



BANK OF ENGLAND

Bank of England Strategic Data Collection Portal

Instructions to Suppliers and Evaluation Criteria

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1 Glossary

Bank	The “Bank” means the Bank of England, or anyone acting on behalf of the Bank, that has invited suitable Suppliers to participate in this Tender Stage.
Bidders	Economic operators who submitted a response to the SQ.
You / Your / Supplier	The economic operator (as defined in the Regulations) submitting a Response and the legal entity who is responsible for the information provided in such Response.
Contract	The contract which the Bank intends to enter into with the winning Supplier at the conclusion of the process in respect of the project
Consortium Members	All legal entities, a Bidder noted were part of a consortium in a response to the SQ.
Contract Requirements	The Bank’s contractual requirements as set out in the Draft Contract.
Contractual Minimum Requirements	Those elements of the Draft Contract which are indicated to be minimum requirements by not being highlighted in yellow and which are not subject to negotiation.
Designated Charges	The Licence Charges, Maintenance and Support Services Charges, Implementation Services Charges, Migration Services Charges, and Initial Training Charges which are to be included at worksheet 1 of the Pricing Schedule.
Disclosure Obligations	Freedom of Information Act 2000 (FOIA), Environmental Information Regulations 2004 (EIR), and public sector transparency policies
Draft Contract	The terms and conditions the Bank proposes to enter into for the provisions of the Services as provided as part of the Tender Materials.
Ease of Use	As defined in paragraph 14.4.
Existing Data Collections	As defined in the Glossary to the SOUR
Implementation Approach	The requirements for implementation as detailed in section 2.6 of SOUR.
Initial Training Services	The requirements set out in paragraph 2.2.8 of the SOUR to train the Bank on the Solution
Initial Response	The Supplier’s initial response to be submitted in accordance with paragraph 8.9 by the Initial Response Deadline
Initial Response Deadline	21 July 2017
Initial Training Charges	The charges proposed by the Supplier in worksheet 1 of the Pricing Schedule for the Initial Training Services
Final Tender Materials	The revised Tender Materials which, if required, will be issued by the Bank following negotiation and to which the Supplier will submit its Final Response.
Final Response	The Supplier’s final response to be submitted, if required, in accordance with paragraph 8.10 by the Final Response Deadline
Final Response Deadline	TBC
Functional Requirements	The functional requirements for the Solution as set out in section 2.1 of SOUR.

Future Requirements	The future requirements for the Services as set out in section 2.4 of SOUR
General Approach	The general requirements for the Services as set out in section 2.5 of SOUR
Implementation Service Charges	The charges proposed by the Supplier in worksheet 1 of the Pricing Schedule to implement the Solution
Licence Charges	The charges proposed by the Supplier in worksheet 1 of the Pricing Schedule for the provision of a licence for the Solution.
Licensing Requirements	The licensing requirements for the Services as set out in section 2.7 of SOUR
Maintenance and Support Services Charges	The charges proposed by the Supplier in worksheet 1 of the Pricing Schedule for the support and maintenance of the Solution
Migration Approach	The requirements for migration of the Bank's Existing Data Collections
Migration Service Charges	The charges proposed by the Supplier in worksheet 1 of the Pricing Schedule to migrate the Bank's Existing Data Collections
Minimum Requirements	The Contractual Minimum Requirements and Technical Minimum Requirements.
Non Functional Requirements	The non-functional requirements for the Solution as set out in section 2.2 of SOUR
Product Assessment	An assessment of the Solution as further detailed in Appendix A
Process	The procurement process being followed for this project.
Project	The project referred to on the front page of this document.
Rate Card	The Rate Card provided by Suppliers at worksheet 2 of the Pricing Schedule
Reporting Entities	As defined in the glossary within the SOUR
Response	The Initial Response and/or the Final Response (as the case may be)
Response Deadline	The Initial Response Deadline and/or Final Response Deadline
Regulations	The Public Contracts Regulations 2015.
Requirements	The Technical Requirements and Contractual Requirements.
Selection Stage	The selection stage as detailed in the Standard Selection Questionnaire and Guidance document.
Services	The services to be provided by the successful Supplier, more accurately detailed in the SOUR and Draft Contract and which includes the provision of the Solution, implementation of that Solution, support and maintenance of the Solution and migration of the Bank's Existing Data Collections to the Solution.
Service Requirements	The support and maintenance requirements for the Solution as set out in section 2.3 of SOUR
Solution	As defined in the Glossary for the SOUR
Supplier Response Code (SRC)	As detailed in Table 1
Standard Selection Questionnaire (SQ)	A questionnaire that assesses the suitability of Suppliers to meet the Bank's Requirements, which is at Appendix A of the SQ and Guidance document

Statement of User Requirements (SOUR)	As included in the Tender Materials
Technical Requirements	The Bank's requirements for the Services as detailed in the SOUR. These Technical Requirements are separated into the following: Functional Requirements, Non-functional Requirements, Service Requirements, General Approach, Implementation Approach, Migration Approach, Licensing Requirements and Future Requirements and within each of these categories there are individual requirements (each being a Technical Requirement).
Technical Minimum Requirements	The minimum technical requirements which must be met and which the Bank will not negotiate on, as indicated in the SOUR as against the relevant Technical Requirements.
Tender Materials	<ul style="list-style-type: none"> • Instructions to Suppliers and Evaluation Criteria (and appendices) • Statement of User Requirements (SOUR) • Pricing Schedule and Pricing Guidance • Draft Contract; and • All associated and supporting documents.
Tender Stage	The tender stage of the process as detailed at Section 4 of Part 1: Instructions to Suppliers

Part 1 – Instructions to Suppliers

2 Introduction

- 2.1 The procurement for a data collection solution for the Bank was formally commenced by publication of a notice in the Official Journal of the European Union (OJEU) on or around the date of this document. The Bank is undertaking a competitive procedure with negotiation in accordance with the Public Contracts Regulations 2015.
- 2.2 Prior to inviting a Response from Suppliers, the Bank will undertake an initial Selection Stage as detailed in the Standard Selection Questionnaire and Guidance document which was issued to all Bidders. The Bank will invite the top [three] scoring Bidders following evaluation of SQ responses to progress to the Tender Stage. Bidders who were not evaluated within the top three in the Selection Stage will play no further part in the Process and should not submit any Response to the Tender Materials.
- 2.3 The Bank is undertaking the Tender Stage in separate stages, as summarised in this document. The process seeks to solicit compliant Responses and lead to an award of the Contract to the Supplier who offers the most economically advantageous tender to the Bank based upon the evaluation criteria set out in Part 2 of this document.
- 2.4 Any questions on regarding the Tender Materials and/or this Process should be raised in accordance with Section 6 (Tender Communications).

