

Request for Quotation

Health, Wellbeing, Nature and Sustainability (HWNS) Tool - Workshop Design and Facilitation Training Specification

7th August 2023

Request for Quotation

Health, Wellbeing, Nature and Sustainability (HWNS) Tool - Workshop Design and Facilitation Training Specification

You are invited to submit a quotation for the requirement described in the specification, Section 2.

Please confirm by email, receipt of these documents and whether you intend to submit a quote or not.

Your response should be returned to the following email address by:

**Email:** jennifer.scott1@naturalengland.org.uk

**Date: 31st August 2023**

**Time: 5pm**

Ensure you include the name of the quotation and ‘Final Submission’ in the subject field to make it clear that it is your response.

Contact Details and Timetable

Jen Scott will be your contact for any questions linked to the content of the quote or the process. Please submit any clarification questions via email and note that, unless commercially sensitive, both the question and the response will be circulated to all tenderers.

|  |  |
| --- | --- |
| Action | Date |
| Date of issue of RFQ | 07/08/2023 at 5pm |
| Deadline for clarifications questions | 14/08/2023 at 5pm |
| Deadline for receipt of Quotation | 31st August 2023 |
| Intended date of Contract Award | 14th September |
| Intended Contract Start Date | 14th September |
| Intended Delivery Date / Contract Duration | to 29th March 2024 |

Section 1: General Information

Glossary

Unless the context otherwise requires, the following words and expressions used within this Request for Quotation shall have the following meanings (to be interpreted in the singular or plural as the context requires):

|  |  |
| --- | --- |
|  |  |
| “Authority” | means Natural England who is the Contracting Authority. |
| “Contract” | means the contract to be entered into by the Authority and the successful supplier. |
| “Response” | means the information submitted by a supplier in response to the RFQ. |
| “RFQ” | means this Request for Quotation and all related documents published by the Authority and made available to suppliers. |

Conditions applying to the RFQ

You should examine your Response and related documents ensuring it is complete and in accordance with the stated instructions prior to submission.

Your Response must contain sufficient information to enable the Authority to evaluate it fairly and effectively. You should ensure that you have prepared your Response fully and accurately and that prices quoted are arithmetically correct for the units stated.

By submitting a Response, you, the supplier, are deemed to accept the terms and conditions provided in the RFQ. Confirmation of this is required in Annex 2.

Failure to comply with the instructions set out in the RFQ may result in the supplier’s exclusion from this quotation process.

Acceptance of Quotations

By issuing this RFQ the Authority does not bind itself to accept any quotation and reserves the right not to award a contract to any supplier who submits a quotation.

Costs

The Authority will not reimburse you for any costs and expenses which you incur preparing and submitting your quotation, even if the Authority amends or terminates the procurement process.

Self-Declaration and Mandatory Requirements

The RFQ includes a self-declaration response (Annex 1) which covers basic information about the supplier, as well as any grounds for exclusion. If you do not comply with them, your quotation will not be evaluated.

Any mandatory requirements will be set out in Section 2, Specification of Requirements and, if you do not comply with them, your quotation will not be evaluated.

Clarifications

Any request for clarification regarding the RFQ and supporting documentation must be submitted via email no later than the deadline for clarifications set out in the Timetable. The Authority shall be under no obligation to respond to queries raised after the clarification deadline.

The Authority will respond to all reasonable clarifications as soon as possible but cannot guarantee a minimum response time. The Authority will publish all clarifications and its responses to all suppliers via email unless deemed commercially sensitive.

If a supplier believes that a request for clarification is commercially sensitive, it should clearly state this when submitting the clarification request. However, if the Authority considers either that:

* the clarification and response are not commercially sensitive; and
* all suppliers may benefit from its disclosure,

then the Authority will notify the supplier (via email), and the supplier will have an opportunity to withdraw the request for clarification by sending a further message requesting the withdrawal of the clarification request. If not withdrawn by the supplier within 2 working days of the Authority’s notification, the Authority may publish the clarification request and its response to all suppliers and the Authority shall not be liable to the supplier for any consequences of such publication.

The Authority reserves the right to seek clarification of any aspect of a quotation and/or provide additional information during the evaluation phase to carry out a fair evaluation. Where the Authority seeks clarification on any aspect of the quotation, the supplier must respond within the timeframe requested by the Authority.

