

Consultancy to Support Project Management for Nature Smart Cities across the 2 Seas EU project.

1. Specification

1.1 Introduction

Southend-on-Sea Borough Council (SBC) would like to appoint a consultant to provide support to the Council's Project Manager through (i) the project initiation phase of the, (ii) financial reporting phase; and (iii) project closure phase of the Nature Smart Cities across the 2 Seas programme, which runs from October 2018 through to February 2022. It is the first Interreg project that Southend Borough Council have taken the role of Lead Partner and this procurement exercise is to provide consultancy support for the overall project management.

1.2 Background

In July 2018, Southend on Sea Borough Council (the Council) was successful in its application as a Lead Partner under the 6th Call of the Interreg 2 Seas Programme for a project entitled Nature Smart Cities across the 2 Seas. An outline of the project can be found on the following website:

<https://www.interreg2seas.eu/en/nscti2s>

Whilst the main outputs expected to be delivered include a new Business Model that enables local authorities (LAs) in the 2 Seas to understand how they can self-finance green infrastructure investments to build more climate resilience across cities and towns throughout the region. The, the project will also deliver:

- Step-by-step methodology and approval process (toolkit) for LAs to apply the Business Model to their own GI climate investments (WP1)
- Delivery of 7 GI pilot projects (2x BE, 1x FR, 2x NL, 2x UK) that help develop, test and validate the Business Model (WP3)
- Nature Smart Capacity Building Programmes that builds capacity of decision-makers at 75 LAs to help them apply the direct benefits and 'cash' benefits of GI climate investments to their own GI projects (WP2 and WP5)
- 7 new strategies (1x each City Partner) detailing how they will increase the amount of green space in their urban area between 2020 and 2050 providing a long-term purpose for the Business Model and work together as 'Green Twinned Cities' (WP2)

1.3 Contract Period

The project officially commenced on 3rd September 2018 and finishes on 25th February 2022, running for a total of 42 months. The Partnership brings together a total of 11 Partners - 8 public authorities and 3 academics – who will work together to build a business case for public authorities that helps them to justify and approve the expenditure for green infrastructure in urban environments in order to help build climate resilience in towns and cities.

The City Partners: Southend Borough Council, City of Bruges, City of Lille, The Hague, Province of Antwerp, City of Cambridge, Kappelle and the Zuidrand Regional Association.

The Academic Partners: University of Antwerp, University of Ghent, Imperial College London.

In addition the project has 15 Observer Partners that will benefit from the project in terms of communication and dissemination activities, meaning that representatives from each of the four Member States of the 2 Seas programme (UK, France, Belgium and the Netherlands) are involved in the project.

1.4 Service Requirements and Outputs

The purpose of this document is to invite potential consultants to bid for the opportunity to provide compliance support to the Council, as Lead Partner, throughout the duration of the Nature Smart Cities across the 2 Seas project.

The chosen consultant will report directly to the Project Manager of Nature Smart Cities across the 2 Seas project and will be required to support the following three phases of the project:

Initiation Phase

The initiation phase runs until 11th January 2019 and information about this can be found on the following link: <https://www.interreg2seas.eu>

It will require the consultant to deliver support on:

- Advising the Lead Partner on the set up of their administration
- Providing advice to the Partners on their project administration at the Partner Meetings
- Advising Partners on eligibility of estimates and providing an overview regarding

the eligibility of the match funding/financial processes.

- Liaising with the Lead Partner and Joint Secretariat with regards to financial and procedural matters of the Interreg 2 Seas programme.
- Prepare an introductory session at the first Partners Meeting in Antwerp on Wednesday 17th October 2018 to discuss project expectations in terms of reporting and management.
- Advise Lead Partner on the project implementation and project control.

