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**Request for Quotation**

**North Northamptonshire COUNCIL**

**fLEET DE-CARBONISATION OPTIONS Appraisal**

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# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “The Council”) invites quotations for the provision of consultancy service to develop and provide a detailed and robust options appraisal that will identify and evaluate optimal pathways to decarbonising the council fleet and enable the council to formulate a future procurement strategy based on whole life costs. The document will be for internal use to inform officers and members.
  2. The Council’s detailed requirements are defined in Section 2: Specification.
  3. Please take care in reading this document, in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the Officer detailed in Table B.
  4. The Council reserves the right to:
     1. carry out due diligence checks on the awarded Potential Supplier;
     2. amend the Conditions of Contract included at Appendix 1;
     3. abandon the procurement process at any stage without any liability to the Council; and/or
     4. require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
  5. The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Responses or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this RFQ entirely at your own risk.
  6. All documents and materials, which comprise the RFQ response, must be written in English only.
  7. Quotations are to remain open for acceptance for a period of 90 days from the Deadline for Submission of Bids.
  8. Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and locate within the question asked as this will be the single source of information on which responses will be scored and ranked.
  9. **Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)**
     1. Potential Suppliers are advised that the Council believes that the transfer of undertakings (protection of employment) regulations 2006 and/or European Communities acquired rights directive 2001/23EC do not apply to this contract at its commencement.
     2. However, Potential Suppliers must satisfy themselves as to whether, in their view, the TUPE regulations will apply and the extent of their obligations in relation to pensions. Potential Suppliers are advised to seek independent professional advice on the consequences for them if they are the successful provider(s) and the TUPE regulations are held to be applicable.
  10. **Rights of the Council in Relation to the RFQ**
      1. The Council reserves the right to:

1. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by the Council;
2. Make changes to the timetable, structure or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable;
3. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis;
4. Choose not to award any contract as a result of this procurement process; and/or
5. Reject any RFQ Responses that are over budget without further evaluation of the response.
   1. Answer fully all relevant questions and respond in accordance with any specific requests as detailed in the question e.g., maximum word/page limits, etc.
      1. Where the Council has identified word limits, Potential Suppliers are strongly requested to adhere as closely to these as possible. Whilst it is not the Council’s intention to count the number of words a Potential Supplier uses in their responses, if the Council reasonably determines that a word limit has been exceeded, it may take that into account when awarding a score for that question; i.e.; words submitted over this limit may not be evaluated;
      2. All words in any format (including but not limited to words in diagrams, pictures, maps, tables and charts) will count towards the word count. Potential Suppliers must state the number of words in any diagram, picture, map, table or chart directly underneath it. This includes any other method of presentation which is not just text. Potential Suppliers must not attempt to circumnavigate the word limit e.g., by joining up words or using special characters to join words.
      3. Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.
      4. When uploading attachments, please state the question number only in the file title.
      5. Submit any zipped files in WinZip format only.

## Procurement Timetable

* 1. This RFQ follows a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
  2. All documents, which comprise any RFQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table A, below.
  3. The RFQ process is intended to follow the timetable set out in Table A, below.

**Table A**

| Activity | | Time and Date  (as applicable) |
| --- | --- | --- |
|  | Request for Quotation Documents issued | Thursday, 23 November 2023 |
|  | Deadline for Questions from Potential Suppliers | 12:00pm on Wednesday, 13 December 2023 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Saturday, 16 December 2023 |
|  | Deadline for Submission of Bids | Monday, 18 December 2023 |
|  | Evaluation of Bids Received\* | Tuesday, 19 December 2023 |
|  | Clarification Meetings (if required)\* | Wednesday, 20 December 2023 |
|  | Contract Award\* | Thursday, 4 January 2024 |
|  | Pre-Contact Meeting(s)\* | Tuesday, 16 January 2024 |
|  | Contract Start\* | Thursday, 18 January 2024 |
|  | Contract End (EXCLUDING Extension Periods)\* | Wednesday, 1 May 2024 |

* 1. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e. \*, are provided for **guidance only** and are **subject to change** at short notice.
  2. Any RFQ received after the Deadline for Submission of Bids identified in Table A, may be rejected. Therefore, it is the Potential Supplier’s responsibility to ensure that the deadline is not breached.

