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TENDER DOCUMENTATION

Appendix 11

Bidders Response Format

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| **Prison Resettlement Service** |

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| **Contents** |

[1 Evaluation 3](#_Toc421804012)

[1.1 Evaluation Process 3](#_Toc421804013)

[1.2 Selection 3](#_Toc421804014)

[1.3 Award 6](#_Toc421804038)

[2 Questions: Selection 9](#_Toc421804044)

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| Evaluation |

## Evaluation Process

The evaluation process is a critical part of the procurement process and is the means by which the Authority is able to assess, in a fair and transparent manner, to whom the Authority wishes to select and award the contract too.

The information disclosed by Applicants in its Bid will be used in this evaluation process and for evaluation purposes only, except where indicated otherwise.

The Authority’s evaluation will be split into the following stages:

1. Selection
2. Award.

The following sections will give further detail about both of these stages.

## Selection

## Selection Process

Selection is the process by which the Authority is able to assess the suitability of the Applicant to progress on to the next stage of the procurement.

## Selection Criteria

The following criteria and weightings will be applied in the evaluation of the submitted responses:

|  |  |  |
| --- | --- | --- |
| **Evaluation Criteria Breakdown** | **Means of Evaluation** | **Authority’s Minimum Requirement** |
|  | **Sub Criteria** | **Main Criteria** |  |
| Selection Questions | Pass/Fail | Pass |

## Notes for completion

## “Authority” means the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable suppliers to participate in this procurement process.

## “You”/ “Your” or “Supplier” means the body completing these questions i.e. the legal entity seeking to be invited to the next stage of the procurement process and responsible for the information provided. The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contract Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.

## This section has been designed to assess the suitability of a Supplier to deliver the Authority’s contract requirement(s). If you are successful at this stage of the procurement process, you will be selected for the subsequent Award stage of the process.

## Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

## Should you need to provide additional appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.

## Please return 3 copies of the completed version of this document to the Authority

***Procurement Office – Room 2.36***

***Exeter City Council***

***Civic Centre***

***Paris Street***

***EX1 1JW***

## Verification of Information Provided

#### Whilst reserving the right to request information at any time throughout the procurement process, the Authority may enable the Supplier to self-certify that there are no mandatory/ discretionary grounds for excluding their organisation. When requesting evidence that the supplier can meet the specified requirements (such as the questions relating to Technical and Professional Ability) the Authority may only obtain such evidence after the final tender evaluation decision i.e. from the winning Supplier only.

## Sub-contracting arrangements

## Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.

## The Authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the Authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the Authority immediately of any change in the proposed sub-contractor arrangements. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

## Consortia arrangements

## If the Supplier completing this section is doing so as part of a proposed consortium, the following information must be provided;

* names of all consortium members;
* the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
* if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

## Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the Authority as being necessary for the satisfactory performance of the contract.

## All members of the consortium will be required to provide the information required in all sections of the Selection questions as part of a single composite response to the Authority i.e. each member of the consortium is required to complete the form.

## Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

## The Authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the Authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The Authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

## Confidentiality

## When providing details of contracts in answering the Technical and Professional Ability questions, the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

## The Authority reserves the right to contact the named customer contact provided by the Supplier regarding the contracts included. The named customer contact does not owe the Authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.

## The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the Public Contract Regulations.

## Award

## Award Process

Award is the process by which the Applicant’s Bid is considered in assessing the Most Economically Advantageous Tender and as such Applicants responses to the questions asked should give a clear indication of what the organisation is offering for the quoted price.

The Authority has not provided a word limit for responses to the questions in the Award section of of this appendix; however, the Authority would like to inform Applicants that responses should be relevant to the question and be applicable in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it clearly relates and appended to the main bid.

Any responses to any questions in this section or any other part of your bid that are later found to be incorrect against any of the questions or requirements in the Selection and Award sections may lead to you being exempted from this procurement process or any future procurement process lead by the Authority and could cause the termination of any resultant Contract.

## Award Criteria

The following criteria and weightings will be applied in the evaluation of the submitted responses:

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| --- | --- |
| **Evaluation Criteria Breakdown** | **Means of Evaluation** |
|  | **Sub Criteria** | **Main Criteria** |
| Criteria: Quality | 70 % |
| Award: General Requirements | 20 % |  |
| Award: Staffing Requirements | 20 % |  |
| Award: The Provision of Services to Offenders | 30 % |  |
| Criteria: Price | 30 % |

### Price will carry a maximum of 30% out of a potential 100%.

## Award Questions: Method Statements

The Authority requires the Applicants to submit full Method Statements as per the topic headings outlined within this Appendix. Award and should be completed and returned as part of the Submission. They should be drafted in such a manner so as to be able to form part of the Contract (as applicable) and use defined terms outlined already within the tender pack. They should be submitted containing a sufficient amount of detail so as to demonstrate to the Authority that the stated outcomes as defined within Appendix 6 – Specification & Requirements will be deliverable. Each Method Statement shall be scored individually in accordance with the scoring guidelines at section 1.1 Scoring Guidelines and in accordance with the evaluation criteria outlined at section 1.1.2 Award Criteria.