3 Tender Materials

- 3.1 The Tender Materials are separated into the following documents:

Instruction to Suppliers and Evaluation Criteria (this document)	Provided for information and guidance – this document is intended to help provide an overview of the Tender Stage, to set out the indicative timelines present for the various stages, to provide key instructions for Suppliers to comply with and to describe how the Bank will assess the Responses received.
SOUR (Statement of User Requirements)	This document details the Bank's Technical Requirements and seeks responses from Suppliers on how they will meet those Technical Requirements.
Pricing Schedule	This document sets out the different elements which Suppliers should provide a price in respect of.
Pricing Guidance	This document provides guidance for the completion of the Pricing Schedule.
Draft Contract	This document sets out the terms and conditions on which the Bank intends to contract for the Services (the Contract Requirements).

4 Overview of Tender Stage

Submission of Initial Responses

- 4.1 Suppliers should submit Initial Responses in line with the instructions set out in Section 8 of this document. The Bank will undertake an assessment of those Initial Responses in accordance with Part 2 of this document (Evaluation Criteria).
- 4.2 Following this evaluation the Bank reserves the right to require Suppliers to undertake a Product Assessment (practical demonstration of the functionality and user experience) to validate the responses which have been provided. Please see Appendix A for further details relating to such Product Assessment.
- 4.3 Any Supplier whose Initial Response fails to meet the Bank's Minimum Requirements will be excluded from the Process, in accordance with paragraph 13.3.
- 4.4 The Bank reserves the right to award the Contract to the highest scoring Supplier following evaluation of the Initial Responses.

Negotiation (if required)

- 4.5 If the Bank chooses not to award the Contract following the evaluation of Initial Responses, it may negotiate its Requirements with each remaining Supplier (except for the Minimum Requirements) and elements of the Supplier's Response.
- 4.6 If required, it is intended that negotiations will take place between the dates detailed within timetable shown within Section 5. The specific timetable and agendas for such discussions will be circulated to Suppliers following evaluation of Initial Responses.

Bank to revise Requirements (if required)

- 4.7 Following negotiations, the Bank will consider whether it needs to revise any of its Requirements (for the avoidance of doubt the Bank will not revise any of its Minimum Requirements). If the Bank does make changes to any Requirements it will also consider whether it needs to revise the relevant scoring as methodologies set out in Section 8 of this document. Whilst there will be individual negotiations, the Bank will re-issue one set of the same revised Tender Materials (if applicable) to all Bidders reflecting any revised Requirements and revised scoring methodologies (Final Tender Materials), for Suppliers to submit their Final Responses. Suppliers should submit Final Responses as against the Final Tender Materials and for the avoidance of doubt the Bank will not negotiate on any of its Requirements issued in its Final Tender Materials.

Submission of final responses (if required)

- 4.8 The Bank will require all Suppliers to submit updated responses (Final Responses), as against the Final Tender Materials issued, in line with the instructions set out in Section 8 of this document. The Bank will undertake an assessment of those Final Responses in accordance with Part 2 of this

document (Evaluation Criteria) (subject to any revisions made to the scoring methodologies as set out in paragraph 4.7).

Award Decision

- 4.9 The Bank reserves the right to award a Contract to the highest scoring Supplier following either evaluation of the Initial Responses or Final Responses.
- 4.10 The successful Supplier will be required to provide the information noted in its response to the SQ and, subject to paragraph 9, confirm that there is no change as to its status against the shortlisting criteria which were assessed at the SQ Stage. The Bank will also undertake any other final due diligence the Bank wishes (including any assessment of the Suppliers ability to comply with the Contractual Minimum Requirements set out in Schedule 12 of the Draft Contract).
- 4.11 If the outcome of this assurance activity and due diligence results in the successful Supplier's Response being non-compliant, the Bank reserves the right to appoint the next highest scoring Supplier and will undertake the assurance activity and due diligence as described above.
- 4.12 Subject to the satisfactory outcome of the due diligence and assurance activity and the Bank's internal approval procedures, the Bank intends to award a contract. Unsuccessful Suppliers will be notified of the outcome of the tender exercise and provided with the written debrief information required by Regulation 86 of the Regulations.

5 Timeline

Set out below is the timetable for the Tender Stage. It is intended as a guide and, whilst the Bank does not intend to depart from the timetable, it reserves the right to do so.

Stage	Date	Activity
Initial tender stage	28 June 2017	ITT Supplier clarification conference call
	12 July 2017	Deadline for clarifications
	21 July 2017	Deadline for submission of initial tenders
	21 July 2017 – 23 August 2017	Evaluation of initial tenders
	Week of 28 August 2017 up until the 05 September 2017	Product Assessment (where required)
1st Negotiation stage	11 September 2017 to the	Negotiation on initial tenders and subsequent reassessment of bids - exact time/dates to be confirmed.

	29 September 2017	
2nd and Final Negotiation stage Award	02 October 2017 to the 20 October 2017	Negotiation on resubmitted tenders and re submission of final tenders
	23 October 2017 to the 03 November 2017	Evaluation of final tenders
	08 November 2017	Contract award decision communicated to all Suppliers
	01 December 2017	Intended Contract start date

6 Tender Communications

- 6.1 Questions from Suppliers regarding the Tender Materials or the procurement process must be submitted via ProContract (available at www.bankofenglandtenders.co.uk.) If the question relates to the Tender Materials the question should clearly reference the appropriate document, section number and paragraph of the Tender Materials.
- 6.2 Suppliers' attention is drawn to paragraph 8.1 of this document and the requirement not to caveat or qualify their Responses. As such, Suppliers' should clarify any perceived ambiguity in the Bank's Requirements, through the process set out in this Section 6 (Tender Communications).
- 6.3 The Bank will endeavour to respond to all questions within five Working Days and responses to questions will be issued by the Bank via ProContract.
- 6.4 To ensure it acts transparently and treats all Suppliers equally, the Bank intends to issue the responses to all questions to all Suppliers. The identity of the Supplier who asked the question will not be revealed alongside the answer when it is issued to all Suppliers. Suppliers should, where possible, avoid references within the question which will identify them. To the extent the Bank is aware of any identifying reference made by the Supplier in the question it will, where possible, be removed when the response is issued to all Suppliers.
- 6.5 If a Supplier wishes the Bank to treat a question as confidential, it must explicitly state this within the question submission. If in the opinion of the Bank, the content of a question is not considered to be confidential, the Bank will inform the Supplier, who will have the opportunity to withdraw the question prior to the question and the corresponding answer being published to all Suppliers.
- 6.6 The Bank reserves the right not to answer a confidential question from a Supplier if it considers that responding only to that Supplier would breach the Bank's obligation to act transparently and treat Suppliers equally. In such instances the Bank will notify the Supplier that it will not provide an answer to the question asked.
- 6.7 The Bank reserves the right to revise the Tender Materials and/or Final Tender Material (if applicable) and issue an amendment to all Suppliers.
- 6.8 Only in exceptional circumstances will the Bank make any amendments to the Tender Materials and/or Final Tender Material (if applicable) after a Response Deadline to which the amendment is relevant. In such circumstances, the Bank will notify all Suppliers of the action it proposes to take.

