

Document 1

Invitation to Tender

Provision of Schools Waste & Climate
Education Programme
West Sussex County Council

17th April 2024

Tender Response Deadline	17:00 hours on 17 th May 2024
Tender Queries	All queries relating to the content of the tender pack must be made via the secure correspondence service within the tender section of the e-sourcing portal.
e-Sourcing Portal Technical Queries	All technical queries regarding access to the tender documents and submission of your response should be directed to the e-sourcing portal helpdesk via: ☎ 029 2279 0052 ✉ support@atamis.co.uk
Submission Instructions	Tenders must be submitted via WSCC's e-sourcing portal. Full instructions on how to submit your tender are available at: Welcome (site.com)
Further Information	Further information on West Sussex County Council can be found at http://www.westsussex.gov.uk

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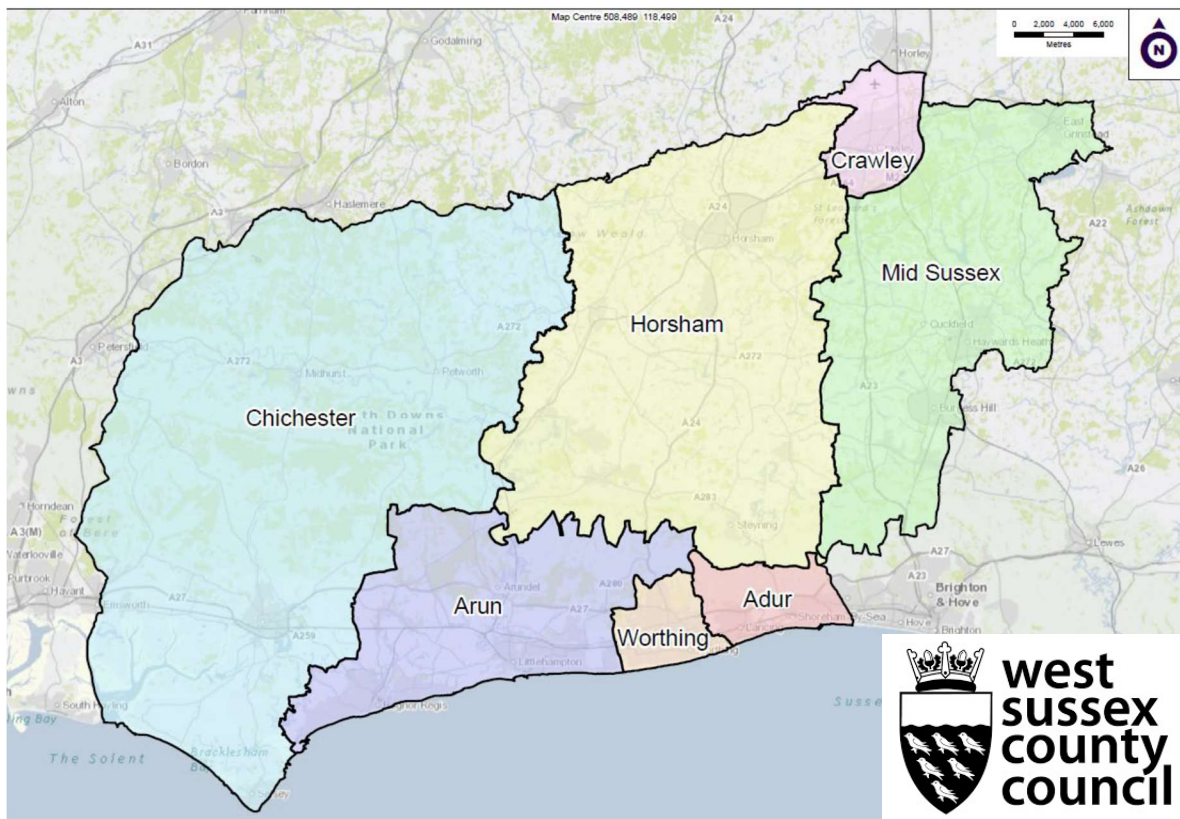
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1. Tender Pack

Doc No.	Description	Further Information	Purpose
1	Invitation to tender	To be read first. This document sets out the tender process for this Procurement which includes an overview of the: <ul style="list-style-type: none"> • WSCC's requirements • tender process • evaluation methodology • scoring criteria 	For information only
2	Specification	Statement of WSCC's requirements and objectives	For information only
3	Contract Terms and Conditions	Bidders are required to confirm acceptance of the Terms and Conditions.	For information only
4	Standard Selection Questionnaire	A suitability questionnaire that must be completed as part of your tender response.	To be completed and submitted with tender
5	Method Statement Questions	Method statement questions that must be completed as part of your tender response.	To be completed and submitted with tender
6	Pricing Schedule	A pricing schedule that must be completed as part of your tender response.	To be completed and submitted with tender
7	Modern Slavery Statement	The document explains your mandatory requirements on Modern Slavery if your organisation is captured under section 54 of the Modern Slavery Act 2015	For information only
8	Business Continuity Plan	This document must be submitted to WSCC within 6 months of Contract commencement. This should cover for example: how you will deal with unexpected issues (weather, staffing, vehicle breakdowns), who is responsible for what in the event of an incident, what your contingency is for the protection or recovery of data, the emergency contact details for your organisation, alternative site arrangement	To be completed and submitted within 6 months of contract commencement
9	Supplier Advantage Initiative	WSCC will offer suppliers an opportunity to receive early payment and sign up for the scheme.	To be completed and submitted with tender

2. About West Sussex County Council

West Sussex County Council (WSCC) is an upper tier council situated in the South of England bordering East Sussex (with Brighton and Hove) to the east, Hampshire to the west and Surrey to the north. Within the county, there are 7 district and borough councils and 159 town, parish, and neighbourhood councils.



West Sussex is the western part of the historic county of Sussex which is considered a 'Home County'. It comprises an area of 1,991 square kilometres (769 sq. mi.) and a population of over 860,000. Chichester in the south-west is the county town and the only city in West Sussex; the largest towns are Crawley, Worthing, and Horsham.

West Sussex provides an exceptional living base with over half of its area designated protected countryside and home to a wide range of leisure facilities. Over 50 miles of sea coastline enjoy the UK's highest sunshine levels and include award winning sandy beaches.

The South Downs National Park spans the entire width of the County providing access to over 600 sq. miles of countryside. Chichester Harbour has special protection in its importance to wildlife with 30 sq. miles of inland water and itself over 50 miles of water's edge, also providing a base for over 12,000 boats. Internationally known sporting activities are based at Goodwood.

