

Clarification Questions re: Appendix B – Statement of Requirement			
Ref	Clarification Question	Response	Date Issued
1	Re: 1.2. Please can The Authority confirm the name and details of the incumbent contractor and length of time the incumbent has held this contract. Please also confirm any specific terms within the existing contract that relate to contract end.	There are no specific terms for the ending of the Service Level Agreement, as it is a government-to-government agreement which has been renegotiated on an annual basis to date.  The incumbent supplier is Defence Equipment Sales Authority, part of the MoD.	22/09/17
2	Re: 1.2. Does TUPE apply?	No.	22/09/17
3	Re: 3.3 and 4, 'Disposal'. Should this paragraph begin "The Authority will grant approval..."?	Yes – this is a typing error.	22/09/17
4	Re: 3.5. Please can The Authority provide a postcode for all 30 collection locations?	Attached are details of locations and type of disposal – please see filenames 'Disposal collection postcodes 2.xls' and 'Current disposal quantities 2017.pdf'.	22/09/17
5	Re: 5.1. How is uniform stored within the various locations and is there an inventory list provided with each collection?	Uniform is stored locally, at the collection point. Packaging will normally be in the form of boxes or bags although in some locations this may then be palletised. The contents are itemised within the package.	22/09/17
6	Re: 5.2. Please confirm that a response to this requirement is not required as part of the response to this RFI.	A response <u>is</u> required to 5.2.	22/09/17



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7	Re: 5.3 and 8.1. Please confirm how The Authority currently receives management information regarding the volume of items, i.e. is it reported as a consignment weight or as individual items?	The current supplier provides figures for the financial year regarding Environmental Management and Sustainability. The supplier captures the weight collected of all surplus items disposed of and records figures for Reuse, Recycle and Landfill, with a performance target of <5% going to Landfill.	22/09/17
8	Re: 10. Can The Authority highlight any specific burden on local resources it may wish to address?	Scale of collection – we are currently expected to hold a minimum volume prior to collection. This impacts on the storage space available at locations and also the availability of suitable staff on site at time of collection.	22/09/17
9	Re: 14 KPI #2. Please clarify if the collection KPI should be “within 10 working days” or just “within 10 days”.	10 working days will be acceptable.	22/09/17

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Clarification Questions re: RFI – Request for Information			
Ref	Clarification Question	Response	Date Issued
10	Re: Para 1.4: Does the term “net Proceeds” include the deduction from Gross Proceeds of a) an element for Contractor’s profit (as a percentage of the sale price) or b) only its actual costs of sale? If the former the financial evaluation of bids should not be based solely on the % profit proposed as this would assume that every bidder would achieve the same sale price and this assumption is unwarranted as the sale price achieved will depend on the expertise of the Contractor. A financial evaluation would need to be based on the multiplication of the proposed % by a score reflecting the likely sale price achieved by each tenderer.	Within the current arrangement, the definition of ‘net proceeds’ is “the sum payable to the Authority after deduction of the contractor’s approved percentage of the sale price as allowed for in his contract with MoD DSA”.	22/09/17
11	Re Para 2.1: What does “helpful lawful travel” mean?	This should say “help lawful travellers”.	22/09/17
12	Re Para 3.2: What are the current arrangements for meeting the requirement?	Collection is arranged directly between nominated staff at location and the company.  Pre-arrangement documentation is required identifying the volume of products to be collected. Items are removed and taken to secure facilities where and identifiable branding is removed prior to the items either being recycled or, if approved, sold.	22/09/17

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13	Re Para 3.5: What are the statistics for the last 5 years and for the duration of the current Contract for meeting the requirement? Please state how the "180 Cubic metres" is broken down into numbers of items of the various kinds? We note that the incumbent contractor will have such information (and has presumably provided it to the Authority, going by paras 5.3. and Section 8 of the SoR) and this will otherwise give it an unfair advantage – i.e. there will not be Equality of Treatment - if it bids or is involved in the bidding process.	Attached ('Current disposal quantities 2017.pdf'.) is an example of the annual information provided, which includes details the date, type of disposal and amount for 2017 (thus far). The contract has been on the basis of an annual award and has not been operational, for us, for 5 years but this is representative.	22/09/17
14	Re Para 4.1. The sentence is not clear ("the ask" seems to be a misprint)	This should say "the task".	22/09/17
15	Re Para 4.3. We would be grateful to know the current annual cost to the Authority of meeting this requirement.	There is currently a single charge, regardless of number of collections across the UK, or volumes, of £6,000 plus VAT per annum. There are no additional charges raised during the year.	22/09/17
16	Please can The Authority confirm the term of contract or contract length.	This is expected to be the CCS standard of two (2) years with the option to extend for up to two (2).  However, Potential Suppliers should please note that this is a Request for Information ONLY and as such there is no guarantee that a tender for a contract will result.	22/09/17