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**Request for Quotation**

Consultancy Services for Tender Evaluation and Concession Contract Support – Local Electric Vehicle Infrastructure Fund

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# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “the Council”) invites quotations for the supply of technical consultancy expertise to support the evaluation of tenders and provide advice to the Council regarding the North Northamptonshire Local Electric Vehicle Infrastructure (LEVI) procurement. This includes participation in the Evaluation Team, providing guidance during preparations for contract award, and ad hoc advice during mobilisation, as required. The Council’s LEVI procurement is for the provision of end-to-end turnkey services for the planning, design, installation, operation and maintenance of a widespread EVI network of on-street public chargepoints across North Northamptonshire as well as provision in up to 22 Council car parks. It encompasses both AC and DC infrastructure, delivered and managed through a 15 year Concession Contract. Expert technical consultancy services will involve evaluation and scoring of a number of aspects of LEVI tenders (see Section 2: Specification para 2 Scope below) including aspects of delivery, operations and commercial sustainability including an assessment of bidders’ project financial models and technical compliance, including advising on technical points of difference.
  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. Potential Suppliers are responsible for the successful submission of their RFQ via the email address stated in Table C. The officer named in Table C will confirm receipt of your RFQ response within 24 hours.
     1. Potential Suppliers are strongly advised to complete and submit their RFQ Response, allowing an adequate amount of time before this deadline to ensure that there is sufficient time to overcome any IT problems, which may accompany the submission of the RFQ. If you encounter a problem submitting your RFQ by email that will prevent you from submitting your response before the closing date and time you must log the problem by contacting the Officer details in Table B.
  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 to these. Whilst it is not the Council’s intention to count the number of words a Potential Supplier uses in their responses, if the Council determines that a word limit has been exceeded, it may take that into account when awarding a score for that question such that words submitted over this limit **will 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 (unless otherwise stated). 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 | Monday, 6 January 2025 |
|  | Deadline for Questions from Potential Suppliers | 17:00 on Monday, 3 February 2025 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Thursday, 6 February 2025 |
|  | Deadline for Submission of Bids | 17:00 on Monday, 10 February 2025 |
|  | Evaluation of Bids Received\* | From Tuesday, 11 February 2025 |
|  | Contract Award\* | Wednesday, 19 February 2025 |
|  | Contract Start\* | Friday, 21 February 2025 |
|  | Contract End\* | Friday, 28 November 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 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 | Ansel Pearce |
| Job Title | Principal Project Officer |
| E-Mail address | [ev@northnorthants.gov.uk](mailto:ev@northnorthants.gov.uk)    All emails must have the subject title prefix “RfQ LEVI Consultancy Services” |

## 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 | Ansel Pearce |
| Job Title | Principal Project Officer |
| E-Mail address | [ev@northnorthants.gov.uk](mailto:ev@northnorthants.gov.uk)  All emails must have the subject title prefix “RfQ Response - LEVI Consultancy Services” |

## 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 70%. Price 30%**

1. Potential Suppliers must pass all pass/fail questions in Section 3: to be considered. Bids not meeting the minimum standards will be rejected.
2. Price will make up 30% of the evaluation.

## Evaluation and moderation of RFQ responses

* 1. Each RFQ response will be evaluated independently by an evaluation panel, which may include, but not be limited to, council officers, members, technical advisors and/or stakeholders (such as members of user groups, focus groups and/or tenant/resident panels).
  2. An initial examination may be made to establish the completeness of the RfQ Responses.
  3. Moderation will then take place, considering the individual scores from the Evaluation Panel.
  4. As the result of any moderation, the Evaluation Panel may choose to revise a Potential Supplier’s score for each response to a Scored Question, either up or down to reach a final score.
  5. All responses to the Scored Questions will be assessed against the Criteria set out in Table D, below.

**Table D – Criteria for Awarding Score**

|  |  |
| --- | --- |
| **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; * 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; * 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; * 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. An RfQ Response may be rejected, where the response to any Scored Question fails to achieve a score of 2 or more (as defined in Table D), even if it scores relatively well against all other criteria. This is because the Council requires a minimum quality threshold to ensure an overly low price does not skew an RfQ Response where the quality is fundamentally unacceptable.
  2. Should the Evaluation Panel, in its reasonable judgement, identify a fundamental failing or weakness in any RfQ Response then that RfQ Response may, regardless of its other merits, be excluded from further consideration.
  3. For the avoidance of doubt, there are no sub-criteria elements in the Scored Questions, which will be scored. The score allocated will be against the total answer submitted and factored against the maximum percentage awarded for that question in accordance with the calculation formula.
  4. Where a particular question may list “elements”, Potential Suppliers are informed that no such individual element will be scored, per se; instead, the “elements” as listed are given for information only to assist Potential Suppliers to submit their most comprehensive Response and therefore their most competitive RfQ Response in all the circumstances.
  5. The award criteria questions will be evaluated, using the scheme set out in Table E, below.

