

TENDER REFERENCE TCA 3/7/1130

CONTRACT FOR DIVERSITY AND INCLUSION IN MCA RECRUITMENT – A REVIEW AND DEVELOPMENT OF A STRATEGIC IMPLEMENTATION PLAN

INSTRUCTIONS ON SUBMISSION OF TENDERS

1. The MCA looks forward to receiving your tender for the work described in the attached documents.
2. To ensure fairness all tenderers are required to submit their tenders in accordance with these instructions. **Failure to comply could invalidate your tender.**

Communications During the Tender Process

3. This contract has been advertised on the Contracts Finder portal, and all communications with tenderers during the process will, as far as possible, take place via that portal. Tender documents, including the specification and documents for return with your tender, can be found in the 'Attachments' section of the Contracts Finder advertisement.
4. Tenderers are welcome to ask questions about any aspect of the procurement process. Such queries should be addressed to the Procurement Team at contracts@mcga.gov.uk and should contain the reference number or title of the contract. The deadline for submission of queries is **midday on 23rd June 2020.**
5. In the interest of fairness, all answers will be published on the Contracts Finder website as a further attachment to the advertisement, unless clearly only relevant to one supplier. **Answers to questions will not be individually emailed to tenderers**, so you are strongly advised to keep up to date with any additional documents posted to the site.
6. Please ensure that you have read all documents before asking a question, as your query may already have been answered.
7. The MCA will inform all tenderers individually whether or not they have been successful in the tendering process.

Submission of Tenders

8. You should send your tender by email to: contracts@mcga.gov.uk with the subject title: **Tender Documents - Diversity and Inclusion in MCA Recruitment**
9. It is your responsibility to ensure that your tender is submitted no later than **11am on 30th June 2020** (unless the date is subsequently amended in writing by the MCA). Your tender may be submitted before the due date, but all late tenders will be rejected.

10. Where multiple attachments bidders should submit a master list of documents listing everything that should be included in their bid.
11. No bids or additional bid documentation received after the deadline for submission will be considered, so submissions should be sent in good time.
12. The Authority will evaluate submitted bids only after the deadline for submission. It is estimated that the evaluation phase will take three weeks. While evaluating the Authority may pose clarification questions to the bidder, who should nominate in their submitted documentation a point of contact to resolve these. Please note, these questions are only intended to seek clarification on specific points identified in the submitted tender and are not an opportunity for the bid to be materially changed in any way.
13. You must ensure that your tender is completed, in English, with all prices in Pounds Sterling (exclusive of VAT) and is signed and dated where required.

You must include as part of your tender:

- a. A completed Pricing Schedule showing full costs for your proposal attached in Annex A of this document
- b. A full description of how you would meet the requirements including evidence.
- c. A statement of how your proposed solution promotes sustainable procurement. You must ensure that any environmental claim you make is fully in accordance with the Green Claims Code - this is available on the sustainable development website: <http://www.defra.gov.uk/environment/business/marketing/glc/code.htm>;

Although you may have this information available on the internet or on printed literature, to assist the MCA with the evaluation process it is **essential** that the responses be provided in the order set out above.

14. You must not alter any of the MCA's tender documents.
15. You must not tell anyone else, even approximately, what your tender price is or will be, before the date of contract award. The only exception is if you need an insurance quotation to calculate your tender price - in which case you may give your insurance company or brokers any essential information they ask for, provided that you do so in strict confidence.
16. You must not try to obtain any information about anyone else's tender or proposed tender before the date of contract award.
17. You must not make any arrangements with anyone else about whether or not they should tender, or about their or your tender price. The only exception is where tenderers are considering joint or team bids, which will be allowed providing all participants to the discussions surrounding the bid are clearly stated in the tender response. (See also 'Group Bids' below).
18. Tender documents must not be transferred to anyone without the prior approval of the MCA in writing.

Tender Requirement

19. Bidders are requested to provide a firm programme and timeframe for each of the proposed **Stages** and should include the following information:
- Project costs broken down by project stage and by consultancy input. Please identify in days (minimum of half days) as opposed to hours. VAT should be shown as a separate item in the total. Fixed costs and timescale should be provided for each stage.
 - A breakdown of fee costs for each team member for each stage, together with documentation relating to each individual quote.
 - Any required interim/milestone invoicing dates against each project stage.
 - Project programme identifying all envisaged key milestones/project outputs, activities, workshops, progress meetings and estimated periods for consultation.
 - Please identify any perceived project risks.
 - Proposed methodology.
 - Staff input on the project including CV's or a brief outline of staff skills, expertise and previous project experience.
 - Previous relevant experience examples.
20. Evidence in support of these requirements could be staff profiles or CV's showing evidence of experience in the relevant fields and case studies of work undertaken by the company in the relevant fields, submitted with customer testimonials and/or references.

