

Request for Proposal (RFP)

For: Monitoring and Evaluation Expert for a Tracer Study for the “English Together” Project

Date: 2 August 2021

1 Overview of the British Council

1.1 The British Council builds connections, understanding and trust between people in the UK and other countries through arts and culture, education and the English language. We help young people to gain the skills, confidence and connections they are looking for to realise their potential and to participate in strong and inclusive communities. We support them to learn English, to get a high-quality education and to gain internationally recognised qualifications. Our work in arts and culture stimulates creative expression and exchange and nurtures creative enterprise.

1.2 We connect the best of the UK with the world and the best of the world with the UK. These connections lead to an understanding of each other's strengths and of the challenges and values that we share. This builds trust between people in the UK and other nations which endures even when official relations may be strained.

1.3 We work on the ground in more than 100 countries. In 2019-20 we connected with 80 million people directly and with 791 million people overall, including online and through our broadcasts and publications. Founded in 1934, we are a UK charity governed by Royal Charter and a UK public body. Further information can be viewed at www.britishcouncil.org.

2 Introduction and Background to the Project

2.1 Education reform is a priority for the Turkish Government. Turkey's Education Vision 2023 outlines the core changes needed in different areas, which include strengthening and improving the professional development of all foreign language teachers. The Education Vision 2023 aims to restructure and reform teacher training and continuing professional development systems for English language teachers and envisages a new blended professional development system, including both face-to-face and online education. The new structures should be put into practice from 2019 to 2022.

The Ministry of National Education (MONE) has more than 80,000 English teachers serving in different types of schools around the country and is aware that each of them has different needs specific to the type and location of school in which they teach, and their different qualifications and experiences. The British Council is collaborating with MONE on the design and implementation of a national capacity building project to develop a sustainable, continuing professional development framework for English language teachers in Turkey. The programme's primary beneficiaries are the 37,505 teachers from lower secondary schools.

One of the outcomes of the project is the development of an accessible, relevant and appropriate Continuing Professional Development programme focused on the establishment of Professional Learning Communities (PLCs) by English Teachers in Turkey.

To this end, at least 2,500 teachers will be trained as PLC facilitators to lead on the creation and implementation of Continuous Professional Development programmes through PLCs, and at least 250 PLCs will be established in 81 provinces meeting on a regular basis.

Ultimately, it is expected that at least 35,000 teachers will be engaged in peer learning through the project.

The activities foreseen between September 2021 and March 2022 are as follows:

- September 2021: Summer Camp - PLC facilitator workshops for the 300 new PLC facilitators in 23 cities
- September-December 2021: Supporting the PLC facilitators in the 23 cities to establish their PLCs to reach 13,000 teachers in these cities
- September 2021-March 2022: Continuing support to the Ankara PLCs to reach 1,500 teachers
- October-November 2021: PLC facilitator training for a new cohort of 1,100 teachers from 30 new cities
- December 2021-March 2022: supporting the PLC facilitators in the 30 cities to establish their PLCs to reach approx. 15,000 teachers in these cities

Please visit <https://www.britishcouncil.org.tr/en/english-together> for more information on the project.

The purpose of this work is to develop and implement a longitudinal independent assessment of the PLCs as a core model for English teachers' continuous professional development and improvement of classroom performance. With this purpose, it is expected from a consultant to develop and conduct a Tracer Study and collect longitudinal data which will provide evidence on the effectiveness of the PLCs to improve teachers' professional practices; identify mechanisms and factors within PLCs that support or hinder teachers' professional development; explore how sustainable PLCs are; and define key learnings and recommendations for improvement.

2.2 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirement of the British Council and the process for submitting a proposal in response to this RFP (**"Proposal"**).

3 Proposal Conditions and Contractual Requirements

This section of the RFP sets out the British Council's contracting requirements, general policy requirements, and the general conditions relating to this procurement process ("**Procurement Process**").

3.1 Contracting requirements

3.1.1 Contracting authority: the British Council which includes any other companies and organisations that control or are controlled by the British Council from time to time (see: <http://www.britishcouncil.org/organisation/structure/status>).

3.1.2 Delivery location for goods and/or services: the British Council offices in Turkey.

3.1.3 Duration: Between September 2021 until the end of March 2022 with an option for an extension for up to an additional one year.

