



# Part 4 Award Questionnaire

## Lot 1B to 1F – Printing Services

**Framework Reference**

**TCUS2419**

**Framework Title**

**External Printing Services**

**Maximum Period of Framework**

**Four Years**

**Return Date**

**Friday 06 March 2020**

**Return Time**

**12:00 Noon**

**Return To**

**[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)**

**Applicant Name**

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# Lot Details

Applicants are required to indicate in the table below which Sub-lot this response relates to.

Applicants who are bidding for more than one Sub-lot are required to complete and submit a separate Part 4a Award Questionnaire in respect of each Sub-lot.

|  |  |
|--|--|
| Sub-Lot B – Bulk and Jobbing Digital Print |  |
| Sub-Lot C – Display                        |  |
| Sub-Lot D – Envelopes                      |  |
| Sub-Lot E – Electoral Printing             |  |
| Sub-Lot F – Parking Stationery             |  |

# Stage Two – Award

## Section A. Pass / Fail Criteria

The questions within this section shall be assessed on the basis of pass or fail.

| Question Number                                | Questions  | Response        |
|--|--|-----------------|
| 1  | Please confirm that the organisation is compliant with the General Data Protection Regulation (GDPR).<br><br><b>Minimum Requirement: Yes</b> | <b>Yes / No</b> |
| <b><u>Data Protection Register Number:</u></b> |  |                 |
| <b><u>Expiry date:</u></b>                     |  |                 |

## Section B. Method Statements

Applicants are required to submit Method Statements, which should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient of detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification Lot 1.

Responses must be relevant to the question and be appropriate in length. The evaluation of the response will not go beyond the page/word limit that has been set, if applicable.

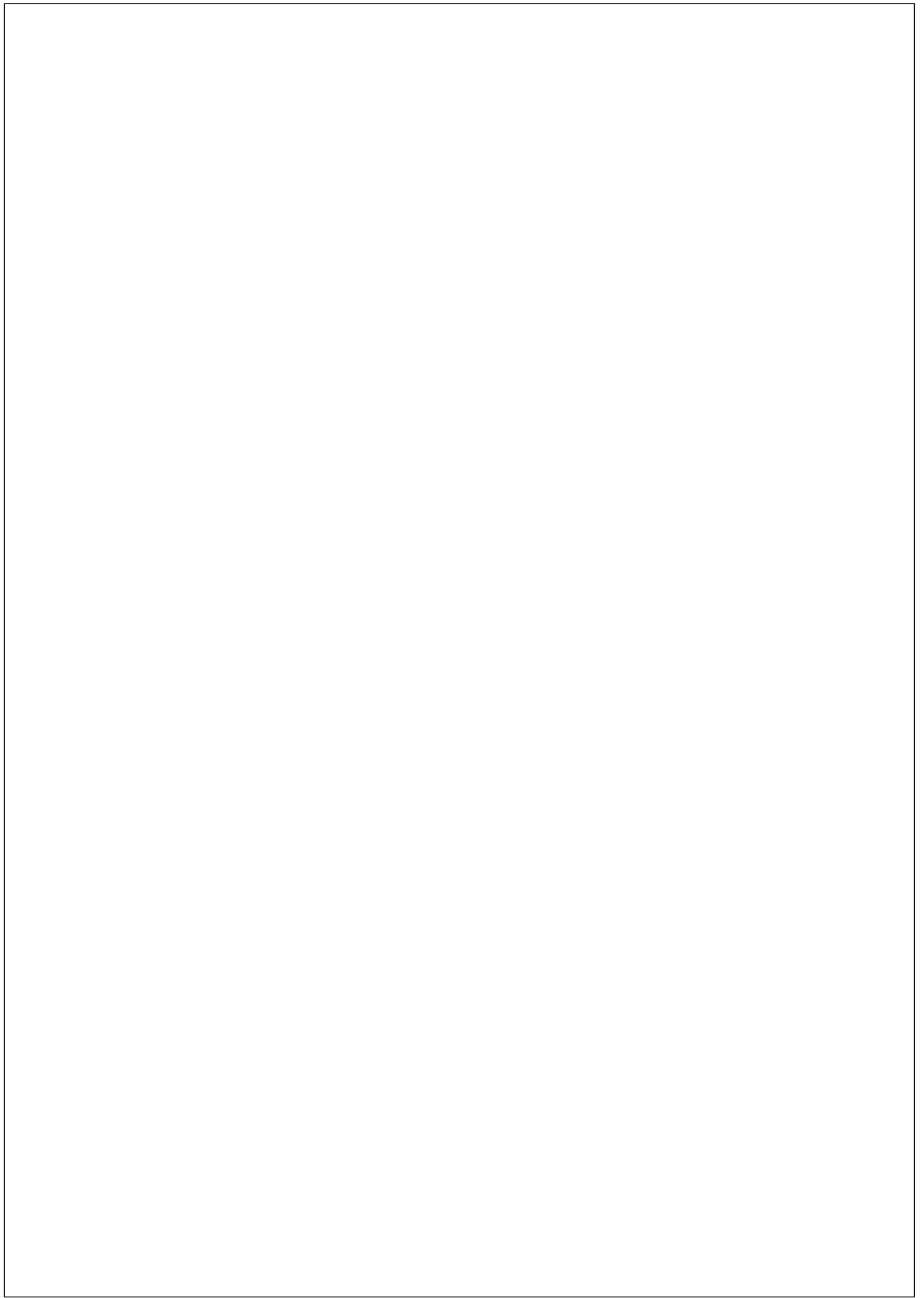
Flowcharts and diagrams should be submitted as Appendices and should not be included within the body of your response. Any supporting information or Appendices submitted, must be clearly referenced in the question to which it relates and must be easily identifiable.

