**Documentation Provided by Council**

1. All the documentation necessary to submit this quotation are set out in the following appendices:

* **Appendix A – Background information**
* **Appendix B – instructions for quotation**
* **Appendix C – Procurement timetable**
* **Appendix D – Delivery Milestones**
* **Appendix E – terms and Conditions**
* **Appendix f - Specification**

1. The deadline for any clarifications should be sought from Mairead Brophy ([mbrophy@lambeth.gov.uk](mailto:mbrophy@lambeth.gov.uk)) in accordance with the timetable in accordance with Appendix C – Procurement Timetable.

**Submission of Quotation by Provider**

1. Your proposals should be set out in the method statement and pricing document and returned to Mairead Brophy in accordance with the submission date/time in Appendix C.

**criteria for evaluation**

1. Your submission will be evaluated by an evaluation panel. The evaluation will be based on Price: 20% and Quality 80%.

**method statement**

1. Providers are invited to submit their proposal based on the questions set out in Table 1 – Evaluation Criteria and Questions below which is based on the requirements set out in Appendix F – The Specification. Each question will be scored in accordance with Table 2 – Scoring Methodology.

**Table 1 – Evaluation Criteria and Questions**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Questions** | **Weighting %** |
| **Experience** | 1) Please demonstrate your experience of providing an ID verification and fraud prevention service to a local  authority, ideally within the revenues and benefits area – detailing the methodologies/processes that will be applied as part of this contract. Please provide a small case study.  1B) Please confirm which authorities you’ve previously provided a similar service for. | 20 |
| **GDPR** | 2) Please set out proposals for how you will keep the data of our stakeholders private and secure. Please provide proof of what GDPR certification you have and what procedures you have in place for data security. | 20 |
| **Equalities** | 3) Please set out your equalities proposals to ensure that none of our stakeholders will be treated unfairly | 20 |
| **Quality** | 4) Minimising evidence collection from customers, particularly face to face contact. .(10 marks)  5) How do you propose to ensure that the client has full access to reports throughout the period of the contract (10 marks) | 20 |
| **Total (Quality Score)** | | **80** |

**Information Requirements**

1. Please ensure your method statement are provided in Arial Font Size 11. Please limit your responses to:

Question 1 – 2 sides of A4

Question 2 – 1 side of A4

Question 3 – 1 side of A4

Question 4 – 1 side of A4

* The council reserves the right to challenge any information provided in response to the Request For Quotation 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 generalised 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.

**Table 2 – Scoring Methodology**

|  |  |
| --- | --- |
| 0 | Failed to address the question/issue. |
| 1 | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available. |
| 2 | Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available. |
| 3 | Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought. |
| 4 | 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. |
| 5 | 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 requested. |

PRICE SUBMISSION

1. The Council is seeking an itemised submission in accordance with the deliverables set out in Table 3 – Pricing Submission. The pricing submission should assume and include all disbursements and costs associated with the production of the deliverables.
2. Price proposals should include the requirements and standards as set out in Appendix F – The Specification.

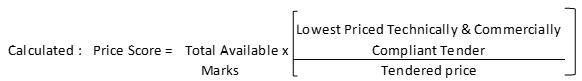
**Table 3 – Pricing Submission – To complete**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Deliverables** | **Itemised lump sum cost per annum (£ excl. VAT)** |
| 1 | Price for integration with our software supplier (IEG4) |  |
| 2 | Year 1 – verification (estimated claims 11500) |  |
| 3 | Year 2 – verification (estimated claims 11500) |  |
| 4 | **Total for items 1 to 3 (to be used for price evaluation purposes)** |  |

|  |
| --- |
| **Notes;** |
| 1. The volumes with respect to this contract cannot be guaranteed |
| 2. The figures provided are for evaluation purposes only. |
| 3. The contractor should explain their pricing mechanism for any additional search above the estimated 11500. |
| 4. The estimated claims are based on estimated annual requirements |
| 5. Pricing should also include reports. |

**Pricing considerations**

1. For price, each submission will be assessed on the total cost (item 5 in Table 3 above) using the following equation:



1. The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender.