

**Request for Quotation**

**hEALTH IMPACT ASSESSMENT OF THE West northamptonshire strategic Plan**

**For the period 06 February 2023 until 31 December 2023**

**(with the option to extend – in periods – up to 3 months)**

**Contents**

[**SECTION 1: INTRODUCTION** 3](#_Toc114823507)

[**1.** **General Requirements** 3](#_Toc114823508)

[**2.** **Procurement Timetable** 4](#_Toc114823509)

[**3.** **Clarification Questions** 4](#_Toc114823510)

[**4.** **Evaluation of Quotations –** 5](#_Toc114823511)

[**SECTION 2: SPECIFICATION** 6](#_Toc114823512)

[**SECTION 3: SUPPORTING INFORMATION** 8](#_Toc114823513)

[**5.** **Organisation and Contact Details** 8](#_Toc114823514)

[**6.** **Questions** 9](#_Toc114823515)

[**SECTION 4: PRICING SHEET** 14](#_Toc114823516)

[**7.** **Pricing and Costs** 14](#_Toc114823517)

[**SECTION 5: FREEDOM OF INFORMATION ACT 2000 (FOIA) AND ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIRS) - PASS/FAIL** 16](#_Toc114823518)

[**SECTION 6: DECLARATIONS - PASS/FAIL** 17](#_Toc114823519)

[**Appendix 1: Conditions of Contract** 18](#_Toc114823520)

# **SECTION 1: INTRODUCTION**

## **General Requirements**

* 1. West Northamptonshire Council invites quotations for the provision of a Health Impact Assessment of the West Northamptonshire Strategic Local Plan
	2. The Authority’s detailed requirements are defined in Section 2: Specification.
	3. 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.
	4. The Authority will not be liable for any expenses incurred by Bidders in the preparation of their responses.
	5. The contents of this RFQ, and of any other documentation sent to you in respect of this Quote process, are provided on the basis that they remain the property of the Authority and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this RFQ and all associated documents immediately and not to retain any electronic or paper copies.
	6. No supplier will undertake any publicity activities with any part of the media in relation to the Contract or this RFQ process without the prior written agreement of the Authority, including agreement on the format and content of any publicity.
	7. This RFQ is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Authority and its advisers.
	8. Please only provide separate appendices when asked to provide specific evidence
	9. The Authority reserves the right to:
		1. carry out due diligence checks on the awarded Bidder;
		2. amend the Conditions of Contract included at Appendix 1;
		3. abandon the procurement process at any stage without any liability to the Authority; and/or
		4. require the Bidder to clarify its quotation in writing and if the Bidder fails to respond satisfactorily, this may result in the Bidder being rejected from the process;
		5. reject any qualified or conditional bid;
		6. reject returns that are not submitted in an accessible format;
		7. reject any return which is incomplete or does not comply with the tender documents, or address the evaluation criteria below;
		8. reject a return at any stage in the process if it becomes aware of any omission or misrepresentation in a Provider’s response to any question;
		9. reject a return received after the closing date and time; and
		10. reject a return based on a change in budget or environmental reasons

## **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 Bidders are treated equally.
	2. 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, 20 January 2023 |
|  | Deadline for Questions from Bidders | 12:00 noon on Friday, 27 January 2023 |
|  | Deadline to Provide Answers to Questions from Bidders | Wednesday, 25 January 2023 |
|  | Deadline for Submission of Quotations | 12:00 noon on Friday, 3 February 2023 |
|  | Evaluation of Bids Received | Wednesday, 8 February 2023 |
|  | Clarification Meetings (if required) | Click to enter date. |
|  | Contract Award | Wednesday, 8 February 2023 |
|  | Pre-Contact Meeting(s) | Click to enter date. |
|  | Mobilisation and/or Transition Period | Click to enter date. |
|  | Contract Start | Monday, 13 February 2023 |
|  | Contract End (EXCLUDING Extension Periods) | Sunday, 31 December 2023 |
|  | Contract End (INCLUDING Extension Periods) | Sunday, 31 March 2024 |

