REQUEST FOR QUOTATION FOR Attendance Monitoring service, with attainment collection





The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Northamptonshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Northamptonshire County Council to encourage effective trade between the Council and local small businesses.

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# INTRODUCTION

## GENERAL REQUIREMENTS

Northamptonshire County Council invites quotations for the provision of an Attendance Monitoring Service, with attainment collection.

Local government services in Northamptonshire are currently provided by Northamptonshire County Council and seven District/Borough Councils.

In August 2018 the County Council, together with six of the other councils, submitted a case to the Secretary of State for Communities and Local Government which will see all of the current councils abolished and replaced with two new unitary councils, scheduled to take effect from 1 April 2021.

Under the plan, the County Council and the seven District/Borough Councils will be replaced by two new unitary authorities.

Our expectation is that, as in past local government reorganisations, the Secretary of State would make legal orders to novate (transfer) existing contracts to the two successor councils. However, we currently do not know whether or not there will be one virtual school serving the two new unitary authorities or whether there will be two virtual schools serving one authority each.

The Authority’s detailed requirements are defined in Part 2 - Specification.

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 buyer via email.

The Authority reserves the right to:

* carry out due diligence checks on the awarded provider;
* amend the conditions of Contract attached in Appendix 1;
* abandon the procurement process at any stage without any liability to the Authority; and or
* require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

## BACKGROUND

The Virtual School is a service within Northamptonshire County Council (NCC) that promotes the education of Children in Care. Part of our role is to monitor the attendance of looked-after children in their day-day school or other education setting. LGSS act as the procurers for NCC.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 29/04/2020 |
| **Deadline for Clarification Questions** | 22/05/2020 5.00pm |
| **Deadline for Quotation Responses** | 29/05/2020 5.00pm |
| **Quotation Evaluation** | June 2020 |
| **Contract Awarded** | June 2020 |
| **Estimated Contract Start Date** | 20/08/2020 |
| **Contract End Date** | 19/08/2021 |

## CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

|  |  |
| --- | --- |
| **Name** | Alan Russell |
| **Job Title** | Team Manager |
| **Email** | [alanrussell@childrenfirstnorthamptonshire.co.uk](mailto:alanrussell@childrenfirstnorthamptonshire.co.uk) |
| **Deadline for questions (date & time)** | 22/05/2020 5.00pm |

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via email to:

|  |  |
| --- | --- |
| **Name** | Alan Russell |
| **Job Title** | Team Manager |
| **Email** | [alanrussell@childrenfirstnorthamptonshire.co.uk](mailto:alanrussell@childrenfirstnorthamptonshire.co.uk) |
| **Respond by Date & Time** | 29/05/20 5.00pm |

## EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded.

Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

|  |
| --- |
| **Evaluation Method: Weighted combination of Quality and Price** |

**Quality Questions at “X”% (X=70) + Pricing at “Y”% (Y=30) = 100%**

Total sum of (question score × weighting of question)

= Potential Provider Quality Score

(Potential Provider Quality Score ÷ Max Quality Score Available) × “*X”*

= Potential Provider Quality %

**NB:** the worked examples are based on a quality/price ratio of 60:40 but for this request for quotation, the actual quality/price ratio is 70:30

1. **Quality Questions (Part 3 Section B) EXAMPLE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Potential Provider Quality Score** | **Max Quality Score Available** | **Score %**  **(If “X” = 60)** |
| Bid 1 | 50 | 100 | 30% |
| Bid 2 | 75 | 100 | 45% |
| Bid 3 | 100 | 100 | 60% |

The Quality Questions will be scored using the following scale:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 0 | Response does not meet requirements or no response is provided. |
| 1 | Response partially meets requirements but contains significant weaknesses, issues or omissions. |
| 2 | Response meets requirements to an acceptable standard but contains some weaknesses, issues or omissions. |
| 3 | Response meets requirements to a high standard. Robust and detailed in all respects. |

1. **Pricing (Part 4) EXAMPLE**

Pricing % will be calculated as follows:

The bid with the lowest overall price will receive a full score of 30%

The following calculation will be applied to the other bids:

Score = Y – ((( Price - Lowest Price ) / Lowest Price x 100 ) x ( Y / 100 ))

This means than any bid that is double or more the lowest compliant bid will score 0% for the pricing element.

e.g.