**Table E – Evaluation Criteria Questions and Weighting Scheme**

|  |  |  |
| --- | --- | --- |
|  | **SECTION HEADINGS** | **WEIGHTING**  **WITHIN TOTAL** |
| **QUALITY QUESTIONS (70%)** | | |
| **Provision of the Requirement (70%)** | | |
| 1 | Technical Expertise & Knowledge of EVI Networks | 30% |
| 2 | Experience of Financial Modelling and commercial viability for EVI Networks | 25% |
| 3 | Bid Evaluation Experience | 15% |
| **PRICING (30%)** | | |
| A. | Tender Evaluation Services | 18% |
| B. | Contribution to Moderation | 7% |
| C. | “Whole Team” Hourly Costing | 5% |
|  | **Grand Total** | **100%** |

## Evaluation of Price (Award Criteria Questionnaire)

* 1. Potential Suppliers should satisfy themselves of the accuracy of all fees, rates and prices quoted, since they will be required to hold these or withdraw their RfQ Response in the event of errors being identified after the Deadline for Submission of Bids, set out in Table A.

* 1. If a Potential Supplier fails to provide fully for the requirements of the RfQ it must either:
     1. absorb the costs of meeting the Council’s full requirements within its RfQ price; or
     2. withdraw its RfQ.

* 1. The following criteria will be applied to evaluate price:
     1. Weighted Combination of Questions and Price
     2. The Potential Supplier with the lowest overall compliant price in each section will be awarded the full Price score, for that section, as set out in Table D. All other RfQ Responses will be scored in accordance with the following calculation:

=Price Weighting−((Your submitted price−lowest submitted price) / Your submitted price) x 100

* 1. An example is provided in Example 1, below. This example is based on a 60% price weighting where the lowest compliant price is £1,000,000.

**Example 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Potential Supplier No.** | **RfQ Price** | **Price Calculation** | **Price Score** |
|  | £1,000,000.00 | =60%  (lowest compliant price) | 60 |
|  | £1,100,000.00 | =60-((1,100,000-1,000,000)/1,100,000)\*100 | 50.91 |
|  | £5,000,000.00 | =60-((5,000,000-1,000,000)/5,000,000)\*100 | -20 |
|  | £1,300,000.00 | =60-((1,300,000-1,000,000)/1,300,000)\*100 | 36.92 |

* 1. If the Potential Supplier receives a minus score, following the Price Calculation provided in Example 1, the Council will amend the Potential Supplier’s Price Score to “0”, for the purposes of the Evaluation, so their Price Score does not adversely affect their overall Score.

## Presentations and/or Clarifications

* 1. Where the Council believes there is an omission, ambiguity or inconsistency in a Potential Supplier’s RfQ Response (including an arithmetical error), the Council reserves the right (but is not obliged) to seek clarification of any aspect of a Potential Supplier’s RfQ Response during the evaluation phase where necessary for the purposes of carrying out a fair evaluation.
  2. The Potential Supplier will be required to confirm any appropriate amendments to their RfQ Response.
  3. Potential Suppliers are asked to respond to such requests promptly and within any given deadline. Potential Suppliers may be disqualified if they do not satisfactorily respond within the given deadline.
  4. Once the submitted RfQ responses have been evaluated, the Council reserves the right to conduct Presentation and/or Clarification meetings as part of the evaluation process with any number of Potential Suppliers, as the Council deems necessary, to complete a full evaluation of the RfQ Responses submitted.
  5. The Council may clarify elements of Potential Suppliers' submissions and reserves the right to:
     1. re-visit the evaluation scoring; and
     2. ask further clarification questions.

1. **Abnormally Low and/or Unsustainably High RfQ Responses**
   1. RfQ Responses will be reviewed to consider if they appear to be abnormally low or unsustainably high in cost. An initial assessment will be undertaken using a comparative analysis of the price proposal received from all Potential Suppliers.

