

**Invitation to Participate(ITP)**

**For the Provision of**  
**Mobile Preliminary Roads Drugs Testing Devices**  
**(MPRDTD)**  
FCN-00004



Foreword .....	3
1. Introduction.....	4
2. LOTS Mobile Preliminary Roads Drug Testing Devices .....	5
3. Schedule 1 Service Level Agreement and Technical & Quality Standards.....	6
4. Terms & Conditions of Contract .....	8
5. Security - Vetting .....	8
6. The Timeline to Create the DPS .....	9
7. Key DPS Documents to Read.....	10
8. Clarification Questions.....	11
9. Who Can Use the DPS?.....	12
10. DPS Framework Key Points .....	13
11. How to Apply to the DPS .....	13
12. The Application (SSQ) Stage 1.....	15
13. Further Competition Under the DPS (Stage 2).....	17
14. To Withdraw an existing MPRDTD.....	18
15. Change of Circumstances .....	19
16. Applying for Home Office Type Approval .....	20
17. NEW Supplier Applications .....	20
18. Procurement SSQ & ITT Regulations .....	21
19. SSQ & ITT Questions .....	22
20. Costs of Procurement.....	22
21. Consortia and Consortium Proposals .....	23
22. Subcontracting.....	24
23. TUPE .....	24
24. Changes to the Contracting Arrangements .....	24
25. Disclaimers.....	24
26. Inducements.....	25
27. Confidentiality and Freedom of Information .....	26
28. Conduct and Conflicts of Interest.....	27
29. Checklist of DPS Submission Documents .....	28
30. Important Points for Consideration .....	29
31. Appendix 1: Selection Criteria .....	30
32. Appendix 2: Award Criteria .....	31
33. Appendix 3: ITT Award SCORE Values .....	32

## Foreword

Thank you for your interest in responding to the Notice of Competition to establish a Dynamic Purchasing System (DPS) Framework for the Provision of Preliminary Roads Drug Testing Devices, (MPRDTD), including the respective equipment and consumables that are required where appropriate.

The Road Traffic Act 1988 Section 5A permits the police to conduct a preliminary test in the investigation of drug driving offences for the purpose of obtaining an indication whether a person has a specified controlled drug in their body.

It is important to continue such investigations and whether this is deterring or whether the investigation leads to chargeable offences the aim is one more step to keep the roads and our communities safer.

The purpose of this document is to provide Suppliers with full details of the Invitation & Instructions to Participate and guidance on how to join the Dynamic Purchasing System.

*Vickie Burgin*

**Director of Science**

NPCC Forensic Capability Network

## 1. Introduction

- 1.1. Outlined within this Invitation to Participate (ITP) are the instructions for the Dynamic Purchasing System (DPS) procurement process and timeline.
- 1.2. The Police & Crime Commissioner for Dorset Police are the lead Contracting Authority [Authority] to establish this DPS Framework on behalf of Contract Authorities.
- 1.3. The Authority will retain the strategic role in the overall management of the DPS in the context of providing support, framework review meetings, analysis of national management information, liaising on any issues escalated and driving continuous improvement throughout the term of the DPS and supporting the Contracting Authorities with Further Competitions.
- 1.4. The DPS is covered by the Public Contracts Regulations 2015: Regulation 34. This uses a “restricted procedure”:
  - Stage 1: establishment of the DPS with Suppliers who have passed the Standard Selection Questionnaire (SSQ) (The Application) and signed the DPS Agreement.
  - Stage 2: The Further Competition Suppliers on DPS are Invited to Tender to compete for Specific Statement of Requirements (SSoR) and award Call-Off Contracts with the Contracting Authorities.
- 1.5. All Suppliers bidding must comply with the terms of this Information Document. Suppliers are advised to read this entire document very carefully. Any failure to comply with its terms may be a ‘non-compliance’ and may lead to the Application for admission to the DPS being evaluated as unsuccessful, or (in certain cases) being disqualified from bidding for this procurement and potentially even future procurements, depending on the nature of the failure.
- 1.6. A DPS is unlike a traditional framework and allows Suppliers to apply to join at any time during the life of the DPS.
- 1.7. The DPS Framework will be 5 years and commence 31 May 2022 with an estimated indicative (in aggregate) value between Eight million pounds to ten million pounds (£8,000,000.00 to £10,000,000.00) There is no guarantee of award of Call-Off Contracts for all or any of the indicative value.
- 1.8. This DPS will terminate/expire on 30 May 2027 (although the fulfilment of any Orders placed by Call-Off Contract before that date, may occur after that date). The Authority however reserves the right to extend the DPS.
- 1.9. To apply to join the DPS, Suppliers are required to complete & submit their SSQ Application by uploading onto the BlueLight Emergency Services e-Tendering portal (hereafter referred to as the e-tendering portal):
- 1.10. <https://bluelight.eu-supply.com>

## **2. LOTS Mobile Preliminary Roads Drug Testing Devices**

The DPS will be for TWO LOTS with the characteristics described in Schedule 1: Specification (Statement of Requirements (SOR), Service Level Agreement (SLA) and Technical & Quality Standards as outlined in Annex 1 and Annex 2 and it will run multiple procurements to seek tenders from Suppliers who can provide the goods and services that fall within these LOTS over the life of the DPS:

**LOT 1 Un-Powered Mobile Preliminary Roads Drug Testing Devices Single Use Disposable;** with test cartridges designed to detect the presence of a specified drug or drug group in a sample of saliva and to provide an indication of the presence of the target drugs. (Unpowered – with no electrical power required)

And their associated consumables, equipment and accessories (Goods).

Also included in scope is training & technical support on the MPRDTD

**LOT 2 Powered Mobile Preliminary Roads Drug Testing Devices the Re-Usable Handheld Devices;** with test cartridges; designed to detect the presence of a specified drug or drug group in a sample of saliva and to provide an indication of the presence of the target drugs. (Powered – capable of being used from the mains electricity supply, a local generated electrical supply, internal batteries and or external batteries.

And their associated consumables, equipment and accessories (Goods).

Also included in scope is training & technical support on the MPRDTD and where required any annual maintenance service on re-usable handheld devices (equipment) provided along with any periodic calibration tests and any repair services on equipment required by the Contracting Authority. (Services)

### **3. Schedule 1 Service Level Agreement and Technical & Quality Standards**

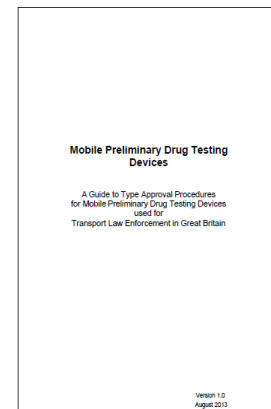
Please read Schedule 1 Specification (Statement of Requirements (SOR)) Service Level Agreement (SLA) and Technical & Quality Standards Annex 1 and Annex 2 (MPRDTD). Which confirms the requirements for both LOTs Unpowered and Powered.

#### **Mandatory: Home Office Type Approval**

Supplier's device must have Home Office Type Approval for police use in Great Britain.

#### **Annex 1 Mobile Preliminary Roads Drug Testing Devices**

The purpose of this document is to define requirements for the construction and performance of Mobile Preliminary Drug Testing Devices. The guidance document was produced by the Home Office. The Defence Science and Technology Laboratory (DSTL) are the current Home Office nominated laboratory for type approval.