* 1. The Authority reserves the right to amend this timetable.
	2. **No return will be considered if it is not received at the email address in Table B by the date and time specified in the timetable above. Quotations shall be sent to the same email address and are not be sent by fax or as hard copy.**

## **Clarification Questions**

* 1. Any queries about this document, the procurement process, the proposed contract itself, or notification of your intent to participate, should be referred via sadie.beishon@westnorthants.gov.uk to the Officer detailed in Table B, below, no later than the Deadline for Questions from Bidders date in Table A.

**Table B**

|  |  |
| --- | --- |
| Name | Sadie Beishon |
| Job Title | Public Health Practitioner |
| Telephone number | 07827088361 |
| E-Mail address | sadie.beishon@westnorthants.gov.uk |

## **Evaluation of Quotations –**

* 1. **THOSE BIDDERS 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. Based on the information provided by Bidders, each compliant RFQ Response will be evaluated based on the following criteria:
		1. Your submission in relation to the requirements for this RFQ will be evaluated based on the Most Economically Advantageous Tender (MEAT) to the Authority with 60% of marks awarded for bidders providing a competitive price and 30% of marks for competency and quality and 10% for SV.
		2. A score will be given in relation to the total of the prices offered for all scored bids where the lowest cost receives 60% and other bids receive a score based on the following calculation:

Lowest price / price being evaluated x 60%

*i.e. If lowest price was A at £1000 and price being reviewed was B at £1200 the formula applied would be: £1000 / £1200 x 60 = 50%*

4.3 Quality Scoring

 Bidders’ responses to the quality questions above will be evaluated against the specification on a scale of 0 to 3 points, using the scoring system detailed below:

|  |  |
| --- | --- |
| **Score**  | **Criteria to Award Score**   |
| 0 | Irrelevant or no response provided.  |
| 1 | Response partially meets requirements.  |
| 2 | Response meets requirements but lacks clear and detailed evidence. |
| 3 | Response meets requirements with clear and detailed evidence.  |

# **SECTION 2: SPECIFICATION**

**Introduction and Background**

West Northamptonshire Council (WNC) is preparing a new local plan for the area. The West Northamptonshire Local Plan (WNLP) will set out a spatial vision for the area extended up to 2040.

West Northamptonshire Council is the single unitary council that in April 2021 replaced Daventry District Council, Northampton Borough Council, South Northamptonshire Council and Northamptonshire County Council. Prior to this the West Northamptonshire area was already covered by a joint plan, the West Northamptonshire Joint Core Strategy (JCS), was adopted in December 2014 covering the period up to 2029. The WNSP will review and, where appropriate, replace the strategic policies in the JCS.

A consultation on spatial options for the Plan took place between 11 October and 24 December 2021. This was the second stage in preparing the new Plan (after the Issues Consultation in 2019). An initial draft of the Plan is planned to be shared for public consultation in June 2023 with a final draft to be submitted for adoption in December 2023.

It is widely recognised that planning is intrinsically linked to health and well-being (Marmot, 2011). In fact, the planning system itself has its origins in responding to public health concerns around the spread of infectious diseases, the need for improved air quality, and better housing.

The National Planning Policy Framework (NPPF) sets out the government’s planning policies and how they should be applied. It requires planning policies and decisions to “enable and support healthy lifestyles, especially where this would address identified local health and wellbeing needs”. Plan-making offers a significant opportunity for West Northamptonshire Council to help meet its strategic ambitions for a healthy thriving population.

Health Impact Assessment (HIA) is a tool we can use to identify the health impacts of a plan and help develop recommendations that maximise the positive impacts and minimise the negative impacts, including through addressing health inequalities. By bringing such health considerations to the fore, HIAs add value to the planning process.

**Statement of Requirements**

West Northamptonshire Council requires the provider to deliver a Health Impact Assessment (HIA) of the Local Plan, and through the process of HIA to contribute to the development of the policies (and a supporting evidence base) recommended to address gaps identified.

