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**Request for Quotation**

**To conduct a workforce skills audit for the North Northamptonshire family hubs network**

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# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “The Council”) invites quotations for the provision of invites quotations for the provision of a skills audit to determine the gap between the skills and knowledge needed to reach the organisational goals and the current skills and knowledge of employees across health, early years, education and SEND services.
  2. The audit will be conducted on all relevant staff members who are responsible for delivering family hubs, spread across several different organisations and service departments. The idea behind the skills audit is to provide information for future training and development needs and to assist in preventing problems which can be posed by certain skills shortages, by adapting measures to overcome these problems at an early stage, thereby improving the quality of work.
  3. The Council’s detailed requirements are defined in Section 2: Specification.
  4. Please take care in reading this document, in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the Officer detailed in Table B.
  5. The Council reserves the right to:
     1. carry out due diligence checks on the awarded Potential Supplier;
     2. amend the Conditions of Contract included at Appendix 1;
     3. abandon the procurement process at any stage without any liability to the Council; and/or
     4. require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
  6. The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Responses or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this RFQ entirely at your own risk.
  7. All documents and materials, which comprise the RFQ response, must be written in English only.
  8. Quotations are to remain open for acceptance for a period of 21 days from the Deadline for Submission of Bids.
  9. Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and locate within the question asked as this will be the single source of information on which responses will be scored and ranked.
  10. **Rights of the Council in Relation to the RFQ**
      1. The Council reserves the right to:

1. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by the Council;
2. Make changes to the timetable, structure or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable;
3. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis;
4. Choose not to award any contract as a result of this procurement process; and/or
   1. Answer fully all relevant questions and respond in accordance with any specific requests as detailed in the question e.g., maximum word/page limits, etc.
      1. Where the Council has identified word limits, Potential Suppliers are strongly requested to adhere as closely to these as possible. Whilst it is not the Council’s intention to count the number of words a Potential Supplier uses in their responses, if the Council reasonably determines that a word limit has been exceeded, it may take that into account when awarding a score for that question; i.e.; words submitted over this limit may not be evaluated;
      2. All words in any format (including but not limited to words in diagrams, pictures, maps, tables and charts) will count towards the word count. Potential Suppliers must state the number of words in any diagram, picture, map, table or chart directly underneath it. This includes any other method of presentation which is not just text. Potential Suppliers must not attempt to circumnavigate the word limit e.g., by joining up words or using special characters to join words.
      3. Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.
      4. When uploading attachments, please state the question number only in the file title.
      5. Submit any zipped files in WinZip format only.

## Procurement Timetable

* 1. This RFQ follows a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
  2. All documents, which comprise any RFQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table A, below.
  3. The RFQ process is intended to follow the timetable set out in Table A, below.

**Table A**

| Activity | | Time and Date  (as applicable) |
| --- | --- | --- |
|  | Request for Quotation Documents issued | Friday, 9 June 2023 |
|  | Deadline for Questions from Potential Suppliers | 17:00 on Friday, 16 June 2023 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Wednesday, 21 June 2023 |
|  | Deadline for Submission of Bids | 17:00 on Friday, 30 June 2023 |
|  | Evaluation of Bids Received\* | Thursday, 13 July 2023 |
|  | Contract Award\* | Friday, 14 July 2023 |
|  | Contract Start\* | Monday, 17 July 2023 |
|  | Contract End | Monday, 18 December 2023 |

* 1. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e. \*, are provided for **guidance only** and are **subject to change** at short notice.
  2. Any RFQ received after the Deadline for Submission of Bids identified in Table A, may be rejected. Therefore, it is the Potential Supplier’s responsibility to ensure that the deadline is not breached.

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via e-mail to the Officer detailed in Table B, below, no later than the Deadline for Questions from Potential Suppliers date found in Table A.
  2. A copy of all requests for clarifications and the responses will be published to all potential suppliers, where the clarification and response are not considered confidential.
  3. If a potential supplier wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will publish in an anonymised format.
  4. The deadline for receipt of clarifications relating to this procurement is set out in the procurement timetable. Clarifications sent to the Council after this deadline may not be responded to.

