliance notice on the Welsh Ministers specifying which of the standards currently apply to any activity or service provided by or on behalf of the Welsh Ministers. A copy of the latest version of the compliance notice is available at <http://www.comisiynyddygyymraeg.cymru/english/Pages/Home.aspx>

6.3. As the successful bidder will be providing services on the Welsh Ministers' behalf, it must comply with the relevant Service Delivery Standards listed in the compliance notices issued to the Welsh Ministers from time to time.

6.4. The Service Delivery Standards which currently apply to the Services are listed below. The Client will notify the successful bidder of any changes to the Service Delivery Standards with which the Services must comply. The successful bidder will be required to report against compliance with the standards in the same way as for other duties and requirements under this Contract.

6.5. The relevant standards in relation to this Contract are:

Service Provided	Relevant Standards	Service Provided
Meetings (with stakeholders and/or members of the public)	24, 24A, 26, 26A, 27, 27A, 29, 29A	Meetings (with stakeholders and/or members of the public)
Public events	35,36*	Public events
Publicity and Advertising	37*	Publicity and Advertising
Publishing Documents	40,47,48,49**	Publishing Documents

Any communications or marketing services provided as part of this Contract must be provided in accordance with the Welsh Government's Guidance on the Use of the Welsh Language in Welsh Government communication and marketing work (a copy of which is attached).

<https://wales365uk.sharepoint.com/sites/Intranet-Communications/SitePages/Welsh-language.aspx>

<https://wales365uk.sharepoint.com/sites/Mewnrwyd-Communications/SitePages/Welsh-language.aspx>

6.6. The Client is committed to promoting and facilitating the use of the Welsh language, and to not treat the Welsh language less favourably than English in line with the Welsh Language (Wales) Measure 2011. The successful Bidder should be aware of the provisions of the Measure and ensure that in implementing the contract the Welsh language is promoted and facilitated and not treated less favourably than English.

6.7. Any sub-contractor providing translation services should be a member of a professional body which tests membership via examination such as Cymdeithas Cyfieithwyr Cymru (Association of Welsh Translators) or the Institute of Translation

and Interpreting; and that the translator must adhere to the WG Translation Service's on-line terminology database, Term Cymru, and on-line style guide, the Ardulliadur. Both of these are available on the website at **Byd Term Cymru:** <https://cymraeg.gov.wales/btc/>.

Bidder's Liability

7.1. The Client is willing to limit the successful Bidder's liability for the purposes of and in accordance with Condition 40 (Limitation of Liability) of the Welsh Government's Standard Conditions of Contract for Services to a maximum of **£15,000**.

7.2. Please note that the minimum sum of insurance cover maintained by the successful Bidder only provides the Welsh Ministers with comfort that the successful Bidder will be able to compensate the Welsh Ministers for any losses suffered by them as a result of the Successful Bidder's breach of Contract.

Insurance

8.1. The Bidder must maintain the following forms of insurance cover with a reputable insurance company:

- Professional Indemnity:
- Public Liability including Products Liability:

Intellectual Property Rights ("IPR") (*mandatory)

9.1. The use of any and all intellectual property rights developed under or utilised in relation to the Contract is governed by Condition 19 (Intellectual Property) of the Welsh Government's Standard Conditions of Contract for Services.

9.2. All materials created by the Welsh Ministers and shared with the successful Bidder will remain the property of the Welsh Ministers.

9.3. All materials created by the Bidder before the Contract starts (the "Background IPR") and used to provide the Services will remain the property of the Bidder. If any Bidder intends using any pre-existing intellectual property rights that it owns to deliver the Services, that Bidder must provide a list describing the intellectual property rights to be used.

The Welsh Government's Standard Conditions of Contract for Services, however, provide that the Welsh Ministers will have a licence to use the Background IPR for the purposes set out in the Specification.

9.4. Any materials created by the successful Bidder after the Contract starts as part of providing the Services will vest in the Crown (i.e. will be owned by the Crown).