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via e-mail to the Officer detailed in Table B, below, no later than the Deadline for Questions from Potential Suppliers date found in Table A.
  2. A copy of all requests for clarifications and the responses will be published to all potential suppliers, where the clarification and response are not considered confidential.
  3. If a potential supplier wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will publish in an anonymised format.
  4. The deadline for receipt of clarifications relating to this procurement is set out in the procurement timetable. Clarifications sent to the Council after this deadline may not be responded to.

**Table B**

|  |  |
| --- | --- |
| Name | Chris Haines |
| Job Title | Head of Environment |
| Telephone number | 07850 064762 |
| E-Mail address | [Chris.haines@northnorthants.gov.uk](mailto:Chris.haines@northnorthants.gov.uk) |

## Quotation Responses

* 1. Should you wish to take part in the selection process please complete this RFQ and return via e-mail to the Officer detailed in Table C, below, no later than the Deadline for Submission of Bids date in Table A.

**Table C**

|  |  |
| --- | --- |
| Name | Chris Haines |
| Job Title | Head of Environment |
| E-Mail address | [Chris.haines@northnorthants.gov.uk](mailto:Chris.haines@northnorthants.gov.uk) |

## Evaluation of Quotations

* 1. **THOSE POTENTIAL SUPPLIERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL be rejected from the RFQ PROCESS.**
  2. Any bids which are not compliant or not completed fully will be rejected. If a bid is eliminated for any reason, the price submitted within the quote concerned shall also be excluded from the evaluation. Based on the information provided by Potential Suppliers, each compliant RFQ Response will be evaluated based on the following criteria:

**Evaluation Method: Weighted combination of Quality and Price**

**Quality Questions at ‘X’% + Pricing at ‘Y’% = 100%**

Total sum of (question score × weighting of question)

= Potential Provider Quality Score

(Potential Provider Quality Score ÷ Max Quality Score Available) × “X*”*

= Potential Provider Quality %

1. **Quality Questions (Part 3 Section B)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Potential Provider Quality Score** | **Max Quality Score Available** | **Score %**  **(If “X” = 40)** |
| Bid 1 | 50 | 100 | 20% |
| Bid 2 | 100 | 100 | 40% |
| Bid 3 | 75 | 100 | 30% |

The Quality Questions will be scored using the following scale:

|  |  |
| --- | --- |
| **SCORE** | **CRITERIA FOR AWARDING SCORE** |
| 0 | Considered to be a **POOR response** on the basis that:   * No response is provided; or * It does not answer the question or is completely irrelevant. |
| 1 | Considered to be a **LIMITED response** on the basis that:   * Overall, it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level. |
| 2 | Considered to be an **ACCEPTABLE response** on the basis that:   * It addresses most of the relevant criteria; and/or * The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level. |
| 3 | Considered to be a **GOOD response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and provides evaluators with confidence that the criteria will be delivered to a good standard. |
| 4 | Considered to be an **OUTSTANDING response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard. |

1. **Pricing (Part 4)**

Pricing % will be calculated as follows:

The bid with the lowest overall price will receive a full score of Y%

The following calculation will be applied to the other bids:

Score = Y – ((Price - Lowest Price) / Lowest Price x 100) x (Y /100))

**EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Lowest Compliant Bid Price (£)** | **Potential Providers Price (£)** | **Score %**  **(If “Y “= 60)** |
| Bid 1 | £20,000 | £20,000 | 60 |
| Bid 2 | £20,000 | £22,000 | 30 |
| Bid 3 | £20,000 | £25,000 | 21 |

