

**Request for Quotation**

**LEvelling Up FUnd – Tender to provide management support FOR the LUF 2022 bidding round – Phase 1**

**Contents**

[Section 1: Introduction 3](#_Toc102570442)

[1. General Requirements 3](#_Toc102570443)

[2. Procurement Timetable 5](#_Toc102570444)

[3. Clarification Questions 5](#_Toc102570445)

[4. Quotation Responses 6](#_Toc102570446)

[5. Evaluation of Quotations 6](#_Toc102570447)

[Section 2: Specification 8](#_Toc102570448)

[1. Introduction and Background 8](#_Toc102570449)

[2. Scope 9](#_Toc102570450)

[3 Business Continuity and Disaster Recovery 11](#_Toc102570451)

[4. Statement of Requirements 11](#_Toc102570452)

[5. Implementation Criteria 12](#_Toc102570453)

[6. Performance Monitoring and Review/Project Management 12](#_Toc102570454)

[7. Social Benefits 12](#_Toc102570455)

[8. Data Management / General Data Protection Regulation (GDPR) 13](#_Toc102570456)

[8.1 The Potential Supplier shall comply with any further written instructions with respect to processing by the Council. 13](#_Toc102570457)

[8.2 Any such further instructions shall be incorporated into the Schedule at Table D, below. 13](#_Toc102570458)

[9. Appendixes and/or Annexes 14](#_Toc102570459)

[Section 3: Supporting Information 15](#_Toc102570460)

[Section 4: Pricing Sheet 21](#_Toc102570461)

[1. Pricing and Costs 21](#_Toc102570462)

[Section 5: Freedom of Information 23](#_Toc102570463)

[Section 6: Declaration 24](#_Toc102570464)

[Section 7: Due diligence 25](#_Toc102570465)

[Section 8: CONTRACT AWARD 26](#_Toc102570466)

[Appendix 1: Conditions of Contract 27](#_Toc102570467)

# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “The Council”) invites quotations for the writing of two business cases and bid submissions for two project packages for the Levelling Up Fund Round 2 bidding round. With the possibility of a further two buinsesses cases being needed, this will confirmed by 13th May.
	2. The Council’s detailed requirements are defined in Section 2: Specification.
	3. Please take care in reading this document, in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the Officer detailed in Table B.
	4. The Council reserves the right to:
		1. carry out due diligence checks on the awarded Potential Supplier;
		2. amend the Conditions of Contract included at Appendix 1;
		3. abandon the procurement process at any stage without any liability to the Council; and/or
		4. require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
	5. The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Responses or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this RFQ entirely at your own risk.
	6. All documents and materials, which comprise the RFQ response, must be written in English only.
	7. Quotations are to remain open for acceptance for a period of 90 days from the Deadline for Submission of Bids.
	8. Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and locate within the question asked as this will be the single source of information on which responses will be scored and ranked.
	9. **Rights of the Council in Relation to the RFQ**
		1. The Council reserves the right to:
1. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by the Council;
2. Make changes to the timetable, structure or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable;
3. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis;
4. Choose not to award any contract as a result of this procurement process; and/or
5. Reject any RFQ Responses that are over the £80,000 budget without further evaluation of the response.
	1. Answer fully all relevant questions and respond in accordance with any specific requests as detailed in the question e.g., maximum word/page limits, etc.
		1. All words in any format (including but not limited to words in diagrams, pictures, maps, tables and charts) will count towards the word count. Potential Suppliers must state the number of words in any diagram, picture, map, table or chart directly underneath it. This includes any other method of presentation which is not just text. Potential Suppliers must not attempt to circumnavigate the word limit e.g., by joining up words or using special characters to join words.
		2. Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.
		3. When uploading attachments, please state the question number only in the file title.
		4. Submit any zipped files in WinZip format only.

## Procurement Timetable

* 1. This RFQ follows a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
	2. All documents, which comprise any RFQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table A, below.
	3. The RFQ process is intended to follow the timetable set out in Table A, below.