#### **Annex 2 Update to ISO Standards**

This Annex 2 is a quick update and reference guide to the standards.

Suppliers will be asked to self-certify they have Home Office Type Approval which includes the target drugs stated above.

Where the Supplier does not have the Home Office Type Approval, they will leave the procurement process at that point.

#### **Mandatory: Target Drugs**

The Suppliers devices therefore must be able to detect the following target drugs currently specified under the Road Traffic Act 1988:

- Delta-9-tetrahydrocannabinol (the main active ingredient of cannabis)
- Cocaine.

Where the Supplier cannot provide the Drug Testing Devices to those target drugs, they will leave the procurement process.

Note: Fifteen other drugs are specified, with associated limits, under the Road Traffic Act 1988. These are not currently required as target drugs and their addition to the target drug list would require approval by the Home Office. Changes in the legislation would be required before further drugs not already specified under the Road Traffic Act 1988 can be added.

See Annex 1 for more details on the drugs

There is no maximum number of Suppliers that may be appointed to a LOT. However only those Suppliers that submit a valid SSQ application that meets the requirements of Schedule 1 Specification (Statement of Requirements), and Technical & Quality Standards Annex 1 and Annex 2 will be included in a LOT and can then submit offers in response to Initiations to Tender (ITT) issued by a Contracting Authority, for that specific LOT.

### **Historical Information**

Over an historical three (3) year period there has been a combined total of approx. 300,000 Preliminary Roads drugs tests undertaken across the UK.

## 4. Terms & Conditions of Contract

- 4.1. There are two sets of terms and conditions to be aware of:
  - **DPS Management Agreement** – these set out the agreement between the Supplier and the Authority and articulates how the DPS is managed; and
  - **Terms & Conditions of Call-Off Contracts** – these set out the agreement between the Supplier(s) and the Contracting Authority who is awarding the Call-Off Contract.
- 4.2. Suppliers are strongly advised to read the DPS Management Agreement and all its Schedules.
- 4.3. SSQ Applications will only be accepted subject to the DPS Management Agreement and Call-Off Terms and Conditions. An offer made on the Suppliers standard terms will not be considered.
- 4.4. Suppliers are asked to acknowledge and agree to both sets of terms and conditions in the SSQ Certificate of Declaration of Standing.
- 4.5. The Authority reserves the right not to enter into a DPS Agreement with a Supplier if the Certificate of Declaration and Standing is not signed by the appropriate person within the Supplier's organisation.
- 4.6. For the avoidance of doubt, where an Application is successful, the DPS Agreement between the Authority and the Supplier will only come into existence, following execution (signing) of the DPS Agreement.

## 5. Security - Vetting

- 5.1. All suppliers staff and any subcontracted staff working on behalf of a Contracting Authority on police premises, with our staff or with access to our systems and or data are required to pass the necessary security vetting through the completion of security vetting forms which will then need to be submitted in order for the appropriate checks to be made on the individuals
- 5.2. Vetting and therefore security is critical to the public service contracts. Vetting is undertaken by Warwickshire Police - National Contractors Vetting Scheme.
- 5.3. Email for further information: [vetting.unit@warwickshire.pnn.police.uk](mailto:vetting.unit@warwickshire.pnn.police.uk)
- 5.4. The Authority reserves the right to refuse access to any suppliers or subcontractors staff that fails the National Contractors Vetting Security checks. The Authority is unable to enter into discussions with the supplier or subcontractor regarding the reasons for refusal, however a review process is available to the individual applicant concerned.



## 6. The Timeline to Create the DPS

- 6.1. The timeline below shows indicative key dates for the launch of the DPS.
- 6.2. The Authority reserves the right to make changes to the timeline where required. Where any changes to the timeline are made, the Authority will ensure any applicants are informed via the e.tendering portal accordingly and as soon as practicable.
- 6.3. Prior to the date for return of tenders, the Authority may clarify, amend or add to the DPS documentation. A copy of each instruction will be issued via the e.tendering portal and shall form part of the DPS Framework Agreement documentation when applicable.
- 6.4. The period for evaluating the initial SSQ Applications can be extended beyond the 15 Working Days in accordance with Regulation 34(17) and 34(18) to allow the initial establishment of the DPS.
- 6.5. The period for evaluation of future Supplier SSQ Applications will be according to the Regulations 34 (16) and 34 (17)

### Indicative Timeline for Stage 1 Creating the DPS

Stage 1 Standard Selection Questionnaire (SSQ)		
Issue Contract Notice (OJEU FTS)		<b>17/03/2022</b>
Bidders Clarification Deadline to ask any questions over EU-Supply Portal Messaging system:		
<b>Deadline for Standard Selection Questionnaire: 3PM (15:00)</b>	Regulation 34 (9); SQ: 30 days from the date the notice was sent:	<b>19/04/2022</b>
Evaluate SSQ	19/04/2022	02/05/2022
Police and Crime Commissioner Dorset Police & Legal Approval	03/05/2022	24/05/2022
Inform Applicants of Success	25/05/2022	25/05/2022
<b>DPS Agreements Signed DPS Created</b>		<b>31/05/2022</b>
<b>DPS Agreements Signed DPS Expires</b>		<b>30/05/2027</b>

## 7. Key DPS Documents to Read

- 7.1. Prior to applying to join the DPS, it is strongly recommended that Suppliers read all the following key documents which can be accessed and downloaded from the “document section” of the e-tendering portal.

Key Document	Overview
1. Contract Notice	Published on Find a Tender and Contracts Finder and meets the requirements of the Regulations
2. Invitation to Participate (ITP)	Explains the process to complete stage 1 to join the DPS and Explains the process and the award criteria for the 2nd stage of the DPS ITT
7. How the DPS Works & FAQ (Guide Note)	Explains the 2 stages of the DPS and includes FAQ
3. DPS Standard Selection Questionnaire (SSQ) (The Application)	Suppliers self-certify they meet the minimum and mandatory requirements by submitting for evaluation
4. Certificate of Declaration and Standing	Suppliers to print, sign, pdf and return with their submission
Schedule 1 Specification (Statement of Requirements (SOR)) Service Level Agreement (SLA) & Technical and Quality Standards: Annex 1 and Annex 2	High level outline general & technical specification for the goods and services required
Schedule 2 ITT (Definitions)	The terms defined and used in the tender and framework documents
DPS MPRDTD Framework Agreement	Between the Authority and Supplier, these are the terms and conditions and Schedules that govern the DPS
Schedule 4 ITT Call-Off Contract Terms & Conditions	Between Contracting Authorities and the Supplier, these are the terms and conditions and Appendices that govern each awarded contract under the DPS
DPS Annex 3 DSTL Type Approval Process	Guidelines from Defence Science and Technology Laboratories (DSTL)

## 8. Clarification Questions

- 8.1. All requests for clarifications relating to the DPS and completion of the SSQ, must be submitted through the messaging functionality of the e-Tendering portal.
- 8.2. The evaluation team will endeavour to respond to clarification questions within 2 working days.
- 8.3. Responses will be anonymised and made available to all participating Suppliers.
- 8.4. If a Supplier considers that their request for clarification is commercially sensitive, and/or would disclose a unique selling point, they should state this clearly when submitting the request for clarification question.
- 8.5. In relation to “commercially sensitive” whether to publish the requests for clarification and responses to all participating Suppliers registered, is at the discretion of the Authority.
- 8.6. e-Tendering Portal Help and Support
- 8.7. All applications to join the DPS and any subsequent tendering for Call-Off Contracts (via Further Competition) must be undertaken using an electronic e-Tendering Portal; the BlueLight Emergency Services e-Tendering portal or any subsequent e-tendering system utilised by the Authority.
- 8.8. The BlueLight website provides a FAQ section which contains helpful instructions on the system.
- 8.9. The email address for advice or assistance relating to the use of the e-Tendering system is: [bladmin@cheshire.pnn.police.uk](mailto:bladmin@cheshire.pnn.police.uk)

