

# Invitation to Tender (ITT)

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PROVISION OF CONTRACT LIFECYCLE MANAGEMENT SYSTEM

REF: AFC001.23/JS

CLOSING DATE | 31 AUGUST 2023  
DOCUMENT A | INVITATION TO TENDER





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# 1 About Action for Children

## 1.1 Introduction

Action for Children (“Charity”) is a registered charity and a registered company limited by guarantee. The Charity is registered with the Charity Commission and the Scottish Charity Regulator. It wholly owns six operative subsidiaries which undertake primary purpose trading activities on behalf of the Charity.

Action for Children seek to appoint an experienced and authorised professional Supplier with the UK coverage and expertise of the sector to deliver this provision. The Supplier is required to submit a proposal that is innovative, flexible, includes a provision to best practice standards and with very competitive commercial pricing as well as competent technical qualities.

It is important that proposals include detailed information regarding your company’s capabilities and how you would approach working with the Charity to achieve the objectives and deliver the service requirements set out in this document.

## 1.2 Company Background

Action for Children is one of the largest children’s charities in the UK. The children and young people we support face the most difficult problems in life. Some don’t have the basics, from the love and care of family to regular routines such as mealtimes or the guidance that all children need to grow to be healthy adults.

Others have to overcome physical or emotional challenges that hold them back. We help these children to fulfil their potential by providing services to support their individual needs. We succeed in helping children and young people to overcome difficulties at an early stage to tackle problems before it’s too late.

Children are at the centre of everything Action for Children does. We exist to help the most vulnerable children and young people break through injustice, deprivation, and inequality.

Our commitment to participation ensures we listen to children and young people and involve them in defining the issues they face and in finding solutions to help them achieve their full potential. We support 600,000 children, young people, and families every year:

- whose families needed support
- who cannot live with their birth families
- who are disabled
- who experience severe difficulties in their lives

We deliver more than 650 services across the UK, and we are in local communities where you live and work. Our services are diverse and include children’s centres, nurseries, schools, residential/short break services, fostering and adoption, as well as services for disabled children and young people. We achieve this with the support of our 4500 employees and 2500 volunteers.



Through our services and campaigns, we challenge injustice, deprivation, and inequality. We empower children to overcome the obstacles in their lives that hold them back and tailor our work to local circumstances. We work in partnership with children and young people, families, communities, and local organisations.

Our campaigns aim to make a difference to all children, young people, and families across the UK as well as those that we work with directly. As part of the Alliance for Children in Care and Care Leavers, we called for stronger requirements on councils and the National Health Service to consider the mental health and emotional wellbeing of children which resulted in an amendment to the Children & Social Work Bill in 2016. We help transform the lives of thousands of children and young people each year and we've been doing so for 150 years.

## 2 Timetable and Key Information

### 2.1 Procurement Timetable

The proposed schedule for the procurement process are shown below. However, the dates indicated, should be regarded as indicative at this stage as the Charity reserves the right to extend and/or amend the timetable as necessary. Any major changes will be discussed with potential tenderers.

Tender Stage	Planned Start Date
Contract Notice Published	7-Aug-23
Clarification Deadline	23-Aug-23
Time and Date for Return of Tender Proposals	5pm 31 <sup>st</sup> Aug 23
Tender Evaluation (Start/End)	1 <sup>st</sup> Sept – 8 <sup>th</sup> Sept 23
Acceptance of Successful Tender	26-Sep-23
Contract Award	2-Oct-23
Contract Commencement	23-Oct-23

### 2.2 Contract Period

The Contract will be for a period of **2 years** with the option to extend for a further 1 year, subject to acceptable performance and the requirements of the project.

### 2.3 Contact

All queries relating to this tender must be made in writing to [julie.stenlake@actionforchildren.org.uk](mailto:julie.stenlake@actionforchildren.org.uk) referencing the **TENDER REFERENCE AND TITLE** in the subject line.



## 3 Terms for Submission of Tender

### 3.1 Tender Requirements

“You”/ “Your” or “Tenderer” means the body completing these questions i.e. the legal entity participating in this procurement process and responsible for the information provided.