**Table A**

| Activity | Time and Date(as applicable) |
| --- | --- |
|  | Request for Quotation Documents issued | Friday, 29 April 2022 |
|  | Deadline for Questions from Potential Suppliers | 17:00 on Friday, 6 May 2022 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Wednesday, 11 May 2022 |
|  | Deadline for Submission of Bids | Noon on Monday, 16 May 2022 |
|  | Evaluation of Bids Received\* | Wednesday, 18 May 2022 |
|  | Clarification Meetings (if required)\* | Friday, 20 May 2022 |
|  | Contract Award\* | Monday, 23 May 2022 |
|  | Pre-Contact Meeting(s)\* | Monday, 23 May 2022 |
|  | Contract Start\* | Monday, 30 May 2022 |
|  | Contract End (EXCLUDING Extension Periods)\* | Friday, 31 March 2023 |

* 1. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e., \*, are provided for **guidance only** and are **subject to change** at short notice.
	2. Any RFQ received after the Deadline for Submission of Bids identified in Table A, may be rejected. Therefore, it is the Potential Supplier’s responsibility to ensure that the deadline is not breached.

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via e-mail to the Officer detailed in Table B, below, no later than the Deadline for Questions from Potential Suppliers date found in Table A.
	2. A copy of all requests for clarifications and the responses will be published to all potential suppliers, where the clarification and response are not considered confidential.
	3. If a potential supplier wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will publish in an anonymised format.
	4. The deadline for receipt of clarifications relating to this procurement is set out in the procurement timetable. Clarifications sent to the Council after this deadline may not be responded to.

**Table B**

|  |  |
| --- | --- |
| Name | Victoria Phillipson |
| Job Title | Property & Projects Manager |
| Telephone number | 07740 401161 |
| E-Mail address | victoria.phillipson@northnorthants.gov.uk  |

## Quotation Responses

* 1. Should you wish to take part in the selection process please complete this RFQ and return via e-mail to the Officer detailed in Table C, below, no later than the Deadline for Submission of Bids date in Table A.

**Table C**

|  |  |
| --- | --- |
| Name | Victoria Phillipson |
| Job Title | Property & Projects Manager |
| E-Mail address | victoria.phillipson@northnorthants.gov.uk  |

## Evaluation of Quotations

* 1. **THOSE POTENTIAL SUPPLIERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL be rejected from the RFQ PROCESS.**
	2. Any bids which are not compliant or not completed fully will be rejected. If a bid is eliminated for any reason, the price submitted within the quote concerned shall also be excluded from the evaluation. Based on the information provided by Potential Suppliers, each compliant RFQ Response will be evaluated based on the following criteria:

**Evaluation Method: Weighted combination of Quality and Price**

**Quality Questions at ‘X’% + Pricing at ‘Y’% = 100%**

Total sum of (question score × weighting of question)

= Potential Provider Quality Score

(Potential Provider Quality Score ÷ Max Quality Score Available) × “X*”*

= Potential Provider Quality %

1. **Quality Questions (Part 3 Section B)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid**  | **Potential Provider Quality Score**  | **Max Quality Score Available**  | **Score %** **(If “X” = 40)**  |
| Bid 1  | 50  | 100  | 20%  |
| Bid 2  | 75  | 100  | 30%  |
| Bid 3  | 100  | 100  | 40%  |

The Quality Questions will be scored using the following scale:

|  |  |
| --- | --- |
| **SCORE**  | **CRITERIA FOR AWARDING SCORE**  |
| 0  | Considered to be a **POOR response** on the basis that: * No response is provided; or
* It does not answer the question or is completely irrelevant.
 |
| 1  | Considered to be a **LIMITED response** on the basis that: * Overall, it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level.
 |
| 2  | Considered to be an **ACCEPTABLE response** on the basis that: * It addresses most of the relevant criteria; and/or
* The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level.
 |
| 3  | Considered to be a **GOOD response** on the basis that: * It addresses all relevant criteria; and/or
* The supporting detail is clear and provides evaluators with confidence that the criteria will be delivered to a good standard.
 |
| 4  | Considered to be an **OUTSTANDING response** on the basis that: * It addresses all relevant criteria; and/or
* The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard.
 |

1. **Pricing (Part 4)**

Pricing % will be calculated as follows:

The bid with the lowest overall price will receive a full score of Y%

The following calculation will be applied to the other bids:

Score = Y – ((( Price - Lowest Price ) / Lowest Price x 100 ) x ( Y / 100 ))

This means than any bid that is double or more the lowest compliant bid will score 0% for the pricing element.

**EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid**  | **Lowest Compliant Bid Price (£)**  | **Potential Providers Price (£)**  | **Score %** **(If “Y “= 60)**  |
| Bid 1  | £40,000  | £40,000  | 60  |
| Bid 2  | £40,000  | £50,000  | 45  |
| Bid 3  | £40,000  | £60,000  | 30  |

**TOTAL SCORE EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid**  | **Quality Score (%)**  | **Price Score (%)**  | **Total (%)**  |
| Bid 1  | 20  | 60  | 80  |
| Bid 2  | 30  | 45  | 75  |
| Bid 3  | 40  | 30  | 70  |

5.3 Your submission should describe how you propose to deliver the services   described in the specification in section 2.  Weighting and word counts are indicated where applicable in section 3, this is summarised below:

|  |  |  |
| --- | --- | --- |
| **Question**  | **Requirement**  | **Total Weighting**  |
| 7  | Understanding the project requirements  | 20%  |
| 8 | Experience of delivering robust business cases  | 20%  |
| 9 | Relevant experience and capabilities, staff and resources  | 15%  |
| 10  | Project plan  | 15%  |
| **Sub-total – quality questions**  | **70%**  |
|   | Price  | 30%  |
| **Total**  | **100%**  |

# Section 2: Specification

## Introduction and Background

1.1 The Levelling Up Fund (LUF) is a £4.8bn UK Government fund announced in 2020. Round 1 of the Levelling Up Fund was completed in 2021. The Fund is designed to support economic prosperity and net zero ambitions by investing in infrastructure projects. The three key themes of this fund are:

1. Transport investment
2. Regeneration and Town Centre Investment
3. Cultural Investments

1.2 The prospectus for the LUF can be found at [Levelling Up Fund Round 2: prospectus - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/levelling-up-fund-round-2-prospectus/levelling-up-fund-round-2-prospectus#assess)

1.3 The Application Guidance is available at [Levelling Up Fund Round 2: application guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/levelling-up-fund-round-2-application-guidance)

1.4 North Northamptonshire Council is in a Priority 1 area and can submit up to four bids. Each bid can be for up to £20m. The submission can be a single project, or a package of up to 3 related projects (themed or geographically focussed). Funds have to been spent by 31 March 2025 with some spend expected in the 2022/23 financial year.

1.5 An additional transport project can also be submitted of up to £50m to be delivered by 31 March 2025.

1.6 Government has indicated that bids for the Levelling Up Fund should include a minimum of 10% ‘match-funding’. It is important that proposals are clear on the availability, source and commitment of this funding.

## Scope

2.1 In preparation for Round 2 NNC started to identify potential projects. A survey was undertaken to seek details of projects from both external bodies and internal NNC led projects.

2.2 The responses to the survey have been collated and an initial assessment of these responses has been undertaken by the LUF Project Team. This identified the following projects as potentially suitable for Round 2.

Transport theme:

* Adrenaline Alley, Corby – community and elite training facility consisting of a stadium with 1,550 grandstand seats, ramps and slopes for BMX freestyle, skateboarding, scootering, and inline skating - detailed proposal submitted via survey – (project cost £7.5m)
* Corby Town Centre to Station Active Travel Link - bridging funding gap to enable the full extent of the town centre to station link to be delivered - (£4.8m sought towards the total cost of £13.36m, funding of £8.56m provided by the Towns Fund project)
* Corby & Kettering Intelligent Transport System Investment (COKITS) - strategy and action plan developed with WSP to update signals, signs, sensors, and related technology (total cost up to c.£6m)
* Wellingborough and Rushden Intelligent Transport System Investment (WRITS) - strategy and action plan developed with WSP to update signals, signs, sensors, and related technology (total cost up to c.£4m)
* Midland Road Active Travel Link, Wellingborough – draft LCWIP and feasibility study undertaken for a scheme to connect Stanton Cross and the Station to the town centre (total cost estimated at £2.4m)
* Greenway Link Wellingborough to Rushden Connection - currently subject to feasibility study to identify a solution supported by Historic England and develop a costed solution (£5-£12m depending on finish and solution chosen)

Regeneration and town centre's theme:

* Environmental and wider neighbourhood improvements to Kiln and Minerva Way in Queensway, Wellingborough - bid submitted by Greatwell Homes, Wellingborough – this area is identified as a ‘left behind community’ - detailed proposal submitted via survey (£2.16m sought towards total cost of £3.1m)

Culture theme:

* Redwell Leisure Centre, Wellingborough preapplication discussions held and draft submission ready for submission to planning, estimated costs £8.7m with match-funding of £1.466m from Glenvale Park S106 index linked

2.3 Work is being led through a LUF Panel. This consists of four Executive Members (the Executive Members for Growth & Regeneration; Highways, Travel and Assets; Sport, Leisure Culture & Tourism; and Climate and the Green Environment), the Executive Director for Economy & Place and respective Assistant Directors assisted by the LUF Project Team.