## 9. Who Can Use the DPS?

- 9.1. The DPS Framework is for use by the Forensic Capability Network, Contracting Authority and other UK public sector bodies in England, Scotland, Wales and Northern Ireland and law enforcement agencies and central government departments, as defined in the Public Contracts Regulations 2006 and their statutory successors and organisations created as a result of reorganisation or organisational changes.
- 9.2. In addition, Police Forces of British Overseas Territories, British Sovereign Base Areas and British Crown Dependencies including but not limited to:  
Gibraltar information at: <https://www.police.gi>  
Cyprus information at: <https://www.sbaadministration.org/>  
Channel Islands information at: <https://jersey.police.uk>:  
<https://guernsey.police.uk>  
Isle of Man information at: <https://www.iompolice.im>
- 9.3. Primarily for all police forces in England, Wales, N Ireland, Scotland and the Channel Islands, the Metropolitan Police Service on behalf of the Mayor's Office for Policing and Crime (MOPAC); the Greater London Authority (or a functional body within the meaning of the Greater London Authority Act 1999), Scottish joint Police boards, or any successor to Police Scotland, Police and Crime Commissioners, the Northern Ireland Policing Board, National Crime Agency, College of Policing, British Transport Police (BTP), Civil Nuclear Constabulary, the National Crime Agency, the Royal Gibraltar Police, the Crown Prosecution Service, the Ministry of Justice (MoJ), the UK Fire Services, and the Independent Office of Police Conduct:
- 9.4. each of whom will be a "Contracting Authority" for the purposes of the framework agreement).  
<http://www.police.uk/forces> and other associated organisations  
<http://apccs.police.uk/about-the-apcc>
- 9.5. Although all of these organisations will have access to the DPS Framework, the anticipated demand will mainly be with the Police Forces in England and Wales
- 9.6. The successful Supplier appointed onto the DPS and awarded any Call-Off Contracts, will be required to make deliveries to any Police Force as specified at the time of call-off and may have to make deliveries to other Emergency Services or Public Bodies in the UK and Channel Islands.
- 9.7. The DPS Framework is being established by the Authority. However, each individual Contracting Authority emergency service or other public body, who may use this Framework Agreement are their own entity and will be responsible for their own ordering, payment and day today monitoring and Local Contract Management during the life of any Call-Off Contract.

## **10. DPS Framework Key Points**

- 10.1. The DPS will be closed only once during the DPS Agreement Period for the initial evaluation of submitted SSQ Application.
- 10.2. Once initial SSQ Applications have been evaluated and approved by the respective internal Boards, the DPS will be ready to conduct any Further Competitions.
- 10.3. The DPS will then remain open for any further SSQ (application) to be submitted by new Suppliers wishing to join the DPS. (Regulation 34 (15)).
- 10.4. Once the DPS is live, there is a 10–15-day turn-around for the evaluation of new SSQ Applications submitted by Suppliers wishing to join the DPS.
- 10.5. However, despite 1.43 and with best endeavours the Authority will seek to evaluate future applications within a reasonable timeframe and in accordance with PCR but is under no obligations to seek to expedite an application to enable a potential provider to bid for a procurement under the DPS.
- 10.6. Where there is an SSQ application waiting to be evaluated, no ITT will be issued.
- 10.7. A Supplier who has not been successful at stage 1 of the DPS and has therefore not been able to join the DPS, can re-apply at a later date (Regulation 34 (15)).
- 10.8. The Authority can at any time during the life of the DPS, require Suppliers admitted onto the DPS to submit a renewed SSQ Application, and supporting documents to ensure details are up to date and the minimum and mandatory criteria are met. (Regulation 34 (25)).
- 10.9. The Authority reserves the right to end the DPS earlier or to extend the DPS for further years as is appropriate.

## **11. How to Apply to the DPS**

### **The 1st Stage Standard Selection Questionnaire (SSQ) Application**

- 11.1. To apply to join the DPS, Suppliers are required to complete & submit the SSQ Application by uploading onto the e- Tendering portal (hereafter referred to as the e-tendering portal): <https://bluelight.eu-supply.com>
- 11.2. In summary the SSQ Application self-certifies the quality status and technical capabilities of the Supplier wishing to apply to join the DPS.
- 11.3. Where a Supplier wishes to use the Single Procurement Document (SPD) they will be accepted in accordance with the Regulations, for PART 1 and PART 2.

- 11.4. If using the SPD, a completed PDF version should be uploaded via the e-tendering portal along with the completed PART 3 of the SSQ Application and with the other required documents.
- 11.5. Economic and Financial Standing is undertaken as part of the evaluation of the Supplier's submission. The Economic and Financial Standing will also be subject to a Financial Variability Risk Assessment (FVRA) at Further Competition stage as part of the evaluation process i.e. prior to the award of Call-Off Contract(s).
- 11.6. Baseline Charges must be submitted as part of applying to join the DPS along with the SSQ Application. Baseline Charges are unit prices or hourly prices for all the Goods and Services as appropriate to the LOT. All prices shall be in pounds Sterling and shall be inclusive of any import duties, customs fees and transport charges.
- 11.7. For the avoidance of doubt the price shall be deemed to include all expenses and disbursements including travel expenses incurred in the provision of the goods/services.
- 11.8. VAT to be shown separately.
- 11.9. Baseline Charges to be consider the best national rate price catalogue as a "not to exceed price" in further competitions.
- 11.10. For avoidance of doubt the baseline charges will NOT be evaluated under the SSQ Selection Criteria.
- 11.11. All submissions received will be evaluated in accordance with the SSQ Selection Criteria set out in the Contract Notice (Regulation 34 (16 – 19)) and in Appendix 1 below.
- 11.12. The Authority may ask Suppliers to submit supporting evidence of their self-declaration e.g. insurance certificates, cyber certificates etc. This will be within set timeframes.
- 11.13. Where a Supplier fails to provide the required evidence within set timeframes, or the evidence proves unsatisfactory, admission onto the DPS will not proceed and they will leave the procurement process.
- 11.14. The Authority will advise Suppliers of its intention to appoint successful Suppliers on to the DPS (Regulation 34 (20)). Notification will be via the e-Tendering portal.
- 11.15. Once the DPS is created, Suppliers are admitted onto the DPS and can compete for Further Competitions when invited by the Contracting Authorities.
- 11.16. Suppliers should complete the SSQ Application in accordance with the instructions set out in the SSQ excel document.

