

Request for Proposal (RFP)

For: Research Team (1 lead researcher from Turkey, 1 partner researcher from the UK) for conducting 'A baseline research about micro-credentials in Turkey and the UK'.

Date: 11.08.2021

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 / Programme

2.1 Turkish Higher Education Quality Council (THEQC) was founded as part of the Higher Education Quality Assurance Regulation in 2015. The Council was reorganized and became fully independent by law in 2017. The THEQC is a public legal entity with administrative and financial autonomy and special budget founded with the aim of evaluating the quality levels of higher education institutions' education and research activities and administrative services in accordance with the national and international quality standards, and coordinating the processes of accreditation, internal and external quality assurance, and authorization of independent external evaluation organizations.

The following constitutes the primary duties of the THEQC;

- Performing external evaluation of higher education institutions,

- Coordinating the authorization and recognition processes of accreditation agencies,
- Ensuring the internalization and dissemination of quality assurance culture in higher education institutions.

The Higher Education Institutions (HEIs) in Turkey include state universities, foundation universities and foundational vocational schools of higher education. State and foundation HEIs are composed of universities and technology institutes; faculties, institutes, schools, conservatories, research and applied studies centers within universities and technology institutes; vocational schools of higher education affiliated with universities or technology institutes; and foundational vocational schools of higher education independent from universities or technology institutions and established by foundations without profitmaking purposes. There are 207 HEIs in total including 129 State Universities, 74 Foundation Universities and 4 Foundation Vocational Schools. Higher education enrolled students are 7.940.133 in total (%51,8 open education) including 3.002.964 Short-cycle, 4.538.926 Bachelor, 297.001 MSc and 101.242 PhD students. Considering the size of higher education in Turkey, it is obvious that any change or innovative approach regarding the HEIs should be examined taking a multidimensional approach.

The recent global developments have increased the need for managing change. One of the components of this developmental change is the digital transformation of the education sector. To a large extent, digital technologies are redefining the perspective of the society towards learning, particularly the roles of institutions delivering education. Seeking more efficient ways of delivering knowledge and skills, various leading higher education institutions. Learners across the globe now have access to competency-based micro-courses such as MOOCs that help professionals to learn specific skills. Moreover, easy access to digital learning material such as digital books, online tutorials, video courses and various learning websites contribute to the transformation of learning globally. Due to these changes, online learning is being regarded as a valuable way of acquiring skills.

Micro-credentials seem to be a natural result of this digital transformation in education as they prove to be an alternative approach to career and professional development. Micro-credentials ensure that an individual's competencies, skills and accomplishments are recognized within a framework, they are granular in nature and are both employee and employer-driven which makes them a valuable area for exploration also for stakeholders in higher education. They clearly have value in HEIs because they inspire connected and lifelong learning for the professional development of students, educators and communities in formal learning settings.

Due to its role in higher education, THEQC would like to conduct a benchmark research and explore micro-credentials as a valuable asset that can help HEIs in their transformation processes as they strive for quality assurance in their institutions. The British Council Turkey will work with THEQC to conduct this baseline research in order to support quality assurance reform activities. THEQC and the British Council Turkey would like to learn more about the functioning of micro-credential ecosystems in the UK with its strategies, policies, applications and infrastructure in order to assess the value of micro-credentials as a potential credentialing system that could add to the overall quality of HEIs in Turkey.

2.3 The purpose and scope of this RFP and supporting documents is to explain in further detail the requirements 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: 7 months. From September 2021 to March 2022. 1 month extension is possible for necessary feedback, amendments and corrections.

3.1.4 Contractual terms: As set out at Annex [1] (“**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 60 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.

The contract will be signed with the institution of the lead researcher. The British Council will transfer 80% of the total payment in December based on finalising the research plan, methods, securing all interviews and starting data collection. The final payment 20% in March will be delivered to the bank details provided by the lead researcher after successful submission of the final research paper. Distribution of Human Resource payment will be under responsibility of the lead researcher and any bank transfer cost or tax which may be generated by the lead researcher's institution will be taken into consideration by the applicant team.

