



Foreign &
Commonwealth
Office

30 May 2019

Thomson Reuters Foundation Group (DBA Reuters Foundation Consultants Limited)
(Via **BRAVO** portal)

Dear Thomson Reuters Foundation Group (DBA Reuters Foundation Consultants Limited),

Notice of Contract Award Decision: Contract Reference: CPG/3266/2019

ENHANCING JOURNALISTIC STANDARDS IN RUSSIA THROUGH THEMED PRESS TOURS

1. I am pleased to advise that the Secretary of State for Foreign & Commonwealth Affairs (the Authority) proposes to accept your tender dated 23 April 2019 in response to the Authority's requirement for the provision of **Enhancing Journalistic Standards in Russia through Themed Press Tours**.
2. Two companies responded to the ITT within the published deadline. The evaluation criteria used to determine the Most Economically Advantageous Tender (MEAT) for this requirement were detailed in the Invitation to Tender and appended at Annex B below.
3. The scores you have been allocated against the award criteria are as detailed in Annex A to this letter. The Qualification and Technical evaluations were conducted by evaluators from the HMG Russia Unit, British Embassy Moscow and the FCO's Commercial Directorate. A moderation exercise was carried out on 29 April 2019 to agree finalised scores for each question.
 - The final award decision reflects a combination of scores for both Technical and Commercial envelopes as can be seen in Annex A.
 - A full debrief on your proposal will be conducted during initial implementation meetings.
4. The contract will not come into existence until the Authority confirms its entry into the contract. The Authority shall not be responsible in any way whatsoever:
 - for any work undertaken by you; nor
 - for any costs incurred by you;prior to the Authority's entry into the contract or issuance of an Instruction to Proceed.
5. You should note that in the event of any legal proceedings being brought against the decision of the proposed award of this contract, the Authority will be obliged to suspend awarding the contract pending the outcome of those proceedings. We will notify you in writing if such a legal challenge is received. The contract will be formally awarded following your confirmation of the Authority's acceptance.

We look forward to working with you on this contract.

Sincerely,

Esmeralda Tunnicliff

Esmeralda Tunnicliff
CSSF Commercial Adviser

Annex A – Tenderer’s Commercial & Technical Scoring Summary:

ITT_2949: Enhancing Journalistic Standards in Russia through Themed Press Tours	Max Score / Weight	<u>Thomson Reuters Foundation Group (DBA Reuters Foundation Consultants Limited)</u>		
		<u>Weighted Score</u>	<u>Unweighted Score (0-8)</u>	<u>Weighted Score</u>
Technical:	(Out of 700)			
1.2.1 Methodology - General Approach	250	62.5	6	187.5
1.2.2 Methodology – Understanding of Russian Environment	75	18.75	6	56.25
1.2.3 Methodology – Ability to Identify and Engage Stakeholders	150	75	6	112.5
1.2.4 Methodology - Timeline	25	6.25	6	18.75
1.2.5 Technical and Quality Delivery - Risks	75	18.75	6	56.25
1.2.6 Technical and Quality Delivery – Monitoring and Evaluation	100	25	4	50
1.2.7 Resources	25	12.5	6	18.75

	<u>Thomson Reuters Foundation Group (DBA Reuters Foundation Consultants Limited)</u>
Total - Technical only (maximum 800 points)	500
Total - Price only (maximum 200 points)	299.78
Total - Commercial plus Technical Combined	799.78

RANK (Technical)	1 st
RANK (Price)	1 st
RANK (Combined)	1st

Annex B – Score Key Assessment:

Score Key Assessment	Definition	Interpretation
8	Excellent	<p><i>Meets and exceeds:</i></p> <p>Demonstration by Potential Provider with evidence of its ability to deliver a solution over and above the Authority’s minimum requirement. Response demonstrates factors that will offer potential added value.</p>
6	Good	<p><i>Meets:</i></p> <p>Demonstration by Potential Provider with evidence of its ability to deliver a solution for the Authority’s requirement.</p>
4	Minor Reservations	<p><i>Almost meets or minor reservations only:</i></p> <p>Some minor reservations and/or limited evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement.</p>
2	Serious Reservations / Potentially Non Compliant	<p><i>Serious Reservations:</i></p> <p>Serious reservations and/or lack of evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement. The Authority reserves the right to consider bidders scoring this rating as being non-compliant.</p>
0	Unacceptable/ Non-Compliant	<p><i>Unacceptable:</i></p> <p>No demonstration and/or no evidence of Potential Provider’s ability to deliver a solution for the Authority’s requirement. The Authority reserves the right to consider bidders scoring this rating as being non-compliant.</p>