* 1. The Council reserves the right to reject any unsustainably high RfQ Responses without further evaluation of the bid submission.
  2. If the assessment shows that a Potential Supplier’s price offer may be abnormally low, the Council will request from a written explanation and/or evidence of the Potential Supplier’s price offer and/or RfQ Response, or of those parts of a Potential Supplier’s price offer and/or RfQ Response, which the Council considers contribute to the RfQ Response being abnormally low, to justify the RfQ Response and its price and/or value(s) offered.
  3. On receipt of a Potential Supplier’s written explanation, the Council will verify the price offer, RfQ Response or parts of the RfQ Response.
  4. If the Council is still of the opinion that the Potential Supplier has submitted an abnormally low offer, the Council will confirm this to the Potential Supplier and will advise either:
     1. that the Potential Supplier’s RfQ Response has been rejected; or
     2. that, for RfQ evaluation purposes, the Council will make an adjustment to the price proposal to take account of any consequences of accepting an abnormally low RfQ Response.
  5. Where the Potential Supplier is unable to prove, within a sufficient time limit, such justification for the low price and/or value, the Council reserve the right to reject the RfQ Response.

## Rejection and Disqualification of RfQs

* 1. The Council reserves the right to reject or disqualify any RfQ Response and or a Potential Supplier, where the Potential Supplier:
     1. Fails to submit their RfQ Response by the Deadline for Submission of Bids, set out in the procurement timetable at Table A;
     2. contains gaps, omissions, misrepresentations, errors, uncompleted sections, or changes to the format of the RfQ provided;
     3. contains handwritten amendments which have not been initialled by the authorised signatory;
     4. does not reflect and confirm full and unconditional compliance with all of the documents issued by the Council forming part of this RfQ;
     5. contains any caveats or any other statements or assumptions qualifying the RfQ Response that are not capable of evaluation in accordance with the Council’s published evaluation model or requiring changes to any documents issued by the Council in any way;
     6. contains any alterations or additions to any documents issued by the Council forming part of this RfQ;
     7. cannot commit to achieve any Key Dates for elements and/or milestones etc. as set out in the Council’s Specification;
     8. is not submitted in a manner consistent with the provisions set out in this RfQ;
     9. fixes or adjusts the amount of its RfQ Response by or in accordance with any Conditions of Contract or arrangement with any other party;
     10. communicates to any party other than the Council or, as applicable, relevant participating body, the amount or approximate amount of its proposed RfQ Response or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence, to obtain quotations necessary for the preparation of a complete and accurate RfQ Response or insurance or any necessary security);
     11. enters into any Condition of Contract or arrangement with any other party that such other party shall refrain from submitting an RfQ Response or shall limit or restrict the prices to be shown by any other Potential Supplier in its RfQ Response;
     12. offers or agrees to pay or gives or does pay or gives any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to its RfQ Response or any other proposed RfQ Response;
     13. commits an offence under the Bribery Act 2010 or an offence under Section 117(2) of the Local Government Act 1972;
     14. directly or indirectly canvasses any officer, member, employee, or agent of the Council or its members or any relevant participating body or any of its officers or members concerning the establishment of the contractual relationship or who directly or indirectly obtains or attempts to obtain information from any such officer, member, employee or agent or concerning any other Potential Supplier, RfQ Response or proposed RfQ Response;
     15. fails to declare any conflict of interest or any circumstances that could give rise to a conflict of interest (Potential Suppliers must notify the Council via e-mail);
     16. fails to comply fully with the requirements of this RfQ or makes a misrepresentation in any information supplied in their RfQ Response;
     17. there is a change in identity, control, financial standing or other factor impacting on the selection and or evaluation process affecting the RfQ Response;
     18. submits an RfQ Response which does not comply with any mandatory requirement (where the word “shall” or “must” is used); or fails to comply with the Revised Prevent Duty Guidance: for England and Wales; para. 45 "publicly owned venues and resources do not provide a platform for extremists to disseminate extremist views"; para 46 "organisations who work with the local authority on Prevent are not engaged in any extremist activity or espouse extremist views"; or contradict para 47 "new contracts for the delivery of their services are being made to ensure that the principles of the duty are written into those contracts in a suitable form";
     19. Is submitted by any Potential Supplier (for the purposes of this paragraph, this also includes any company who has control of the legal entity submitting the RfQ Response or a member of the group, if submitting as a group of economic operators) who has longstanding unpaid debts of any value with the Council, which have not been disputed by the Potential Supplier and/or where no payment plan has been agreed with the Council within one-hundred and twenty (120) days of the date the invoice was due to be paid. For the avoidance of doubt, longstanding in this instance, is defined as equal to or greater than one-hundred and twenty (120) days;
     20. Fails to declare their organisation or any other person has powers of representation, decision or control in the organisation;
     21. Has been involved in any situation or activity which, in the reasonable opinion of the Council, may have a negative impact on the reputation of the Council or may bring the Council or any element of its business into disrepute; and/or
     22. Submits an RfQ Response that is in any other way deemed non-compliant by the Council.

