



The Coal  
Authority

# Mine Water Hydrogeological Modelling

Tender Reference: CA18/2/1/87

June 2024



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# Background

The Coal Authority is an executive non-departmental public body, sponsored by the Department for Energy Security and Net Zero and our mission is to make a better future for people and the environment in mining areas.

The Coal Authority has a legal duty under the Coal Mining Subsidence Act 1991, to repair properties damaged by coal mining subsidence in the five coalfield regions. The works are funded by grant in aid from central government, in order that the Coal Authority can discharge its statutory duty.

The Coal Authority employs over 300, based mainly at the head office in Mansfield with some field staff remotely based in order to enable a fast response to incidents in the coal mining areas.

The Coal Authority is funded by grant in aid from the Department of Energy Security and Net Zero (DESNZ).

By virtue of the Coal Industry Act 1994, the Authority is required to have a regard for the need to secure the safety of members of the public throughout the coalfield regions of Great Britain. Safety may be threatened by the occurrence of former coal mining related surface hazard incidents which may relate to collapses of ground, fissures, coal mine workings or mine entries, emissions of gas or water, combustion of in-situ coal and combustion or instability of any spoil heaps in the Authority's ownership.

# The Coal Authority Values

At The Coal Authority, our values are important to us. In this tender, our values have influenced our requirements in the following ways:

## Inclusive

The Coal Authority is a Disability Confident employer, which means that we are committed to recruiting and retaining people with disabilities and health conditions. As such, we would expect any offer to meet high standards of accessibility and usability.

## Progressive

As a forward thinking organisation, incorporating industry developments and best practice is key. We expect suppliers to share this mind-set when developing both technical and functional product roadmaps to ensure the tool is effective, relevant and secure.

## Trusted

Environmental, economic and social sustainability is The Coal Authority's core purpose and our current [Sustainability Plan](#) details our contributions to the wider national and global effort. We are keen to work with supplier who share our ethos.

## Invitation

The Coal Authority invites you to tender for the provision of specialist technical support to scope, design, build and report the outputs from a predictive hydrogeological and geochemical model. The model is required to assess the potential impacts of poor quality rising mine water on surface water and groundwater receptors and to provide the technical basis for selecting the optimum mine water management strategy. The study area is in the English East Midlands and comprises a delineated area of abandoned coal workings which are partially flooded and rising.

Specialist modellers and consultants are invited to tender for the work which will include the design, creation and running of the model as well as producing model outputs, risk assessments and technical reporting.

## Conditions of Contract

Tenderers are to note that works will be undertaken in accordance with the Coal Authority's terms and conditions for the provision of services

## Tender outline and detail:

Outlined below is the series of key documents that comprises the tender and requirements of the opportunity. In addition the following key outlines and details are provided:

- Programme for delivery
- Procurement procedure and tender return
- Confirmation of award and standstill period
- Assessment and criteria including; Quality Scoring Assessment and Questions and Pricing Assessment
- Completion guidelines including; assessment and feedback, acceptance procedure and declaration

## Key Documents:

- 1. Invitation to tender** - An Invitation To Tender is a formal request for potential suppliers and contractors to submit a proposal for the supply of goods, services, or works
- 2. Scope** - A Scope of Works forms part of the tender package and is written to provide clear and detailed instructions of the works and expectations that are to be delivered by the successful tenderer.
- 3. The Coal Authorities Terms and Conditions** - Coal Authority terms and conditions attached to tender docs. Tenderers are to note that Services will be undertaken in accordance with Authority Terms and Conditions

## Programme for delivery

Phase	Process	Date
Tender	ITT Published	10/06/2024
	Deadline for Queries	01/07/2024
	Tender Closing Date	12/07/2024
Evaluation	Evaluation	15/07/2024 – 26/07/2024
Award	Award Notification	29/07/2024
	Award	09/08/2024
	Contract Commencement	11/08/2024

Any changes to these timescales will be notified with the maximum possible notice.

Tender submissions received after the closing date and time will not be considered.

Failure to comply with the provisions of these Instructions or to complete the tender document in full and without alteration may also result in the disqualification of your submission.

## Procurement procedure / Tender Return

The Authority as a Non Departmental Public Body is required to undertake this process in compliance with the Public Contracts Regulations 2015 and has selected the open procedure for this requirement.