**TOTAL SCORE EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Quality Score (%)** | **Price Score (%)** | **Total (%)** |
| Bid 1 | 20 | 60 | 80 |
| Bid 2 | 40 | 30 | 70 |
| Bid 3 | 30 | 21 | 51 |

5.3 Your submission should describe how you propose to deliver the services described in the specification in Section 2.  Weighting and word counts are indicated where applicable in Section 3, this is summarised below:

|  |  |  |
| --- | --- | --- |
| **Question** | **Requirement** | **Total Weighting** |
| 7 | Understanding the project requirements | 10% |
| 8 | Experience of delivering similar Parking Strategies | 15% |
| 9 | Relevant experience and capabilities, staff and resources | 10% |
| 10 | Project plan | 5% |
| **Sub-total – quality questions** | | **40%** |
|  | Price | 60% |
| **Total** | | **100%** |

# Section 2: Specification

## Introduction and Background

North Northamptonshire Council is a Unitary Council in the East Midlands serving a population of more than 350,000 people, across the principal towns of Kettering, Corby, Wellingborough, Rushden, Raunds, Desborough, Rothwell, Irthlingborough, Thrapston and Oundle.

The Council was created in April 2021, when the local District and Borough Councils and County Council were amalgamated, forming two Unitary councils in Northamptonshire. Accordingly, much of the existing policy and procedural arrangements for fleet services were established by predecessor Authorities.

The Council adopted a corporate plan in 2021, with a vision for North Northamptonshire as ‘a place where everyone has the best opportunities and quality of life. The plan outlines six key commitments:

1. Active, fulfilled lives: We will help people live healthier, more active, independent and fulfilled lives.
2. Better, brighter futures: We will care for our young people, providing them with a high-quality education and opportunities to help them flourish.
3. Safe and thriving places: We will enable a thriving and successful economy that shapes great places to live, learn, work and visit.
4. Green, sustainable environment: We will take a lead on improving the green environment, making the area more sustainable for generations to come.
5. Connected communities: We will ensure our communities are connected with one another, so they are able to shape their lives and the areas where they live.
6. Modern public services: We will provide efficient, effective and affordable services that make a real difference to all our local communities.

* The Corporate Plan can be found at: <https://www.northnorthants.gov.uk/corporate-plan>

North Northamptonshire Carbon Management Plan [Carbon Management Plan | North Northamptonshire Council (northnorthants.gov.uk)](https://www.northnorthants.gov.uk/climate/carbon-management-plan)

NorthNorthamptonshire to Net Zero - [North Northamptonshire Net Zero Project | NN2NZ](https://nn2nz.co.uk/)

For Liberty Charge use link [Our Plans For On-Street Electric Vehicle Charging | Northamptonshire County Council (smartmovenorthamptonshire.net)](https://www.smartmovenorthamptonshire.net/page/our-plans-street-electric-vehicle-charging)

**Fleet Background**

North Northamptonshire Council’s fleet service comprises of around 270 vehicles (62 HGV and 208 light and specialist vehicles) operating from three main depots. The council also has another 100+ other vehicles that are currently being held by other service areas outside the Fleet Team in services such as Housing and Country Parks and the latter vehicles are mainly owned outright as opposed to leased like the majority of the main fleet. These numbers exclude continued and spot hire vehicles. The entire council fleet is in the process of being moved under the management of Fleet services.

**NNC will provide:**

The Council will provide the following information to the successful consultant:

Contact details for the service users of Fleet vehicles– to include Waste, Grounds Maintenance, Country Parks, Parking Enforcement, Environmental Health, Housing and Communities and support services including FM.