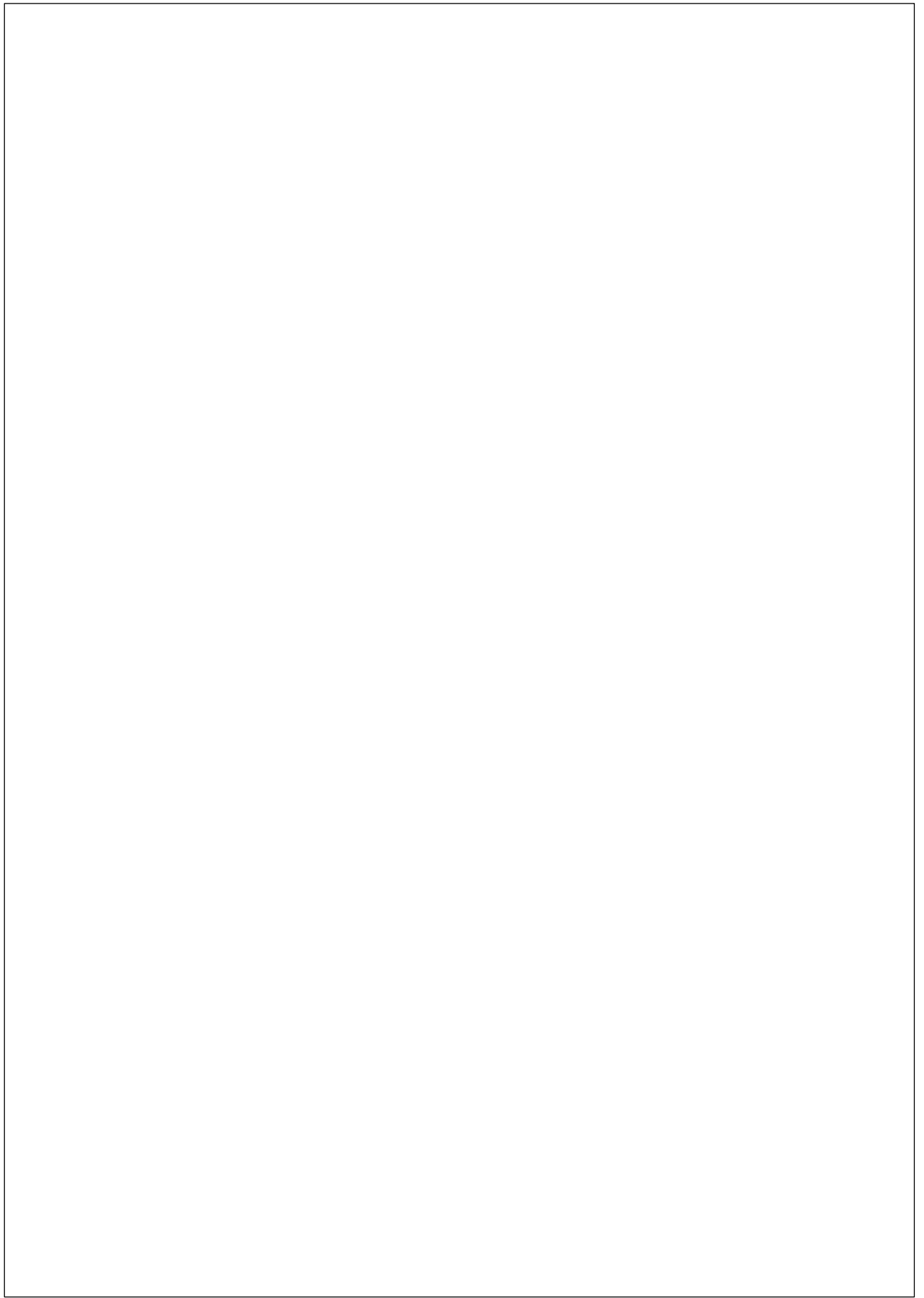
Applicants are required to address social value, sustainability, and environmental considerations along with any further added value within their Method Statement responses.