Tenderers are invited to submit a bid in relation to this tender opportunity and to submit their bid by completing the Method Statements (Document D). The Supply of Services Agreement are the terms and conditions:

- a) on which the successful Tenderer(s) will be required to deliver the goods and services the subject of this tender;
- b) under which the goods and services are paid; and
- c) on which, if necessary, based on the successful Tender Response, the successful Tenderers’ obligations under the Agreement will be guaranteed by an appropriate parent or holding company and such obligation will be set out in the Supply of Services Agreement.

### 3.2 Returning of Tender Proposals

All tender should be returned to Julie Stenlake to [buying@actionforchildren.org.uk](mailto:buying@actionforchildren.org.uk)

Tenders must be returned by **31<sup>st</sup> August 2023** as stated in the Timetable above. **THE REFERENCE NUMBER AND CONTRACT TITLE SHOULD BE STATED ON THE ‘SUBJECT LINE’ OF YOUR EMAIL TENDER SUBMISSION.**

Unless otherwise stated by the tenderer, tenders shall remain valid for 90 days from the closing date for receipt of tenders. A tender valid for a shorter period may be rejected by the Charity as failing to meet the tendering conditions.

### 3.3 IR35 - Taxation

The Charity has a responsibility to ensure that the people working for them are paying the right tax and are already required to seek assurance that their workers are paying the correct employment taxes.

His Majesty’s Revenue and Customs (“HMRC”) has developed a toolkit to help with assessment of an individual’s position under IR35. The toolkit is accessed by clicking the link below:

<https://www.tax.service.gov.uk/check-employment-status-for-tax/setup>

The Charity will undertake an IR35 check on the successful Tenderer in this procurement exercise to ensure compliance with IR35.



### **3.4 UK General Data Protection Regulation ('UK GDPR') and Data Protection Act 2018**

The UK GDPR is the General Data Protection Regulation. It sets out the key principles, rights and obligations for most processing of personal data in the UK. The Data Protection Act 2018 (DPA 2018) sets out the data protection framework for data protection law in the UK. It sits alongside and supplements the UK GDPR. The DPA 2018 aims to protect the privacy of citizens and prevent data breaches. It applies to any public or private organisation processing personal data in the UK. Established key principles of data privacy remain relevant but there are also a number of provisions that affect commercial arrangements with suppliers.

Under the Data Protection Legislation, the Charity has a responsibility to undertake sufficient due diligence of new suppliers/contractors to ensure they can implement the appropriate technical and organisational measures to comply with the law (i.e. provide guarantees of their ability to comply with the law).

Tenderers attention is drawn to the following documents in this ITT, namely:

- the Data Processing Schedule referenced in and attached to the ITT, and;
- the Supply of Services Agreement are the Terms and Conditions of Contract, which set out the obligations in relation to the provisions of the GDPR in regard to this tender opportunity.

The Successful Tenderer will be responsible for compliance with the provisions of the Data Protection Legislation and for managing their own costs in regard to such compliance.

Tenderers should ensure that any amounts submitted in their Tender take compliance with the provisions of the Data Protection Legislation into account. The Charity will only be liable to pay the Successful Tenderer the amount identified in their Tender regardless of whether they have considered compliance with the provisions of the Data Protection Legislation into account.

### **3.5 Information supplied in the Tender Response**

Information supplied in the Tender Response must be complete and accurate, may be relied upon by the Charity and its advisors in connection with this procurement process and will be binding if included in any award pursuant to this procurement process.

Any information provided in a Tender Response which is false, misleading or inaccurate may render the Tender Response non-compliant. Furthermore, it is the responsibility of the Tenderer to keep the Charity informed of any matter that may affect the Tenderer's continued qualification to participate in the procurement process.

Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in Tender Responses, within the specified timescale, may mean that a Tenderer is not invited to participate further in the procurement process.



Please note that if any of the information supplied in a Tenderer's Tender Response changes during the procurement period, the Tenderer is required to notify the Charity details can be found in paragraph [2.3](#).

### **3.6 Statement of Confidentiality and Non-Disclosure**

This document contains proprietary and confidential information. All information submitted is provided in reliance upon the consent of the receiving party not to use or disclose any information contained herein except in the context of its business dealings with the Charity. The recipient of this document agrees to inform present and future employees who view or have access to its content of its confidential nature.

The recipient agrees to instruct each employee that they must not disclose any information concerning this document to others except to the extent that such matters are generally known to, and are available for use by, the public. The recipient also agrees not to duplicate or distribute or permit others to duplicate or distribute any material contained herein without the Charity's express written consent.