Current costs for fleet and individual vehicles and bulk fuel purchasing

Fleet Data and telemetry including:

* Live list of vehicles, where they operate to/form, fleet sub-set e.g. company cars, pool cars, ‘grey fleet’, vans, heavy goods vehicles, etc.
* Mileage data for the individual vehicles for the survey period
* Fuel data for individual vehicles for the survey period
* Telematics or operational data to help inform understanding of variability to daily usage
* Fleet procurement and ownership/lease information
* Policies and procedures, which may include some of the following: vehicle policy, expenses policy, environmental policy – and any others that may affect organisational transport

Building power supply

* the maximum import capacity for each site (kVA)
* the site’s power factor (normally a number close to 1),
* the cost of electricity

**Relevant Council Plans/policies**

* [Carbon Management Plan](https://www.northnorthants.gov.uk/climate/carbon-management-plan)
* [Place and Economy - Assets-and-Environment-CC-Considerations.pdf - All Documents (sharepoint.com)](https://nnugov.sharepoint.com/sites/PlaceandEconomy/SiteAssets/Forms/AllItems.aspx?id=%2Fsites%2FPlaceandEconomy%2FSiteAssets%2FSitePages%2FCarbon%2DManagement%2DPlan%2FAssets%2Dand%2DEnvironment%2DCC%2DConsiderations%2Epdf&parent=%2Fsites%2FPlaceandEconomy%2FSiteAssets%2FSitePages%2FCarbon%2DManagement%2DPlan)

## Scope

2.1 The specified outputs of the Project to be provided by the Consultant are to include but not be limited to:

An options appraisal that will identify and evaluate optimal pathways to decarbonising the council fleet and enable the council to formulate a future procurement strategy based on whole life costs. The document will be for internal use to inform officers and members.

As a result of the options appraisal, we wish to be able to take a strategic approach to optimizing costs, engage effectively with new technologies to transition the operation of our fleet (ideally) to zero emissions, by 2030, understanding what the associated costs/savings and risks are likely to be.

* 1. The final output will be:

1. A fleet decarbonisation options appraisal that provides evaluated approaches to decarbonisation with full business cases for any required investment.

## Statement of Requirements

Specifically, we would like to see the following included in the appraisal:

* Consultation with the various services using council vehicles including Waste, Grounds Maintenance, Country Parks, Parking Enforcement, Environmental Health, Housing and Communities, to identify operational requirements, issues, and concerns regarding decarbonisation of the fleet. Including, identification and evaluation of options for alternative transport such as e-bikes etc.
* Consideration of vehicle operational requirements against the models available from manufacturers, and the authority’s replacement cycle (or contract renewals) to identify which vehicles may be suitable for replacement with electric vehicles (EVs) and/or alternative fuel, reflecting the existing fleet renewal cycle.
* Evaluation of decarbonisation options including ‘blended fleet’ options -with EVs, hybrids and ICE vehicles as well as non-fossil fuel options (likely to be on the market 2023 to 2030), such as HVO, Compressed Natural Gas, Biomethane and Hydrogen, particularly in relation to HGVs such as refuse collection vehicles, tractors, road sweepers etc.
* A comprehensive assessment on the impact of the decarbonisation options on the various service operational models.
* Energy and carbon baseline for the current fleet and for each option to underpin any recommendations to change.
* Identification of any infrastructure required - charging infrastructure to support fleets and what charging models are most suitable – home, depot, hybrid etc.
* Provide indicative whole-life revenue and capital cost comparisons of the different options, including for the supporting infrastructure such as smart charging, grid connection, servicing etc specific to the council’s premises; consulting with the council’s FM officers as appropriate.
* Evaluation of relative costs and benefits of leasehold versus freehold ownership of vehicles.
* Identification of necessary supporting measures, such as driver and mechanic training, including the need for any modification to existing operational risk assessment and working practices resulting from the operation and maintenance of battery powered vehicles.
* A brief review of (top 3) national best practice/successful case studies for fleet decarbonisation that are comparable with the North Northamptonshire services and fleet profile.
* A timetable for transition tailored to the council’s existing fleet leaseholds contract and ownership
* Risk analysis of transition options
* Identification of the best partners for the council (internal and external) to deliver decarbonisation.
* Identification of relevant supporting grants available to the council

**Constraints**

We do not require a detailed explanation as to why fleet de-carbonisation is important.