Amendments

The Authority may amend the RFQ at any time prior to the deadline for receipt. If it amends the RFQ the Authority will notify you via email.

Suppliers may modify their quotation prior to the deadline for Responses. No Responses may be modified after the deadline for Responses.

Suppliers may withdraw their quotations at any time by submitting a notice via the email to the named contact.

Conditions of Contract

The Authority’s standard Standards Condensed Terms and Conditions provided as part of the RFQ will be included in any contract awarded as a result of this quotation process. The Authority will not accept any changes to these terms and conditions proposed by a supplier.

Suppliers should note that the quotation provided by the successful bidder will form part of the Contract.

Prices

Prices must be submitted in £ sterling, 'inclusive'.

Disclosure

All Central Government Departments, their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement, including ensuring value for money and related aspects of good procurement practice. For these purposes, the Authority may disclose within Government any details contained in your quotation. The information will not be disclosed outside Government during the procurement.

In addition, the Authority is subject to the Freedom of Information Act 2000 and the Environmental Information Regulations 2004, which provide a public right of access to information held by public bodies. In accordance with these two statutes, the Authority may be required to disclose information contained in your quotation to any person who submits a request for information pursuant to those statutes.

Further to the Government’s transparency agenda, all UK Government organisations must advertise on Contract Finder in accordance with the following publication thresholds:

* Central Contracting Authority’s: £12,000
* Sub Central Contracting Authority’s and NHS Trusts: £30,000

For the purpose of this RFQ the Authority is classified as a Central Contracting Authority with a publication threshold of £12,000 inclusive of VAT.

If this opportunity is advertised via Contracts Finder, we are obliged to publish details of the awarded contract including who has won the contract, the contract value, and indicate whether the winning supplier is a small and medium-sized enterprise (“SMEs”) or voluntary organisation or charity. A copy of the contract must also be published with confidential information redacted.

By submitting a Response, you consent to these terms as part of the procurement.

Disclaimers

Whilst the information in this RFQ and any supporting information referred to herein or provided to you by the Authority have been prepared in good faith the Authority does not warrant that this information is comprehensive or that it has been independently verified.

The Authority does not:

* make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the RFQ;
* accept any liability for the information contained in the RFQ or for the fairness, accuracy or completeness of that information; or
* accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation or any other liability which cannot lawfully be excluded) arising as a result of reliance on such information or any subsequent communication.

Any supplier considering entering into contractual relationships with the Authority following receipt of the RFQ should make its own investigations and independent assessment of the Authority and its requirements for the goods and/or services and should seek its own professional financial and legal advice.

Protection of Personal Data

In order to comply with the General Data Protection Regulations 2018 the supplier must agree to the following:

You must only process any personal data in strict accordance with instructions from the Authority.

* You must ensure that all the personal data that we disclose to you or you collect on our behalf under this agreement are kept confidential.
* You must take reasonable steps to ensure the reliability of employees who have access to personal data.
* Only employees who may be required to assist in meeting the obligations under this agreement may have access to the personal data.
* Any disclosure of personal data must be made in confidence and extend only so far as that which is specifically necessary for the purposes of this agreement.
* You must ensure that there are appropriate security measures in place to safeguard against any unauthorised access or unlawful processing or accidental loss, destruction or damage or disclosure of the personal data.
* On termination of this agreement, for whatever reason, the personal data must be returned to us promptly and safely, together with all copies in your possession or control.

General Data Protection Regulations 2018

For the purposes of the Regulations the Authority is the data processor.

The personal information that we have asked you provide on individuals (data subjects) that will be working for you on this contract will be used in compiling the tender list and in assessing your offer. If you are unsuccessful the information will be held and destroyed within two years of the award of contracts. If you are awarded a contract it will be retained for the duration of the contract and destroyed within seven years of the contract’s expiry.

We may monitor the performance of the individuals during the execution of the contract, and the results of our monitoring, together with the information that you have provided, will be used in determining what work is allocated under the contract, and in any renewal of the contract or in the award of future contracts of a similar nature. The information will not be disclosed to anyone outside the Authority without the consent of the data subject, unless the Authority is required by law to make such disclosures.

Equality, Diversity & Inclusion (EDI)

The Client is striving to create a diverse and inclusive working environment where every individual has equality of opportunity to progress and to apply their unique insights to making the UK a great place for living. The Service Provider is expected to respect this commitment in all dealings with Natural England staff and service users.

Suppliers are expected to;

* support Defra group to achieve its Public Sector Equality Duty as defined by the Equality Act 2010, and to support delivery of [Defra group’s Equality & Diversity Strategy](https://www.gov.uk/government/publications/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024/defra-group-equality-diversity-and-inclusion-strategy-2020-to-2024).
* meet the standards set out in the [Government’s Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct)
* work with Defra group to ensure equality, diversity and inclusion impacts are addressed (positive and negative) in the goods, services and works we procure, barriers are removed and opportunities realised.

Sustainable Procurement

Addressing global sustainability impacts and realising additional community benefits within commercial activity is core to Defra group’s approach, working with its supply chain is key to achieving sustainable outcomes. In addition to supporting Defra group to meet its outcomes we look to understand and reduce negative sustainability impacts associated with our commercial activity and realise benefits.

The Client encourages its suppliers to share these values, work to address negative impacts and realise opportunities, measure performance and success.

Suppliers are expected to have an understanding of the Sustainable Development Goals, the interconnections between them and the relevance to the Goods, Services and works procured on the Client’s behalf

Conflicts of Interest

The concept of a conflict of interest includes but is not limited to any situation where an Involved Person or Relevant Body has directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure and/or affect the integrity of the contract award.

We expect suppliers to mitigate appropriately against any real or perceived conflict of interest through their work with government. A supplier with a position of influence gained through a contract should not use that position to unfairly disadvantage any other supplier or reduce the potential for future competition

Where the supplier is aware of any circumstances giving rise to a conflict of interest or has any indication that a conflict of interest exists or may arise you should inform the Authority of this as soon as possible (whether before or after they have submitted a quotation). Tenderers should remain alert to the possibility of conflicts of interest arising at all stages of the procurement and should update the Authority if any new circumstances or information arises, or there are any changes to information already provided to the Authority. Failure to do so, and/or to properly manage any conflicts of interest may result in a quotation being rejected.

Provided that it has been carried out in an open, fair and transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the supplier.

Section 2: The Invitation

Specification of Requirements

Health, Wellbeing, Nature and Sustainability (HWNS) Tool - Workshop Design and Facilitation Training Specification

Background to Natural England

[Natural England](https://www.gov.uk/government/organisations/natural-england) is the government’s advisor on the natural environment. We provide practical advice, grounded in science, on how best to safeguard England’s natural wealth for the benefit of everyone.

Natural England was formally established on 1st October 2006 following the successful passage of the Natural Environment and Rural Communities (NERC) Act 2006 through Parliament. We are an independent statutory Non-Departmental Public Body. Our remit is to ensure sustainable stewardship of the land and sea so that people and nature can thrive. It is our responsibility to see that England’s rich natural environment can adapt and survive intact for future generations to enjoy.

Natural England’s work is described in our 2022-23 [Action Plan](https://www.gov.uk/government/publications/natural-england-action-plan-2022-to-2023) and is delivered through four strategic programmes as follows:

Resilient Landscapes and Seas - creating thriving, resilient, functioning landscapes and seas rich in plants, wildlife and character that provide wide ranging benefits for nature, climate and people

Connecting People with Nature - more people than ever in England are spending time outdoors and a majority of adults in England report that protection of the environment is important to them as a result. Our work will sustain that trend and focus on reforming key areas of Natural England’s local delivery, working in partnership to tackle barriers to nature

Greener Farming and Fisheries - sustainable farming and fisheries rely on a healthy natural environment. Food production and supply depends on healthy fish stocks, soils, water, air and natural processes. Addressing the causes of climate change and environmental degradation is now paramount; how we manage our land and seas is a major factor

Sustainable Development - the purpose of our sustainable development programme is to enable thriving wildlife populations, with beautiful landscapes and seascapes that are enjoyed by people whilst enabling society to prosper.

These are underpinned by two supporting programmes:

Science and Evidence - we will realise our ambition for Natural England to be an evidence-led organisation. We will be recognised, respected and trusted for our expertise and the provision of evidence-based advice on the natural environment, locally and nationally

Managing the Organisation - our aim is to be a values-led organisation which delivers excellent service standards to all partners, organisations and communities engaged in achieving nature’s recovery. Continuous learning and development for our people will maintain high levels of skill and expertise.