The Charity retains all title, ownership and intellectual property rights to the material contained herein, including all supporting documentation, files, marketing material, and multimedia.

By acceptance of this document the recipient agrees to be bound by the aforementioned statement.

### **3.7 Costs**

Tenderers and (if applicable) proposed sub-consultants are responsible for their own costs and expenses incurred in connection with the preparation and submission of tender responses. The Charity will not be responsible for the costs or expenses incurred by any tenderer or any proposed sub-consultants in participating in this tender process and/or responding to this ITT.

### **3.8 Non-Collusion**

Any collusion between Tenderers may lead to the disqualification of such Tenderers from this procurement process.

### **3.9 Disqualification**

Please note that without prejudice to any of the foregoing, the Charity may disqualify any Tenderer from this procurement process if it:

- a) fails to provide a satisfactory response to any question in the Single Procurement ; or
- b) provides an inaccurate or incorrect or misleading response to any question in the Qualification Envelope; or
- c) submits its Tender response other than in accordance with this ITT.



### **3.10 Canvassing Information Prohibited**

Any Tenderer who directly or indirectly canvasses or solicits information from any member, agent or officer of the Charity concerning this procurement process, including, where applicable, the short-listing of Tenderers may be disqualified.

### **3.11 Right to Withdraw/Abandon/Defer this Tender process**

Tenderers should note that the Charity reserves the right:

- a) to withdraw from and/or to abandon and/or to defer this tender process at any time (including if there are no acceptable Tender Responses);
- b) not to award any contract as a result of this tender process;
- c) to supplement, revise and/or clarify the terms and conditions of this ITT;
- d) to require you to clarify your Tender Response and/or to provide additional information in relation thereto; and
- e) without prejudice to (b) above, not to enter into any contract with a person who is not an entity which submitted a successful Tender Response.

In the event that the Charity determines to withdraw, abandon or defer this tender process for whatsoever reason, the Charity will not be responsible for any costs or expenses howsoever incurred by Tenderers.

### **3.12 No Warranty, Representation or Contract**

This ITT makes no claim to be exhaustive or to provide all the details a tenderer would need in relation to the services needed or this tender process. Tenderers and, (if appropriate), any prospective sub-consultants should conduct their own research, independently evaluate the opportunities provided here, and obtain their own expert financial and legal advice before determining whether or not to participate in this tender.

In relation to the information in this ITT and/or any other information provided or made available to Tenderers by the Charity and/or its personnel in connection with this tender process, including any responses to requests for additional information, Tenderers and, (if applicable, any proposed sub-consultants), should note that.

- a) make any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of such information;
- b) accept any responsibility for such information or for its fairness, accuracy or completeness; and/or
- c) accept any liability for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information.

Nothing in this tender process (including any Tender Response or communication between the Charity and any Tenderer) shall constitute a contract or an offer which may be accepted or a representation that any contract will or may be awarded. The Charity reserves the right at any time and without notice and holds no liability to any Tenderer or to any proposed sub-consultant:



- a) to withdraw from and/or to abandon and/or to defer this tender process at any time;  
and
- b) not to award any contract as a result of this tender process.

### ***3.13 Conflicts of Interest***

The Charity may exclude the Tenderer if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, 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.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Tenderer to inform the Charity, detailing the conflict in a separate document which must be submitted as with the tender proposal.

Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Charity should not present a conflict of interest for the Tenderer.

### ***3.14 Accuracy of Information Supplied***

Information supplied by the Charity and/or its advisors (whether in this ITT or otherwise) is supplied for general guidance in the preparation of your Tender Response only. It is not intended to form the basis of any decision on whether to enter into the Contract. Such information has not been independently verified and it is your responsibility to satisfy yourself with regard to the adequacy, accuracy or completeness of any such information.

Neither the Charity nor its advisors make any representation or provide any warranty regarding the adequacy, accuracy or completeness of any information provided in connection with this tender process and no responsibility is accepted by the Charity or its advisors for any inaccurate information obtained or accepted by you.

### ***3.15 Award***

The Charity reserves the right to make an award of this contract in whole or in part.

