**Hellesdon Parish Council**

**Neighbourhood Plan Consultancy Tender Document**

## 1 Submission

* 1. Tenders should be completed via the attached form and submitted electronically to: [clerk@hellesdon-pc.gov.uk](mailto:clerk@hellesdon-pc.gov.uk) and marked “NDP Tender” in the subject line, or sent to:

NDP Tender

Hellesdon Parish Council

Diamond Jubilee Lodge, Wood View Road

Hellesdon, Norwich, NR6 5QB  
**To be received by midday on Friday 3rd November**

1.2 All companies expressing an interest in this work will be notified in writing of the respective decision within ten working days of the deadline identified.

1.3 Queries on the tender specification should be submitted electronically to: [clerk@hellesdon-pc.gov.uk](mailto:clerk@hellesdon-pc.gov.uk) or verbally to the Clerk to the Council, Mrs Faye LeBon, on 01603 301751

**2 Evaluation of Tenders and Award Criteria**

2.1 Hellesdon Parish Council is not obliged to accept the lowest tender.

2.2 Suppliers will be scored on their responses to the Proposed Working Method Questions in relation to the requirements of the specification. The weighting applied to each of the quality sub criteria is shown in the table below:

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| --- | --- |
| Element | Weighting |
| **Price and costs** | **40%** |
| Total Price | Sub weighting: 40% |
| **Quality** | **60%** |
| Organisational Experience | Sub weighting: 10% |
| Staff Experience/Capacity | Sub weighting: 10% |
| Previous contracts | No score |
| Methodology | Sub weighting: 30% |
| Added Value | Sub weighting: 10% |
| Implementation Plan /Milestones | No score |
| Number of hours / Budget | No score |

2.3 The tender will be scored using the following scale of awarding marks between 0 and 4:

|  |  |
| --- | --- |
| **0** | **Completely unsatisfactory/unacceptable response**  No response to the question or serious deficiencies in meeting the required standards. |
| **1** | **Poor response**  The response is partially compliant with some shortfalls in meeting the required standards. |
| **2** | **Acceptable response**  The response is compliant and meets the basic contract standards. Any concerns are only of a minor nature. |
| **3** | **Good response**  The response is fully compliant and clearly indicates a full understanding of the contract. The required standards consistently deliver all the required contract standards. |
| **4** | **Excellent response**  The response is fully compliant and indicates the ability to exceed the required standards of the contract. |

2.4 In the case of two or more tenders being close, Hellesdon Parish Council reserves the right to invite these candidates to provide a presentation to councillors and a decision will be made based on the presentation.

* **Stage 1** – Detailed project planning, agreeing timeline, introduction to the Hellesdon Neighbourhood Plan Working Group and guidance in applying for financial support by way of grant
* **Stage 2** - Consultation, research, evidence gathering including surveys and statistical analysis.
* **Stage 3** - Development of aims and vision and objectives and testing these for local community support and for integration with existing development policies and those proposed under the GNLP. Compliance with Reg 14.
* **Stage 4** - Development of policies and writing of the NDP to the standard required by the local Planning Authority. Compliance with Reg 16.
* **Stage 5** – Works required after independent examination to bring the plan to ready for referendum

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| **RESPONSE TO THE SPECIFICATION** | | | | | | | | | |
| Suppliers are required to respond to the questions below to explain how your organisation proposes to deliver the services called for in the Specification.  You may expand the areas provided. **Please note there are word counts applied to each method statement question.** If a response exceeds this limit, any additional words will be deleted and will not form part of the evaluation.  Please answer all the questions and be concise in your response, making all responses relevant to the method statement being asked.  Note that appendices should not be included or referred to in your response unless requested within a specific question. | | | | | | | | | |
| **Working Method Questions** | | | | | | | | | |
|  | **Experience –** Please detail the previous experience you have in delivering support which matches the specification (1b) and how this experience is relevant to the various elements of the commission. **(500 words)** | | | | | | | | **10%** |
| **Response:** | | | | | | | |  |
|  | **Staff Experience/Capacity –** Please detail the experience of the key staff you are proposing to commit to this contract should it be awarded to your company. Please include details of the management and staff structure relevant to the delivery of the contract and your current capacity to deliver this project within timescale.  **(500 words)** | | | | | | | | **10%** |
| **Response:** | | | | | | | | |
|  | **Previous Contracts –** Please use the space below to provide details of contracts for similar requirements to this contract that your organisation has provided over the last three years. **Please note, we reserve the right to contact any of the organisations below for references. *This section is not scored, and is for information only.*** | | | | **Information Only** | | | | |
|  | Name of Organisation | Contract Value | Contract start date and length | Nature of work and relevance to this requirement | | | | |  |
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|  | **Methodology -** Please explain how you would deliver the commission. **(2000 words)** | | | | | | | | **30%** |
| **Response:** | | | | | | | | |
|  | **Added Value** –. Please detail any special features, innovative ideas, limit impact on climate change or additional benefits that you can provide in relation to this contract that could add value to the commission. **(500 words).** | | | | | | | | **10%** |
| **Response:** | | | | | | | | |
| **Q6.** | **Implementation** – Please identify any key milestones within the contract that you consider relevant. **(250 words).** | | | | | **Information Only** | | | |
| **Response:**   |  |  | | --- | --- | | Customer Milestone | Date | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | | | | | | | | |
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| **Q7.** | 1. **Budget** – Please indicate the cost by stage and total cost of the work you have identified. This should include all costs and expenses | | | | | | | **40%** | |
| **Response:**  Stage 1 £…………………………  Stage 2 £…………………………  Stage 3 £…………………………  Stage 4 £…………………………  Stage 5 £…………………………  Total £………………………… | | | | | | | | |
| **Q8.** | Please indicate costs for any work you would expect to be undertaken but which are not included in the specification.  ***This section is not scored, and is for information only.*** | | | | | | **Information Only** | | |
|  | **Response:**   |  |  | | --- | --- | | **Category of Grade/Work** | **Hourly Rate (£)** | |  |  | |  |  | |  |  | |  |  | |  |  |   *Please add additional rows as needed.*   |  |  | | --- | --- | | **Other Work Description** | **Estimated Cost** | |  |  | |  |  | |  |  | |  |  | |  |  |   *Please add additional rows as needed.* | | | | | | | | |
| **Q9.** | |  |  | | --- | --- | | **Contractor Company Name** |  | | **Contact Name** |  | | **Address** |  | | **Contact Number** |  | | **Contact Email** |  | | **Signature** |  | | **Date** |  |   ***Tenders to be received by Hellesdon Parish Council by midday on Friday 3rd November*** | | | | | | | | |