Background to HWNS Tool

Health, Wellbeing, Nature and Sustainability (HWNS) are the basis for thriving local areas. However, they are often given insufficient consideration in strategic planning and data relating to these outcomes is difficult to access and view in an accessible and meaningful way. In response Natural England are developing a user-friendly tool that provides validated insights on what matters for these outcomes, using the best available evidence to support integrated decision-making for Health, Wellbeing and Nature. This will help shape local strategies and planning (such as local spatial plans) which target these outcomes in an integrated way.

Natural England has worked with partners to develop such a HWNS tool. These partners include the University of Exeter, the Environment Agency, UK Health Security Agency and Office for Health Improvement and Disparities, Local Partnerships, Liverpool City Region Combined Authority, Norfolk County Council, Sandwell Metropolitan Borough Council and Surrey County Council.

We now have the draft content/components for the HWNS Tool which has been designed for and with, key decision makers that are involved in the development of strategies/plans for local and combined authorities. The tool has two main components - the Dashboards and Relevant Factor Diagrams (RFDs) for each of the Health & Wellbeing, Nature and Sustainability domains:

1. the Dashboards will be based on open-source data sets (including those at the ONS) and will display key indicators for each of the Health, Wellbeing, Nature and Sustainability outcomes through an easily accessible and meaningful Dashboard interface. The dashboards easily inform users on how they are doing locally in terms of the three outcomes - Health & Wellbeing, Nature, and Sustainability.
2. the RFDs show users what factors matter for the three outcomes domains and are intended as a framework – alongside the dashboard – to consider system issues and interactions across the domains – overcoming the natural siloes that often exist in local area strategy and planning. The RFDs were created using a participatory process involving domain experts and representatives of 4 local authorities, between 2020-2022. In 2023 these RFDs were tested in live workshops with three of the pilot areas, with participants who had not been involved in their development and working with a real local case as the subject.

A work programme to develop the dashboard as digital, online tool is underway with the alpha prototype for iterative testing anticipated in November/December 2023. It is anticipated that the digital tool will be hosted on one of the partner websites - Local Partnerships, under the resources section. See the website links for an example of the webpages/toolkit layout that the HWNS tool will follow alongside a suite of other toolkits designed to support local area and community partnerships:

[Resources - Local Partnerships](https://localpartnerships.org.uk/resources/)

Requirement

The intention is that the HWNS tool be used as part of a participatory process, whether online or in person. Alongside the digital HWNS tool resources, the online site will link to:

* A template design for a participatory workshop that can be delivered online or in person, with in house resources or using an external facilitator.
* A community of facilitators who have been trained in the use of the process and the tool and so can be hired by users to support effective uptake and implementation of HWNS

This specification requires a supplier to develop both the:

* template participatory process (ie multi-stakeholder workshop) for the HWNS Tool and;
* the training for facilitators for the HWNS Tool, including delivery of pilot workshops leading to accreditation of a first cohort of facilitators
* potential to deliver an outline design for a ‘training the trainer’ programme   
  for NE to consider as part of HWNS tool development in 2024-25, funding pending

The work will proceed in parallel with the online digital tool development and the two projects will need to liaise to ensure alignment, coordinated by the Natural England project lead.

We anticipate the first cohort of facilitators will be assembled from staff with some prior facilitation training and experience from a Core Group comprising Natural England, the Environment Agency and Local Partnerships, who already have staff operating in similar models for other tools. The Core Group may be expanded to include a suitable organisation with the Health and Wellbeing domain and facilitation experience.

Sustainability

Natural England protects and improves the environment and is committed to reducing the sustainability impacts of its activities directly and through its supply chains. We expect the Contractor to share this commitment and adopt a sound, proactive sustainable approach in keeping with the 25 yr environmental plan/our commitments compliant with all applicable legislation. This includes understanding and reducing direct and indirect sustainability impacts and realising opportunities, including but not restricted to; resilience to climate change, reducing greenhouse gas emissions, water use and quality, biosecurity, resource efficiency and waste, reducing the risk of pollution, biodiversity, modern slavery and equality, diversity & inclusion, negative community impacts.

