

TfL Professional Services Framework 2: Engineering Consultancy Services

Invitation to Tender 1

Technical Submission - General

Section Weight: 26%

Criticality: A minimum of 55 per question must be achieved in order to pass each section. If any question is scored below 55 your tender will be rejected.

Please refer to Invitation to Tender, section 6.6 for additional information relating to the scoring descriptors.

Submission Instructions

The questions in this questionnaire must be answered once only regardless of how many Lots applications you are making. All questions must be answered unless stated otherwise.

The file must be named as follows:

ITT2_<Bidder Name>
E.g. "ITT2_Acme Ltd.pdf"

No additional information may be provided via separate file attachments – your complete response to this section must be contained within this file. You must adhere to the word/page limits specified within each question.

Files must be returned in one of the following formats:

1. WORD (.doc) – please ensure that files are saved in Word 97-2003 Document (.doc) format.
2. ADOBE (.pdf) – this is the preferred format, but must only be provided as searchable, unprotected files created by "File > Save As > .pdf" from recent Microsoft Word applications or from a PDF Writer. It is not permissible to provide scanned pdf images, as these are not searchable and may not be possible to read.

The file size of this document once completed should not exceed five Megabytes (5MB). Larger files may take significant time to open over the internet and cause delays in evaluation. To facilitate a 5MB limit, images should be compressed to a quality suitable for printing on A4 or A3 paper and viewing on a 1024x768 pixel screen.

Provide your response within the spaces provided below. Do not amend this file in any other way.

Section 3 – Technical Capability

Reference	<p>(1A) Resource (10%)</p> <ul style="list-style-type: none">• Acquisition, Development and Retention of Personnel• Knowledge management (transfer of knowledge to the Employer)
Question Details	<p>The Employer expects that the Bidder plans, recruits and deploys their resources for optimal utilisation. Appropriate resources must be deployed on all assignments throughout the duration of the assignment.</p> <p>Provide details of the systems and/or formal processes that your organisation utilises to plan, recruit, manage and deploy resources for optimal utilisation. Describe how your resource selection process, for individual assignments, ensures that the Employer is offered people of the appropriate quality with relevant knowledge and skills who are available throughout the life of any project. Address selection of initial individuals/teams and any changes required during the assignment?</p> <p>The Employer expects that the Bidder is able to share its knowledge as part of its assignment.</p> <p>Describe how you would provide knowledge transfer to the Employer. How would you disseminate, share and redeploy the knowledge you are providing to the Employer on assignment(s).</p>
Evaluation Approach	<p>A score shall be given on the following seven point scale:</p> <p>0 = experience judged to be unacceptable 10 = experience judged to be poor 25 = experience below required minimum standard 55 = judged experience satisfactory 75 = judged experience good 90 = judged experience very good 100 = judged experience excellent but no less</p> <p>Please refer to the ITT Instructions to Bidders section 6 for more details on the seven point scoring methodology.</p>

Bidders should insert their response here, ensuring that the table above is not amended in any way.

The response must be no more than 1000 words in total, contained in a maximum of 2 sides of A4 (pictures are allowed within the sides of A4 limit).

PLEASE ADD A WORD COUNT AT THE END OF YOUR ANSWER

(Remove the text within this area when responding to the question)

Reference	(1B) Diversity and Inclusion (8%)
Question Details	<p>Describe how you have delivered diversity and inclusion within your organisation to date? This includes details of the arrangements you have in place and the outcomes delivered? The Employer is looking for bidders who go beyond legal compliance and aim for best practice (you might then list examples or not).</p> <p>Describe how you will ensure that during the course of the Framework you are able to support our commitment to diversity and inclusion? This includes how you will attract and place diverse resource and ensure that those resources are able to demonstrate the knowledge and behaviours in relation to diversity and inclusion that we expect.</p>
Evaluation Approach	<p>A score shall be given on the following seven point scale:</p> <p>0 = Major concerns the response fails to demonstrate an adequate understanding of the relevant requirements and/or objectives.</p> <p>10 = Concerns the response demonstrates only a limited understanding of the relevant requirements and/or objectives.</p> <p>25 = Minor Confidence the response demonstrates a basic understanding of the relevant requirements and/or objectives.</p> <p>55 = Moderate Confidence the response demonstrates the understanding of the relevant requirements and/or objectives.</p> <p>75 = Good confidence the response demonstrates the understanding of the relevant requirements and/or objectives.</p> <p>90 = Very good confidence the response of the relevant requirements and/or objectives.</p> <p>100 = Excellent confidence the response demonstrates an excellent understanding of the relevant requirements and/or objectives.</p> <p>Please refer to the ITT Instructions to Bidders section 6 for more details on the seven point scoring methodology.</p>

Bidders should insert their response here, ensuring that the table above is not amended in any way.

The response must be no more than 1000 words in total, contained in a maximum of 2 side of A4 (pictures are allowed within the sides of A4 limit).

PLEASE ADD A WORD COUNT AT THE END OF YOUR ANSWER

(Remove the text within this area when responding to the question)

Reference	(1C) Behavioural Assessment (8%)
Question Details	<p>Describe your approach to Framework Management and client liaison including proposed resource allocation. Indicate how resources will be managed with a fluctuating workload should there be pipeline uncertainty.</p> <p>Describe what you will do personally to ensure that the Framework operates within an open, honest and fair environment. How have you personally used behaviours to influence positive stakeholder/customer/supply chain outcomes? (select one)</p>
Evaluation Approach	<p>A score shall be given on the following seven point scale:</p> <p>0 = Major concerns with the behaviours demonstrated 10 = Concerns with the behaviours demonstrated 25 = Minor Confidence with the behaviours demonstrated 55 = Moderate Confidence with the behaviours demonstrated 75 = Good confidence with the behaviours demonstrated 90 = Very good confidence with the behaviours demonstrated 100 = Excellent confidence with the behaviours demonstrated</p> <p>Please refer to the ITT Instructions to Bidders section 6 for more details on the seven point scoring methodology.</p>

Bidders should insert their response here, ensuring that the table above is not amended in any way.

The response must be no more than 1000 words in total, contained in a maximum of 2 sides of A4 (pictures are allowed within the sides of A4 limit).

PLEASE ADD A WORD COUNT AT THE END OF YOUR ANSWER

(Remove the text within this area when responding to the question)