2.4 The projects listed in 2.2, along with other potential candidates, are currently being reviewed by the LUF Panel to identify a number of projects/packages, more details of these will be shared with the successful consultants to consider. The minimum number of packages will be two, but the number could be three or four. This will be clear by 13 May.

2.5 NNC are seeking consultant support to write the business cases and submissions/applications for the shortlisted projects/packages to be submitted to Government for LUF Round 2 funding. Bidders are asked to quote for developing business cases and submissions for two packages, each with up to three linked projects. Bidders are also asked to quote separately for developing a third and fourth bid, again each containing up to three projects.

* 1. The packages shortlisted will require additional work to develop a robust business case/bid submission. The consultants will be expected to have an initial review of these projects and identify if any of these are viable to progress to bid submission. Then for the viable projects work with project leads to gather further information and help address any gaps including providing support (including on the economic case and demonstrating ‘value for money’) where needed to ensure the requirements/criteria are met when writing a business case/submission to government. The business cases will need to be compliant with the published LUF technical and other related guidance produced for Round 2.
	2. The consultants will need to present an interim report informed by the draft business case work and the outline submissions to a meeting of the LUF Panel involving the Executive Members during June (date to be agreed). The report should include clear conclusions and recommendations on the packages and suitability for Round 2 on the basis of the information available to present a robust case taking account of the requirements set out in the LUF Technical Guidance. This will enable the Panel to make final decisions on submissions ahead of the 6 July 2022 deadline.
	3. The consultants would also be expected work with the Project Team to seek support and endorsement from key stakeholders. Support from the local MPs will also play an important part both through the completion on the proforma which is required from the ‘lead’ MP as part of the submission and general letters of support from others as appropriate.
	4. If at any time it is felt that a project is not a viable option to take forward, then this should be identified before any abortive work is done on the business case.

## Business Continuity and Disaster Recovery

* 1. At least ten (10) Working Days prior to the Contract Start Date, the Supplier shall prepare and deliver to the Council, for approval, a plan detailing the processes and arrangements that the Supplier shall follow to:
		1. ensure continuity of the business processes and operations supported by the Service, following any failure or disruption of any element of the Service; and
		2. the recovery of the Service in the event of a disaster.
	2. In the event of a complete loss of service, or in the event of a disaster, the Supplier shall immediately implement the Service Continuity Plan (and shall inform the Council promptly of this).
	3. The service must be planned with the full knowledge of the ongoing pandemic and its impacts and have planned mitigations prepared that anticipate developments such as increased local restrictions and/or lockdown, as well as the consequences of COVID-19 on continuity of service.
	4. This applies firstly to the Supplier’s business model for this service but must also be considered in servicing client businesses who may experience different pandemic impacts and disruption.

## Statement of Requirements

4.1 We are seeking consultancy support to carry out the development of business cases and submission of an application we require consultants to have:

* Knowledge, experience and technical expertise of carrying out HM Treasury Green Book appraisal of capital projects.
* Familiarity with the Levelling Up Fund (any information on the experience of Levelling Up Fund Round 1 should be noted in your submission) and experience of supporting local authorities in delivering their Strategic Plans is essential.
* An initial meeting with each project, to identify further information required to develop a full business case to meet the requirements of a submission.
* Meetings or discussions with the project leader (internal or external) to ask questions on individual project proposals to address any matters arising and ensure a complete business case is undertaken with the full facts. You should estimate to meet once with each project for the purposes of the tender with all other correspondence being undertaken by telephone.

4.2 We ask tenderers to bid based on developing businesses cases and submissions for two packages each with up to three linked projects. Bidders are asked to quote for developing a third and fourth bid, again each containing up to three projects with a day rate for additional appraisal work and any management support to the NNC team managing the bidding round.