**Table B**

|  |  |
| --- | --- |
| Name | Sorayah Anderson |
| Job Title | Interim Strategic Commissioner |
| E-Mail address | [Sorayah.anderson@northnorthants.gov.uk](mailto:Sorayah.anderson@northnorthants.gov.uk) |

## Quotation Responses

* 1. Should you wish to take part in the selection process please complete this RFQ and return via e-mail to the Officer detailed in Table C, below, no later than the Deadline for Submission of Bids date in Table A.

**Table C**

|  |  |
| --- | --- |
| Name | Sorayah Anderson |
| Job Title | Interim Strategic Commissioner |
| E-Mail address | Sorayah.anderson@northnorthants.gov.uk |

## Evaluation of Quotations

*.*

* 1. **THOSE POTENTIAL SUPPLIERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL be rejected from the RFQ PROCESS.**
  2. Any bids which are not compliant or not completed fully will be rejected. If a bid is eliminated for any reason, the price submitted within the quote concerned shall also be excluded from the evaluation. Based on the information provided by Potential Suppliers, each compliant RFQ Response will be evaluated based on the following criteria:
  3. The Award Criteria Questionnaire carries a total weight of 100%, split between Quality and Price.
* Quality (60%)
* Price (40%)

The allocation of points available for these criteria are set out in Table G.

1. Potential Suppliers must pass all pass/fail questions in Section 3: to be considered. Bids not meeting the minimum standards will be rejected.

# Section 2: Specification

## Introduction and Background

Since April 2021, council services in Northamptonshire have been provided by two unitary authorities instead of the previous two-tier structure and NCT (Northamptonshire Children’s Trust) established to deliver children’s social care, early help, and youth offending services on behalf of the Council.

North Northamptonshire was identified as one of the 75 national Local Authorities to be designated as a ‘Family Hub Development’ authority. Consequently, the Council is in receipt of £3,728,000 Government funding, which has/will enable it to transform services and enhance the accessibility of support on offer. The programmes primary aim is to elevate the quality of family service delivery, address imbalances, tackle inequalities and push for better health and educational outcomes.

Specific activity over the past month has included workshops with key stakeholders to inform NNC plans for Family Hubs transformation and the funded services (parenting support, parent–child relationships and perinatal mental health support, infant feeding support and HLE services). Consultation with stakeholders has allowed us to define current service delivery, outcomes achieved, and service gaps; to agree on the options in and out of the scope.

The workshops highlighted that;

* universal health promotion had reduced post-covid due to staff capacity, pushing services to focus on targeted high-risk support.
* There is no diverse universal antenatal service in children's centres or community settings, which means not all people have access to the full range of quality services they need, when and where they need them.
* Impact of covid has meant children's developmental needs have not been identified early, which impacts on assessments, access to services and school readiness.
* The current Perinatal Mental Health offer doesn't cover specialisms in mild-moderate perinatal mental health and child-parent relationship difficulties.

We have quickly mobilised services that will ensure we meet the 'minimum' outputs that local authority areas are expected to deliver with the funding over the course of the three-year programme and, where possible, 'go further' to enhance and expand the offer to go above and beyond the minimum expectation depending on the current provision, to encourage innovation and ambition.

The DFE grant funding should support the partnership in developing a skilled workforce that can work in integrated ways to provide families with universal and targeted support through developing a multi-agency workforce development plan.

The Family Hubs programme recognises that more work needs to take place to understand North Northampton’s workforce needs, skill levels, and gaps to support the partnership in developing a whole family system approach across Early Help, universal and targeted services.

The partnerships ambition is to develop a coordinated training offer that will help all stakeholders in the Family Hub network understand and identify needs early and work in a whole-family way. We are reviewing options to develop shared modular training programmes that include integrated working, taking on the lead professional role, creating a whole family plan, developing skills in trauma-informed practice, etc.

## Scope

The scope of work requires a thorough understanding of North Northamptonshire local authority and key partners in the Family Hubs network, including NHFT, Public Health and NCT (Northamptonshire’s Children Trust) mandates, operations, and business environments, with specific reference to the applicable Human Resources policies and procedures.

The appointed service provider will therefore conduct a comprehensive skills audit on all relevant positions in health, early years, SEND services and education that have been identified as to have direct involvement and responsibility for the delivery of Family Hubs.