3.1.4 Contractual terms: As set out at Annex 1 (Terms and Conditions of Contract) ("**Contract**"). By submitting a Proposal, you are agreeing to be bound by the terms of this RFP and the Contract without further negotiation or amendment. Once the Contract is awarded, there will be no changes allowed to the Contract (except in accordance with the provisions of the Contract). Any clarification questions in relation to any aspect of this Procurement Process and the associated documentation should be submitted in accordance with the process set out in paragraph 12 (*Clarification Requests*). Only changes which relate to the correction of ambiguity or manifest error in relation to the terms of the Contract will be considered and, if necessary, the British Council may, when issuing its response to clarification questions, reissue Annex 1 to reflect such changes. Any proposed amendments received from a potential supplier as part of its Proposal shall entitle the British Council to reject that Proposal and to disqualify that potential supplier from this Procurement Process.

3.2 General Policy Requirements

3.2.1 By submitting a Proposal, you confirm that you will, and that you will ensure that any consortium members and/or subcontractors will, comply with all applicable laws, codes of practice, statutory guidance and applicable British Council policies relevant to the goods and/or services being supplied. All relevant British Council policies that suppliers are expected to comply with can be found on the British Council website (<https://www.britishcouncil.org/organisation/transparency/policies>).

3.3 General Proposal conditions ("Proposal Conditions**")**

3.3.1 Application of these Proposal Conditions – In participating in this Procurement Process and/or by submitting a Proposal it will be implied that you accept and will be bound by all the provisions of this RFP and its Annexes. Accordingly, Proposals should be made on the basis of and strictly in accordance with the requirements of this RFP.

3.3.2 Third party verifications – Your Proposal is submitted on the basis that you consent to the British Council carrying out all necessary actions to verify the information that you have provided, and the analysis of your Proposal being undertaken by one or more third parties commissioned by the British Council for such purposes.

3.3.3 Information provided to potential suppliers – Information that is supplied as part of this Procurement Process is supplied in good faith. The information contained in the RFP and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue. No liability (save for fraudulent misrepresentation) is accepted for its accuracy, adequacy or completeness and no warranty is given as such.

3.3.4 Potential suppliers to make their own enquires – You are responsible for analysing and reviewing all information provided to you as part of this Procurement Process and for forming your own opinions and seeking advice as you consider appropriate. The clarification process set out in paragraph 12 should be used for any queries in relation to this Procurement Process.

3.3.5 Amendments to the RFP – At any time prior to the Response Deadline, the British Council may amend the RFP and if appropriate, the Response Deadline shall, at the discretion of the British Council, be extended.

3.3.6 Compliance of Proposal – Any goods and/or services offered should be on the basis of and strictly in accordance with the RFP (including, without limitation, any specification of the British Council's requirements, these Proposal Conditions and the Contract) and all other documents and any clarifications or updates issued by the British Council as part of this Procurement Process.

3.3.7 Compliance with the terms of the Contract – The successful supplier must comply with the Contract as set out in Annex 1 without any amendment (save as described in paragraph 3.1.4).

3.3.8 Format of Proposal – Proposals must comprise the relevant documents as detailed by the British Council in Annex 2 (Supplier Proposal) completed in accordance with relevant all instructions. Any documents requested by the British Council must be completed in full. It is important that you read the RFP carefully before completing and submitting your Proposal.

3.3.9 Modifications to Proposals once submitted – You may modify your Proposal prior to the Response Deadline by giving written notice to the British Council. Any modification should be clear and submitted as a completely new Proposal in accordance with Annex 2 (Supplier Proposal) and these Proposal Conditions.

3.3.10 Disqualification – If you breach these Proposal Conditions, if there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this Procurement Process, if any other circumstances set out in this RFP, and/or in any supporting documents, entitling the British Council to reject a Proposal apply and/or if you or your appointed advisers attempt:

- to inappropriately influence this Procurement Process or fix or set the price for goods or services;
- to enter into an arrangement with any other party that such party shall refrain from submitting a Proposal;
- to enter into any arrangement with any other party (other than another party that forms part of your consortium bid or is your proposed sub-contractor) as to the prices submitted;
- to collude in any other way;
- to engage in direct or indirect bribery or canvassing by you or your appointed advisers in relation to this Procurement Process; or
- to obtain information from any of the employees, agents or advisors of the British Council concerning this Procurement Process (other than as set out in these Proposal Conditions) or from another potential supplier or another Proposal,

the British Council shall be entitled to reject your Proposal in full and to disqualify you from this Procurement Process. Subject to paragraph 3.3.1 below, by participating in this Procurement Process you accept that the British Council shall have no liability to a disqualified potential supplier in these circumstances.