9.5. If in delivering the Services the Bidder intends to use any intellectual property rights belonging to any third party it must provide details of such third party intellectual property rights; together with confirmation that the Bidder has (or will have) the appropriate permissions and licences to use such third party intellectual property rights for the purposes set out in the Specification. Evidence of such permissions and licences (or assurance that such permissions and licences will be provided) must be provided the Client on request

Personal Data (*mandatory)

10.1 Provision of the Services will not require the processing of any personal data on behalf of the Client. Any personal data collected by the Bidder, they would be data controller for that information. If the Bidder considers that processing of personal data on behalf of the Client will be required the Bidder must provide details in its tender

10.2 If during the Contract Period, processing of personal data on behalf of the Client is required in accordance with the applicable Welsh Government Standard Conditions for Services the Bidder must notify the Client so that provision for compliance with the General Data Protection Regulations 2016/679 can be made.

Security (* Optional)

11.1 In providing the Services the successful Bidder (and its sub contractors) will be exposed to sensitive Welsh Government information assets. The Client requires all Successful Bidders, sub-contractors and service delivery partners to operate appropriate and secure processes for handling, storing and processing data and information owned by the Welsh Government.

11.2 A named individual must be appointed to the role of 'security lead' to take responsibility for the security aspects of the Contract. This named individual will be required to lead on any response required in relation to assessment of the measures in place during the Contract Period.

11.3. Any security breaches must be brought to the attention of the named security lead who is then required to report the incident to the Client's Contract Manager at the earliest opportunity.

11.4. The successful Bidder must demonstrate that they can meet the technical requirements prescribed by their chosen scheme (e.g. Cyber Essentials / Cyber Essentials Plus / ISO27001). The scheme defines a set of controls which, when properly implemented, will provide organisations with basic protection from the most prevalent forms of threat coming from the internet. Evidence of holding certification is desirable before contract award, but essential at the point when personal or otherwise sensitive data is to be processed by the successful Bidder. Further Information can be found at: <https://www.cyberstreetwise.com/cyberessentials/>

11.5 Where any work is subcontracted you will need to document how you will implement the data security requirements set out in the specification and the Terms and Conditions between yourself and any subcontractor(s).

11.6 If 'Cloud' storage services are to be used for sensitive personal information, evidence must be provided that the relevant Government Cloud Security Principles are applied.

11.7 The information processed or collected in accordance with the Contract must be disposed of by within 6 months of the end of the contract. This includes any information stored on servers, mobile devices or other storage media including [CDs or DVDs, other removable media, hard copy [paper] or hard drives]. The successful Bidder must confirm in writing when this has been done.

11.8 The successful Bidder should ensure that appropriate checks have been undertaken through the Disclosure and Barring Service for any personnel that are likely to come into contact with children, young people or vulnerable adults during the course of the Contract (NB DBS checks are not required for persons with access to information as opposed to face to face contact). Evidence that these checks have been performed should be presented to the Client once they have been completed and prior to any contact.

Contract Award Evaluation Criteria

12.1. The contract will be awarded to the most economically advantageous quote in terms of value for money on the basis of the following criteria, which are listed in order of importance including the weighting applicable to each criterion.

12.2. Please note your submitted quote should be inclusive of all envisaged costs in order to undertake the service / deliver the goods, including Travel and Subsistence (T&S). Please see HMRC (www.gov.uk) guidance when calculating T&S costs.

Evaluation Criteria	Weighting (%)
1. To provide an accredited training programme (including materials, resources and scripts) that will enhance the response that practitioners across Wales provide to male victims/survivors impacted by domestic abuse and sexual violence	40
2. Experience of online training delivery	20
3. Knowledge, experience and expertise in working with male victims/survivors impacted by domestic abuse and sexual violence	10
4. Knowledge and experience of the VAWDASV sector (to include demonstration of an understanding of the Welsh Context)	10
5. Cost	20

Financial Standing & Resources

13.1 The Client wishes to ensure that bidders have the necessary financial standing and resources to meet their obligations throughout the duration of this

contract. This may include (where appropriate) considering your level of existing work commitments and the potential impact on resources that awarding a contract would have.

