

**Request for Quotation**

 Mental Resilience Programme

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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 Children & Young People (CYP) resilience programme. The service is to support CYP’s mental health and build resilience, addressing the high levels of emotional wellbeing needs that have been identified in young people in school.
	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. **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. 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. Words submitted over this limit will not be evaluated.
		2. 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.
		3. When uploading attachments, please state the question number only in the file title.
		4. 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, 29 May 2024 |
|  | Deadline for Questions from Potential Suppliers |  Tuesday, 4 June 2024 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Friday, 7 June 2024 |
|  | Deadline for Submission of Bids |  Wednesday, 12 June 2024 |
|  | Evaluation of Bids Received\* | Tuesday, 18 June 2024 |
|  | Contract Award\* | Monday, 24 June 2024 |
|  | Contract Start\* | Monday, 2 September 2024 |
|  | Contract End (EXCLUDING Extension Periods)\* | Thursday, 31 July 2025 |

* 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 the In-Tend messaging area/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 | Adekunle Adeyeye |
| Job Title | Commissioning Officer |
| E-Mail address | Adekunle.Adeyeye@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 | Adekunle Adeyeye |
| Job Title | Commissioning Officer |
| E-Mail address | Adekunle.Adeyeye@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:
		1. **Evaluation Method: Minimum Quality Standard 60% and 40% Price**
1. Potential Suppliers must pass all questions in Section 3: to be considered. Bids not meeting the minimum standards will be rejected.
2. Quality will make up 60% and price will make up 40% of the evaluation.

# Section 2: Specification

## Introduction and Background

In the last three years, the likelihood of young people having a mental health problem has increased by 50%. 1 in 6 CYP aged 5-17 are likely to have a diagnosable mental health condition [1] and 50% of all CYP MH issues start before age 14[2]. Locally, we know these issues persist – NNC SHEU Survey Data (2022) reports that almost half of all girls in NNC worry “a lot” or “quite a lot” about their mental health (over 1 in 5 for boys) with school work and exams being a major contributor to these worries. Sadly, these traits are most common in CYP living in the most deprived areas of NNC.

The commissioning of a major targeted school-based resilience building programme means that NNC CYP will have access to an evidence-based programme of support delivered by their teachers, in school, as part of a healthy and balanced curriculum. The [Education Endowment Foundation](https://educationendowmentfoundation.org.uk/news/new-evaluation-of-wellbeing-programme-finds-positive-impact-on-absence-levels) research found a wider positive impact on attendance, fixed term exclusions and across wellbeing outcomes. [The Department for Education](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/993200/Schools_Policy_Appraisal_Handbook_PDF3A.pdf) and [HM Treasury](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005388/Wellbeing_guidance_for_appraisal_-_supplementary_Green_Book_guidance.pdf) include Healthy Minds in guidance when considering the economic arguments for building wellbeing. Programme aligns with [ICS ambitions](https://www.icnorthamptonshire.org.uk/download.cfm?doc=docm93jijm4n21837.pdf&ver=53062) of “access to the best available education and learning.

*.*

## Scope

The scope of this project is to deliver a school-based resilience programme for CYP and their parents. The services will provide support for children and young people’s mental health, and build resilience, addressing the high levels of emotional wellbeing needs that have been identified in young people in school.

The mental resilience program will provide a list benefits to the CYP and their parents.

Some of the service provisions include:

* **Healthy Minds Full Membership**/ **Healthy Minds Curriculum-Based Program for Schools**

The bid is for Healthy Minds Full Membership for three years in 28 Secondary schools across North Northamptonshire across the school years 7-11.

The schools that sign up will have access to unlimited materials and resources in line with statutory and national guidance and ongoing support from the service provider. This will build their CYP’s resilience strategically and consistently.

* **Raise Resilience for parents.**

The program works with parents to raise their resilience. Supporting parents to help their children to grow and develop with the mental resilience they need to deal with setbacks and make the most of opportunities. This consists of a series of six, 1-hour sessions for up to 500 parents.

* **Whole Staff Training**

Personal development session providing a detailed introduction to psychological fitness, why it matters and how to build it. The session will also deliver a brief introduction to Healthy Minds, so staff are aware of what is being taught.

## Business Continuity and Disaster Recovery

* *A* summary of a business continuity programme within their organisation, including its scope, objectives, and key components.
* A description of the training and awareness programs in place to ensure employee readiness and understanding of business continuity.
* A description of the risk assessment process, including the identified risks, their likelihood, and potential impact of disruption.
* Basic business continuity plan containing an overview of the recovery strategies in place for the identified risks and the expected recovery time objectives (RTOs) and recovery point objectives (RPOs). An overview of acceptable disruption and minimum service level agreement.
* A summary of the testing and maintenance processes for business continuity, including the frequency of testing and any recent test results.

## Statement of Requirements

* **To build mental resilience and improve emotional wellbeing in young people**: Fortification of CYP to manage their emotions and have the skills and techniques to draw on as they need, resulting in reduced risky behaviour and improved wellbeing.
* **Build the skills in young people so that they are equipped with essential tools for living.**
* **To provide schools with an evidence program that is supportive for both students and staff**: School staff will have Improved knowledge in psychological fitness, why it matters and how to build it. As well as an understanding of what the young people are learning about Healthy Minds.

To have a shared language framework for schools.

* **To Provide parents with the skills to raise their resilience to better support their children**: Parents will be able to help their children to grow and develop with the mental resilience they need to deal with setbacks and make the most of opportunities.

## Implementation Criteria

Due to the tight timeframe for this work, the provider should be ready to engage with the commissioners and commence planning work immediately on contract award

## Performance Monitoring and Review/Project Management

Reporting of quarterly contract performance and data by the potential supplier. Also, participating in a quarterly contract review meeting to monitor contract performance.