Financial Reporting Phase

The Financial Reporting Phase will run from 12th January 2019 until the final three months of the Nature Smart Cities across the 2 Seas programme. It will require the Consultant to:

- Set up and implement project reporting structure for the first financial claim of the project (anticipated to be in March/April 2019).
- Advise on what is required to form the Lead Partner Financial/Periodic Report.
- Advise on eligibility of expenses for Partners.
- Advise on the process of delivering the payment claims (providing a template for use by the Partners).
- Provide guidelines and formats for the submission of the required financial information by the Partners.
- Liaise with the Lead Partner's First Level Controller and Partner First Level Controllers on the first claim when required.
- Advise on how the Lead Partner can draw up budget modifications if they are required.
- Advise and prepare ERDF settlements with Partners to the Funding Body.

Closing Phase

The Closing Phase will run for the final three months of the project e.g. from end of November 2021 through to 25th February 2022. The Consultant will be required to:

- Prepare and advise the Lead Partner on the final financial report for the Project.
- Liaise with the First Level Controller of the Lead Partner and Partners when required to ensure all of the relevant information is included.
- Advise on the preparation of the final payment claim with the Lead Partner.
- Advise on the final financial settlements with all Partners.

The Consultant will be expected to attend three Partner Meetings in person throughout the project (a half-day session, estimated to be 3 hours *) and provide Partners with an overview of what is expected of them in terms of the initiation phase, financial reporting phase and closing phase.

These dates will be provided to the Consultant in advance of the Partner Meetings and the Council will cover the reasonable costs of travel, accommodation and subsistence (in line with the Council's own guidelines on these matters) for each Partner Meeting.

The Consultant will need to prepare and run the half-day session on behalf of the Lead Partner. The Consultant will also be asked to join other Partner Meetings via teleconferencing facilities e.g. Skype (or where agreed in person) to provide Partners with an overview of the current phase of the project and what is expected from them in terms of reporting and financial requirements. In addition to the three Partner Meetings that the Consultant will attend in person there will be an additional five Partner Meetings.

** With the exception of the first Partner Meeting where the Consultant will be expected to attend the half-day session on Wednesday 17th October 2018 and then provide a day of support on Thursday 18th October 2018 when the Joint Secretariat will be joining the Partner Meeting.*

1.5 Project Key Dates

The initiation phase is now running and will continue until 11th January 2019. The first Partner Meeting will take place at the University of Antwerp between 17th and 19th October. The Consultant is expected to lead the first half-day session on Wednesday 17th October (14:00-17:00), providing Partners with details on what is expected from them during the initiation phase, and attend the full day meeting on Thursday 18th October when the Joint Secretariat will be joining the meeting.

Partner Meetings are then expected to run every six months (March/April 2020, October 2020 etc) and the Lead Partner will agree with the Consultant the most appropriate meeting to attend in terms of the financial reporting phase (anticipated to be the second Partner Meeting in early 2020).

The project ends on 25th February 2022 and the closing phase of the project will commence in late November 2021. The Lead Partner will agree with the Consultant when the last Partner Meeting will take place (October 2021 anticipated) to provide a session to the Partners on what is expected of them in the closing phase.

1.6 Budget

In total, the Council has a budget of £28,000 available for the Consultancy to provide Project Management support to the Lead Partner and support the Partner Meetings as outlined above. Please note that VAT can be added to the budget.

The total budget of £28,000 must also cover all additional expenses, such as all expenses necessary to communicate with the Lead Partner and partners, if required, and all costs for preparing, printing, copying and storage of reports, drawings, contract documentation and other documents.

For clarity, Council will cover the reasonable costs of travel, accommodation and subsistence (in line with the Council's own guidelines on these matters) for each Partner Meeting.

1.7 Other Details

The Council will cover the expenses associated with the Partner Meetings, including travel, accommodation and subsistence. The Council will book travel arrangements for the consultant and adhere to the Council's guidelines in terms of costs for accommodation and subsistence.

2. Enquiries and Quotation Submissions

Providers should note that all clarification questions must be made via e-mail only. The Council at their discretion reserves the right to circulate any response to all providers.

All clarification questions must be clearly marked CLARIFICATION with the question and provider details clearly set out. Any clarification questions from the provider to the Council should be sent to stephanieli@southend.gov.uk

To allow information to be circulated in time, the deadline for receiving clarification questions is 19/09/2018.

