

**Request for Quotation**

**North Northamptonshire parkING strategy**

**January 2023**

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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 new Parking Strategy for North Northamptonshire.
	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 | Wednesday, 4 January 2023 |
|  | Deadline for Questions from Potential Suppliers | 12 noon on Monday, 9 January 2023 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Friday, 13 January 2023 |
|  | Deadline for Submission of Bids | 12 noon on Monday, 23 January 2023 |
|  | Evaluation of Bids Received by\* | Friday, 27 January 2023 |
|  | Clarification Meetings (if required)\* | Tuesday, 31 January 2023 |
|  | Contract Award\* | Monday, 6 February 2023 |
|  | Contract Start\* | Monday, 13 February 2023 |
|  | Contract End (EXCLUDING Extension Periods)\* | Thursday, 30 November 2023 |

* 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 | Victoria Phillipson |
| Job Title | Head of Capital Projects |
| Telephone number | 07740 401161 |
| E-Mail address | victoria.phillipson@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 | Victoria Phillipson |
| Job Title | Head of Capital Projects |
| E-Mail address | victoria.phillipson@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:

5.3 All responses to the Quality Questions will be assessed against the criteria set out in Table D, below.

**Table D**

| **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. This Evaluation Method enables us to evaluate quotations using a mixture of price and weighted quality criteria.
	2. The examples provided in Table E, below will be based on four (4) weighted quality questions.

**Table E**

|  | **Section Headings** | **Weighting****Within Total** |
| --- | --- | --- |
| **Quality Questions (40%)** |
| **Provision of the Requirement (40%)** |
|  | Understanding of the project requirements & approach | 10% |
|  | Experience of delivering similar strategies | 15% |
|  | Team skills and experience | 10% |
|  | Project plan | 5% |
| **Pricing (60%)** |
|  | Total Cost | 60% |
|  | **Grand Total** | **100%** |

* 1. The Quality Question score as detailed in Table D, will be divided by 4 and multiplied by the question weighting (within Total) (%), set out in Table E, to provide a final Quality score (%) for each question, in accordance with the following example:
		1. If the question weighting (within Total) is 20% and the Potential Supplier’s response is scored ‘2’, their final score (%) will be:
1. 2 / 4 x 20 = 10% for that question.
	* 1. The Potential Supplier’s response to each question will be evaluated and scored a maximum of 4 marks as per Table D.
	1. Example scores to the answers to your Quality Questions, provided by Potential Suppliers, are included in Table F, below, which will be used in the remainder of this example.

**Table F**

| **Potential Supplier No.** | **Potential Supplier Quality Score** | **Maximum Quality Score Available** | **Rank** |
| --- | --- | --- | --- |
| Potential Supplier 1 | 20 | 40 | 3 |
| Potential Supplier 2 | 30 | 40 | 2 |
| Potential Supplier 3 | 40 | 40 | 1 |

* 1. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score, as set out in Table F. All other RfQ Responses will be scored in accordance with the following calculation:

$$=Price Weighting-\left(\frac{Your submitted price-lowest submitted price}{Your submitted price}\right)x 100$$

* + 1. An example is provided in Table G, below. This example is based on a 60% price weighting, as previously identified in Table E, where the lowest compliant price is £100,000.

**Table G**

| **Potential Supplier No.** | **Potential Supplier Price Offer** | **Price Calculation** | **Price Score** | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | £100,000.00 | =60%(lowest compliant price) | 60 | 1 |
| Potential Supplier 2 | £125,000.00 | =60-((125,000-100,000)/125,000)\*100 | 40 | 2 |
| Potential Supplier 3 | £150,000.00 | =60-((150,000-100,000)/150,000)\*100 | 26.67 | 3 |

* 1. Potential Suppliers who receive a minus score will be allocated a score of 0% for the Pricing element*.*
	2. Based on the points awarded for **Quality** in Table F and **Price** in Table G, the final scores are as set out in Table H, below, which are calculated in accordance with the following methodology:
		1. Quality Score + Price Score = Total Score

**Table H**

| **Potential Supplier No.** | **Quality Score***Out of 40* | **Price Score***Out of 60* | **Total Score***Out of 100* | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | 20 | 60 | 80 | 1 |
| Potential Supplier 2 | 30 | 40 | 70 | 2 |
| Potential Supplier 3 | 40 | 26.67 | 66.67 | 3 |

# 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 parking services were established by predecessor Authorities, resulting in inconsistencies across North Northamptonshire in their application.

