Stakeholder Framework – Event Support

Procurement contact:

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**LOT 3 RFP Questions**

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| Section Ref | Criteria | Weighting |
| Section 1 – Commercial | Pricing | 35% |
| Contract Challenges | 5% |
| Section 2 – Non-Commercial | Non-Commercial question | 60% |
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| Total | | 100% |

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| **Section 1 – Commercial** | **Question** | **Sub Criteria** | **Weighting** | **Answer** |
| 1.1 Pricing | Please find attached a pricing matrix which you are required to complete.  Please note all rates are to be fixed for the initial three (3) year period of the contract term. | For each role, a range method shall be used with the lowest tenderer/s receiving maximum points and the tenderer/s in between will be scored proportionally. | 20% |  |
| 1.2 | Please provide a costed proposal to carry out the brief that has been provided for this LOT    *Please complete both tabs as your response to question 1.1 and 1.2*  *The briefs are real scenarios for NGN and pricing submitted during the tender should be reflective of the pricing that you will charge throughout the contract period.* | A fixed price costed proposal is to be provided for the example project to allow a commercial evaluation to take place on the proposals provided  the lowest tenderer/s receiving maximum points and the tenderer/s in between will be scored proportionally. | 70% |  |
| 1.3 Contract Challenges | Please state any major Contract challenges that you have relevant to the proposed draft agreement and state your proposed amendments in the 'Contract Challenges Matrix' provided. By proposing no challenges, you are confirming that you are acceptable of the proposed draft Agreement Please thoroughly read through the scoring matrix relating to contract challenges. | NGN will use a scoring mechanism as follows:  No Challenges 10  Low Risk 7 - 9  Medium Risk 4 - 6  High Risk 0 – 3 | 10% |  |
| **Section 2 – Non Commercial LOT 3** | **Question** | **Sub Criteria** | **Weighting** | **Answer** |
| 2.1 | Please provide a proposal detailing how you would deliver the example brief. | Responses will be scored out of 10 using the scoring methodology below. | 60% |  |
| 2.2 | Please detail and provide evidence of delivering similar requirements to the example brief. | Responses will be scored out of 10 using the scoring methodology below. | 10% |  |
| 2.3 | Please provide an example of creative and innovative approach to engaging event content and event delivery in order to maximise outputs for the best value. | Responses will be scored out of 10 using the scoring methodology below. | 10% |  |
| 2.4 | Please suggest a format for the discussion session in the scenario and give an example of the type of question(s) you would include to shape a discussion group. | Responses will be scored out of 10 using the scoring methodology below. | 20% |  |

**Lot 3 scenario – Engagement Event Support**

NGN wishes to run an event to seek stakeholders’ views on priorities for the coming year. To achieve this the following services could be required:

* *Event design and planning* - Developing an agenda and event plan including recommendation for format of the event (online/in person/hybrid and rationale for this)

*Event Delivery* - Including mapping and identification of stakeholders to invite, distribution and management of invitations, event facilitation

We are looking for suppliers to outline how they would recommend we approach this and provide costs to cover the design, planning and delivery of the event.

As part of any response, we would be looking for the supplier to include recommendations on the most suitable format for the event for around 50 stakeholders.

The event could be online, in person at an external venue or a hybrid event and would need to be able to capture a representative sample of opinions from stakeholders across our network.

As part of the role, we would be looking for suppliers to help coordinate and manage the event which would include recommending location and finding the venue and any cost of time associated it this. However, the costs of venue hire and catering etc would be classed as external costs and we would not expect them to be included here.

If the event is online, we would be looking for suppliers to provide a recommendation as to the platform used and how they would provide any technical support required

Suppliers do not need to provide costs for venue hire, catering, participant travel, photography/videography (just any additional time costs they feel they would need to cover the logistical costs and events manager role for coordinating things to make sure the event was delivered.)

**Scoring Methodology for weighted questions**

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| **Points** | **Interpretation** |
| **9-10** | **Excellent** –Overall the response demonstrates that the bidder exceeds all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, is a detailed excellent response that meets all aspects of the requirement leaving no ambiguity as to whether the bidder can meet the requirement. |
| **6-8** | **Good** -Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested and any omissions in relation to the level of detail requested in terms of either the response or the evidence are trivial. This, therefore, is a good response that meets all aspects of the requirement which but may have a trivial level ambiguity due the bidder’s failure to provide all information at the level of detail requested. |
| **3-5** | **Adequate** - Overall the response demonstrates that the bidder meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the bidder can meet the requirement due to the bidder’s failure to provide all of the evidence requested. |
| **1-2** | **Poor** – The response does not demonstrate that the bidder meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the bidder can meet the requirement due to the failure by the bidder to show that it meets one or more areas of the requirement. |
| **0** | **Unacceptable** - The response is non-compliant with the requirements of the ITT and/or no response has been provided. |