

TfL Professional Services Framework 2: Engineering Consultancy Services

Invitation to Tender 2

Technical Submission – Lot Specific

Section Weight: 34%

Criticality: A minimum of 55 per question must be achieved in order to pass each section. If you score less than 55 for any question your tender will be rejected.

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

Submission Instructions

A separate submission of this section must be completed for each Lot you have been invited to apply for. Each file must be named as follows:

ITT3_<Bidder Name>_<Lot name>
E.g. "ITT3_Acme Ltd_Cost Reporting.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	[2A] CVs (14%)
Question Details	<p>Submit anonymised CVs for each of the following grades of staff, using the headings and format detailed below. Staff must be direct employees of your organisation or one of your joint-bid partners (see Appendix A for full descriptions of the grades):</p> <p>All Bidders</p> <p>Director x 1 core CV</p> <p>Principal Consultant x 1 core CV</p> <p>Senior Consultant x 1 core CV</p> <p>Consultant x 1 core CV</p> <p>Junior Consultant x 1 core CV</p> <p>CVs should contain relevant information under the following headings only, in the order as stated. Bidders must not deviate from this format or provide additional information:</p> <ul style="list-style-type: none"> -Relevant qualifications -Relevant Skills, Capabilities and Competencies -Experience relevant to this specific Lot <p>Maximum 500 words per CV and 1 side of A4.</p> <p>CVs must be provided within the space below – separate file attachments are not permitted.</p> <p>Please refer to the ITT Instructions to Bidders section 6 for more details on the seven point scoring methodology.</p>
Evaluation Approach	<p>A score shall be given on the following seven point scale:</p> <p>0 = experience judged to be unacceptable</p> <p>10 = experience judged to be poor</p> <p>25 = experience below required minimum standard</p> <p>55 = judged experience satisfactory</p> <p>75 = judged experience good</p> <p>90 = judged experience very good</p> <p>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 500 words and 1 side of A4 per CV and must be set out using the headings provided.

PLEASE ADD A WORD COUNT AT THE END OF EACH CV

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

Reference	[2B] Scenario (20%)
Question Details	Review the Scenarios for those Lots you have been invited to bid for and respond below accordingly. Please pay attention to these word limits detailed.
Evaluation Approach	<p>A score shall be given on the following seven point scale:</p> <p>0 = Response judged to be unacceptable</p> <p>10 = Response judged to be poor</p> <p>25 = Response below required minimum standard</p> <p>55 = Judged response satisfactory</p> <p>75 = Judged response good</p> <p>90 = Judged response very good</p> <p>100 = Judged response 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 each question along with their response here, ensuring that the table above is not amended in any way.

The response must be no more than those indicated on each Scenario (word counts vary depending on the number of services being addressed within each lot).

PLEASE ADD A WORD COUNT AT THE END OF YOUR ANSWERS

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