The services to be rendered are, but not limited to, the following:

1. Interviewing of all the relevant staff members across the Family Hub network
2. Facilitate data collection amongst staff members, using appropriate methodologies e.g., questionnaires, surveys, focus groups, etc.
3. Facilitate the development of the workforce development plan and implementation plan.
4. Continuously provide feedback throughout the process to enhance the outputs.

## Statement of Requirements

* Identify and defining the skills requirements of the Family Hubs network.
* Desktop research including bench marking against other councils.
* Ofsted and Serious Case Review analysis
* Analysing current skills and developing a skills profile of the organisation.
* Consider multi-professional approaches to building competencies across the early year’s workforce.
* Defining the training and development needs.
* Determine skills that are essential for the organisation to thrive and establishing priorities.
* Creating a training and development plan.
* Draft a Skills Audit report and supporting documents to deliver to the Family Hubs network and agreed Management.
* Determine the skills and competence gaps between the skills requirements for the delivery of family hubs and current employee skills sets
* Assist with the compilation and submission of the Family Hubs Workforce Development Plan

## Target audience

The Skills Audit will focus on permanent and fixed-term employees and the target population is divided into 4 different levels, as follows:

|  |
| --- |
| **Category** |
| Operational staff and specialist |
| Middle management |
| Senior Management |

Alongside this work, the Family Hubs Data Officer is undertaking a workforce count as part of the DfE data return requirements, which will be ready in June. This work will support the successful service provider with stakeholder mapping and identifying staff members who need to be included in the workforce audit. Therefore, the work programme is still evolving, and we require a provider who can work flexibly to meet the needs of the partnership and engage as many professionals as possible within the project timeframes.

## Suggested approach and analysis.

The partnership is familiar with the “double diamond” methodology and is looking for the same or similar approach that enables us to reach a good workforce solution by challenging what we know, understand what more we need to know, iterate new approaches (or confirm current ones) and ultimately to have a joined up, potentially integrated approach to workforce development and a system support offer for children and families.

Diagram

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## Data Management / UK General Data Protection Regulation (UK GDPR)

As a data controller, we are committed to upholding the principles of UK GDPR and the Data Protection Act 2018 (UK Data Protection Legislation) to ensure:

* that any processing is lawful, fair, transparent and necessary for a specific purpose;
* that data is kept accurate, up to date and removed when no longer necessary;
* that data is kept securely and safely; and
* transparency regarding use of personal (including special category) data.

The data controller has overall control of the personal data that it holds. The data controller is responsible for ensuring that its data processors are competent to process personal data in line with UK GDPR requirements. Under Article 28(1) data controllers are only permitted to use data processors that can provide “sufficient guarantees” to implement appropriate technical and organisational measures, to ensure the processing complies with the UK GDPR and protects the rights of individuals.

There have been no data protection implications identified for the initial provision of this service.

If, at any stage following the commencement of services the supplier requires access to personal data held by the data controller; the data controller will ensure that the appropriate provisions are put in place and documented, to allow the processing to be undertaken in accordance with UK Data Protection Legislation.

In this event, in accordance with Article 28 UK GDPR, the supplier as a ‘data processor’ must adhere to the following provisions:

* 28 (3)(a) only process personal data in line with the data controller’s documented instructions (including when making an international transfer of personal data), unless it is required to do otherwise by UK law.
* 28(3)(b) the data processor and its personnel must obtain a commitment of confidentiality from anyone it allows to process the personal data, unless that person is already under such a duty by statute.
* 28(3)(c) the data processor is obligated to take all security measures necessary to meet the requirements of Article 32 on the security of processing.
* 28(3)(d) the data processor should not engage another processor (a sub-processor) without the controller’s prior specific or general written authorisation. Where authorisation is received, the sub-processor must offer an equivalent level of protection for the personal data.
* 28(3)(e) the data processor must take “appropriate technical and organisational measures” to help the data controller respond to requests from individuals to exercise their data rights.
* 28(3)(f) considering the nature of the processing and the information available, the data processor must assist the data controller in meeting its obligations to investigate and report data breaches to the ICO and data subjects, where applicable.
* 28(3)(g) upon termination of services, the data processor must delete existing copies of the personal data and confirm in writing to the data controller that it has done so, unless UK law requires it to be stored. Deletion of personal data should be done in a secure manner, in accordance with the security requirements of Article 32.
* 28(3)(h) the data processor must provide the data controller with all the information that is needed to show that the obligations of Article 28 have been met; and allow for, and contribute to, audits and inspections carried out by the data controller, or by an auditor appointed by the data controller.