As a delivery partner, the successful contractor is expected to pursue sustainability in their operations, thereby ensuring the Contracting Authority is not contracting with a supplier whose operational outputs run contrary to the Contracting Authority’s objectives. The successful contractor will need to approach the project with a focus on the entire life cycle of the project

Outputs and Contract Management

|  |  |  |  |
| --- | --- | --- | --- |
| Reference | Deliverable | Responsible Party | Date of completion |
| D 1 | Process Design Toolkit for HWNS Tool  A template design for a participatory process (ie multi-stakeholder workshop) based around the HWNS Tool, including:   * A template for process planning * A template for a workshop at the centre of the process (the main work) with   + An ‘In person event’ version   + A virtual meeting version (platform independent)   + Hints and tips for running the process and capturing the outputs | Contractor, with input from NE | End October 2023 |
| D 2 | Facilitator Cohort 1 Accreditation, involving:   * Cohort formation and training using test HWNS Tool materials * Test workshop with Cohort (online) * Cohort members deliver workshop pilots * Cohort 1 debriefing | Contractor, with input from NE | Start end of November 2023, to fully complete end March 2024 |
| D 3 | Facilitator Training and Accreditation Process Preliminary Design based on the Cohort 1 experience | Contractor, with NE input | Start February 2024, to complete end March 2024 |
| D 4 | OPTIONAL, FUNDING PENDING: Outline design for a ‘training the trainer’ programme  for NE to consider as part of HWNS tool development in 2024-25, funding pending | Contractor, with NE input | End March 2024 |
| D 5 | Integration with HWNS Tool programme In addition to activities to deliver the direct outcomes, the contractor will be asked to contribute to the wider HWNS project, especially in aligning the online tool and the participatory process and their materials. This is likely to include, but is not limited to:   * The final versions of the RFDs (content and style) and the linking between the three domains * The development of the dashboard * The integration of the dashboard and RFDs into the final tool * The online implementation of that tool * The online access to accredited facilitators and training to become accredited * Development of a single branding and style across web, dashboard, workshop taken from the existing Local Partnership branding/toolkit design * The development of “Workshop-in-a-box” versions of the project outputs:   + - ready to use digital materials that can be printed locally and used to style in-person events to match the online tool.     - ready to use workshop templates (with the same styling) that can be used directly or as a guide for those using their own choice of online platform. * Enabling an online community space for accredited facilitators. | NE lead with contractor input | Start October 2023 – to full complete end March 2024 |

* We anticipate an initiation meeting in September/ October 2023 between the contractor and the Natural England project team. Thereafter Natural England and the contractor will meet through regularonline project meetings to be agreed to meet the needs of the deliverables and associated work programmes. Attendance may be requested at occasional wider HWNS Tool progress meetings.

Table 1: Outline work programme

| Timing | Activity | D# |
| --- | --- | --- |
| Sept ‘23 | * Inception and HWNS digital tool briefing |  |
|  | * Formation of core group – lead contacts from each organisation |  |
|  | * Outline design concepts for all outputs |  |
|  | * Core group inception and briefing (Online) |  |
|  |  |  |
| Oct ‘23 | * Co-design of central workshop (v0.1, Online) |  |
| Nov ‘23 | * Test event (In-Person) with Alpha-Test HWNS Tool | D1 |
|  | * Debrief and feedback to HWNS Tool development team | D5 |
| (Nov-Dec) | * Co-design activity with core team of   + Central workshop design update (v0.2)   + Online implementation   + Participatory process advice (either side of workshop) | D1 |
|  | * Recruitment of Cohort 1 – expanding core team up to 15 facilitators | D2 |
| Dec ‘23 | * Start recruitment of Cohort 1 (~15 facilitators including core team) | D2 |
|  | * Set date options for Cohort 1 briefing (online) and training day | D2 |
| Jan ‘24 | * Selection of Cohort 1 | D2 |
|  | * Develop facilitator training day and materials | D2 |
|  | * Cohort 1 initial briefing (online) | D2 |
|  | * Cohort 1 members start planning for local pilot events | D2 |
|  | * Cohort 1 training day | D2 |
| Feb ‘24 | * Cohort 1 pilot event planning (by cohort member supported by a core team member) – events a mix of in person and online | D2 |
|  | * Cohort 1 early pilot events (based on available version of Tool) | D2 |
|  | * Core team co-design of training and accreditation (v0.1) | D3 |
|  | * Core team review and feedback on Beta-test HWNS Tool | D5 |
| Mar ‘24 | * Cohort 1 remaining events (based on available version of Tool) | D2 |
|  | * Cohort 1 leaders workshop reports (very simple slide format) and outputs upload to shared area (photos etc) | D2 |
|  | * Cohort 1 debrief (full day online) pilots feedback, recommendations for workshop and tool. Review of core team design for future training and accreditation process. Accredited facilitator community design. | D2  D3 |
|  | * Core Team upgrade to workshop designs (v1.0) | D1 |
|  | * Core Team further input to next iteration of HWNS Tool | D5 |
|  | * Training the trainer design expansion of accredited community | D4 |

Payment

The Authority will raise purchase orders to cover the cost of the services and will issue to the awarded supplier following contract award.