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

Parking plays an important role in North Northamptonshire Council’s efforts to manage congestion in our market towns and deliver on our commitment to making the area more sustainable, in response to our declaration of a climate emergency, and committing to being carbon neutral by 2030:

https://www.northnorthants.gov.uk/news/council-commits-being-carbon-neutral-2030.

The car parking, we offer residents and businesses needs to be affordable, convenient and enable a thriving local economy across our market towns. Many of our local town centres are changing, with a challenging retail market and a growing resident and evolving business population. The Council’s parking assets, both on and off street, provide an essential element in the vitality of our town centres, however, our parking strategy must help promote cleaner, greener, more sustainable travel, and embrace changing vehicle technology, such as the switch to electric vehicles and provision of multimodal transport hubs.

Parking and kerbside management have an important role to play within the wider transport policy and strategy objectives. The Council is responsible for 59 public car parks with a further 5 leased or managed by third parties. The income from parking, is currently only collected in Corby and Kettering town centres and in our Country Parks. This accounts for 9 public car parks in the town centres and 4 in the Country Parks, these charges contribute to delivering the Council’s services. This may remain the case.

Like many civil parking enforcement authorities, North Northamptonshire offers similar customer facing services such as public car parks, resident permit parking, on-street parking management and specialist restrictions for disabled users, goods loading/unloading, school keep clear zones and measures to support public transport. The scope of services offered, the charges applied and accessibility/flexibility to the resident/customer vary greatly. Reinvestment into optimising assets and the Parking Service as a whole is a key driver for the Council and its stakeholders.

We want an exemplary Parking Service that uses the latest technology to deliver a customer focussed service, with a fair and transparent pricing and enforcement policy. We want to gain recognition for parking management as a valued service and significant contributor to a better, safer, more accessible and sustainable environment.

To achieve this vision, the Council requires the support from experts in the field of on and off-street parking management and Civil Enforcement contracts.

1. To inform the required output from the Project, the following information is publicly available via the links provided:
2. North Northamptonshire Joint Core Strategy and Local Plans: <http://www.nnjpdu.org.uk/planning/>
* Car park information - [Car parks in North Northamptonshire | North Northamptonshire Council (northnorthants.gov.uk)](https://www.northnorthants.gov.uk/car-parks-north-northamptonshire)
* Northamptonshire Highways Plans and Strategies including Parking Strategy [Highways plans and strategies | North Northamptonshire Council (northnorthants.gov.uk)](https://www.northnorthants.gov.uk/roadworks-major-projects-plans-and-strategies/highways-plans-and-strategies)
* North Northamptonshire Medium Term Financial Plan - [Agenda for Council on Thursday 24th February, 2022, 10.00 am - North Northamptonshire Council (moderngov.co.uk)](https://northnorthants.moderngov.co.uk/ieListDocuments.aspx?CId=151&MId=179&Ver=4)
* Local Walking and Cycling Infrastructure Plans - [Local cycling and walking infrastructure plans | North Northamptonshire Council (northnorthants.gov.uk)](https://www.northnorthants.gov.uk/transport/transport-planning-and-policies/local-cycling-and-walking-infrastructure-plans)

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)

In addition, the Council will provide the following information to the successful consultant:

* Historical trading information for car parks that currently charge.
* Inventory of existing parking equipment
* Staff structures and costs
* The Civil Enforcement data for on and off street enforcement activity
* Other related contract details and data as deemed appropriate

## Scope

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

1. A collated set of data regarding public and private parking information within North Northamptonshire, informed by the data currently held by the Council, challenged and updated (undertaking parking demand assessments) to provide a comprehensive view of the market;
2. A report detailing parking related services best practice, current innovation and predicted changes relevant to the new Strategy timeframe including examples and case studies. This should include recommended options based on the current service model, linked to relevant strategic aims, and outline the approach to implementation. This should include but not be limited to:
3. A full assets review of Council off-street car parks to gauge whether they are in the right place, provide the right provision, assess existing demand, etc. and provide high level invest to save/ possible options for asset changes;
4. A review of current and future customer behaviour, including routes and where customers come from/ for what purpose (work, visit, resident, school drop-off and pick-up, etc.)
5. Digital solution options that will enable joining up of data across the Council
6. Based on the above outputs, an evaluation of the existing parking tariffs, local and regional benchmarking and options for implementing a consistent charging regime across North Northamptonshire, recognising that different towns may have different pressures and needs and the administration manifesto commitments.
7. Review of off-street and on-street parking arrangements, opportunities to improve parking availability through restrictions, tariffs or permit systems.

