**Uttlesford District Council**

**Request for Quotation (RFQ)**

**Quality Questions & Specification**

**Uttlesford District Council Infrastructure Development Plan**

**RFQ for the supply of consultancy services**

**IDP-UDCLP-21**

**19th April 2021`**

To be completed in full and returned by 12 noon on 4th May 2021 to

[katie.elgie@essex.gov.uk](mailto:katie.elgie@essex.gov.uk)

Please ensure that your response is submitted via the Egress secure e-mail service

1. **Specification**

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| **Uttlesford District Council invites consultancy teams to submit a proposal to work with the Council on the Infrastructure Delivery Plan (IDP) as a critical element in the preparation of the new Local Plan for the district, commencing with a review and updating of the baseline, followed by a draft IDP and viability assessment of the preferred spatial option; to be completed by the end of 2022**.  **Executive Summary**  Uttlesford District Council is at the Issues and Options stage of preparing the new Local Plan. containing the preferred spatial strategy, strategic and non-strategic policies for development for the period 2020 to 2040. This will close, including the Call for Sites, on 21st April when options for the spatial strategy will be prepared. The emerging IDP will need to feed directly into the spatial Strategy options.  The IDP must acknowledge the geography and economic position of the district in the wider region of influence including growth plans around Cambridge, across Essex, north-west towards the Oxford-Milton Keynes- Cambridge Arc, England’s Economic Heartland, the scope of Transport East, and along the M11 Innovation Corridor towards London. This could translate into opportunity for funding strategic infrastructure within wider partnerships and coalescence of interest. The District will have to demonstrate at the Local Plan Examination in Public the capacity to deliver the growth agenda along with the infrastructure essential to create healthy and climate-change responsive communities or to support the expansion of existing settlements, and this may well be without the certainty of funding for major projects; hence the need for a robust and viable IDP.  Consultants must demonstrate convincingly their appreciation of these wider imperatives, the need for strong, broader partnerships, meeting the objectives of infrastructure providers and be bold in the approach to climate change mitigation, adaptation and carving the road to net zero with a quality output delivered to the project milestones and Plan programme. The consultants should develop an IDP which sets out what infrastructure is needed, where, likely phasing, and deliverability issues including cost. Consultants will work with all the physical and community infrastructure providers, incorporating their vision and strategies for delivery and funding, utilising emerging evidence in the context of accepted standards. However, consultants must take account of and apply reasoned prediction to changes to standards over time.  This should address regulations and expectations in response to climate change adaptation, mitigation and the need to reduce carbon emissions in relation to infrastructure delivery and operation in the future. Members set up a Climate Change Working Group and interim climate change guidance was agreed by Council in early 2021. Consultants should reflect in their work that responses to climate change and the need to work towards net carbon zero set the context for local plan policy and will underly options for site allocation and the spatial strategy overall. Consultants’ viability assessments must integrate low carbon initiatives.  The IDP should set out how the supporting infrastructure for the long-term strategy for growth in Uttlesford can be assessed and delivered:   * Current deficits, including update the existing baseline prepared for the withdrawn Local Plan * What infrastructure is required and how it will be provided * Who would provide, specify and manage the infrastructure? * How it will be funded * When should the infrastructure be provided, in what stages and over what period? * Viability and prioritisation * Ensure that the new Infrastructure Delivery Plan will provide the robust evidence basis for investment in all infrastructure in the district, as well as supporting funding bids to external bodies.   .  **Background**  Uttlesford is a large rural District in north west Essex covering approximately 250 square miles. The District includes two market towns that serve extensive rural hinterlands and has 60 parishes. The essentially rural District is home to London Stansted Airport and, in the north, Chesterford Research Park – part of the Cambridge cluster of science parks.  The West Anglia Main Line and M11 motorway provide strategic transport links in a north-south direction, while the A120 trunk road provides east-west connections in the southern part of the district. These help to link residents and businesses with London, Cambridge, Haverhill, Braintree, Chelmsford, Harlow and Bishop’s Stortford.  The ‘Issues & Options’ consultation and call for sites closes on 21 April 2021At this stage it is not certain the number or which of the site allocations or policies are likely to be included in the plan. The proposal should therefore include some assumptions to allow for flexibility on number of sites/polices.  For context, the previous withdrawn local plan included:   * 12 spatial strategy policies, * 62 thematic policies and policies for each site allocation * 5 strategic options, * 158 small/medium * two large-scale site allocations   The indicative Local Plan timetable is as below with the main stages involved in this commission highlighted:   |  |  |  | | --- | --- | --- | | **Task/Stage** | **Start** | **End** | | I&O Consultation and Publication \* | Wed 30/09/20 | Tue 01/06/21 | | Preferred Options preparation | Tue 01/06/21 | Tue 01/02/22 | | Governance on Preferred Options (Regulation 18) | Mon 03/01/22 | Mon 28/02/22 | | Consultation and Publication on Preferred Options (Regulation 18) | Tue 01/03/22 | Fri 29/04/22 | | Pre-Submission preparation | Mon 02/05/22 | Fri 30/12/22 | | Governance on Pre-Submission draft (Regulation 19) | Mon 02/01/23 | Tue 28/02/23 | | Consultation and Publication on Pre-Submission draft (Regulation 19) | Wed 01/03/23 | Fri 28/04/23 | | Submission preparation | Mon 01/05/23 | Fri 30/06/23 | | Governance on submission to the Planning Inspectorate (PINS) | Mon 03/07/23 | Fri 28/07/23 | | Submission to PINS | Tue 01/08/23 | Thu 31/08/23 | | Adoption | Mon 01/07/24 | Wed 31/07/24 | | Examination in Public | Fri 01/09/23 | Fri 28/06/24 | | \* This work has commenced with consultation completed shortly. Consultants should take note of any relevant points made including with reference to the Call for Sites but are not expected to contribute directly. |  |  |   **Requirements for Proposal.