The maximum cost for this procurement is 15,000 GBP. For commercial evaluation please see 13.4

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.
- Make sure the invoice has been created at least one day after you received the PO number from the British Council team.
- It is sent electronically via email in PDF format to Fuat.Ulug@britishcouncil.org.tr

7 Specification

7.1 Aim of the research

With this research, it aims to develop a roadmap about microcredentials (MCs) covering the following topics:

- 1- Evaluation and Approval processes of MCs conducted by legal authorities.
- 2- Determining the actors that will provide MCs,
- 3- Determining the education methods that MCs will be delivered with,
- 4- Providing quality assurance of MCs,
- 5- Assessment methods for MCs.
- 6- Certification and transfer/portability of MCs (recognition),
- 7- Integrating MCs into the higher education system at different levels.

7.2 Research Questions

The research should include a literature survey. In addition, the main research categories and research questions that should be included in the field-research are as follows:

A. To define the MC

1. What is the current state of micro-credentials (in Turkey and the UK)?
 - How are they understood and defined?
 - What actors create and deliver micro-credentials?
 - What instructional design processes are involved in the creation of MCs?
 - What is the preferred/optimal route of MC delivery (on-line/face-to-face/hybrid)?
 - How does the learning/teaching aspect of micro-credentials function in terms of the learning-teaching environment and methods?
 - What measurement and evaluation processes are involved in the assessment of a student's performance in earning a micro-credential?
 - Funding models of MC's, such as loans for learners etc.
 - Types of learners in MCs
 - How are micro-credential applied in the UK?

B. To reveal the differences/similarities between Turkey and the United Kingdom in the following regards:

1. How are MCs integrated/may be integrated into the higher education system?
 - Is there a legislation? If yes, what does it entail?
 - Is there a regulating umbrella organisation? If yes, how does it regulate the process?
 - How is the recognition and integration of micro-credentials ensured at different levels of the higher education systems (undergraduate, graduate)?
2. How is quality assured in all micro-credentialing processes?
 - What are the roles and positions of the quality assurance agencies?
 - What are the standards and criteria of the quality assurance agencies about micro-credentials?
 - What are the ways to keep quality assurance continuing for MCs?

C. To explore the suggestions of the stakeholders to fulfil these prerequisites and challenges of MCs

1. Suggestions regarding the readiness of MCs in Turkey in relation to,
 - Legislation and regulation,
 - Regulating umbrella organisations,
 - Higher education institutions,
 - Higher education stakeholders,
 - Quality assurance processes,
 - Transferable certification and digital badges.

7.3 Minimum Requirements of the research team / Who may apply?

- Only joint applications will be accepted (the research team should include 1 lead researcher from Turkey and 1 researcher from the UK).
- Must have experience and have taken active role in decision making processes regarding quality assurance in higher education and be familiar with the European Qualifications Framework
- Must be proficient in field-research methodologies
- Must have at least 5 years of post-doctoral or 10 years of higher education experience (academician/specialist/administrator)
- Must have proficiency in English language reading/writing/speaking skills
- Knowledge of and/or experience in delivering MCs is preferred

7.4 Proposed participants in the baseline research

- Higher education institutions (HEIs): The research sample should be representative of the higher education system of the countries in terms of;
 - Number of institutions
 - Number of students
 - Number of education programmes
 - Number of faculties/departments/research centres
 - State HEI/foundation HEI ratio
- Potential employers. The Union of Chambers and Commodity Exchanges of Turkey (TOBB)
- NGOs and other bodies representing learners
- Council of Higher Education (CoHE), Turkish Higher Education Quality Council (THEQC) and Vocational Qualifications Authority (VQA) representatives and the UK equivalents of these organisations.
- Turkish Republic Presidential Education and Training Policy Council representatives

7.5 Deliverables of the research team

Deliverables will include but are not limited to:

1. A research proposal/plan to cover specified research questions.
2. Induction: attendance at briefing meetings with the Turkish Higher Education Quality Council (THEQC) and the British Council's project teams.
3. Review and re-design of the research proposal submitted based on feedback from the THEQC and the British Council.
4. Conducting the research in line with the specified timeline in Turkey and the UK.
5. Working with a team of researchers, clearly defining roles and responsibilities, and monitoring them.

