

## QUOTATION EVALUATION

### TIMESCALES FOR THE QUOTATION

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The proposed period of the contract would be from the start date agreed once the tender has been awarded. It is hoped that the start date would be by 1 August 2020 – if this procurement proceeds in full and is intended to run for a one-year duration plus an option to extend for a further 12 months at council's discretion and subject to good performance.

A timetable for the selection process is detailed below (please note these dates may be varied at the council's own discretion):

Stage	Component	Indicative timescale
Request for quotation	Publication of Request for Quotation	16 June 2020
	Deadline for receiving questions	12pm (noon) on 24 June 2020
	Proposal submission deadline	12pm (noon) on 3 July 2020
Supplier Selection	Evaluation Period	6-13 July 2020
	Successful applicant selected and confirmed	14 July 2020
Contract Commencement	Successful applicant commences contract	1 August 2020

All the questions relating to this tender and tenders **should be submitted by email to Linnette Taylor at [ltaylor5@lambeth.gov.uk](mailto:ltaylor5@lambeth.gov.uk)** .

### FORMAT OF RESPONSE

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If your organisation is able to deliver the service that Lambeth is seeking, **please complete the attached Request for Quotation Form (Appendix B)**.

Your proposal should consist of your response to the Method Statement Questions and your completed Price Proposal.

A draft copy of the terms and conditions applicable for this contract is also attached for your information (see Appendix A).

#### **Additional information required:**

The Council would ideally like the contract and delivery of services to commence on 1 August 2020. However, we understand that in certain cases it might take longer for contract mobilization and could accept a later contract start date up to 1 September 2020.

Considering the above, please state whether you can commence the contract and delivery of services on 1 August 2020 and if not, what would be your proposed contract start date.

## PRICE QUALITY RATIO FOR EVALUATION OF PROPOSAL

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The ratio that will be used to evaluate the proposals is as follows:

Quality – 100% - Based on the response to the Method Statement

## PRICE EVALUATION

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The total fixed value of this contract is £30,000 per annum (which includes all associated costs and travel). When submitting this quotation the Provider agrees to deliver the service within this fixed value of £30,000 per annum or if it can be delivered for less than £30,000 per annum to state your price proposal.

## METHOD STATEMENT FOR QUALITY ASSESSMENT

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The response to the Method Statement will be used as the basis for evaluating the quality element of the response.

Question No.	QUALITY 100%	Score	Weighting %
1	Please detail your previous experience of offering a similar debt advice service, ideally in Lambeth, and how it will help you to provide the service for Lambeth?  (Please keep your response up to 400 words maximum)	0-5	25
2	Please set out your proposed approach to delivering a Council Tax Support Summons Service for Lambeth? Consider the model you are proposing to use; how it will be accessible to local people; and how your local connections and knowledge will support the contract delivery.  (Please keep your response up to 500 words maximum)	0-5	40
3	Please detail your ability and willingness to be flexible in the approaches used and to vary the service dependent on emerging need. Please include your approach to reviewing and monitoring the service and implementing service improvements.  (Please keep your response up to 300 words maximum)	0-5	25
4	What additional social value would working with your organisation offer to Lambeth residents? (For example, your local connections, employing local people or supporting you to provide other services).	0-5	10

The components which are indicated with the appropriate weightings will be evaluated by the panel and the appropriate score will be agreed. The score achieved for this section will be weighted at 100% to give the final score for quality (Quality Score).

- The Quality Score will be the Final score.
- The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
- Potential Providers' responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
- Potential Providers' responses should be limited to and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
- Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.

Potential providers will be marked in accordance with the following marking scheme:

Scoring 0-5	Evaluation Criteria Scoring Matrix	
5	<b>Excellent</b>	Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply.
4	<b>Above Acceptable</b>	Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply).
3	<b>Acceptable</b>	Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence given of skill/experience sought.
2	<b>Less than acceptable</b>	Less than acceptable – response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of the requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.
1	<b>Unfavourable</b>	An unfavourable response/answer/solution – limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.
0	<b>No Response</b>	Failed to address the question/issue.