7 Draft Contract

- 7.1 The Draft Contract sets out the Bank's Contractual Requirements. Those elements of the Draft Contract which are **NOT** highlighted in yellow are Contractual Minimum Requirements on which the Bank will not negotiate. The Bank is keen to discuss those elements of the Draft Contract highlighted in yellow with Suppliers as part of this Process.
- 7.2 Suppliers should submit, with their Initial Responses, comments on the Draft Contract (in the form of a table accompanying the Draft Contract which sets out detailed comments as against a reference to the clause to which it relates) (except the Contractual Minimum Requirements). As part of the negotiation the Bank will discuss those comments with Suppliers to understand the impact of the Bank's Contractual Requirements on the offering provided.
- 7.3 Following conclusion of the negotiation, the Bank will consider the Contractual Requirements (excluding the Contractual Minimum Requirements) and re-issue the Draft Contract with any changes it has decided to make. For the avoidance of doubt the Bank reserves the right not to amend the Draft Contract and any amendments which the Bank does make shall be at its absolute discretion. Suppliers Final Responses will be as against this revised Draft Contract and for the avoidance of doubt the Bank will not negotiate any term of this revised Draft Contract following submission of those Final Responses.

8 Submission of Responses

General

- 8.1 Responses must be submitted in accordance with the instructions in the Tender Materials. Responses not compliant with these instructions may be rejected by the Bank whose decision in the matter will be final. Responses must not be qualified or accompanied by statements or a covering letter that might be construed as rendering the Response equivocal.
- 8.2 It is the responsibility of the Suppliers to ensure that their completed Responses and all related documents are uploaded and submitted before the relevant Response Deadline. Responses received after the relevant Response Deadline may be disregarded and the Bank reserves the right not to evaluate such Responses. If you have any doubt whatsoever as to the successful submission of your Response, please contact the ProContract helpdesk on 01670 597136 or at support@due-north.com.
- 8.3 Suppliers should provide their Responses in English and as accurately and concisely as possible.
- 8.4 Responses provided to those elements of the SOUR that have been identified as such must be consistent with responses provided in the Pricing Schedule. The Bank reserves the right to disqualify or otherwise mark down any Response where such inconsistency exists.
- 8.5 Suppliers must be explicit and comprehensive in their Responses as this will be the single source of information on which a Supplier is evaluated. Suppliers must not make any assumptions about any past or current supplier relationships with the Bank as such prior business relationships will not be taken into account in the evaluation of the Responses.
- 8.6 Suppliers should adhere to the word counts specified within the SOUR. Where responses exceed the word count limit specified, the Bank will only consider up to the maximum word count. For example, if a 600 word count response is submitted for a question where the response limit is 500, only the first

500 of the response will be evaluated. Suppliers must submit Responses without reference to general marketing or promotional information/material. Publicity brochures will not be accepted as answers to questions.

8.7 Responses submitted in MS Word should be formatted as follows:

- Font - Arial; and
- Font colour - Black.
- Font size - 10;
- Line spacing – single.

8.8 Should you not provide supplementary information or clarifications to the Bank by any deadline notified to you, you may be disqualified from or marked down in the Process.

Instructions for submission of Initial Response

8.9 Suppliers are required to submit an Initial Response which includes the following information by **21 July 2017 (16:00)** (Initial Response Deadline):

- a. Completed response to the SOUR;
- b. Completed Pricing Schedule;
- c. Any comments and/or proposed amendments to the negotiable elements of the Draft Contract (in accordance with Section 7)

Instructions for submission of Final Response

8.10 If applicable, Suppliers are required to submit a Final Response which includes the following information by **TBC** (Final Response Deadline):

- a. Updated response to the SOUR (issued with the Final Tender Materials);
- b. Completed Pricing Schedule (as issued with the Final Tender Materials);

in each case identifying where changes have been made from the Initial Response.

Responses to the SOUR

8.11 Within the SOUR, where Technical Requirements have been provided with supporting examples, such examples are used for context and should not be taken as restricting the requirement.

8.12 In responding to the SOUR, Suppliers should provide:

- a. A descriptive response for each individual Technical Requirement within the SOUR; and
- b. A supplier response code (SRC) for all Technical Requirements for which an SRC is requested.

8.13 Where a Technical Requirement requests a SRC to indicate the level on configuration to meet the Bank's needs, an SRC should be provided. If the Supplier is unsure about the SRC to provide for a given Technical Requirement (e.g. a Technical Requirement is mostly configured (C) but requires a small degree of customisation (D)), the Supplier should declare the lowest SRC (e.g. (D) in this example). Solutions requiring any degree of configuration, customisation or bespokeing are not out of the box or standard.

Table 1

SRC	Description	Detail
A	Standard	Technical Requirement is provided as standard with no

		<p>changes required. A response will only be considered standard if it is available for use with no need for changes (i.e. out of the box) immediately on installation of the Solution and operates exactly in accordance with the Technical Requirement.</p> <p>The accuracy of the SRC and ability to deliver the Technical Requirement must be evidenced in the descriptive response with sufficient detail and examples (including but not limited to screen shots where appropriate) and demonstrated as available if a product assessment is undertaken.</p>
B	Configured by the Bank	<p>Technical Requirement is provided with no need to purchase or develop additional components of the delivered system or services. Changes are provided through the Bank, with support and instruction from the Supplier, configuring the system by using out of the box configuration tools or configuration files provided in the system. Such tools must be able to be used to perform such configuration by Bank operational users or members of the Bank's IT department without the need for significant training (no more than 2/3 days for business users and 5/7 days for IT users).</p> <p>The accuracy of the SRC and ability to deliver the Technical Requirement must be evidenced in the descriptive response with sufficient detail and examples and demonstrated as available (where appropriate) if a product assessment is undertaken.</p>
C	Configured by the Supplier	<p>Technical Requirement is provided with no need to purchase or develop additional components of the delivered base system or services. Changes are provided through the Supplier configuring the system by using out of the box configuration tools or configuration files provided in the system. Such tools <u>would not</u> be able to be used to perform such configuration by the Bank's IT department without the need for supplier level experience and training greater than that defined in SRC B above and therefore would need to be performed by the supplier.</p> <p>The accuracy of the SRC and ability to deliver the Technical Requirement must be evidenced in the</p>

		descriptive response.
D	Customisation	<p>Technical Requirement is delivered by the Supplier delivering any required customisation through configuration where such configuration requires development of new features (including additional non-standard configuration files or tools) in an existing software product or component.</p> <p>The accuracy of the SRC and ability to deliver the Technical Requirement must be evidenced in the descriptive response.</p>
E	Bespoke	<p>Technical Requirement will be delivered by the Supplier as a bespoke development for the Bank. No software product or component currently exists.</p> <p>The accuracy of the SRC and ability to deliver the Technical Requirement must be evidenced in the descriptive response.</p>
F	Not Available	<p>Technical Requirement cannot be provided or delivered, or it is beyond the scope of the systems / services capability.</p> <p>This means that the feature cannot be provided by any of the above means i.e. the Supplier cannot provide at least bespoke development.</p>

If 'N/A' is used in both the SRC and descriptive response columns, the Technical Requirement is included for information purposes only and will not be assessed.

