

Request for quotation



Request for Quotation

RFQ124

Legal Services

Issued 08/11/2019

TABLE OF CONTENTS

Table of Contents	2
Confidentiality Statement	3
Open Procedure	3
Submission Details.....	3
Submission Deadlines	3
Submission Questions and Clarifications.....	4
Electronic Submissions.....	4
Introduction and Executive Summary.....	5
Business Overview & Background	5
Our Vision ... is where our future lies	5
Our Mission ... is what we focus on each and every day.....	5
Background	5
Detailed Requirement.....	6
Timescales	6
Written Submission.....	7
Pricing	7
Terms and Conditions	7
Validity.....	8
Selection Criteria.....	8
Award Price	8
Written submission	9
Assessment of Quotations	9
Freedom of Information Act 2000	10
General Data Protection Regulation (GDPR) 2018	10
Agreement Conditions Acceptance and Declaration	10
Supporting Documentation.....	10

CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

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OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

SUBMISSION DETAILS

SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

Monday 18th November 2019

12:00 Noon

Any submissions received after this date will not be considered.

SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation by 13th November 2019.

Adam Baker

Procurement Assistant

Phone: 01752 305799

Email: tenders@cityplym.ac.uk

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation are required and must meet the following criteria:

Sent via email to: tenders@cityplym.ac.uk

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Signed Agreement Acceptance and Declaration.

Please note that the College is able to accept submissions sent in a compressed or ".zip" file format, so long as the files contained meet the standards described above.

WARRANTY:

By submitting your tender bid, you are warranting to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

INTRODUCTION AND EXECUTIVE SUMMARY

City College Plymouth is seeking a suitably qualified legal company to provide support and advice to our small in-house team. The contract will be for an initial contract period of 3 years with 2 possible twelve month extensions.

The anticipated value of the supply contract will not exceed £25,000. However, in the interests of open competition the opportunity will be advertised on the government portal 'Contracts Finder'.

BUSINESS OVERVIEW & BACKGROUND

The College operates on two sites within the city, serving 12,533 students and employing over 500 staff. The College operates year round, with opening times from 0800-2100 on some days.

OUR VISION ... IS WHERE OUR FUTURE LIES

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY

To be the South West's leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

BACKGROUND

City College Plymouth is one of the largest providers of innovative, technical and professional, education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements. Their successful partnership working with the local business community

resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College is 12,533 – comprising of: 3,569 full-time students, including 765 higher education students and 179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 500 staff.

DETAILED REQUIREMENT

The College is looking to appoint a legal firm to provide external support for our small in-house team. Support will be requested on an ad-hoc basis across the following specialisms:-

- Property and Land Law– reviewing lease agreements, providing support and potentially drafting lease documents
- Employment Legislation – to include severance packages, but exclude any insurance claims
- Commercial, Contracts and Procurement Law– drafting and reviewing contracts and SLAs

We would invite you to submit a price for each specialism listed above. Whilst the College would prefer to engage with a single company, we reserve the right to acquire individual specialisms from the most cost effective company which may mean a pick and mix scenario could result.

The College is ideally seeking a company with a local office base.

The College has some specific property law issues requiring advice so a quick turnaround is sought. The first assignment is expected to be in the next few weeks.

The College expects the initial contract term to be three years, extendable by up to two further years subject to satisfactory performance.

TIMESCALES

Action	Date
Tender Issued	08/11/2019

Deadline for Queries	13/11/2019
Tender Response Date	18/11/2019
Award Date	20/11/2019
Implementation Date	22/11/2019

WRITTEN SUBMISSION

You should submit a brief written document, which details your company offer with particular interest to the following areas. This submitted document will be scored as per the table on page 8.

- Price -please complete Appendix A
- Your relevant experience in each of the specialisms, including details and qualifications of relevant staff
- Average timescales or lead in times for responses
- Previous experience of work undertaken with the Further Education sector, including 2 references-a understanding of ESFA and other funding body requirements is expected for commercial contract work
- Address of local office bases

Your response should include a named contact for each of the specialisms. The College would expect this to be a senior partner in the first instance.

PRICING

Bidders should provide their pricing in Appendix A for each of the specialisms.

Prices should be firm and valid for at least the contract period (36 months) and not subject to increase or escalation of any kind throughout the contract.

TERMS AND CONDITIONS

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see Appendix B.

The College reserves the right to request a formal contract for all contracts over 1 year duration in supplement to the terms and conditions and contract acceptance documents.

VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than four months [120] days from the date of submission.

SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 30 days from the date of submission. The date of contract award will be provided within that email.

The marking criteria follows:

Category	Weight
Price	70%
Relevant experience in each of the specialisms, including details and qualifications of relevant staff	8%
Average timescales or lead in times for responses	10%
Demonstration of understanding of ESFA and other funding body requirements	10%
Local office in PL postcode area	2%

Please see table below for more details on the scoring method.

AWARD PRICE

Lowest quote price divided by quote price multiplied by 10

WRITTEN SUBMISSION

Assessment	Score	Interpretation
Excellent	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
Good	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
Satisfactory	2	<i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Poor	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Unacceptable	0	<i>No response or insufficient information provided.</i>

ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

GENERAL DATA PROTECTION REGULATION (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration, Appendix D.

SUPPORTING DOCUMENTATION

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Suitability Questionnaire

Appendix D: Agreement Conditions Acceptance and Declaration