The process will be managed through the Coal Authority's eTendering portal, which provides a secure delivery mechanism and an auditable record of the process.

Tenders must be completed and submitted electronically through the InBye e-tendering portal by the due date and time.

Completed tenders must be uploaded by **16:00 hours (British Summer Time) on Friday 12<sup>th</sup> June 2024** to be considered for evaluation. The portal will automatically close at 16:00 hours, any documents uploaded into the system after this time will be deemed late and will not be accepted.

Any questions related to the tender opportunity should be addressed in writing and sent to Procurement via the e-Tendering portal using the messaging facility within the system. This ensures that a complete audit trail of the process is achieved. Questions raised which result in additional information being provided will be shared with all tenderers together with the Authority's response, but will not breach any areas of commercially sensitive information.

**Questions must be received no later than 16:00 (British Summer Time) on Monday 1st July 2024.** Questions received after this time will not be answered.

## Confirmation of award and Standstill Period

A contract award notification will be sent (subject to contract) to the successful tenderer by the date stated in the table programme for delivery. The unsuccessful tenderers will also be notified of the outcome at the same time.

Following the notification of an award decision and before entering into formal contract agreement tenderers shall be subject to a minimum mandatory standstill period of 10 calendar days from the day after the date of the letter of notification of the award decision.

# Assessment & Criteria

The bid evaluation will be based on the Mandatory and Discretionary Exclusion Grounds, Technical and Financial proposals within the bids and the information set out in each compliant bid.

Bidders must accept the Coal Authority's terms & conditions.

The Coal Authority will reject any bid which is not a compliant bid.

A bid shall only be a compliant bid if the following documents have been completed and submitted via the eTendering portal:

- Standard Selection Questionnaire & Mandatory/Discretionary Exclusion Questions
- Quality Assessment Responses
- Pricing

Bidders are to ensure that the registered contact details on the eTendering (InBye) portal are correct for this process. Should you have any difficulties with this procedure, please contact Peter Kobryn [peterkobryn@coal.gov.uk](mailto:peterkobryn@coal.gov.uk)

Once registered for the event, any queries and clarifications must be submitted via the messaging facility within the InBye eTendering Portal.

The tender will be awarded on the basis of the most economically advantageous tender and will be assessed based upon a **Price per Quality Point** assessment.

The initial evaluation of responses will be carried out based upon the Pass/Fail Requirements Standard Selection Questionnaire & Mandatory/Discretionary Exclusion Questions

Your tender should be submitted on a fixed price basis and should remain open for acceptance for a period of 120 days from the closing date for the receipt of tenders.

Tenders received after the tender closing date will not be considered. Failure to comply with the provisions of these Instructions or to complete the tender document in full and without alteration may also result in the disqualification of your tender.

It is the responsibility of tenderers to ensure that submissions are accurate and as they intend. The Coal Authority will not ensure that bids are complete or correct, or allow omitted material to be submitted after the tender deadline should any errors occur.

Your submitted tender rates and prices must be exclusive of Value Added Tax.



# Quality Scoring Assessment

Quality scoring will be undertaken on the basis of the approach below:

Assessment	Detail	Score
<b>Adds Value</b>	Response demonstrates that as well as meeting requirements in all respects, the response is comprehensive and supported by relevant evidence, which is innovative and exceeds expectations, including a full description of techniques and measurements employed that benefit and adds value for the Coal Authority.	<b>5</b>
<b>Meets Requirements</b>	Good response provided which meets the requirement and demonstrates how they will be delivered in all aspects to an acceptable standard.	<b>4</b>
<b>Minor Reservations</b>	Satisfactory response provided which demonstrates the tenderer has the ability to meet the requirement but there are some minor reservations that could have been expanded upon.	<b>3</b>
<b>Significant Reservations</b>	Response demonstrates the tenderer has the ability to partially meet the requirement, but with deficiencies apparent and generating significant concerns about the approach or solution proposed. The response falls short of minimum expectations and indicates lack of understanding of the contract requirements.	<b>2</b>
<b>Requirements not met</b>	Response fails to evidence that the tenderer understands the requirement. There are major reservations in respect of the approach, and/or the capability of delivering the requirements this could include no response to the question and/or no supporting evidence	<b>0</b>

**The Coal Authority reserves the right to deem any submission scoring a 0 (Requirements not met) or 2 (Significant Reservations) for any scored question as non-compliant and as such may be excluded from consideration.**

Full details of the assessment approach for each Quality Question are explained in further detail within the question wording and response templates.

