

Request for Proposal (RFP)

For: The socio-economic modelling of the impact of English as part of the Future of English

Date: 20 May 2024

1 Overview of the British Council

We support peace and prosperity by building connections, understanding and trust between people in the UK and countries worldwide.

We uniquely combine the UK's deep expertise in arts and culture, education and the English language, through our global presence and relationships in over 100 countries, our unparalleled access to young people and influencers, and our creative approach.

We work with governments and our partners in the education, English language and cultural sectors, in the UK and globally. Working together we make a bigger difference, creating benefit for millions of people all over the world.

We also work directly with individuals to help them gain the skills, confidence and connections to transform their lives and shape a better world in partnership with the UK. We support them to build networks and explore creative ideas, to learn English, to get a high-quality education and to gain internationally recognised qualifications.

We work with people in over 200 countries and territories and are on the ground in more than 100 countries. Our work reaches hundreds of millions of people each year.

1.2 Future of English

The 'Socio-economic modelling of the impact of English' project is launched under the British Council's Future of English programme. The Future of English programme was initiated by the British Council to identify key opportunities and areas of interest for countries and regions emerging from the role and status of the English language internationally. Its programmes aim to enhance cultural relations, build relationships with policy makers and influencers, and drive improvements in English language teaching, learning & assessment.

The Future of English is a long-term programme of activity with research and dissemination at its centre. The aim of the programme is to help identify and track key themes in the use of English and offer actionable insights for global stakeholders to help them shape these themes in order to overcome issues and realise opportunities that they see for the use of English in their own contexts.

The programme has been developed in three phases:

Phase 1 took David Graddol's *English Next* as its starting point and evaluated Graddol's predictions before looking forward to the future by producing a new set of sixteen predictions for the next decade.

Phase 2 comprised a series of regional policy roundtables to gather insights and opinions from policy makers and influencers from all over the world about current and future practices and trends for English in their contexts.

Phase 3, the phase we are in, now aims to develop new ways of engaging with global experts, policy makers, academics, parents, teachers, employers, students and other key stakeholders to track

trends through robust evidence-based data collection, and evaluate and interpret these trends over time.

[Future of English: Global Perspectives](#), the first research output of the programme, identified eight areas of interest for research, policy, and practice for English as a global language over the next decade or so. These were:

1. Will English remain the world's most sought-after language?
2. What role will English play in our multilingual reality?
3. What is the future of English as a medium of education?
4. How will teachers remain relevant in future English language learning systems?
5. Public and private English language provision: who has the answers?
6. Can English language assessment meet stakeholders' changing needs?
7. Can technology narrow the equity gap in English language education?
8. To what extent is employment driving the future of English?

The themes are presented as questions, not only because they are big and broad, but within each area there are still many questions to be answered and each theme will resonate differently in different contexts. Working towards answering some of these questions is the main aim of Phase 3 of the Future of English programme. Phase 3 will contribute to an evolving understanding of how different parts of the world and different stakeholder groups can realise opportunities and overcome challenges related to the role of English as a global language within their contexts.

2 Introduction and Background to the Project

2.1 Overview

The future of English: Global Perspectives notes that there is a clear demand at a governmental and societal level for countries to provide more opportunities for their populations to acquire English proficiency. However, there is very little hard evidence of the social or economic benefits that would be accrued relevant to the investment.

To fill this gap, the British Council are seeking costed proposals from a multi-disciplinary research team (Hereafter referred to as the 'Supplier') for a desk-based study that researches, develops and pilots a socio-economic model/tool that can capture the impact of English language infrastructure improvement in different country contexts. This developed model/tool (i.e. a framework, indices, matrix or other applicable format), with minimum adjustment, should later be reusable in multiple country contexts to highlight the potential financial and societal benefits that can be attained amongst defined demographic groups through a country's investment in its English language learning infrastructure.

Areas of focus of the desk-based study and subsequent model/tool may, *for example*, include consideration of a country's current English language infrastructure and related needs; its economic make up, social structure and key relationships; the current role and status of English; the short and long-term costs and implications of change, and the wider potential benefits of any investment and improvement taking into account both the likely economic return as well as predicted effects on social capital and status for affected stakeholders. Final selected areas will be agreed between the Supplier and the British Council, based on available resources and data.

It is hoped that through establishing the proposed model/tool cost-benefit analyses can be carried out within multiple contexts to assess whether investment in a country's English language infrastructure (e.g., through teacher training and professionalisation, investment in systems, scholarships, revised materials and better schools that may be required to increase access to quality English education, etc) would be worth it based on the projected return.

2.1.1 Project content focus

This is intended to be a desk-based research study carried out for the British Council Future of English programme that, through existing literature and resources, will identify and offer a mechanism to assess areas that may benefit, or otherwise, from a country's development and improvement of its English language infrastructure. Through this desk-based study and review of relevant literature the research team will explore and share key areas for consideration, highlight how these can be measured and assessed, and develop, pilot and finalise a replicable model/tool that allows governments to predict the potential socio-economic benefits of improvement in English language infrastructure.