Guidance as to the Authority’s minimum requirements when it comes to evaluating Applicant’s proposals can be found within each Method Statement. The Applicants must note that each and every point detailed within Appendix 6 – Specification & Requirements is a requirement of the Service, however, the Authority welcomes enhancements to the Service that can be provided within the budget outlined and Applicants are invited to detail any enhancements within their responses.

In the event that an Applicant wishes to include information in response to one (1) method statement that is relevant to another it may do so by cross-referencing.

## Scored Questions

These questions shall be scored using the marking system described at section 01.3.5 Scoring Guidelines. Applicants should refer to the Authority’s minimum requirements to ensure that they meet or exceed the minimum requirements wherever possible; where these are online questions the Authority’s minimum requirements can be found within each question under the heading ‘Supplier Help ’.

## Scoring Guidelines

Applicants should be aware that the responses provided to scored questions will be evaluated against a scoring system that awards the highest scores to Applicants who show innovation, creativity, further relevant details and information that could potentially enhance the Applicant’s proposal. It should be noted that to achieve the highest scores available the Applicant must not only meet but exceed the Authority’s minimum requirements.

All scored question shall be evaluated in accordance with the guidelines below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Score 0** | No response | No response |  |
| **Score 1** | Extremely Weak | Very poor proposal/response; does not cover the associated requirements, major deficiencies in thinking or detail, significant detail missing, unrealistic or impossible to implement and manage | **Weak** |
| **Score 2** | Very Weak | Poor proposal/response, only partially covers the requirements, deficiencies in thinking or detail apparent, difficult to implement and manage |
| **Score 3** | Weak | Mediocre proposal/response, moderate coverage of the requirements, minor deficiencies either in thinking or detail, problematic to implement and manage |
| **Score 4** | Fair - Below Average | Proposal/response partially satisfies the requirements, with small deficiencies apparent, needs some work to fully understand it | **Fair - Good** |
| **Score 5** | Fair - Average | Satisfactory proposal/response, would work to deliver all of the Authority's requirements to the minimum level |
| **Score 6** | Fair - Above Average | Satisfactory proposal/response, would work to deliver the majority of the Authority's requirements to the minimum level with some evidence of where the Applicant could exceed the minimum requirements |
| **Score 7** | Good | Good proposal/response that convinces the Authority of its suitability, response slightly exceeds the minimum requirements with a reasonable level of detail |
| **Score 8** | Strong | Robust proposal/response, exceeds minimum requirements, including a level of detail or evidence of original thinking which adds value to the bid and provides a great deal of detail | **Strong - Excellent** |
| **Score 9** | Very Strong | Proposal/response well in excess of expectations, with a comprehensive level of detail given including a full description of techniques and measurements employed |
| **Score 10** | Outstanding/ Excellent | Fully thought through proposal/response, which is innovative and provides the reader with confidence of the suitability of the approach to be adopted due to the complete level of detail provided  |

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| Questions: Award |

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| Method Statement Number | Method Statement Topic Area |
| **2.1** | **General Requirements (Worth 20%) 750 Word Limit**The Applicant shall provide a Method Statement in accordance with the information provided in Appendix 6 – Specification - 1.0 General Requirements. |
| **Authority’s minimum requirements for the Applicant’s response to this Method Statement:** is for the Applicant to provide a detailed method statement that focuses on the general requirements of Appendix 6 – Specification & Requirements and provides the following information:* How do you propose the deliver the aims and objectives of the service across the locality area
* Provide detail of your Prison Resettlement Service
* How will you develop the service
* Outline your plan of how this will be delivered within the timescales
* An explanation of how the proposals set the Applicant apart from its competitors
* How will you monitor outcomes and review the success of the service
* What added value will you bring to help develop the service
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| **2.2** | **Staffing Requirements (Worth 20%) 750 Word Limit**The Applicant shall provide a Method Statement in accordance with the information provided in Appendix 6 – Specification - 2.0 Staffing Requirements. |
| **Authority’s minimum requirements for the Applicant’s response to this Method Statement:** is for the Applicant to provide a detailed method statement that focuses on the staffing requirements of the Appendix 6 – Specification & Requirements and provides the following information:* Provide detailed proposals regarding the staffing structure and the roles and responsibilities allocated to the staff
* How will staff be supported to develop their knowledge and working practices
* Provide assurance that the staff will meet the requirements detailed in the Specification
* An explanation of how the staff will be supported to deliver the service
* Who will take the lead on delivering the strategic needs of the service
* What added value can you bring to increasing capacity within the staff team
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| **2.3** | **The Provision of Services to Offenders (Worth 30%) 2500 Word Limit**The Applicant shall provide a Method Statement in accordance with the information provided in Appendix 6 – Specification 3.0. |
| **Authority’s minimum requirements for the Applicant’s response to this Method Statement:** is for the Applicant to provide a detailed method statement that focuses on Appendix 6 – Specification & Requirements and provides the following information:* Clearly outline your delivery model for an Prison resettlement service
* How will you ensure you meet your targets of ensuring that Prisoners are released into the community with accommodation to go to?
* Clearly outline how your service will integrate with other voluntary and statutory services both inside the prison and external.
* What added value will you bring to support offenders
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Applicants must note that failure to deliver against the Authority’s minimum requirements for their responses to each of the Method Statements shall result in the Applicant scoring no more than five (5) for that particular Method Statement response in accordance with the Scoring Guidelines within this appendix.