## **12. The Application (SSQ) Stage 1**

**The following explains how the Application (SSQ) will be assessed:**

- 12.1. The SSQ Application will be assessed against the Selection Criteria set out in Appendix 1 of this document
- 12.2. An initial compliance check to ensure that all information requested has been received will be undertaken by the Authority.
- 12.3. The Authority will also take into account responses provided to PART 1 Supplier Information and PART 2 Section 2 Grounds for Mandatory Exclusion, PART 2 Section 3 Grounds for Discretionary Exclusion: Where the Supplier has been evaluated as unsuccessful on PART1 or PART 2 they will leave the procurement process at that point.
- 12.4. The Authority reserves the right to not appoint a Supplier onto the DPS where the Supplier cannot demonstrate sufficient evidence to satisfy the Technical and Professional Ability, and Quality Assurance and Accreditation, requirements as outlined in PART 3 of the SSQ. Where the Supplier has been evaluated as unsuccessful on PART 3, they will leave the procurement process at that point.
- 12.5. The evidence provided must be consistent with answers given in response to other questions. In particular, if verification is sought then the regulatory permission (being in most cases; Type Approval, CE Mark, UKCA Mark,) must support the claimed abilities of the intended MPRDTD. If there is any suspected inconsistency the Authority may raise a Clarification Request, seek further verification, or fail the Application for that LOT.
- 12.6. The Authority also reserves the right to request additional supporting information from Suppliers to evidence and support their Application and continued standing during the life of the DPS. If that evidence is not deemed to be sufficient, the Supplier will be removed from the DPS.
- 12.7. The Authority reserves the right to not appoint a Supplier onto the DPS where the following documents have not been signed and submitted through the e-Tendering portal:
- 12.8. The Completed SSQ Application
- 12.9. The Signed, Certificate of Declaration of Standing;

**Notification & Appointment to the DPS**

- 12.10. Where the Suppliers application has been successful, the Authority will notify the Supplier of the outcome and invite them to join the DPS.
- 12.11. Successful Suppliers will then join the DPS and will be able to respond to any further competitions and invitations to tenders issued by the Contracting Authority
- 12.12. All Suppliers applying to join the DPS will be provided with constructive and positive feedback, and the opportunity of a debrief.
- 12.13. Suppliers who are unsuccessful and are not appointed onto the DPS can apply and resubmit an application at a later stage during the Term of the DPS if their circumstances have changed.

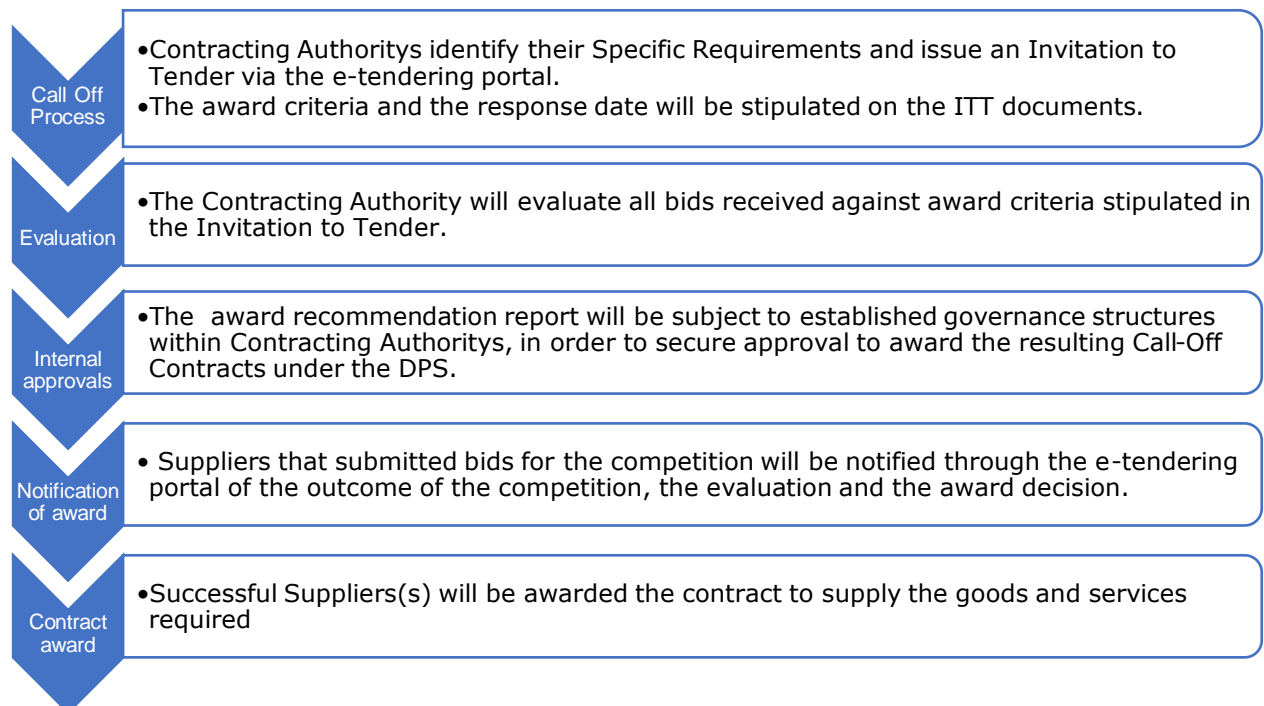
**Annual Information Review**

- 12.14. The Authority reserves the right to require Suppliers, on the 12-month anniversary of joining the DPS and thereafter every 12 months, to confirm that the information they have provided is still correct.
- 12.15. The Authority also reserves the right to request additional information from Suppliers to evidence their ongoing adherence to quality requirements at any time during the life of the DPS. If that evidence is not deemed to be sufficient, the Authority reserves the right to remove the Supplier from the DPS.



### 13. Further Competition Under the DPS (Stage 2)

- 13.1. At the Invitation to Tender (ITT) stage, the Specific Requirements (SR) will be outlined by the Contracting Authority.
- 13.2. The award criteria used for evaluation will be formulated more precisely in the ITT documents along with the Specific Requirements of the Contracting Authority. See Appendix 2 Award Criteria for more information:
- 13.3. Contracting Authority can issue an Invitation to Tender (ITT) for either their local requirement or for a regional collaboration with one lead (Contracting Authority) acting on behalf of multiple Contracting authorities. The Supplier strategies could be either selecting single Supplier for all Contracting authorities in that region or a multiple Supplier strategy within the specific requirement, allocated across the Contracting Authority. The requirements will be formulated more precisely in the ITT documents.
- 13.4. The following diagram shows an outline of the process for further competitions:



- 13.5. The Contracting Authority's specific requirements will give a commitment for a period of time with an estimated volume of MPRDTD required. This will be articulated in the ITT documents.
- 13.6. The Contracting Authority may request Free of Charge (FOC) On Loan devices and product to evaluate at the Award Stage.
- 13.7. All Suppliers on the relevant LOT will be invited to tender (Regulation 54).

- 13.8. Suppliers are under no obligation to submit a tender response if they do not wish to.
- 13.9. The lead time for Suppliers to submit their tender response is 10 days (Regulation 34 (11)) from the date on which the Invitation to Tender is published.
- 13.10. Please note that the response timeline can be less than 10 days where there is an agreement by all Suppliers on that LOT. (Regulation 34 (12)). The timeline for tender responses will be clearly stated in the ITT.
- 13.11. In a Further Competition for any LOT the Supplier must submit their best prices, which should not exceed their Baseline Charges.
- 13.12. The Contracting Authority will evaluate the tender responses using Most Economically Advantageous Tender (M.E.A.T) Award Criteria. The Contracting Authorities reserve the right to apply and disapply Award Criteria to meet their specific requirements.
- 13.13. The Contracting Authority (or the Authority on their behalf) will either (Regulation 50 (5)):
- 13.14. submit a contract award notice within 30 days after the award of each Call-Off Contract, or
- 13.15. group such notices on a quarterly basis, in which case they shall submit the grouped notices within 30 days of the end of each quarter.
- 13.16. In relation to the award of each Call-Off Contract the Contracting Authority will publish the name of the successful Supplier, the date the Call-Off Contract was entered into and the value of the Call-Off Contract on the Contracts Finder platforms (Regulation 108).
- 13.17. Each Contracting Authority will remain responsible for the paying of their specific invoices and for local contract management during the life of the awarded Call-Off Contracts(s) from the Further Competition.

