Request for Quotation

Access to school and college grounds review.

22/08/24

Request for Quotation

Access to school and college grounds review.

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: Hayley.dillon@naturalengland.org.uk

Date: 06/09/2024

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

Hayley Dillon 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.

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| Action | Date |
| Date of issue of RFQ | 22/08/2024 at 12:00 BST |
| Deadline for clarifications questions |  02/09/2024 at 17:00 BST |
| Deadline for receipt of Quotation | 06-09-2024 at 17:00 BST |
| Intended date of Contract Award | 16-09-2024 |
| Intended Contract Start Date | 17-09-2024 |
| Intended Delivery Date / Contract Duration  | 28/02/2025  |

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):

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| “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 Good and Services Terms & Conditions (used for purchases under £50k) can be located on the [Natural England Website](https://www.gov.uk/government/organisations/natural-england/about/procurement) and will be applicable to 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, exclusive of VAT.

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.

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.

As 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

**Objectives**

Primary objectives-

1. To explore opportunities and constraints in relation opening up school and college grounds to communities in order to improve educational, community and environmental benefits.  The focus should be on how community access can meet or deliver towards school priorities in different circumstances and what the range of these priorities might include from increasing community engagement, finance contributions, academic and/or other pupil outcomes.
2. To make recommendations for steps/processes/procedures that may be required to enable greater community access without compromising the educational objectives of the site or safeguarding of the schools students.

To do this a review will be undertaken of existing models of good practice (ideally at least 12) that demonstrate how national and international schools and colleges successively provide access to communities. This should be focussed on enabling access to natural outdoors spaces (i.e. playing fields fields/garden/allotment spaces etc) however where models for the use of indoor spaces (i.e. theatres/sports halls) might offer a transferable framework these may be included.

Wider objectives-

-To help inform The Department for Education’s work on the Green Infrastructure of the education estate and priorities in the DfE’s Sustainability and Climate Change Strategy such as the National Education Nature Park, as well as potential updates to Technical Standard’s Output Specification.

- To ensure links are made between the climate resilience of the school’s estate and the climate readiness of the community they sit within. This will support the emerging Climate Action Plans which schools are being asked to develop by DfE and should ensure climate mitigation and adaption interventions on school grounds provide benefits for biodiversity, education and communities. An example of this might be a new SUDS system within a school playing field which provides wetland habitat, opportunities for learning and absorbs floodwater from both the school and local area.

-To contribute to the ambitious Environmental Improvement Plan commitment to… *work across government and beyond to ensure that anyone can reach green or blue space within 15 minutes from their front door*… and… *In parallel, we will work to reduce other barriers which prevent people from accessing green and blue spaces, such as physical challenges, lack of confidence and lack of information.*

**Background / context to the work**

In 2022, [Play Wales](https://ltl.org.uk/wp-content/uploads/2022/05/play-wales-play-in-school-grounds.pdf) launched a [**toolkit**](https://ltl.org.uk/wp-content/uploads/2022/05/play-wales-play-in-school-grounds.pdf) to support access to schools outside of school hours. Evidence from this approach has found that both schools and communities were enriched when they engaged with each other more fully, resulting in:

* improvements in child behaviour and social skills;
* community access to facilities;
* improved local availability of play and facility opportunities;
* better opportunities for children outside school hours;
* strengthened communities.

We would like to extend this thinking to consider how the outdoor environment for schools and colleges in England could be used by communities inside and outside of school hours.

Considering schools and colleges within their wider setting, beyond their educational purpose and the hard boundaries of the school gates, opens conversations around the strategic role that schools and colleges can play in their community.

School and colleges as community assets could look to extend the remit of the DfE’s [**National Education Nature Park**](https://www.educationnaturepark.org.uk/)**,** whereby each school/college is considered to be a nature park. Enabling access to their outdoor environment would help meet the [Environmental Improvement Plan’s 2023](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1133967/environmental-improvement-plan-2023.pdf) commitment to ensure that everyone in England lives within a 15-minute walk of a green (or blue) place. Furthermore, allowing access outside / inside of hours would maximise potentially underutilised school spaces for sport, play and recreation in the open air, amongst other activities.

