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**Brighton and Hove City Council**

Request for Quotation (ITT) For:

Energy Performance Certificates

Deadline for responses: 14th June at 12pm (noon)

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# Part A - Introduction

The Invitation to Tender (‘ITT’)

**You are hereby invited by The Council to bid for the requirements detailed in the ITT documentation in accordance with the conditions outlined in this document (‘ITT Guidance’). The purpose of this ITT Guidance is to set out the instructions for the completion of the ITT.**

Bidder’s responses to the ITT are to be completed electronically using the Council’s Procurement e-Sourcing portal (‘e-Sourcing Portal’):

<http://www.sesharedservices.org.uk/esourcing>

The e-Sourcing Portal provides a web-based tool that enables a simple, secure and efficient means for managing quoting and quotation activities reducing the time and effort required for both the Council and or its customers and potential providers / suppliers.

Please note the following project name and reference number allocated to the ITT within the e-Sourcing Portal.

|  |  |
| --- | --- |
| ***Project Name:*** | ***BHCC – AS – ITT – EPC Contract 2023-28*** |

Before completing their response to the ITT (‘Tender’), Bidders should ensure that the email address that has been used to register is maintained as the e-Sourcing Portal will generate automatic notifications to this email address when there are updates, changes or messages relating to this ITT. Bidders should also check that their organisation details are correct and up to date and have at least two email addresses.

 **1. Form of this Invitation to Tender (ITT)**

Bidders are expected to complete their Tender electronically via the e-Sourcing Portal.

|  |  |
| --- | --- |
| ITEM | **FORM AND PURPOSE** |
| Documents that relate to this tender |
| ITT Guidance & Instructions | This document, which is to be read first, sets out the ITT process.This document should be completed as required and uploaded as part of the tender via the e-sourcing portal. |
| Pricing Schedule | Please download and use this document to submit pricing proposals and upload the completed schedule for this tender. |
| Standard Terms and Conditions | Your submission shall be in accordance with the Council’s Standard Conditions of Contract (‘Contract Terms and Conditions’) and your acceptance to the Contract Terms and Conditions must be indicated within the Bidder Warranties document situated in Appendix 1 of this ITT Guidance |

# 2. Conditions of Tender

* 1. **Summary of Timetable and Instructions**

|  |  |
| --- | --- |
| **ITEM** | **DETAILS** |
| Date of Issue | ***22nd May 2023*** |
| Clarifications/Queries | ***9th June 2023***All queries relating to content of the ITT (‘Queries’) should be made via the secure messaging service within the ‘Quote’ tab of the e-Sourcing Portal. Please note it is the Council’s policy to publish responses to all Queries. Unless they are commercially confidential to the organisation. Any questions deemed to be commercially confidential should therefore be clearly marked.  |
| Tender Submission Deadline | ***14th June 2023***Tenders received after the Tender Submission Deadline will not be considered unless it can be proven beyond doubt that not meeting the deadline was beyond the Bidder’s reasonable control. Tenders received 24 hours after the Tender Submission Deadline will be automatically rejected. |
| Contract Start Date | ***1st July 2023 at 12pm (noon)*** |
| Contract Term | 2 Years |
| Possible Extension Period | 1 + 1 + 1 Year |
| e-Sourcing Portal Technical Queries | All technical queries regarding access to, completion and submission of a tender should be directed to the e-Sourcing Portal Helpdesk:Phone: 0845 5578079E-mail: support@in-tend.com  |
| Submission instructions: | Completed tenders must be submitted via the e-Sourcing Portal. Full instructions on submitting tenders are available at <https://in-tendhost.co.uk/sesharedservices/aspx/BuyerProfiles> |

