

Request for Proposal (RFP)

For: Virtual Study Visit of COOPower project

Date: 30 July 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 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**”).

2.2 COOPower project (SI2.823695) aims to raise public awareness of co-operative and social economy enterprises as alternative, inclusive and innovative approaches to tackling youth unemployment, and provides practical support to young people in Cyprus, Greece, Hungary and Croatia.

The project promotes the value of social enterprises and co-operatives as viable career pathways, while at the same time supporting a group of early career journalists to highlight the power of the social economy to create positive change.

The project is led by British Council, in collaboration with the General Secretariat for Vocational Education, Training Lifelong Learning and Youth of the Hellenic Ministry of Education and Religious Affairs and the Science and Technology Park of the University of Rijeka in Croatia.

COOPower is also supported by the Youth Board of Cyprus, the Hellenic Manpower Employment Organisation and the Ministry of Science and Education of the Republic of Croatia.

The project is targeting young people ages 18 and above, especially those not in employment, training or education.

The project is co-funded by the European Union

COOPower has supported a series of activities

- A series of start-up competitions – known as COOPAthons in the four countries where young people work in teams to develop innovative ideas for co-operatives and social enterprises. Each country has a national winning team.
- A young journalists team that was trained on solutions journalism and is providing coverage of project activities and the social economy sector in project countries.
- A virtual study visit featuring social enterprise or co-operatives aligned with each winning team's enterprising ideas.

2.2. Our work in social enterprise has been shown to have powerful track record in supporting decent job opportunities for those most likely to miss out on jobs in the mainstream business sector, and to provide essential support and infrastructure to communities at the same time.

Leadership and young people (inclusive of people with disabilities) are an important focus for the organisation. Fifty percent of the world's population is under the age of 30, the highest youth population in history. The Covid-19 pandemic is predicted to impact severely on young people and in particular young women, younger youth and youth in lower income countries. Using our exceptional reach in 110 countries where we have offices on the ground, we want to reach young people that other organisations do not have the ability to engage with, creating connections the UK would otherwise lack. We aim to reach young people influential in their communities, the media or online, maximising our impact and reaching out to their networks with authentic voices which are trusted. We want to support a generation of young people to be equipped with the skills and networks they will need to be active and self-sufficient actors in their local communities and as act as change makers globally, leading to stronger and more inclusive societies.

2.4 The Covid-19 pandemic has dramatically reduced the opportunities open to them in terms of education, employment and travel. Economic downturn will increase inequalities and poverty, affecting young women, men, disabled persons in myriad ways. This is likely to have a long-term

impact on this large generation, leading to a rise in frustration and a waning in trust for governments and institutions. Providing positive pathways that support young people with access to decent jobs, pay equality, to skills and opportunities, education and training, mentors and opportunity is therefore critical particularly for vulnerable young people (including women, disabled persons and those who belong to low socio economic backgrounds) who will be least able to access formal education or other opportunities

2.5 As part of this procurement we are looking to hire a UK based Supplier to deliver a virtual study visit environment with video content from UK based social enterprises and/or co-operatives for a group of young people (18+) based in Cyprus, Greece, Croatia and Hungary.

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 services will be delivered digitally.

3.1.3 Duration: Until 30 November 2021.

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 thirty 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 and COOPower project name and number SI2.823695.

7 Specification

7.1 Virtual Study Visit objectives

Owing to the impact of the Coviv-19 pandemic, the planned study visit to the UK will now take the shape of a virtual study visit. The aim of this study visit is to provide aspiring young social entrepreneurs and young journalists with real life examples of youth-impact driven businesses in practice. This is an opportunity for participants to learn about the development and impact of co-operatives and social enterprises in the UK, giving them the opportunity to apply or adapt these practices back in their own countries. Helping participants to better understand their operating models, hearing from leaders, young people and practitioners about the impact they make. To achieve this, we want to create a virtual study visit environment that will include 4 short videos profiling exemplars from the sector.

During the virtual visit, participants will have the opportunity to:

- Have one hour long sessions with UK experts presenting their COOPAthons idea for feedback and advice.
- Watch short films showcasing the work of social economy businesses related to the ideas they developed during the COOPAthons.
- Network with social entrepreneurs from the UK

The social enterprises featured in these short videos will be based on the ideas the winning teams presented at the country finals in each country and British Council will preselect these organisations and inform the Supplier.

