

British Council Argentina

Remote Teaching of English and Special Education Needs (SEN)

Research and toolkit for ELT Practitioners

October 2021

The British Council Argentina is pleased to announce its 2021 call for proposals to conduct research into Special Educational Needs (SEN) and the remote teaching of English, in the Americas and the UK. We aim to facilitate research to help practitioners with the remote teaching and learning of English with a focus on a particular area of Special Education Needs.

Timescales

Apply by: 27 October 2021

Start date: 1 November 2021

End date: 31 March 2022

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. Background to the proposal

As the UK's principal cultural relations organisation in over 100 countries across the world, the British Council is strongly committed to equality, diversity and inclusion. Our work is centred on building meaningful, enduring and respectful relationships across different cultures.

The aim of English for Education Systems (EES) is to support the improvement of English language teaching and learning in formal and non-formal education systems. EES has the following impact areas:

- English Connects – our global online engagement with teachers and teacher educators
- English in Education - English as a subject in the curriculum and English as a medium of education in formal education systems

- English for Empowerment – formal and non-formal education with two strands – Language for Resilience and English and Digital for Girls' Education

EES delivers these programmes in country through policy advice, research and insight, and the delivery of grant, co-funded and full cost recovery contracts and programmes in 50+ countries in collaboration with ministries of education, education and donor agencies.

Inclusive approaches and practices in education and schools' systems are the basis for improved learning outcomes for all and contribute to Sustainable Development Goal (SDG) 4. They are embedded in everything we do and an essential aspect of each stage of our project delivery process – planning, implementation, monitoring and evaluation.

Special Educational Needs (SEN)

Inclusion in - regular education systems is an entitlement and a fundamental human right for children and young people with special educational needs (SEN). If this is to be successful and sustainable then it must be predicated on an approach that is achievable, empowering, and which is also based on a thorough and sensitive understanding of the current context of the school and education system, particularly while remote teaching. The commitment to developing inclusive practice, therefore, requires a multi-tiered response that addresses policy, practice and culture at all levels within the education system.

However, in working towards this ultimate goal, the British Council believes that a more achievable, realistic and empowering stance is to support schools and education systems to work towards a position where more schools meet the needs of more of their pupils. The British Council therefore believes that the inclusion of pupils with SEN should be seen as an ongoing process rather than an end product. By adopting the definition that more schools meet the needs of more of their pupils, schools and education systems are empowered to constantly engage in improvement rather than be subject to a pass or fail finite judgement.

Background to the proposal:

It has now been over a year since COVID-19 caused a wave of school closures globally. In June 2021 schools in many countries in the region and indeed the world remain closed, partially closed or have adopted a hybrid model (face to face + remote teaching). However, the challenges remain.

Earlier this year, the British Council commissioned research on [*New Ways of teaching: skills teachers need in order to teach in 2020-2021*](#), in order to better understand the challenges teachers face, and the skills teachers need, especially if new to teaching remotely. One of the main findings was the need for more robust pedagogy for online teaching. It was also identified that SEN was a particular area of concern.

Aims of this call for proposal

- To conduct desk research and original research (e.g. surveys, interviews, focus groups) into the needs of English teachers supporting learners with a particular special educational need-to be suggested and justified selection by the applicant-, by identifying successful approaches in this context as well as how international approaches might help (i.e. with a focus on either: Overcoming communication and interaction barriers; Different approaches to cognition and learning; Healthy learning: impact of social, mental and emotional health on the learning process; Sensory or physical, or a subset of these)
- To provide insights and practical advice to teachers that might be struggling to create inclusive classrooms, particularly when teaching remotely.
- To provide research that is relevant, and which has a practical value to the teacher of English, and which also is of interest to school leaders and policymakers.
- To provide evidence-based guidelines and suggestions for ELT practitioners, in the form of a toolkit for a particular area of SEN relevant to the teaching of English.
- To promote equality, diversity, and inclusion in the remote teaching of English

Background to British Council Argentina & Remote Teaching

British Council Argentina is well-placed to lead on the commissioning of this research and analysis because of the experience of the [Remote Teaching Centre](#) (RTC) in Buenos Aires, which has been the main hub for the delivery of remote lessons to over 80,000 state primary school children in Uruguay, as well as a number of remote teaching and teacher development initiatives in the region and elsewhere.

2.3 The purpose and scope of this Call for Proposals (CFP) 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 CFP (“**Proposal**”).

3. Proposal Conditions and Contractual Requirements

This section of the CFP 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: remotely.

3.1.3 Duration: 28 October 2021 to 31 March 2022, with an option of an extension up to 6 months.

3.1.4 Contractual terms: As set out at Annex [1] [**Guidance Note: 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 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 ARFacturas@britishcouncil.org.ar
www.britishcouncil.org

7. Specification

7.1. Objectives of the project

British Council Argentina would like to commission a piece of research focused on identifying policies, programmes and practices that successfully address SEN (Special Education Needs) when teaching English remotely. The British Council's understanding of remote teaching refers to synchronous live interaction.

The aim of this research is to provide ELT practitioners practical tools that help adapt and improve their teaching practice in an online classroom with different student's needs. The scope should address compulsory education (primary and secondary) within the Americas and the UK, with English as the subject.