**Table 1: Tender Documents required for this ITTProcess**

|  |
| --- |
| **Requested Documents (these must be returned as part of your submission)** |
| **Method Statement**  | This is a detailed description of how you intend to fulfil the requirements we have set out in Part B (below). Please use the same headings in your response in Part C referring to the word limited as required.To be uploaded as part of the Tender. |
| **Pricing Schedule**  | You are required to complete the attached ‘Pricing Schedule’ and explain the cost of your proposal or any pricing assumptions you have made.To be uploaded along with the Tender.**DO NOT INCLUDE ANY PRICING INFORMATION IN THE MAIN TENDER DOCUMENT.** |
| **Completed Bidder Warranties** | To be signed and uploaded as part of the Tender.  |
| **GDPR Declaration**  | To be completed only when required, see 2.3.4, 2.3.5 and 2.3.6 |

|  |
| --- |
| **Please note:**Please only provide the attachments that have been specifically requested (see above). Other documentation that has not been asked for will not be scored, or form part of the submission |

#  **Tender Requirements**

* + 1. A Tender shall only be accepted as compliant if all the required documentation outlined in Table 1 at paragraph 3.1 above is included.
		2. No information contained in this ITT Guidance, any ITT Documents or in any communication made between the Council and any Bidder in connection with the ITT shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with the ITT.
		3. Bidders must obtain for themselves at their own expense all information necessary for the preparation of their Tender.
		4. The Tender (including the quoted price) will be included as a Schedule in the Contract.
		5. The Council is not bound to accept the lowest priced or any Tender and shall not be bound to accept one Bidder as the sole supplier.
		6. It is the Bidder’s responsibility to ensure that their Tender is submitted no later than the Tender Submission Deadline, as detailed in section 2.1.
		7. Any proposal must be made by a person who is authorised to commit the Bidder to the Contract.
		8. In the event that a Bidder believes they are unable to submit a Tender through the e-Sourcing Portal or require assistance or further information to be able to use the e-Sourcing Portal they must contact the Council via the messaging tool of the e-Sourcing portal no later than four (4) calendar days before the Tender Submission Deadline to enable any technical queries to be investigated and resolved in advance of the Tender Submission Deadline. The Council accepts no responsibility for a Bidder’s failure to raise technical issues in a timely manner.
		9. Direct or indirect canvassing of any Councillor, public sector employee or agent by any Bidder concerning the ITT, or any attempt to procure information from any Councillor, public sector employee or agent concerning the ITT may result in the disqualification of the relevant Bidder from consideration for the Contract under this ITT process (‘ITT Process’).
		10. The Council reserves the right to issue supplementary documentation at any time during this ITT Process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and / or supersede any part of the ITT to the extent indicated.
		11. This ITT Guidance and the ITT Documents are made available in good faith. No warranty is given as to the accuracy or completeness of the information contained therein and any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.
		12. The Council reserves the right to clarify any elements of a Bidder’s Tender and reserves the right to reject bids that are deemed to be anomalous.
		13. The Council reserves the right to cancel the ITT at any point. The Council is not liable for any costs resulting from any cancellation of this Procurement or any other costs incurred by any bidder.

# **Contract Requirements**

* + 1. The Tender Response Document details the required Service Level Agreements, Key Performance Indicators and the Council’s overall requirements. The Bidder shall be required to confirm their ability to meet the Tender Response Document through completion of the relevant ITT Documentation included with this ITT Guidance on the e-Sourcing Portal.
		2. Bidders’ Tenders must be in accordance with the Council’s Contract Terms and Conditions, including compliance with the Council’s policies. Bidders must indicate their acceptance of the Contract Terms and Conditions by signing and returning the Bidder Warranties document as part of the Tender. The Council reserves the right to reject any Tender that does not include a signed Bidders Warranty.
		3. The Bidder’s terms of business will not be accepted in lieu of or in addition to the Contract Terms and Conditions published with the ITT.
		4. As a public body the Council is subject to the General Data Protection Act 2018, which places responsibilities and obligations on the Council and a potential Provider/Supplier where the Council and the potential Provider/Supplier will engage in data sharing and data processing activities in the performance of a Contract following a procurement exercise and award. The Council may require the successful bidder to enter into an additional Agreement for Data Sharing and obtain guarantees or undertakings to regulate the framework under which the processing activities and data sharing shall be dealt with between the Council and the potential Provider/Supplier to ensure compliance with the obligations of both parties.
		5. The Agreement will, amongst other obligations, require the successful bidder to act only on the written instructions of the Council
1. Determine the nature of processing activities
2. To ensure that people processing the data are subject to a duty of confidence
3. Submit to audits and inspections
4. Assist the Council in meeting data protection obligations
5. Not to sub-process personal data without the written consent of the Council.