The County is well connected to Central London via direct rail services from Chichester, Crawley, Worthing, and Horsham. Journey times to London from Crawley and Horsham are approximately forty to fifty minutes, and from Chichester and Worthing are around an hour and a half. Gatwick Airport, the UK's second busiest international airport (by passenger numbers), is in the Eastern-most reaches of the County, approximately five miles North of Crawley.

Rates of employment tracked from 2004 to 2019 consistently outperform the UK average and the northern area around Crawley has the lowest national rate of unemployment.

WSCC emphasises a supportive vision for residents and businesses in the County as articulated in the West Sussex Plan that brings out a clear focus on:

- Giving our children and young people the best start in life
- Ensuring West Sussex is a prosperous place

- Our communities being strong, safe, and sustainable
- Supporting you in later life to remain independent
- Being a council that works for our communities

The County is particularly committed to improving the quality standard of place, seeing such outcomes as an important driver towards raising community stability and health. It is seeking to emphasise a high importance on the standard of design across West Sussex and therefore it is seeking a supplier who can work with it to deliver this standard.

3. Introduction

This Invitation to tender (ITT) is issued by WSCC to seek and identify suitably qualified and interested organisations for the provision of Schools Waste & Climate Education Programme (the Services).

A contract for the provision of Schools Waste & Climate Education Programme, as further described in Document No. 2 (The Specification) is being tendered by West Sussex County Council (WSCC) in accordance with the Public Contracts Regulations 2015 (PCR 2015).

A glossary of terms used in this ITT is set out in Appendix 1.

4. Scope of this Procurement

For the purposes of this Procurement, the term Services is used to describe the entire range of the Services required. The disciplines within that range required for this Procurement are as follows:

The Schools Waste and Climate Education Programme will:

Provide waste prevention and recycling, climate change, sustainable travel, energy and water efficiency, and biodiversity improvement educational content tailored to West Sussex via multimedia online resources including, but not limited to:

- o Teacher led activities.
- o Pupil led activities.
- o Lesson plans
- o Assembly plans
- o Workshops
- o Worksheets/quizzes
- o Videos
- o Classroom activities
- o Outdoor activities
- o Projects/staged activities
- o Homework tasks/projects
- o Seasonal themed activities
- o Case Studies

The Service required is described in detail in Document 02 (The Specification of Requirements).

5. Existing Contractual Arrangement

The incumbent supplier for the Services is WasteBuster and the contract is due to expire on 31/07/2024.

6. Value of Services

The total estimated value of the Contract is up to £311,000, over a maximum term of 4 years.

However, no guarantee or commitment as to the initial and future value of any work arising from the contract can be given.

7. New Contract Term

It is anticipated that the Contract will be awarded for an initial period of 1 year from the Commencement Date, with an option to extend on the same terms and conditions at WSCC's discretion by a further period of twelve (12) Months up until a total of three (3) years.

The Commencement Date shall be 1st August 2024.

The maximum duration of the Contract Term will therefore be 4 years. However, no guarantee or commitment can be given to the initial and future value of any work arising from this contract.

8. Contract Terms and Conditions

Please see Document No. 3 for the Terms and Conditions of Contract (the Contract).

The Contract is not open for negotiation and by submitting a tender response, bidders are agreeing to be bound by the Conditions of tender and the Contract without further negotiation or amendment. Tenders must be submitted on the basis that the terms of the terms and conditions are accepted.

If bidders have any queries regarding the Contract, the Bidder should submit a clarification in accordance with this ITT and WSCC will consider whether any amendments are required. Where the amendment is acceptable, WSCC shall publish a clarification response to all Bidders via the e-sourcing portal and, if required will issue a revised contract incorporating the amendment(s).

Any amendments agreed shall be published through the Clarification Log and shall apply to all Bidders. Any amendments which are proposed by Bidders, but not approved by WSCC through this process, will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the Bidder's Tender.

9. Rights of Other Bodies to Participate

The Contract is available for the sole use of WSCC

10. Overview

WSCC will follow a clear, structured, and transparent procurement process to ensure that bidders are always treated equally and fairly.

This procurement process will be conducted using the Open procedure and in compliance with PCR 2015.

WSCC reserves its right at any time to terminate the procurement process for any reason and to decide in its absolute discretion whether it will enter any contractual arrangements at the termination of this procurement process.

In responding to this ITT or otherwise engaging in the procurement process, bidders accept that their participation in the procurement process is entirely at their own risk and cost in full knowledge of WSCC's right at any time and for any reason to terminate the procurement with or without the award of a contract.

WSCC shall bear no liability whatsoever for the outcome of this procurement procedure, whether withdrawn or altered or recommenced, including any loss of bidding costs, loss of profits or economic loss incurred by a bidder or by any other person arising out of or in connection with the conduct of this procurement procedure.

11. Indicative timetable

This timetable is indicative only. WSCC reserves the right to change it at its discretion.

Stage	Date(s)/time
Publication of Invitation to Tender	17/04/2024
Deadline for submitting clarification questions to WSCC	07/05/2024
Tender submission deadline	17/05/2024 at 5pm
Evaluation of tenders	Start Date: 20/05/2024 End Date: 27/05/2024
Notification of Intention to Award Date	On or before 28/05/2024
Mandatory 10-day Standstill ('Alcatel') Period	Start Date: 28/05/2024 End Date: 10/06/2024
Expected Award Date	On or before 10/06/2024
Service Provider Mobilisation	On or before 17/06/2024
Contract Start Date	01/08/2024
Service Commencement Date	01/08/2024

All dates in the above timetable are provisional only and the Council may vary the timetable or terminate the tender process at its sole discretion. All bidders will be notified of any relevant changes to the timetable as soon as reasonably possible.

12. e-Sourcing Portal and submission of tenders

Tender submissions must be submitted via the e-Sourcing Portal. The e-Sourcing Portal provides a web-based tool that enables WSCC and bidders to conduct the strategic activities of the procurement lifecycle over the internet. It provides a simple, secure, and efficient means for managing tendering and quotation activities, reducing the time and effort required for both WSCC and potential providers / suppliers.

Before completing their tender submission, bidders should ensure that the email address that has been used to register on the e-Sourcing Portal will be checked regularly, as the e-Sourcing Portal will generate automatic notifications to the registered email address whenever there are updates, changes or messages relating to this Procurement. Bidders should also check that their organisation details are correct and up to date.

All technical queries regarding access to, completion and submission of the procurement documents should be directed to the e-Sourcing Portal Helpdesk using the following contact details:

Phone: 029 2279 0052

E-mail: support@atamis.co.uk

Full instructions on submitting tender submissions are available at: [Welcome \(site.com\)](#)

In the event that a bidder considers it is unable to submit its tender submission through the e-Sourcing Portal or requires assistance or further information to be able to use the e-Sourcing Portal, the bidder must contact WSCC via the messaging tool of the e-Sourcing Portal no later than four (4) calendar days before the tender submission Deadline to enable any technical queries to be investigated and resolved prior to the tender submission Deadline.