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Lowest Compliant Bid Price (£)** | **Potential Providers Price (£)** | **Score %**  **(If “Y “= 40)** |
| Bid 1 | £40,000 | £40,000 | 40 |
| Bid 2 | £40,000 | £50,000 | 30 |
| Bid 3 | £40,000 | £60,000 | 20 |

Total score:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bid** | **Quality Score (%)** | **Price Score (%)** | **Total (%)** |
| Bid 1 | 30 | 40 | 70 |
| Bid 2 | 45 | 30 | 75 |
| Bid 3 | 60 | 20 | 80 |

Potential providers should note that irrespective of the methodology described above, a quality score (i.e. total score for responses to method statements – “SECTION 3: SUPPORTING INFORMATION, Part B Questions”) of less than 60% of the Maximum Quality Score Available for the response to method statements (“SECTION 3: SUPPORTING INFORMATION, Part B Questions”) shall result in their being excluded from the process, as the Authority requires a minimum quality threshold to ensure an overly low price does not skew a bid whose quality is fundamentally unacceptable.

Where the highest scoring tenders are tied in total score to two decimal points, the potential provider who scored highest in the price quality assessment will be awarded the contract.

# SPECIFICATION

Northamptonshire County Council has a duty to monitor and report on the attendance of its children in care wherever they live or are educated. Northamptonshire’s Virtual School are responsible for carrying out this duty in line with statutory guidance for local authorities ‘Promoting the education of looked-after children and previously looked-after children’ (2018).

Northamptonshire County Council wishes to purchase a service of daily attendance and monitoring (including exclusions), with some attainment collection, for all their children in care of statutory school age living in the UK.

There are approximately 750 statutory school aged children in care at any one time, although numbers go up and down on a daily basis. As an overall trend, numbers are currently increasing by around 50 each year. Around 75% of the children in care attend Northamptonshire schools, with the other quarter spread out across the UK. Our children attend approximately 300 different schools and educational settings.

Historically, a little over a third of schools have been happy for an extraction tool to work with their management information system in order to automate the attendance collection, with the remainder not allowing such automatic collection of attendance data; the successful supplier to ourselves will need therefore to have an alternative method of attendance data collection where required.

The service should offer;

* Accurate attendance data on a twice daily basis (morning session and afternoon session) for our cohort of statutory school aged children in care.
* Accurate exclusion data on a daily basis in accordance with DfE reporting guidelines.
* A one off end of key stage attainment data collection for
  + Out of County students in EYFS, KS1 and KS2 (we do not require collection of this data for those students in county) in July 2021;
  + at KS4, all students (that is, whether or not they attend in or out of county schools) in August 2020.

Data collection should be in accordance with national reporting guidelines   
  
For example, for each student:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Year | Assessment Type | Subject | Grade/Result |
| Billy Smith | 6 | KS2 TT | Reading | 103 |
| Mary Jones | 11 | GCSE | Art | 6 |
| Ahmed Faisal | 11 | ASDAN Level 1 | Certificate of Personal Effectiveness | Pass |

We estimate that there are around 120 students who will need end of key stage attainment data collection.

* A platform to monitor the attendance which allows for easy extraction and importing of data
* A fixed price based on the numbers of children above, given numbers will change across the year.
* Attendance marks should be collected in accordance with DfE Guidance on recording school attendance.
* There needs to be a simple mechanism for the Virtual School to supply the successful bidder with the names and school details for the relevant children

The attainment collection service would need to be in place by 20th August 2020 (GCSE results day), with attendance data collection from 1st September 2020 (term starts for Northamptonshire schools on 02.09.20, but some of our children are in Local Authorities where term starts sooner).

The service needs to offer local authority support and training to ensure that key staff understand how to use the supplier’s platform. The service needs to offer support in setting up the attendance monitoring system.

The service needs to comply with GDPR and ensure that all data is secure.