	* 1. The successful bidder will therefore be required to provide details of the technical facilities and measures (including systems and processes) it has in place, or will have in place by contract award, to ensure compliance with the above Act.

# **Commercial Requirements**

* + 1. Bidders must complete the Pricing Schedule within this ITT document setting out ALL its costs of providing the Services over the full lifetime of the contract, including all of the obligations under the Contract.
		2. All Prices shall be stated in pounds sterling and exclusive of VAT.

# **Award Criteria & Marking Scale**

* + 1. Tenders will be evaluated using *Most Economically Advantageous Tender* criteria. The Council reserves the right to accept the whole or any part of a Quotation.
		2. Tenders shall be evaluated according to the prescribed weighting below:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| **Price (Cost Breakdown)** | **50%** |
| **Quality (Specification of requirement)** | **50%****(including 10% Social Value)** |
| **Total** | **100 %** |

***2.6 Price Evaluation***

2.6.1 Price will be evaluated based on the lowest price Tender achieving the maximum score (expressed as a percentage (%)) for the pricing element. Higher priced Tenders will receive a proportional score based on the amount higher they are than the lowest priced Tender.

2.6.2 A worked example is set out below. In this example, the maximum available mark for price is 60%, the lowest price (3) is £425 and the higher price (5) is £625:

 **Example only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tender** | **Price £** | **Calculation**(lowest price ÷ tendered price) x price weighting (60) | **Points** |
| 1 | 500 | (425 ÷ 500) x 60 | 51 |
| 2 | 622 | (425 ÷ 622) x 60 | 40.98 |
| 3 | 425 | Lowest price | 60 |
| 4 | 440 | (425 ÷ 440) x 60 | 57.90 |
| 5 | 625 | (425 ÷ 625) x 60 | 40.80 |

* 1. ***Quality Evaluation Criteria***

2.7.1 Quality will be measured upon evaluation of Bidders’ responses to the ITT using the following scoring criteria:

| **Score** | **Classification** | **Definition** |
| --- | --- | --- |
| 0 | No response | No response at all or insufficient information provided in the response such that the response is totally un-assessable and/or incomprehensible. The response is considered non-compliant with the requirements or minimum standards. |
| 1 | Unsatisfactory response  | Substantially unacceptable response which fails in several significant areas to meet the Council’s requirements. Little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate the Bidder’s ability (methods, expertise, skills and/or resources) to provide the services and/or considerable reservations as to the Bidder’s ability (methods, expertise, skills and/or resources) to deliver the requirements.  |
| 2 | Partially acceptable response  | Weak response which does not fully meet the Council’s requirements. Response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support and demonstrate the Bidder’s ability (methods, expertise, skills and/or resources) to provide the services. Some major reservations or weaknesses which gives a lack of assurance that requirements will be met. |
| 3 | Satisfactory and acceptable response | Response largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support and demonstrate the Bidder’s ability (methods, expertise, skills and/or resources) to provide the services. Some minor reservations or minor weaknesses which although offers assurance the requirements will be met with only minor reservations. |
| 4 | Fully satisfactory /very good response  | Response fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided.Provides full confidence in the Bidder’s ability (experience, expertise, skills and/or resources) to provide the services.  |
| 5 | Outstanding response | Response fully addresses and meets the Council’s requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; and, in addition, demonstrates methods, expertise, skills or resources that provided added value above the stated requirements and which are relevant to the Council’s requirements. Gives excellent assurance to the Council that requirements will be met in full. |

2.7.2 Any Bidder who achieves an ‘Unacceptable’ score of ‘0’ for any of the questions will be deemed to have failed to meet the Councils’ minimum acceptable standards and therefore will not be evaluated further and will not be considered for Contract award.