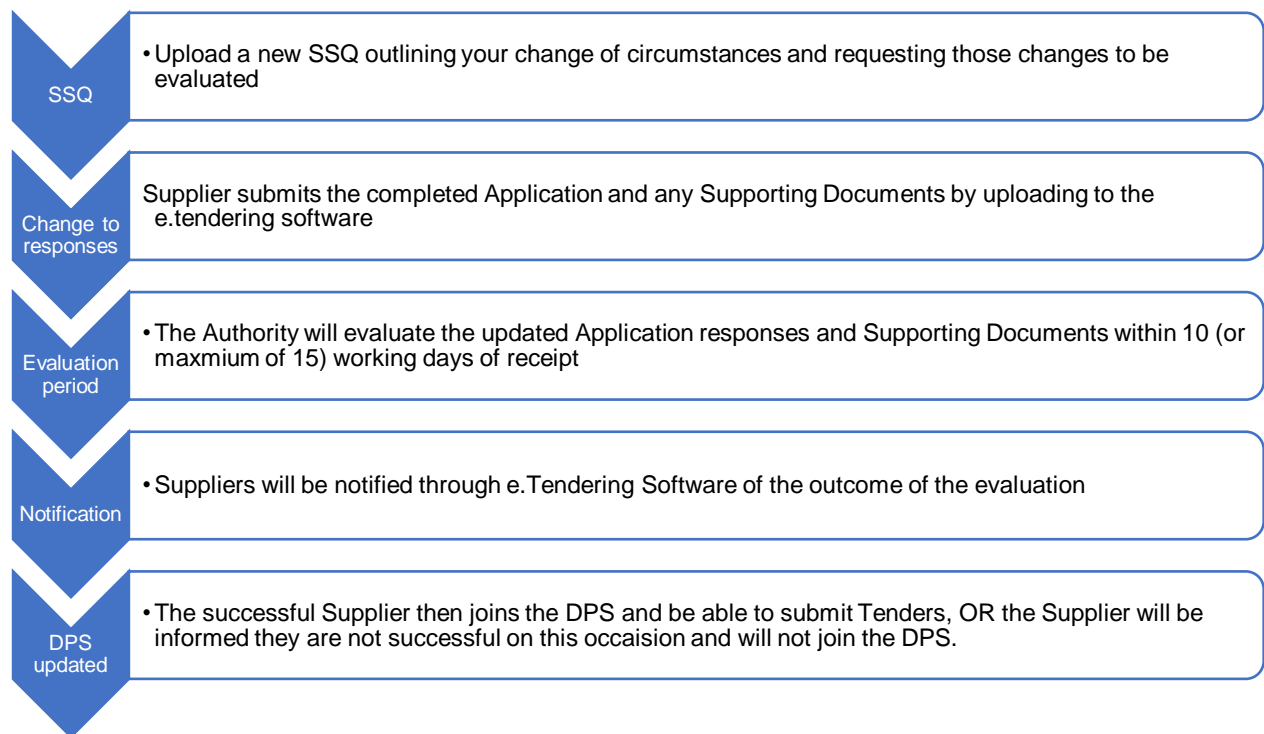
## **14. To Withdraw an existing MPRDTD**

- 14.1. If a Supplier needs to withdraw an existing MPRDTD for example because the submitted MPRDTD characteristics or regulatory criteria for any or all of the LOT they were successful to join has changed and therefore the MPRDTD does not meet the mandatory criteria; the Supplier should inform the Authority with immediate effect to withdraw the MPRDTD from service.

## 15. Change of Circumstances

- 15.1. The DPS Framework will remain open for either:
- 15.1.1. new Suppliers to apply to join the DPS
  - 15.1.2. Suppliers who have been unsuccessful and wish to re-apply
  - 15.1.3. Suppliers with a change in their company profile or
  - 15.1.4. There is a new technical and product offering (characteristics)
  - 15.1.5. change in legislation and government policy introduced.

- 15.2. Suppliers should follow the process as outlined below:



- 15.3. The Authority appreciates that MPRDTD may be improved, or their characteristics may change during the duration of the DPS. The Authority therefore welcomes Suppliers making a LOT Application in order to add further MPRDTD or change the characteristics of existing MPRDTD where the minimum and mandatory criteria is met and improved on.
- 15.4. The Supplier and must submit this change as a new Application and MPRDTD Proposal and confirm if this is in addition to the existing MPRDTD or as way of a new MPRDTD. This is vital for audit of LOT management purposes so that it is clear what changes are being made.
- 15.5. The Application along with all the Quality and Technical evaluations will be undertaken as described within this document.

## **16. Applying for Home Office Type Approval**

- 16.1. If a manufacturer has a suitable product, they can request the Home Office consider it for Type Approval, including testing and assessment against the Guide at DSTL. This is applicable for both new devices and modification to already Type Approved devices.
- 16.2. How to apply and the process that is required is outlined in the DPS Annex 3 Applying for Home Office Type Approval.
- 16.3. The benefit of having a Dynamic Purchasing System is that supplies can join such a framework at any time during the life of the framework, unlike the traditional framework which is limited to 4 years and which does not allow Suppliers to join during those 4 years.
- 16.4. Where a Supplier/manufacturer gains the Home Office Type Approval, they can then complete a Standard Selection Questionnaire (SSQ) and apply to join the DPS for the Provision of Drug Testing Devices.

## **17. NEW Supplier Applications**

- 17.1. Where an Application for a LOT is received after the Initial Application Window, the Authority will seek to finalise the evaluation of it within 10 working days of receipt. That period may be prolonged to 15 working days in individual cases where justified, in particular because of the need to raise a Clarification Request, examine additional documentation or to otherwise verify whether the Requirements have been met.
- 17.2. Where the Authority is not able to complete the Clarification Request or verification process within 15 working days, we reserve the right to evaluate the application as unsuccessful and the Supplier will then need to resubmit that Application once the verification has been obtained. It is therefore in the Suppliers' interest to respond to any requested Clarification Requests or verification requests in an expeditious manner.

## 18. Procurement SSQ & ITT Regulations

This section sets out the procurement regulations Suppliers need to be aware of to ensure their SSQ Application or Tender submissions are compliant and can be evaluated.