### ***3.16 Governing Law and Jurisdiction***

This ITT shall be governed by the laws of England and Wales and you agree, by participating in this tender process, to submit to the exclusive jurisdiction of the courts of England and Wales.

## 4 TENDERING INFORMATION

### 4.1 Tender Responses

We will not be obliged to consider any late submissions nor any requests for extension of the deadline for submission. However, we may, at our discretion extend the deadline for submissions, in which case we will notify you of such change as soon as possible.

Any emails containing the below will be blocked and rejected by our system:

- Videos
- Audio
- Password protected documents

You must ensure that your Tender Response is submitted by the Tender Closing Date/Time of **5pm on 31<sup>st</sup> August**.

Please note that it is the Tenderer's responsibility to ensure that its Tender Response is prepared in good time and is submitted by the said Tender Closing Date/Time.

The Charity accepts no responsibility for a Tenderer failing to submit its Tender Response by the said Tender Closing Date/Time.

If a Tender Response is submitted after the said Tender Closing Date/Time it will be disqualified by the Charity as being non-compliant.

### 4.2 Clarifications

The Charity will be pleased to clarify questions arising from the ITT for up to five working days before the deadline date for the submission of Tender Responses.

All queries/clarifications with regard to this procurement exercise **MUST** be emailed to the contact in paragraph [2.3](#).

**Note:** The basic starting point for the Charity in respect of questions, requests for clarification or further information in connection with this ITT and this procurement process, will be circulated to all organisations who have registered their interest in this ITT (organisations and names will be anonymised). Should Tenderers wish to avoid such disclosure (for example, on the basis that the request or response contains commercially confidential information or may give another tenderer a commercial advantage) the request must be clearly marked "**IN CONFIDENCE - NOT TO BE CIRCULATED TO OTHER TENDERERS**" and the Tenderer must set out the reason(s) for the request for non-disclosure to other tenderers.

Information provided by the Charity is provided for general guidance in the preparation of the Tender Response. Each Tenderer must satisfy itself that any such information provided is accurate. The Charity bears no responsibility for any inaccurate information obtained by the Tenderer.

## 5 Proposal Evaluation

### 5.1 Evaluation

The tender process will be conducted to ensure that tenders are evaluated fairly to ascertain the most advantageous tender.

Account will be taken of any factors which impact on the tenderer's suitability that emerge from the tendering process.

### 5.2 Evaluation Methodology

Submitted tenders are assessed using the evaluation methodology below. Clarifications maybe sought in writing, or by interview/presentation from the suppliers and scores adjusted accordingly.

Score	INTERPRETATION
5	Supplier demonstrated <b>EXCELLENT/EXCEEDS</b> expectations of detail and understanding of the requirements. They included significant and detailed suggestions to improve areas that will need improvements. They have indicated value added services which they will provided. They are aware of the environment that they will be securing and have proactively included specific details for risks mitigation that is relevant to this type of business. They have shown that they possess collaborative traits and openness towards process. They have proposed a collaborative, observant/vigilant, teamwork approach, and hands-on approach towards the project.
4	Supplier demonstrated <b>GOOD</b> level of detail and understanding to the matters to be addressed in the proposed contract. They are aware of the environment they will be required to provide services to secure. They have made good observation and provided good feedback on major areas of issue. They have included good detail in their responses to assist in policy direction towards improving compliance. They demonstrate a teamwork approach and openness towards discussing any potential issues.
3	Supplier demonstrated <b>SATISFACTORY</b> level of understanding and grasp of the overall scope of the contract areas to be covered, they were attentive and responsive to the issues relating to providing the best service. They have highlighted main issues and given a synopsis of how they will be addressed, however much detail was not presented.
2	Supplier demonstrated <b>LIMITED</b> level of detail and understanding; they have addressed the points/issues inadequately and has shown limited understanding of the areas that needs attention. They seem ad hoc and have failed to indicate a direct approach to the tasks at hand.
1	Supplier demonstrated <b>POOR</b> level of detail and understanding of the requirements/provision. They have failed to provide a definite approach and suggestions to respond to the needs presented. They have not developed a specific assessment to the needs of the business and have provided generic vague responses to areas to be covered.
0	<b>NOT ELIGIBLE FOR CONSIDERATION</b> Completely fails to meet the requirement. Response significantly deficient/no response.