2.7.3 Scored questions will be assessed by the evaluation team, who will agree on a single moderated score for each question. Scored questions will carry a weighting, as indicated in each question.

2.7.4 The formula used to calculate the weighted scores for each scored question is:

Question Weighted Score = (Bidder’s Moderated score / maximum score of 5) x Question Weighting.

***2.8 Additional Information, Disclaimers & Legal Compliance***

2.8.1 Please see the attached document - situated in Appendix 1 for further information.

Part B: Specification of Requirement

|  |
| --- |
| **INTRODUCTION** |
| The Council require a contractor to provide EPCs for council owned non-domestic properties over a 5 year program from 2023 to 2028.This requirement is in response to the minimum energy efficiency standard (MEES) introduced in March 2015 by the Energy Efficiency (Private Rented Property) (England and Wales) Regulations 2015. From 1st April 2025 all commercial properties (except those exempted) must have a minimum EPC rating of C before they can be leased. In addition to planned EPCs there will be unscheduled new leases and existing leases surrendered/re-let over the duration of the contract where an EPC assessment will be required. These cannot be quantified as the work will be reactive. Below outlines the works expected:-1. Complete a programme of EPC assessments for required leases expiring between 2023 and 2028 (see property list split per year)
2. Identify properties which may be exempt from MEES; Consider exemption criteria and whether the properties may fall within this
3. Register compliant EPCs with ratings C or above on the Non-Domestic Energy Performance Certificate Register
4. Provide a remedial strategy for properties with non- compliant EPC assessments with a rating below C
5. Re-assess the properties once remedial works are completed by the council and register EPCs on the Non-Domestic Energy Performance Certificate Register
6. Hold and manage EPC data of client’s properties included completed EPC and recommendations
7. Provide advice on EPCs and other matters relating to MEES compliance as necessary.

The key drivers and aims of the Council are to identify a contractor who can provide timely and accurate EPC assessments with a well organised programme to deliver the assessments over the next five years. EPCs should be completed so not to hold up any new lettings, and ensure the Council do not incur any fines for leasing out non-compliant properties. Bidders are expected to be able to deliver everything detailed within the specification. |