No information contained in this ITT, any Procurement Documents or in any communication made between WSCC and any bidder in connection with this Procurement shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this Procurement. WSCC reserves the right, subject to the appropriate procurement regulations, to change without notice the basis of, or the procedures for, this Procurement or to terminate this Procurement at any time.

Under no circumstances shall WSCC incur any liability in respect of this Procurement or any supporting documentation.

13. Canvassing and Anti-Bribery

Direct or indirect canvassing of any Councillor, public sector employee or agent by any bidder concerning this Procurement, or any attempt to procure information from any Councillor, public sector employee or agent concerning this Procurement including offering or giving any gratuity, bonus, discount or bribe of any sort may result in the disqualification of the relevant bidder from this Procurement, and to hold the bidder liable for any resulting loss and damage.

14. Tender Requirements

WSCC reserves the right to issue supplementary documentation at any time during the tendering process for this Procurement to clarify any issue or amend any aspect of the procurement documents. All such further documentation that may be issued shall be deemed to form part of the procurement documents and shall supplement and / or supersede any part of the relevant Procurement Document(s) to the extent indicated.

Bidders must obtain for themselves at their own expense all information necessary for the preparation of their tender submission.

Under the Contract, WSCC requires compliance with its policies. Bidders are advised to satisfy themselves that they understand all the requirements of the Contract before submitting their tender submission.

The tender submission must be received in accordance with the relevant instructions no later than the tender submission Deadline. Tender submissions received after the tender submission Deadline will not be considered unless it can be proven beyond doubt that not meeting the deadline was beyond the bidder's control. Tender submissions received 24 hours after the tender submission Deadline will be automatically rejected.

In completing their tender submission and / or requesting clarification, bidders must refer to the numbering format as set out in the relevant procurement document for which they seek clarification.

Only one tender submission is permitted from each bidder. If more than one tender submission

is submitted by a bidder, the tender submission with the latest time of submission (prior to the tender submission deadline) will be evaluated and the other(s) disregarded.

The information supplied by the bidder will be checked for completeness and compliance before tender submissions are evaluated.

Tenders must be completed in the English language.

If WSCC has not accepted the tender submission within the period specified then the tender submission shall remain in force without variation, but the bidder may at any time thereafter give notice in writing to WSCC to withdraw its tender submission.

Delivery of a notice to withdraw a tender submission must be submitted to WSCC via the correspondence tool on the e-Sourcing Portal.

Upon receipt of such a notice, WSCC shall have seven (7) days within which to accept the tender submission (not including the day of service) or the tender submission will be deemed to have been withdrawn. In any event, bidders shall not withdraw their tender submission except in the manner provided above.

Any signatures (on any Procurement Documents including the Contract) must be made by a person who is authorised to commit the bidder to the obligations referred to therein.

Information supplied to the bidders as part of this Procurement is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained herein and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by WSCC and its advisers. Bidders must satisfy themselves as to the accuracy of such information and no responsibility is accepted for loss or damage of whatever kind or howsoever caused, arising from the use by bidders of such information. Some of the data in the procurement documents has been supplied by the existing supplier and may not have been validated by WSCC.

Any bidder, employee of the bidder, or consultant acting on behalf of the bidder who is known to any Councillor, officer or representative acting on behalf of WSCC concerning this Procurement or Contract must declare the names of the persons and their relationship in the tender submission.

WSCC reserves the right to cancel the Procurement at any point. WSCC is not liable for any costs resulting from any cancellation of this Procurement or for any other costs incurred by any bidder(s).

All bidders are deemed to understand fully the processes that WSCC is required to follow under relevant UK legislation, particularly in relation to the PCR 2015.

15. Tender Validity

The tender submission (including price) should remain valid for a minimum period of one hundred and twenty (120) days (tender validity period).

Prior to expiry of the original tender validity period, WSCC may request a specified extension of the period of validity from the bidder. A bidder may refuse such request but if it agrees it will not be required nor permitted to modify its tender.

16. Variants

Variant Tender Submissions will not be accepted.

17. Caveated Tenders

Tenders that are evasive, unclear, hedged, caveated, contains qualifications or submitted subject to a bidder's own internal company or trustee board approval may, at WSCC's discretion, be taken as a rejection by the bidder of the terms set out in this ITT and the bidder's tender be rejected as non-compliant.

WSCC reserves the right to invite any bidder who submits a qualified tender submission to remove such qualifications entirely prior to disqualification.

18. Abnormally Low Tenders

WSCC maintains the right to clarify any tenders that it considers abnormally low. Following clarification, WSCC maintains the right, in its absolute discretion to reject any tender that is priced at such a level that the Council considers itself unable to rely upon the contract being properly performed.

19. Contract Requirements

The Specification (Document No. 2) details the required Services and WSCC's overall minimum requirements. Bidders are required to confirm their ability to meet the Specification through completion of the Method Statement Questionnaire (Document No. 5) and other relevant procurement documents.

Bidders are required to confirm their agreement to the Terms and Conditions of the Contract (Document No. 3) and the Successful bidder shall be required to enter into the Contract with WSCC prior to commencement of the Contract.

The successful bidders' own terms of business will not be accepted in lieu of or in addition to the Contract Terms and Conditions.

20. Pricing Schedule and the Contract Price

The prices inserted by the bidder into the Pricing Schedule must reflect this current standard and no attempt should be made by the bidder to anticipate future changes, unless such changes are specifically stated in the procurement documents and the Pricing Schedule makes it clear that such changes should be reflected in the bidder's tendered price. Notwithstanding, WSCC reserves the right to make non-material charges to the Services described in the Specification through consultation with the winning bidder.

Bidders must complete the Pricing Schedule (Document No. 6) setting out ALL costs of providing the Services over the full lifetime of the Contract, including all the obligations under the Contract. If Variant bids are stated as being permitted for this Procurement (see paragraph 14), any additional or alternative pricing proposals can be sent via the messaging tool of the e-Sourcing Portal as an attachment with a reason for their inclusion.

All Prices shall be stated in pounds sterling and exclusive of Value Added Tax.

Bidders must also ensure that they have read and understood any specific conditions relating to the Services detailed within the Pricing Schedule.

Any additional costs not stated in the Pricing Schedule will not be accepted unless prior written approval is received from the Contract Manager and such amendments are permitted under the PCR 2015.

Bidders must not make any changes or amendments to any formulas within the Pricing Schedule. Any unauthorised changes may lead to the tender submission being rejected. Any errors or omissions identified should be notified to WSCC during the ITT clarification period.