If 'N/A' is used in only the SRC column, only a descriptive response is required.

9 Changes from SQ

9.1 The Supplier must immediately notify the Bank via ProContract of any changes set out in paragraphs 9.1(a) and (b) that comes into effect at any time during this procurement process.

- a. Change in the control, composition, or membership of a Supplier, its Consortium Members or sub-contractors since the Supplier's SQ submission. The Bank reserves the right to re-apply the SQ assessment criteria upon receipt of this notification and this may result in the disqualification of the Supplier from the procurement process; or
- b. Change in the Supplier's, any Consortium Member's, any sub-contractor's or any Parent Company's eligibility in relation to the provisions set out in Regulation 57 of the Regulations. The Bank reserves the right to disqualify any Supplier from further participation in this procurement process if the Supplier, any Consortium Member, any sub-contractor or any Parent Company is unable to confirm its good standing.

10 Terms and conditions for participating in this process

- 10.1 No information contained in Tender Materials and or any Final Tender Materials or in any communication made between the Bank and any Supplier in connection with this Tender Stage shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered. The Bank reserves the right to change the basis of, or the procedures for, the Process, to terminate the Process at any time or not to award any contract.
- 10.2 Under no circumstances shall the Bank incur any liability in respect of the Tender Materials and or any Final Tender Materials or any supporting documentation nor for any loss whatsoever caused to Suppliers in relation thereto or as a result of any termination, amendment or variation of this Process.
- 10.3 The information contained in the Tender Materials and or any Final Tender Materials, any associated documents and/or any other documentation issued to Suppliers or in any related written or oral communication during the Process is believed to be correct at the time of issue but the Bank will not have any liability for its accuracy, adequacy or completeness and no warranty is given as such.
- 10.4 The Tender Materials and or any Final Tender Materials should not be regarded as an investment recommendation made by the Bank or its appointed advisers. Each Supplier must rely on its own enquiries and on its view of the Tender Materials and or any Final Tender Materials.
- 10.5 Suppliers shall bear all their own costs and expenses incurred in the preparation and submission of their Responses and the Bank will in no case be responsible or liable for those costs, regardless of the outcome in relation to individual responses.
- 10.6 Nothing in the Tender Materials and or any Final Tender Materials is intended to exclude or limit the liability of the Bank in relation to fraud or in other circumstances where the Bank's liability may not be excluded or limited under any applicable law.
- 10.7 Suppliers should notify the Bank promptly of any perceived ambiguity, inconsistency, or omission in the Tender Materials and or any Final Tender Materials, any of its associated documents and/or any other documentation issued to them during the Process.
- 10.8 The law governing the procurement process, all Tender Materials and or any Final Tender Materials, any Responses and any resulting contract that the Bank may award to the winning Bidder through this procurement will be English law and the same will be interpreted in accordance with English law.
- 10.9 The Bank may change the information contained in the Tender Materials and or any Final Tender Materials from time to time without prior notice being given by the Bank. Suppliers will be notified of any such change via ProContract.
- 10.10 The Bank requires that all actual or potential conflicts of interest i.e. close personal relationships with employees of the Bank, be declared via ProContract as soon as the Supplier is aware of such conflict, which should then be resolved to the Bank's satisfaction on request of the Bank. Failure to declare such conflicts and / or failure to address such conflicts to the reasonable satisfaction of the Bank may result in the Supplier being disqualified from this procurement process.
- 10.11 Any Supplier who, in connection with its Responses:
 - a. offers an inducement, fee or award to any representative of the Bank or any person acting as an adviser to the Bank in connection with this procurement process; or
 - b. does anything which would constitute a breach of the Bribery Act 2010,will be disqualified (without prejudice to any other civil remedies available to the Bank) from further participation.

11 Confidentiality and FoI and Data Protection

- 11.1 Suppliers who access this document, regardless of whether or not they respond, should treat all information contained herein as confidential. In addition, all further information supplied to you by the Bank, either in writing or orally, must also be treated in confidence and not disclosed to any third party.
- 11.2 These restrictions shall not prohibit you from disclosing information to your professional advisers involved in the preparation of your Response, nor shall the restrictions apply if the information is already in the public domain.
- 11.3 You should be aware of the Bank's obligations and responsibilities under the Disclosure Obligations to disclose information held by the Bank. Information provided by you in connection with the Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the Bank under the Disclosure Obligations, unless the Bank decides that one of the statutory exemptions under the FOIA or the EIR applies.
- 11.4 If you wish to designate information supplied as part of your response or otherwise in connection with this Process as confidential, you must indicate in your response providing clear and specific detail as to the precise elements which are considered confidential and/or commercially sensitive and why you consider an exemption under the FOIA or EIR would apply and the time frame within which you consider an exemption will apply.
- 11.5 The use of blanket protective markings of whole documents such as "commercial in confidence" will not be sufficient. By participating in the Process you agree that the Bank should not and will not be bound by any such markings.
- 11.6 In addition, marking any material as "confidential" or equivalent should not be taken to mean that the Bank accepts any duty of confidentiality by virtue of such marking. You accept that the decision as to which information will be disclosed is reserved to the Bank, notwithstanding any consultation with you or any designation of information as confidential you may have made.
- 11.7 You agree, by submitting your Response that all information is provided to the Bank on the basis that it may be disclosed under the Disclosure Obligations if the Bank considers that it is required to do so.
- 11.8 The Bank reserves the right to disclose all documents relating to this Process for the purpose of seeking advice from third parties and where it is required to publish the documents in accordance with disclosure requirements as required by the government's transparency agenda and policies.
- 11.9 It is possible that a Response may contain Personal Data (as defined under the Data Protection Act 1998). Where such information is provided, the Supplier agrees to such Personal Data being collected, held and used by the Bank in accordance with and for the purposes of administering this procurement and contract award. By providing such information, the Supplier warrants, on a continuing basis, that it has: (a) all requisite authority and has obtained and will maintain all necessary consents required under the Data Protection Regulations (which means the Data Protection Act 1998, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all relevant regulations together with any codes of conduct and guidance issued by the Information Commissioner); and (b) otherwise fully complied with all of its obligations under the Data Protection Regulations in order to disclose to the Bank the Personal Data, and allow the Supplier to carry out the Process. The Supplier shall immediately notify the Bank if any of the consents are

revoked or changed in any way which impacts on the Bank's rights or obligations in relation to such Personal Data.

