

Tender Adv003 Clarification Responses

How we might be able to fulfil the scoring criteria cited in **image a** (Evaluation Criteria) which seems to be related to questions, when the proposal should be formed of areas suggested in **image b** and evaluated using criteria in **image c**?

Image a

Evaluation Matrix

Question	Subject	Weight
1 - 1.10	Supplier Details & Sub - Contractors	For info only
2	Financial & Economic Capacity	Pass/Fail
3	Insurance	Pass/Fail
4	Grounds for Mandatory exclusion	Pass/Fail
5	Grounds for Discretionary exclusion	Pass/Fail
6.1	Health & Safety	Pass/Fail
6.2	Equality & Diversity	Pass/Fail
6.3	Quality Assurance	Pass/Fail
6.4	Environmental Management	Pass/Fail
7.1	Technical & Professional Ability – Compliance with specification, including relevancy and appropriateness of proposed research methods	60%
7.2	Technical & Professional Ability – Project management	15%
7.3	Technical & Professional Ability – Team experience and substantive knowledge of existing research and policy	25%
8	References	Pass/Fail
9	Pricing Schedule	For info only
10	Form of Tender	Pass/Fail
Total		100%

Image b

Your proposal should include:

- o a statement of the review area which the tender addresses;
- o a statement of the review objectives, outcomes and key associated issues;
- o an outline of proposed review methodology and proposed search criteria;
- o a statement of the scope of material to be included;
- o an indication of how you will ensure the project is managed, staffed, quality assured, and conducted in an ethical manner;
- o an outline of how you will ensure tangible outcomes, offering clear implications for policy and practice, to inform the work of Advance HE and colleagues across the sector;
- o detail of any possible challenges and limitations, with a clear indication of how these risks will be minimised, including any sub-contracting proposed and how this will be quality assured;
- o an outline timetable for the work;
- o summary CVs and references to previous relevant published work detailing the expertise and experience of the staff involved in the project;

Image c

Evaluation of bids

In evaluating the bids, Advance HE will pay particular attention to the following criteria (not listed in order of priority):

- Appropriateness of the proposed methods to be adopted for achieving the review. This should include the overall approach and procedures for ensuring the quality of the work undertaken;
- relevant experience and expertise in relation to the topic area and literature reviewing;
- an understanding of the conceptual issues relating to the review topic;
- an understanding of Advance HE's needs in relation to the literature review and the review topic;
- a clear focus on practical relevance of the research linked to proposed project outputs;
- quality control mechanisms;
- degree of risk attached;
- ability to complete a high quality review within the specified timetable;
- value for money;
- case studies;
- literature beyond Western domains that challenge Eurocentric models.

Interviews may be required if further information or discussion is deemed necessary.

In image A all sections are mandatory. Sections 1 – 6.4 are simply pass or fail. 7.1, 7.2 and 7.3 refer to the areas that will be scored (evaluated). Image B highlights the areas that should be included in the submission. Image C provides areas that we will pay particular attention to during the evaluation process when making decisions. The application form (word document, downloadable from site) provides the numbers that link to image A.

<p>Are we able to use appendices of existing policies, certificates and audited accounts for evaluation questions 2, 3 and 6 or is there an additional form that needs to accompany the proposal?</p>	<p>Q2 – no additional form, the application form asks for specific information – e.g. ‘please provide a copy of most recent audited accounts’ – this can be attached as an appendix. Q3 is specific to insurance – it simply asks for confirmation of level of insurance. Q6 covers Health and Safety, Equality and Diversity, QA and Environmental Management – I think we would need specific questions relating to what element of this question they might think an additional form is required for? 6.4 Q1 is the only one I am aware of that specifically asks for an appendix if relevant: <i>If your answer to this question is “Yes”, please provide details in a separate Appendix</i></p>
<p>If no appendices, are we expected to weave a sentence on each of these areas into the text?</p>	<p>Only if specifically asked for in the form – e.g. 6.3, Q 2 says <i>‘If you do not have quality certification or a quality management system, please explain why:’</i> – here a sentence would be expected.</p>
<p>Can you clarify what is meant by grounds for mandatory exclusion in questions 4 and 5 of image and how we can assure Advanced HE that we comply?</p>	<p>Yes – all detail is in the application form that was downloadable from the site – please refer to this and revert back should further questions arise.</p>
<p>When demonstrating value for money, do you expect a separate budget document or is this additional text? Image a refers to a pricing schedule, is this available to fill in?</p>	<p>Space for a schedule is available within the form in section 9.</p>
<p>As I'm not registered for VAT, how much would I receive (i.e. would it be £5,000 or £4,167)?</p>	<p>£5K if successful</p>
<p>Will there be extra payment for dissemination activities?</p>	<p>There would be no extra payment for dissemination. There is a</p>

	webinar (repeated twice) so circa 3 hours in total, the option of facilitating a summit (circa 2 hours) and a blog and podcast to contribute with, although none of these are chargeable.
The front page of the tender invitation states that the closing date for submission is 7 March but in the document itself (on page 7) it states 14 March.	The deadline for applications is Monday 7 March 2022 (12:00 GMT)