The key objective of this project is to ensure that the West Northamptonshire Strategic Plan is maximising opportunities to deliver the “Live Your Best Life” ambitions set out in the Integrated Care Northamptonshire Strategy.

Approach

While there is no single template or defined approach to the process of Health Impact Assessment, the provider is required to pay due regard to, and use for project planning, the following key guidance documents including Northamptonshire specific template:

* [Northamptonshire Rapid HIA for Planning Tool and Guidance (nnjpdu.org.uk)](https://www.nnjpdu.org.uk/publications/northamptonshire-rapid-hia-for-planning-tool/)
* Resources of the [Wales Health Impact Assessment Support Unit (WHIASU)](https://phwwhocc.co.uk/whiasu)
* [Health Impact Assessment in spatial planning: A guide for local authority public health and planning teams](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/929230/HIA_in_Planning_Guide_Sept2020.pdf)
* [Rapid Health Impact Assessment Tool: London Healthy Urban Development Unit](https://www.healthyurbandevelopment.nhs.uk/wp-content/uploads/2017/05/HUDU-Rapid-HIA-Tool-3rd-edition-April-2017.pdf)

While the above offer different approaches to HIA, in each there are three broad processes common to each approach; scoping, assessment and recommendation. The provider will be expected to engage the council at each of these stages of development.

The approach should also make use of data tools at a national and local level to support the identification of local health and wellbeing priorities with specific consideration to impacts on local population characteristics.

Key Deliverables

There will be two stages of the HIA required across the Regulation 18 and 19 for preparation of the Local Plan.

Stage 1 (Regulation 18)

* Presentation of a project plan
* Regular engagement with the planning policy and public health team
* Delivery of a participatory HIA workshop
* Interim recommendations provided to the team for further policy developments identified
* Final written HIA report with clear recommendations for the WNLP to inform final draft of plan for consultation

Stage 2 (Regulation 19)

* Full HIA conducted on the entirety of the Local Plan to be included in publication for inspection

**Implementation Criteria**

The HIA process is intended to inform a draft Strategic Plan for public consultation in June 2023, therefore final recommendations should be presented in the report by end May 2023.

It is also expected, to be able to respond effectively to the recommendations made in time for an amended plan to be ready for public consultation in June ,that the provider should be working closely with the planning policy and public health teams. The aim is for development of the strategic plan to happen in parallel to the HIA process and for recommendations be actioned before the final report is published.

**Performance Monitoring and Review/Project Management**

The provider will be expected to work closely alongside the planning policy and public health teams and to ensure HIA is developed collaboratively. Regular updates on progress will be expected, with meetings of frequency to be agreed at each stage of the project.

**Data Management / General Data Protection Regulation (GDPR)**

The Authority takes the processing of data seriously and applies security and privacy policies and procedures to ensure that all personal data within, or passing through the Authority, will be handled in accordance with the provisions of the appropriate UK GDPR, the Data Protection Act 2018, or any other legislation, regulation or other statutory instrument (the Data Protection Legislation).

Any Bidder who wishes to enter a contract for the provision of goods, works or services with the Authority in which the processing of personal data is involved, must be able to demonstrate that they are fully compliant with the provisions of the Data Protection Legislation.

Any Bidder required to comply with the provisions of the Data Protection Legislation may incur costs in doing so, especially where new systems or processes are required to be adopted. Bidders are reminded these costs are attributable to conducting business in the EU, and not supplying the UK public sector, and all Bidders are accordingly required to manage their own costs in relation to compliance.

The Authority will not accept any liability clause in any Contract that seeks to indemnify the Bidder, as data processor, against fines under the provisions of the Data Protection Legislation. The legal penalty regime under the Data Protection Legislation has been extended directly to data processors to ensure better performance and enhanced protection for personal data, and any indemnification of Bidders as data processors for any Data Protection Legislation breaches resulting in fines or court claims undermines these principles.