## Implementation Criteria

An indicative timescale for the development of the business cases is identified below:

|  |  |  |
| --- | --- | --- |
| **Activity** | **By whom** | **Date** |
| Prioritised projects / packages agreed by NNC | NNC | April 2022 |
| Business Case development | Consultant | May/June 2022 |
| Draft Business Cases/submission complete | Consultant | June 2022 |
| Business Cases presented to LUF Advisory Panel | NNC | TBC |
| Endorsement by MP | NNC | TBC |
| Draft report ready for Executive | NNC | 19th May 2022 |
| Applications agreed by Executive | NNC | 16th June 2022 |
| Submission to DLUHC | NNC | 6th July 2022 |

## Performance Monitoring and Review/Project Management

* 1. Provision of project plan at project start up meeting to be agreed with the LUF Project Team.
	2. Fortnightly update meetings will take place, at which the service performance will be discussed.
	3. For the duration of the contract, the supplier will be paid monthly in arrears, subject to meeting the below criteria.
	4. For the update meetings, the Supplier must prepare an update note on the current position on each of the Business Case.
	5. Reports and papers to be provided to timescales as identified in Section 5 above.

## Social Benefits

* 1. The Supplier must be considerate of the environmental impact of the service and aim to minimise greenhouse emissions through travel, energy consumption and promote environmental and social awareness to participants by modelling this through its operational model.
	2. The Supplier must demonstrate that they are aware of personal wellbeing and Mental Health with the ability to guide clients towards further support.
	3. The Supplier must be affirming of Equality and Diversity, both in promoting access to the programme and supporting clients through the programme.

## Data Management / General Data Protection Regulation (GDPR)

## The Potential Supplier shall comply with any further written instructions with respect to processing by the Council.

## Any such further instructions shall be incorporated into the Schedule at Table D, below.

**Table D – Schedule of Processing for Data Subjects**

| **Description** | **Details** |
| --- | --- |
| Identity of the Controller and Processor | The Parties acknowledge that for the purposes of the Data Protection Legislation, each Party shall act as a Data Controller in respect of the Processing of Personal Data on its own behalf and in particular each shall be a Data Controller of the Personal Data acting individually and in common  |
| Subject matter of the processing | The processing is needed to ensure that the Processor can effectively deliver the contract to provide a service to the Council’s customers. The subject matter may include Personal Data relating to recipients of the Services or in respect of any matter on which the Services are being sought or which is otherwise relevant to the provision of the Services. |
| Duration of the processing | The processing of Personal Data by the Supplier and Key Subcontractor will be carried out for the period during which the Services are required and any period during which the Supplier is required to maintain records in accordance with this Agreement and any regulatory and legal requirements |
| Nature and purposes of the processing | The processing of Personal Data will include the transmission of Personal Data relating to Data Subjects required in order for the Supplier to effectively provide the Services. It may involve being processed on systems of the Supplier for the purposes of delivering the Services.The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means) in order to supply the Services.  |
| Type of Personal Data being Processed | Personal Data may include special categories of Personal Data dependent on the Services being provided and the nature of the Personal Data required to be processed in order for the Services to be provided, including but not limited to, name, address, date of birth, contacts details, telephone number and email address of the Data Subject |
| Categories of Data Subject | Personal Data may include special categories of Personal Data dependent on the Services being provided and the nature of the Personal Data required to be processed for the Services to be provided This will include customers of the service and may include their key clients or suppliers. |
| Plan for return and destruction of the data once the processing is completeUNLESS requirement under union or member state law to preserve that type of data | Any Personal Data of Data Subjects shall be retained by the Supplier only for as long as is necessary for the performance of the Services and/or in compliance with the management information retention provisions (if applicable) set out in this Agreement. All Personal Data shall be either destroyed or returned on termination of the Services unless longer retention is required by Law |

## Appendixes and/or Annexes

| **No.** | **Document Name** | **Document Location** |
| --- | --- | --- |
|  | North Northamptonshire Council Corporate Plan | [Corporate plan | North Northamptonshire Council (northnorthants.gov.uk)](https://www.northnorthants.gov.uk/corporate-plan) |