WSCC requires bidders to ensure that any sub-contractors to be used by the bidder in the delivery of the Services should be offered equivalent or better terms of payment to those set out in the Contract.

The bidder's tendered price, as submitted in the Pricing Schedule, shall be fixed for the term of the Contract.

No variations to the Contract Price shall be implemented without written acceptance of such variations by WSCC. Changes to the Contract Price will only be accepted by WSCC where the Contract includes provision for review of the Contract Price and shall become effective only once agreed and accepted in writing by WSCC's authorised officer.

21. Social Value

Delivering Social Value is about embracing a culture of civic leadership and delivering additional value over and above the core requirements or outcomes outlined in the Specification. WSCC is actively seeking partners who share this commitment to social value and who are willing to work proactively to deliver Social Value within the local area.

Social Value proposals made as part of a bidder's tender submission will form a contractual commitment, and where appropriate; included as one of the Key Performance Indicators and will be monitored during the Contract Period. Bidders should therefore ensure that commitments made within their tender submission are within their capacity and capability to deliver.

Where offered, social value must be measurable and in addition to fulfilling the Services set out in the Specification, and must be created as a result of winning this contract rather than social value that would be delivered by the bidder as part of the 'nature of the contract'. For the avoidance of doubt, delivery of Social Value measures should not be included in the cost of delivering the Services.

Where appropriate, Social Value will be allocated a percentage of the award criteria, based on the additional value the bidder commits and will be assessed as set out within the Evaluation Criteria.

22. Tender Clarifications

This Procurement and all Procurement Documents are designed to ensure that all bidders are given equal and fair consideration. It is important therefore that all tender clarifications relating to content of the procurement documents should be made via the secure messaging service within the e-Sourcing Portal.

All communication with WSCC in relation to this procurement must be made by the bidder's representative, quoting in the message heading the specific section and question number for which the bidder requires information or clarification.

Bidders may seek clarification of any aspect of this by submitting written tender clarifications via the e-Sourcing Portal prior to the clarification deadline stated in section 11 – Indicative Timescales. WSCC will endeavour to answer all tender clarifications as quickly as possible but cannot guarantee a minimum response time.

To ensure equality of treatment of bidders, WSCC intends to publish anonymised tender clarifications raised by bidders together with WSCC's responses to all bidders on a regular basis.

If a bidder considers that their tender clarification is commercially sensitive or otherwise subject to requirements of confidentiality bidder's must clearly mark the tender clarifications as such and provide reasons for this. Any such marking shall not be determinative and WSCC shall be entitled in its absolute discretion to determine whether such tender clarifications should be published to all bidders to ensure compliance with the requirements of equal treatment and transparency.

In the event that WSCC disagrees with a bidder on the commercial confidentiality of the question, they will seek confirmation from the bidder if they wish to proceed with an anonymised response to all, or whether they wish to withdraw the question.

23. Evaluation Criteria

This is an Open tender process comprising 3 sections:

- Section 1 – Compliance Check
- Section 2 – Selection Criteria (SSQ)
- Section 3 – Award Criteria (Technical and Commercial)

WSCC may (but is not obliged to) seek clarification(s) from bidders to assist its understanding of the bidder's tender and where necessary for the purpose of conducting a fair evaluation. All correspondence will be via the e-sourcing portal.

Section 1 – Compliance Check

WSCC will assess each tender response to ensure compliance and completeness in accordance with the requirements set out in the tender pack.

Clarification may be sought from bidders to determine if a tender response is complete and compliant. Tender responses that are not completed fully or in compliance with the requirements set out in the tender pack may be rejected at this stage without further evaluation.

All tender responses that pass the compliance check will then progress to evaluation of the selection criteria as described below.

Section 2 – Selection Criteria (SSQ)

The SSQ (Document No. 4) sets out the information required by WSCC in order to assess the suitability of bidders in terms of their technical knowledge and experience; capability and capacity; and organisational and financial standing to meet the requirements of this Procurement.

This section will contain a list of questions to be fully answered by citing examples from previous projects or programmes of work from the public or commercial sectors.

Bidders must adhere to the format set out in the SSQ when answering the questions. Where questions cannot be answered fully, please provide relevant explanation and details. Please keep responses concise and adhere to the stated size limitations on the response. WSCC will only consider additional information contained within uploaded electronic files where they have been specifically requested by WSCC. WSCC reserves the right to not consider any information provided over and above the stated word or character limit for each question.

Questions requiring a numeric response must have a numeric value of 0 or more.

WSCC may disqualify from this Procurement any bidder who:

- Does not provide a satisfactory response to any questions in this section or inadequately or incorrectly completes any question.
- Does not submit its completed tender submission before the tender submission deadline.
- Has been named or is going to be named (with its agreement) as a sub-contractor on another bidder's tender submission.
- Is already aware that a tender submission has been received from another member of the same group of companies; or is a member of a consortium or partnership which submits another submission; or
- By virtue of Regulation 57 (exclusion grounds) of the PCR 2015 must (mandatory exclusion grounds) or may (discretionary exclusions grounds) be excluded from participation in this Procurement.

Bidders who are not disqualified from further participation in the Procurement process on any of the above grounds shall be evaluated on the selection criteria listed below. These criteria consider the economic and financial standing and the technical and professional ability of the bidder and are in accordance with Regulations 57 – 58 of the PCR 2015 (as amended).

WSCC may seek independent financial and market advice to validate information declared in any bidder's tender submission or to assist in the evaluation process.

Selection Criteria

Criteria	Notes	Assessment Method
Part 1: Potential Service Provider Information		
Organisation Details	Bidders are asked to provide information about their organisation	For information only
Bidding Model	Bidders are asked to provide information about their organisation's proposed bidding model	For information only
Declaration and Contact Details	Bidders will declare that all information provided in this tender response is correct and give the contact details for the person responsible for this tender response.	Pass / Fail <i>A Fail will be awarded if No is ticked</i>
Part 2: Exclusion Grounds		
Your organisation is eligible if none of the mandatory or discretionary exclusion grounds for rejecting a potential bidder under Regulation 57 of the 2015 Regulations are applicable or may become applicable, to your company or any parent company. In some circumstances WSCC is required by law to exclude you from participating further in a procurement if there are grounds for mandatory rejection.		Pass / Fail <i>A Fail will be awarded where the bidder indicates that any of the Exclusion Criteria apply and, where allowable, the bidder does not indicate that self-cleaning has been undertaken.</i>
Part 3: Selection Grounds		
Financial Standing	Bidders will need to demonstrate that they meet WSCC's minimum standards of economic and financial standing. Details of how WSCC will	Pass / Fail <i>A Fail will be awarded in accordance with the</i>