7.2. Different instances of remote teaching that should be considered:

Consider policies, resources and good practices of different instances of remote teaching of English as a subject:

1. A considered approach to English remote teaching: learning environment and context. Identify learners needs.
2. Lesson plan and adapting materials: Adapting curriculum and course book, Skills work (Speaking / Listening / Reading / Writing). Suggested tools, resources and further Information.
3. Classroom management: group work and pair-work, troubleshooting, communication with parents. Tasks, homework, and assessment – how can parents help?
4. Motivation and assessment: Motivating students online. Engaging students, learner training. Formative assessment (how to – speaking – listening – reading – writing) Resources and tools.

7.3 Deliverables: Collection, reviewing of data and development of a toolkit

- a) **Desk research** with a particular focus on SEN and language teaching, leading to a literature review that gives an overview of SEN in general, but which goes into more detail on your chosen area of research and analysis (i.e., with a focus on either: Overcoming communication and interaction barriers; Different approaches to cognition and learning; Healthy learning: impact of social, mental and emotional health on the learning process; Sensory or physical, or a subset of these)
- b) Identify good practices, resources and tools (where they exist) that address SEN in general, and the chosen area of SEN in particular, especially when it relates to language teaching. Suggested sources include public and private educational entities, organisations specialising in SEN, governments, and ELT communities (e.g. English Teacher Associations) in the UK, across the Americas, and elsewhere.
- c) **Identify the needs of teachers of English in the Americas** when it comes to helping them cater for SEN students (of your chosen area) who require extra attention when teaching and learning online. We expect this knowledge and insight can be met by

conducting **surveys, focus groups -teacher groups of different countries working together discussing differences in their contexts- and interviews with key stakeholders such as English Teacher Associations, Educational institutions and Ministries of Education**, to provide more detail of some of the challenges and responses. This analysis should include the following countries as minimum, and the British council can assist by helping to identify stakeholders and providing letters/emails of introduction:

1. **Argentina**
2. **Brazil**
3. **Colombia**
4. **Mexico**
5. **Peru**
6. **Uruguay**
7. **UK**

d) **Synthesis and analysis of data**, matching potential resources / advice to needs that will result in a **toolkit** with suggestions and teaching approaches to make lessons more inclusive for learners with your chosen area of SEN. We anticipate this toolkit will include:

1. **A discussion of the potential barriers** SEN students might face when learning remotely
2. Suggestions for the design of **lesson plans** and for the adaptation of **teaching materials (including coursebooks)**, to make them more accessible.

Suggestions of effective approaches to teach English online to learners with SEN, considering aspects such as **approach to skills work** (e.g. Reading, Writing, Speaking, Listening) , **classroom management, task types, and homework** .

3. **Identification** of ways to **successfully motivate students** when teaching remotely
4. Suggestion of how to deal with assessment, both formative and summative, when teaching students remotely.

e) Once the work is finished, the chosen consultant will present the main findings and toolkit in an online event (webinar) to the ELT community in the Americas (date to be agreed upon).

7.4. Details of consultancy

This call for proposal is opened to consultants around the world who can commit to delivering the following:

ACTIVITY	DATE - year
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Contract start date and beginning of consultancy assignment	1 November 2021
Meeting between consultant and British Council’s RT-CE committee & signing of contract	1 November 2021
Work plan submission	8 November 2021
Initial findings – first draft of research report submission + preliminary toolkit (for feedback from British Council)	15 December
Final report submission and toolkit (for feedback from British Council)	14 January 2022
Anticipated final changes made after British Council feedback given	4 February 2022
Present main findings and toolkit in two online events to ELT community (ELT roundtable and Webinar)	February and March 2022 (Dates TBD)
End of consultancy assignment	31 March 2022

Who may apply?

A consultant with international reach and demonstrable experience and knowledge of both English Language Teaching (ELT) and SEN, who also has previously undertaken research and analysis projects.

We encourage and welcome applications from consultants with lived experience in this area.

8. Intellectual Property

The Consultant expressly agrees that the Course design and content of the course, survey results and reports, shall belong exclusively to the British Council, even if created outside its premises, if bound to or resulting from the performance of the scope of this Agreement and/or the information owned by the CLIENT.

9. Budget

The maximum budget for this project will be £27.000 (including VAT if payable) and should be taken into consideration in your proposal. This is to cover everything as outlined in this request for proposal.

10. Key background documents

11.1 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.

12. Timescales

12.1 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 - year
Deadline for asking clarification of questions	22 October (5pm Argentina)
British Council to respond to clarification questions	25 October
Deadline for submission of proposal	27 October (5 pm Argentina)
Selection of proposals	28 October
Final Decision communicated to winning applicant	29 October
Signing of contract	1 November
Beginning of consultancy assignment	1 November

13. Instructions for Responding

13.1 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 milagros.mendezprato@britishcouncil.org

by the Response Deadline, as set out in the Timescales section of this RFP. Subject line: “Proposal – Remote Teaching of English & SEN”.

13.2 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.

14. Clarification Requests

14.1 All clarification requests should be submitted to graham.stanley@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.

14.2 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.

14.3 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.

14.4 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.

15. Evaluation Criteria

15.1 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.

15.2 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%
Methodology and Approach that demonstrates that the researcher understands the request Applicants should consider: <ul style="list-style-type: none">• The potential impact and relevance of the research on ELT practice, and output to ELT professionals.• The originality of the contribution to its field within ELT.	30%
Knowledge of the sector, professional experience, qualifications and competencies.	40%

Value for money	20%
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15.3 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.

15.4 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.

15.5 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.

15.6 The Winning Proposal(s) - 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 Response Template. Remote Teaching of English and SEN