* 1. By participating in this procurement process, Potential Suppliers accept that the Council shall have no liability to a rejected or disqualified RfQ Response and/or Potential Supplier in these circumstances.

# Section 2: Specification

## Introduction and Background

* 1. North Northamptonshire Council (the Council) is seeking to appoint a consultant to assist with the evaluation of bids for its Local Electric Vehicle Infrastructure (LEVI) procurement. This initiative is a cornerstone of the Council’s commitment to being carbon neutral by 2030 and supports its broader environmental and sustainability objectives. The procurement, which has already been launched, involves delivering end-to-end turnkey solutions for the planning, design, installation, operation, and maintenance of an extensive EV charging network, supported by £2.895 million of public funding. While the number of bids is currently unknown, the consultant will be tasked with contributing to the bid evaluation and scoring process and providing expert advice on a call-off basis during the mobilisation phase of the awarded Concession Contract.
  2. North Northamptonshire Council, established in April 2021, declared a climate emergency in July 2021 and prioritised environmental sustainability in its first Corporate Plan. The [North Northamptonshire EV Infrastructure (NNEVI) Strategy](file://fs-01-005/users$/Home7/SNaylor/Downloads/NNEVI%20Strategy%202024_30%20(7).pdf) was developed to support these goals, targeting the delivery of a publicly accessible EV charging network to facilitate the transition to electric vehicles and improve environmental, social, and health outcomes.
  3. The area is characterised by a diverse geography with a mix of urban centres and rural communities, including significant numbers of households without access to off-street parking. Addressing this gap is a primary driver of the LEVI procurement, which aims to establish a reliable, accessible, and fairly priced EV charging network across 12 towns and numerous villages. This includes on-street public chargepoints and installations in up to 22 council-owned public car parks, with provisions for both AC (minimum 7kW) and DC charging solutions (the latter at car park sites).
  4. The Concession Contract will have a 15 year Term with an option to extend by 12 months. The arrangement will support the transition to EVs by investing in EVI ahead of demand, leveraging £2.895 million of public funding to maximise private investment, ensuring equitable access and consumer confidence in EV charging infrastructure.
  5. To help inform sound decision-making, the Council is seeking an experienced technical consultant primarily to assist in evaluating tenders. The consultant will assess specific aspects of the LEVI tenders in accordance with the assessment criteria and consider the extent to which tenders meet financial, commercial, technical, and regulatory requirements. while aligning with the Council's objectives to create an inclusive and sustainable EV charging network. Additionally, the consultant will provide ad hoc advice during the mobilisation phase of the Concession Contract, on a call off basis if and when required, to support the establishment of operational, technical, and financial governance and reporting frameworks.
  6. The timetable for the LEVI procurement is set out below. Dates with an asterisk may be subject to change:

|  |  |  |
| --- | --- | --- |
| **ACTIVITY** | | **TIME AND DATE**  **(as applicable)** |
|  | Publish Tender Documents | ​​Monday, 18 November 2024​ |
|  | Deadline for Questions from Potential Suppliers | 12 noon on Friday 31 January 2025 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | 17 February 2025 |
|  | Deadline for Submission of Bids | 12 noon on ​​​Monday, 24 February 2025​ |
|  | Notification of Award\* | ​​Friday, 11 April 2025​ |
|  | Start of Standstill Period\* | ​​Friday, 11 April 2025​ |
|  | End of Standstill Period\* | ​​Monday, 22 April 2025​ |
|  | Contract Award\* | ​​Wednesday 7 May 2025​ |
|  | Contract Start\* | ​​Wednesday 7 May 2025​ |
|  | Mobilisation Commences\* | ​​Monday, 12 May 2025​ |
|  | Contract End (EXCLUDING Extension Periods)\* | ​​Monday 7 May 2040​ |
|  | Contract End (INCLUDING Extension Periods)\* | Monday, 6 May 2041 |

* 1. The successful Supplier will be required to complete Confidentiality and Conflict of Interest statements prior to receipt of any LEVI tenders shared only for evaluation purposes and may be required to complete a Non-Disclosure Agreement. The successful Supplier will be required to return or destroy all LEVI tender information which has been shared by the Council for the purpose of evaluation and moderation, once the consultancy services are complete.