In deciding to quote, you should also be aware and take in consideration the risks of becoming over reliant on the Client's business, or indeed that of any customer. In doing so, you should take into account earnings from any other work undertaken for the Client as well as potential earnings from this contract.

Freedom of Information

14.1. The Client is a public authority for the purposes of the Freedom of Information Act 2000 (and the Environmental Information Regulations 2004). Any information submitted by you in connection with this tender may be requested and disclosed in response to a request under the Act.

14.2. If you consider that any of the information included in your tender is commercially sensitive or confidential, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may be required to disclose it under the Act if a request is received. Whilst the ultimate decision on whether to release rests with the Client, you will be consulted if we receive a request that captures any of the information you have provided.

Environmental statement

15.1. The Client is committed to minimising the effect of its day to day operations on the environment and bidders are encouraged to adopt a sound proactive environmental approach, designed to minimise harm to the environment. Factors to be considered should include areas such as:

- Adopting an environmental management system which includes focus on disposal of waste and packaging
- More efficient use energy and water
- Beginning to embed sustainability into the provision of goods and services supplied to the Client
- Use of recycled paper containing only post-consumer waste for all non-specialist printing whenever possible
- Reduction in carbon dioxide emissions from business travel by extending use of video conferencing and encouraging the use of low emissions vehicles
- Building an environmentally friendly work culture through training and high quality communication with staff

15.2. Whilst on site the successful bidder should be aware of and actively support the Client's Environmental Policy Statement which will be made available to you in advance or on arrival

Payment and Invoicing

16.1 Payment will be made within 30 days of receipt of a correctly submitted invoice. Invoices must show a full breakdown of costs that clearly tie back to successful company's submitted Quote.

A correctly submitted Invoice must include:

- Welsh Government as the addressee
- Valid PO number provided by Welsh Government
- Date of invoice
- Unique invoice number
- Supplier name, contact details and bank details
- Description of the goods/ works or services (to mirror each line item of the Purchase Order if more than one line item on the PO)
- Name of WG contact
- Correct calculation
- VAT number (if applicable)

16.2. Invoices should be emailed in a pdf format direct to the address stated on the Purchase Order, (usually this is the Corporate Shared Service Centre financewaginvoices@gov.wales) to ensure payments can be processed as quickly as possible (usually within 5 working days). Backing documents to support an invoice are to be sent along with a copy invoice to the Welsh Government Contract Manager.

Ethical Supply Chains

17.1. The Client is committed to ensuring that fair and transparent employment practices are in place throughout the supply chain for the Services. The Client's policy in relation to Ethical Employment Practices in Welsh Government Supply Chains is attached below. The Client will work with the successful Bidder to monitor and to ensure that fair employment practices are in operation.

<https://gov.wales/ethical-employment-supply-chains-code-practice>

Changes to the Specification

18.1 This specification document sets out the high level Client's service requirement. During the life of the contract these requirements will be refined through discussion and agreement of both parties, with the aim of achieving best value for money for a quality product.

18.2 Please be minded that as the COVID-19 situation continues there could be an impact on the award of this contract in terms of potential delays or even non-award. Although not anticipated, the Client may also need to change elements of the scope of work, including the scale. Any potential change or impact will be discussed and agreed with the contractor at the earliest opportunity.

18.3. Changes to the Specification will be implemented by issuing written amendments to all those affected by the changes.

Equality and Diversity

19.1. The issue of mainstreaming equalities is important to us. We would encourage you as a Welsh Government bidder/ supplier to be committed to the equal opportunities agenda and challenge discrimination relating to all the protected characteristics - race, age, gender, sexual orientation, marriage and civil partnership, pregnancy and maternity, disability, religion and belief, gender reassignment. We will include diversity and inclusion issues as a standing item in our contract review meetings. One way of demonstrating commitment to equality is through the Disability Confident scheme. It is a free scheme open to organisations across public, private and 3rd sectors and is aimed at organisations and businesses from 1 employee upwards. We are encouraging you as a potential supplier to explore the possibility of your organisation being Disability Confident Level 1 as a minimum.

