

 Quote

Early help and Family hub fieldwork

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# General Information

* 1. West Northamptonshire Council (“Authority”) wishes to invite quotations for the supply of services in respect of this requirement.
	2. All quotations should be completed on this form and be returned to Liz.McDermott@west.northants.gov.uk before the quotation deadline of 16.00hrs on 13 June 2024
	3. Potential Suppliers should satisfy themselves of the accuracy of all fees, rates and prices quoted, since they will be required to hold these or withdraw their quotation Response in the event of errors being identified after the Deadline for Submission of quotations.
	4. The Authority proposes to enter into one (1) contract for an initial period of 7 months with the preferred Potential Supplier, with an option to extend for a further 3 months making 10 months in total.

# Specification

* 1. The below section details the requirements of the Specification please ensure that you familiarise yourself with the detail contained within the specification and submit your quotation based on this specification.
		+ I**ntroduction and background**

Like many Local authorities across the Country, WNC is wanting to understand how best to deliver and provide early help and support to families in our communities.

As a Council we’d like to understand what sort of support is being offered to families and from there determine areas for improvement.

* + - **Scope**

There are two strands to this work:

Understanding the current state of Early help and support for families and make system improvement recommendations

Building on the analysis work deliver and test a family hub model and once complete, draw conclusions and recommendations to inform service development.

* + - **Start/End dates**

June 2024-31 December 2024.

**Delivery dates and addresses**

June 2024-31 December 2024

West Northamptonshire Council area

**Guarantee/servicing warranties/requirements (if applicable)**

* + - None

**Requirements**

* + - Extensive knowledge of this sector and recent experience of delivering similar projects in local authority areas.
		- Experience of establishing Family hubs in other areas.
		- Have a tried and tested model and way of working and can evidence that they can achieve and fulfil the brief.
		- Completion of the brief within the timeframes and within budget.
		- Project Management experience
		- Have the interpersonal skills, credibility, and experience of working system wide and across sectors to facilitate this work

**KPI’S/Contract Management**

* + - Fulfilment of the brief with recommendations and next steps

**Exit Strategy**

* + - Not required

# Quotation Response

* 1. Please ensure that all questions are completed in full, and in the format requested. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
	2. Please enter your pricing on the basis that you are making a quotation on the conditions of the Terms and Conditions and the Specification as supplied in this E Quote.
	3. All prices submitted must be stated in pounds sterling and the submission totalled and be exclusive of VAT.
	4. All costs (exclusive of VAT) concerned in the delivery of this contract must be included within the total price for example admin, travel, venue costs. Any costs excluded or omitted can’t be introduced later.

# Clarification Questions

* 1. Any clarification questions relating to this E Quote must be submitted through the correspondence function of In-Tend.
	2. If a potential Supplier wishes the Authority to treat a clarification as confidential and not issue the response to all Potential Suppliers, it must state this when submitting the clarification. If in the opinion of the Authority, the clarification is not confidential, the Authority will inform the Potential Supplier, who will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be published to all Potential Suppliers.

# Award Criteria

* 1. The Award Criteria Questionnaire carries a total weight of 100%. This is split between the following sections:
		1. Quality 60%
		2. Price 40%
	2. The scores from these sections will be added together and the Potential Supplier with the highest overall score will be awarded the contract. The scores for each of these sections will be calculated as per the methodologies described in the following sections.
	3. All method statement questions which will determine the quality score can be found on the Intend portal and can be answered on the Intend Portal.
	4. The Award Criteria Questionnaire is split into the following sections:

|  |
| --- |
| **Award Criteria Questionnaire** |
| Section Headings and Sub-Headings | Section Weighting (%) or P/F | Question Number | Question Sub Weighting (%) |
| Award Criteria –Quality | 23.34% | 1.1 | - |
| 30% | 1.2 | - |
| 23.33% | 1.3 | - |
| 23.33% | 1.4 | - |
| Award Criteria – Pricing | 40% | 3.1 | - |
| Payment Details | P/F | - | - |
| Collusive Tendering Certificate | P/F | - | - |
| Form of Tender | P/F | - | - |
| Freedom of Information |  | - | - |
| ITT Declaration  | P/F | - | - |