The Authority’s preference is for all invoices to be sent electronically, quoting a valid Purchase Order number. We will agree the final payment schedule with the supplier and anticipate the payment being in 3 stages following the completion of milestones against deliverables D 1, 2 and 3.

It is anticipated that this contract will be awarded for a period 7 months. Prices will remain fixed for the duration of the contract award period. We may at our sole discretion extend this contract to include related or further work. Any extension shall be agreed in writing in advance of any work commencing and may be subject to further competition.

Evaluation Methodology

We will award this contract in line with the most economically advantageous tender (MEAT) as set out in the following award criteria:

Technical – 80%

Commercial – 20%

**Evaluation criteria**

Evaluation weightings are 80% technical and 20% commercial, the winning tenderer will be the highest scoring combined score.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Award Criteria** | **Weighting (%)** | **Evaluation Topic & Weighting** | **Sub-Criteria** | **Weighted Question** |
| Technical | 80% | Service / Product Proposal | Methodology | 2 Questions  Q1.1 (%50 of technical score available) |
| Key personnel | 1 Question  Q2 (10% of technical score available) |
| Quality Assurance measures | 2 Questions  Q3.1 (20% of technical score available) |
| Management of sustainability and social value | 1 Question  Q4 (10% of technical score available) |
| Health & Safety | 1 Question  Q5 (10% of technical score available) |
| Commercial | 20% | Whole life cost of the proposed Contract | Commercial Model | 1 Question  Q4 (20% of commercial score available) |

Technical (80%)

Technical evaluations will be based on responses to specific questions covering key criteria which are outlined below. Scores for questions will be based on the following:

|  |  |  |
| --- | --- | --- |
| Description | Score | Definition |
| Very good | 100 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. There are no weaknesses and therefore the tender response gives the Authority complete confidence that all the requirements will be met to a high standard. |
| Good | 70 | Addresses all the Authority’s requirements with all the relevant supporting information set out in the RFQ. The response contains minor weaknesses and therefore the tender response gives the Authority confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with most of the relevant supporting information set out in the RFQ. The response contains moderate weaknesses and therefore the tender response gives the Authority confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance or a methodology containing significant weaknesses and therefore raises concerns for the Authority that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives the Authority no confidence that the requirement will be met. |

Technical evaluation is assessed using the evaluation topics and sub-criteria stated in the Evaluation Criteria section above.

Separate submissions for each technical question should be provided and will be evaluated in isolation. Tenderers should provide answers that meet the criteria of each technical question.

|  |  |
| --- | --- |
| Methodology | **Detailed Evaluation Criteria** |
| Q1.1 Provide details of the methodology and approaches proposed to deliver the requirements of this project. Max 800 words | Your response should:  1) Demonstrate a clear understanding of the nature of the requirements.  2) Be a clear, practical, achievable, and cost-effective methodology to deliver these requirements.  3) Have information in sufficient detail to allow a full appraisal of the suitability of the approach to deliver for the project. |

|  |  |
| --- | --- |
| Key personnel | **Detailed Evaluation Criteria** |
| Q2.1 Provide details of the key personal that would be delivering the requirements laid out in this project, and their respective experience and expertise to deliver the requirements to a high specification. Max 400 words. | Your response should:  1) Demonstrate key personal have sufficient skills and experience  2) Demonstrate that you have the breadth of staff required to ensure the project requirements can be delivered to a high quality in the case of staff absences |

|  |  |
| --- | --- |
| Quality Assurance | **Detailed Evaluation Criteria** |
| Q3.1 Provide details of how you will ensure the project requirements will be delivered to a high standard, with particular focus on an accessible and inclusive participatory process and skilled facilitation training. Max 500 words. | Your response should:  1) Demonstrate your approach to planning and delivering accessible and inclusive participatory processes  2) Demonstrate your facilitation/training accreditation and experience |