| Method Statement Number | Method Statement   | Weighting |
|-------------------------|--|-----------|
| 1                       | <b><u>Service Overview</u></b><br><br>Please evidence how you plan to deliver a flexible and responsive “print on demand” printing service that will realise | 1         |

|  |  |  |
|--|--|--|
|  | <p>all of the benefits outlined in Section 2.2.1 within Part 2 Specification Lot 1.</p> <p>As a minimum your response must address all of the Council's requirements set out in the relevant parts of Section 1.5. &amp; Section 2.2.</p> <p>Please note: you do not need to address implementation within this question as it is covered in Method Statement 2.</p> <p><b>Page Limit: Maximum 3 pages in Arial font size 12</b></p> |  |
|--|--|--|

**Response:**

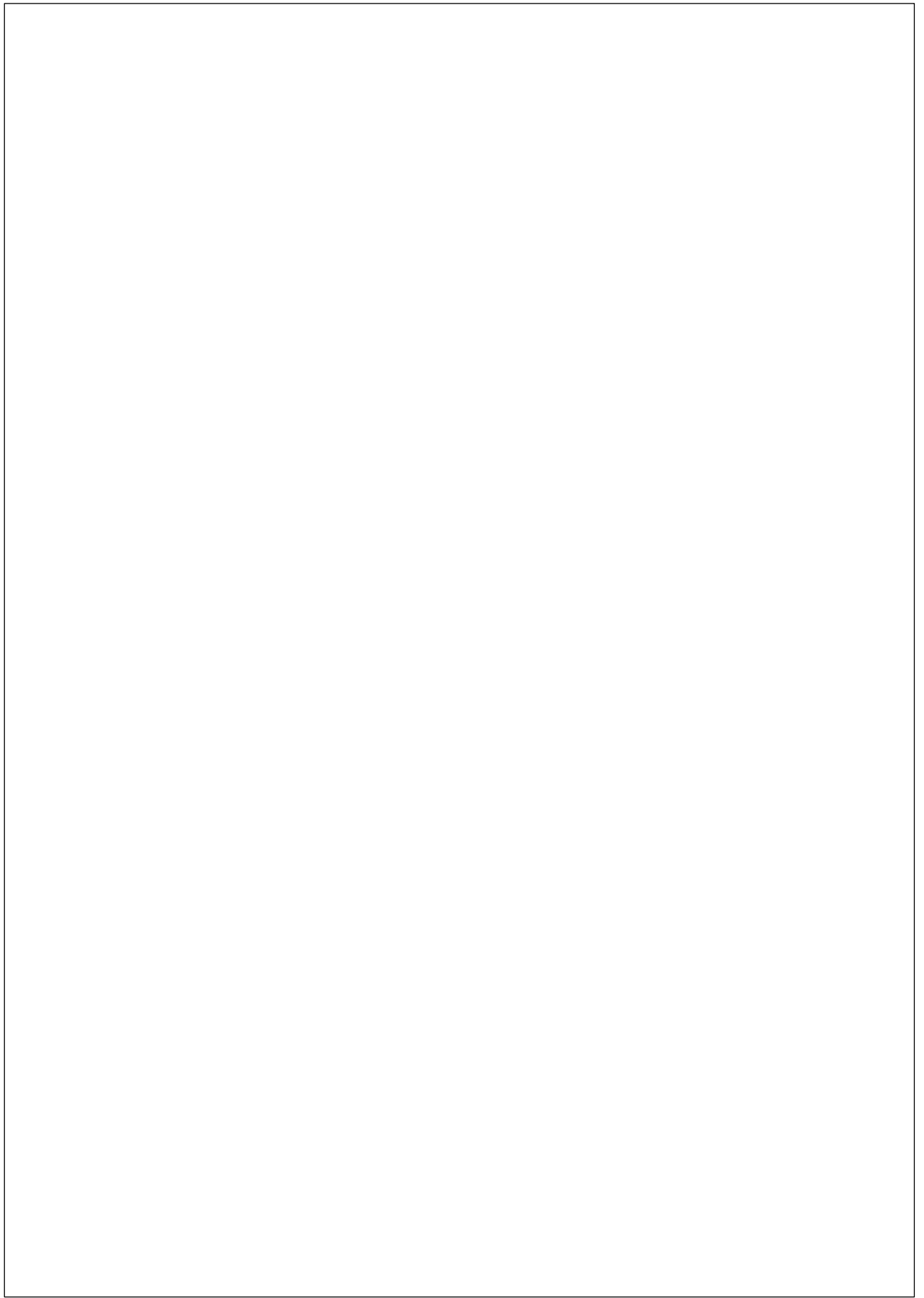






| Method Statement Number | Method Statement   | Weighting |
|-------------------------|--|-----------|
| 2                       | <p><b><u>Change Management</u></b></p> <p>Please evidence how you will ensure a successful Framework start date in relation to the Sub-lot you are bidding for within Part 2 Specification Lot 1.</p> <p>As a minimum your response must address all of the Council's requirements set out in Section 3, including:</p> <ul style="list-style-type: none"> <li>• A detailed implementation plan that clearly highlights timescales, resources and responsibilities; and</li> <li>• A risk register detailing any challenges to service implementation and delivery and how you propose to overcome or mitigate them.</li> </ul> <p><b>Page Limit: Maximum 2 page in Arial font size 12</b></p> | 1         |

**Response:**



| Method Statement Number | Method Statement  | Weighting |
|-------------------------|---|-----------|
| 3                       | <p><b><u>Data and Security</u></b></p> <p>Please evidence how you will meet the Council’s requirements outlined within Section 4 of Part 2 Specification Lot 1 in relation to the Sub-lot you are bidding for.</p> <p>As a minimum your response must include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Reviewing and updating policies for processing data on behalf of data controllers;</li> <li>• Processes for detecting and communicating data breaches;</li> <li>• Complying with the information rights of data subjects, including right of subject access, right to be forgotten and right to rectification;</li> <li>• Deleted of data en-masse and automatically, according to appropriate retention schedules; and</li> <li>• Training employees receive concerning data privacy and security.</li> </ul> <p>Your response should also include as referenced Appendices:</p> <ul style="list-style-type: none"> <li>• Relevant data protection policies and procedures.</li> </ul> <p><b>Page Limit: Maximum 2 pages (excluding Appendices) in Arial font size 12</b></p> | 1         |

**Response:**

