**Documentation Provided by Council**

1. All the documentation necessary to submit this quotation are set out in the following appendices:
* **Request for Quotation**
* **Appendix A – instructions for quotation**
* **Appendix B – Procurement timetable**
* **Appendix C – Delivery Milestones**
* **Appendix D – terms and Conditions**
* **Appendix E – Specification**
* **Appendix F – Responsible Procurement Policy**
* **Appendix G – Lambeth Capital Works Supplier List 2018 – 2020**
1. The deadline for any clarifications should be sought from Cordelia Asamoah (casamoah@lambeth.gov.uk) in accordance with the timetable in Appendix B – Procurement Timetable.

**Submission of Quotation by Provider**

1. Your proposals should be set out in a method statement and pricing document in pdf format and returned to Cordelia Asamoah in accordance with the submission date/time in Appendix B.

**criteria for evaluation**

1. Your submission will be evaluated by an evaluation panel. The evaluation will be based on Price: 40% and Quality 60%.

**method statement**

1. Providers are invited to submit their proposal based on the questions set out in Table 1 – Evaluation Criteria and Questions below, which is based on the requirements set out in Appendix E – The Specification. Each question will be scored in accordance with Table 2 – Scoring Methodology.

**Table 1 – Evaluation Criteria and Questions**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Questions** | **Weighting %** |
| **Criteria 1** | Please set out your approach to the vetting and verification process, considering Lambeth’s requirements outlined in the Scope of Services and Specification. Providing an overview of your SSIP scheme and highlighting how supply chain assurance will be maintained by matching contractor declared service capabilities with DPS project requirements.What service level targets and performance indicators would you work to for the following:1. Turnaround time from contractor registration to verification completion
2. New SME sign ups
3. Response to specific project queries
4. Vetting and verification compliance

What other measures of performance would you recommend? | 20 |
| **Criteria 2** | Please set out how your company would work to help diversify Lambeth’s supply chain, including how you would attract new local[[1]](#footnote-1) contractors and especially those from Lambeth’s Priority Groups[[2]](#footnote-2)  | 15 |
| **Criteria 3** | How do you propose to approach our integration requirements? Please outline how information on the vetting and verification process can be always readily available to support DPS tender activity.With respect to your proposed solution, does your company have any preferences, issues or concerns relating to the effectiveness of one or two-way system integration options outlined in the Scope of Services.Having regard for our requirements, is there an alternative option worthy of consideration? | 15 |
| **Criteria 4** | **Social Value:** This question is divided into two parts (Parts A & B). Responses to this question should not exceed 500 words. **Part A:** The Council has a Responsible Procurement Policy. The Special Conditions within Appendix D (Terms & Conditions) related to Responsible Procurement, represent minimum requirements. • Please set out any additional proposals you can provide for this contract with respect to Targeted Employment Opportunities covering Lambeth Priority Groups e.g., apprenticeships employment opportunities, etc. • Environmental Impact: Lambeth became the first London council to declare a climate emergency, reflecting the urgency of the task ahead of us, and have committed that the Council will be carbon-neutral by 2030. More information on this commitment, can be viewed [here](https://www.lambeth.gov.uk/better-fairer-lambeth/climate-change-and-sustainability). Please outline how your company can assist Lambeth to meet the Council’s commitment to being carbon-neutral through the delivery of the proposed contract.* **Positive Health & Wellbeing**: If your company employs more than 250 members of staff, please confirm that you adhere to a healthy workplace charter equivalent to the London Healthy Workplace Charter. If awarded a Lambeth contract, the Council will require that Providers sign the Time for Change Employers Pledge and Suicide Prevention Strategies, or a suitable wellbeing alternative for providers with fewer than 250 employees. Please confirm your willingness to implement an appropriate Wellbeing Programme

**Part B:** Please set out your approach to developing Lambeth’s vetting and verification requirements with respect to our 7 priorities outlined Appendix B of the Council’s Responsible Procurement Policy (Appendix F). | 3 |
| 7 |
| **Total Score** | **60** |

**Information Requirements**

1. Please ensure your method statement is provided in Arial Font Size 11. Please limit your responses to:

Question 1 – 2 sides of A4 NB: You can use diagrams and/or tables (max 2 additional sides of A4)

Question 2 – 1 side of A4

Question 3 – 2 sides of A4 (including diagrams and/or tables

Question 4 – 1 side of A4

* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to and focused on each of the component parts of the question posed. They should refrain from making generalised statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.
* Please note that Question number 1 within Table 1 is a threshold question. If the provider is unable to submit a satisfactory response this will result in automatic elimination from the procurement process.

**Table 2 – Scoring Methodology**

|  |  |
| --- | --- |
| 0  | Failed to address the question/issue.  |
| 1  | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.  |
| 2  | Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.  |
| 3  | Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought.  |
| 4  | Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply.  |
| 5  | Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested.  |

**PRICE SUBMISSION**

1. The Council is seeking an itemised submission in accordance with the deliverables set out in Table 3 – Pricing Submission. The pricing submission should provide the annual cost of the Services in the line marked “Item 1” and any additional one-off costs in the line marked “Item 2”. Pricing must assume and include all disbursements and costs associated with the production of the deliverables.
2. Price proposals should include the requirements and standards as set out in Appendix E – The Specification.
3. We understand that some of Lambeth’s existing contractors for major works may already be members of prospective Provider’s SSIP schemes, and that this will have a material impact on the initial resourcing requirements and associated costs of the successful Provider. We have therefore made available (Appendix G), a list of all contractors for major works that have either provided contract delivery or responded to Council tenders since 2018. Whilst this does not provide a definitive picture of future contractors or contractor volumes, we anticipate this will aid prospective Providers in providing a competitive price.

**Table 3 – Pricing Submission**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No.** | **Deliverables** | **Itemised lump sum cost (£ excl. VAT)** | **Two Year Contract cost****(£ excl. VAT)** |
| 1 | Full vetting verification and onboarding services (per annum) |  |  |
| 2 | *[one-off costs]* |  |
| 3  | **Total contract costs (to be used for price evaluation purposes)** | [enter total t*wo-year costs including one-off costs here]* |

**Pricing considerations**

1. For price, each submission will be assessed on the total cost (item 3 in Table 3 above) using the following equation:



1. The Quality Score will be added to the Price Score to determine the Final score. The Council will select a supplier on a most economically advantageous tender.
1. Local means suppliers within [greater] London and the south east region of the capital and may be updated during the contract term to reflect supply chain availability. [↑](#footnote-ref-1)
2. Lambeth Residents particularly: BAME, young 18-25s, disabled or care leavers. [↑](#footnote-ref-2)