**Documentation Provided by Council**

1. All the documentation necessary to submit this quotation are set out in the following appendices:
* **Appendix A – Background information**
* **Appendix B – instructions for quotation**
* **Appendix C – Procurement timetable**
* **Appendix D – Delivery Milestones**
* **Appendix E – terms and Conditions**
* **Appendix f - Specification**
1. The clarifications should be sought from Hassina Malik (hmalik@lambeth.gov.uk) in accordance with the timetable in Appendix C – Procurement Timetable.

**Submission of Quotation by Provider**

1. Your proposals should be set out in the method statement and pricing document and returned to Hassina Malik (hmalik@lambeth.gov.uk) in accordance with the submission date/time in Appendix C.

**criteria for evaluation**

1. Your submission will be evaluated by an evaluation panel. The evaluation will be based on a ratio of Price: 20% and Quality 80%.

**method statement**

1. Providers are invited to submit their proposal based on the questions set out in Table 1 – Evaluation Criteria and Questions below which is based on the requirements set out in Appendix F – The Specification. Each question will be scored in accordance with Table 2 – Scoring Methodology.

**Table 1 – Evaluation Criteria and Questions**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Questions** | **Weighting %** |
| **Criteria 1** | 1) **Please set out your approach to providing anti-racism training that would deliver against our specification.***(Maximum length of response: 1000 words)* | 24 |
| **Criteria 2** | 2) **Please set out how you would cover the historical and social context of structural and institutional racism in the training, making it relevant to trainees***(Maximum length of response: 500 words)* | 8 |
| **Criteria 3** | 3) **Please set out how you would explain the concept of “white fragility” to trainees who were resistant to accepting the validity of the concept.***(Maximum length of response: 500 words)* | 8 |
| **Criteria 4** | 4) **Please set out how you would address managerial trainees to understand how to tackle racism in the day to day management of staff, giving a practical example.***(Maximum length of response: 500 words)* | 8 |
| **Criteria 5** | 5) **We require providers of this training to be able to provide in person, online or hybrid training. Please set out your proposals for meeting each of the three requirements.** *(Maximum length of response: 500 words)* | 8 |
| **Criteria 6** | 6) **Explain what questions you think should be put to trainees at the conclusion of their training so that they can demonstrate their understanding of the concepts dealt with on the training course. Give two examples of questions and model answers.***(Maximum length of response: 500 words)* | 8 |
| **Criteria 7** | 7) **Set out how you would contribute to our learning from the pilot training sessions.***(Maximum length of response: 500 words)* | 8 |
| **Criteria 8** | 8) **Please explain how you would make your training provision accessible to trainees with disabilities such as a visual disability.***(Maximum length of response: 500 words)* | 8 |
| **Total (Quality Score)** | **80** |

**Information Requirements**

1. Please ensure your method statement are provided in Ariel Font Size 11. Please limit your responses to each question as set out above.
* Please note that this contract is for initial training for 450 staff and 150 managers. Subject to the successful delivery of the training, the Council may exercise the option to extend the contract to provide further training. Please confirm your availability for additional training.
* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to, and focused on, each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
* Please note that Question number 1 within in Table 1 is a threshold question and Potential Providers should achieve a minimum score of “3” in this question in accordance with the Scoring Methodology in Table 2 below. If the provider is unable to meet the threshold requirements this will result in automatic elimination from the procurement process.

**Table 2 – Scoring Methodology**

|  |  |
| --- | --- |
| 0  | Failed to address the question/issue.  |
| 1  | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.  |
| 2  | Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.  |
| 3  | Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought.  |
| 4  | Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply.  |
| 5  | Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested.  |

**Price Submission**

1. The Council is seeking an itemised submission in accordance with the deliverables set out in Table 3 – Pricing Submission. The pricing submission should assume and include all disbursements and costs associated with the production of the deliverables.
2. Price proposals should include the requirements and standards as set out in Appendix F – The Specification.

**Table 3 – Pricing Submission**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Deliverables** | **Itemised lump sum cost (£ excl. VAT)** |
| 1 | Initial development of training proposals |  |
| 2 | Consultation and review meetings with Project Manager |  |
| 3 | Delivery of half-day training for 450 non-managerial staff |  |
| 4 | Delivery of one day training for 150 staff with management responsibility |  |
| 5 | **Total for items 1 to 4 (to be used for price evaluation purposes)** |  |

**Pricing considerations**

1. For price, each submission will be assessed on the total cost (item 5 in Table 3 above) using the following equation:



1. The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender basis.