# Section 3: Supporting Information

1. Please complete Section 3 below.

| **General Information** |
| --- |
| **Question 1:** | **Scoring Methodology:** | Question Answered? Yes/No |
| 1.1. (a) | Full name of the Potential Supplier completing Information | Click to enter text. |
| 1.1. (b) (i) | Registered office address | Click to enter text. |
| 1.1 (b) (ii) | Registered website address | Click to enter text. |
| 1.1. (c) (i) | Trading Status | Choose an item. |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | Click to enter text. |
| 1.1 (d) | Date of registration in country of origin | Click to enter date. |
| 1.1. (e) | Company registration number | Click to enter text. |
| 1.1. (f) | Charity registration number | Click to enter text. |
| 1.1 (g) | Head Office DUNS number | Click to enter text. |
| 1.1 (h) | Registered VAT number | Click to enter text. |
| 1.1 (i) | Trading name(s) that will be used if successful in this procurement. | Click to enter text. |
| 1.1. (j) | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |
| 1.1 (k) | If applicable, details of immediate parent company | Click to enter text. |
| 1.1 (l) | If applicable, details of ultimate parent company | Click to enter text. |
| **General Information** |
| **Question 1:** | **Scoring Methodology:** | Question Answered? Yes/No |
| 1.1. (a) | Full name of the Potential Supplier completing Information | Click to enter text. |
| 1.1. (b) | Registered office address | Click to enter text. |
| 1.1. (c) (i) | Trading Status | Choose an item. |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | Click to enter text. |
| 1.1. (d) (i) | Company registration number | Click to enter text. |
| 1.1. (d) (ii) | Charity registration number | Click to enter text. |
| 1.1. (e) | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |

**Please Note:** To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

1. Section 5: Freedom of Information; and
2. Section 6: Declaration.

| **Contact Details and Declaration** |
| --- |
| **Question 2:** | **Scoring Methodology:** | Question Answered? Yes/No |
| *Potential Supplier contact details for enquiries about this RFQ Response* |
| 2.1. (a) | Contact name | Click to enter text. |
| 2.1. (b) | Name of organisation | Click to enter text. |
| 2.1. (c) | Role in organisation | Click to enter text. |
| 2.1. (d) | Phone number | Click to enter text. |
| 2.1. (e) | E-mail address | Click to enter text. |
| 2.1. (f) | Postal address*including postcode* | Click to enter text. |
| 2.1. (g) | Signature*electronic is acceptable* | Click to enter text. |
| 2.1. (h) | Date | Click to enter date. |

| **Insurance** |
| --- |
| **Question 3:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ to any of the levels below will be eliminated from this procurement process. |  |  |
| *Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below.* |
| 3.1. | Employer’s (Compulsory) Liability Insurance at no less than £5m*It is a legal requirement that all Potential Suppliers hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | Choose an item. |
| 3.2. | Public Liability Insurance at no less than £10m | Choose an item. |
| 3.3. | Professional Indemnity Insurance at no less than £2m | Choose an item. |

| **Requirements under Modern Slavery Act 2015** |
| --- |
| **Question 4:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 4.1. (a) | The Council wants to ensure that within your business and its supply chain, there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights.Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015? | Choose an item. |

| **General Data Protection Regulation (GDPR)** |
| --- |
| **Question 5:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 5.1. | The Council wants to ensure that within your business and/or in its supply chain, the processing of personal data and processes in relation to this contract are complaint with the requirements of the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.Please confirm that you and your supply chain with regards to this RFQ response comply with all applicable data protection legislation including but not limited to the UK General Data Protection Regulations (UK GDPR) and Data Protection Act. | Choose an item. |

| **Social Value** |
| --- |
| **Question 6:** | **Scoring Methodology:** | Pass/Fail |  |  |
| 6.1. | Having read the specification what community benefits, will your organisation provide as part of your proposal? Examples include but not be limited to:* Sub-contracting locally;
* Improvements to the area covered by North Northamptonshire; and/or
* Use of apprenticeships.

***Important Note:*** *Where the Potential Supplier answers in such a way, as to avoid this requirement, but still provides an answer (e.g., “we are unable to offer any benefits as a part of this Contract”), they will be deemed to have not answered the question, which may lead them failing this question and being rejected from the process.* |
| **Answer:** |
| Click to enter text. |