3.3.11 Proposal costs – You are responsible for obtaining all information necessary for preparation of your Proposal and for all costs and expenses incurred in preparation of the Proposal. Subject paragraph 3.3.15, you accept by your participation in this Procurement Process, including without limitation the submission of a Proposal, that you will not be entitled to claim from the British Council any costs, expenses or liabilities that you may incur in submitting a Proposal irrespective of whether or not your Proposal is successful.

3.3.12 Rights to cancel or vary this Procurement Process – Nothing in this Procurement Process will bind the British Council to enter into any contractual or other arrangement with you or any other potential supplier. It is intended that the remainder of this Procurement Process will take place in accordance with the provisions of this RFP, but the British Council reserves the right to terminate, amend or vary (to include, without limitation, in relation to any timescales or deadlines) this Procurement Process by notice in writing. Subject to paragraph 3.3.15, the British will have no liability for any losses, costs or expenses you incur as a result of such actions.

3.3.13 Consortium Members and sub-contractors – It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these Proposal Conditions and the requirements of this RFP.

3.3.14 Liability – Nothing in these Proposal Conditions is intended to exclude or limit the liability of the British Council in relation to fraud or in other circumstances where the British Council's liability may not be limited under any applicable law.

4 Confidentiality and Information Governance

4.1 All information supplied to you by the British Council, including this RFP and all other documents relating to this Procurement Process, either in writing or orally, must be treated in confidence and not disclosed to any third party (save to your professional advisers, consortium members and/or sub-contractors strictly for the purposes only of helping you to participate in this Procurement Process and/or prepare your Proposal) unless the information is already in the public domain or is required to be disclosed under any applicable laws.

4.2 You shall not disclose, copy or reproduce any of the information supplied to you as part of this Procurement Process other than for the purposes of preparing and submitting a Proposal. There must be no publicity by you regarding the Procurement Process or the future award of any contract unless the British Council has given express written consent to the relevant communication.

4.3 The British Council reserves the right to disclose all documents relating to this Procurement Process, including without limitation your Proposal, to any employee, third party agent, adviser or other third party involved in the Procurement Process in support of, and/or in collaboration with, the British Council. The British Council further reserves the right to publish the Contract once awarded and/or disclose information in connection with supplier performance under the Contract in accordance with any public sector transparency policies (as referred to below). By participating in this Procurement Process, you agree to such disclosure and/or publication by the British Council in accordance with such rights reserved by it under this paragraph.

4.4 The Freedom of Information Act 2000 ("FOIA"), EU General Data Protection Regulation (GDPR) 2015, the Environmental Information Regulations 2004 ("EIR"), and public sector transparency policies apply to the British Council (together the "**Disclosure Obligations**").

4.5 You should be aware of the British Council's obligations and responsibilities under the Disclosure Obligations to disclose information held by the British Council. Information provided by you in connection with this Procurement Process, or with any contract that may be awarded as a result of this exercise, may therefore have to be disclosed by the British Council under the Disclosure Obligations, unless the British Council decides that one of the statutory exemptions under the FOIA or the EIR applies.

5 Proposal Validity

5.1 Your Proposal must remain open for acceptance by the British Council for a period of sixty days from the Response Deadline. A Proposal not valid for this period may be rejected by the British Council.

6 Payment and Invoicing

6.1 The British Council will pay correctly addressed and undisputed invoices within 30 days in accordance with the requirements of the Contract. Suppliers to the British Council must ensure comparable payment provisions apply to the payment of their sub-contractors and the sub-contractors of their sub-contractors. General requirements for an invoice for the British Council include:

- A description of the good/services supplied is included.
- The British Council Purchase Order number is included.
- It is sent electronically via email in PDF format to a given e-mail address.

7 Specification

7.1 Scope

The aim of this assignment is the design and implementation of a Tracer Study, namely longitudinal independent assessment of Professional Learning Communities (PLCs) as a core model for English teachers' continuous professional development and improvement of classroom performance.