# **SECTION 3: SUPPORTING INFORMATION**

Please complete all parts of Section 3 below.

## **Organisation and Contact Details**

| **General Information** |
| --- |
| **Question 1:** | **Scoring Methodology:** | Question Answered? Yes/No |
| 1.1. (a) | Full name of the potential Bidder completing Information | Click to enter text. |
| 1.1. (b) | Registered office 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) (i) | Company registration number | Click to enter text. |
| 1.1. (d) (ii) | Charity registration number | Click to enter text. |
| 1.1. (e) | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |

**Please Note:** To avoid any unnecessary duplication for the Bidder, 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 |
| *Bidder 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. |

## **Questions**

| **Insurance** |
| --- |
| **Question 3:** | **Scoring Methodology:** | Pass/Fail |  |  |
| *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 companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | Yes |
| 3.2. | Public Liability Insurance at no less than £5,000,000 | No |
| 3.3. | Professional Indemnity Insurance at no less than £2,000,000 | N/A |

| **Requirements under Modern Slavery Act 2015** |
| --- |
| **Question 4:** | **Scoring Methodology:** | Pass/Fail |  |  |
| 4.1. (a) | The Authority 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 Regulation (UK GDPR)** |
| --- |
| **Question 5:** | **Scoring Methodology:** | Pass/Fail |  |  |
| 5.1. | The Authority 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 compliant with the requirements of the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.Please confirm, and provide evidence (Policy) 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.Please confirm and provide evidence that you have in place appropriate technical and organisational measures (as defined in the Data Protection Legislation) to protect against unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of, or damage to personal data Those measures may include, where appropriate, pseudonymising and encrypting Personal Data, ensuring confidentiality, integrity, availability and resilience of its systems and services, ensuring that availability of and access to Personal Data can be restored in a timely manner after an incident, and regularly assessing and evaluating the effectiveness of the technical and organisational measures adopted by it. (Policy evidence, such as breach management policies, security policies, staff data protection and IT security training policies etc) | Choose an item. |

QUALITY QUESTIONS

| **Planned Approach** |
| --- |
| **Question 6:** | **Max Score Available:** | 30% | **Word Limit:** | 500 words |
| Please describe your planned approach to delivering this health impact assessment; including how you intend to engage key stakeholders? |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Timescales** |
| --- |
| **Question 7:** | **Max Score Available:** | 20% | **Word Limit:** | 500 words |
| Please describe your approach to ensuring the successful completion of the project in accordance with the timescales set out Section 4 |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Delivery Resources** |
| --- |
| **Question 8:** | **Max Score Available:** | 10% | **Word Limit:** | 250 words |
| Please provide details on resource required for delivery indicating key members of the team that will be working on the project. |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Experience** |
| --- |
| **Question 9:** | **Max Score Available:** | 20% | **Word Limit:** | 250 words |
| Please describe your experience and track record of undertaking similar work, in particular health impact assessments of strategic plans (Local Plans). |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

SOCIAL VALUE QUESTION

|  |
| --- |
| **Social Value**Max Score Available 10% |
| The bidder will score 10% for the quantitative offer provided. Bidder instructions:For the Social value priority:1. Click the drop-down menu in column 2 and select which offer you wish to fulfil as part of this contract;
2. Complete column 3 with the relevant detail relating to the offer that you have selected.

Once you have completed the offer table:1. Tick the check box to declare that you will keep an accurate record of your social value outcomes for each offer throughout the life of the contract.