**Statement of Requirements**

|  |
| --- |
| **Overview – *what it is that we require*** |
| The Council require a company with accredited and experienced Energy Performance Assessors who are up-to-date with the latest MEES information and can complete a programme of EPCs within the timescales required. This is to ensure council owned non-domestic leased properties are compliant with MEES and the council do not incur any fines for non-compliance, nor do they spend money on remedial works for buildings which are exempt or where works are not required.The Estates Team within the Council predominantly require the service, along with other teams who lease-out buildings within the council. The Estates team will be the main contact and manage the project. The properties are within the council boundaries of Brighton & Hove City Council, including but not limited to Brighton, Hove, Portslade, Aldrington, Shoreham, Westdene, Patcham, Hollingbury, Rottingdean, Saltdean, Ovingdean, Woodingdean, Coldean, Moulsecoomb, Hangleton, Mile oak, Bevendean and South Downs. We require the service to start on successful completion of the tender process and upon appointing the contractor. This service will run for 5 years from 2023 to 2028.BHCC reserve the right to change or appoint other EPC assessors at any time. **Below outlines the services required:**1. Complete a programme of EPC assessments for required leases expiring between 2023 and 2028.
* Agree programme and strategy with dates to complete EPC property inspections with the Council
* Complete site inspections and EPC assessment
* Issue draft rating to the Council (not yet registered)
1. Identify properties which may be exempt from MEES.
* Consider exemption criteria and whether the properties may fall within this
1. Register compliant EPCs with ratings C or above on the Non-Domestic Energy Performance Certificate Register.
* Register MEES compliant EPCs on the NDEPC register
* Provide a copy of the certificate and report to the Council via email
* Register properties exempt from MEES
* Apply to add exempted properties to the MEES Exempted Property Register.
1. Provide a remedial strategy for properties with non- compliant EPC assessments with a rating below C.
* Supply copy of non MEES compliant EPC (not yet registered) to the Council
* Provide a plan of remedial works to be undertaking and a strategy to increase the energy rating
1. Re-assess the properties once remedial works are completed by the council and register EPCs on the Non-Domestic Energy Performance Certificate Register.
* Re-inspect the property and re-assess the rating
* Register EPC
* Provide a copy of the certificate and report to the Council via email
1. Hold and manage EPC data of client’s properties included completed EPC and recommendations.
2. Provide specialist advice on EPCs and other MEES compliance matters.
 |
| **Criteria - the factors that are important to us in this assignment(Total weighting 50%)** |
| 1. QUALITY - Please list the software systems you use to produce the EPC assessments, and your knowledge of the different systems and when to use them. Do you load the specification/make/models for the M&E into your models and are you experienced in using the dynamic model if necessary? (10%)
2. SERVICE DELIVERY - What are your usual response times to an EPC request, and what are your usual response times to follow up questions? (30%)
3. IMPLEMENTATION - Please detail how you would approach this project and would steps you would take to programme and complete the 2018 requirements, including whether you can you meet the required timescales. Please comment on how you will manage and prioritise a large volume of data and your experience of this. (10%)
4. TECHNICAL - In order to meet the number of EPCs required will you use sub-contractors or do you have the number of assessors required in-house? If using sub-contractors, please describe how you assess their quality and ensure accuracy and experience. Please also list your main assessors and their qualifications and experience. (10%)
5. SERVICE DELIVERY - How will you communicate with us? (Do you have direct lines, direct client account manager, email address, client portal etc.). Please provide details of the communication process when booking an EPC assessment, follow up Q&A, providing remedial advice, registering EPCs and notifying us of the rating. (20%)
6. QUALITY - How you do monitor and quality check your assessments and models for standards and accuracy? (10%)
7. SOCIAL VALUE - The contractor will be expected to demonstrate how they will help The Council meet its Social Value and Sustainability goals. Our [Social Value Framework](https://www.brighton-hove.gov.uk/content/life-events-and-communities/community-and-voluntary-sector-support/social-value) sets out our expectations for contracts that deliver:
* Social benefit
* Economic Benefit
* Environmental Benefit
* Specifically the contractor will need to demonstrate how they can contribute towards the City’s Carbon Neutral 2030 objective and can support local apprenticeship opportunities, jobs and skills development. (10%)
 |
| **Performance Monitoring – how we will measure satisfactory performance** |
| 1. Turnaround – the speed between instructing and producing report.
2. Monthly progress report.
3. Communication and speed of response.
4. Evidence of record keeping.
 |

