**Documentation Provided by Council**

1. All the documentation necessary to submit this quotation are set out in the following appendices:
* **Appendix A – instructions for quotation**
* **Appendix B – Procurement timetable**
* **Appendix C – terms and Conditions**
* **Appendix D - Specification**
1. The deadline for any clarifications should be followed in accordance with the timetable stated in Appendix B – Procurement Timetable.

**Submission of Quotation by Provider**

1. Your proposals should be set out in a statement and pricing document and returned to Azalea Obaye-Briggs (aobaye-briggs@lambeth.gov.uk) in accordance with the submission date/time in Appendix B.

**criteria for evaluation**

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

**method statement**

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

**Table 1 – Evaluation Criteria and Questions**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Questions** | **Weighting %** |
| **Experience** | 1) Please demonstrate your experience of providing a Risk Based Verification solution, ideally within the Revenue and Benefits area, and detail how your experience will help you to deliver the contract for this service1B) Please confirm which authorities you’ve previously provided a similar service for. | 20 |
| **Risk** | 2) Please set out the risk distribution that you anticipate being able to provide2B) Please explain how you will mitigate the risk of the RBV software allowing error and fraud into our caseload. | 25 |
| **Reporting** | 3) Please detail how you propose to ensure that Lambeth Benefit Service has full access to reports throughout the period of the contract. | 10 |
| **Resources and Support** | 4) Please provide details of all resources and support that will be provided during implementation. | 10 |
| **Contingencies** | 5) Please detail the contingencies that you have in place in the event of system failure.5B) Please state the % system unavailability that you deem as acceptable. | 15 |
| **Total (Quality Score)** | **80** |

**Information Requirements**

1. Please ensure your method statement is provided in Arial Font Size 11. Please limit your responses to 2 sides of A4 paper.
* The council reserves the right to challenge any information provided in response to the Request for Quotation and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to, and focused on, each of the component parts of the question posed. They should refrain from making generalised statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation, and grammar, it will assist evaluators.

**Table 2 – Scoring Methodology**

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

PRICE SUBMISSION

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

**Table 3 – Pricing Submission – To complete**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Deliverables** | **Itemised lump sum cost (£ excl. VAT)** |
| 1 | Any applicable technical set up charges |  |
| 2 | Annual cost of Risk Based Verification of E-claims and E-CICs |  |
| 3 | Annual maintenance costs |  |
| 4 | Any one-off additional charges (if applicable) |  |
| 5 | Any per annum additional charges (if applicable) |  |
| 6 | **Total ((for items 2, 3 and 5, please multiple by 4 for a 2+1+1 year contract (to be used for price evaluation purposes))** |  |

|  |
| --- |
| **Notes;**  |
| 1. Please provide a breakdown of any additional charges
 |
|  |
| 1. Pricing should include reports.
2. The volumes of E-claim and E-CIC submissions with respect to this contract cannot be guaranteed
 |

**Pricing considerations**

1. For price, each submission will be assessed on the total cost (Item 6 in Table 3 above) using the following equation:



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