6. Writing the research paper in collaboration with both institutions and submitting the first draft on 18 February 2022.
7. Revising and finalising the final research paper in line with feedback received from THEQC and the British Council Turkey, to be submitted by 21 March 2022.
8. Preparing final report in line with the required branding.
9. Monitoring and evaluation:
 - Liaising with THEQC and the British Council Turkey to ensure the quality of the research is relevant and meets the needs of THEQC and the British Council in Turkey.
 - Reporting research progress to THEQC and British Council Turkey team on a monthly basis by attending online meetings.
10. Attendance at the online dissemination event to be organised by the British Council and THEQC and presentation of the research findings and recommendations.

7.6 Delivery timeline

2021-2022	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May
Agreeing on the research proposal	X								
First payment (80%) based on finalising the research plan, data collection methods, securing all interviews and starting interviews/surveys and data collection				X					
Research delivered	X	X	X	X	X	x			
Deadline for baseline research first draft paper						18 Feb.			
Finalising the report – Feedback will be provided						X	X		
Final payment (20%) based on successful submission of the baseline research							21 March		

Publishing the report									X
Online Conference									X

8 Mandatory Requirements / Constraints

10.1 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 Procurement 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
RFP Issued to bidding suppliers	11 August 2021
Deadline for clarification questions (Clarification Deadline)	22 August 2021
British Council to respond to clarification questions	25 August 2021
Deadline for submission of Proposals by potential suppliers (Response Deadline)	8 September 2021
Final Decision	14 September 2021
Contract concluded with winning supplier	17 September 2021
Contract start date	20 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 Fuat.Ulug@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 Fuat.Ulug@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 advantages proposal using the following criteria and weightings and will be assessed entirely on your response submitted:

Criteria	Weighting
<p>Social Value</p> <p>Turkey has 207 universities in 81 cities and different regions with different needs and social-economic background. The successful applicant team needs to explain how to diversify their research by taking into consideration different institutions, universities, academics, students and gender for the research sample.</p> <p>The successful applicant will demonstrate experience in incorporating the principles of Equality, Diversity and Inclusion (EDI) into the baseline research planning.</p>	10%
<p>Quality</p> <ol style="list-style-type: none"> 1. Evidence of a track record of excellence in designing and conducting large-scale baseline research in Turkey and the UK. (having conducted research on micro-credentials is an advantage) 2. Evidence of an appropriately qualified and experienced team that brings value to this baseline research assignment. (see 7.3 for minimum requirements for the researchers). 3. A clear outline of team roles and responsibilities demonstrating how the team 	25%

will conduct the baseline research in the given timeline.	
Methodology and Approach (Research Proposal) <ol style="list-style-type: none"> 1. Clear baseline research proposal with methods demonstrating how the baseline research will be conducted focusing on the aim of the research and the research questions (please respond to 7.1 and 7.2) 2. Clear research implementation plan outlining: <ul style="list-style-type: none"> • timeline of activities (interviews, surveys, and others). • an analysis of findings. 3. Clear monitoring and evaluation plan on how and with what tools the baseline research activities will be monitored to ensure quality. 	40%
Commercial Evaluation <p>Please submit the cost items with Pricing Approach document and include detailed/clear breakdown for:</p> <ul style="list-style-type: none"> • Total human resources cost for each team member. • The operational costs with a draft timeline (logistics, transcription etc.) • Additional costs (if any) 	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 tender response shall be the tender response 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 or references relating to any Qualification Question responses) obtained by the Authority relating to any self-certification or other requirements referred to in the Qualification Questionnaire (*if used*). If any verification evidence requested from a supplier, or a relevant third party as may be referred to by the supplier in the Qualification Questionnaire (*if used*) as a party prepared to provide such information, is not provided in accordance with any timescales specified by the British Council and/or any evidence reviewed by the

British Council (whose decision shall be final) does not demonstrate compliance with any such requirement, the British Council may reject that tender response in full and disqualify the potential winning supplier from the Procurement Process at that point.

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

Annex 1 – Terms and Conditions of Contract

Annex 2 – Supplier Proposal

Annex 3 – Pricing Approach