The focus of the Tracer Study will be development paths of selected PLCs and teachers involved in them. It will cover selected PLCs in various regions across Turkey. It is expected from the consultant to develop an overall approach and methodology for the Tracer Study, including the approach for the selection of PLCs, data collection tools and instruments (both quantitative and qualitative), timeline and data analysis approach. Tracer Study should be aligned with the programme's Result Framework and add value to the overall monitoring and evaluation efforts. All elements of the approach and methodology should be agreed with the British Council and Ministry of Education.

Due to the nature of the project and possible Covid19 related restrictions, it is expected that the whole consultancy (or most of it) will be delivered online.

British Council will provide all relevant documents and data, and support with access to PLCs and other logistical arrangements.

7.2. Description of the work

The purpose of this assignment is the development and implementation of a longitudinal independent assessment of Professional Learning Communities (PLCs) as a core model for English teachers' continuous professional development and improvement of classroom performance. With this purpose, it is expected from a consultant to develop and conduct a Tracer Study and collect longitudinal data which will provide evidence on the effectiveness of the Professional Learning Communities to improve teachers' professional practices; identify mechanisms and factors within PLCs that support or hinder teachers' professional development; explore how sustainable PLCs are; and define key learnings and recommendations for improvement.

To achieve the stated purpose and objectives, the selected consultant will complete the following tasks:

- **Familiarise with programme documents and review existing programme logic and Result Framework** – Professional Learning Communities are part of the broader teachers' professional development efforts within the English Together programme. It is expected from the consultant to familiarise with all relevant programme documents, progress to date, including the pilot phase.

Special emphasis should be on the evaluation of the pilot phase, its findings and recommendations, as well as on proposed data collection tools and their potential use in the project.

In addition, the consultant should critically review the existing programme logic and Result Framework and propose changes for improvement if needed. As part of this process, the consultant will facilitate an M&E workshop with representatives from the Ministry of Education and the British Council where all details regarding the programme logic and the Result Framework will be agreed.

- **Review data on Professional Learning Communities established in the pilot phase** – During the pilot phase, 50 PLCs were established in Ankara region. It is expected from the consultant to review the existing data and results achieved to date, but also to use this process to gain deeper understanding of the PLCs' work and to review M&E methods and instruments used for data collection and tracking PLCs. Findings of this process should be summarised in a brief report including recommendations for the improvement of future PLCs.
- **Development of the Tracer Study** – Purpose of the Tracer Study is to track the development paths of selected PLCs and teachers involved in them. It should enrich understanding on how PLCs work, how internal dynamics look like and what value peer learning and PLCs bring to teachers' professional development. It is expected that the Tracer Study will provide an evidence base to the following key questions:
 - How effective was peer learning and support provided through PLCs in improving English teachers' professional practice?
 - Which factors within PLCs supported or hindered teachers' professional development?
 - How sustainable are PLCs as a mechanism for English teachers' continuous professional development and improvement of classroom performance?

In addition, The Tracer Study should be aligned with the Result Framework, namely it should ensure that data for relevant PLC related indicators are collected.

Peer supported professional development through communities of practice is a long-term process meaning that the change is better captured if tracked over time. Thus, it is expected from the consultant to design an approach which will address this. Namely, s/he should design the overall approach and methodology of the Tracer Study, including (1) approach to the selection of the PLCs to be involved in the study and tracked over time; (2) data collection methods and tools (both quantitative and qualitative); (3) frequency of data collection for each tool; and (4) data analysis approach.

It is also expected that the Tracer Study will address Equality, Diversity and Inclusion (EDI) related objectives of the project developed in line with the British Council's EDI strategy which will be explained further to the selected consultant. Accordingly, the data collection and analysis approach

should incorporate EDI dimensions including, but not limited to, teachers working in rural and urban schools, teachers working with migrant children or children from different socio-economic groups.

The Tracer Study approach should be proposed in detail in the **Inception Report** and agreed with the British Council and Ministry of Education.

- **Implementation of the Tracer Study** – Once approaches, methods, instruments and timeline presented in the Inception Report are signed-off, it is expected from the consultant to start working on the implementation of the plan. Having in mind that the Tracer Study should provide longitudinal data, it is expected that data collection and analysis will be done several times.
- **Reporting** - It is expected from the consultant to develop periodic reports/updates as well as the final report at the end of assignment. Detailed format and reporting schedule will be agreed with the British Council team.