* We request you provide a project plan and timetable for delivery of the report.
* Please identify if there are any requirements identified in this specification that you feel unable to deliver effectively, or that would be best delivered in an alternative way, and why this is the case.

## Implementation Criteria

* The project management timetable and milestones will be agreed with the winning bidder to include:
* bi-weekly meetings with key NNC staff members
* Consultation with fleet service users
* Production of a draft report and presentation to key Members and/or Executive Advisory Panel and Officers
* Presentation of a final report

## Performance Monitoring and Review/Project Management

* + Provision of project plan at project start up meeting to be agreed with the Project Team.
  + Fortnightly update meetings/calls will take place, at which the service performance will be discussed.
  + For the duration of the contract, the supplier will be paid monthly in arrears, subject to meeting the above criteria.
  + For the update meetings, the Supplier must prepare an update note on the current position.
  + Reports and papers to be provided to timescales agreed

## Data Management / UK General Data Protection Regulation (UK GDPR)

As a data controller, we are committed to upholding the principles of UK GDPR and the Data Protection Act 2018 (UK Data Protection Legislation) to ensure:

* that any processing is lawful, fair, transparent and necessary for a specific purpose;
* that data is kept accurate, up to date and removed when no longer necessary;
* that data is kept securely and safely; and
* transparency regarding use of personal (including special category) data.

The data controller has overall control of the personal data that it holds. The data controller is responsible for ensuring that its data processors are competent to process personal data in line with UK GDPR requirements. Under Article 28(1) data controllers are only permitted to use data processors that can provide “sufficient guarantees” to implement appropriate technical and organisational measures, to ensure the processing complies with the UK GDPR and protects the rights of individuals.

There have been no data protection implications identified for the initial provision of this service.

If, at any stage following the commencement of services the supplier requires access to personal data held by the data controller; the data controller will ensure that the appropriate provisions are put in place and documented, to allow the processing to be undertaken in accordance with UK Data Protection Legislation.

In this event, in accordance with Article 28 UK GDPR, the supplier as a ‘data processor’ must adhere to the following provisions:

28 (3)(a) only process personal data in line with the data controller’s documented instructions (including when making an international transfer of personal data), unless it is required to do otherwise by UK law.

28(3)(b) the data processor and its personnel must obtain a commitment of confidentiality from anyone it allows to process the personal data unless that person is already under such a duty by statute.

28(3)(c) the data processor is obligated to take all security measures necessary to meet the requirements of Article 32 on the security of processing.

28(3)(d) the data processor should not engage another processor (a sub-processor) without the controller’s prior specific or general written authorisation. Where authorisation is received, the sub-processor must offer an equivalent level of protection for the personal data.

28(3)(e) the data processor must take “appropriate technical and organisational measures” to help the data controller respond to requests from individuals to exercise their data rights.

28(3)(f) considering the nature of the processing and the information available, the data processor must assist the data controller in meeting its obligations to investigate and report data breaches to the ICO and data subjects, where applicable.

28(3)(g) upon termination of services, the data processor must delete existing copies of the personal data and confirm in writing to the data controller that it has done so, unless UK law requires it to be stored. Deletion of personal data should be done in a secure manner, in accordance with the security requirements of Article 32.

28(3)(h) the data processor must provide the data controller with all the information that is needed to show that the obligations of Article 28 have been met; and allow for, and contribute to, audits and inspections carried out by the data controller, or by an auditor appointed by the data controller.