# Evaluation and Moderation of Quality

* 1. An initial examination will be made to establish the completeness of the Quotation Responses. The Authority reserves the right to reject any quotation submission which is incomplete.
	2. The Authority reserves the right (but is not obliged) to seek clarification of any aspect of a Potential supplier’s tender during the evaluation stage. Potential suppliers shall respond to such requests promptly and within any given deadline. Potential suppliers may be rejected if they do not satisfactorily respond within the given deadline.
	3. All responses to the Award Criteria Questionnaire will be evaluated and scored a maximum of 3 marks independently by the Evaluation Panel against the Criteria set out in ‘Award Criteria’ table below.

|  |  |
| --- | --- |
| **Score** | **Award Criteria Matrix** |
| 0 | Irrelevant or no response provided |
| 1 | Response partially meets requirements |
| 2 | Response meets requirements but lacks clear and detailed evidence |
| 3 | Response meets requirements with clear and detailed evidence  |

**Failure to provide a compliant response to Appendix 2 will result in the Council rejecting your offer.**

# Evaluation and Moderation of Price

* 1. If a Potential Supplier fails to provide fully for the requirements of the E Quote it must either:
		1. Absorb the costs of meeting the Authority’s full requirements within it’s tendered price or;
		2. Withdraw it’s tender.
	2. The following criteria will be applied to evaluate price:
	3. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score. All other Tender Responses will be scored in accordance with the following calculation:

$$=\left(\frac{Lowest submitted price}{Your submitted price}\right)x Price Weighting$$

* 1. An example is provided at Example 1, below. This example is based on a 60% price weighting where the lowest compliant price is £1,000,000.

**Example 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Potential Supplier** | **Tender Price** | **Price Calculation** | **Price Score** |
| 1 | £1,000,000.00 | =60% (lowest compliant price) | 60 |
| 2 | £1,100,000.00 | =(1,000,000/1,100,000)\*60 | 54.55 |
| 3 | £5,000,000.00 | =(1,000,000/5,000,000)\*60 | 12 |
| 4 | £1,300,000.00 | =(1,000,000/1,300,000)\*60 | 46.15 |

# Award Process

* 1. When the Authority has made a final decision to award the Contract, the Authority will notify the successful Supplier of the Authority’s decision to award the Contract via the Intend portal. The Authority will also notify any unsuccessful Suppliers.
	2. Alongside the intention to award the Authority will also send the Terms and Conditions for signature.
	3. The contract will only take effect when the Contract Documents have been signed by both parties (not on the issue of the contract documents). Until this point the Authority will not be liable for any cost incurred by the Supplier.
	4. The following documents shall form part of the contract between the Authority and the successful supplier(s):
		1. Specification
		2. Terms and conditions plus related Schedules if applicable

# Electronic Tendering

* 1. The Authority is utilising an electronic tendering tool to manage this procurement process. All documents and communications issued by the Authority’s Procurement Team will be sent via the Authority’s e-Procurement portal provided by In-Tend.
	2. In-Tend is located at <https://in-tendhost.co.uk/wnc>).
	3. Potential Suppliers who experience technical difficulties when using In-Tend should contact the support desk Mon-Fri, 08:30 – 17:00 via Telephone: 0845 557 8079 or Email: support@in-tend.co.uk

# Insurance

10.1. The levels of insurance required for this requirement are indicated below, please

self-certify within the declarations section that you can provide this level of cover.

10.2. Employer’s (Compulsory) Liability Insurance at no less than £5,000,000

***10.3. It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum.***

***Please note this requirement is not applicable to Sole Traders****.*

10.4. Public Liability Insurance at no less than £5,000,000

10.5. Professional Indemnity Insurance at no less than £2,000,000

Employer’s (Compulsory) Liability Insurance at no less than £5,000,000

1. **Appendix 1**



12 Appendix 2 – Bidder response -

A) Method Statement Responses

|  |
| --- |
| **METHOD STATEMENT QUESTIONS** |
|  | **Description****Please describe the work you will undertake to understand the current Early Help system across WNC****Weighting:23.34%** |
| Response: |
|  | **Description****Please set out your previous experience of working on similar projects such as this.****Weighting 30%** |
| Response: |
|  | **Description****Please describe how you will:****engage with the system****the methodologies you will employ** **ensure the outcomes lead to sustainable change** **Weighting 23.33%)** |
| Response:  |
|  | **Description****Please set out how will ensure that the brief is completed in time and within budget** **Weighting 23.33%** |
| Response: |

**B) Pricing**

* 1. **Please enter the breakdown of costs onto the below pricing matrix and ensure that the total contract price is given as this will be used to calculate the price score.**

|  |  |
| --- | --- |
| **Breakdown of Costs**  | **Fixed Price**  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **Total Contract Price £** **(Excluding VAT)** | **£** |