### 5.3 Evaluation Process

Tenders will be scored against the following criteria using the evaluation methodology in paragraph 5.2. The highest scoring supplier will be approached first. If the appointed supplier fails to meet the standard, the requirement will pass to the next supplier scoring list. Award of this Contract will be to the most advantageous tenderer however, the Charity is not bounded to accept the lowest or necessarily any tenders.

On receipt of Tender Responses, an initial review will be carried out to confirm completeness and compliance.

The Charity may in its absolute discretion refrain from considering Tender Responses if: -

- a) the Tenderer does not tender for the stated opportunities;
- b) the Tender Response is not in accordance with the instructions set out in this ITT;
- c) the Tender Response is submitted late, is completed incorrectly, is incomplete in any way, or otherwise fails to meet the Charity's tender requirements which have been notified to Tenderers.

### 5.4 Evaluation Criteria

The evaluation will comprise of:

1. **Suitability Assessment:** To determine compliance with the requested response format and overall commercial and solution alignment. Evaluation of the criteria the Charity deems are the essential abilities of the Bidder to carry out the contract.
2. **Detailed Evaluation:** Quality (60%) and Price (40%).
3. **Documentary Evidence:** Evaluation of supporting documentary evidence requested from the *Successful Tenderer* as set out in paragraph 5.5 and 5.6

**Note:** Failure to pass all criteria in the **Suitability Assessment** will exclude your Tender response from the Tender process.

Award Criteria	Weighting
<b>Suitability Assessment</b> AfC will examine the proposals to determine whether they are complete, that the documents have been properly signed and that they are generally in order. Any solutions that look obviously unsuited to AfC's business, technical or financial objectives will be rejected at this point.	PASS/FAIL
<b>Quality</b>	60%
<b>Price</b>	40%
<b>TOTAL</b>	<b>100%</b>

#### 5.4.1 Shortlisting of Candidates & Presentation

Suppliers will be invited to deliver a presentation to representatives of the evaluation panel in support of their Tenders, during the period 13<sup>th</sup> – 22<sup>nd</sup> September. You should keep these



dates free in case you are asked to attend and please let us know of any dates you would be unable to attend. The presentation will seek to assess the suitability of the supplier with regard to ideas, proposals and effective execution to meet the Charity's business objectives from the submitted proposal. If bidders are unable to fulfil that requirement during the presentation, the Charity have the right to amend the score to reflect the inability to fulfil the proposal, and scores are adjusted accordingly. The scores will either increase or decrease by a maximum of 1 point.

There may be circumstances where the evaluation panel will not deem it necessary for the presentation/Q&A stage to be carried out in order to identify a clear winner, regardless of the impact of the presentation/Q&A stage. All suppliers who submit a tender will be notified if this decision is taken.

### **5.4.2 Suitability Assessment**

The **Suitability Assessment** is comprised of and is assessed as follows:

<b>Section</b>	<b>Section Title</b>
-	General Information
Exclusion	Grounds for Mandatory Exclusion
	Grounds for Discretionary Exclusion
Selection	Financial Information
	Indemnity and Insurance Information
	Commercial Information
	Responsible Procurement and Community Support
	Promoting Equality
	IT
	Technical and Professional Ability

The above criteria are evaluated on a '**Pass / Fail**' basis.

There are questions that require a '**Yes**' or '**No**' answer and questions that give the option to submit evidence either at the time of tender submission or at a later stage in the tender process.

Questions that give the option to submit evidence at the time of tender submission or at a later stage in the tender process will be evaluated in accordance with the provision set out under paragraph **5.5** and **5.6**

**Please note:** In the event of a '**Fail**' (as set out above) such Tender Responses will be disqualified at the **Suitability Assessment** and will not progress any further in the Tender process.



### 5.4.3 Detailed Evaluation (Quality & Price)

Evaluation of the quality of the tender, specifically taking into consideration the consultants response to the brief (**Document B**).

The Technical assessment will assess the supplier's proposal against delivering the service requirements. The vendors may be asked to attend a presentation (virtual/face-to-face) to present their proposal and discuss any further clarifications required by the evaluation panel.