## Scope

* 1. **LEVI Tender Evaluation**
     1. The successful supplier for this commission will participate as part of the evaluation team to assess tenders submitted under the LEVI procurement in accordance with the Assessment Criteria. The focus will be on specific aspects of the Quality Award criteria (rather than Price which is a formula-based evaluation) and the technical Compliance Document element of the Selection Questionnaire (SQ) assessment (Qu.7.15(r)). For the purpose of evaluating this RFQ, the Council is estimating a total of six LEVI tenders. Potential Suppliers are required to submit their RFQ’s on this basis. The actual number of tenders received may be higher or lower. Bidders are referred to the Award Assessment Criteria (Quality questions) set out in the Excel document file name “NNC LEVI ITT Evaluation Criteria FINAL v0.3”. The successful supplier will be expected to provide the following services:

a. Provide expert analysis of each LEVI project financial model which should demonstrate commercial sustainability over the lifetime of the Concession period and assess the assumptions underpinning them; assess the EVI technology proposed and advise on points of difference and assess LEVI suppliers approach to delivery, operations and maintenance, and compliance with regulatory requirements. More specifically, the successful supplier will be required to evaluate and submit evaluation scores and comments for each tender, in accordance with the stated Criteria for Awarding Score detailed in the LEVI tender, via the e-procurement Portal for the following Evaluation Criteria questions:

|  |  |
| --- | --- |
| **Category** | **Consultant Review Questions** |
| Delivery | 4 |
| Operational | 8, 9 |
| Commercial | 11, 12 |

1. Review and assess, but not score, tender responses to Evaluation Question 2b regarding bidder resource plan proposals. This includes providing an assessment statement on the robustness of resource plan proposals and the extent to which the resources identified appear sufficient to deliver the High-Level Implementation Plan including the pre-delivery resource required for planning, design and consultation, as well as the resource for EVI delivery, including civils and subsequent operations and maintenance. The potential Supplier will identify any particular strengths and weaknesses in proposals. The assessment of bidder resource proposals by the potential Supplier will be shared with the Evaluation Team at the Moderation Meetings as an expert opinion to be considered in determining the overall score for Question 2 and where the Evaluation team scores for Qu.2 vary in view.
2. Review the Compliance Document Statements submitted by LEVI bidders in response to SQ question 7.15 (r) and provide an expert written assessment and advice on suitability and implications of any bids identified as partially compliant or non-compliant with the LEVI Technical Specification outlined in the appendices. The evaluation of all Compliance Document Statements should consider the quality of the technical and operational solution and to highlight any points of difference.
3. Attend six face to face 2 hour Moderation meetings (actual number of meetings and duration may vary) to present evaluation scores, provide reasoning and considerations informing the score, and participate as part of the Evaluation Team in decision-making discussions to agree final tender scores. Meetings will take place at the Council’s offices in Kettering. To minimise travel time and costs, it is anticipated that moderation meetings will be split across 2 days.

e. Produce written feedback summaries to support the Council in responding to bidders post-evaluation.

* 1. **Ad Hoc Advice During Mobilisation**

2.2.1 On a call-off basis, the successful supplier may be required to:

* + 1. Advise on the establishment of financial and technical monitoring and reporting templates to ensure the scope of reporting enables the Council to effectively monitor and manage performance.
    2. Provide guidance to the Council, if required, on the development of operational frameworks to ensure efficient implementation and management of the EV charging network.
    3. Provide ongoing support on a call-off basis as required by the Council, in the period from contract award and continuing through the mobilisation period, to ensure a smooth mobilisation in all aspects and alignment with contract objectives through the provision of expert technical and commercial advice; to advise on any issues which may arise during mobilisation to ensure the Council can address them to best effect; and to advise on the Exit Strategy once produced in draft by the Concessionaire.