Part C – Bidder Submission

***1. Main Contact Details***

|  |  |
| --- | --- |
| 1. Business (or Organisation) Name
 |  |
|  |  |  |  |
| 1. Contact Name, telephone number and email
 |  |
|  |  |  |  |
| 1. Registered or trading name (if different)
 |  |
|  |  |
| 1. Type of organisation (e.g. private limited company, partner, charity, sole trader)
 |  |
|  |  |
| 1. Registered Address
 |  |
|  |  |
| 1. Address from which the services will be performed, if different from the above
 |  |
|  |
| 1. Company Registration or Charity Number and date of registration (and of any holding / parent company)
 |  |
|  |  |
| 1. Name of authorised signatory for the contract and position
 |  |
|  |
| **Questions 1 to 8 are for information and monitoring purposes only. Questions 9 to 11 are evaluated on a pass / fail basis.** |
|  |
| 1. Is your organisation or any of the Directors, Partners or Proprietors:
 |
| In a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings? | Yes | No |
|  |  |  |
| 1. Has your organisation or any of the directors, partners or proprietors of the Organisation been convicted of any offences which are considered grounds for mandatory or discretionary exclusion under Regulation 57 of the Public Contracts Regulations 2015. (Regulation 57 of the legislation can be found here: <http://www.legislation.gov.uk/uksi/2015/102/regulation/57/made>
 | Yes | No |
|  |
| 1. If your answer is yes to the above question (10) please provide a statement dealing with the offence/s, including details of what has been done to put things right.
 |
|  |
|  |
|  |
|  |  |  |  |
| **Questions 12 to 14 will be assessed on a pass / fail basis** |
|  |  |  |  |
| ***Financial standing*** |  |  |  |
|  |  |  |  |
| 1. Please indicate which of the following you are able to provide should the Council need to undertake a financial evaluation:
 |
| * + 1. Copy of your audited accounts for the most recent 2 years (most recent should not be older than 18 months).
 | Yes | No |
| * + 1. Statement of turnover, profit and loss account and cash flow for the most recent trading year.
 | Yes | No |
| * + 1. Statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position
 | Yes | No |
| * + 1. Alternative means of demonstrating financial standing if you have been trading for less than one year.
 | Yes | No |
| 1. If you are part of a wider group (e.g. a subsidiary of a holding/parent company)are you able to provide the Ultimate / parent company accounts for the most recent two years.
 | Yes | No |
| 1. If yes, would the Ultimate / Parent company be willing to provide a guarantee if necessary?
 | Yes | No |
|  |
| *Please do not provide these at this stage they will be requested should your bid be recommended for acceptance.* |
|  |
| ***Insurance*** |  |  |  |
|  |  |  |  |
| **Questions 14 to 16 will be assessed on a pass / fail basis.** |
|  |  |  |  |
| 1. Please confirm that your organisation currently holds the following insurances, or should you be successful in the bid will be will to provide cover to this level.
 |
| 1. Public Liability Insurance (£10million)
 | Yes | No | Will Provide |
| 1. Employers Liability Insurance (£5 - 10million)
 | Yes | No | Will Provide |
| *Employers Liability Insurance is not required if you are a sole trader. See question 3.* |
|  |  |  |  |
| ***Health & Safety*** |  |  |  |
|  |  |  |  |
| **Questions 18 to 21 will be assessed on a pass / fail basis.** |
|  |  |  |  |
| 1. Please confirm that your organisation complies with all of its legal obligations and responsibilities under the Health and Safety at Work etc. Act 1974
 | Yes | No |
| 1. Does your organisation have a Health and Safety Policy?
 | Yes | No |
| 1. Please provide the name and position of the person with overall responsibility for Health and Safety in your organisation.
 |  |
| 1. Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?
 | Yes | No |
| If your answer to this question was “Yes”, please provide details in the box below of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. |
|  |
|  |
| *The authority may exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.*  |
|  |
| ***Equality and Diversity*** |
|  |
| **Questions 22 to 24 will be assessed on a pass / fail basis.** |
|  |
| 1. Does your organisation comply with its legal obligations under the Equalities Act 2010?
 | Yes | No |
| 1. In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal?
 | Yes | No |
| 1. In the last three years has your organisation been the subject of a formal investigation on the grounds of alleged unlawful discrimination by, for example, the Commission for Racial Equality (CRE), Disability Rights Commission (DRC) , Equal Opportunities Commission (EOC) or Equality and Human Rights Commission (EHRC)?
 | Yes | No |
| *If the answer to the above two questions (22 & 23) is yes, we reserve the right to request further information.* |
|  |
| ***Environment*** |
|  |
| **Question 25 will be assessed on a pass / fail basis.** |
|  |
| 1. Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?
 | Yes | No |
| If your answer to this question is “Yes”, please provide details in the box below of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. |
|  |
|  |
|  |  |  |
| *The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.* |
| ***Performance*** |
|  |
| **Question 26 will be assessed on a pass / fail basis.**  |
|  |
| 26. In the last 3 years has your organisation had any contracts terminated by the client earlier than originally intended for poor performance.  | Yes | No |
| If the answer to Q26 was yes please upload a copy of the steps you have taken to rectify poor performance and outline the specifics circumstances faced. |
| *Q26 is assessed on a pass / fail basis, with any supporting information provided in relation to “Yes” answers which support the steps undertaken to prevent future reoccurrence taken into account.* |
|  |
|  |

