



Houghton Regis Town Council Neighbourhood Plan Consultation Brief

Introduction:

You are invited to quote for services to provide a public consultation/engagement exercise.

1. Brief Summary

The consultant is required to prepare and conduct a town wide consultation on the emerging Houghton Regis Neighbourhood Plan, to analyse the consultation feedback and to present findings in a report suitable to be shared publicly.

2. Background

A neighbourhood plan is a document that sets out planning policies for the neighbourhood area – planning policies are used to decide whether to approve planning applications.

Neighbourhood planning regulations (Regulation 14) require the draft neighbourhood plan proposal to be the subject of a pre-submission consultation before it is submitted to the local authority for independent examination. The consultation should last at least 6 weeks. The neighbourhood planning body will need to approve the consultation draft of the plan and confirm that the Regulation 14 consultation has taken place.

Community engagement is a statutory requirement of the process. The consultation should conform to Regulation 14 and Schedule 1 (appendices attached) – as reflected in the context of Houghton Regis.

3. Bona fide (Genuine / in good faith) Quotation

Any quotation submitted must be bona fide and without canvassing or soliciting any member (including co-optees of the Neighbourhood Plan Steering Group) or employee of Houghton Regis Town Council or fixing rates with another supplier. By submitting a quotation you are agreeing this is a bona fide quotation. Failure to adhere to this will result in your bid being rejected.

You should also declare if anyone in your company has a family or close friend who works for the Council or is a member of the Council (including co-optees of the Neighbourhood Plan Steering Group). Please advise of their role and if they have any connections to this quotation.

If your quotation is accepted, an official purchase order will be raised. Our payment terms are 30 days after approved invoice.

4. Quotation Timelines

Below is an indication of this quotation timeline, this may be subject to change.

Activity	Date
Deadline for receipt of quotation	8th July 2019
Neighbourhood Plan Steering Group to evaluate responses	19 th July 2019
Planning Committee to award contract	29 th July 2019
Target commencement date	9 th September 2019

5. Return of Quotation

Completed Quotations and attachments can be submitted either electronically to clare.evans@houghtonregis.org.uk or via the correspondence address by 12noon on the 8th July 2019. All correspondence needs to be marked and entitled Private and Confidential.

Town Clerk
Houghton Regis Town Council
Peel Street
Houghton Regis
Beds
LU5 5EY

Your quotations must be received no later than **12:00 noon on 8th July 2019**. Quotations received after this time will be excluded.

6. Quotation Assessment

The percentage split within this quotation is as follows:

Resources/Quality = 60% Costs = 40%

7. Evaluation and Scoring

The points available for the Quality aspect of your submission will be split into a range of individual elements and weighted according to their importance. Evaluations will be a measure of the extent to which you have met the requirements of the service specification.

The evidence you provide in terms of the Quality information you submit will be assessed and scored accordingly.

Each member of the evaluation team will assess each submission individually and a subsequent collective scoring will be awarded. Scores will be awarded by applying the above award criteria with the scoring methodology as explained below.

All questions are scored out of 5 points. Answers are then multiplied by the weighting factor given for each question. For example a question weighted at 10 would have a maximum weighted score of 50 (5x10), and an answer awarded 4 points would have a weighted score of 40 (4x10).

See example below:

Question	Weighting	Score (example only)	Total
1.	10	5	50
2.	10	4	40
3.	10	3	30
Total Points			120

Please complete the following Quality Information and Pricing Schedule attached in order that your quotation may be assessed.

Award Criteria – Scoring Methodology

Score	Criteria to Award Score
5	The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirements will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver the stated requirements and exceeds those requirements.
4	The Potential Provider's response enables the evaluator to have a comprehensive understanding of how the requirements will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all of the stated requirements.
3	The Potential Provider's response enables the evaluator to have an understanding of how the requirements will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirements.
2	The Potential Provider's response enables the evaluator to have an understanding of how the requirements will be met. The evaluator can identify limited evidence that the response given will partially deliver the requirements. The response may have raised

	significant concerns.
1	The Potential Provider's does not enable the evaluator to have a clear understanding of how the requirements will be met. The evaluator cannot clearly identify that the response given will deliver the stated requirements due to insufficient evidence, the Potential Provider's limited understanding and/or omissions.
0	The evaluator believes that the Potential Provider has failed to either answer the question or provide a relevant response.

Pricing

The quotation with the lowest cost (that has met all quality thresholds) will gain full marks available for the price elements of the evaluation.

All other quotations over and above the lowest price quotation will score a proportion of the marks available on a pro-rata basis. This is calculated using the percentage their cost would need to reduce to match the lowest price and reducing their score by the same percentage. This is calculated using the following formula:

$$\frac{\text{Lowest cost offered}}{\text{Price offered by a particular quotation}} \times 40$$

An example of this price evaluation formula being applied is provided below:-

	COST OF THE PROPOSAL	MARKS GAINED OUT OF THE 60 AVAILABLE
Quotation A	£9,000	40
Quotation B	£10,000	36
Quotation C	£12,000	30
Quotation D	£18,000	20
Quotation E	£30,000	12

The Pricing Schedule is attached as part of this tender which should be completed as part of your quotation.