| **Project Specific Questions** |
| --- |
| **Question 7:** | **Scoring Methodology:** | 20% | **Word Limit:** | 2000 words |
| Please set out your understanding of the project requirements and outline your overall approach for delivering the project.  |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Project Specific Questions** |
| --- |
| **Question 8:** | **Scoring Methodology:** | 20% | **Word Limit:** | 2000 words |
| Please demonstrate your experience of producing robust business cases.  |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Project Specific Questions** |
| --- |
| **Question 9:** | **Scoring Methodology:** | 15% | **Word Limit:** | 2000 words |
| Please describe how the skills of your team will allow you to deliver the requirements of the specification Please also define the management structure that you would put in place to support the successful performance of this contract, and state all the personnel who will be working on the programme. Please provide CVs to support your response (CVs are not included in the word count, but each CV should be no more than 4 pages).  |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Project Specific Questions** |
| --- |
| **Question 10:** | **Scoring Methodology:** | 15% | **Word Limit:** | 2000 words |
| Please provide a comprehensive project plan in particular, this should include project management of reporting requirements, meetings and sign-off |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. A Potential Supplier’s RFQ Response may/will be rejected if it exceeds the capped budget for this procurement exercise, which is £80,000*.*
	2. Please complete the Pricing Schedule at Table E, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.

* 1. Please complete the Detailed Price Breakdown at Table F, below and include the itemised cost under each heading, as appropriate and any additional costs.
	2. Please add or remove rows to form the Price Breakdown table, as necessary.
	3. All prices quoted must exclude VAT.
	4. Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
	5. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.
	6. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score. All other RFQ responses will be scored in accordance with the following calculation:

$$=Price Weighting-\left(\frac{Your submitted price-lowest submitted price}{Your submitted price}\right)x 100$$

* + 1. An example is provided in Table **E**, below. This example is based on a 100% price weighting, where the lowest complaint price is £100,000.

**Table E**

| **Potential Supplier No.** | **Potential Supplier Price Offer** | **Price Calculation** | **Price Score** | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | £100,000.00 | =100%(lowest compliant price) | 100 | 1 |
| Potential Supplier 2 | £125,000.00 | =100-((125,000-100,000)/125,000)\*100 | 75 | 2 |
| Potential Supplier 3 | £150,000.00 | =100-((150,000-100,000)/150,000)\*100 | 50 | 3 |

**Table E**

| **Pricing Schedule** |
| --- |
|  | A completed copy of this Pricing Schedule spreadsheet **must** be included with your RFQ Response. |
|  | Package 1 & 2 business cases  | £Click to enter text. |
|  | Package 3 business case  | £Click to enter text. |
|  | Package 4 business case  |  |
|  | Additional Costs not otherwise specified | £Click to enter text. |
|  | Total **Cost (A+B, C & D)**This is the figure that will be used for the price evaluation, as detailed in this document. | £Click to enter text. |

# Section 5: Freedom of Information

1. Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed and/or published where the expenditure is over £500, as per the Government Transparency agenda.
2. Potential Suppliers must state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under The Act. Potential Suppliers must state why they consider the information to be confidential or commercially sensitive.
3. Note that inclusion below will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in The Act. Note that the Declaration for this Section has been completed and signed at Section 3, Question 2.1 (g) of this document.

| **Information/Document** | **Reference/Page No.** | **Reasons for Non-Disclosure** | **Duration of Confidentiality** |
| --- | --- | --- | --- |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |

# Section 6: Declaration

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
	1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
	2. to the best of my knowledge, the information provided is complete and accurate;
	3. the price in Section 4 is our best offer;
	4. no collusion with other organisations has taken place in order to fix the price;
	5. that there is no conflict of interest in relation to the Council’s requirement;
	6. the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix 1;
	7. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix 1 and an instruction to proceed has been given by the Council in writing; and
	8. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

# Section 7: Due diligence

* 1. The Council will undertake its due diligence in advance of any contract award.
	2. The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any Quotation Response which is incomplete.
	3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to the Council to ensure that any organisation who wishes to enter into a contract with the Council will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
	4. The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council’s due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
	5. The Council reserves the right to revisit any selection criteria questions at any time before award stage, where the Council believes there is a risk that selection responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

# Section 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.

1. This will include details of the:
	* 1. Award criteria scores;
		2. Name of the successful provider(s).
2. The following documents shall form part of the contract between the Council and the successful provider(s):
	* 1. Specification;
		2. Terms and Conditions plus related Schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies, etc.);
		3. A pricing schedule (as completed by the Potential Supplier);
		4. Responses to requirements; and
		5. A list of commercially sensitive information.

## Appendix 1: Conditions of Contract

* 1. The draft conditions of contract are attached.