**Essex County Council**

**Request for Quotation (RFQ)**

**Consultancy Response Pack**

**Project Title: Ambitious Essex – Start Up Accelerator**

**To be completed in full and returned by 12 noon on 05/01/2024 to** **jack.daniels@essex.gov.uk**

Please ensure you password protect your response and e-mail the password in a separate message

1. **Specification**

Please review the embedded specification for full details of the requirement



1. **Timetable**

|  |  |
| --- | --- |
| RFQ released | 01/12/23 |
| Clarifications Deadline | 15/12/23 |
| **RFQ submission deadline** | **05/01/24** |
| Evaluation | 10/01/24 |
| Award notification | 12/01/24 |
| Contract start | 22/01/24 |
| Contract term | 6 Months |

1. **Project Milestones**

|  |  |
| --- | --- |
| Contract Start | 22/01/24 |
| Mobilisation period | 05/02/24 |
| Milestone 1A-C complete | 30/04/24 |
| Milestone 2A-C complete  | 31/07/24 |
| Contract end  | 31/07/24 |

1. **Requirement Specific Questions**

The answers to the below questions will demonstrate how the bidder is able to deliver against the specification.

Bidders that fail **ANY** of the ‘pass/fail’ questions will not have the rest of their submission assessed and will be excluded from the procurement process at this stage.

**Question 1:** Please set out how you will structure and deliver a programme to meet the desired outcomes in the specification and to deliver each of the Milestones, including your target business creation rate for attendees of the programme. Please also include an indication of you will target and recruit the targeted groups set out in the specification. (This section should include some understanding of the current business support provision provided by ECC and external providers.)

*Pass: The proposal demonstrates that the supplier is able to meet the Milestones to the requirements (i.e. business sector, founder demographics) set out by the specification.*

*Fail: There proposal does not demonstrate that the supplier is able to meet all Milestones and requirements detailed within the specification.*

*Word Limit: 1500 words*

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| Bidder Response |

**Question 2:** Please provide a detailed timeline to demonstrate how the milestones will be delivered, including delivery of required outcomes. This should include how programme evaluation data set out in the specification will be reported to ECC.

*Pass: The response clearly details the timelines within which provider will ensure the milestones and outcomes are delivered and these fit within the timelines required for this project.*

*Fail: The response does not clearly detail the timelines within which provider will ensure the milestones and outcomes are delivered and/or these do not fit within the timelines required for this project.*

*Word limit: 1000 words*

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| Bidder Response |

**Question 3:** Please provide details of your experience (max. 3 examples) of working on similar projects in the last three years and how this experience demonstrates you can deliver this requirement. Include details of the following:

* Name of the contract
* Customer name
* Value of the whole contract,
* Contract term
* Short description of the service and outcomes delivered
* Brief details of what worked well and any lessons learned.

If you have worked with Essex County Council or any other local government organisation, please outline this piece of work as one of your examples.

*Pass: Relevant examples provided which demonstrate suitable previous experience to deliver the services/product detailed within the specification and gives confidence in the deliverability of the target startup rate.*

*Fail: Response fails to provide relevant contract examples which demonstrate suitable previous experience and fails to give confidence in the deliverability of the target startup rate.*

*Word Limit: 1000 words*

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| Bidder Response |

**Question 4:** Please provide detail of how you intend to resource the requirement within the specification should you be awarded the contract. Please include details of the team, their qualifications, skills, and experience relevant to this requirement.

*Pass: the response demonstrates that a suitably experienced and qualified team is in place to deliver the requirement*

*Fail: The response does not demonstrate that a suitably experienced and qualified team is in place to deliver the requirement*

*Word Limit: 2-page CV per team member*

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| Bidder Response |

1. **Health and Safety**

It is a legislative requirement for organisations with 5 or more permanent employees to have a Health & Safety Policy. If you have 5 or more permanent employees, please confirm you have a Health & Safety Policy. If you have less than 5 please provide details of how you ensure your workplace is safe.

Please detail if you comply and how in the box below.

|  |
| --- |
|  |

1. **E-procurement**
2. Please confirm that as a minimum, your organisation will accept orders sent electronically (via P2P) to a central e-mail address by marking the relevant box with an “X”.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If you are unable to answer 'Yes', please contact the named contact on page one for further advice before submitting your RFQ response.

1. Please confirm that as a minimum, your organisation will submit invoices electronically (via P2P) by utilising the PO Flip method by marking the relevant box with an “x”.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If you are unable to answer 'Yes', please contact the named contact on page one for further advice before submitting your RFQ response.

1. **Pricing**

Please complete the pricing spreadsheet as per the instructions stated within the document.

All prices should be exempt of VAT and include any expenses



1. **Freedom of information (FOI)**

If you consider that any information supplied for the purposes of this RFQ is either confidential in nature or commercially sensitive (please refer to the bidder guidance for more information) this should be highlighted in the table below. Please add more rows if required.

|  |  |
| --- | --- |
| **Location and description of commercially sensitive or confidential information** | **Reason for Exemption** |
|  |  |
|  |  |

1. **Full Terms and Conditions**

Please see below the full Terms and Conditions:



1. **Declaration**

Please confirm that you have read, understood and accept the contents of this RFQ process, which includes:

* The Terms and Conditions and in particular;
	+ The insurance requirements stated within Clause 11
	+ The equality, Human Rights and modern slavery requirements detailed in section 16
* The RFQ Response Pack
* The Pricing Spreadsheet
* The contents of the Bidder’s Guidance

These documents will form the final contract if the Bidder is successful. By completing this declaration you will be accepting the terms and Conditions for contract delivery should you be successful.

Please confirm by marking the relevant box below with an ‘X’ and provide contact details as requested below for the person confirming Yes/No.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| Name:E-Signature:Job Title:E-mail Address:Contact Number:Main Office Number:Full Postal Address:Please confirm who will be the main contact for this contract if successful and provide the following full contact details below if they do not match the above: |