### General Guidance

- 18.1. It is the responsibility of the Supplier to ensure that the contact information on the e.tendering software is accurate and kept up to date. Important notifications of this or other opportunities may not be received by the Supplier if their contact information is not accurate.
- 18.2. The Authority cannot be held responsible for any inaccurate or incomplete information uploaded by the Supplier onto the e-Tendering portal and is under no obligation to respond/follow up on automated 'out of office' responses that it may receive from a Supplier.
- 18.3. Suppliers must adhere to this Invitation to Participate when submitting their SSQ Application. Suppliers should only submit requested information. No additional documentation should be submitted unless specifically requested by the SSQ or the Authority.
- 18.4. Where additional information/documentation is submitted, that has not been requested the Contracting Authority will evaluate those documents.
- 18.5. The SSQ Application must be in English, clear, concise and completed in accordance with these instructions. The Authority reserves the right to disqualify an SSQ Application that contains any ambiguities, caveats or is incomplete.
- 18.6. Documents requested should not be submitted as embedded documents within other documents. Instead, separate electronic copies of the documents, clearly labelled and referenced, if necessary, should be uploaded onto the e-tendering portal when submitting the SSQ Application.
- 18.7. The Application must be factually accurate. Where a Supplier misrepresents any factual information in their Application there may be significant consequences:
  - i. The Supplier will be **excluded** from the DPS (and excluded from any procurement for which they are bidding at that time).
  - ii. They may be **excluded** from bidding for any public contracts for a period of up to **three (3) years** (per Regulation 57(8)(h) PCR).
  - iii. If a Contracting Authority enters a contract, the Contracting Authority may issue court proceedings against the Supplier and seek further remedies which may include seeking **damages** and **rescinding** the contract under the Misrepresentation Act 1967.
  - iv. If fraud, or fraudulent intent, can be proved, you and your responsible officers may be prosecuted and convicted of the **offence of fraud** by false representation which can carry a **sentence of up to ten (10) years or a fine** (or both).

- v. If convicted the Supplier will be **excluded** from further procurements for **five (5)** years (see Regulation 57(1) PCR, subject to 'self-cleaning').
  - vi. Disqualification or elimination of a Potential Provider will not prejudice any other civil remedies available to the Authority/Contracting Authority and will not prejudice any criminal liability that such conduct may attract.
- 18.8. Each SSQ Application must be clearly named, referencing the Supplier that is applying to join the DPS.
- 18.9. The SSQ Application must be authorised by a representative of the Supplier, with the appropriate delegated authority prior to submitting via the portal.

## **19. SSQ & ITT Questions**

- 19.1. The Supplier must answer all questions using the relevant templates provided, presenting responses in the same sequence, and using the same references as the question that is being responded to. All answers to a given question must be self-contained with no cross-referencing to other questions.
- 19.2. All acronyms and abbreviations, if used, must be fully explained.
- 19.3. If additional attachments are being submitted then these must be in Microsoft Word, Excel or PDF format. Files submitted in any other format will not be accepted.
- 19.4. The Authority reserves the right to set a limit upon the size of a response to any questions in the SSQ or ITT documents by setting a maximum limit to the number of words or characters per question response.
- 19.5. Where a limit is set, this will be indicated in the question and will include spaces if that limit is a character limit. Where a word or character limit has been set for a question, Suppliers must count all words or characters used as part of their answer to that question, including spaces and any words or characters contained within any tables, flow charts, maps, process diagrams, pictures or spreadsheets.
- 19.6. In circumstances where the word or character limit has been exceeded the Authority will curtail responses to the published character limit.

## **20. Costs of Procurement**

- 20.1. The Authority will not be liable for any costs, expenditure, work or effort incurred by Suppliers in proceeding with or participating in this Procurement, including if the Procurement is terminated or amended by the Authority.
- 20.2. For avoidance of doubt, any quality validation of the drug testing devices and the target drugs sensitivity and specificity, either by independent laboratory test evaluation or where a Contracting Authority wishes to conduct sample testing by police forces, will be undertaken at the cost of the Supplier.

## **21. Consortia and Consortium Proposals**

- 21.1. If a group of economic operators wish to act jointly to provide the requirements, they may do so by either: all parties signing the resultant contract and assuming joint and several responsibilities for performance of the contract; or using a separate entity (often referred to as a Special Purpose Vehicle ("SPV")) which will ultimately enter into the DPS Agreement with the Authority. Where it is proposed that the requirements will be provided by an SPV and the SPV does not yet exist, or has a limited trading history, it is likely that the consortium members will need to nominate a guarantor for the SPV's performance of the DPS Agreement. The consortium should nominate one of its members to lead on responding to the SSQ application process. If the SPV exists, then the SPV should lead and complete the SSQ Application in its name. If the SPV does not yet exist, or the consortium plans to collaborate, then it should nominate a lead consortium member. The lead member will then be treated as the Supplier by the Authority for the purposes of the SSQ and future ITTs and for communications with the consortium.
- 21.2. Where the Supplier(s) relies on the capability and/or experience of one or more consortium members in its SSQ Application, to demonstrate the consortium's ability to provide the Services in accordance with the requirements of the SSQ, it must inform the Authority in its SSQ Application. A Supplier's submission must clearly identify, in response to any question, when it is relying on another consortium member, the name of the particular consortium member and explain the consortium member's capability and experience as the context of the question requires.
- 21.3. The SSQ Application must be completed in the name of the economic operator (typically a company or similar legal entity) that will ultimately enter into the DPS Agreement with the Authority and therefore, assume liability for performance of the DPS Agreement.
- 21.4. Where the Supplier is a company, the SSQ Application must be duly authorised by an appropriate representative of that company. Where the Supplier is part of a consortium, the SSQ Application must be authorised by the lead authorised representative of the consortium.
- 21.5. In the case of a partnership, all the partners should authorise or, alternatively, one only may authorise, in which case that partner must have and should state that they have the authority to respond on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership.



## **22. Subcontracting**

- 22.1. If a Supplier needs to rely on the capability and/or experience of one or more Subcontractors in its SSQ Application to demonstrate that the Supplier has the ability to provide the Services in accordance with the requirements, it must advise as much as part of their SSQ Application.
- 22.2. A Supplier's submission must clearly identify, in response to any question, when it is relying on a Subcontractor, the name of the particular Subcontractor and explain the Subcontractor's capability and experience as the context of the question requires.
- 22.3. Unless agreed otherwise, where Sub-Contractors are to be used, the Authority and Contracting authorities will deal directly only with the Supplier, who shall be responsible for the liaison with, and control of, all Sub-Contractors.

## **23. TUPE**

- 23.1. The Authority has no reason to believe that there will be any TUPE (Transfer of Undertakings (Protection of Employment) Regulations 2006 (as amended)) arising from any award from the DPS framework and the Authority is unable to provide any further advice or give any warranties in this regard.
- 23.2. Suppliers should make any such enquiries as they feel necessary to satisfy themselves on this point.

## **24. Changes to the Contracting Arrangements**

- 24.1. The Authority recognises that arrangements in relation to consortia and Subcontracting may be subject to occasional change. Suppliers should therefore respond in the light of such arrangements as are currently envisaged.
- 24.2. Suppliers are reminded that any future change in relation to the consortium membership and Subcontracting arrangements must be notified to the Authority, via the messaging functionality for the e-Tendering portal at the earliest opportunity. The Authority will make a further assessment of the submission by applying the assessment criteria to the new information provided.

## **25. Disclaimers**

- 25.1. Whilst the information contained in this ITP and any subsequent ITT is believed to be correct at the time of issue, neither the Authority, their advisors, nor any other Contracting Authority will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given.
- 25.2. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in, or any omission from, this ITP (including its appendices) or ITT and in respect of any other written or oral



communication transmitted (or otherwise made available) to any Supplier(s).

