



**Invitation to Quote for:**

**Research services to provide a victim needs assessment for the City of York and North Yorkshire**

**Appendix 2: Response & Pricing Schedule (RPS)**

## Quality

### Question 1: Proposed approach / methodology to undertake the victim needs assessment

Weighting 50%

Maximum 2,000 words

Having regard to the information documented in the Instructions to Bidders document, particularly Section 3 and Section 4 please detail your approach / methodology to undertake the required victim needs assessment for The City of York and North Yorkshire. This must include the key activities/ stages of work you will undertake to achieve the Project Outcomes within the documented timeframe and allocated budget constraints. In addition, please include in your response:

- what you believe the key challenges to be and how you will address them
- how you plan to scope and prioritise the activities / stages of work required to achieve the Project Outcomes
- a detailed timetable of activities / stages of work, working back from the final submission date of **noon Monday 17<sup>th</sup> of March 2014**, by completing the table included below

Marks Awarded	Evaluation Criteria
5	Extremely likely to meet the Project Outcomes on time and within budget with significant additional benefits
4	Very likely to meet the Project Outcomes on time and within budget with minor additional benefits
3	Quite likely to meet the Project Outcomes on time and within budget with no additional benefits
2	Likely to meet the Project Outcomes on time and within budget with minor reservations
1	May be able to meet the Project Outcomes on time and within budget with major reservations

<b>0</b>	Very unlikely to meet the Project Outcomes on time and within budget
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Your response should be a maximum of **2,000 words in Arial 11** (bullet points are acceptable). Should your response exceed the word limit, the response up to that word limit will be evaluated and the remainder disregarded.

**Question 1**

Please complete the table below and insert your written response underneath. Any response information provided outside this box will be disregarded:

Description of Key Activity	Start Date	Completion Date	Number of Days of Work
1.			
2.			
3.			

**Question 2: Experience / expertise in delivering the required outputs, and the capability and capacity of the proposed team**

**Weighting 50%**

**Maximum 3,000 words**

**Please provide details of your research team by completing the table below which documents the number of days individuals will be allocated to this piece of work. With reference to the Instructions to Bidders document, particularly Section 3 and Section 4 please outline your research teams capacity and their individual capabilities relevant to this work and your organisation's ability to achieve the Project Outcomes to time and within budget. In addition, please include in your response:**

- the responsibilities of each team member and how the team will be structured to deliver this work, considering the timescales and budget

**Please also document your team and organisation's relevant experience and expertise in this field, detailing at least one example (from the last three years) when you have successfully delivered a similar piece of work that included working at a Senior/Executive level. Your response should include:**

- project summary
- description of the activities undertaken and outcomes achieved
- start and end dates
- value
- client details (including contact name, email and telephone number - for reference purposes)

Marks Awarded	Evaluation Criteria
5	Extremely likely to be able to provide a research team with the expertise and experience required to deliver Project Outcomes on time and within budget with significant additional benefits
4	Very likely to be able to provide a research team with the expertise and experience required to deliver Project Outcomes on time and within budget with minor additional benefits
3	Quite likely to be able to provide the a research team with the expertise and experience required to deliver Project Outcomes on time and within budget with no additional benefits
2	Likely to be able to provide a research team with the expertise and experience required to deliver Project Outcomes on time and within budget with minor reservations
1	May be able to provide a research team with the expertise and experience required to deliver Project Outcomes on time and within budget with major reservations
0	Very unlikely to be able to provide a research team with the expertise and experience required to deliver Project Outcomes on time and within budget

NOT PROTECTIVELY MARKED

Your response should be a maximum of **3,000 words** in **Arial 11** (bullet points are acceptable). Should responses exceed the word limit, the response up to that word limit will be evaluated and the remainder disregarded.

NOT PROTECTIVELY MARKED

**Question 2**

Please complete the table below and insert your written response underneath. Any response information provided outside this box will be disregarded:

Name of Key Research Team member	Qualifications & Experience relevant to this piece of work	Number of Days Allocated to this piece of work	Please confirm if individual is NPPV Level 2*	Daily Rate (£)
1.				
2.				

\* In line with the Association of Chief Police Officers (ACPO) Non Police Personnel Vetting levels - details are included in the linked document from page 41:  
<http://www.acpo.police.uk/documents/workforce/2012/201205-wfdb-a-vetting-policy.pdf>



## Pricing Schedule

Please provide a breakdown of costs by key activity, as outlined in your response to Question 1, that your organisation deems necessary to achieve the Project Outcomes detailed in the Specification (breakdown for information purposes only – not evaluated):

Description of Key Activity	Fixed Cost (£)
1.	
2.	
3.	
4.	
5.	
<b>Total (must not exceed £50,000 excluding VAT)</b>	