## Performance Monitoring and Review/Project Management

* 1. During the evaluation phase, expected to be from 24th February 2025 to 11th April 2025, the Supplier will provide a short weekly update by email to report on progress towards the completion of evaluations and ensure that the evaluation programme remains on track. The Potential Supplier agrees to complete services to meet the deadlines for evaluation and tender scores set by the Authority, similarly to the Authority evaluation team. All records of evaluation, reasoning and scores shall be fully documented by the Potential Supplier and made available to the Authority on request. The cost to prepare a short weekly update email should be included in the Price quoted for the tender evaluation services. In addition, up to 3 virtual meetings of 30 minutes may be required during the evaluation phase and on an ad hoc basis – these progress meetings will not discuss evaluators’ opinion on LEVI tenders.
  2. During the evaluation phase, the Supplier will be paid on a per-bid rate, with payment linked to the number of bids reviewed and evaluated.
  3. For ongoing ad hoc expert technical consultancy services commencing from the mobilisation of the LEVI concession contract, the Supplier is expected to provide their day and hourly rates which shall apply for the duration of this contract and shall be invoiced monthly alongside a statement of services for the Authority’s review. These rates shall apply to any additional support required on a call-off basis during the mobilisation phase of the awarded Concession Contract and up to 28th November 2025 or such time that this contract expires. Any deadlines for the delivery of ad hoc services will be notified by the Authority and agreed with the supplier and the successful supplier shall perform in accordance with any such deadlines.
  4. It is anticipated that during the consultancy period, the majority of meetings and work requirements will be undertaken remotely. Should any face-to-face meetings be required, these will be held at the Council Offices based in Kettering.

## Social Benefits

4.1 The Supplier must demonstrate that they are aware of personal wellbeing and Mental Health with the ability to guide clients towards further support. The Supplier must be affirming of Equality and Diversity, both in promoting access to the programme and supporting clients through the programme.

## Data Management / UK General Data Protection Regulation (UK GDPR)

* 1. The Potential Supplier shall comply with any further written instructions with respect to processing by the Council.
  2. Any such further instructions shall be incorporated into the Schedule at Table F, below.

**Table F – Schedule of Processing for Data Subjects**

|  |  |
| --- | --- |
| **Description** | **Details** |
| Identity of the Controller and Processor | The Parties acknowledge that for the purposes of the Data Protection Legislation, each Party shall act as a Data Controller in respect of the Processing of Personal Data on its own behalf and in particular each shall be a Data Controller of the Personal Data acting individually and in common |
| Subject matter of the processing | The processing is needed to ensure that the Processor can effectively deliver the contract to provide a service to the Council’s customers. The subject matter may include Personal Data relating to recipients of the Services or in respect of any matter on which the Services are being sought or which is otherwise relevant to the provision of the Services. |
| Duration of the processing | The processing of Personal Data by the Supplier and Key Subcontractor will be carried out for the period during which the Services are required and any period during which the Supplier is required to maintain records in accordance with this Agreement and any regulatory and legal requirements |
| Nature and purposes of the processing | The processing of Personal Data will include the transmission of Personal Data relating to Data Subjects required in order for the Supplier to effectively provide the Services. It may involve being processed on systems of the Supplier for the purposes of delivering the Services.  The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) in order to supply the Services. |
| Type of Personal Data being Processed | Personal Data may include special categories of Personal Data dependent on the Services being provided and the nature of the Personal Data required to be processed in order for the Services to be provided, including but not limited to, name, address, contacts details, telephone number and email address of the Data Subject |
| Categories of Data Subject | Personal Data may include special categories of Personal Data dependent on the Services being provided and the nature of the Personal Data required to be processed in order for the Services to be provided This will include customers of the service and may include their key clients or suppliers. |
| Plan for return and destruction of the data once the processing is complete  UNLESS requirement under union or member state law to preserve that type of data | Any Personal Data of Data Subjects shall be retained by the Supplier only for as long as is necessary for the performance of the Services and/or in compliance with the management information retention provisions (if applicable) set out in this Agreement. All Personal Data shall be either destroyed or returned on termination of the Services unless longer retention is required by Law |

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.