PART 2 Evaluation Criteria

12 Overview

- 12.1 The evaluation of the Initial Responses and if required the Final Responses will be conducted against the same predetermined contract award criteria set out in this Part 2 (subject to any revisions to the scoring methodologies as set out in Tables 3-9). The award of any Contract will be on the basis of the "most economically advantageous tender" – as defined by the Regulations – which will consider both quality/technical criteria, as well as price.
- 12.2 The SOUR document provides an overview of the Technical Requirements. These are split into Functional Requirements, Non-functional Requirements, Service Requirements, General Approach, Implementation & Migration Approach, Licensing Requirements and Future Requirements. These Technical Requirements will be evaluated in accordance with paragraphs 13 and 14.
- 12.3 The pricing schedule is split into the following and will be evaluated in accordance with paragraph 15
- Worksheet 1 - Licence Charges, Maintenance and Support Services Charges, Implementation Services Charges, Migration Service Charges (including any dual running costs) and Initial Training Charges (together the Designated Charges); and
 - Worksheet 3 - Rate Card – which will be used to cost any Future Requirements of the Bank.

The evaluation will be weighted as set out in Table 2:

Table 2

Area	% Weighting
Technical Requirements	65%
- Functional Requirements	25%
- Non Functional Requirements	20%
- Service Requirements	6%
- General Approach	3%
- Implementation and Migration Approach	8%
- Future Requirements	3%
Pricing Requirements	35%

- Designated Charges	30%
- Rate Card	5%

This is further broken down at Table 10 (Weighting of Technical Requirements).

13 Compliance and minimum standards

Compliance

- 13.1 The Bank will check that Suppliers have submitted a 'complete' Response in accordance with the instructions contained in the Tender Materials. Incomplete Responses may be considered non-compliant and the Bank may exclude non-compliant Responses where it considers it is proportionate to do so.

Minimum Requirements

- 13.2 The Bank will not negotiate on any Minimum Requirements.
- 13.3 A Suppliers Response will be removed from this Process and not evaluated further if the Supplier:
- fails to accept the Draft Contract as issued with the Final Tender Materials (or if the Contract is awarded following Initial Responses, the Draft Contract as issued with the Tender Materials);
 - fails to provide a Licence which meets the Licence Minimum Requirements; and/or
 - is awarded a score of 0 for a Technical Minimum Requirement (regardless of whether an SRC is required or not).

14 Evaluation of SOUR responses

FR's and Non FR's

- 14.1 As detailed in paragraph 8.12, Suppliers should complete the SRC and descriptive box to detail how their Solution will meet the relevant Technical Requirement. The descriptive response should clearly illustrate how the Technical Requirement is delivered using sufficient and relevant detail, supported by examples and / or screen shots where appropriate and provide full clarity as to why the SRC provided is the relevant SRC.

Methodology for scoring Functional Requirements and Non Functional Requirements with SRCs

- 14.2 The SRC provided by Suppliers is for information only. As set out in paragraph 14.3, any score will be determined according to the views of the evaluators based solely on a review of the relevant descriptive response.
- 14.3 When reviewing the descriptive response to a Technical Requirement, the evaluators will consider each individual Technical Requirement separately to allocate each a score and:

- a. Firstly, consider the descriptive elements of the response relative to the SRC and the evaluators will determine based on this what SRC the Solution would fall within as against the descriptions set out at Table 1; and
- b. Secondly, consider whether the descriptive response provides no confidence, limited confidence, a reasonable level of confidence or a high level of confidence in the ability of that Supplier's Solution to deliver that Technical Requirement.

14.4 In circumstances where a Technical Requirement requires interaction by Internal Users, External Users and External Super Users (as defined in the Glossary within the SOUR) with the Solution, the evaluators will, when considering the ability of that Supplier's Solution to deliver the Technical Requirement, also consider the ease of use* of each of the function / functionality that the Technical Requirement is intended to enable the Bank or Reporting Entities to carry out. Where Ease of Use is relevant to a Technical Requirement, this is noted against that Technical Requirement in the SOUR.

* Ease of Use is how intuitive and easy the main user interfaces are to use without technical knowledge of the system. This will be demonstrated by consistency in design and flow, how easy to learn and remember the system features are, these features being available in a low number of clicks and if the system user interface fails, it does so gracefully within a single component of the Solution and without requiring technical knowledge of the Solution.

14.5 The evaluators will evaluate the level of confidence based on the comprehensive details and examples provided as evidence in the descriptive response (including screen shots where appropriate), demonstrating the Solution's ability to deliver the Technical Requirement.

14.6 The evaluators will then use the matrix at Table 3 below to determine the points which will be awarded to that Supplier based on the outcome of the above two assessments.

Table 3

Descriptive response	Ability to meet	The response gives the Bank no confidence in the ability of the Supplier's Solution to deliver the relevant Technical Requirement	The response gives the Bank limited confidence in the ability of the Supplier's Solution to deliver the relevant Technical Requirement	The response gives the Bank reasonable confidence in the ability of the Supplier's Solution to deliver the relevant Technical Requirement	The response gives the Bank high level of confidence in the ability of the Supplier's Solution to deliver the relevant Technical Requirement
Bank's determination of SRC					
A (provided as Standard)		0	4	7	10
B (Configured by Bank)		0	3	5	8
C (Configured		0	3	5	8

by Supplier)					
D (Customisation)		0	2	3	6
E (Bespoke)		0	1	2	4
F (Not Available)		0	0	0	0

Methodology for scoring Non Functional Requirements without SRCs

- 14.7 The evaluators will consider each individual Technical Requirement separately to allocate each a score by reviewing the descriptive response provided as against the scoring rational set out at Table 4 below. The evaluators will evaluate the level of confidence based on the comprehensive details and examples provided as evidence in the descriptive response to demonstrate the Solution's ability to deliver the Technical Requirement. Details and examples of evidence may include a combination of detailed descriptions, screen shots, case studies, metrics and 3rd party assessments as appropriate.

Table 4

Scoring rationale	Points
The response gives the Bank a high level of confidence in the ability of the Supplier's Solution to deliver the relevant Technical Requirement	10
The response gives the Bank reasonable confidence in the ability of the Supplier's Solution to deliver the relevant Technical Requirement	7
The response gives the Bank limited confidence in the ability of the Supplier's Solution to deliver the relevant Technical Requirement	4
The response gives the Bank no confidence in the ability of the Supplier's Solution to deliver the relevant Technical Requirement	0

Methodology for scoring Service Requirements

- 14.8 The evaluators will consider each individual Technical Requirement separately to allocate each a score by reviewing the descriptive response provided as against the scoring rational set out at Table 5 below. The evaluators will evaluate its level of confidence based on the comprehensive details and examples provided as evidence in the descriptive response to demonstrate the Supplier's ability to deliver the service. The Bank considers high standards of Service to include, application of standard methods, staff holding relevant qualifications, efficient processes being used and suitable team sizes.