# Section 3: Supporting Information

1. Please complete Section 3 below.

| **General Information** | | | | |
| --- | --- | --- | --- | --- |
| **Question 1:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| 1.1. (a) | Full name of the Potential Supplier completing Information | | | Click to enter text. |
| 1.1. (b) (i) | Registered office address | | | Click to enter text. |
| 1.1 (b) (ii) | Registered website address | | | Click to enter text. |
| 1.1. (c) (i) | Trading Status | | | Choose an item. |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | | | Click to enter text. |
| 1.1 (d) | Date of registration in country of origin | | | Click to enter date. |
| 1.1. (e) | Company registration number | | | Click to enter text. |
| 1.1. (f) | Charity registration number | | | Click to enter text. |
| 1.1 (g) | Head Officer DUNS number | | | Click to enter text. |
| 1.1 (h) | Registered VAT number | | | Click to enter text. |
| 1.1 (i) | Trading name(s) that will be used if successful in this procurement. | | | Click to enter text. |
| 1.1. (j) | Are you a Small, Medium or Micro Enterprise (SME)? | | | Choose an item. |
| 1.1 (k) | If applicable, details of immediate parent company | | | Click to enter text. |
| 1.1 (l) | If applicable, details of ultimate parent company | | | Click to enter text. |

**Please Note:** To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

1. Section 5: Freedom of Information; and
2. Section 6: Declaration.

| **Contact Details and Declaration** | | | | |
| --- | --- | --- | --- | --- |
| **Question 2:** | | **Scoring Methodology:** | Question Answered? Yes/No | |
| *Potential Supplier contact details for enquiries about this RFQ Response* | | | | |
| 2.1. (a) | Contact name | | | Click to enter text. |
| 2.1. (b) | Name of organisation | | | Click to enter text. |
| 2.1. (c) | Role in organisation | | | Click to enter text. |
| 2.1. (d) | Phone number | | | Click to enter text. |
| 2.1. (e) | E-mail address | | | Click to enter text. |
| 2.1. (f) | Postal address  *including postcode* | | | Click to enter text. |
| 2.1. (g) | Signature  *electronic is acceptable* | | | Click to enter text. |
| 2.1. (h) | Date | | | Click to enter date. |

| **Insurance** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 3:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ to any of the levels below will be eliminated from this procurement process. |  | |  |
| *Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below.* | | | | | | |
| 3.1. | Employer’s (Compulsory) Liability Insurance at no less than £5,000,000 *It is a legal requirement that all Potential Suppliers hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | | | | Choose an item. | |
| 3.2. | Public Liability Insurance at no less than £5,000,000. | | | | Choose an item. | |

| **Requirements under Modern Slavery Act 2015** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 4:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  | |  |
| 4.1. (a) | The Council wants to ensure that within your business and its supply chain, there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights.  Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015? | | | | Choose an item. | |

| **UK General Data Protection Regulations (UK GDPR)** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Question 5:** | | **Scoring Methodology:** | Pass/Fail  Potential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  | |  |
| 5.1. | The Council wants to ensure that within your business and/or in its supply chain, the processing of personal data and processes in relation to this contract are complaint with the requirements of the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.  Please confirm that you and your supply chain with regards to this RFQ response comply with all applicable data protection legislation including but not limited to the UK General Data Protection Regulations (UK GDPR) and Data Protection Act | | | | Choose an item. | |

| **Your Organisation (weighting 20%)** | | | | |
| --- | --- | --- | --- | --- |
| **Question 6:** | **Scoring Methodology:** | 0-4 | **Word Limit:** | 1000 words |
| * About your organisation * Your experience relevant to completing a workforce skills audit in health, early years, SEND services and education. * Relevant experience (if any) of Family Hubs. * Why this work interests you, and what value your organisation brings to the work. * A brief bio of the project team who would be involved in the work and their skills/experience/knowledge – include any proposed sub-contractors. | | | | |
| **Answer:** | | | | |
|  | | | | |
| **Word Count:** | | | | Enter no. |

