

Passenger Focus Preferred Supplier List (PSL)

Frequently Asked Questions

Passenger Focus is establishing a preferred supplier list (PSL) which will provide a list of pre-qualified research providers to undertake various projects within our research programme. The final deadline for submitting tenders to the invitation to preferred supplier list is **18:00 on 14 December 2012**.

This document lists the questions asked by suppliers during the tender period relating to the invitation document along with our responses.

1. The document states that we need to reply with our intention to respond by the 30 November 2012. Is this now closed or are we still able to bid for this?

A: As long as you can meet the final deadline (14 December 2012) you are welcome to bid for this.

2. You state on page three that there is a 50 page word limit if completing sections 4, 5, 6, 7 and 8. Would this still be the case if only going for one lot i.e. if applying for lot 1 only?

A: The 50 page limit is the maximum number of pages you can submit regardless of the lots you are applying for

3. Is it possible to send the documents through in word?

A: Yes, please send an email to tenders@passengerfocus.org.uk with your request.

4. In your criteria document you show that you will be scoring 1-5. Do you have a scale for this?

A: Scale below

- 1 - Does not meet criteria to an acceptable standard
- 2 - Some criteria met to an acceptable standard
- 3 - Meets criteria to an acceptable standard
- 4 - Meets criteria, some to high standard
- 5 - All criteria met to high standard

5. Is it permitted to submit a 'lead + sub-contractor(s)' structure as well as a 'full consortium' response (equal partners), and if so do you still require full details from all sub-contractors or just the lead?

A: Yes it is permitted to submit a bid using "lead + contractor(s)" as well as a 'full consortium'. We would require full details from all the sub-contractors as well.

6. Once we are on the Preferred Supplier List, what happens next?

A: Once the PSL is in place we will have eight agencies on each lot. Before commissioning any research, we will issue a research brief to all agencies on the relevant lot. The responses will then be assessed against the criteria we set out in the research brief. The criteria for evaluating agencies will vary on a project-by-project basis.