Table 5

Scoring rationale	Points
The response provided gives a high level of confidence that the Supplier will provide the Services detailed in the Technical Requirement to a high standard.	10
The response provided gives a high level of confidence that the Supplier will provide the Services detailed in the Technical Requirement to a high standard, but there are minor weak areas.	7
The response gives some confidence that the Supplier will provide the Services detailed in the Technical Requirement, but there are significant weak areas.	4
The response does not demonstrate that the Supplier will provide the Services detailed in the Technical Requirement.	0

Methodology for scoring Implementation Approach and Migration Approach

14.9 The evaluators will consider

- a. The Technical Requirements set out at IMP001-IMP009 as a collective to allocate one score across all of those Technical Requirements by reviewing the descriptive responses as against the scoring rational set out at Table 6 below.
- b. The Technical Requirements set out at MR001-MR006 as a collective to allocate one score across all of those Technical Requirements by reviewing the descriptive responses as against the scoring rational set out at Table 6 below.

- 14.10 Further detail is provided within the SOUR (at paragraphs 2.4 and 2.6), but when reviewing confidence in the quality of the approach the evaluators will consider aspects (as dependent on the Technical Requirement) such as; the level of detail and clarity provided in the response, the complexity of the approach in regards to the level of time and resource which will need to be invested by the Bank, whether relevant risks are identified by the Supplier (and if there are adequate processes in place to manage those risks), clear detail on the resources to be provided and explanations as to how these are sufficient so as to meet the Technical Requirement and whether there are clear and detailed communications methods as between the Supplier and Bank.

Table 6

Scoring rationale	Points
The response gives a high level of confidence in the quality of the Supplier's approach in respect of delivering the relevant Technical Requirement	10

The response gives a reasonable level of confidence in the quality of the Supplier's approach in respect of delivering the relevant Technical Requirement	7
The response gives limited confidence in the quality of the Supplier's approach in respect of delivering the relevant Technical Requirement	4
The response gives no confidence in the quality of the Supplier's approach in respect of delivering the relevant Technical Requirement	0

Methodology for scoring General Approach

- 14.11 The evaluators will consider each individual Technical Requirement separately to allocate each a score by reviewing the descriptive response provided as against the scoring rational set out at Table 7 below.
- 14.12 When reviewing the descriptive response to a Technical Requirement, the evaluators will consider each individual Technical Requirement separately to allocate each a score and:
- Firstly, consider the descriptive elements of the response relative to the complexity of the approach and the evaluators will determine based on this whether they consider there is a low, medium or high level of complexity; and
 - Secondly, consider whether the response provides no confidence, limited confidence, reasonable confidence or a high level of confidence in the ability of that Supplier's Solution to deliver that Technical Requirement.
- 14.13 In regards to Technical Requirement GQ001 the Bank is seeking a Solution which demonstrates a low level of complexity in fulfilling the Technical Requirement based on an industry standard approach (i.e. tier 3) requiring a minimum number of components. Comprehensive details and examples should be provided so as to evidence and give the Bank confidence in the Solution's ability to deliver. Details and examples of evidence may include a combination of detailed descriptions, diagrams, case studies and metrics.
- 14.14 In regards to Technical Requirements GQ002, GQ003 and GQ004 the Bank is seeking a Solution which demonstrates a low level of complexity in its ability to amend the data, configuration or code of the Solution in a partitioned manner without having to re-test the entire system and to be able to carry out deployment simply and automatically. Comprehensive details and examples of this should be provided as evidence in the descriptive response to demonstrate and give the Bank confidence in the Solution's ability to deliver the Technical Requirement. Details and examples of evidence may include a combination of detailed descriptions, case studies and metrics.
- 14.15 The evaluators will then use the matrix at Table 7 below to determine the points which will be awarded to that Supplier based on the outcome of the above two assessments.

Table 7

Descriptive response	Ability to meet	The response gives the Bank no confidence in the ability of the Supplier to meet the relevant Requirement	The response gives the Bank limited confidence in the ability of the Supplier to meet the relevant Requirement	The response gives the Bank reasonable level of confidence in the ability of the Supplier to meet the relevant Requirement	The response gives the Bank high level of confidence in the ability of the Supplier to meet the relevant Requirement
Overall Complexity					
High level of complexity in the approach proposed		0	1	3	4
Reasonable level of complexity in the approach proposed		0	2	5	8
Low level of complexity in the approach proposed		0	4	7	10

Methodology for scoring Future Requirements

Future FR's and NFR's

14.16 Responses to these Technical Requirements will be evaluated under the same methodology as Functional Requirements and Non Functional Requirements with SRCs and Non Functional Requirements without SRCs above as applicable.

Future Data Collections

14.17 The evaluators will review each individual Technical Requirement separately to allocate each a score by reviewing the descriptive response provided as against the scoring rational set out at Table 8 below. The Bank is seeking a Supplier whose approach will easily allow new data collections to be added to the Solution. Therefore when evaluating confidence in the quality of the approach the evaluators will consider whether the approach allows maximum business configuration, with minimum technical and Supplier involvement.

Table 8

Scoring rationale	Points
The response gives a high level of confidence in the quality of the Supplier's approach in respect of delivering the relevant Technical Requirement	10
The response gives a reasonable level of confidence in the quality of the Supplier's approach in respect of delivering the relevant Technical Requirement	7
The response gives limited confidence in the quality of the Supplier's approach in respect of delivering the relevant Technical Requirement	4
The response gives no confidence in the quality of the Supplier's approach in respect of delivering the relevant Technical Requirement	0

Supplier Innovation and Roadmap

- 14.18 The evaluators will review each individual Technical Requirement separately to allocate each a score by reviewing the descriptive response provided as against the scoring rational set out at Table 9 below.
- 14.19 The Bank is seeking a Solution whose future is supported by an innovative roadmap, which is highly relevant to use within the financial statistical and regulatory data industry. Evaluators will be seeking responses which evidence a relevant and deliverable roadmap which involves the evolution of the Solution in line with anticipated changes in the financial statistical and regulatory data collection industry.

Table 9

Scoring rationale	Points
For IFR001 and IFR002 Response demonstrates that the Supplier's roadmap is relevant to the characteristics detailed in the Technical Requirement, and covers all the aspects of that Technical Requirement.	10
For IFR003 Response demonstrates the Bank would have significant influence on the Supplier's roadmap.	