7.3. Expected deliverables

1. **M&E workshop and updated programme logic and Result Framework** – Facilitation of the M&E workshop with representatives from the Ministry of Education and the British Council where all details regarding the programme logic and Result Framework (e.g. indicators, data collection tools, etc.) will be reviewed and if needed, changes agreed. As a result of this workshop, existing programme logic and Result Framework will be updated and finalised.
2. **Brief review of the existing data on PLC work and results** – This document should present existing data on PLCs' work and results achieved to date as well recommendations for the improvement of future PLCs.
3. **Inception Report including detailed Tracer Study design** – Inception report should provide brief understanding of the programme, especially PLC component and elaborate in details on the Tracer Study design which should include: (i) overall approach, design and methodology including how the EDI dimensions will be addressed; (ii) sample approach for selecting PLCs to be involved in the study and tracked over time; (iii) data collection methods, tools and instruments and data analysis; (iii) risks and limitations; (iv) timeline; and (v) periodic and final report outline. Purpose of the inception report is to ensure mutual agreement on the approach and expectations from the Tracer Study.
4. **Periodic reports** – Periodic reports should follow longitudinal nature of the study and provide regular updates on PLCs and teachers' development. They should also provide actionable recommendations for the improvements of the PLCs' work and support ongoing decision-making.
5. **Tracer Study Final Report** – The Final Report should include (minimum, but not limited to): executive summary, description of intervention, study purpose and methodology applied, findings,

conclusions, recommendations and lessons learnt, annexes. The report should provide objective and evidence-based findings and support organizational learning and accountability.

8 Mandatory Requirements / Constraints

8.1 As part of your Proposal, you must confirm that you meet the mandatory requirements / constraints, if any, as set out in the British Council's specification forming part of this RFP. Failure to comply with any mandatory requirements or constraints shall entitle the British Council to reject a Proposal.

9 Key background documents

9.1 Further relevant background documents / information may be provided to potential suppliers as an Annex to this RFP and/or by way of the issue of additional documents / links to additional information / documents. Please view list of Annexes at the end of this document.

10 Timescales

10.1 Subject to any changes notified to potential suppliers by the British Council in accordance with the Proposal Conditions, the intended timescales applicable to this Procurement Process are:

| Activity | Date / time |
|---|--------------------------------------|
| RFP issued to bidding suppliers | 2 August 2021 |
| Deadline for clarification questions (Clarification Deadline) | 16 August 2021, 23:59 Turkey time |
| British Council to respond to clarification questions | 20 August 2021 |
| Deadline for submission of Proposals by potential suppliers (Response Deadline) | 30 August 2021, 23:59 Turkey time |
| Final Decision | 9 September 2021 |
| Contract concluded with the winning supplier | 16 September 2021 |
| Contract start date | 16 September 2021 |

11 Instructions for Responding

11.1 The documents that must be submitted to form your Proposal are listed at Part 2 (Submission Checklist) of Annex 2 (Supplier Proposal) to this RFP. All documents required as part of your Proposal should be submitted to seda.mumcu@britishcouncil.org.tr and to deniz.cetin@britishcouncil.org.tr by the Response Deadline, as set out in the Timescales section of this RFP.

11.2 The following requirements should be complied with when submitting your Proposal in response to this RFP:

- Please ensure that you send your submission in good time to prevent issues with technology – late Proposals may be rejected by the British Council.
- Do not submit any additional supporting documentation with your Proposal except where specifically requested to do so. PDF, JPG, PPT, Word and Excel formats can be used for any additional supporting documentation (other formats should not be used without the prior written approval of the British Council).
- All attachments/supporting documentation should be provided separately to your main Proposal document, clearly labelled and cross-referenced to the Proposal as relevant.
- If you submit a generic policy / document you must indicate the page and paragraph reference that is relevant to a particular part of your Proposal.
- Unless otherwise stated as part of this RFP or its Annexes, all Proposals should be in the format of the relevant British Council requirement with your response to that requirement inserted underneath.
- Where supporting evidence is requested as 'or equivalent' you must demonstrate such equivalence as part of your Proposal.
- Any deliberate alteration of a British Council requirement as part of your Proposal will invalidate your Proposal to that requirement and for evaluation purposes you shall be deemed not to have responded to that particular requirement.
- Responses should be concise, unambiguous, and should directly address the requirement stated.
- Your Proposal to the RFP requirements and pricing will be incorporated into the Contract, as appropriate.

