Document 1

**I**

# Tendering Procedures

**INVITATION TO TENDER (ITT) FOR THE DELIVERY OF CHILD AND FAMILY SOCIAL WORKER LEADERSHIP PROGRAMME**

**INSTRUCTIONS FOR BIDDERS ON THE TENDERING PROCEDURES**

**Documents provided are:**

**Document 1 Instructions to Bidders**

**Document 2 Departmental Standards Requirements**

**Document 3 Leadership Requirement Specification**

**Document 4 Evaluation Criteria**

**Document 5 Cost Model for Completion**

**Document 6 Departmental Security Standards**

**Document 7 Terms and Conditions**

**Document 8 Declaration**

1. These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.
2. Please note that references to the 'Department' throughout these documents mean The Secretary of State for Education acting through representatives in the Department for Education.
3. The Department for Education (DfE) will be administering the procurement process electronically via the DfE e-Procurement Solution (ePS) portal; Jaggaer. No hard copy documents will be issued and all communications with DfE (including final submission of tenders) will be conducted via the Jaggaer Portal. Bidders can register here:  
   <https://education.app.jaggaer.com/web/login.html>
4. Potential Suppliers must ensure that their registration directly relates to the part of the supplier organisation that submits the tender (i.e. some larger suppliers may have several subsidiaries, so registration needs to apply to that part of the organisation responsible for this particular requirement).
5. The Department is happy to accept bids from single organisations or consortia of organisations. Where a consortium/Special Purpose Vehicle (SPV) is formed to submit a tender, this must only be submitted by and in the name of, the supplier chosen as the “Lead” supplier for that consortium/SPV. ***Please note:*** *further information will be provided during the tender period to detail what will be required to be submitted by a group bid in order to demonstrate the commitment of the group to formalising their working relationship should they be successful in being awarded the contract.*
6. Where there is a change of supplier chosen to “lead” a consortium/SPV PRIOR to tender submission, the new lead supplier must register on the Jaggaer portal and the previous lead supplier should immediately “decline” their option to submit a tender.
7. These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.
8. If you have any clarification questions about this tender or any doubts as to what is required or you have difficulty in providing the information requested, please submit these via the messaging facility in Jaggaer. Please note: Pre-bid negotiations are not allowed. DfE will provide answers through Jaggaer to all potential Bidders. If you encounter technical problems please email [help\_UK@jaggaer.com](mailto:help_UK@jaggaer.com) and provide a “screen dump” of your error message in the email.

**Contract Period**

1. The contract is to be for a period of two years, starting 1 August 2022 and ending 31 July 2024, with the option to extend for up to a further two years subject to available budget and required approval process .

**Incomplete Tenders**

1. Tenders may be rejected if the information asked for in the Invitation to Tender (ITT) and Specification is not given at the time of tendering

**Indicative procurement timetable**

1. The indicative timetable for the procurement is:

|  |  |
| --- | --- |
| Tender documents Issued | 8 September 2021 |
| Market Clarification Event | 30 September 2021 @ 13:00 – 14:00 |
| Deadline for bidders to submit clarification questions (12:00) | 21 December 2021 |
| Deadline for DfE to respond to clarification questions | 29 December 2021 |
| Deadline for tender responses to be received (17:00) | 5 January 2022 |
| Evaluation | 6 January 2022 |
| Clarification meetings if required | 28 January 2022– 2 February 2022 |
| Department announces preferred bidder | 29 March 2022 |
| 10-day Standstill period starts | 30 March 2022 |
| Contract fine-tuning with preferred bidder to take account of the solution |  |
| Contract commencement | 1 August 2022 |

**If you wish to attend the market clarification event on 30th September 13:00 – 14:00 please message the Department through Jaggaer. The event will be held via Microsoft Teams. The presentation slides will be made available on Jaggaer after the event**

**1-1 meetings will also be available on w/c 4th October. If you would like to book a 1-1, please request via Jaggaer**

**Returning Tenders**

1. Submit your tender through the Jaggaer system no later than **17:00 on 05/01/2022** Late tenders will NOT be considered.

**Receipt of Tenders**

1. Tenders will be received up to **17:00 on 05/01/2022**. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

**Acceptance of Tenders**

1. By issuing this invitation the Department is not bound in any way and does not have to accept the lowest or any tender and reserves the right to accept a portion of any tender unless the tenderer expressly stipulates otherwise in their tender.
2. The Department reserves the right not to proceed to contract award if the Department has not secured the appropriate budget.

**Inducements**

1. Offering an inducement of any kind in relation to obtaining this or any other contract with the Department will disqualify your tender from being considered and may constitute a criminal offence.

**Confidentiality of Tenders**

1. Please note the following requirements, you must not:

* Tell anyone else what your tender price is or will be, before the time limit for delivery of tenders.
* Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders.
* Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

**TUPE Information**

1. Based on information supplied to the Department by the incumbent suppliers the Department believes that TUPE will apply to this contract.
2. To carry out their own due diligence Tenderers must contact the Department via the Jaggaer system to request access to the TUPE information. This contact must include a completed Confidentiality and Non-Disclosure agreement (Document 9) before any information will be supplied.
3. The Department does not take any responsibility for the accuracy of the TUPE information at this time and is only supplying this information based on what the incumbent providers have supplied. Should the Tenderer wish to carry out further due diligence the Department can supply contacts for the incumbent suppliers impacted.

**Costs and Expenses**

1. You will not be entitled to claim from the Department any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.

**Debriefing**

1. Following the award of contract, feedback will be available to unsuccessful tenderers on request.

**Evaluation Criteria**

1. The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the economically most advantageous tender.
2. Your capability to perform the contract will be evaluated using the criteria set out in Document 4 - Evaluation Criteria.
3. Your response to the tender specification will be evaluated using the criteria set out in Document 4 - Evaluation Criteria.

**Tender Period**

1. Due to the intensive evaluation process the Department requires tenders to remain valid for a period of six (6) months from the deadline for tender responses to be received (stated in row 4 of the table above).

**Basis of the Contract**

1. The specification in Document 3, and the terms and conditions in Document 7, together with any special requirements, will form the basis of the contract between the successful tenderer and the Secretary of State for Education. If you have any questions or suggested changes to the terms and conditions then please include them as a separate document with your tender submission.

**Format of Bids**

1. Tenderers should present their proposals by completing the following:  
   **Section 1:** Supplier submission (technical response)  
   **Section 2**: Cost Model and cost description question (pricing response)  
   **Section 3:** Declarations, Undertakings & Attachments (Document 8)

**Conclusions**

Whilst every endeavour has been made to give tenderers an accurate description of the Department's requirement, tenderers should make their own assessment about the methods and resources needed to meet those requirements