<p>For IFR001 and IFR002 Response demonstrates that the Supplier's roadmap is relevant to the characteristics in the Technical Requirement, but the response fails to cover some aspects of the Technical Requirement.</p> <p>For IFR003 Response demonstrates the Bank would have reasonable influence on the Supplier's roadmap.</p>	7
<p>For IFR001 and IFR002 Response demonstrates that the Supplier's roadmap has limited relevance to the characteristics set out in the Technical Requirement and/or fails to cover a number of the aspects of the Technical Requirement.</p> <p>For IFR003 Response demonstrates the Bank would have limited influence on the Supplier's roadmap.</p>	4
<p>For IFR001 and IFR002 Response demonstrates that the Supplier's roadmap has no relevance to the characteristics set out in the Technical Requirement.</p> <p>For IFR003 Response demonstrates the Bank would have no influence on the Supplier's roadmap.</p>	0

Weighting of Technical Requirements

14.20 The overall weighting allocated to the Technical Requirement responses is 65%. This is broken down into the following percentage weighting as set out in Table 10:

Table 10

Area	% Area Weighting	Section	% Section Weighting
Functional Requirements (Section 2.1)	25%	2.1.1. Manage Reporting Entity & Groups	9%
		2.1.2. Manage Users, Roles and Permissions	8%
		2.1.3. Manage Data Collections	8%
		2.1.4. Manage & View Schedule	9%
		2.1.5. Upload and Submit Data	9%
		2.1.6. Process Submitted Data	8%
		2.1.7. Define and Manage Business Rule Checks	9%
		2.1.8. Validate Files and Run Business Rule Checks on Submitted Data	9%
		2.1.9. Retrieve 3rd Party Data	1%
		2.1.10. Manage & Send Notifications	8%
		2.1.11. Share Data with 3rd Parties	3%
		2.1.12. Maintain & View Submitted and Re-submitted data	9%

		2.1.13 Maintain & View Audit Information	3%
		2.1.14. Operational Reporting	4%
		2.1.15. Maintain Help, Guidance and Generic Content	2%
		2.1.16. Provide user support capabilities	1%
Non Functional Requirements (Section 2.2)	20%	2.2.1 Compatibility	25%
		2.2.2 Data	5%
		2.2.3 Development & Maintenance	5%
		2.2.4 Disaster Recovery	3%
		2.2.5 Efficiency	5%
		2.2.6 Reliability	10%
		2.2.7 Security	25%
		2.2.8 Training	5%
		2.2.9 Usability	12%
		2.2.10 Usage	5%
Service Requirements (Section 2.3)	6%	2.3 Service Requirements	100%
General Approach (Section 2.5)	3%	2.5.1 Architecture	83%
		2.5.2 Approach to configure, customise or bespoke solution	17%
Implementation Approach (Section 2.6) & Migration Approach (Section 2.4)	8%	2.6 Implementation Approach	50%
		2.4 Migration Approach	50%
Future Requirements (Section 2.8)	3%	2.8.1 Functional Requirements	15%
		2.8.1 Non-functional Requirements	15%
		2.8.3 Future data collections	45%
		2.8.4 Supplier innovation and product roadmap	25%
Designated Charges / Rate Card	35%	Commercial Evaluation	86 %
		Rate card	14 %

Final score for response to SOUR

14.21 The response to the SOUR will account for 65% of the overall score available, with the Designated Charges and Rate Card accounting for the remaining 35%. As such, the maximum score available for response to the SOUR will be 65%.

To achieve this, the following steps below will be followed:

Step A: Each Requirement in a given section will be scored individually using the criteria in sections 14.1 – 14.19 above.

Step B: The individual Requirement scores for a section will then be tallied to give a **total section score**.

Step C: The total section score for each section will then be weighted (in accordance with Table 10) using a weight adjustment value (calculated as the % area weighting for the section divided by the % section weighting) to give a **total weighted section score**.

Step D: The total weighted section score will be divided by the **maximum available score** (calculated as the total number of requirements in an area multiplied by the maximum points available per requirement i.e. 10) for the area to give the **percentage score for each section**.

Step E: The percentage score for each section will be tallied to give the **percentage score for the area**.

Step F: The percentage score for the area will be multiplied by the **weight for the area** (in accordance with Table 10) to give the **final area score**.

Step G: The final area score for each area will be tallied to give the **overall SOUR score**.

Step H: The highest overall SOUR scoring Supplier will be awarded the maximum **Final SOUR score** available i.e. 65% with the remaining Supplier scores being pro-rated thereafter using the highest overall score to give the **Final SOUR score**.

For example where for the overall SOUR score, Supplier A scores 60%, Supplier B scores 50% and Supplier C scores 40%:

Supplier A has the highest overall SOUR score and therefore will be awarded 65% for the **Final SOUR Score**.

The Final SOUR scores for Suppliers B and C will be calculated using the following formula:

$$(\text{Supplier overall SOUR Score} / \text{Highest Overall SOUR Score}) \times 65\%$$

Supplier B will be calculated as: $(50\% / 60\%) \times 65\% = 54\%$

Supplier C will be calculated as: $(40\% / 60\%) \times 65\% = 52\%$

The Final SOUR scores for Suppliers A, B and C will be as follows

Supplier A = 65%

Supplier B = 54%

Supplier C = 52%

An example of how this process will work (including the formulae used for each step) is included in the spreadsheet at Appendix A to this Instruction to Suppliers and Evaluation Document.

Please note the example begins from Step B above where a total section score has been calculated.

Please also note the example (Except in Step H) shows each section having been awarded a full score.

With reference to the example for the area of **Functional Requirements** in Appendix A, the steps can be identified as follows on the SOUR tab:

- Step B – Total section scores for each section can be found in cells J4 to J19.
- Step C – % of area each section accounts for is found in cells D4 to D19. Weight for each section can be found in cells E4 to E19. Weight Adjustment Values for each section can be found in cells G4 to G19. Total weighted section scores for each section can be found in cells K4 to K19.
- Step D – Maximum available score can be found in cell C20. Percentage Score for each Section can be found in cells L4 to L19.
- Step E – Percentage score for the area can be found in cell L20.
- Step F – The eight for the area can be found in cell C2. Final area score can be found in cell M20.
- With reference to the full example in Appendix A; Step G – overall SOUR score can be found in cell M66.
- With reference to the full example Appendix A; Step H – The Final SOUR Scores can be found in cells K72, L72 and M72.

14.22 For the purposes of evaluation, if an area of Requirements does not contain any sections e.g. 2.3 Service Requirements, this will be evaluated as a single section using the explanation above.

14.23 In regards to the Implementation Approach and Migration Approach where (as set out in paragraph 14.9) certain requirements are being scored collectively, the collective score given will be treated as the total section score.

