

**Document: Part D**

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| Quality Submission Document (Method Statements)for:**West London Waste Plan**Ealing Contract Reference: CEX23025Atamis Reference : C0168 |

**QUALITY SUBMISSION DOCUMENT (METHOD STATEMENTS)**

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| Bidders should note the following when completing this document.Bidders are required to answer all questions. Please respond to the five questions below in no more than 25 pages of A4 which should be appended to this document. Minimum font size 11 for text and 9 for figures/tables.Full details of the evaluation methodology are given in the Invitation to Tender Document Part A.Attachments are only to be submitted when specifically permitted or required in the question. Unsolicited attachments will be disregarded.Stipulated page limits *must not* be exceeded. Any additional pages will be disregarded. |

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| **No** | **Question** | **Weighting** |
| 1 | **Experience** – Demonstrate a proven track record in delivering similar projects and outputs, to time and to standard. Recent examples of similar consultancy services. Contact details (including phone/ email) for two referees from similar projects. | 23% |
| 2 | **Project Methodology** – Describe a sound project methodology and work programme to deliver the project’s objectives as set in Part C, Specification of Services, Consultants Brief. This should include, but will not be limited to:i. An outline of key work stages, activities and outputs including an Executive Summary, Methodology, Assumptions, Analysis and Findings.ii. An initial project scoping study identifying the extent and nature of evidence needed.iii. A summary project plan and timetable including relevant stakeholder engagement.iv. A brief discussion of key risks and quality control procedures. | 23% |
| 3 | **Skills** – Provide details of the person(s) who will work on different elements of the project (as described above) and supporting evidence of their skills and experience. Provide a percentage breakdown of their time on the project (if more than one person), their role within the project and allocated tasks, their job title(s) and position within the company. | 23% |
| 4 | **Value and Financial Proposal** – Provide a fixed fee (exclusive of VAT) proposal for completing each work package involved in the preparation of the West London Waste Plan as described in section 4. Each work package should be costed separately with a breakdown of the costs included to enable the authorities to reach a reasonable decision on all of the quotes submitted. The proposal should include staff costs including daily rates for staff to be engaged on each part of the project, non-staff costs and any anticipated expenses (i.e. cost of data). Daily rates for follow on work. (Definition of ‘day’ should be specified.)• Proposals must demonstrate Best Value.• Proposals should highlight any added value or additional benefits they offer • Consultants should also provide daily staff charge out rates for any additional tasks required at Submission/Examination stage (on a needs basis) plus items beyond the immediate tasks set out above. Staff charge out rates should be accompanied by a job title/position within the company. | 23% |
| **Interview** | (8%) |
| 1 | How do we ensure that that the plan is sufficiently agile over its life to respond to the market/industry whilst also satisfying national and regional policy requirements to demonstrate that we have sufficient opportunities to meet need/demand? | 2% |
| 2 | This project is being commissioned by seven West London authorities. There is the risk that different views may arise during the course of the project; how would you seek to manage such a situation and respond to it if it did arise, and can you provide some examples of where you have managed projects commissioned by several stakeholders? | 2% |
| 3 | How can you ensure you will maintain the necessary resources for this project over other work and potential staff changes given the timescales for delivery? | 2% |
| 4 | What challenges do you foresee (Eg. Changes to planning guidance/policy, apportionment targets too high etc) and what mitigations have you considered? | 2% |
| **TOTAL RAW WEIGHTING** | 100% |