

Literature Review Tender Protocol

1. The tender for a literature review is being conducted in accordance with the GOC's contracts and procurement policy (attached).
2. Responses will be kept confidential and opened together at a tender review meeting on Tuesday 1 June 2021 by Kiran Gill and Claire Bond.
3. Responses will be evaluated objectively in accordance with the following criteria and percentage weighting:
 - i. Timetable for completion (20%).
 - ii. Cost (30%)
 - iii. Experience of writing and delivering for diverse (non-academic) audiences (20%)
 - iv. Outline of intended methodology and focus (20%)
 - v. Any other information demonstrating suitability (10%)

Tender response evaluation score key

5 – Excellent

The Tenderer has provided a thorough response, addressing ALL requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions.

4 – Good

The Tenderer has provided a strong response addressing most of the requirements in detail, providing confidence that the requirements can be met in full.

3 – Satisfactory

The Tenderer has provided a satisfactory response addressing most of the requirements in sufficient detail, providing confidence that most requirements can be met.

2 – Acceptable

The Tenderer has provided an acceptable response addressing some of the requirement with partial detail. There are a few concerns about whether the requirements can be met, which requires further clarification.

1 – Unsatisfactory

The Tenderer has provided a minimal response addressing some of the requirement with very little detail. The response provided does not provide full confidence that the requirements can be met.

0 – Major Concerns

The Tenderer has failed to address the question, submitted a nil response or any element of the response gives cause for major concern that requirement[s] will not be met.