2.1.2 Delivery main requirements

The Supplier will be responsible for all desk-based research, piloting and creation of the final model/tool, its justification, and all other outputs listed in this document within the agreed timeline. The Supplier will also be responsible for identifying locations for piloting of the model/tool, remotely conducting the piloting and ensuring that the model/tool, in its final form, is cost effective, robust and replicable for use in other contexts.

2.2 Project scope

2.2.1 Audience

The audience for this research will be an international one, consisting of both primary and secondary audiences. *All outputs should be disseminable to the primary audience :*

Primary: Government officials involved in English language learning policy / curriculum, Influencers of government policy and practice, and academics.

Secondary: British Council English research teams, British Council Senior Leadership Team, Regional teams

2.2.2 Key responsibilities of the supplier

- The Supplier will produce a literature review that maps out the existing research and evidence in the field. This review needs to clearly identify all of the data that currently exists to describe the socio-economic impact of English language infrastructure in a country and justify the final model/tool that is created. The review should also enable researchers to identify gaps in the field and suggest key indicators or data sources for establishing possible socio-economic benefit - or detriment - by scoping what exists and works, what doesn't, and what has not yet been developed,
- The Supplier will create an initial model/tool that can be applied across multiple contexts. The final format of the model/tool, e.g., indices, framework, matrix, should be agreed in negotiation with the Future of English team and should be based on the research conducted. The model/tool should be reliable, replicable and cost-effective.
- The Supplier will identify three country contexts to pilot the model/tool. The contexts should be suitably different to ensure robust testing and a rationale should be provided for each of the contexts.
- The Supplier will apply the model/tool in the three identified contexts and report the findings.
- Based on the findings, the Supplier will review and revise as necessary to develop the final model/ tool. The finalised model/tool will then be submitted along with the final project report at the end of the project.
- The Supplier will provide support for, and participate in, at least 3 public dissemination events related to the research.

See 7.2 for a summary of expected outputs.

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 project is managed through British Council offices in the UK, although the Supplier work is expected to be conducted online.

3.1.3 Duration: The duration of the project is expected to be from 29 July 2024 to 31 March 2025 approximately. The number of hours within this period should be based on tasks outlined below in the outlined scope of work.

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 prior to final application being submitted. 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 any 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 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. 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 3.3.14, 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:
FoE@britishcouncil.org and mina.patel@britishcouncil.org
- Or, by post to:
The British Council, Corporate Services – UK Hub Team, 1 Redman Place, Stratford, London E20 1JQ

7 Specification

The 'socio-economic modelling of the impact of English' project under the British Council's Future of English programme seeks a Supplier with sufficient expertise, reach and capacity to undertake a research project of global relevance, bringing together insight on how developing English language infrastructure can benefit countries both economically and socially. The term "English language infrastructure" is intended to include all relevant aspects of teaching the English language as a subject including related training of teachers, teaching systems and assessment as might be found in basic education contexts (i.e., government funded and managed education from primary through to senior high).

From the research undertaken, and insight gained, a high-level model/tool will be developed and piloted to provide a way for governments to quantify and more clearly predict or assess potential benefits of, or highlight any issues that could arise from, investment in English language infrastructure from both a financial and societal perspective. The selected Supplier will undertake the required research and create and submit the stated outputs to the British Council, and will receive guidance from the British Council Future of English team throughout the project duration.

The research and literature review is expected to be global in nature although the piloting of the model/tool to assess the socio-economic benefits of improving English language learning infrastructure should initially have a specific focus on 3 different country contexts. While the British Council will support the Supplier where possible, the selection of, and testing in, the 'pilot countries' should in the first instance be based on the Supplier's own existing access and relationships.

7.1 Project Objectives

7.1.1 Key objective:

The overarching objective of the study is: to develop a framework of indices or similar (i.e., the "model/ tool"), under-pinned by research, that can be used to assess the potential socio-economic benefits of improving a country's English language infrastructure, applying a methodology that is applicable and replicable in different country contexts to support governments make decisions regarding investment in English language initiatives.

7.2 Key outputs for Supplier:

1. A **detailed literature review** of research in the area of focus, identifying key gaps in available literature that could support the key objective and providing justification for the model to be piloted.
2. A **reliable and replicable high-level model/ tool** e.g., a framework, indices or matrix (identifying specific types of data) that will enable governments to model the socio-economic impact of English and English language infrastructure improvement along with related materials and guidance on the tool's use.
3. A **final publicly disseminable report** (i.e., for the *primary* audience; see 2.2.1), including the literature review and justification for the model/tool created based on research, piloting and feedback.
4. A **PPT presentation deck** for the primary audience (See 2.2.1 above)
5. **Participation in at least 3 public dissemination events** relating to the research, post-completion.

7.3 Supplier scope of work

7.3.1 Implementation

Key milestones of the project are expected to be as listed below. These milestones are spread over 3 main stages. These stages should be completed based on the proposed timescale shared in section 10.1, and detailed in the Supplier Proposal.

