1. **Documentation Provided by Council**

All the documentation necessary to submit this quotation are set out in the following appendices:

* **Appendix A – Background information**
* **Appendix B – instructions for quotation**
* **Appendix C – Procurement timetable**
* **Appendix D – Delivery Milestones**
* **Appendix E – terms and Conditions**
* **Appendix f - Specification**

The deadline for any clarifications should be sought from Mike Brinn, mbrinn@lambeth.gov.uk in accordance with the timetable in accordance with Appendix C – Procurement Timetable.

1. **Submission of Quotation by Provider**

Your proposals should be set out in the method statement and pricing document and returned to Mike Brinn, mbrinn@lambeth.gov.uk in accordance with the submission date/time in Appendix C.

1. **criteria for evaluation**

Your submission will be evaluated by an evaluation panel. The evaluation will be based on Price 30% and Quality 70%.

1. **method statement**

Providers are invited to submit their proposal based on the questions in set out in Table 1 – Evaluation Criteria and Questions below which is based on the requirements set out in Appendix F – The Specification. Each question will be scored in accordance with Table 2 – Scoring Methodology.

**Table 1 – Evaluation Criteria and Questions**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Questions** | **Weighting %** |
| **Criteria 1** | **Capability**. Please demonstrate your capability to deliver the requirements outlined in the specification by describing:1. Your experience and references of successful delivery a change management framework
2. Your experience and references in developing and delivering Change management training, tailored to the Local Government environment.
3. The techniques and processes you will use to deliver the requirements outlined in the specification.
4. Depth of resources to ensure the specific activities outlined in the specification can be delivered in a timely manner
5. The management systems and procedures you have in place to ensure we can expect the highest quality and standards throughout the contract term
 | 30% |
| **Criteria 2** | **Service delivery**. Please explain how you will deliver the requirements outlined in the specification by detailing:1. The skills and qualifications of the people you propose to allocate to the delivery of this contract
2. The specific systems and tools you will use to deliver the required functions
3. Resourcing structure with detail on how services will be delivered and by who
 | 30% |
| **Criteria 3** | **Cultural fit**. Please demonstrate that you understand the nature of Lambeth’s core business and how your proposal is aligned to our strategic objectives. | 10% |
| **Total (Quality Score)** | **70%** |

1. **INFORMATION REQUIREMENTS**

Please ensure your method statements and quotation is provided in Ariel Font Size 11.

Please ensure information is provided is as simple and concise a manner as possible to ensure ease of reading for the evaluation panel.

The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.

Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.

Potential Providers’ responses should be limited to and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.

Whilst there will be no marks given to layout, spelling, punctuation, and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.

Please note that questions 1 and 2 within Table 1 are threshold questions. If the provider is unable to submit a satisfactory response (minimum score of “3” being a satisfactory response) this will result in automatic elimination from the process.

**Table 2 – Scoring Methodology**

|  |  |
| --- | --- |
| 0  | Failed to address the question/issue.  |
| 1  | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.  |
| 2  | Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.  |
| 3  | Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought.  |
| 4  | Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply.  |
| 5  | Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested.  |

1. **PRICE SUBMISSION AND EVALUATION**

The maximum budget for this procurement is £40,000. Quotes submitted with a value over £40,000 for this engagement will not be considered.

The Council is seeking an itemised submission in accordance with the deliverables set out in Table 3 – Pricing Submission. The pricing submission should assume and include all costs associated with the production of the deliverables.

Price proposals should include the requirements and standards as set out in Appendix F – The Specification.

**Table 3 – Pricing Submission**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item No.** | **Deliverables** | **(a)****Hourly****Rate** | **(b)****Estimated Hours** | **(c = a x b)****lump sum cost (£ excl. VAT)** |
| 1 | Initial discovery and engagement |  |  |  |
| 2 | Deliver first draft of Change Management Framework |  |  |  |
| 3 | Arrange staff training packages |  |  |  |
| 4 | Final Change Management Framework |  |  |  |
| 5 | Produce all documentation and visuals |  |  |  |
| 6 | Deliver training to staff |  |  |  |
| 7 | Attendance at weekly meetings |  |  |  |
|  | **Total for items 1 to 7 (to be used for price evaluation purposes)** |  |  |

**Pricing considerations**

For price, each submission will be assessed on the total cost (item 5 in Table 3 above) using the following equation:



The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender.