



Pre-Tender Market Engagement phase 2

CPD/004/120/110; Community Engagement - Grenfell Tower

Authority: Ministry of Housing, Communities and Local Government (MHCLG) (“the Authority”).

Date Response required: 18.00 hrs on 06 March 2020

1 PURPOSE

- 1.1 This Pre-Tender Market Engagement (PTME) seeks information in preparation for the potential procurement of a Supplier (from herein referred to as a “**Potential Supplier**”) to deliver specialist community engagement and consultation to support the Government to deliver several key workstreams as owners of the Grenfell Tower site. The purpose of this PTME is to:
 - 1.1.1 help define the requirement;
 - 1.1.2 help provide a better understanding of the feasibility of the requirement;
 - 1.1.3 understand the best approach;
 - 1.1.4 understand the capacity of the market to deliver and possible risks involved; and
 - 1.1.5 provide the market with an opportunity to ask questions, raise queries and any issues to be addressed at an early stage.
- 1.2 The Authority shall maintain commercial confidentiality of information received during the PTME.

2 INTRODUCTION

- 2.1 We are seeking to procure a community engagement and consultation specialist to support the Government to deliver several key workstreams as owners of the Grenfell Tower site.
- 2.2 We are looking to work with experienced and compassionate consultants, who can bring a range of community engagement and consultation expertise as well as an empathetic approach to this sensitive and complex work. We expect that successful bidders would have, or be able to bring on board, experience in community engagement and consultation related to architecture and urban design projects, and an excellent track record in achieving community buy-in and consensus.
- 2.3 As part of this market engagement exercise we will hold a **Supplier Event on Friday 28 February 2020** in London. Companies wishing to attend must register an interest via the PTME event within the Bravo eTendering portal. See section 6.1 below for further details.

3 HIGH LEVEL OUTLINE PROJECT OUTCOMES REQUIRED

- 3.1 Community consultations: Portfolio of evidence of the outcomes of consultation across the programme’s stakeholders (including bereaved, survivors, local community, and others) about the future of the site and decision making.
- 3.2 Community-led Ideas Phase: Portfolio of evidence on ideas contributed from across the North Kensington community (including children and young people and ‘hard to reach’ audiences) for a fitting memorial to remember those who lost their lives in the Grenfell tragedy. The portfolio of ideas will be used to inform a design competition or architectural procurement.

4 OUTPUTS/DELIVERABLES

4.1 Community Consultations:

- 4.2 Develop and deliver the process for a listening/consultation exercise with local residents on significant changes to the Grenfell Tower Site. Decisions on the Site have not yet been taken, and so in the early phases, it is envisaged that the Consultants will advise on the processes and timings needed to support engagement and consultation with local stakeholders on the Grenfell Site & Programme.
- 4.3 Facilitate and deliver events to support a phase of 'active listening', enabling local residents to be informed and consulted. This will involve consultation and engagement on technical and operational works.
- 4.4 Advise on, and deliver, high quality products and consultation events that explain a complex and multi-year project, and enable access to, and engagement with, a diverse local community.
- 4.5 Draw on best, and innovative practice, in the development of consultation on a sensitive site of a national and international tragedy, and with local residents who have experienced significant trauma.
- 4.6 This will involve working closely alongside the department's community engagement team.

4.7 Community-Led 'Ideas Phase':

- 4.8 Delivery of a community-led design process, including:
 - 4.8.1 Ideas generation;
 - 4.8.2 Development of a community consensus on a fitting memorial on the Grenfell Tower Site.
 - 4.8.3 Dedicated engagement with specific segments of the local community, including local schools and young people, and 'hard to reach' audiences'.

5 KEY DATES & TENDERING PROCESS

- 5.1 If it is decided this service is required, it is anticipated that a procurement may start in mid-March 2020 with the contract to commence in early May 2020. These indicative dates are for information purposes only. MHCLG reserve the right to amend these dates at any time, and Potential Suppliers rely on them entirely at their own risk.
- 5.2 The contract is expected to be for a period of 12 months.
- 5.3 We are considering using the CCS - Communication Services framework (ref RM3796) Lot 1; Specialist Consultancy Services as the route-to-market for this contract. This PTME exercise will test this assumption through engaging both framework and non-framework suppliers.

6 RESPONSE

- 6.1 **Please respond via the Bravo eTendering portal (<https://dclg.bravosolution.co.uk/web/login.html>) with the following information by 18.00 hrs (GMT) on 06 March 2020 (the "Response Deadline").**

- Q1 Would you be interested in bidding for this project?
- Q2 Is this project deliverable in the timeframe proposed?
- Q3 Is what the Authority asking for clear?

- Q4 What, if anything, has the Authority missed or overlooked in setting out their requirement?
- Q5 If you are a framework supplier, would you consider adding a specialist provider in this specific field of work to your supply chain as a sub-contractor?
- Q6 What would the indicative costs be for this piece of work?

7 QUESTIONS AND CLARIFICATIONS

- 7.1 Potential Suppliers may raise questions or seek clarification regarding any aspect of this PTME document at any time prior to the Response Deadline. Questions must be submitted via the Bravo eTendering portal only.
- 7.2 To ensure that all Potential Suppliers have equal access to information regarding this PTME exercise, responses to questions raised by Potential Suppliers will be published in a “Questions and Answers” document, which will also be circulated by email, with updates appearing at regular intervals (approximately two to three working days).
- 7.3 Responses to questions will not identify the originator of the question.
- 7.4 If a Potential Supplier wishes to ask a question or seek clarification without the question and answer being revealed, then the Potential Supplier must state this in their email and provide its justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Supplier will be invited to decide whether:
- 7.4.1 the question/clarification and the response should in fact be published; or
 - 7.4.2 it wishes to withdraw the question/clarification.

8 GENERAL CONDITIONS

- 8.1 This PTME will help the Authority to refine the requirements and to understand the potential level of interest in the delivering requirements. It will also aid Potential Supplier's understanding of the requirements in advance of any formal competitive tender exercise.
- 8.2 The Authority reserves the right to change any information contained within this PTME at any time, and Potential Suppliers rely upon it entirely at their own risk.
- 8.3 The Authority reserves the right not to proceed with a competitive tender exercise after this PTME or to award any contract.
- 8.4 Any and all costs associated with the production of such a response to this PTME must be borne by the Potential Supplier.
- 8.5 Information contained within this document is sensitive and must not be revealed to any third party without prior written consent from the Authority.
- 8.6 No down-selection of Potential Suppliers will take place as a consequence of any responses or interactions relating to this PTME.
- 8.7 The Authority expects that all responses to this PTME will be provided by Potential Suppliers in good faith to the best of their ability in the light of information available at the time of their response.

- 8.8 No information provided by a Potential Supplier in response to this PTME will be carried forward, used or acknowledged in any way for the purpose of evaluating the Potential Supplier, in any subsequent formal procurement process.