	assess a bidder's financial standing are set out in paragraph 10.2.7.1	<i>methodology set out at paragraph 10.2.7.1</i>
Technical and Professional Ability	Bidders are requested to provide details of up to three relevant previous contracts. Where a bidder does not have any relevant experience, it must supply a statement of explanation.	For information only.
Modern Slavery	Bidders will need to confirm compliance with the Modern Slavery Act 2015	Pass / Fail <i>A Fail will be awarded where the bidder ticks Yes to Q45 and No to Q46</i>
Insurance	Bidders will be required to have, or agree to take out should they be successful the following minimum levels of Insurance per delegated authority: Public Liability Insurance - £10 million Employer's Liability Insurance - £5 million	Pass / Fail <i>A Fail will be awarded where a bidder indicates they do not have and will not obtain one or more of the insurances specified</i>
Part 4: Additional Questions		
Skills and Apprentices	Bidders will need to confirm supporting apprenticeships and skills development through this contract.	For information only.
Past Performance	Bidders will declare any instances of poor performance in the preceding three years	Pass / Fail <i>A Fail will be awarded where Yes is ticked one or more times.</i>
Complaints	Bidders will confirm that they have a Complaints Policy and will provide a copy to WSCC if requested	Pass / Fail <i>A Fail will be awarded where No is ticked</i>
Corporate Social Responsibility	Bidders will confirm that they have a Corporate Social Responsibility (CSR) Policy and will provide a copy to WSCC if requested	Pass / Fail <i>A Fail will be awarded where No is ticked</i>
Business Continuity	Bidders will confirm that they have a Business Continuity Plan and will provide a copy to WSCC if requested	Pass / Fail <i>A Fail will be awarded where No is ticked</i>
General Data Protections Regulation (GDPR)	Bidders will confirm compliance with the GDPR questions	Pass / Fail <i>A Fail will be awarded if No is ticked for one or more of these questions.</i>
Freedom of Information (FOI)	Bidders will declare any elements of their bid they deem to be commercially sensitive.	For information only
Confirmations	Bidders must confirm that they have read, understand, and accept the information contained in the Invitation to tender (ITT) Document 01 and supporting documents, including Conditions of tender	Pass / Fail <i>A Fail will be awarded where No is ticked</i>
	Bidders must confirm that their bid is TUPE compliant.	Pass / Fail <i>A Fail will be awarded where No is ticked</i>
	Bidders must confirm that they have read, understand, and accept the Terms and Conditions of the Contract at Document 03.	Pass / Fail <i>A Fail will be awarded where No is ticked</i>

Please note: All mandatory questions need to be answered even if they are not relevant to the bidder's organisation. Please insert 'N/A' if this is the case, otherwise the relevant document will be deemed incomplete.

Economic and Financial Standing Criteria

Financial standing will be assessed broadly in line with the recommendations set out by the Cabinet Office. In performing the economic and financial standing assessment WSCC will

consider, but not be limited to considering, turnover, profitability, cash flow, solvency, strength of balance sheet and asset cover level. To support this assessment WSCC may seek reference to other independent reports and information such as credit reference agency reports. WSCC reserves the right to take up any references supplied.

Other publicly available information about the bidder, such as (but not limited to) information available from a credit checking site or agency, Companies House and/or media outlets, may also be used by WSCC as part of its verification of bidders self-certified scores or alternative evidence.

The methods and criteria against which bidders will be assessed by WSCC to determine whether they possess the necessary level of economic and financial standing to perform the contract are set out below.

The following financial ratio analysis will be conducted using the last 2 year's accounts where possible.

- Cash / Current Assets > 0.05
- Current Assets / Current Liabilities > 0.25
- Net Assets + Long Term Liabilities – Intangible Assets > 0
- $2 \times (\text{Current Year Shareholders funds} - \text{Previous Year Shareholders Funds}) + \text{Net Assets} > 0$
- Turnover / (Current Assets – Cash) > 2

Following completion of the above-mentioned financial ratio analysis, if a bidder receives a:

- PASS on all ratios, the bidder will receive a PASS for this question.
- FAIL on one ratio, the bidder will receive a PASS for this question.
- FAIL on two or three ratios, then WSCC will undertake a further economic and financial standing risk assessment, using an independent report from a credit reference agency (Creditsafe).
 - If the financial risk score for the bidder's organisation from this report is 30 or more then the bidder will receive a PASS for this question.
 - If the bidder does not have a score more than 30 then the bidder will FAIL this question and be excluded from the procurement, unless the bidder provides a guarantor whose level of financial risk is acceptable.
- FAIL on four or five ratios the bidder will FAIL, this question and will be excluded from the procurement process unless the bidder can provide a guarantor whose level of financial risk is acceptable.

The above financial assessments will be repeated on any guarantor nominated under this question. Therefore, the guarantor will only be acceptable if either it would have passed all the ratios itself or if it failed on two or three ratios only, would have passed the credit rating with a report score of 30 or more. A guarantor who fails on four or more ratios will not be an acceptable guarantor under this question.

If the bidder cannot provide a guarantor whose level of financial risk is acceptable or cannot provide a guarantor where required to do so, the bidder will FAIL this question and the tender will be excluded.

WSCC reserves the right to take up any references supplied and to send post-tender clarification questions to the bidders in respect of any information provided by and/or publicly available information.

Failure by the bidders to provide information requested and/or respond to any clarification questions from WSCC by the deadlines given may result in exclusion from this Procurement.

Following any verifications and / or clarification responses, if WSCC concludes that the bidder does not meet the necessary economic and financial standing to perform the contract, WSCC reserves the right to award the contract to next highest ranked compliant bidder.

Section 3 – Award Criteria (Technical & Commercial)

In evaluating tender submissions, cost will not be the only consideration. The underlying principle of the evaluation methodology is to select the most economically advantageous tender (M.E.A.T) in relation to WSCC requirements.

Bidders will receive a final weighted score out of 100% based on a split of

Criteria	Weighting
Technical	40%
Commercial	60%

Technical – Evaluation Criteria

Technical will be measured upon evaluation of the bidder's responses to the Method Statement Questionnaire (Document No. 5).

Sub-weightings for each question and maximum word Count permitted is shown below. Each question is scored on the evidence to efficiently deliver the Services as detailed in the Specification (Document 02).

Question Number	Sub-Weighting	Minimum Score	Notes/Scoring Criteria	Max Word Count
1	20%	3	Programme Mobilisation	750
2	20%	3	Accessibility and Relevance	750
3	20%	3	Provision for Key Stages 3 and 4	750
4	15%	3	Design links with waste management services in West Sussex	500
5	15%	3	Programme Reach, Impact and Engagement	500
6	10%	3	Integration	500

Scoring Criteria

Bidders responses to each question in the Method Statement Questionnaire is marked using the evaluation criteria set out in Table below.