**  There are three principal aspects of the delivery methodology:   1. The baseline assessment of current needs and gaps in infrastructure across Uttlesford, to meet existing and short-term requirements recognising there are just under 3 years of available housing land supply remaining 2. Future requirements in general at strategic and more local scale, and specially once the spatial strategy and proposals are developed, and in consideration of the vision, plans and funding by utility and transport providers. This should identify any critical pieces of strategic infrastructure that may be required now or are common to whatever spatial strategy is being developed such as improvements to the motorway junction or rail infrastructure. 3. The inclusion and safeguarding of new or innovative, and upgraded existing infrastructure including utilities to accommodate changes in lifestyle, energy requirements, climate resilience, IT communications, resource scarcity arising from recent and predicted future trends in working patterns, enhancing biodiversity, and the need to attain net zero carbon targets and coronavirus impacts. It is at this stage that the detailed assessments of cost, viability and funding opportunities should be clearly set out with the identification of potential funding gaps and potential funding sources   Since the IDP will provide the basis for future public sector investment decisions in infrastructure over and above those made through the planning system, the Commission must address and provide the following minimum requirements as follows:   1. A baseline across each infrastructure type with a scoping paper on anticipated infrastructure implications of working towards net carbon zero – this will be required at an early stage in the programme by the end of July 2021. 2. An assessment of all existing service providers’ plans 3. The identification of any gaps and deficits and generally in future infrastructure provision bearing in mind changing lifestyle and technology 4. An assessment of infrastructure required to support the draft Local Plan emerging spatial strategy– including quantum, location, phasing and other special requirements in relation to legislation or environmental standards etc. 5. Breakdown of infrastructure requirements according to risk, certainty over funding and assess prioritisation. Prioritisation with regard to growth requirements, for example to align delivery to comply with standards, with a strategic policy need, or where there is funding committed, where infrastructure is critical to be provided up front or can be phased 6. The identification of potential funding and sources to meet the identified need 7. A viability assessment for the general and indicative overall infrastructure needs, from the strategic to more community focussed and in relation to specific policies that may be included in the new plan to be confirmed with the client e.g. around net zero carbon. The viability study would be an overview in advance of specific development proposals with the full viability study required at the draft submission stage with an anticipated deadline of November 2022.   Scope  It is expected that a range of infrastructure and its viability will be assessed. The scope covers:   * STRATEGIC CONTEXT – planning, regional, economic strategies, general demographics and household and employment projections, strategic green infrastructure – mapped for clarity where appropriate. * TRANSPORT – strategic and main roads, public transport services and proposals, cycling and local/regional walking routes and connectivity, equestrian provision/bridleways, airport and associated infrastructure, rail. * COMMUNITY – primary, early years, special needs, secondary, colleges, adult learning, tertiary, childcare, health (doctors, opticians, dentists), special clinics, mental health services, substance misuse support, adult social care, housing support specialised services, all outdoor and indoor sports facilities both public and private, libraries, socialised housing/hostel proving, youth provision. * SOCIAL AND ENVIRONMENTAL- parish halls and meeting places, places of worship, allotments, cemeteries, burial/green burial grounds, play areas, public open space and commons and as identified in the County Green Infrastructure Strategy, open public gardens and visitor amenities or places to visit such as museums, galleries, public gardens and public ‘places’ of heritage value, areas and habitats of biodiversity value and deprivation that are accessible or are part of the green infrastructure network. * UTILITY – wastewater; potable water; sewerage electricity; sustainable energy generation and distribution; gas pipelines; sewage treatment works; water scarcity; flooding; superfast broadband (fttp), mobile phone 3G and 4G signal coverage and 5G rollout, police, fire and ambulance facilities or acceptability of accessibility to and from emergency ‘stations’ with identification of any improvements required to facilities, services, IT connectivity to accommodate emergency services standards allowing for growth; waste collection; waste treatment; minerals and quarrying but at this stage with reference to the County Minerals Plan and Strategy and communication with key minerals planners as required; telecommunications/broadband and County digital connectivity strategy; agricultural sector needs. * ECONOMIC Consultants should provide an evaluation of how employment and changes to work practice might contribute to sustainability and related infrastructure needs. For example: * Developing a skilled and resilient workforce with local jobs and local enterprises * Protection or diversification of agriculture