7.2 Scope of Work and outputs

The Supplier will deliver:

- A virtual environment for accessing the short videos. The virtual environment will include a landing page providing introductions to the virtual study visit and giving a background to the social economy sector in the UK. Special focus should be given on creating a narrative that will create a flow for going from one video to the next.
- 4 short films of 3 minutes duration each with selected (by British Council) youth-led social enterprises or co-operatives based in the UK. The Supplier will undertake pre-production, production of short videos, editing and release of final content to the virtual environment. The Supplier will need to travel to the location of those businesses with the aim of filming inside their workspaces (if Covid-19 local regulations allow it).

The Supplier will be responsible after initial introductions via British Council for all communications, including setting up of meetings and travelling to location for filming.

The Supplier needs to follow the guidelines from British Council's Brand Hub for the production of videos.

Access to the virtual environment will be exclusive to the winning teams of the COOPAthons and young journalists team until December 2021. From then onwards, the platform will be accessible to the public for up to two years until December 2023. From January 2021, the videos will be uploaded on British Council Youtube channels, shared on social media and uploaded on COOPower webpage. They will also be used by other programmes of British Council as promotional and training materials.

Videos should provide:

- Strong visuals of the social enterprises/co-operatives – a virtual tour.
- The voices of young people and their experiences.
- Short pod casts or interviews with leaders.
- Capture challenges and successes.
- Illustrate their social impact.

7.3 Language requirements: All content will be produced in English.

7.4 Budget: 25,000 – 28,000 GBP including all taxes, and all costs related to the delivery of the service (HR/admin, production of virtual environment and videos, travelling and subsistence costs etc).

7.5 Deadline for delivery: The virtual environment with the short videos needs to be delivered and accessible by 31 October 2021.

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.

8.2 Response language: Your responses should be in English.

8.3 Documentation: Please attach to your quotation the following documentation:

a. The completed Annex 2 Supplier Proposal and Annex 3 Selection Questionnaire Ratio Analysis, which will include documents which provide a detailed explanation of your approach:

b. Previous examples of at least **two** similar services in scope you have delivered in the past relating to projects, films involving young people and ideally impact driven businesses. Hyperlinks to previous films should be included in the application

c. A plan, explaining your methodology and timeline for producing and delivering the virtual environment and videos.

d. The past three years' balance sheets and profit and loss accounts. If that is not mandatory, according to the company's legal entity, please state in your quotation that you do not publish balance sheets and profit and loss accounts.

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 Time for all deadlines below is 23:59 UK time. |
|--|---|
| RFP Issued to bidding suppliers | 30/07/2021 |
| Deadline for clarification questions (Clarification Deadline) | 15/08/2021 |
| British Council to respond to clarification questions | 17/08/2021 |
| Deadline for submission of Proposals by potential suppliers | 29/08/2021 |

| | |
|--|------------|
| (Response Deadline) | |
| Final Decision | 30/08/2021 |
| Contract concluded with winning supplier | 02/09/2021 |
| Contract start date | 03/09/2021 |

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 Marilena Kyriakou at Marilena.Kyriakou@cy.britishcouncil.org and Juliet Cornford at Juliet.Cornford@britishcouncil.org 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 Marilena Kyriakou at Marilena.Kyriakou@cy.britishcouncil.org and Juliet Cornford at Juliet.Cornford@britishcouncil.org 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 |
|--|-----------|
| Q01 Social Value Outline how the service creates opportunities for entrepreneurship and help young people to expand their networks, learn about social | 10% |

| | |
|--|-----|
| economy and support their business creation? | |
| <p>Q02 Quality and Experience</p> <p>Previous examples of at least two similar services in scope you have delivered in the past relating to projects, films involving young people and ideally impact driven businesses. Hyperlinks to previous films should be included in the application.</p> | 20% |
| <p>Q03 Methodology and Approach</p> <p>A plan, explaining your methodology and timeline for producing and delivering the virtual environment and videos.</p> | 45% |
| <p>Q04 Commercial</p> <p>Please provide your pricing offer for the Total Cost of Ownership (TCO) in GBP, including all related taxes.</p> | 20% |
| <p>Q05 Financial reliability and sustainability of the Company</p> <p>Please provide the company's vision for the future and key figures in financial data and financial ratios and the past three years' balance sheets and profit and loss accounts. If that is not mandatory, according to the company's legal entity, please state in your quotation that you do not publish balance sheets and profit and loss accounts.</p> | 5% |

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” for the goods and/or services will be evaluated by the evaluation panel for the purposes of the commercial evaluation. 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 - 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 Process.

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 – Selection Questionnaire Ratio Analysis