The quotation return date is 25/09/2018 Quotations should be submitted by email to stephanieli@southend.gov.uk (you are recommended to request confirmation of receipt).

3. Payment terms

The Council will release payment in six instalments to the successful Provider as per following payment schedule:

Payment	Date	Percentage
Upon completion of Initiation phase	11th January 2019	40%
Upon completion of Financial Reporting Phase – part 1	24th April 2021	15%
Upon completion of Financial Reporting Phase – part 2	15th October 2021	15%
Upon completion of Closing Phase – part 1	31st December 2021	15%
Upon completion of Closing Phase – part 2	25th February 2022	15%

4. Evaluation of Quotations

All quotations will be subject to a thorough evaluation. The Council will examine quotations for completeness and may seek clarification were necessary a quotation determined to be incomplete or not substantially fulfilling the conditions or requirements in this document will be rejected.

- Commercial (price) evaluations will be conducted, based on the information submitted as part of this quotation submission.
- Quality Evaluation (Stage 1) Technical evaluations will be conducted based on the below.
- Quality Evaluation (Stage 2) Presentation will be conducted based on the below.

5. Award Criteria

The Council does not bind itself to accept the lowest priced quotation, or any quotation for this service. The Council will have no obligation to Providers arising from this quotation unless and until it enters into a formal contract with the successful Provider for

the provision of the goods and/or services that are subject to this Quotation document. Any contract awarded will be to the Provider whose proposal is determined to be the most economically advantageous.

15% Price Allocation

To be detailed within this written quotation submission, by the Provider. The Quotation is accepted on a “Fixed Price” basis and the Provider will not be entitled to claim any additional payments or expenses including but not limited to any increase in the price of the service and / or cost of, or incidental to, the employment of labour. The prices included in the Quotation shall be the maximum payable by the Council for the duration of the contract.

If the Provider considers that there has been a material change in the undertaking of the Services, for which a variation should be issued; the Provider, before proceeding with any service affected by such an event, shall request immediately in writing that the Council issue a variation as specified in the Terms and Conditions.

Pricing Evaluation (15%) – Using the Prices submitted by Providers a percentage will be allocated to the total cost as follows:

Score = (Lowest Price Quotation / Your Price) * 15%

- The Table below gives an example of how the methodology works when applied to contract prices. The prices used here are examples of the pricing methodology and do not reflect any expectation of this contract in relation to any aspect of the pricing.

	Bid A	Bid B	Bid C	Bid D
Price	£500	£300	£450	£600
Points Score	9%	15%	10%	7.5%

The scores awarded in the example table to Bid B and Bid D calculated as follows:

- Bid B with the lowest price in relation to the other bids are awarded the score of 15. The applied methodology gives a calculation as follows: $(£300 / £300) \times 15\% = 15.00\%$

- Bid B with the highest contract price in relation to the other bids is therefore the lowest scoring bid in the pricing section, awarded 7.5%. The applied methodology arrives at this score through a calculation as follows: (£300/ £600) x 15% = 7.5%.

85% Quality Allocation

75 % Quality Evaluation (Stage 1) Technical evaluations will be conducted based on the below.

To be detailed within this written quotation submission, by the Provider, in Section A (Technical Questionnaire). Your quote in response to this brief should consider and provide the following:

SECTION	SECTION WEIGHTING
Please provide an overview of your proposed approach to support the Initiation Phase of this project, including ability to deliver within timetable stated in the specification.	30%
Please demonstrate how your experience will help in delivering the outcomes as detailed in the specification: a) Examples of how you have supported similar EU projects b) Examples of management of financial and compliance documentation	25%
Please demonstrate how you will support and ensure the effective flow of information between the Southend Borough Council and other partners in the project initiation phase and throughout the duration of the project.	20%

Evaluation of Responses will be carried out on an individual question basis. Each question will be scored out of 5.

10% Quality Evaluation (Stage 2) Presentation- Quality assessment of presentation.