and local food production/consumption * Developing a greener, sustainable economy through innovation, technology, news ways to produce, store, distribute renewable energy * EU Exit – potential impact on Uttlesford economy, businesses, movements and employment * Impact of Covid19 on employment land, premises, travel to work and local/community needs e.g. for home working, office facilities and business hubs, access and localised amenities, childcare, broadband * VIABILITY - Following from the baseline review, at the first stage of this commission, an interim overview of significant infrastructure requirements and their potential viability should be set out. This is in order to identify common elements for any growth strategy and/or address any clear current deficits or enhancements that will be needed because of changing societal practices or to address urgent climate change resilience and mitigation. Consultants should set out a general approach to the methodology of the viability assessment, though this will be agreed with officers after appointment.   Stakeholders  Some identified infrastructure delivery requirements will be reliant on working with external stakeholders and third parties. Hence the importance of good working relationships and strategic influence because the delivery of some necessary interventions will lie beyond the direct control of the District or possibly the County. Consultants therefore will be expected to identify and to liaise closely with these wider alliances with support from senior District officers. They should demonstrate in their submission examples of other work and credibility in this strategic level of working.  Sources should be referenced, and mapping or graphic representation used as far as possible in order to present data clearly and accessibly for all users with technical information in appendices. Evidence and contact with as many infrastructure providers (including where relevant at the local level) as possible is required in order to provide a complete picture of the existing baseline and the Vision or Strategy of providers and their timescales, including cross-border and sub-regional as appropriate.  A draft list of stakeholders is listed below. Consultants may be required to attend member and officer briefings and workshops, public meetings and stakeholder engagement events, as well as provide evidence at the Local Plan Examination in Public. A provision for 20 of these events/meetings should be made in the total price. All additional meetings will be charged at the additional day rate. Attendance at the EIP if required is to be charged at the day rate as submitted in the pricing schedule.  The initial list of consultee/ stakeholders is:  Addenbrookes Hospital  Affinity Water (drinking)  Anglian Water (Wastewater)  Anglia Ruskin University  Arc  Arriva Buses  BT Openreach  Bishops Stortford District Council  Bus Operators  Business Parks and BID  British Cycling  Cambridge Ahead  Cambridgeshire County Council  Cambridge-South Cambs combined authority  Chelmsford City Council  Country Landowners Association  Essex County Council service providers  Essex County Council highways authority  Essex Fire and Rescue Service  Essex Wildlife Trust  Heritage England  Harlow College  Homes England  East of England Ambulance Service  Environment Agency  Essex County Council  Essex and Suffolk Water  Essex Wildlife Trust  Great Dunmow Town Council  Greater Cambridge Combined Authority  Greater Cambridge and Greater Peterborough LEP (GCGP)  Greater Anglia (Train Operating Company)  Harlow District Council  Hertfordshire County Council  Hertfordshire and West Essex Clinical CG  Heritage England  Highways England  MAG – Stansted Airport  Mental Health Services  M11 Innovation Corridor Consortium  NHS  National Grid  National Rail  Natural England  National Farmers Union  Parish Councils  Police Constabulary  Rural Community Councils  RSPB  Saffron Walden Town Council  SELEP  Saffron Hall  Sport England/ national sports organisations  Success Essex  Sustrans  Thames Water  Transport East  UK Power Networks  Virgin  West Essex CCG  Outputs from the Commission  In summary, the following will be required:   * Executive Summary * Final Report with content as outlined in this Brief and below * Maps and diagrams and infographics as appropriate to the topic * Photographs * Power point(s) summary for the first stage baseline and high-level assessment and a second for subsequent overall requirements and delivery programme * Electronic version in Word/appropriate graphic format   The Commission will produce in the final Report:   1. An Executive Summary with key issues, gaps and baseline information, viability assessment 2. Baseline review of provision for infrastructure types identifying deficits and anticipated future needs 3. An assessment of what infrastructure is required to support the strategy for the district as will be set out in the emerging draft Local Plan 4. An assessment of service providers’ plans to identify what other infrastructure provision is likely to occur or be needed. This may include whether any specific strategies and plans need to be prepared in collaboration with the providers for example in relation to energy, education, health or transport and should include any governance or other arrangements for managing the delivery of that infrastructure 5. The identification of any gaps in infrastructure provision having regard to the above, infrastructure provision secured to date, climate change and future trends 6. The identification of potential funding to meet the identified needs 7. Anticipated risks to delivery 8. Outline delivery plan with phasing 9. Viability assessments 10. Appendices of technical information and records of the communication with each infrastructure provider to identify issues raised 11. Summary Schedule for each type of infrastructure: what is proposed and where; anticipated timing, phasing and delivery of provision; priority attached to each infrastructure item; lead organisation responsible for provision; identification of funding and status; estimated costs   Internal draft reports should be prepared in Word format with the Final report in PDF format. It must meet the requirements of the Public Sector Bodies Accessibility Regulations 2018.[[1]](#footnote-1) |

1. **Timetable**

The summary Local Plan timetable is

|  |  |
| --- | --- |
| Issues & Options | Autumn 2020 to late Spring 2021 |
| Preferred Options | Early 2022 |
| Proposed Submission Plan | Early 2023 |
| Adoption | Summer 2024 |

The Contract will be established for the duration being from contract commencement (expected to be 13 May 2021) until the draft Local Plan is completed by January 2023. As indicated, it is anticipated that a further contract may be extended to support the Local Plan Examination in mid-2023 but neither this EIP representation nor any further modifications are the subject of this tender.

1. **Project Milestones**

The IDP Consultants’ Project Milestones are

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| Publish RFQ | 19th April 2021 |
| Clarifications | 19/04/2021 – 29/04/2021 |
| RFQ Submission deadline | 04/05/2021 no later than 12 noon |
| RFQ Evaluations | 05/05/2021 – 07/05/2021 |
| Award notification | 10/05/21 |
| Inception meeting | By 15/05/2021 |
| Contract start | 13/05/2021 |
| Scoping Baseline Report | 15/07/2021 |
| Consultants to present their findings to the Council’s Strategic Infrastructure Development Group (SIDG) | End July |
| IDP draft | November 2021 |
| IDP draft Submission plan | Autumn 2022 |
| Anticipated EIP representation, and update IDP following submission stage and main modifications if required; dates TBC, not the subject of this commission | Summer 2023- 2024 |

Consultants will be expected to respond to the project plan milestones in their submission and will be paid against achievement of milestones. Consultants will be assessed against this response as set out in section 5.

1. **Requirement Specific Questions**

The following questions are based on what Uttlesford District Council requires Bidders to provide to meet the requirements set out above. The answers will demonstrate how the bidder is able to deliver against the specification.

**Scoring Scale**

Each of the sections within the Method statement responses will be assessed on a scale of 0 to 5 points, as detailed in the table below:

|  |  |
| --- | --- |
| **0** | **Unacceptable Response** The response is not relevant to the question or the question has simply not been answered. Where the question has been answered, the response raises major concerns about understanding or approach which are potentially highly detrimental to satisfactory service delivery or Contract performance. The submission failed to cover any of the areas that should have been addressed within the response |
| **1** | **Poor Response** The response suggests significant shortcomings of understanding or approach which is likely to impact on service delivery or Contract performance. The submission failed to cover a number of the areas that should have been addressed within the response |
| **2** | **Fair Response** The response suggests minor shortcomings of understanding or approach which may impact to a limited extent on service delivery or Contract performance. The submission partially covered all areas that should have been addressed within the response |
| **3** | **Satisfactory Response** The response raises no concerns about understanding or approach to service delivery or Contract performance.  The submission covered all areas that should have been addressed within the response. |
| **4** | **Good Response** The response raises no concerns about understanding or approach to service delivery or Contract performance. The response also demonstrates how relevant added value will be provided.  The submission covered all areas that should have been addressed within the response to a high standard |
| **5** | **Excellent Response**  The response raises no concerns about understanding or approach to service delivery or Contract performance. The response demonstrates how relevant added value will be provided including examples of the application of good practice, demonstration of how the study could be consider other perspectives not considered by the client or explores innovative ways to address climate change and net zero targets  The submission covered all areas that should have been addressed within the response to a high standard and demonstrated a commitment to go above and beyond requirements |

The total score for each method statement scored will not exceed 5 and will carry equal weight. There are mandatory minimum assessments set out below; failure to reach these scores in anyone may result in a fail mark and the consultant will be excluded before price evaluation takes place.

|  |  |
| --- | --- |
| Method Statement | Mandatory Minimum |
| 1 – Implementation | Score 3 – Satisfactory Response |
| 2 – Stakeholders | Score 3 – Satisfactory Response |
| 3 – Management & Delivery | Score 3 – Satisfactory Response |
| 4 – Resources | Score 2 - Fair Response |

**5 Method Statement 1 – Implementation**

1. Please detail the actions you would take within the first two weeks following appointment.

In particular, as part of your response please provide:

1. A high-level Project Plan, without cost information, setting out an indicative Timetable and Key milestones with identified actions for Stage 1 (the baseline review) and higher-level target actions for the subsequent two stages of the full contract.
2. Initial high level risk register
3. Quality control procedure and internal reporting lines including between consultancies if submission comprises a team of consultancies.
4. Any key assumptions made e.g. around timescale, availability of resources and access to stakeholders or client
5. The communication channels to be used particularly considering current working practices for social distancing
6. Your identification of input from the customer within the context of a customer project management team and reporting to Members and the Strategic Infrastructure Development Group.

Page limit

Up to 1000 words to be entered in the box below

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1. **Method Statement 2 – Stakeholders’ Engagement**
2. Please outline your general approach to dealing with various stakeholders you will expect to be involved in this project, taking into account the initial list provided within the Brief and how to ensure that accurate and timely information is provided, considered and integrated into the final IDP.

In addressing this question your response should include:

1. How you plan to engage, communicate, and keep the stakeholders informed at all stages of this project
2. How you plan to work with the strategic organisations and infrastructure providers and funders that will impact on growth in the District.
3. How you intend to deal with any conflict and difference of views between Members and/or officers
4. How the Visions and forward plans of infrastructure providers including their aspirations or proposals to accommodate technological advances and changing behavioural patterns arising from the climate change agenda, their comments and other or your co-consultants’ work will be secured in a timely manner so as to inform your work

Page limit

Up to 750 words count

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**Method Statement 3 – Management & Delivery**

1. Please outline how you will ensure that this project will be delivered on time (refer to the indicative Local Plan project plan in Part A), within the agreed fee and to the required quality (i.e. sufficient to make the Local Plan sound), noting as stated above that staged payments will be made against satisfactory completion of key stages as milestones

In addressing this question your response should include:

1. What you perceive to be the main challenges facing this requirement
2. Methodologies adopted by your organisation to avoid such occurrences and to deal with issues and communication with the customer as they arise
3. How you will address the need for flexibility in the project plan so that it can reflect any changes to the Local Plan project plan and timescales
4. How the evidence base and baseline assessments for the Infrastructure Development Plan will be collated, reviewed, and agreed with infrastructure providers in accordance with the project plan for the Local Plan as a whole
5. How data will be made available and can be shared in a usable format for the customer and the public and how information will be presented in a concise, easy-to-read, and visual format, to communicate findings effectively to a wide audience using social media, infographics and accessible forms and language

Page limit

Up to 1000 words

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**Method Statement 4 – Resources**

1. Please provide your proposals for the day to day contract management structure including details of the proposed lead consultant and their support officers (or equivalent) who will be responsible for the day to day performance of the Contract, the lines of communication and the relationship to central/regional management functions. You should include a CV for the lead consultant and key sub consultants setting out designation, duties and responsibilities and relevant experience and qualifications

Please provide your proposals for the team to support the lead consultant setting out roles and responsibilities, reporting lines and anticipated allocation of time for each task within the consultancy, and their daily fee rates. This will help enable comparison of inputs to the project.

You should include details of the typical calibre of staff if CV’s are not available (for example if you have concerns regarding data protection)

In addressing this question your response should include:

* 1. The extent and nature of experience, knowledge and qualifications associated with each specialism of the consultants together with relevant experience of delivery of similar projects
  2. How consultants ensure that they and the company keep up to date on key matters ensuring that advice given represents good practice and sound analysis
  3. How you will provide continuity and quality of output in the event of both planned and unplanned absence or operational matters affecting the company as a whole

Page limit

Up to 750 words (not including attached CVs)

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The above will all be measured against the 1-5 quality criteria listed on page 12, with minimum achievement listed on page 15. Any failed answer will result in exclusion from the overall RFQ.

If you are unsure about any question please contact the Essex email address that is stated at the start of this document.

1. **Insurance**

Please confirm you hold the required insurance levels below by marking with an ‘X’ if you have the insurance or are willing to obtain prior to the contract start date.

You will be required to provide copies of your insurance policies prior to contract start. If the policies are already in place, please submit copies of these with your RFQ submission.

**Evaluation Criteria:**

This question will be evaluated on a Pass/fail basis. If you cannot answer ‘Yes or willing to obtain’, your quotation may not be accepted. ‘Yes, or willing to obtain’ along with details or a copy of the certificate is provided is a pass, and ‘No’ is a fail.

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| --- | --- | --- | --- |
| **5.1** | **Employers Liability Insurance** to a value of **£5M** | Yes, or willing to obtain |  |
| No |  |
| **5.2** | **Public Liability Insurance** to a value of **£5M** | Yes, or willing to obtain |  |
| No |  |
| **5.3** | **Professional Indemnity Insurance** to a value of **£500,000** | Yes, or willing to obtain |  |
| No |  |

If responding ‘No’ to any of the above, please provide full details in the box below.

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1. **Equality & Diversity**

**7.1. Equality, Diversity & Equality Challenge**

Please self-certify if you comply and how in the box below.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis, where ‘Yes’ and brief details of how you comply are provided is a Pass, and ‘No’ is a fail.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Evaluation Criteria;**  **Part I: Yes = Pass; No = Fail**  **Part II: No = Pass; Yes with evidence at III = Pass; Yes with no evidence = Fail**  **Part IV: Yes = Pass; No = Fail** | | | | |
| 1. Does your organisation fully comply with your statutory obligations under the Equality Act 2010? | Yes | No | N/A | If stated Yes, please state how |
| 1. Have you ever been challenged under the Equality Act e.g. a discrimination case? | Yes | No | N/A | If stated Yes, please state how |
| 1. If answered yes to the above question, do you have any evidence of changes in practises or working | Yes | No | N/A | If stated Yes, please state how |
| 1. If you are not currently subject to UK legislation, do you comply with equivalent legislation that is designed to eliminate discrimination and promote equality of opportunity? | Yes | No | N/A | If stated Yes, please state how |

**7.2 Modern Slavery**

An organisation in any part of a group structure will be required to comply with the provision of the Modern Slavery Act 2015 and will need to produce a statement if they:

* Are a corporate body or a partnership (described as an “organisation” within RFQ documents), wherever incorporated;
* Carry on a business, or part of a business, in the UK;
* Supply goods or services; and
* Have an annual turnover of £36m or more

Depending on your annual turnover, please self-certify the following questions in relation to your organisation or supply chain by marking the relevant box below with an ‘X’.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis.