|  |  |
| --- | --- |
| Management of sustainability and social value | **Detailed Evaluation Criteria** |
| Q4.1 Provide details of your organisational sustainability approach/policy and/or delivering social value impact. Max 500 words. | Your response should:  1) Evidence your organisational approach to sustainability  And/or  2) Evidence your organisation's work to support social value impact eg through a case study of previous work/projects |

|  |  |
| --- | --- |
| Management of Health and Safety | **Detailed Evaluation Criteria** |
| Q5.1 Provide details of how you would ensure any data management would meet GDPR legislation and how you would ensure test workshops are delivered safely for facilitators and participants. Max 400 words. | Your response should:  1) Detail your approach to necessary data management to deliver the project requirements in line with GDPR legislation  2) Detail your approach to ensure safe delivery of the workshops (facilitators and participants) |

Commercial (20%)

The Contract is to be awarded as a fixed price which will be paid according to the completion of the deliverables stated in the Specification of Requirements.

Suppliers are required to submit a total cost to provide the deliverables stated in the Specification of Requirements. In addition to this the Commercial Response template must be completed to provide a breakdown of the whole life costs against each deliverable used in the delivery of this requirement.

Calculation Method

The method for calculating the weighted scores is as follows:

Commercial

Score = (Lowest Quotation Price / Supplier’s Quotation Price ) x 20% (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x 80% (Maximum available marks)

The total score (weighted) (TWS) is then calculated by adding the total weighted commercial score (WC) to the total weighted technical score (WT): WC + WT = TWS.

Information to be returned

Please note, the following information requested must be provided. Incomplete tender submissions may be discounted.

Please complete and return the following information:

* completed Commercial Response template
* separate response submission for each technical question (in accordance with the response instructions)
* completed Mandatory Requirements (Annex 1)
* completed Acceptance of Terms and Conditions (Annex 2)

Award

Once the evaluation of the Response(s) is complete all suppliers will be notified of the outcome via email.

The successful supplier will be issued the contract, incorporating their Response, for signature. The Authority will then counter sign.

Annex 1 Mandatory Requirements

Part 1 Potential Supplier Information

Please answer the following self-declaration questions in full and include this Annex in your quotation response.

Part 1.1 Potential Supplier Information:

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) | Registered office address (if applicable) |  |
| 1.1(c) | Company registration number (if applicable) |  |
| 1.1(d) | Charity registration number (if applicable) |  |
| 1.1(e) | Head office DUNS number (if applicable) |  |
| 1.1(f) | Registered VAT number |  |
| 1.1(g) | Are you a Small, Medium or Micro Enterprise (SME)? | (Yes / No) |

Note: See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

Part 1.2 Contact details and declaration

By submitting a quotation to this RFQ I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay you will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 1.2(a) | Contact name |  |
| 1.2(b) | Name of organisation |  |
| 1.2(c) | Role in organisation |  |
| 1.2(d) | Phone number |  |
| 1.2(e) | E-mail address |  |
| 1.2(f) | Postal address |  |
| 1.2(g) | Signature (electronic is acceptable) |  |
| 1.2(h) | Date |  |

Part 2 Exclusion Grounds

Part 2.1 Grounds for mandatory exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. | |
|  | Participation in a criminal organisation. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Corruption. | ((Yes / No)  If yes please provide details at 2.1 (b) |
|  | Fraud. | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Terrorist offences or offences linked to terrorist activities | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Money laundering or terrorist financing | (Yes / No)  If yes please provide details at 2.1 (b) |
|  | Child labour and other forms of trafficking in human beings | (Yes / No)  If yes please provide details at 2.1 (b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.1 (c) | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (i.e. Self-Cleaning) | (Yes / No) |
| 2.1(d) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | (Yes / No) |
| 2.1(e) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Part 2.2 Grounds for discretionary exclusion

|  |  |  |
| --- | --- | --- |
| Question no. | Question | Response |
| 2.2(a) | The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation | |
| 2.2(b) | Breach of environmental obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(c) | Breach of social obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(d) | Breach of labour law obligations? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2(e) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | (Yes / No)  If yes please provide details at 2.2 (f) |
| 2.2 (f) | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

Annex 2 Acceptance of Terms and Conditions

I/We accept in full the terms and conditions appended to this Request for Quote document.

Company \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_