The **Quality Criteria** will be assessed using the following sub-criteria (see **Document D**):

Method Statement	Weighting
Demonstration of System Effectiveness	20%
Proposal Requirements	20%
Implementation & Ongoing Support	20%
<b>Total Weighted Score for Quality</b>	<b>60%</b>

The evaluation of the Method Statements will be undertaken by a panel of officers on an individual basis, followed by a moderation meeting of the said officers to attain a single score for each aspect of the Method Statements.

The **Price Criteria** will be assessed using the following sub-criteria (see **Document G**):

Price Criteria	Weighting
<b>Fee Proposal</b> <ul style="list-style-type: none"><li>Please provide a fee proposal using the <b>Pricing Schedule</b> document for the project including:<ul style="list-style-type: none"><li>The lump sum proposed quoted in sterling (excluding and including VAT).</li><li><b>All costs must be included in your fee proposal.</b></li></ul></li></ul>	
<b>Total Weighted Score for Price</b>	<b>40%</b>

### 5.4.4 Commercial Assessment

The Commercial assessment will be completed on all suppliers' proposals, the weighting will be calculated and added to their technical assessment scores. The supplier with the highest overall weighted score will be deemed successful.

### 5.4.5 Joint First Ranked Bids

Following completion of the evaluation, in the event of a tie of the highest total combined Scores between 2 or more Tenderers, the Tenderer with the highest *Quality Score* will be deemed to be the highest scoring tenderer and will proceed to the final stage as set out in paragraphs 5.5 and 5.6.



### **5.5 Provision of Supporting Documentary Evidence**

As part of the Suitability Assessment, tenders are given the opportunity to provide additional supporting evidence (such as examples of recently completed similar work) at the time of submitting their Tender Response. This information will not be taken into consideration in the scoring of the submissions.

Please note that the Charity reserves the right to request the provision of evidence from any Tenderer at any time during the procurement process.

Failure by the highest scoring tenderer to provide all Evidence as required may mean that the Charity will disqualify the said Tenderer from the procurement process.

If such disqualification occurs, the Charity reserves the right to approach the next highest Scoring Tenderer to provide the relevant evidence. The same provisions relating to return of the documentation apply and failure by that next highest scoring tenderer to provide all Evidence as required may mean that the Charity will disqualify that Tenderer from the procurement process and approach the next highest scoring tenderer and so forth.

### **5.6 Evaluation of the Evidence**

Upon production of the evidence by the highest scoring tenderer the Charity will evaluate the same in accordance with the guidance and the provisions of this ITT.

In the event that the Evidence provided by the highest scoring tenderer does not meet the specified requirements, the said Tenderer will be disqualified from the procurement process.

If such disqualification occurs, the Charity reserves the right to approach the next highest scoring tenderer to provide the relevant evidence.

In the event that the evidence provided by the next highest scoring tenderer does not meet the specified requirements, the said Tenderer will be disqualified from the procurement process and the Charity may approach the next highest scoring tenderer and so forth.

Please note that the Charity reserves the right to abandon the procurement process at any time during this evaluation in the event that the evidence provided by any Tenderer does not meet the requirements of this ITT.

### **5.7 References**

The supplier shall provide details of three (3) customers whom the Charity may contact for references. These customers should be similar in scale, and have similar project requirements, to those of the Charity. At the time of bid we will only need the name of the company and the description of the service provided. Once we have selected the suppliers, we would like to contact from your list we will request the relevant contact details for the selected supplier.

## 6 Documents Submission- Final Checklist

Document	Description	Complete & Return	Information
<b>A</b>	Invitation to Tender		Read this document <b>before</b> starting your proposal.
<b>B</b>	Specification		Action for Children's contract requirements.
<b>C</b>	Suitability Assessment	✓	Mandatory assessment to be returned.
<b>D</b>	Method Statements	✓	Complete in line with the specification.
<b>E</b>	Form of Tender	✓	Sign and return
<b>F</b>	Certificate of Non-Collusion	✓	Sign and return
<b>G</b>	Pricing Schedule	✓	Include commercial response to support your proposal.
<b>H</b>	Worked Evaluation Example		Example of how quality & price are evaluated.
<b>I</b>	References	✓	Complete and return
<b>Appendix 1</b>	High Level Workflow Process Map		For information
<b>Appendix 2</b>	Estimated Licence Numbers		For information
<b>Appendix 3</b>	AFC Data Services agreement		For review
<b>Appendix 4</b>	Data Processing Agreement		For review