- 25.3. If a Supplier proposes to enter into a DPS Agreement with the Authority, it must rely on its own enquiries and on the terms and conditions set out in the DPS Agreement (as and when finally executed), subject to the limitations and restrictions specified in it.
- 25.4. Neither the issue of this ITP or any subsequent ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of Authority to enter into a contractual arrangement.
- 25.5. The Authority reserves the right to:
- i. Waive or change the requirements of this ITP and any subsequent ITT without prior (or any) notice being given by the Authority;
  - ii. Seek clarification or documents in respect of a Supplier's SSQ Application or subsequent ITT.
  - iii. Disqualify any potential Supplier that does not submit a compliant Participate submission in accordance with the instructions in this ITP;
  - iv. Disqualify any potential Supplier that is guilty of serious misrepresentation in relation to its SSQ Application;
  - v. Withdraw this ITP at any time, or to issue Invitation(s) to Participate on the same or any alternative basis;
  - vi. To reserve the right to terminate the procurement process, in full or in part and not to establish a DPS Framework agreement.
  - vii. Choose not to award any agreement or contract as a result of this Procurement;
  - viii. Make a partial award of an agreement or contract as a result of this Procurement;
  - ix. Make whatever changes it sees fit to the timetable, structure or content of the procurement;
  - x. Manage the market share and allocation strategy for Further Competitions; and
  - xi. Not to continue the procurement process.

## **26. Inducements**

- 26.1. Offering an inducement of any kind, in relation to obtaining this or any other contract with the Authority will disqualify a Supplier's response to the SSQ or Supplier's response to an ITT from being considered and may constitute a criminal offence.
- 26.2. Where it appears that a Supplier has tried to gain an unfair advantage and distort competition, they may be deemed non-compliant. Any non-compliant submission may be excluded from the procurement.

## **27. Confidentiality and Freedom of Information**

- 27.1. This ITP and any subsequent ITTs are made available on the condition that its contents (including the fact that the Supplier has received this ITP or ITT) is kept confidential and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Supplier to submit their SSQ Application and/or a subsequent Tender.
- 27.2. As a public body, the Authority is subject to the provisions of the Freedom of Information Act 2000 ("FoIA") in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.
- 27.3. All information held by the Authority/Contracting authorities shall be subject to the requirements of the Freedom of Information Act 2000, which is covered in the Terms and Conditions of DPS Framework Agreement and Statutory Instrument 2012 No 2479 – The Elected Local Policing Bodies (Specified Information) (Amendment) Order 2012.
- 27.4. In accordance with the aforementioned Statutory Instrument, all Police Forces of England and Wales have an obligation to make publicly available a copy of each contract with a value exceeding £10,000 to which (i) the local policing body, or (ii) the chief officer of the police force maintained by the body, is or is to be a party.
- 27.5. To meet this requirement, the Commissioner will be publishing all contracts over a value exceeding £10,000 on the Freedom of Information (FOI) page of the Bluelight Procurement Database ([www.blpd.gov.uk](http://www.blpd.gov.uk)).
- 27.6. It is recognised that contract documents may contain commercially sensitive information which tenderers are to identify in the SSQ application with respect to information provided at stage 1 and will be requested at any future ITT documentation, that they may wish to have redacted under the FOI exemption S43. Unless those schedules are completed the full version of the contract document will be made publicly available.
- 27.7. Supplier(s) are responsible for ensuring that any confidential or commercially sensitive information (submitted at stage 1 and/or stage 2 – the subsequent Tender stage), the disclosure of which would be likely to diminish their competitive edge, is clearly identified in the SSQ Application and again will be requested by the Authority for the Supplier to confirm such confidential information in any Tender submitted for a Further Competition.
- 27.8. Therefore Supplier(s) should be aware that, in compliance with its transparency obligations, the Authority routinely publishes details of its contract(s), including the contract values and the identities of its Suppliers on its website without consulting the Supplier.
- 27.9. The Authority will treat all Suppliers' SSQ Application as confidential during the procurement process.

- 27.10. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA and in accordance with Authority's transparency obligations, which permits certain information to be withheld, for example where disclosure would be prejudicial to a party's commercial interests.
- 27.11. No publicity regarding the procurement or the award of any contract will be permitted unless and until the Authority has given express written consent for the relevant communication. For example, no statements may be made to the media regarding the nature of any request to participate or tender, its contents or any proposals relating to it without the prior written consent of the Authority.

## **28. Conduct and Conflicts of Interest**

- 28.1. Any attempt by Supplier(s) and/or their advisors to influence their appointment on to the DPS and or the subsequent contract award process in any way may result in the Supplier(s) being disqualified. Specifically, Supplier(s) shall not directly or indirectly at any time:
- 28.2. Develop or amend the content of their SSQ Application or subsequent Tender response in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, Supplier(s) consortium member or provider of finance;
- 28.3. Enter into any agreement or arrangement with any other person as to the form or content of any other Request to Participate and/or Tender response, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Request to Participate and/or Tender;
- 28.4. Enter into any agreement or arrangement with any other Supplier or Supplier(s) that has the effect of prohibiting or excluding that Supplier or Supplier(s) from submitting a Request to Participate and/or subsequent Tender.
- 28.5. Canvass the Authority, or any employees or agents of the Authority in relation to this procurement; and/or
- 28.6. Attempt to obtain information from the Authority concerning another Supplier or Supplier(s) and its response to either the SSQ or a future ITT.
- 28.7. Supplier(s) are responsible for ensuring that no conflicts of interest exist between itself and its advisors, the Authority and its advisors. Any Supplier or Supplier(s) who fails to comply with this requirement may be disqualified from the procurement.
- 28.8. The use of a bid writer or similar service does not alleviate any requirement set out in this section. Where a bid writer or similar service is used the Supplier or Supplier(s) must take all reasonable steps to prevent the distortion of competition or conflicts of interest arising.

## 29. Checklist of DPS Submission Documents

- 29.1. The Supplier is requested to submit the documents specified in the table below as part of their Application onto the e.Tendering Portal.
- 29.2. Failure to submit a document may result in your Application being non-compliant and evaluated as unsuccessful. This table does not need to be submitted as part of the Application.

Your Document Ref No	Document Title	Uploaded
	SSQ Application (excel workbook)	
	Certificate of Declaration and Standing (pdf)	
	If used - Single Procurement Document PART 1 & PART 2 (PDF)	
	Home Office Type Approval Certificate (pdf)	
	Drug Testing Device (capital equipment) Technical Specification	
	Drug Testing Device (Capital equipment) User Operator Instruction Manual	
	Single use Wipe/Collection Technical Specification	
	Single use Wipe/Collection User/Operator Instructions	
	Base Line Price Charges : Catalogue of Devices, Consumables, Equipment and Accessories along with any services such as Training, Annual Maintenance Services, Repair Services, Base Prices	
	Single Use Cartridge Quality Control (Batch Test of wipes) Report (suitably accredited or certified by Laboratory	
	UKCA/CE Technical Document <ul style="list-style-type: none"> <li>i. how the product is designed and manufactured</li> <li>ii. how the product has been shown to conform to the relevant requirements</li> <li>iii. the addresses of the manufacturer and any storage facilities</li> </ul>	
	UKCA/CE Conformity Document <ul style="list-style-type: none"> <li>i. declare that the product is in conformity with the relevant statutory requirements applicable to the specific product</li> <li>ii. make sure the document has the name and address of the manufacturer together with information about the product and the conformity assessment body</li> </ul>	
	Independent Laboratory Quality Verification Certificate of the device/test being provided and provides a required level of assurance that a Test meets the required levels of 'robustness' , 'specificity' and 'sensitivity' against the target drugs required and 'usability' for it to be a potentially suitable for use within the Contracting Authorities for the purpose intended	

### **30. Important Points for Consideration**

Before uploading your SSQ Application to the DPS please ensure:

- a person with the appropriate delegated authority within your organisation has signed the documents required;
- all questions have been answered.