Group Bids

- 21 The MCA welcomes tenders from groups/consortia of suppliers, each providing part of the specified requirement. In the event of a group of suppliers submitting an acceptable offer, the group will be required to nominate a lead partner with whom the Department can contract. Alternatively, the group will need to form themselves into a single legal entity before the contract is awarded. An undertaking that the group will so form themselves, if required by the Department, must be provided when the tender is submitted.

Tender Validity

- 22 The MCA will assume that your tender will remain open for acceptance for a minimum of 90 calendar days from the Tender Deadline.

Scoring of Tenders and Acceptance of Offers

- 23 The MCA will safeguard all tenders received and open them once the tender deadline has expired.
- 24 The scoring criteria for the contract will be as follows:
 - **Quality: 70%**
 - **Price: 30%**
- 25 The MCA intends to award the contract to the highest scoring tenderer

Evaluation Criteria – Quality

- 26 Quality represents 70% of the total overall available score.
- 27 Quality criteria will be scored using the following methodology

- 5 – Comprehensive evidence which fully meets the requirement.
- 3 – Limited evidence which only partially meets the requirement.
- 1 – No evidence of meeting the requirement.
- 0 – Not addressed.

Criteria weightings are as follows:

Criterion	Criterion Weighting
Delivery Timeframe Final review and strategic implementation plan must be completed by 31 December 2020	CRITICAL
Cost for undertaking review and completing implementation plan	30%
Quality	70%
Degree of expertise and experience in diversity and inclusion in recruitment	CRITICAL 45%

Identification of key requirements in proposal	45%
Insurance compliance	5%
Sustainability	5%

a. Any scoring criterion shown as 'Critical' above will be assessed first. These criteria are the most important ones to the MCA and will be marked on a pass/fail basis. Any supplier that fails on a Critical criterion will be excluded from this procurement and their tender will not be assessed further.

Evaluation Criteria – Price

28 Price represents 30% of the total overall available score.

$$\text{Cost Score} = \frac{\text{Lowest Bid Cost} \times \text{Weightings}}{\text{Each Bidder's Cost}}$$

Total Score

29 The final weighted scores for Quality and Price are added to arrive at a final evaluation score out of 100. In the event of an equal score, the lower priced bid will automatically win.

$$\text{TOTAL SCORE} = \text{Total Quality Score} + \text{Total Cost Score}$$

30 You should note that: -

- a. The MCA reserves the right not to accept the lowest, or any, tender.
- b. The MCA reserves the right to accept any part of the tender without accepting the remainder.
- c. Acceptance of a tender/award of contract will be by written communication from MCA.
- d. Complaints arising from the tender process should be directed in the first instance to the Procurement Team (contracts@mcga.gov.uk).

Tender Costs

31. You should note that any expenditure, work or effort undertaken by you prior to the award of a contract is a matter solely for your own commercial judgement. The MCA reserves the right to withdraw this tender invitation at any time or to re-invite tenders on the same or any alternative basis. In such circumstances, and in any event, the MCA and/or its advisers shall not be liable for any costs or loss of expenses whatsoever incurred by the bidder or any company, agent, subsidiary or organisation who may have contributed to the proposals submitted by the bidder in response to this tender invitation.

Trading Names/Invoicing

32. If your tender is submitted in the name of one organisation but you intend submitting invoices in the name of another, or require payments to be made to another, please give full details. Otherwise there may be delay in payment.

Access to Government Information

33. Under the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIRs"), the Department is obliged (subject to the application of any relevant exemptions and, where applicable, the public interest test) to disclose information in response to requests for information.
34. You need to be aware that the Department could receive requests for *any* information relating to this contract. The contract will include provisions to reflect the Department's obligations under those disclosure regimes. The Department cannot contract out of its obligations in this respect and will only accept confidentiality clauses in very exceptional and narrowly defined circumstances. In this regard, your attention is drawn to the Code of Practice (in particular, section V thereof) issued by the Lord Chancellor under section 45 of the FOIA (section IX of the Code of Practice issued under regulation 16 of the EIRs includes similar guidance).