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | **2** | **3** | **4** |
| **WNC Social Value Priority** |  | **Enter Quantitative number** | **Weighting** |
| Environment |  | Choose an item. |  | 10% |
|  |  |  | **Enter details** |  |
| Innovation |  | Choose an item. |  | 10% |

**Please read the below statement and tick the check box to confirm that you agree:**

|  |  |
| --- | --- |
| “I confirm that I will keep an accurate record on a quarterly basis showing the quantitative value for the relative offer selected and qualitative additional information (if applicable) to support this. I am aware that I may be asked to show this data by West Northamptonshire Council at any point and failure to do this, or failure to keep an accurate record as per what I have committed to above will be in breach of my contract.” [ ]  I agree | Pass/Fail |

**Supplier Guidance:** Key points to consider when thinking about Social Value that you may offer as part of the contract are:* Understand what our WNC’s priorities. Imbibe in answers what Social Value you intend to deliver, without any major costs;
* Think about how your offer is specific to this contract and service. Generic statements and subjective studies will not score as well as something that is RELEVANT and MEASURABLE;
* Please note that if you are successful, you will be contractually obliged to deliver the offers that you have presented, so make sure they are realistic and achievable.
 |

# **SECTION 4: PRICING SHEET**

## **Pricing and Costs**

* 1. Please complete the Pricing Schedule at Table C, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.
	2. Please complete the Detailed Price Breakdown in attached document and include the itemised cost under each heading, as appropriate and also any additional costs.
	3. Please add or remove rows to form the Price Breakdown table as necessary.
	4. All prices quoted must exclude VAT.
	5. 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 Authority either before or during the contract.
	6. Where the Authority considers a price to be abnormally low, or high, it may seek clarification and/or an explanation from the Bidder, and the Authority may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.

**TablE C**

| **Pricing Schedule** |
| --- |
|  | Materials | £Click to enter text. |
|  | Installation | £Click to enter text. |
|  | Annual Licence Cost (whole contract term) | £Click to enter text. |
|  | Annual Maintenance Cost (whole contract term) | £Click to enter text. |
|  | Contract Fee (whole contract term) | £Click to enter text. |
|  | Additional Costs not otherwise specified | £Click to enter text. |
|  | Total Cost Annual (A+B+C+D+E+F) | £Click to enter text. |
|  | Total cost of Contract (G x No of years\*) | £ Click to enter text. |

\*Include any options to extend.

# **SECTION 5: FREEDOM OF INFORMATION ACT 2000 (FOIA) AND ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIRS) - PASS/FAIL**

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
	1. The Bidder acknowledges that the Authority is subject to the requirements of the Freedom of Information Act (FOIA) and the Environmental Information Regulations (EIRs).
	2. This means that all information held by the Authority has the potential to be disclosed to a member of the public requesting it. In order to limit disclosure, it is necessary to categorise information as exempt information under Part II of the FOIA.
	3. Typical exemptions that might apply are as follows: -

(1) Information that constitutes a trade secret.

(2) Information the disclosure of which would or would be likely to prejudice the commercial interests of any person, including the Authority.

(3) Commercial information, which can be kept confidential for an agreed period following which, you acknowledge it will be released if a request for it is received under FOIA or EIRs. FOIA defines commercial information as a trade secret, or information, the disclosure of which would prejudice the commercial interests of either party.

* 1. Therefore, in submitting your quotation to the Authority, you are asked to clearly identify which of the information you have provided you desire to be kept confidential as exempt information. Please also specify the period of confidentiality, which you reasonably consider should be applicable to that information. The Authority may or may not be able to comply with this request, as information, in relation to this RQ, may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 or the Environmental Information Regulations 2004 and your organisation details will be disclosed and/or published where the expenditure is over £500, as per the Government Transparency agenda.
	2. You should also be aware, that any information you consider to be commercially confidential, may at a later date, cease to constitute exempt information, or it may subsequently prove to be in the public interest to disclose such information. Also, please note that any decision on non-disclosure of information could later be overridden by the Authority’s obligations to disclose under FOIA and EIRs.

|  |
| --- |
| Please list any information you wish to be kept as confidential: |

#

# **SECTION 6: DECLARATIONS - PASS/FAIL**

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 Authority’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 the Authority is satisfied that the appropriate levels of insurances are in place;
	8. 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 Authority in writing; and
	9. I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

# **Appendix 1: Conditions of Contract**