Stage 1: Analysis of literature and creation of the literature review

- (i) Milestone 1: Present draft literature review
- (ii) Milestone 2: Present final literature review

Stage 2 : Developing the model for piloting, record, adapt and finalise.

- (iii) Milestone 3: Present the draft model/tool and the rationale for three pilot contexts (chosen by the Supplier)
- (iv) Milestone 4: Complete pilot and present findings from pilot study
- (v) Milestone 5: Present final model/tool and related 'user' guidance on its application

Stage 3: Final Reporting on findings

- (vi) Milestone 6: Present draft report
- (vii) Milestone 7: Present final report of the complete study

7.4 Costing

The project budget shall not exceed **50,000 pounds** (fifty thousand pounds sterling). Upon selection of the successful proposal and its proposed costings, payment will be made on the basis of a 40:30:30 split with 40% paid upon signing of the final agreement, 30% upon completion of milestone 2 and 30% upon completion of milestone 7, as stated in the table below.

8 Mandatory Requirements / Constraints

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.

8.1 Gender and equality focus

Proposals should have a clear objective in relation to increasing understanding of, or addressing, areas of gender equality within the local context. This should include, but also extend beyond, the disaggregation of data collected for gender and/or the team balance. It is preferred that an intended focus in this area for the Proposal is formulated into a clear question or objective that can be investigated and answered through the planned activities within the Supplier Proposal. Related insights found should be noted in final reporting

The gender balance within the named team may also be considered at the application stage.

8.2 Named¹ team

All proposed team members should be identified in the proposal. Only those named in the proposal can be considered in relation to the capacity and expertise of the team to fulfil the key objectives.

8.2.1 Supplier research lead

Required

1. At least 10 years' experience within research or education policy fields
2. Strong evidence of involvement in academic research and publications in education and economics
3. Strong evidence of working in multidisciplinary research teams
4. Experience of professional project report writing

Desired

1. Experience of working with basic education sectors across multiple contexts.
2. Evidence of key relationships that can support piloting in different country contexts.
3. Previous experience of developing economic frameworks, indices, matrices or similar models at a high level.

8.2.2 Other Supplier team members

Desired

1. Experience in policy and practice in basic education
2. Experience in economic modelling
3. Experience of working in multi-disciplinary research teams
4. Evidence of involvement in academic research publications

¹ We can only consider those application team members who are named in the application, with resume provided, as being part of the team and contributing to its capacity.

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	Monday 20 May 2024
Expressions of interest (Eol)	Tuesday 11 June 2024
Clarification webinar (Clarification questions will be requested from those who have submitted an Eol) (Deadline for clarification questions)	Tuesday 18 June 2024 (Time TBC)
Deadline for submission of Proposals by potential suppliers (Response Deadline)	By 23:59 (UK time) on Tuesday 9 July 2024
Shortlisting of 3 suppliers	Friday 12 July 2024
Interviews of shortlisted 3 suppliers	15 – 17 July 2024
Final Decision	Friday 19 July 2024
Contract start date	Monday 29 July 2024
Initial payment (40%) upon receipt of signed contract	
Second payment (30%) after completion of Milestone 2	
Final payment (30%) after completion of Milestone 7	
Project completion no later than:-	31 March 2025

Dates of future dissemination events are to be confirmed.

11 Instructions for Responding

11.1.1 Expressions of interest should be sent to:

FoE@britishcouncil.org and mina.patel@britishcouncil.org

11.1.2 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, including resumes of proposed team, should be submitted to

FoE@britishcouncil.org and mina.patel@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. If no acknowledgement of receipt has been received within 2 days of submission, excepting weekends, check with the designated recipients to ensure your application has been received.
- 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 approach will be incorporated into the Contract, as appropriate.

12 Clarification Requests

12.1 A webinar will be held to clarify key questions relating to the RFP. (See 10.1) All clarification requests should be submitted to FoE@britishcouncil.org and mina.patel@britishcouncil.org by the Clarification Deadline (i.e., on or before the date of the "Clarification Webinar"), as set out in the Timescales section of this RFP (10.1). The British Council is under no obligation to respond to or include clarification requests and may only address these if 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
Social Value	10%
Background and Technical Proposal	50%
Commercial	40%

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 initially 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 bidder’s 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 Shortlisted proposal(s) - The shortlisted Proposal(s) shall be the Proposal(s) 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. Based on the initial scoring the selection board will identify up to 3 shortlisted suppliers for a final interview prior to selection of winning proposal.

13.7 Interviews – The 3 shortlisted suppliers will be invited to attend an online interview to follow up on the proposal they have submitted. This will be used to fully assess the viability of their proposal, confirm key details have been fully understood, and make the final selection through any subsequent adaptation of the scoring noted above.

13.8 Final selection – The final selection of the winning proposal will be made based on the final scoring of the proposal, taking in to account any adaptation made of these scores based on the shortlisting interviews.

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

Annex 1 – Terms and Conditions of Contract (Example)

Annex 2 – Supplier Proposal

Annex 3 – Pricing Approach