Score	Classification	Definition
0	No response (complete non-compliance)	No response at all or insufficient information provided in the response such that the solution is totally un-assessable and/or incomprehensible.
1	Unsatisfactory response (potential for some compliance but very major areas of weakness)	Substantially unacceptable submission which fails in several significant areas to set out a solution that addresses and meets the requirements: little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate that the bidder will be able to provide the services and/or considerable reservations as to the bidder's proposals in respect of relevant ability, understanding, expertise, skills and/or resources to

		<i>deliver the requirements. Would represent a very high-risk solution for WSCC.</i>
2	<i>Partially acceptable response (one or more areas of major weakness)</i>	<i>Weak submission which does not set out a solution that fully addresses and meets the requirements: response may be basic/minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support the solution and demonstrate that the bidder will be able to provide the services and/or some reservations as to the bidder's solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. May represent a high-risk solution for WSCC.</i>
3	<i>Satisfactory and acceptable response (substantial compliance with no major concerns)</i>	<i>Submission sets out a solution that largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support the solution; minor reservations or weakness in a few areas of the solution in respect of relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Medium, acceptable risk solution to WSCC.</i>
4	<i>Fully satisfactory /very good response (fully compliant with requirements).</i>	<i>Submission sets out a robust solution that fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; provides full confidence as to the relevant ability, understanding, expertise, skills and/or resources to deliver the requirements. Low/No risk solution for WSCC.</i>
5	<i>Outstanding response (fully compliant, with added value)</i>	<i>Exceptional response that inspires confidence. WSCC's requirements and criteria / Specification are fully met, and this robustly and clearly demonstrated and evidenced. Full evidence as to how the requirements will be achieved is provided. Response may also identify factors that will offer potential added value, and with evidence to support this. Low/No risk solution for WSCC.</i>

Moderation of Quality Scores

A moderation exercise will be undertaken by Procurement to agree consensus scores following the individual evaluation exercise carried out by members of the evaluation panel of the Technical section of tender submissions.

Any bidder who achieves a score of less than '3' 'satisfactory' for any of the questions in the Method Statement Questionnaire (Document No. 5) will be deemed to have failed to meet WSCCs' minimum acceptable standards for the Contract and will be disqualified from this Procurement.

Any tender submission disqualified on this basis will not be evaluated further and will not be considered for Contract award.

Scores will be moderated in accordance with the following steps:

Step	Description												
A	Where the evaluator scores for a bidder’s response to a question do not match precisely, a meeting will take place between the evaluators and a moderator to review the response and scores to determine a common agreed score for the response (Agreed Score).												
B	For each question, the Agreed Score is then divided by the maximum score and multiplied by the weighted score per question (Weighted Score).												
C	The Weighted Scores for each question are added together to determine a total weighted score for the bidder’s quality submission.												
Example	<table><tr><th></th><th>Question 1</th><th>Question 2</th><th>Question 3</th><th>Question 4</th><th>TOTAL</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>		Question 1	Question 2	Question 3	Question 4	TOTAL						
	Question 1	Question 2	Question 3	Question 4	TOTAL								

	Evaluator 1	5	5	5 (Moderated to 4)	4	
	Evaluator 2	5	5	5 (moderated to 4)	4	
	Evaluator 3	5	4 (Moderated to 5)	4	4	
	Agreed Score	5	5	4	4	
	Question Weighting	20%	15%	35%	30%	100%
	Maximum Weighted Score	5	5	5	5	
	Weighted Score	5 / 5 x 20% = 20%	5 / 5 x 15% = 15%	4 / 5 x 35% = 28%	4 / 5 x 30% = 24%	87%
	Overall Technical Weighted Score (out of 60%)		87 / 100 x 60% = <u>52.2%</u>			

Commercial

The Commercial response will account for a total of 60% of the total score available. The weighting is split into the following:

Commercial Element	Weighting
Year 1	15%
Year 2	15%
Year 3	15%
Year 4	15%
Total Commercial Weighting	60%

Bidders must complete the Document 06 (Pricing Schedule) and upload it to the relevant placeholder on the e-Sourcing portal.

Bidders must complete all **blue cells** of the Pricing Schedule for the tender response to be compliant. The Council reserves the right to not evaluate any non-compliant tenders.

Bidders will be awarded the following score based upon their submissions on each of the three years. Each year will be scored separately, and the totals added together and taken forward in the commercial evaluation:

Pricing Bands:	Total Score Achieved Per Year:
£80,000 budget	1 Mark
£78,500 - £79,999	2 Marks
£77,000 - £78,499	3 Marks
£74,500 - £76,999	4 Marks
£73,000 - £74,499	2 Marks
£71,500 - £72,999	3 Marks
£70,000 - £71,499	4 Marks

£68,500 - £69,999	5 Marks
£67,000 - £68,499	6 Marks
£65,500 - £66,999	7 Marks
£64,000 - £65,499	8 Marks
£62,500 - £63,999	9 Marks
£61,000 - £62,499	10 Marks
£59,500 - £60,999	11 Marks
£58,000 - £59,499	12 Marks
£56,500 - £57,999	13 Marks
£55,000 - £56,499	14 Marks
£53,500 - £54,999	15 Marks
£52,000 - £53,499	16 Marks
£50,500 - £51,999	17 Marks
£49,000 - £50,499	18 Marks
£47,500 - £48,999	19 Marks
£46,000 - £47,499	20 Marks
£44,500 - £45,999	21 Marks
£43,000 - £44,499	22 Marks
£41,500 - £42,999	23 Marks
£40,000 - £41,499	24 Marks

Bids received over the budget of £80,000 per year and under £40,000 per year will be non-compliant and therefore the tender will not be considered.

Prices submitted are fixed for the duration of the contract term.

If there is an evaluated commercial criteria for the supplier advantage initiative, you will find the details in Document No. 9

Tie Break Criteria

Following all steps set out for Stage 3 – Award Criteria (Technical & Commercial), should a situation arise whereby two or more bidders have achieved the same total combined highest commercial & technical score, WSCC shall apply the Tie Break Criteria.

For the avoidance of doubt, the Tie Break Criteria shall not be relevant where one bidder is clearly identified as the Most Economically Advantageous tender, having achieved the highest unique combined commercial & technical score.

If the first Tie Break Criteria do not produce a result which differentiates the equal winning scores, the second Tie Break Criteria shall be applied.

The Tie Break Criteria shall be as follows:

Tie Break Criteria 1	The bidder with the highest overall commercial score will be the successful bidder.
Tie Break Criteria 2	If the tied bidders' scores for the Tie Break Criteria are the same, the bidder with the highest score for Method Statement Question 1 will be the successful bidder.