## Appendixes and/or Annexes

| **No.** | **Document Name** | **Document Location** |
| --- | --- | --- |
|  | North Northamptonshire Council Corporate Plan | [Corporate plan | North Northamptonshire Council (northnorthants.gov.uk)](https://www.northnorthants.gov.uk/corporate-plan) |
|  | Voi Scooter Report |  |

# Section 3: Supporting Information

1. Please complete Section 3 below.

| **General Information** | | | | |
| --- | --- | --- | --- | --- |
| **Question 1:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| 1.1. (a) | Full name of the Potential Supplier completing Information | | | Click to enter text. |
| 1.1. (b) (i) | Registered office address | | | Click to enter text. |
| 1.1 (b) (ii) | Registered website address | | | Click to enter text. |
| 1.1. (c) (i) | Trading Status | | | Choose an item. |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | | | Click to enter text. |
| 1.1 (d) | Date of registration in country of origin | | | Click to enter date. |
| 1.1. (e) | Company registration number | | | Click to enter text. |
| 1.1. (f) | Charity registration number | | | Click to enter text. |
| 1.1 (g) | Head Officer DUNS number | | | Click to enter text. |
| 1.1 (h) | Registered VAT number | | | Click to enter text. |
| 1.1 (i) | Trading name(s) that will be used if successful in this procurement. | | | Click to enter text. |
| 1.1. (j) | Are you a Small, Medium or Micro Enterprise (SME)? | | | Choose an item. |
| 1.1 (k) | If applicable, details of immediate parent company | | | Click to enter text. |
| 1.1 (l) | If applicable, details of ultimate parent company | | | Click to enter text. |

**Please Note:** To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

1. Section 5: Freedom of Information; and
2. Section 6: Declaration.

| **Contact Details and Declaration** | | | | |
| --- | --- | --- | --- | --- |
| **Question 2:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| *Potential Supplier contact details for enquiries about this RFQ Response* | | | | |
| 2.1. (a) | Contact name | | | Click to enter text. |
| 2.1. (b) | Name of organisation | | | Click to enter text. |
| 2.1. (c) | Role in organisation | | | Click to enter text. |
| 2.1. (d) | Phone number | | | Click to enter text. |
| 2.1. (e) | E-mail address | | | Click to enter text. |
| 2.1. (f) | Postal address  *including postcode* | | | Click to enter text. |
| 2.1. (g) | Signature  *electronic is acceptable* | | | Click to enter text. |
| 2.1. (h) | Date | | | Click to enter date. |

| **Insurance** | | | | |
| --- | --- | --- | --- | --- |
| **Question 3:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ to any of the levels below will be eliminated from this procurement process. | |
| *Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below.* | | | | |
| 3.1. | Employer’s (Compulsory) Liability Insurance at no less than £5m  *It is a legal requirement that all Potential Suppliers hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | | | Choose an item. |
| 3.2. | Public Liability Insurance at no less than £5m | | | Choose an item. |
| 3.3. | Professional Indemnity Insurance at no less than £2m | | | Choose an item. |

| **Requirements under Modern Slavery Act 2015** | | | | |
| --- | --- | --- | --- | --- |
| **Question 4:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. | |
| 4.1. (a) | The Council wants to ensure that within your business and its supply chain, there is no servitude or forced labour, slavery human trafficking, arranging, or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights.  Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015? | | | Choose an item. |

| **Social Value** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Question 5:** | | **Scoring Methodology:** | Pass/Fail |  |  |
| 5.1. | Having read the specification what community benefits, will your organisation provide as part of your proposal? Examples include but not be limited to:   * Sub-contracting locally; * Improvements to the area covered by North Northamptonshire; and/or * Use of apprenticeships.   ***Important Note:*** *Where the Potential Supplier answers in such a way, as to avoid this requirement, but still provides an answer (e.g., “we are unable to offer any benefits as a part of this Contract”), they will be deemed to have not answered the question, which may lead them failing this question and being rejected from the process.* | | | | |
| **Answer:** | | | | | |
| Click to enter text. | | | | | |