More strategically, we could consider how schools and colleges can fit into wider local authority or regional masterplans, such that they become a key asset able to offer broader sustainable benefits:

Environmentally: such as reducing urban heat island effect and flood risk and improving air quality for the communities. These could be realised through [Nature Recovery Network](https://www.gov.uk/government/publications/nature-recovery-network/nature-recovery-network) funding, use of green and active transport, walkability and good quality access routes to school/college.

Economically: working with other schools/colleges, sharing resources, employment opportunities, enabling ‘meanwhile uses’, making every space/pound count where pupil rolls are declining, additional income generation, development opportunities and the need to ‘sweat the asset.’

Socially: as the means for improving engagement with community school/college and their stakeholders. Schools/colleges are the places where additional learning opportunities and locally run projects help build healthy, enriched communities with the long-term needs of the pupils and young people at the centre.

**Scope of required work**

Key points that the review should include:

**Key policies:** what policies are in place to define the expectations of what access to a school and college’s outdoor environment means. Are policies different depending on the ownership/management of schools i.e. Local Authority, Multi Academy Trust, Public Finance Initiative funded etc.

**Community Need:** how is community need addressed in the design/development of school and college grounds?

* + At what stage are community needs addressed?
	+ How is community need recorded and used to design the school/college?
	+ The role of school/college governance in this approach.

**Planning requirements**, what planning obligations are established in order to allow for and/or ensure schools/colleges are used as community assets (i.e. a requirement for community consultation, community agreement)?

**Enablers:** what practical considerations are in place to support the design and build of schools and colleges to allow community access, including:

* **Guidance:** do you provide guidance on how schools/colleges can set themselves up to allow for community access to grounds?
* **Design**: does the design ofschool / college grounds deliver specific:
	+ **Access and Exists:** how do you manage these (i.e. leave gates open, limit the requirement for gates?)
	+ **Safeguarding principles:** what policies are created to ensure pupil safety (i.e. separate access to facilities)?
	+ **Facilities**: what supports community access (i.e. toilets, watering fountains, areas of shade and bins).
	+ **Flexibility:**  is there flexibility designed into the school/college to allow for ‘meanwhile uses’ and/or expansion contraction of community used based on school/college and community demand?
* **Maintenance**: who ensures/funds the removal of litter, paraphernalia, etc.
* **Staff:** what resources are required to open school/college grounds?
* **Governance:** In the event of an incident out of school hours who has responsibility/liability? What are the escalation routes?
* **Insurance:** What insurances should be and/or are in place?

**The process:** what is the process ofallowing community access to schools/colleges:

* Details on the steps taken to establish community access (governance, insurance, etc.).
* What funding models exist for this to be of benefit for the school as well as the community?
* What are the advantages and disadvantages of private operators (such as [School Space](https://school-space.org/)) in enabling community use of school grounds.

**The facts** around the communal use of the outdoor environment**:**

* What hours / days of week are grounds available to the community?
* What activities/functions take place on the grounds?
* What extent of the outdoor environment is natural (percentage)?
* What extent of the outdoor environment is utilised by the community?
* Are there fences/gates, if yes, are these left open/managed in some way?

**What benefits do schools/communities** receive, for example provide evidence of:

* Community participation in the design of school/college grounds leading to better stakeholder engagement/sense of ownership.
* Statistics highlighting the reduction of damage/vandalism to schools/colleges owing to community engagement (sense of ownership).
* Enhanced community cohesion because of community access.
* Improved access to nature, especially in areas with low access to nature.
* Improved environmental resilience (for example, schools used to absorb surface water runoff from surrounding area, reduce urban heat island effect and/or improve air quality).
* Schools/colleges forming part of community/strategic masterplan green infrastructure networks.

A summary of findings with next step actions to include some principles or steps to follow to enable any school to open up access to their grounds.

**Method**

Method of delivery: We would anticipate this being delivered as a desk-based study. We anticipate conversations will be needed with the school sector and with delivery providers to confirm any assumptions and to inform recommendations.

The proposed methodology will be confirmed in the inception meeting but should include an overview of any risks to the potential completion of the work.