24. Due Diligence and Contract Award

WSCC will conduct checks against the successful bidder's self-certification for all relevant sections of the SSQ including GDPR, Financial and Economic Standing and Insurance. The Contract will not be awarded until such checks are complete. The successful bidder(s) shall be required to submit the evidence required by WSCC in accordance with the SSQ and this ITT to verify their self-certification.

If the successful bidder fails to provide the required evidence within the timeframe set by WSCC, or the evidence proves unsatisfactory, the award of the Contract shall not proceed. WSCC reserves the right to:

- Amend the Contract award decision and award to the second-placed bidder (and so on) provided that such bidder has submitted a satisfactory tender submission; or
- Not award the Contract and to terminate this Procurement.

Award of any Contract pursuant to this Procurement will be conditional upon approval in accordance with WSCC's internal governance procedures and WSCC being generally able to proceed.

25. Standstill Period

WSCC will operate a ten (10) day standstill period prior to the award of any Contract pursuant to this Procurement to the successful bidder.

26. Business Continuity

Bidders should submit a statement identifying how they will ensure Business Continuity through risk assessment; such statement should include disaster recovery plans and processes.

Financial Guarantee

WSCC reserves the right to require the successful bidder to provide, as security for the performance of the Contract, a performance bond equivalent to 10% percent of the annual value of the Contract, OR the parent company of the successful Bidder to guarantee the performance of the Contract, prior to the award of the Contract.

27. TUPE

Not applicable to this tender.

28. Data Protection

Not applicable to this tender.

29. Additional Information

Environmental Issues

WSCC is committed to the protection of the environment and the promotion of sustainable environmental development. It is expected that the successful bidder will be equally committed to protection of the environment in its service provision and ensure that they provide the Contract in a non-detrimental manner to the environment.

Sustainability

It is WSCC's policy to actively promote sustainability through procurement. WSCC's approach to sustainable procurement means that the long-term environmental, social, and economic factors must be considered by the successful bidder over the whole life of the Contract in the drive for continuous improvement.

WSCC encourages its contractors to reduce all unnecessary waste, to re-use and to recycle wherever possible. As such, WSCC welcomes new developments and innovation by bidders to reduce waste, energy, and water consumption; to only use raw materials where possible from renewable resources and to support economic sustainability.

Equalities & Diversity

WSCC is committed to providing its services in a way which promotes equality of opportunity at every possibility.

It is expected that the successful bidder will not treat one group of people less favourably than others, because of their gender, race, colour nationality, ethnic origin, sexual orientation, or disability. All successful bidder's supplying services should ensure that all employees of the Contractor are eligible to work in the UK. Bidder's shall implement and maintain policies, be equally committed to equality and diversity in its provision of the Services and will ensure compliance with all anti-discrimination legislation.

Bidders should note that the successful bidder will be required to comply with the Contract Terms and Conditions (Document No. 3) which seek to ensure that the successful bidder adheres to these obligations, and that WSCC will be able to monitor the successful bidder's compliance throughout the Contract Period.

E-Commerce

WSCC is committed to deploying e-Commerce throughout its purchase to pay process. The bidder will therefore be expected to support WSCC in its aim of delivering invoice payments electronically either via direct interchange such as XML or CSV, via a supplier portal, or via PDF invoices emailed to WSCC.

The bidder may also be requested to support WSCC's purchasing system requirements by completing a pre-agreed template to enable users to purchase prescribed goods, works and services via electronic catalogues.

Freedom of Information and Environmental Information

WSCC is subject to the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

As part of WSCC's duties under the FOIA and / or EIR, WSCC may be required to disclose information concerning this Procurement and / or the Contract to anyone who makes a reasonable request.

If a bidder considers that any of the information provided in its tender submission is commercially sensitive (meaning it could reasonably cause prejudice to the bidder's organisation if disclosed to a third party) then such information should be clearly marked as Not

for disclosure to third parties together with valid reasons in support of the information being exempt from disclosure under the FOIA and / or the EIR (as appropriate).

WSCC will endeavour to consult with bidders and have regard to comments and any objections before releasing any information to a third party under the FOIA or the EIR. However, WSCC shall be entitled to determine in its absolute discretion whether any information is exempt from disclosure under the FOIA and / or the EIR or is to be disclosed in response to a request for information. WSCC must make its decision on disclosure in accordance with the provisions of the FOIA and / or the EIR (as appropriate) and can only withhold information if it is covered by an exemption from disclosure under the relevant statutory regime.

Bidders should not submit a catch-all statement which includes all information submitted as being commercially sensitive. WSCC will not be held liable for any loss or prejudice caused by the disclosure of information that:

- Has not been clearly marked as Not for disclosure to third parties and / or for which supporting reasons for withholding (referring to the relevant category of exemption under the FOIA or EIR where possible) have not been provided; or
- Does not fall into a category of information that is exempt from disclosure under the FOIA or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person),
- And in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

Confidentiality and Publicity

The copyright in this ITT is vested in WSCC and it may not be reproduced, copied, or stored in any medium without the prior written consent of WSCC except in relation to the preparation of a response. This ITT, and any document issued as a supplement to it, are and shall remain the property of WSCC and must be returned upon demand, without any copies being retained.

Any bidders that are unable or unwilling to comply with this requirement are required to destroy this ITT and all associated procurement documents immediately and not to retain any electronic or paper copies.

No bidder may undertake any publicity activities with any part of the media in relation to the Contract, the procurement documents, or this Procurement without the prior written agreement of WSCC, including agreement on the format and content of any publicity.

30. Disclaimers and Legal Compliance

All information provided by WSCC, its staff or its agents or advisers in respect of this Procurement is confidential. In no circumstances shall WSCC or its staff, agents or advisers incur any liability whatsoever or be liable for any expenses incurred by any bidder at any time. All liability is hereby expressly disclaimed and excluded to the maximum extent permissible by law.

Bidders are reminded that the eligibility requirements always apply to the procurement process. In particular, the minimum standards set out in the ITT. Any change in the eligibility of a bidder (including any of the key persons who put together their tender submission) must be notified immediately to WSCC in writing and may result in that bidder being disqualified from any further participation in the procurement process. WSCC will consider the nature and seriousness of the change before determining whether the bidder may continue to participate in the

procurement process.

Any misrepresentation or fraudulent statement by the bidder shall permit WSCC to immediately exclude the bidder.

In issuing this ITT and associated procurement documents, WSCC is not making a commitment to award the Contract because of this Procurement nor making an offer to enter a contractual relationship.

WSCC is under no express or implied obligation to invite or evaluate tender submissions from any or all the bidders who respond to the ITT.

The issue of this ITT and associated procurement documents does not imply any representation by WSCC as to a bidder's financial stability, technical competence, or ability in any way to carry out the Services.