Some of the performance scopes include:

* Number of schools participating
* Number of young people showing improvement in their wellbeing and resilience
* Number of parents sessions delivered
* Number of whole school staff sessions delivered

## Social Benefits

The commissioning of a resilience building programme means that NNC CYP will have access to an evidence-based programme of support delivered by their teachers, in school, as part of a healthy and balanced curriculum. The [Education Endowment Foundation](https://educationendowmentfoundation.org.uk/news/new-evaluation-of-wellbeing-programme-finds-positive-impact-on-absence-levels) research found a wider positive impact on attendance, fixed term exclusions and across wellbeing outcomes.

[The Department for Education](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/993200/Schools_Policy_Appraisal_Handbook_PDF3A.pdf) and [HM Treasury](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005388/Wellbeing_guidance_for_appraisal_-_supplementary_Green_Book_guidance.pdf) include Healthy Minds in guidance when considering the economic arguments for building wellbeing. Programme aligns with [ICS ambitions](https://www.icnorthamptonshire.org.uk/download.cfm?doc=docm93jijm4n21837.pdf&ver=53062) of access to the best available education and learning.

## 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 Potential Supplier shall comply with any further written instructions with respect to processing by the Council.

# 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 |  |  |
| *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. Please speak to the* *Insurance team* *for them to advise on the appropriate levels of insurance cover for your requirement and enter below.* |
| 3.1. | Employer’s (Compulsory) Liability Insurance at no less than £10,000,000.00  | Choose an item. |
| 3.2. | Public Liability Insurance at no less than £5,000,000.00 | Choose an item. |
| 3.3. | Professional Indemnity Insurance at no less than £2,000,000.00 | Choose an item. |
| 3.5. | Cyber Insurance at no less than £1,000,000.00 | Choose an item. |

| **Requirements under Modern Slavery Act 2015** |
| --- |
| **Question 4:** | **Scoring Methodology:** | Pass/Fail |  |  |
| 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. |

| **UK General Data Protection Regulations (UK GDPR)** |
| --- |
| **Question 5:** | **Scoring Methodology:** | Pass/Fail |  |  |
| 5.1. | The Council wants to ensure that within your business and/or in its supply chain, the processing of personal data and processes in relation to this contract are complaint with the requirements of the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.Please confirm that you and your supply chain with regards to this RFQ response comply with all applicable data protection legislation including but not limited to the UK General Data Protection Regulations (UK GDPR) and Data Protection Act. | Choose an item. |

| **Carbon Reduction** |
| --- |
| **Question 6:** | **Scoring Methodology:** | Pass/Fail |  |  |
| 6.1. | Please can you confirm that you have read North Northamptonshire Council’s Carbon Management Plan?The Council's Carbon Management Plan can be found here: <https://www.northnorthants.gov.uk/climate/carbon-management-plan>  | Choose an item. |

| **Carbon Reduction** |
| --- |
| **Question 7:** | **Scoring Methodology:** | Pass/Fail |  |  |
| 7.1. | Please confirm that, if successful, you will put measures in place to assist the Council in achieving their target of becoming carbon neutral by 2030? | Choose an item. |

| **Carbon Reduction** |
| --- |
| **Question 8:** | **Scoring Methodology:** | Pass/Fail |  |  |
| 8.1. | Please confirm that your organisation is taking steps to reduce your Greenhouse Gas Emissions over time and is publicly committed to achieving Net Zero by 2050? | Choose an item. |

| **Carbon Reduction** |
| --- |
| **Question 9:** | **Scoring Methodology:** | Pass/Fail |  |  |
| 9.1. | Please provide your Net Zero target date | Select a date. |

| **Social Value** |
| --- |
| **Question 10:** | **Scoring Methodology:** | Pass/Fail |  |  |
| 10.1. | 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.
 |
| **Answer:** |
| Click to enter text. |

| **Delivery of a school-based resilience programme**  |
| --- |
| **Question 11:** | **Scoring Methodology:**  | 15% | **Word Limit:** | 300 words |
| Please provide examples of your past experiences of delivering a school-based resilience programme.  |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Outcomes**  |
| --- |
| **Question 12:** | **Scoring Methodology:**  | 15% | **Word Limit:** | 300 words |
| What were the outcomes of the school-based resilience programme delivered?  |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Support for families**  |
| --- |
| **Question 13:** | **Scoring Methodology:**  | 15% | **Word Limit:** | 300 words |
| Please provide evidence of delivering resilience programmes for parents as part of a school based off? |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Whole school approach** |
| --- |
| **Question 14:** | **Scoring Methodology:**  | 15% | **Word Limit:** | 300 words |
| Please provide evidence of how the programme offered will contribute to a whole school approach around mental health? |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. A Potential Supplier’s RFQ Response will be rejected if it exceeds the capped budget for this procurement exercise, which is £40,000.
	2. Please complete the Pricing Schedule at Table F, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.

* 1. Please add or remove rows to form the Price Breakdown table, as necessary.
	2. All prices quoted must exclude VAT.
	3. 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.
	4. 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.

**Table F**

| **Pricing Schedule** |
| --- |
|  | Please complete the pricing schedule below.*If you have designed a pricing schedule spreadsheet for completion, insert this here.*A completed copy of this Pricing Schedule spreadsheet **must** be included with your RFQ Response. |
|  |  | £Click to enter text. |
|  |  | £Click to enter text. |
|  |  | £Click to enter text. |
|  |  | £Click to enter text. |
|  | 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. |
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|  | 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

|  |
| --- |
| *Include all Special Conditions in this box.* |