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

## Appendices and/or Annexes

| **No.** | **Document Name** | **Document Location** |
| --- | --- | --- |
|  | LEVI NNC ITT Evaluation Criteria FINAL v0.3 | Available on request by emailing the Officer named in Table B |
|  | NNC LEVI SQ Requirements Qu.7.15 (r) | Available on request by emailing the Officer named in Table B |
|  | Schedule 1 Appendix 1\_Specification v0.2 FINAL | Available on request by emailing the Officer named in Table B |
|  | Schedule 1 Appendix 2\_Technical Specification | Available on request by emailing the Officer named in Table B |
|  | Schedule 1 Appendix 4\_ Compliance Document FINAL | Available on request by emailing the Officer named in Table B |

# 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  Potential 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/Fail  Potential 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. | |

| **NOT USED** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 5** | | Not used |  |  | |  |
|  |  | | | |  | |

| **Carbon Reduction** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 6:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  | |  |
| 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  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  | |  |
| 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  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  | |  |
| 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:** | Information Only |  | |  |
| 9.1. | Please provide your Net Zero target date | | | | Select a date. | |

| **NOT USED** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Question 10:** | | Not used |  |  |  |
|  |  | | | | |

| **Technical Expertise & Knowledge of EVI Networks** | | | | |
| --- | --- | --- | --- | --- |
| **Question 11:** | **Scoring Methodology:** | Table D – Scored between 0 and 4 | **Word Limit:** | 1200 words |
| Describe your technical expertise, experience and knowledge in all aspects of Electric Vehicle Infrastructure (EVI) networks which will enable you to provide sound advice to the Council on LEVI proposals. Provide specific examples of your experience in the field of EV charging technology and network delivery, including any roles involving the management or assessment of EVI projects, including technical proposals, ensuring compliance with regulatory and contractual requirements, and advising on the planning, design, installation, and operation of EVI networks. Highlight your familiarity with AC and DC charging technologies, hardware and software, smart charging solutions, and knowledge of delivery challenges and risks. Additionally, outline how your expertise will add value to the Council’s decision making for the award of the LEVI contract to ensure the outcome meets the Council’s objectives for a reliable, accessible, and sustainable EV charging network. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Financial Modelling and commercial viability** | | | | |
| --- | --- | --- | --- | --- |
| **Question 12:** | **Scoring Methodology:** | Table D – Scored between 0 and 4 | **Word Limit:** | 1200 words |
| Demonstrate your experience and expertise in financial modelling including your understanding of what makes a sustainable commercial model for the financing and delivery of Electric Vehicle (EV) charging networks in a concession model. What factors and assumptions should inform the model. Provide examples of your experience in developing or reviewing financial models for EVI projects, including considerations such as lifecycle costs, revenue generation, funding utilisation and sensitivity testing. Additionally, explain how you would approach analysing the commercial viability of proposed EV charging solutions and tendered project finance models, considering uncertainties over a 15 year contract, varying utilisation rates, site profitability, and long-term operational performance. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Bid Evaluation Experience** | | | | |
| --- | --- | --- | --- | --- |
| **Question 13:** | **Scoring Methodology:** | Table D – Scored between 0 and 4 | **Word Limit:** | 1000 words |
| Outline your experience in bid evaluation for public-sector procurements, particularly those involving infrastructure projects or concession contracts and provide contact details for a public sector project completed within the last 3 years. Provide examples of where you have assessed bids against defined criteria, ensuring compliance with technical, financial, and regulatory requirements. Explain your approach to identifying strengths, weaknesses, and risks in bids and how you have contributed to transparent and fair decision-making processes. Additionally, describe how your experience will support the Council in delivering a robust and efficient evaluation for this procurement.  (Excluded from the word count) please also provide all details of named individuals who will contribute to the consultancy services, their role specifically in relation to this project, their job title and a brief CV summary of their experience. This should also clarify who will be in attendance at any face to face Moderation meetings. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. Please complete the Pricing Schedule at Table H, 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. Quoted prices should include any expenses e.g. travel and subsistence costs as additional costs will not be paid unless due to exceptional circumstances and agreed in advance by the Council.
  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:
     1. An example is provided in Table G, below. This example is based on a 100% price weighting, 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 | =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 H**

| **Pricing Schedule** | | |
| --- | --- | --- |
|  | Please complete the Pricing Schedule spreadsheet, provided separately.  A completed copy of this Pricing Schedule spreadsheet **must** be included with your RFQ Response. | |
|  |  |  |

# 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. |
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# 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

Please refer to the LEVI Technical Consultancy Services Terms and Conditions document.