Ways of Working: Shortly after awarding the contract an initiation call between NE and the successful contractor to confirm contract details and agree any details. We would expect regular contact in the form of fortnightly calls to be set up by the successful contractor during the length of the contract.

 **Required outputs**

* **One-page summary**
	+ A single page summary to be provided at the end of the project, capturing key findings and recommendations in a format easy to share with partners and stakeholders.
* **Final Report**:
	+ A comprehensive final written report will be required presenting the results obtained and covering all objectives and tasks.
	+ The format and presentation of this report will be agreed at the inception meeting, but usually in the format of a word document.
	+ It is expected that the report will provide a short abstract, details of review findings, case studies and clearly set out recommendations for next steps.
	+ The report needs to be written in plain English and in line with NE writing style guidelines



* Contractor reports must follow accessibility guidelines for reports and project outputs:



* + Natural England requires the opportunity to comment on a draft version of the Final Reports, this should be factored into the delivery programme (allow approx. 2 weeks).
* **Presentation/Webinar**:
	+ A webinar (hosted by NE, delivered by the Delivery Partner) with Department of Education and Defra to discuss the findings and recommendations of the project

Natural England is happy to encourage widespread publication, and welcomes the use of appropriate trade press, peer-reviewed journals and sector-specific journals. The Delivery Partner will be responsible for ensuring both the quality of the work as well as the presentation of the material (e.g. proof reading, ensuring clear English). The Delivery Partner is to be aware that NE requests that all publication (including oral presentations) of its funded research is notified to NE project manager at least two weeks before publication.

**Data**

Data Management

We do not anticipate any personal data needing to be collected as part of this review. In order to have the context (geographic, socioeconomic etc) of each school we would anticipate that minimal data including school location, age range of students, type (i.e. mainstream, alternat provision, SEND) and management (i.e state, private, MAT). Any names or quotes from staff can be anonymised.

The successful contractor should work with NE to ensure the project has a data management plan in place at the start of the project and update this throughout the project, as required.

All data should be given to Natural England at the end of the project. This includes survey results, data tables, statistical analysis outputs, code, images, spatial data, information about how the data was produced (i.e. documentation about methods, survey questionnaire and interview protocol) anonymised data from agreement holders collected during the research (e.g. transcripts of interviews delivered for the attitudinal survey and for the GAPS project) and information about how the data was analysed.

**Timetable and key milestones**

In order to assist NE to observe project progress, the Delivery Partner will provide a timetable for the project, including key project milestones specification that will demonstrate the progress of the project in Section 5.5 below.

Recommended milestones are as follows:

* Interim report (verbal or written) by end of October
* Submission of first draft report for comment by end of November 2024
* Submission of draft final report for comment by end of January 2025
* Submission of final report by end of February 2025

*(payment will not be released until the report has been reviewed and deemed satisfactory by NE)*

* Dissemination activities e.g. workshop/presentation/webinar to NE/DfE/Defra early 2025.

**Governance and ways of working**

A project inception (or initiation) meeting is required between NE and the successful contractor will be required at the start of the project. This will focus on (but not limited to): proposed methodology; deliverables; milestones; claims for payment; report production and publication; project sign-off; and dissemination of information.

The project will be overseen by a technical project steering group made up of NE and DfE and will meet up at regular times throughout the course of the project, as agreed in the project initiation meeting.

Secretariat and production of minutes from meetings is the responsibility of the Delivery Partner, who will share meeting minutes with the project team, NE and the steering group, where applicable.

The Delivery Partner will send progress updates to NE on a regular basis, the regularity and form of these updates will be agreed in the inception meeting.

**Expertise required**

- Whilst this project will not require any direct contact with children, the successful contractor will need to have a good understanding of the constraints under which schools operate, in particular the differing safeguarding procedures that apply to different settings and aged students.

- The successful contractor will need to have a good understanding of the different models of school running, financing and governance i.e. Local Authority/MAT etc as these are likely to influence the constraints and opportunities.