**2. METHOD STATEMENT QUESTIONAIRE – (Total Weighting 50%)**

**Where examples have been requested these do not count towards the page limit for the question. Please do not provide any addition unsolicited information other than that requested.**

|  |
| --- |
| **Criteria - the factors that are important to us in this assignment. (Total weighting 50%)*****Max 4 pages font size 11*** |
| 1. QUALITY - Please list the software systems you use to produce the EPC assessments, and your knowledge of the different systems and when to use them. Do you load the specification/make/models for the M&E into your models and are you experienced in using the dynamic model if necessary? (10%)
2. SERVICE DELIVERY - What are your usual response times to an EPC request, and what are your usual response times to follow up questions? (30%)
3. IMPLEMENTATION - Please detail how you would approach this project and would steps you would take to programme and complete the 2018 requirements, including whether you can you meet the required timescales. Please comment on how you will manage and prioritise a large volume of data and your experience of this. (10%)
4. TECHNICAL - In order to meet the number of EPCs required will you use sub-contractors or do you have the number of assessors required in-house? If using sub-contractors, please describe how you assess their quality and ensure accuracy and experience. Please also list your main assessors and their qualifications and experience. (10%)
5. SERVICE DELIVERY - How will you communicate with us? (Do you have direct lines, direct client account manager, email address, client portal etc.). Please provide details of the communication process when booking an EPC assessment, follow up Q&A, providing remedial advice, registering EPCs and notifying us of the rating. (20%)
6. QUALITY - How you do monitor and quality check your assessments and models for standards and accuracy? (10%)
7. SOCIAL VALUE - The contractor will be expected to demonstrate how they will help The Council meet its Social Value and Sustainability goals. Our [Social Value Framework](https://www.brighton-hove.gov.uk/content/life-events-and-communities/community-and-voluntary-sector-support/social-value) sets out our expectations for contracts that deliver:
* Social benefit
* Economic Benefit
* Environmental Benefit
* Specifically the contractor will need to demonstrate how they can contribute towards the City’s Carbon Neutral 2030 objective and can support local apprenticeship opportunities, jobs and skills development. (10%)
 |

**3. COST BREAKDOWN.** (**Total Weighting 50%)**

|  |
| --- |
| **Please complete the attached ‘Pricing Schedule’ document - to include all information that relates to the pricing for this ITT.** **Please do not include any pricing information as part of this document.** |

**4. Payment and Ordering Details**

We are committed to employing e-commerce throughout our purchase to pay process.

We have introduced a new Supplier portal (‘the Supplier Portal’) for many of our business transactions. The Supplier Portal will enable suppliers to submit invoices directly into our finance system for automatic processing through to payment. Further details are available from Self-service for suppliers [Self-service for suppliers](https://customers.taulia.com/eastsussex-surrey-cc/)

**5. If you have supplied works/services/supplies** **to The Council in**

 **the last 18 months, please supply your Council vendor number.**

|  |  |
| --- | --- |
| **Brighton & Hove City Council Vendor Number:** |       |

**Appendix I**

1. **Additional Information, Disclaimers & Legal Compliance.**

To be read in conjunction with this ITT

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1. **Bidders Warranty Document**

As uploaded on the e-Sourcing Portal. To be signed and uploaded as part of this submission.

1. **Terms & Conditions**

As uploaded on the e-Sourcing Portal for information.

1. **GDPR Declaration**

As uploaded on the e-Sourcing Portal if relevant to this ITT. To be signed and uploaded as part of this submission.

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