Give yourself plenty time to upload and submit the documents through the BlueLight e-tendering portal.

Any missing documents or unanswered questions could result in the overall evaluation of your submission being adversely affected and therefore resulting in leaving the process at stage 1 of the DPS.

**Thank you for your interest and time taken to complete the  
Standard Selection Questionnaire.**

## 31. Appendix 1: Selection Criteria

<b>Part 1</b>	<b>Potential Supplier Information</b>	
	<a href="#">Section 1A Potential Supplier Information</a>	INFO ONLY
	<a href="#">Section 1B Bidding Model</a>	INFO ONLY
	<a href="#">Section 1C Contact Details and Declaration</a>	PASS/FAIL
	<a href="#">Section 1.2b ii Sub Contractors Details</a>	INFO ONLY
<b>Part 2</b>	<b>Exclusion Grounds</b>	
	<a href="#">Section 2 Grounds for Mandatory Exclusion</a>	PASS/FAIL
	<a href="#">Section 3 Grounds for Discretionary Exclusion</a>	PASS/FAIL
<b>Part 3</b>	<b>Selection Questions</b>	
	<a href="#">Section 4.1 Economic and Financial Standing</a>	PASS/FAIL
	<a href="#">Section 4.2 Economic and Financial Standing</a>	INFO ONLY
	<a href="#">Section 5 Parent Company</a>	PASS/FAIL
	<a href="#">Section 6 Technical and Professional Ability</a>	PASS/FAIL
	<a href="#">Section 7 Modern Slavery Act 2015</a>	PASS/FAIL
	<b>Section 8 Additional Questions</b>	
	<a href="#">8.1 Insurances</a>	PASS/FAIL
	<a href="#">8.2 Staff CPD &amp; Skills Development and Wellbeing</a>	INFO ONLY
	<a href="#">8.3 Carbon Reduction Plan</a>	INFO ONLY
	<a href="#">8.4 Health and Safety</a>	PASS/FAIL
	<a href="#">8.5 Quality Assurance</a>	PASS/FAIL
	<a href="#">8.6 LOT Mandatory Requirements</a>	PASS/FAIL
	<a href="#">8.7 Target Drugs</a>	PASS/FAIL
	<a href="#">8.8 Future Drugs</a>	INFO ONLY
	<a href="#">8.9 Business Continuity and Disaster Recovery (BCDR)</a>	PASS/FAIL
	<a href="#">8.10 Bribery Act 2010</a>	PASS/FAIL
	<a href="#">8.11 Management Information (MI)</a>	PASS/FAIL
	<a href="#">8.12 Information Security &amp; Data Protection</a>	PASS/FAIL
	<a href="#">8.13 Information Security &amp; Cyber Essentials Scheme</a>	PASS/FAIL
	<a href="#">8.14 Security Vetting</a>	PASS/FAIL
	<a href="#">8.15 Baseline Prices Charges (Catalogue)</a>	PASS/FAIL
	<a href="#">8.16 Suppliers Commercially Sensitive Information</a>	INFO ONLY
	<a href="#">8.17 Supply Team Contact Details</a>	INFO ONLY
	<a href="#">8.18 Corporate Social Responsibility - Supply Chain Visibility</a>	PASS/FAIL
	<a href="#">8.19 Diversity Monitoring</a>	INFO ONLY

## 32. Appendix 2: Award Criteria

Outlined below are some examples, but not limited to, of Award Criteria items that could include:

<b>Award Criteria</b>	<b>Weighting +/- 0%-10%</b>
<b>Price / Total Cost Criteria</b>  Total Whole Life Cost of Devices & Delivery for the committed Call-Off Contract: Cost of Devices : Equipment Cost Delivery Cost.  Formulae	<b>45%</b>
<b>Quality Criteria</b>	<b>45%</b>
<b>Social Value</b>	<b>10%</b>

### Quality

- (1) Performance Measurements : Time to result;
- (2) Software available
- (3) Management Information available (MI)
- (4) Ability to print the test result
- (5) Specimen collection method (including new / innovative methods);
- (6) Shelf Life, Longevity / Expiry;
- (7) Storage Temperature;
- (8) Maximum delivery timeframe(s);
- (9) Minimum volume commitment within a specified timeframe(s);
- (10) Financial Standing;
- (11) Devices (On Loan) and Single Use Cartridges for Testing (FOC) samples of the MPRDTD for ease of use under operational conditions and QA of drug results
- (12) Packaging;
- (13) Logistics / delivery terms;
- (14) Social Value - Corporate Social Responsibility

### 33. Appendix 3: ITT Award SCORE Values

<b>Score 0</b>	<b>The question has not been answered</b> No answer has been provided or the information given does not relate to the question OR The response is marked as Not Fully Compliant with no further explanation or evidence provided.
<b>Score 1</b>	<b>Poor (does not meet any or the majority of the requirement)</b> The response is significantly below what would be expected because of one or all of the following: <ul style="list-style-type: none"> <li>• The response indicates a significant lack of understanding</li> <li>• The response fails to meet all or the majority of the requirement</li> <li>• The response has simply re-stated the requirement</li> </ul>
<b>Score 3</b>	<b>Fair (partially meets the requirement)</b> The response meets most of the requirement but there is at least one significant issue of concern, or several smaller issues arising through lack of appropriate evidence. The response therefore shows: <ul style="list-style-type: none"> <li>• Basic understanding of the requirements</li> <li>• Relevant evidence supporting basic understanding</li> <li>• Some areas of concern that would require attention</li> </ul>
<b>Score 5</b>	<b>Good (fully meets the requirement)</b> Good The response meets the requirement and there are no significant areas of concern. The response therefore shows: <ul style="list-style-type: none"> <li>• Good understanding of the requirements</li> <li>• Sufficient capability / capacity demonstrated through relevant evidence</li> </ul>
<b>Score 6</b>	<b>Exceeds expectations</b>  A response that exceeds requirements and leaves the evaluator in no doubt as to the capability & commitment to deliver what is required. The substantial response provided therefore shows relevant detail, descriptive and clearly evidenced, demonstrating comprehensively the ability, understanding, skills, resource and quality measures required. The response clearly explains how outcomes will be achieved that are relevant to the requirement. Considerable insight of relevant issues. The response provides additional value in several respects above that expected.

In evaluating responses to award the scores above, evaluators will have regard to matters including the following:

- How comprehensive was the answer? Was it appropriately detailed? Did it just state that the applicant would address the issue, or did it, where appropriate, set out how the issue would be addressed.
- Where appropriate, was the answer tailored to the requirements and situation, as described in the Specification, or was it very generic?
- What, if anything caused worry about the answer? Were there gaps or evidence of misunderstanding? How significant are those concerns?
- What were the strengths of the answer? Were any areas particularly well-covered? How significant are the strengths?