The laws of England and Wales shall apply for the purposes of all proceedings relating to this Procurement and any Contract awarded pursuant thereto.

Bidders are requested to note that wherever in this ITT (or any Procurement Documents) there is a reference to the proprietary name of a service or qualification or to a specific standard, alternative services, qualifications or standards (as appropriate) will be acceptable provided the bidder can demonstrate that the service, qualification or standard is at least equivalent in quality and specification to the named service, qualification or standard and that the alternative meets all of WSCC's requirements to WSCC's satisfaction.

No reimbursement of any expense incurred by any bidder in preparing their responses to the Method Statement Questionnaire (Document No. 5) or completing any part of their tender submission will be made by WSCC. WSCC will not be bound to select any bidder or award the Contract at the end of this Procurement process. WSCC reserves the right to cancel the Procurement at any point.

WSCC reserves the right to retain all non-confidential material submitted as part of a Tender submission, including any material prepared for presentation purposes, and to display or otherwise utilise the material as WSCC may consider appropriate, at no cost to WSCC.

31. Supplier Advantage Initiative

WSCC is committed to developing their approach to working with key suppliers. As a result of improvements, we have made over time to our payment process, we are able to pay invoices early. In return for paying ahead of your pre-existing terms, a small rebate is deducted.

Key benefits to you are:

- Improved cash flow through early payment
- Increased efficiency using our e-invoicing tool and support from our Contact Centre AP Helpdesk
- Closer collaboration and an integrated long-term relationship
- Enhanced client satisfaction and increased visibility within the Council
- Improved financial metrics

When undertaking a procurement, WSCC will offer suppliers an opportunity to receive early payment and sign up for the scheme for procurements made by WSCC.

If you wish to take advantage of the scheme, full details of the scheme can be found in Document No. 9.

Where presented in Option 1 of the Declaration of Intent, the rebate bidders offer for payment of invoices 10 days after receipt will be considered as part of the commercial evaluation. Bidders can alternatively confirm they do not want to participate under Option 2.

Appendix 1 – Glossary

Bidders	any economic operator (as defined in the PCR 2015) that submits or is considering submitting a tender submission for this Procurement;
Contract	the contract to be awarded by WSCC pursuant to this Procurement, substantially in the form set out in Document No. 3;
Contract Manager	the person appointed by WSCC to manage the Contract;
Contract Period	the Initial Period plus any Extensions;
Contract Price	the price to be paid by WSCC to the successful bidder pursuant to the Contract;
ELI	Employment Liability Information; Under reg.11 of the TUPE Regulations 2006, the transferor is required to notify the transferee of employee liability information relating to any person employed by it who is assigned to the organised grouping of resources or employees that is the subject of the relevant transfer. This must be provided no later than 28 days before the transfer takes place.
e-Sourcing Portal	the Atamis Procurement e-Sourcing portal available at: Welcome (site.com)
Initial Period	the fixed period of the Contract as set out in section 7
Procurement Documents	all documents referred to in section 1 Summary List of Procurement Documents and any other documents issued by WSCC in connection with this Procurement;
ITT	this document;
LGPS	the Local Government Pension Scheme;
PIM	Pensions Information Memorandum;
Procurement	the tendering process described in this ITT;
Social Value	as set out in section 21
SQ	Selection Questionnaire;
Social Value	Use this document to submit proposals for the Social Value section of this Procurement (part of the overall Method Statement Questionnaire).
Tender Clarification	any question or clarification submitted by a bidder to WSCC in respect of this Procurement;
Tender submission	the bidder's tender response for this Procurement;
Tender submission Deadline	the deadline for submitting a tender submission as set out in the table at section 11
Tie Break Criteria	the criteria for determining the winning bidder in circumstances where the scores are tied, as set out in section 23
Transferring Employees	an employee of the incumbent supplier transferring to the successful bidder pursuant to the TUPE Regulations
TUPE Regulations	the Transfer of Undertakings (Protection of Employment) Regulations 2006.
WSCC	West Sussex County Council – the Contracting Authority.

Appendix 2 – e-Sourcing Portal: Hints and Tips

Tips for completing your tender submission:

- USE THE ONLINE 'HELP' FUNCTION – it provides support for both the screen you are in and for key processes.
- SAVE REGULARLY - For security reasons your access to the portal will 'time out' if inactive for circa 15 minutes if you do not click save within this time. Failure to do so means you risk losing your work. NOTE: typing does not mean you are active on the portal.
- Please ensure that 'pop ups' are NOT blocked on your browser. Should you be inactive for circa 15 minutes, the portal will notify you through a 'pop up'. It is vital that that you can see this to click the 'Refresh' link in this 'pop up' so you are not disconnected from the portal and lose any unsaved information.
- Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.
- DO NOT leave your response until the last minutes / hours before the deadline (if you experience connection problems you will miss the deadline and your response will be deemed as non-compliant and may be rejected by the procurement team - always upload generic information early to avoid last minute time pressure).
- Click 'Submit Return' when completed. This will submit your response to WSCC. If you do not click 'Submit Return' WSCC will not be able to evaluate your response. The Submit Return link can be found at the bottom of the Stage tab and will only become active once all mandatory sections have been completed.
- If WSCC makes any changes to the settings and questions areas of a live tender, bidders MUST re-publish their response – this is to ensure that changes are brought to your attention – you will receive a message prompt from WSCC – generally this will not mean re-entering information.
- Whilst the e-Sourcing Portal allows for large individual attachment sizes (max 50mb at a time), we recommend that you keep attachments to a manageable size to ensure ease & speed of access. Only attach documents that WSCC has requested and make sure that you attach them in the correct area (typically: 'Placeholders or General attachments').
- Use the secure messaging system within the e-Sourcing Portal to communicate with WSCC and seek clarifications – this will give you an audit trail of all discussions / clarifications / tender clarifications.
- If you have any software queries refer to online help in the first instance. If you still have an issue, email or phone the In-Tend helpdesk quoting the reference number for this Procurement and providing a clear description of the problem and your contact details (ensure that you leave plenty of time for issues to be resolved prior to any deadlines).
- Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the e-Sourcing Portal to navigate through the tabs.
- Please note the yellow answer boxes indicate a mandatory question - this must be completed to submit your response to WSCC.
- Bidder 'sub-users' can be set up on the e-Sourcing Portal to allow colleagues to be involved with various stages of the Procurement – see the online help function for details.
- If you are delegating your response, please ensure that your colleagues are aware of this information and are relatively PC literate (MS Office / Explorer).
- Please treat your e-Sourcing Portal login details securely. If you believe that you have lost your password, please use the Forgotten your password? facility on the e-Sourcing Portal and follow the instructions.