**Essex County Council**

**SS0098 Request for Quotation (RFQ)**

**Response Pack**

**Developing the ‘South Essex Economic Growth plan for Action’ to boost growth and productivity and achieve South Essex’ full economic potential.**

**To be completed in full and returned by 12 noon on 26/01/2024 to** [**michael.veasey@essex.gov.uk**](mailto:michael.veasey@essex.gov.uk)

Please ensure you password protect your response and e-mail the password in a separate message.

1. **Specification –**Please review the embedded specification for full details of the requirement.
2. **Timetable –**

|  |  |
| --- | --- |
| RFQ released | 20/12/2024 |
| Clarifications deadline | 12/01/2024 |
| **RFQ submission deadline** | **26/01/2024** |
| Written Evaluation | 29/01-02/02/2024 |
| Supplier Interviews | 05/02/2024 |
| Award Notification | 08/02/2024 |
| Contract start | 01/03/2024 |
| Plan for Action produced | 30/09/2024 |
| Ongoing implementation support | 01/10/2024-31/3/2025 |
| Contract term End | 31/3//2025 |

1. **Project Milestones –**

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| Contract start | 18/03/2024 |
| Mobilisation period | 01-07/03/2024 |
| Plan for Action Produced | 30/09/2024 |
| Implementation Period | 01/10/2024-31/03/2025 |
| Contract end | 31/3/2025 |

1. **Requirement Specific Questions**

The answers to the below questions will demonstrate how the bidder is able to deliver against the specification.

Bidders that fail **ANY** of the ‘pass/fail’ questions will not have the rest of their submission assessed and will be excluded from the procurement process at this stage.

**Question 1**: Please supply details of how the proposer would meet the challenge of delivering an impactful plan for Action within the timescales, embracing the views of all stakeholders but focussed upon a small number of key future projects.

Pass: Comprehensive detailed proposal

Fail: Incomplete proposal

Word limit: 1000

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| Bidder Response |

**Question 2**: Please supply details of how the proposer would engage with the wider stakeholders from across South Essex to ensure the Plan for Action gets full backing of differing South Essex stakeholders and proposals for implementing/delivering the future key projects. Specifically explain how you would engage and consult with stakeholders including all 6 South Essex Councils, South Essex businesses, potential investors, Lower Thames Crossing, Thames Estuary Growth Board, Thames Freeport and South Essex MPs etc.

Pass: Comprehensive Plans

Fail: Incomplete Plans

Word limit: 1000

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| Bidder Response |

Question 3: Please exhibit your knowledge and understanding of the opportunities and challenges facing South Essex and its economy.

Pass: Comprehensive knowledge and understanding exhibited of the complexity of South Essex and innovative proposals suggested.

Fail: Non-comprehensive knowledge and understanding exhibited

Word limit: 500

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| Bidder Response |

Question 4: Please exhibit details of any relevant similar projects completed within last 5 years together with details of project team. Please supply full CVs and roles of proposed project team. To note the Senior Project Manager will be required to attend at least monthly meetings with project steering group and South Essex CEOs and other regular updates.

Pass: At least 3 recent relevant projects with recognised senior consultants engaged.

Fail: Lack of evidence of relevant experience

Word limit: 1000

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| Bidder Response |

Question 5: Please exhibit details of how you would approach the delivery of ongoing project implementation support.

Details any relevant similar projects completed within last 5 years together with details of programme manager. Please supply full CV. To note the Senior Project Implementation Manager will be required to attend at least monthly meetings with project steering group and South Essex CEOs and joint committee in addition to other regular business updates.

Pass: Experience of project implementation support in at least one project of similar size and complexity.

Fail: Lack of evidence of relevant experience

Word limit: 500

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| Bidder Response |

Please note all submissions will be required to participate in a F2F/online interview as part of the assessment process. Interviews/Q&A will take place on 5th February 2024 between 2pm and 5pm and will be arranged after submission.

1. **Information Governance (Data Processing)**

To ensure that the Authority’s data is processed in line with Data Protection Legislation please download and complete the embedded Data Protection Compliance Questionnaire below and send the completed version as part of your RFQ submission.

1. **Health and Safety**

It is a legislative requirement for organisations with 5 or more permanent employees to have a Health & Safety Policy. If you have 5 or more permanent employees, please confirm you have a Health & Safety Policy. If you have less than 5 please provide details of how you ensure your workplace is safe.

Please detail if you comply and how in the box below.

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1. **E-procurement**
2. Please confirm that as a minimum, your organisation will accept orders sent electronically (via P2P) to a central e-mail address by marking the relevant box with an “X”.

|  |  |
| --- | --- |
| Yes |  |
| No |  |

If you are unable to answer 'Yes', please contact the named contact on page one for further advice before submitting your RFQ response.

1. **Pricing – Buyer to edit pricing matrix.**

Please complete the attached pricing spreadsheet as per the instructions stated within the document.

All prices should be exclusive of VAT and include any expenses.

An indicative maximum budget of £100,000 has been allocated for this work.

1. **Freedom of information (FOI)**

If you consider that any information supplied for the purposes of this RFQ is either confidential in nature or commercially sensitive (please refer to the bidder guidance for more information) this should be highlighted in the table below. Please add more rows if required.

|  |  |
| --- | --- |
| **Location and description of commercially sensitive or confidential information** | **Reason for Exemption** |
|  |  |

1. **Declaration**

Please confirm that you have read, understood and accept the contents of this RFQ process, which includes:

* The Terms and Conditions and in particular.
  + The insurance requirements stated within Clause 11
  + The equality, Human Rights and modern slavery requirements detailed in section 16.
* The RFQ Response Pack
* The Pricing spreadsheet
* The contents of the Bidder’s Guidance

These documents will form the final contract if the Bidder is successful. By completing this declaration, you will be accepting the Terms and Conditions for contract delivery should you be successful.

**Full Terms and Conditions**

Please refer to the document provided.

Please confirm by marking the relevant box below with an ‘X’ and provide contact details as requested below for the person confirming Yes/No.

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| --- | --- | --- | --- |
| Yes |  | No |  |
| Name:  E-Signature:  Job Title:  E-mail Address:  Contact Number:  Main Office Number:  Full Postal Address:  Please confirm who will be the main contact for this contract if successful and provide the following full contact details below if they do not match the above: | | | |