**Schedule 1 Processing, Personal Data and Data Subjects**

1. The Contractor shall comply with any further written instructions with respect to processing by the Customer.

2. Any such further instructions shall be incorporated into this Schedule.

|  |  |
| --- | --- |
| **Description** | **Details** |
| Subject matter of the processing | *Attendance, exclusion and attainment data for children in care to Northamptonshire County Council of statutory school age.* |
| Duration of the processing | *Daily processing and collecting until 19/08/21 in the first instance.* |
| Nature and purposes of the processing | *The processing is for the benefit of Northamptonshire County Council to allow them to carry out their duty of monitoring and reporting on the attendance and exclusion of their children in care. This information will be shared across services within the local authority as well as some connected stake holders.* |
| Type of Personal Data | *Name, school name, school address, date of birth, name of social worker, contact details of social worker, CareFirst ID* (a unique identifier used by NCC)*, legal status of care.* |
| Categories of Data Subject | *Children in Care, Social Workers, Carers* |
| Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data | *At the end of the contract period.* |

# SUPPORTING INFORMATION

Please complete section 3 and 4 below.

## Organisation and Contact Details

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered**  **office)** |  |
| **A-4 Organisation Registration Number**  **(if applicable)** |  |
| **A-5 Is your organisation a:**   * Sole Trader * Partnership * Public Limited Company * Private Ltd Company * Charity * Other |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a**  **member of a group of companies,**  **please give the name and**  **address of the ultimate holding**  **company** |  |
| **A-8 Name of person to whom**  **any queries relating to this quote**  **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address**  **(if different to the Address above)** |  |

## Questions

Please see Section 1, Part F (*Evaluation of Quotations*) for details on the weighting and scoring criteria.

|  |  |  |
| --- | --- | --- |
| **Question**  **Number** | **Question** | **Weighting (1 = Low, 2 =Med or 3= High)** |
| 1 | How does your service work in practice? | Weight 2 |
| Potential Provider’s Response |  |  |
| 2 | How can you demonstrate your success of delivery of this service? | Weight 2 |
| Potential Provider’s Response |  |  |
| 3 | How can you demonstrate your reliability as a provider? | Weight 2 |
| Potential Provider’s Response |  |  |
| 4 | What tools do you provide to your clients to make best use of the data collected? | Weight 1 |
| Potential Provider’s Response |  |  |
| 5 | The level of insurance required is £10 million Employers Liability, £5 million Public Liability and £2million professional indemnity.  Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award? | **PASS/FAIL question. Potential Providers who answer ‘No - have not got cover and won't provide Authority’s level of cover’ will fail the RFQ process.** |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract    **No** - but will provide the Authority‘s level of cover requested if awarded contract    **No** - have not got cover and won't provide Authority’s level of cover |  |
| 6 | The Authority wishes to ensure that within your business or in 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. | **PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process.** |
| Potential Provider’s Response | **Yes**–in response to this quotation our supply chain complies with the Modern Slavery Act 2015    **No**–in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 |  |
| 7 | The Authority wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are complaint with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act.  Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act. | PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process. |
| Potential Provider’s Response | Yes–in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.    No–in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act. |  |
|  |  |  |
| 8 | How do you ensure you are able to maintain service delivery when critical incidents occur (eg. there is a coronavirus outbreak)? | Weight 2 |
| Potential Provider’s Response |  |  |

# PRICING SHEET

## Pricing and Costs

The available budget for this procurement exercise is £40,000. Please insert your costs in the table below. Potential Providers are advised that the ‘Price for all children (attendance: 750, twice daily; attainment: 120, once only))’ component price will be used for the price evaluation. This price will also form part of the contract.

Any additional children that are required will be supplied at the stated ‘Price per child’ component price.

|  |  |  |
| --- | --- | --- |
| **[Component]** | **Attendance Monitoring, with attainment** | **[Costs (£)]** |
| Price per child | Per child per week (approx. 39 weeks) |  |
| Price for all children (attendance: 750, twice daily; attainment: 120, once only) | Price in total. |  |

# FREEDOM OF INFORMATION & SIGNATURE AND DATE

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 where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £5,000 or more in total value will also be published on the Authority’s website.

Organisations should 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. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Request for Quotation for** **an Attendance Monitoring System**

|  |  |
| --- | --- |
| I the undersigned hereby declare by marking an X in the box: |  |

that the information provided is complete and accurate;

1. that the price in Section 4 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Authority in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |

1. CONDITIONS OF CONTRACT

Please see separate Terms and Conditions.