**Budget and resource guidance**

1. The total budget for this work is £40,000 inclusive of any VAT.
* NE will let this work to an appropriate contractor
* NE will manage this contract and contribute staff time to support the development of this work
* **Department for Education** will contribute staff time and resources to finalise the specification for the work and to support the development of this work

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. Our preference is that payment will be made after the project has been completed.

It is anticipated that this contract will be awarded for a period of 6 months to end no later than 28/02/2025. 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

Evaluation criteria

* Proposed methodology – how will you provide / deliver what we have specified and what are the associated timeframes?
* Key personnel who will be directly involved with this contract – what experience do they have and how is it relevant? Do they have any current contacts or experience which will assist them in this project?
* How will the supplier deliver a thorough and quality report with the budget given?
* Details of risks, risk management to include how will you ensure collection of data required at the scale needed to draw conclusion
* Details and process of quality assurance measures.

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

Technical – 60%

Commercial – 40%

Evaluation criteria

Evaluation weightings are 60 % technical and 40 % commercial, the winning tenderer will be the highest scoring combined score.

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| Award Criteria | Weighting (%) | Evaluation Topic & Weighting | Sub-Criteria | Weighted Question |
| Technical | 60% | Service / Product Proposal | Methodology | 2 QuestionsQ1.1 Provide details of the methodology and approaches proposed to deliver the requirements of this project.(40% of technical score available)Q1.2. Provide an overview of your approach to the development of recommendations including how you will split your time between data collection, analysis and the recommendations of next steps to enable greater community access to schools,  (20% of technical score available) |
| Key personnel | 1 QuestionQ2 Describe the suitability and the experience of the person/ people carrying out the work in relation to the methodology (10% of technical score available) |
| Quality Assurance measures | 1 QuestionsQ3 Describe your quality assurance processes for data collection, analysis and report publication.  (10% of technical score available) |
| Management of risks  | 2 QuestionsQ4.1 Provide an overview of any risks to the potential completion of the work and how they would be mitigated Q 4.2 How will you ensure collection of data required at the scale needed to draw conclusions.(20% of technical score available) |
|  |  |
| Commercial | 40% | Whole life cost of the proposed Contract | Commercial Model | 1 Question Q4 Please set out your proposed costing breakdown to include staffing time, resources and any additional expenditure exc VAT. (100% of commercial score available) |

Technical (60%)

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:

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| 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.

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| Methodology  | Detailed Evaluation Criteria |
| Q1.1 Provide details of the methodology and approaches proposed to deliver the requirements of this project.Responses should not exceed four sides of A4, and use Arial font, size 11. | 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.Min Score 50 |
| Q1.2. Provide an overview of your approach to the development of recommendations  | 1. Include how you will split your time between data collection**,** analysis and the recommendations of next steps to enable greater community access to schools**.**

Min Score 50 |

|  |  |
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| Key Personnel  | Detailed Evaluation Criteria |
| Q2 Describe the suitability and the experience of the person/ people carrying out the work in relation to the methodology.  | 1. Has the person had any experience carrying out a similar project? If yes please provide details.
2. Outline how the skill profile of the person/ people carrying out the research will support the methodology.

Min Score 50 |
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| Quality assurance measures  | Detailed Evaluation Criteria |
| Q3 Describe your quality assurance processes for data collection, analysis and report publication.  | 1. There should be a plan for a peer review prior to publication
2. Ensure data is collected in a consistent way and data is stored securely, backed up and protected. Data protection guidelines must be adhered to.
3. Consideration of ethics must be evident.

Min Score 50 |
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|  Management of risks | Detailed Evaluation Criteria |
| Q4.1 Provide an overview of any risks to the potential completion of the work and how they would be mitigated . | 1. Provide full list of possible risks complete with likelihood of occurrence and detailed mitigation of each risk.

Min Score 50 |
| Q 4.2 How will you ensure collection of data required at the scale needed to draw conclusions. | 1. Include how you will ensure engagement with the number of schools required.

Min Score 70 |

Commercial (40%)

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 [40%] (Maximum available marks)

* Technical

Score = (Bidder’s Total Technical Score / Highest Technical Score) x [60%] (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 via a Purchase Order.

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 convictedIf 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