| **Design methodology (30%)** | | | | |
| --- | --- | --- | --- | --- |
| **Question 7:** | **Scoring Methodology:** | 0-4 | **Word Limit:** | 2000 words |
| * Description of your proposed methodology * Why this approach will lend itself well to this work and perceived benefits. * Research and engagement you may need or need to undertake and how you will do that. * Who you think are the key stakeholders and how you propose to engage with them. * The support you expect from the commissioners and key partners to undertake the work. * A proposed delivery structure. | | | | |
| **Answer:** | | | | |
|  | | | | |
| **Word Count:** | | | | Enter no. |

| **Risk Management and Ethics (10%)** | | | | |
| --- | --- | --- | --- | --- |
| **Question 8:** | **Scoring Methodology:** | 0-4 | **Word Limit:** | 1000 words |
| * Key risks for this project and what strategies you will put in place to mitigate these. * Describe how you will ensure the work is conducted to the highest ethical standards. * Note any key considerations related to the participants taking part. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

| **Project management (10%)** | | | | |
| --- | --- | --- | --- | --- |
| **Question 9:** | **Scoring Methodology:** | 0-4 | **Word Limit:** | 1000 words |
| Please provide a project timeline,   * how you will meet key deadlines throughout the project, plus any support required from the NNC project team. * Please describe how and when you will meet with the project team, * how progress will be communicated and how any issues will be handled and resolved between both parties. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. Please complete the Pricing Schedule at Table E, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.

* 1. All prices quoted must exclude VAT.
  2. We are accepting quotes up to £83,504
  3. Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
  4. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.

## 2. Award Criteria Questionnaire Weightings

* 1. The Award Criteria Questionnaire carries a total weight of 100%, split between Quality and Price.
* Quality (60%)
* Price (40%)

The allocation of points available for these criteria are set out in Table G.

* 1. The scores from these sections will be added together and the Potential Supplier with the highest overall score will be awarded the contract. The scores for each of these two sections will be calculated as per the methodologies described in the following sections.

## Evaluation and Moderation of Quality (Award Criteria Questionnaire)

* 1. Each Tender Response will be evaluated by an Evaluation Panel, which may include, but not be limited to, Council officers, members, technical advisors and/or stakeholders (such as members of user groups, focus groups and/or tenant/resident panels).
  2. An initial examination may be made to establish the completeness of the Tender Responses.
  3. Any moderation meetings will be attended by the Evaluation Panel and a member of the Procurement Team, who will facilitate the moderation meeting.
  4. As the result of any moderation, the Evaluation Panel may choose to revise a Potential Supplier’s score for each response to a Quality Assessment question, either up or down to reach a final score.
  5. All responses to the Award Criteria Questionnaire will be assessed against the Criteria set out in Table F, below.

**Table F**

| **Score** | **Criteria for Awarding Score** |
| --- | --- |
| 0 | Considered to be a **poor response** on the basis that:   * No response is provided; or * It does not answer the question or is completely irrelevant. |
| 1 | Considered to be a **limited response** on the basis that:   * Overall, it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level. |
| 2 | Considered to be an **acceptable response** on the basis that:   * It addresses most of the relevant criteria; and/or * The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level. |
| 3 | Considered to be a **good response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and provides evaluators with confidence that the criteria will be delivered to a good standard. |
| 4 | Considered to be an **outstanding response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard. |

* 1. The evaluated score as detailed in Table F, will be divided by 4 and multiplied by the question weighting (within Total) (%), to provide a final score (%) for each question, in accordance with the following example:
     1. If the question weighting (within Total) is 20% and the Potential Supplier’s response is scored ‘2’, their final score (%) will be:

1. 2 / 4 x 20 = 10% for that question.
   * 1. The Potential Supplier’s response to each question will be evaluated and scored a maximum of 4 marks as per Table F.
   1. Should the Evaluation Panel, in its reasonable judgement, identify a fundamental failing or weakness in any Tender Response then that Tender Response may, regardless of its other merits, be excluded from further consideration.
   2. For the avoidance of doubt, there are no sub-criteria elements in the Award Criteria Questionnaire, which will be scored. The score allocated will be against the total answer submitted and factored against the maximum percentage awarded for that question in accordance with the calculation formula.
   3. Where a particular question may list “elements”, Potential Suppliers are informed that no such individual element will be scored, per se; instead, the “elements” as listed are given for information only to assist Potential Suppliers to submit their most comprehensive Response and therefore their most competitive Tender Response in all the circumstances.
   4. The award criteria questions will be evaluated, using the scheme set out in Table G, below.
2. **Evaluation of Price (Award Criteria Questionnaire)**
   1. Potential Suppliers should satisfy themselves of the accuracy of all fees, rates and prices quoted, since they will be required to hold these or withdraw their Tender Response in the event of errors being identified after the Deadline for Submission of Bids, set out in Table C.
   2. If a Potential Supplier fails to provide fully for the requirements of the RFQ it must either:
      1. absorb the costs of meeting the Council’s full requirements within its tendered price; or
      2. withdraw its tender.
   3. The following criteria will be applied to evaluate price:
      1. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score, as set out in Table G. All other Tender Responses will be scored in accordance with the following calculation:
3. An example is provided in Example 1, below. This example is based on a 40% price weighting where the lowest compliant price is £1,000,000.

**Example 1**

| **Potential Supplier No.** | **Tender Price** | **Price Calculation** | **Price Score** |
| --- | --- | --- | --- |
|  | £1,000,000.00 | = 40%  (lowest compliant price) | 40 |
|  | £1,100,000.00 | =40 -((1,100,000-1,000,000)/1,100,000)\*100 | 30.91 |
|  | £5,000,000.00 | =40-((5,000,000-1,000,000)/5,000,000)\*100 | -40 |
|  | £1,300,000.00 | =40-((1,300,000-1,000,000)/1,300,000)\*100 | 39.77 |

1. Potential Suppliers who receive a minus score will be eliminated from the procurement process.

**Table E**

| **Pricing Schedule** | | |
| --- | --- | --- |
|  | Management costs | £Click to enter text. |
|  | Staffing - including for auditing, desktop research, design, reporting and engagement. | £Click to enter text. |
|  | Delivery costs – travel, venues, incentives. | £Click to enter text. |
|  | Additional Costs not otherwise specified | £Click to enter text. |
|  | Total Cost (A+B+C+D+E+F)  This is the figure that will be used for the price evaluation, as detailed in this document. | £Click to enter text. |

# Section 5: Freedom of Information

1. Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed and/or published where the expenditure is over £500, as per the Government Transparency agenda.
2. Potential Suppliers must state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under The Act. Potential Suppliers must state why they consider the information to be confidential or commercially sensitive.
3. Note that inclusion below will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in The Act. Note that the Declaration for this Section has been completed and signed at Section 3, Question 2.1 (g) of this document.

| **Information/Document** | | **Reference/Page No.** | **Reasons for Non-Disclosure** | **Duration of Confidentiality** |
| --- | --- | --- | --- | --- |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
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# Section 6: Declaration

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
   1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
   2. to the best of my knowledge, the information provided is complete and accurate;
   3. the price in Section 4 is our best offer;
   4. no collusion with other organisations has taken place in order to fix the price;
   5. that there is no conflict of interest in relation to the Council’s requirement;
   6. the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix 1;
   7. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix 1 and an instruction to proceed has been given by the Council in writing; and
   8. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

# Section 7: Due diligence

* 1. The Council will undertake its due diligence in advance of any contract award.
  2. The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any Quotation Response which is incomplete.
  3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to the Council to ensure that any organisation who wishes to enter into a contract with the Council will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
  4. The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council’s due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
  5. The Council reserves the right to revisit any selection criteria questions at any time before award stage, where the Council believes there is a risk that selection responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

# Section 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.

1. This will include details of the:
   * 1. Award criteria scores;
     2. Name of the successful provider(s).
2. The following documents shall form part of the contract between the Council and the successful provider(s):
   * 1. Specification;
     2. Terms and Conditions plus related Schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies, etc.);
     3. A pricing schedule (as completed by the Potential Supplier);
     4. Responses to requirements; and
     5. A list of commercially sensitive information.

## Appendix 1: Conditions of Contract