12 Clarification Requests

12.1 All clarification requests should be submitted to seda.mumcu@britishcouncil.org.tr and to deniz.cetin@britishcouncil.org.tr by the Clarification Deadline, as set out in the Timescales section of this RFP. The British Council is under no obligation to respond to clarification requests and will respond if the question is appropriate and received before the Clarification Deadline.

12.2 Any clarification requests should clearly reference the appropriate paragraph in the RFP documentation and, to the extent possible, should be aggregated rather than sent individually.

12.3 The British Council reserves the right to issue any clarification request made by you, and the response, to all potential suppliers unless you expressly require it to be kept confidential at the time the request is made. If the British Council considers the contents of the request not to be confidential, it will inform you and you will have the opportunity to withdraw the clarification query prior to the British Council responding to all potential suppliers.

12.4 The British Council may at any time request further information from potential suppliers to verify or clarify any aspects of their Proposal or other information they may have provided. Should you not provide

supplementary information or clarifications to the British Council by any deadline notified to you, your Proposal may be rejected in full and you may be disqualified from this Procurement Process.

13 Evaluation Criteria

13.1 You will have your Proposal evaluated as set out below:

Stage 1: Proposals will be checked to ensure that they have been completed correctly and all necessary information has been provided. Responses correctly completed with all relevant information being provided and all mandatory requirements as outlined in Section 8 met will proceed to Stage 2. Any Proposal not correctly completed in accordance with the requirements of this RFP and/or containing omissions may be rejected at this point. Where a Proposal is rejected at this point it will automatically be disqualified and will not be further evaluated.

Stage 2: If a bidder succeeds in passing Stages 1 of the evaluation, then it will have its Proposal evaluated in accordance with the evaluation methodology set out below.

13.2 Award Criteria – Responses from potential suppliers will be assessed to determine the most economically advantageous proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

| Criteria | Weighting |
|---|-----------|
| Experience with similar projects and/or consultancies | 20% |
| Quality of methodology and approach | 35% |
| Workplan | 10% |
| Social Value | 10% |
| Commercial | 25% |

13.3 Scoring Model – Proposals will be subject to an initial review at the start of Stage 2 of the evaluation process. Any Proposals not meeting mandatory requirements or constraints (if any) will be rejected in full at this point and will not be assessed or scored further. Proposals not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria other than Commercial using the following scoring model:

| Points | Interpretation |
|--------|--|
| 10 | Excellent – Overall the response demonstrates that the bidder meets 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. |
| 7 | Good – Overall the response demonstrates that the bidder meets all areas of the requirement and provides all of the areas of evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the response or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the bidders failure to provide all information at the level of detail requested. |
| 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. |
| 3 | 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 RFP and/or no response has been provided. |

13.4 Commercial Evaluation – Your “Overall Price” (as calculated in accordance with requirements of Annex 3 (Pricing Approach) for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation, further information on this approach may be available in Annex 3. In the event that any prices are expressed as being subject to any pricing assumptions, qualifications or indexation not provided for by the British Council as part of the pricing approach, the British Council may reject the full Proposal at this point. The British Council may also reject any Proposal where the Overall Price for the goods and/or services is considered by the British Council to be abnormally low following the relevant processes set out under the procurement rules. A maximum offer score of 10 will be awarded to the Proposal offering the lowest “Overall Price”. Other Proposals will be awarded a mark by application of the following formula: (Lowest Overall Price/Overall Price being evaluated) x 10 (rounded to two decimal places) = commercial score.

13.5 Moderation and application of weightings – The evaluation panel appointed for this Procurement Process will meet to agree and moderate scores for each award criteria. Final scores in terms of a percentage of the overall Proposal score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

13.6 The Winning Proposal(s) - The winning Proposal shall be the Proposal scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence (to include, without limitation, any updated information)] obtained by the Authority relating to any self-certification or other requirements referred to at any time in this Procurement

List of Annexes forming part of this RFP (issued as separate documents):

Annex 1 – Terms and Conditions of Contract

Annex 2 – Supplier Response