

Grand Challenge

Guidance Note for Submission of Proposals

INTRODUCTION

1. This Guidance Note is issued as part of the MoD's Grand Challenge initiative and, in conjunction with the Technical Proposal and Commercial Proposal guidance (under the Group 1 and Group 2 links), is intended to provide brief guidance on the nature of contracts issued in pursuance of the initiative, their terms and conditions, the required format for proposals and prices quoted by tenderers in their proposals, and the process for submission of proposals.

2. Group 2 applicants need only submit a Technical Proposal, in accordance with these guidance notes and the technical proposal data detailed under the Group 2 link. Group 1 applicants are required to submit both a Technical Proposal and a Commercial Proposal, in accordance with these guidance notes and the technical and commercial data detailed under the Group 1 link.

DEFINITION OF TERMS

3. The following convention in the use of "shall", "should" and "will" is applied to the requirements contained in this Guidance Note to tenderers and the Contract document. This convention should be followed by tenderers in their proposals

- "shall" is used in instances where it is MANDATORY that the requirement is met;
- "should" is used in instances where it is DESIRABLE that the requirement is met and tenderers shall fully justify their reasons for any intention not to meet the requirement;
- "will" is used in instances where there is a statement of intent by the Authority.

4. The term "tenderer" denotes the organisation acting either on its own or as a Prime Contractor or as a Consortium, which submits a Group 1 Team proposal in response to the Grand Challenge initiative.

5. The term "Contractor" denotes the Organisation acting either on its own or as a Prime Contractor or as a Consortium that is under a contractual obligation to provide equipment or services to the Authority.

6. The term "Authority" means the Secretary of State for Defence.

7. Where the terms "Company" or "Industry" are used they shall be taken to include Universities and Government Establishments.

COMMUNICATIONS

8. Tenderers shall appoint one person who is to be responsible for all communications with the Authority and to whom the Authority will address any enquiries. Full details of the person appointed shall be notified to the Authority in proposal responses.

9. English shall be the official language for all means of communication between tenderers and the Authority in all matters relating to the Grand Challenge initiative and documents which are supplied as part of the tenderer's proposal.

10. All queries or points of clarification relating to the Grand Challenge initiative should be pursued through the Authority's commercial point of contact detailed at paragraph 19 below. Queries should be in written form and either posted to the address at paragraph 19 or faxed to 01793.314092. Queries received up to FIFTEEN working days before the declared due return date for proposals (as stated elsewhere in the Grand Challenge website) will be answered. There can be no guarantee that queries received after that date would be answered.

TENDERS

11. Tenderers are invited to respond to the Authority's requirements and technical challenges detailed in the Grand Challenge website.

12. Tender Proposals shall respond fully and comprehensively to the technical and commercial requirements as detailed herein and elsewhere in the Grand Challenge website (please note the different requirements for Group 1 and Group 2), and should be segregated into two distinct parts to aid assessment – a Technical Proposal and a Commercial Proposal.

ADDITIONAL INFORMATION

13. DEFFORM 111, attached as an Appendix to the contract template, provides further useful information, in particular contacts (both technical and commercial) and DBA Bills, to whom claims for payment should be sent following certification by the Authority's authorising officer.

14. In addition to the further guidance on DEFCONs mentioned above the MoD Website also provides guidance on some DEFFORMs and a number of Guidelines for Industry. Guidelines for Industry No 7 is particularly useful as it offers guidance on usage and interpretation of DEFCONs. Guidelines for Industry No 10 – Intellectual Property Rights DEFCONs, will also be of interest.

15. Hard copies of all DEFCONs, etc may be obtained from:

Ministry of Defence, Defence Storage & Distribution Centre
DSDC(L)/6a2
Mwrwg Road
Llangennech
Llanelli
Carmarthenshire SA14 8YP

Customer Care Lines: 01554 820 771 Extn 400/322/533 or 422.

E-mail: forms&pubs@gtnet.gov.uk

A self-addressed label should be sent with each application.

16. The attention of Tenderers is drawn to the agreements that have been reached by the MOD/Industry Commercial Policy Group (CPG) on Codes of Practice. The Codes of Practice are intended to demonstrate a commitment by the MOD and its suppliers to the establishment of better working relationships in the supply chain, based upon openness and trust. The opportunity also

exists for Tenderers to advertise any sub-contract valued at over £250,000 in the MOD Contracts Bulletin and further details can be obtained directly from:

Business Information Publications Ltd
Web address: 'www.modcontractsuk.com'
Adrienne Somerville: 0141 270 7329

Any queries on the Codes of Practice should, initially, be referred to RAO Commercial.

17. Tenderers should note that any contract, awarded as a result of this ITT, shall be classified "RESTRICTED-COMMERCIAL" once fully populated and issued to the successful tenderer(s).

TENDER RESPONSE

18. Group 1 Tender proposals shall comprise:

- covering letter containing any additional information not provided elsewhere
- Technical Proposal
- Commercial Proposal

Group 2 Tender proposals shall comprise:

- covering letter containing any additional information not provided elsewhere
- Technical Proposal

19. Tender proposals, against the Grand Challenge initiative, are to be despatched to:

RAO Commercial
Hackett Building
Defence Academy
Shrivenham
Wiltshire SN6 8JU

and should arrive no later than 10.00 hours on 15th May 2007.

20. Tenderers should submit one original signed copy of their tender proposal and one soft copy (either on 3.5" Floppy disk or CD-ROM) using PC format which must be compatible with Windows 2000.

21. **Important** - All Tender Proposals should be delivered to the RAO using the postal system; hence time for this has been allowed for in the tender return timescale. In exceptional circumstances, delivery to the RAO (**not the Defence Academy Main Gate**) will be accepted by courier or by hand but the information detailed below shall be provided to the RAO commercial team (faxed to 01793.314092) at least 48 hours in advance:

Company Name

Company Name of Courier (if applicable)

Individuals Name

Date of Visit

Time of Visit

Nominated individuals or couriers should carry identification preferably photographic, e.g. Driving Licence, organisational pass, in order to gain access to the Defence Academy site. Failure to provide the information above and show appropriate I.D may result in individuals being refused entry to the Defence Academy.

TENDER VALIDITY

22. Tenders Proposals shall remain valid and open for acceptance, by the Authority, for a period of **at least 3 MONTHS** from the Tender Proposal Return Date specified above, to allow for the assessment and award process timescale.

TENDER EVALUATION

23. Upon receipt, all Tender Proposals will be acknowledged by the Authority and Group 1 Tender Proposals forwarded for the Assessment Panel's consideration. Tender Proposals will be considered against the Tender Assessment Criteria (as detailed in the Grand Challenge website) and, in the case of Group 1, value for money considerations. Following the Assessment Panel's deliberations, the Authority will either issue to Group 1 teams a Proposal Decline letter, a formal contract to those tenderers successful in meeting the Group 1 criteria or, alternatively, an offer to participate as a Group 2 participant to those unsuccessful in gaining a Group 1 contract. Group 2 Proposals will be assessed by the Assessment Panel and the Authority will be either issue a Proposal Decline letter or will be formally accepted to participate in the Grand Challenge. If necessary, the Authority will enter into further negotiations with individual participants if there are further issues requiring resolution.