To determine the score for the response to the SOUR the formula to be used is as follows:

Functional Requirements

Final area score % (Step F) =	Percentage Score for Area (calculated per Steps A – E)	X	25% (weight)
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Non-Functional Requirement with or without SRC

Final area score % (Step F) =	Percentage Score for Area (calculated per Steps A – E)	X	20% (weight)
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Service requirements

Final area score % (Step F) =	Percentage Score for Area (calculated per Steps A – E)	X	6% (weight)
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General Approach

Final area score % (Step F) =	Percentage Score for Area (calculated per Steps A – E)	X	3% (weight)
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Implementation Approach and Migration Approach

Final area score % (Step F) =	Percentage Score for Area (calculated per Steps A – E)	X	8% (weight)
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Future Requirements

Final area score % (Step F) =	Percentage Score for Area (calculated per Steps A – E)	X	3% (weight)
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Overall SOUR score

Final SOUR score % (Step G) =	Final score for Functional Requirements + Final score for Non-Functional Requirements + Final score for Service Requirements + Final score for General Approach + Final Score for Implementation Approach and Migration Approach + Final Score for Future Requirements
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Final SOUR score

Final SOUR Score (Step H) =	(Overall SOUR Score / Highest Overall SOUR Score)	X	65
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15 Evaluation of Pricing Schedules

Designated Charges

- 15.1 The maximum marks available for this element will be 30% and this score 30 will be awarded to the Supplier who submits the lowest total cost for Designated Charges. The remaining Suppliers will receive marks on a pro rata basis from the lowest to the highest price. The calculation used is:

Designated Charges	=	$\frac{\text{Lowest Cost}}{\text{Supplier's Designated Charges}}$	x	30 (Designated Charges weighting)
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- 15.2 For example, if 3 Responses are received and Supplier A's total Designated Charges are is £35, Supplier B's are £50 and Supplier C's are £60 then the calculation will be as follows:

Supplier A Score	=	£35/£35	X	30	=	30.00
Supplier B Score	=	£35/£50	X	30	=	21.00
Supplier C Score	=	£35/£60	X	30	=	17.50

Rate Card Scoring

- 15.3 The total amount for the Rate Card will be calculated as against the weightings for the different grades as detailed in the Rate Card worksheet of the Pricing Schedule.
- 15.4 The maximum marks available for this element will be 5% and this score (5) will be awarded to the Supplier whose overall price for the Rate Card (following the weightings being applied) is the cheapest (Highest Rate Card Score). The remaining Supplier will receive marks on a pro rata basis. The calculation used is:

Rate Card Score	=	$\frac{\text{Rate Card Score}}{\text{Highest Rate Card Score}}$	x	5 (Rate Card weighting)
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- 15.5 For example, if 3 Responses are received and Supplier A's Rate Card Score is £1500, Supplier B's is £1250 and Supplier C's is £1000 then the calculation will be as follows:

Supplier A Score	=	1500/1500	X	5	=	5.00
Supplier B Score	=	1250/1500	X	5	=	4.17
Supplier C Score	=	1000/1500	X	5	=	3.33

Please note that suppliers must not include pricing for Future Requirements within their submitted Pricing Schedule for Implementation Service Charges and Migration Service Charges.

16 Contract Award

- 16.1 The final overall score is the sum of the final score for the Technical Requirements + the final score for Designated Charges + final score for Rate Card.
- 16.2 The Bank intends to award the Contract to the highest scoring Supplier, in accordance with paragraphs 4.9 - 4.12.

APPENDIX A – Product Assessment

1. Part A - Purpose

- 1.1 The Bank will use the Product Assessment to validate selected elements of the Supplier's response to the Technical Requirements, as described in the below table (Selected Requirements), by undertaking a number of activities to demonstrate those Selected Requirements as set out in the table below (Activities).
- 1.2 Suppliers' pre-validated scores for the Selected Requirements may be decreased, using the evaluation criteria in this document, based on the Product Assessment:
- 1.2.1. To account for any discrepancy or inaccuracy, revealed by the Activity, in a Supplier's response on a Selected Requirement.
- 1.2.2. To account for any evaluator uncertainty, created by the Activity, as to any Supplier's response on a Selected Requirement.

2. Part B - Product Assessment Brief

- 2.1 During Product Assessment, each Supplier will set up a version of the proposed Solution of on the Supplier's own infrastructure or local machine(s) which can be accessed at the Bank's premises and with that will carry out the Activities described in the table below. The Bank will provide guest wi-fi access to Suppliers but for the avoidance of doubt no access to Bank systems will be provided. The evaluator(s) will observe the conduct of these Activities against the Supplier's responses, the pre-validated scores of those responses to the relevant Selected Requirements and the evaluation criteria.
- 2.2 Suppliers will make to clear to the evaluator(s) at each point which Activity they are performing and which Selected Requirement is relevant to each part of the demonstrated Activity, with specific reference to the Selected Requirement and the relevant part of the Supplier's response.

Activity	Requirement reference in SOUR
Create a new internal user of the system	B.001
Use that user to create a reporting entity	A.001
Set up a reporting entity user with the ability to manage other users within that entity	B.001
Use the external user to set up contact information	A.007
Use the external user to set up another user within the reporting entity	B.002
Use an internal user to disable an external user	B.001
Use an internal user to configure a system role and modify permissions	B.004 – B.007
Demonstrate the available user monitoring	B.009
Set up a data collection, assign it to a reporting entity and configure its workflow	C.001,003,004
Create a simple web form	C.009
Define and manage a schedule for the reporting	D.001

entity (internal user)	
Demonstrate the schedule notification and management functionality	D.004 – D.008
Use the external user to submit a scheduled file in XBRL format and show the received file	E.001,003,005
Use a simple web form and an external user to submit data. Show the data received	E.003,E.004
Use the external user to submit a none scheduled file in any other format and show the received file	E.014
Demonstrate the ability of internal and external users to view and manage submissions	E.018-E.022
Set up one or more workflow rules to manage submitted files or data and show it in operation	F.001-F.003, F.006
Set up and manage one or more data validation and plausibility rules	G.001-005, G.008,G.012
Demonstrate the application of file validation check	H.001
Demonstrate the automatic application of one or more data plausibility check and show the results	H.003,H.006-H.010, H.013
Use an internal user to configure a notification message	J.002-J.004
Use an internal user to configure one or more rules that generate a notification	J.006
Show the generation of a notification	J.001
Use an internal user to create an XML wrapper file from a collection for output	K.001-K.003
Show the viewing and filtering of a collection in a readable format for an internal user	L.003- L.005, L.010, L.011
Demonstrate internal user configuration, access and reporting on system audit information	M.001, M.002
Demonstrate the submission dashboards available to internal users	N.003, N.004
Demonstrate the ability of internal users to configure and run a report	Any of N.005 to N.010
Demonstrate the ability to configure web portal content	O.001