Where the bidder marks ‘We confirm that we are taking steps to ensure there is no Modern Slavery or Human Trafficking within our organisation or supply chain’ or ‘We are not currently taking steps but will do going forward if successful in this RFQ’ or ‘N/A due to not having an annual turnover of £36m or more’ with an ‘X’ as a pass. If the question is left blank or ‘We are not taking any steps’ is marked with an ‘X’ is a fail.

|  |  |
| --- | --- |
| We confirm that we are taking steps to ensure there is no Modern Slavery or Human Trafficking within our organisation or our supply chain |  |
| We are not currently taking steps but will do going forward if successful in this RFQ |  |
| We are not taking any steps |  |
| N/A due to not having an annual turnover of £36m or more |  |

1. **Health and Safety**

**9.1 Health & Safety**

It is a legislative requirement for organisations with 5 or more permanent employees to have a Health & Safety Policy. If you have 5 or more permanent employees, please confirm if you have a Health & Safety Policy. If you have less than 5 please provide details of how you ensure your workplace is safe.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis.

Where ‘Our organisation has less than 5 employees’ or ‘Our organisation has 5 or more employees and does have a Health & Safety policy’ and details are provided is a pass and ‘Our organisation has 5 or more employees and does not have a Health & Safety Policy’ or no details is a fail.

Please detail if you comply and how in the box below.

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1. **E-procurement**

**9.1 Electronic Orders**

Please can you confirm that as a minimum, your organisation will accept orders sent electronically (via P2P) to a central e-mail address.

If you are unable to answer 'Yes', please contact the named contact on page one for further advice before submitting your RFQ response.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis, where ‘Yes’ is a pass and ‘No’ is a fail.

Please confirm that your organisation can fully meet this requirement by marking the relevant box below with an ‘X’?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

**9.2 Electronic Invoicing**

Please can you confirm that as a minimum, your organisation will submit invoices electronically (via P2P) by utilising the PO Flip method.

If you are unable to answer 'Yes', please contact the named contact on page one for further advice before submitting your RFQ response.

**Evaluation Criteria:**

This question will be evaluated on a Pass/Fail basis, where ‘Yes’ is a pass and ‘No’ is a fail.

Please can you confirm that your organisation can fully meet this requirement by marking the relevant box below with an ‘X’?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. **Pricing**

A pricing spreadsheet has been included as part of the RFQ documentation issued.

Please complete the spreadsheet as per the instructions stated within the document and return the completed spreadsheet as part of your RFQ submission.

All prices should be exempt of VAT and include any expenses

**Evaluation Criteria:**

Price score will be calculated as (lowest price/bidding price & \* 60). Both the total cost of the project and the additional day rates will be scored.

1. **Freedom of information (FOI)**

**11.1 FOI**

If you consider that any information supplied for the purposes of this RFQ is either confidential in nature or commercially sensitive (please refer to the bidder guidance for more information) this should be highlighted in the table below. Please add more rows if required.

**Evaluation Criteria:**

This question is not scored and is for information only.

|  |  |
| --- | --- |
| **Location and description of commercially sensitive or confidential information** | **Reason for Exemption** |
|  |  |
|  |  |

1. **Declaration**

Please confirm that you have read, understood and accept the contents of this RFQ process, which includes:

* The Terms and Conditions
* The RFQ Specification and Quality Questions document
* The Pricing spreadsheet
* The contents of the Bidder’s Guidance

These documents will form the final contract if the Bidder is successful.

**Evaluation Criteria:**

This question is not scored and is for information only.

Please confirm by marking the relevant box below with an ‘X’ and provide contact details as requested below for the person confirming Yes/No.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes |  | No |  |
| Name:  E-Signature:  Job Title:  E-mail Address:  Contact Number:  Main Office Number:  Full Postal Address:  Please confirm who will be the main contact for this contract if successful and provide the following full contact details below if they do not match the above: | | | |

1. <https://www.gov.uk/guidance/publishing-accessible-documents> (accessed April 2021) [↑](#footnote-ref-1)