About the scheme - <https://www.gov.uk/government/collections/disability-confident-campaign#become-a-disability-confident-employer>

How to sign up - <https://www.gov.uk/guidance/disability-confident-how-to-sign-up-to-the-employer-scheme>

Conditions of Contract

The Welsh Government's Standard Conditions of Contract for Services (SCON-Services) (version 1.0) shall apply to the Contract. The Bidder must agree to these as part of its tender response.



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SERVICES - STANDAF

Annex 1 Evaluation Guidance and Scoring Methodology

General

- a) These instructions are designed to ensure that all bidders are given equal and fair consideration. It is important therefore that you provide all information asked for in the format and order specified.
- b) The bidder shall ensure that each and every sub-contractor, consortium member and adviser abides by the terms of these instructions and conditions of Quote.

Guidance on Completion

Completion of the Invitation to Quote

The procurement process is undertaken through the completion and evaluation of one Submission. The Invitation to Quote is split into two sections, namely:

Part A – Quality
and
Part B – Price

The Quotes submitted will be evaluated initially for completeness and adherence to the mandatory requirements. Failure to comply with the instructions or provide the information requested will invalidate the Quote submission entirely;

Part A

Quality – Bidders must provide responses to a number of questions. These responses will be evaluated to provide a score for the Quality Criteria. Completion of this section is mandatory.

The quality evaluation will be based on bidders' responses to the questions listed Section 12 Contract Award Evaluation Criteria. For each question there may be a word count which must not be exceeded. Guidance as to the weighting of each question is also provided in Section 12 Contract Award Evaluation Criteria

This information should be provided in a Microsoft Word format. Websites/links and/or generic brochures/sales documentation may not be considered or evaluated.

Responses to the above questions will be evaluated in line with the table overleaf:

QUALITY EVALUATION SCORING TABLE

Capability	Evidence	Remark	Scores (%)
Bidder is likely to be able to meet the needs of the Authority.	Evidence is consistent, comprehensive, compelling, directly relevant to the project in all respects and highly credible (by being substantiated by independent sources where possible.)	Absolute Confidence	100
	Evidence is sufficient (in qualitative terms), convincing, and credible.	Confidence	80
Small risk that bidder will not be able to meet the needs of the Authority.	Evidence has minor gaps, or to a small extent is unconvincing, lacks credibility or irrelevant to the project.	Minor Concerns	60
Moderate risk that the bidder will not be able to meet the needs of the Authority	Evidence has moderate gaps, is unconvincing.	Moderate Concerns	40
Significant risk that the bidder will not be able to meet the needs of the Authority.	Evidence has major gaps, is unconvincing in many respects, lacks credibility, or largely irrelevant to the project.	Major Concerns	20
Bidder will not be able to meet the needs of the Authority.	No evidence or misleading evidence.	Not acceptable	0

It is the applicant's responsibility to ensure that all information required is supplied and is accurate. Any changes that could affect any of the answers contained within this questionnaire must be notified to Welsh Government as soon as reasonably practicable.

Part B

Price - Bidders must provide their prices for the good / service provision.

Completion of all pricing elements is Mandatory. Each price submitted by each bidder will be evaluated against the other prices submitted. The lowest total price submitted will score the maximum points weighting.

The lowest total price would therefore receive the full marks available. All other bidders would receive a percentage of the full weighting, based on their submitted total price.

Please see example below for indicative purposes only:

Lowest Price

$$\frac{\text{Lowest total price}}{\text{Price}} \text{ *multiplied by weighting} = \text{Weighted Score}$$

The Example is illustrated below (note that the prices below are for the sake of this example only):

The lowest submitted rate is £240 by bidder B, second lowest £250 by bidder A and £350 by bidder C

	Submitted Price	x weighting	Weighted Score
Lowest price = Company B	$\frac{240}{240}$	x 30% (weighting)	= 30
2nd Lowest Company A	$\frac{240}{250}$	x 30% (weighting)	= 28.80
3 rd Lowest price Company C	$\frac{240}{350}$	x 30% (weighting)	= 20.58

The above process is completed for each commercial element.

The weighted scores for each bidder are then combined to produce a total score for each bidder.