# Price per Quality Point

Price per quality point (PQP) is an evaluation technique designed to make it easier to consistently and fairly compare bids of varying quality and price. It also makes it easier for bidders to judge how they may score overall. In this approach a PQP is calculated for each bid by:

- Determining the bid price;
- Determining the quality score for each bid, expressed as a whole number rather than as a percentage (though the whole number may still be points out of 100); and
- Dividing the bid price by the quality score to give an output price per quality point.

The PQP is established by dividing each bidder's price by its quality score. This enables true comparison of what the department will pay between per quality point and bidders are not being compared against each other, but only assessed based on their own bid.

$$\frac{\text{Price}}{\text{Quality score}}$$

The number arrived at is the PQP. The bid with the lowest PQP is the MEAT (most economically advantageous tender). The chief advantages of PQP as an approach are that:

- It discourages bidders from simply chasing the lowest price possible, which may not be sustainable and which may distort behaviours during project delivery; and
- It makes it easier to assess value for money, rather than simply cost.

**The PPQP figures used here are purely illustrative and should not be taken as an indication of actual PPQP expectations for this tender**

## Example 1.

Position	Supplier	Quality Performance	Price	Price per Quality Point
1	Supplier A	100	£118/hr	£1.18
2	Supplier B	60	£122/hr	£2.03

Supplier A is the winning bidder with the lowest PPQP.

## Example 2.

Position	Supplier	Quality Performance	Price	Price per Quality Point
1	Supplier A	82	£664,730	£8,106.46
2	Supplier B	66.5	£549,819	£8,267.95
3	Supplier C	58.14	£648,114	£11,147.74

Supplier A is the winning bidder with the lowest PPQP.

Your submitted pricing must be inclusive of all requirements outlined within the tender documentation.

## Completion Guidelines

**The questionnaire within the Inbye Portal should be completed by a partner/director/senior manager.**

Please answer each question fully. The Authority stresses the value and importance of substantiating answers with supporting documentation when requested.

The questionnaire should be completed accurately; if successful this document will form part of the contract.

The response and supporting documents must relate specifically to the organisation's policy and arrangements.

## Assessment & Feedback

The tender submissions will be assessed in accordance with the assessment criteria outlined.

The Coal Authority will recognise the required standstill period when notifying all bidders of the outcome of the process.

Feedback will be provided at that time to organisations which are not successful through the issue of a letter providing debrief information on the assessment of the tender, scoring and confirmation of the successful tenderer.

## Acceptance Procedure

The Authority does not bind itself to invite you to tender for the project and will not be responsible for, nor pay for, any expenses or losses which may be incurred by you in the preparation of your tender.

It is intended that the procurement process will take place in accordance with the provisions of this ITT, but the Coal Authority reserves the right to terminate, suspend, amend or vary this procurement process by notice to all potential bidders in writing.

The Coal Authority will have no liability for any losses, costs or expenses caused to bidders as a result of such termination, suspension, amendment or variation.

No tender shall be deemed to have been accepted unless such acceptance has been notified in writing to the tenderer.

Whether or not your tender is accepted, you must treat the details of all tender documents as private and confidential. If you decide not to submit a tender, you must reply stating you do not wish to respond to the tender and provide a comment why.

If you require any clarification on the details within this document, associated attachments or the tender process, a query should be submitted through the online messaging facility within the InBye eTendering portal.

## Declaration

We declare that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

We also declare that we have not done, and we undertake that we will not do, at any time before the returnable date for this tender any of the following acts:-

- (a) Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender;
- (b) Enter into any agreement or arrangement with any other person that he/she shall refrain from tendering or as to the amount of any tender to be submitted;
- (c) Offer, pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this declaration the word 'person' includes any persons and anybody or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.

## Countering Fraud

In keeping with our Counter Fraud vision; “Working together to find and stop fraud”, we have a fraud reporting tool which can be accessed via our public facing website –

[Fraud Reporting - Coal Authority \(groundstability.com\)](https://groundstability.com)

Should you be successful in contracting with the Coal Authority, we encourage you to share this with your teams that are working on those contracts.