| **Project Specific Questions** | | | | |
| --- | --- | --- | --- | --- |
| **Question 6:** | **Scoring Methodology:** | 10% | **Word Limit:** | 2000 words |
| Please set out your understanding of the project requirements and outline your overall approach for delivering the project. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Project Specific Questions** | | | | |
| --- | --- | --- | --- | --- |
| **Question 7:** | **Scoring Methodology:** | 15% | **Word Limit:** | 2000 words |
| Please demonstrate your experience of delivering similar strategies | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Project Specific Questions** | | | | |
| --- | --- | --- | --- | --- |
| **Question 8:** | **Scoring Methodology:** | 10% | **Word Limit:** | 2000 words |
| Please describe how the skills of your team will allow you to deliver the requirements of the specification  Please also define the management structure that you would put in place to support the successful performance of this contract, and state all the personnel who will be working on the programme. Please provide CVs to support your response (CVs are not included in the word count, but each CV should be no more than 4 pages). | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Project Specific Questions** | | | | |
| --- | --- | --- | --- | --- |
| **Question 9:** | **Scoring Methodology:** | 5% | **Word Limit:** | 2000 words |
| Please provide a comprehensive project plan in particular, this should include project management of reporting requirements, meetings and sign-off | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. Please complete the Pricing Schedule at Table E, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.

* 1. All prices quoted must exclude VAT.
  2. Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
  3. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.
  4. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score. All other RFQ responses will be scored in accordance with the following calculation:
     1. An example is provided in Table **E**, below. This example is based on a 100% price weighting, where the lowest complaint price is £100,000.

**Table E**

| **Potential Supplier No.** | **Potential Supplier Price Offer** | **Price Calculation** | **Price Score** | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | £100,000.00 | =100%  (lowest compliant price) | 100 | 1 |
| Potential Supplier 2 | £125,000.00 | =100-((125,000-100,000)/125,000)\*100 | 75 | 2 |
| Potential Supplier 3 | £150,000.00 | =100-((150,000-100,000)/150,000)\*100 | 50 | 3 |

**Table E**

| **Pricing Schedule** | | |
| --- | --- | --- |
|  | A completed copy of this Pricing Schedule spreadsheet **must** be included with your RFQ Response. | |
|  | Parking Strategy | £Click to enter text. |
|  | Additional Costs not otherwise specified | £Click to enter text. |
|  | Total Cost (A+B)  This is the figure that will be used for the price evaluation, as detailed in this document. | £Click to enter text. |

# Section 5: Freedom of Information

1. Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed and/or published where the expenditure is over £500, as per the Government Transparency agenda.
2. Potential Suppliers must state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under The Act. Potential Suppliers must state why they consider the information to be confidential or commercially sensitive.
3. Note that inclusion below will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in The Act. Note that the Declaration for this Section has been completed and signed at Section 3, Question 2.1 (g) of this document.

| **Information/Document** | | **Reference/Page No.** | **Reasons for Non-Disclosure** | **Duration of Confidentiality** |
| --- | --- | --- | --- | --- |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
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# Section 6: Declaration

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
   1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
   2. to the best of my knowledge, the information provided is complete and accurate;
   3. the price in Section 4 is our best offer;
   4. no collusion with other organisations has taken place in order to fix the price;
   5. that there is no conflict of interest in relation to the Council’s requirement;
   6. the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix 1;
   7. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix 1 and an instruction to proceed has been given by the Council in writing; and
   8. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

# Section 7: Due diligence

* 1. The Council will undertake its due diligence in advance of any contract award.
  2. The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any Quotation Response which is incomplete.
  3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to the Council to ensure that any organisation who wishes to enter into a contract with the Council will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
  4. The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council’s due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
  5. The Council reserves the right to revisit any selection criteria questions at any time before award stage, where the Council believes there is a risk that selection responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

# Section 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.

1. This will include details of the:
   * 1. Award criteria scores;
     2. Name of the successful provider(s).
2. The following documents shall form part of the contract between the Council and the successful provider(s):
   * 1. Specification;
     2. Terms and Conditions plus related Schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies, etc.);
     3. A pricing schedule (as completed by the Potential Supplier);
     4. Responses to requirements; and
     5. A list of commercially sensitive information.

## Appendix 1: Conditions of Contract