Word Limits

The word limits will apply to each answer in the Quality Questions. Please adhere to the word limits. Any additional appendices that are over and above the word limits will be discounted from the evaluation process unless this has been specifically allowed by the question wording.

Help and Support

The Council will provide as much support and information as it can to help guide you through the quotation process. Questions asked together with the response, will be made available to all tenderers, to ensure a fair and consistent approach to all.

If there is anything you are not sure about or need clarification on, please contact the Town Clerk via the details provided at the beginning of this document.

Specification of Services required

This quotation covers a Public Consultation/Engagement Exercise outlined below.

The purpose of the consultation is to generate interest in the Houghton Regis draft Neighbourhood Plan to encourage engagement, ultimately, in the Neighbourhood Plan Referendum. The public consultation/engagement exercise needs to engage with as many people as possible. Therefore, we would like to explore further the observations of the draft Neighbourhood Plan and to receive feedback.

Everyone who has an interest in the Town needs to be aware that they have the opportunity to comment on the draft Neighbourhood Plan. For the plan to be adopted there needs to be 50% support from those voting.

Central Bedfordshire Council will organise the public referendum (vote). Although the vote will be undertaken by residents, others that work, visit or are business holders in the Town need to have an opportunity to review and comment on the draft plan.

The chosen provider should provide results in the following format:

1. Present to the Neighbourhood Plan Steering Group a consultation timetable which specifies the date and times of all consultation events and media releases reflecting on the 6-week statutory consultation period;
2. Incorporate the following consultation methods within the consultation timetable;

Press releases, exhibition displays, radio advertisement, social media campaign, letters to statutory and voluntary (3rd sector) agencies, leaflet drop to all residents and businesses, promotional literature for display in local centers across the town, at least 3 presentation events (one in each political ward), a stall at forthcoming community events (as organised by Houghton Regis Town Council). To use telephone contact for those hard to reach groups, i.e. residents of sheltered/care accommodation.

3. To analyse the consultation feedback and to present this information in a report to the Neighbourhood Plan Steering Group. This report should be submitted within 4 weeks of the end of the consultation period.
4. To provide full copies of all consultation responses for detailed reference by the Neighbourhood Plan Steering Group. A report of key findings should be submitted in MS PowerPoint format of no more than 30 pages in length. The PowerPoint should also provide insight into any positive/negative shifts in public perception and consider the potential drivers behind these changes.

5. To evidence the consultations undertaken to enable the Neighbourhood Plan Steering Group to confirm that the Regulation 14 consultation requirements have been met
6. Complete raw data should be returned in Excel format.

All data, analysis and outputs will be the property of Houghton Regis Town Council.

All requirements of data legislation and regulations are expected to be met.

8. Consultation:

The Town Council can provide the chosen supplier with a good database of addresses - schools, churches, voluntary groups, youth / mums / parents / elderly groups, health providers etc. which would be made available to minimise costs to this project.

9. Attachments:

- i. Copy of the draft plan
- ii. Copy of regulation 14
- iii. Details of Schedule 1

10. Estimate/budget:

The Town Council has set aside a budget of £15,000 for this consultation.

Should the brief substantially change the consultant is invited to evidence the impact of the change on the delivery of the project and the Council / Neighbourhood Plan Steering Group will consider a reasonable adjustment. The must be undertaken ahead of any additional work being undertaken as no retrospective payments can be made.

11. Reference

Please provide details from one recent contract (within the last 2 years) that you have undertaken which is relevant to Houghton Regis Town Council's requirement.

1. (Weighting = 1)	Organisation name and contact details, including email for reference. Contract details should include works, supplies or services supplied together with contract duration.

2. INSURANCE (Reject) - Please advise what insurance/s you hold	
Employer's Liability £5M,	£
Public Liability £5M,	£
Professional indemnity £2M:	£

12. Quality Questions

The following questions are in relation to you achieving our specification.

3. (Weighting = 10)	Method Statement – Please confirm you can achieve our specification. If not, what part can you not meet? Provide detailed information on your proposed method for carrying out the Contract. Detail materials to be used. (600 words max)
4. (Weighting = 8)	Resources - Detail the resources and your technical ability to carry out the service. Provide Information on: the workforce to be employed for performance of the service and level of experience and level of resources to be used e.g. time. (250 words max)
5. (Weighting = 2)	Communication - Provide information on how you will effectively communicate with the Council and how you will deal with any complaints. (150 words max)
6. (Weighting = 5)	Monitoring - Provide information on monitoring of the contract and how you will ensure our required outcomes are met. (250 words max)

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QUOTATION COMPLETED BY (an authorised employee of your company)			
Company		Name:	
Position (Job Title):			
Date:		Address	
Telephone number:		Email Address	

13. Pricing Schedule

DESCRIPTION	QTY	UNIT	COST PER UNIT £	TOTAL PRICE FOR ITEM £
Residents' survey – see specification	1	Survey		
TOTAL TENDER SUM £				£

14. Branding

Houghton Regis Town Council branding should be incorporated on all publicity materials and letters.