It is intended that the above act as an ‘interim’ report and can be used to consult with stakeholders to shape the new Parking Strategy.

2.2 The final output will be:

1. A new Parking Strategy to 2043;
2. A report based on the new Parking Strategy that provides recommended approach to assets with full business cases for any required investment.
3. A report providing recommended parking charges for North Northamptonshire Council off-street car parks, where applicable
4. A report advising options for parking and moving traffic offences enforcement service delivery, based on an appropriate in-house/ outsourced blend and including a full in-house comparator, with details of relative costs and benefits to support a recommended approach to be adopted.
5. A report detailing the procurement and service delivery options.

## Statement of Requirements

The Parking Strategy must:

1. Meet the Council’s corporate vision and commitments.
2. Provide a recommendation for provision of an exemplary parking service for on and off-street parking while supporting the wider ambitions set out in relevant plans and strategies.
3. Meet the changing demand for parking across the area, whilst adhering to and contributing to the Council’s emerging climate objectives. Detail how the Strategy will support behaviour change whilst fully considering the effectiveness of digital communications, the pricing strategy, and positive outcomes other than financial benefits.
4. Look to the long-term future of parking, kerbside management and Council parking assets to ensure the Council meets changes in urban mobility alongside demand for housing and business premises.
5. To fully consider the changing nature of parking demand and management, with reference to:
* More people, more trips, more mobility choices
* Restrictions on private car access – to reduce congestion and improve air quality and amenity
* Focus on connectivity - real-time information being available via platforms and standard APIs. Users will seek personalised solutions to mobility on demand.
* Growth in micro-mobility services e.g.: electric scooters
* Growth in ride sharing (Uber, Lyft) and deliveries with reallocation of the kerbside from parking to pick up and drop off to facilitate and manage this growth
* Increasing numbers of connected, autonomous and EV vehicles
* Increasing number of intermediaries and service providers between drivers/cars and parking operators
* Reduced occupancy levels in car parks in central city areas. Some car parks are becoming partially redundant and may be redeveloped or re-purposed for a variety of uses which support the Council’s wider priorities.
* Emergence of schemes to manage and monetise kerbside demand
* Reduction in car ownership and probably car use as fewer young people own cars.
1. Set out options for parking and moving traffic offences enforcement and related service delivery including in house and external service delivery blend assessing their financial and wider performance costs / benefits and recommending an optimal future arrangement.
2. Introduce digital solutions that will enable joining up of data across the council and improve customer experience.
3. Describe best practice and current innovation in the market including examples and case studies to demonstrate what options are available, with a recommended approach to appropriate prioritisation and implementation.
4. Full review of our current off-street car parks to gauge whether they are fit for purpose, in the right place, are the right type and at the appropriate price. This should be linked with a comprehensive review of current and future customer behaviour, including road and walking routes, types of customer (worker/visitor/resident), where do they come from, types of car parking preferred, etc. Where changes to assets are recommended, providing the business case to demonstrate return on investment.
5. Assess current and planned private parking across the town, including quality, price and alignment with Council plans (where provision presents an opportunity or risk) to understand the comprehensive parking offer across the borough and what ability the Council has to influence this through Policy and/or other means

## Implementation Criteria

Parking Strategy milestones

* Appointment of consultants – January/February 2023
* Project start up meeting – Early February 2023
* Interim report to include the information outlined in 2.1 in Section 2 above– March 2023
* Public Consultation/Members workshop/Executive Advisory Panel - to enable the data to be presented and consultation used to shape the Parking Strategy and Final Report – April 2023
* Draft Parking Strategy and Report identifying recommendations including information as outlined in 2.2 above – May 2023
* Public consultation/Members workshop/Executive Advisory Panel – June 2023
* Final draft Parking Strategy & Report identifying recommendations – July 2023
* Adoption of the Parking Strategy by the Executive – August/September 2023

Note a suitable level of Public and Member consultation is to be included within the above milestones, with this likely to consist of a two stage consultation based on the first draft strategy and the proposed strategy.

## 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 as identified in item 4 Implementation Criteria in Section 2 above.

## 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) |
|  | North Northamptonshire Council Capital Strategy |  |
|  | 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/FailPotential 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/FailPotential 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:** | 1000 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:** | 1000 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:** | 500 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:

$$=Price Weighting-\left(\frac{Your submitted price-lowest submitted price}{Your submitted price}\right)x 100$$

* + 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. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
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|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |

# 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