Following Commercial and Stage 1 assessment, the 3 highest scoring Tenderers based on their combined scores will be invited to a tender presentation (Stage 2). However, the Council reserves the right (in its sole discretion) to make a decision to:

a) shortlist more than the 3 highest ranked tenderers to ensure effective competition and/or provide increased opportunity for obtaining value for money;

or

b) shortlist less than 3 where it is clear that the tenderers have failed to meet minimum requirements.

Shortlisted Providers may be invited to deliver a presentation on 1st and 2nd October 2018 at Southend-on-Sea Borough Council at the following address: Civic Centre, Victoria Avenue, SS2 6LR, Southend-on-Sea.

The presentation will be scored out of 5.

Presentation Question	SECTION WEIGHTING
Please identify potential project challenges and propose how you would overcome them.	10%

SCORING MATRIX		SCORE
Unacceptable / not answered	Question not answered – and / or – Response to the question significantly deficient – and / or - raises fundamental concerns regarding the organisation's ability to successfully deliver the Contract. Answer does not provide satisfactory evidence as to the organisation's capability to deliver the contract successfully.	0
Poor	A response that is inadequate or only partially addresses the question. Response provides only limited evidence as to the organisation's capabilities to deliver the contract successfully. Raises a large number of concerns and/or includes a large number of informational deficiencies. Does not raise any fundamental concerns regarding the organisation's ability.	1
Acceptable	An acceptable response submitted in terms of the level of detail, accuracy and relevance. Answer provides an average level of evidence as to the organisation's capability. The response raises some concerns and/or includes a significant number of informational deficiencies. Does not raise any fundamental concerns regarding the organisation's ability.	2
Good	A good response in terms of the level of detail, accuracy and relevance. The information provides good evidence of the ability of the organisation to deliver the Contract successfully; but does raise minor concerns and/or includes deficiencies around some of the information provided in the response. Does not raise any fundamental concerns regarding the organisation's ability.	3
Very Good	A very good response in terms of the level of detail, accuracy and relevance. The information submitted provides significant evidence of the ability of the organisation to deliver the Contract successfully. However, the response lacks a level of detail needed for full marks. The response raises no fundamental concerns regarding the organisation's ability.	4
Excellent	An excellent response in terms of the level of detail, accuracy and relevance. The level of information provided is comprehensive and evidences strongly an assurance as to the organisation's capability to deliver the contract successfully. The response raises no concerns and has no information deficiencies.	5

Section A- Basic Contact Details & Technical Questionnaire

Contact name for enquiries about this bid:		
Address:		
Post Code:		
Telephone Number:		
Email Address:		
Company Registration Number (if this applies):		
VAT Registration number: (if this applies):		
Have you ever been employed by this Council? (if yes please provide details)	<div style="display: flex; flex-direction: column; align-items: center;"> <div>Yes</div> <div>No</div> </div>	
Please state if you have a relative(s) who is employed by the Council at a senior level or who is a Councillor? (if yes please provide details)	<div style="display: flex; flex-direction: column; align-items: center;"> <div>Yes</div> <div>No</div> </div>	

PROSPECTIVE PROVIDER RESPONSE FORM

TECHNICAL QUESTIONNAIRE

Please note that page limits are on the basis of font Arial 11 and also include charts, diagrams, tables etc. Additional appendices are not permitted and will not be evaluated.

1.

Please provide an overview of your proposed approach to support the Initiation Phase of this project, including ability to deliver within timetable stated in the specification.

Page limit is 2 side of A4.

Weighting = 30%

2.

Please demonstrate how your experience will help in delivering the outcomes as detailed in the specification:

- a) Examples of how you have supported similar EU projects
- b) Examples of management of financial and compliance documentation

Page limit is 2 side of A4.

Weighting = 25%

3.

Please demonstrate how you will support and ensure the effective flow of information between the Southend Borough Council and other partners in the project initiation phase and throughout the duration of the project.

Page limit is 1 side of A4.

Weighting = 20%

PROSPECTIVE PROVIDER RESPONSE FORM

B – COMMERCIAL QUESTIONNAIRE

Please provide a quote for the full cost per working day for providing consultancy services detailed in the Specification.

(Weighting = 15%)