

Essex County Council
RFQ Specification for Consultancy Services

ESSEX CLIMATE ACTION COMMISSION

RFQ for the supply of consultancy services
NET ZERO CARBON VIABILITY AND TOOLKIT
STUDY

Ref. ECAC1 0921 VIAB

1st October 2021

To be completed in full and returned by 12 noon
on **18th October 2021** to
dominic.king@essex.gov.uk

Please ensure that your response is submitted via a
secure e-mail service and is sent as 'official sensitive'

Executive Summary

This consultancy commission is part of a series of projects arising from the Essex Climate Change Commission recommendations which focus on the built environment. Consultants are invited to consider how to assess the cost and viability of achieving a net zero carbon scheme in new developments across a range of building types. The aim is to provide a framework for such an assessment that local authority planners can use to evaluate schemes to enable them to require higher environmental standards that will help to meet net zero targets. The outcome will lead to a toolkit that planners will use though its details and implementation will be the subject of a separate commission.

1. Background

1.1 The UK is bound by national and international policies relating to climate change including The Climate Change Act 2008 which required the UK to reduce its greenhouse gas emissions by 'at least 80%' compared with 1990 levels by 2050. In recognition of recommendations by the Committee on Climate Change, Parliament declared a 'Climate Emergency' in May 2019 and called on the Government to set a more demanding target. In June 2019, the Act was amended and committed the UK to achieving net zero carbon emissions by 2050.

1.2 Within Essex, we have over 600,000 existing homes, 85 per cent of which were built before the introduction of standards for energy and insulation performance. Around two thirds of our residential properties have a poor Energy Performance Certificate (EPC) rating of D or below, with the national target of EPC band C for all private rented homes by 2030 and as many existing homes as possible should be attaining EPC C by 2035.

1.3 Essex has significant growth requirements imposed by Government and which set the context for this commission. The targets are for 160,000-180,000 new homes to be built by 2040 and which are reflected in local plans across the county either adopted or in preparation. It is critical we minimise the carbon emissions of all new development and the County has responded to this in setting ambitious targets, for example, to achieve net zero emissions in its new schools by 2022 and to be carbon positive by 2030.

2.0 Introduction to Consultancy Commission

2.1 Developers in Essex on the whole are building new homes and non-residential developments to meet the current building regulation standards which will not achieve net zero. The Government brought in the new Future Homes Standard and from 2025 new build homes will be required to have low carbon heating such as heat pumps, and much higher levels of energy efficiency.

2.2 Local authorities need to drive up standards for example through local plans and Supplementary Planning Documents (SPDs). The planning system can embed climate change in local plan-making, planning policy, negotiations, and decisions but policy makers and development managers, portfolio holders, and Planning Committee members are critical to securing real change in new developments.

2.3 However, development must also be deliverable and viable. In this commission we need to test the requirements of the Essex Climate Action Commission (ECAC) that has set more challenging targets to ensure that, in a general sense, this is the case. We need to assess how far the developer can be encouraged to meet higher standards whilst maintaining viability. Our underlying aim is to achieve greener, climate resilient, net carbon zero developments which provide balanced communities, with easy walking access to work, shops, and a good quality environment.

2.4 Within this national and legal context, the Essex Climate Action Commission was set up in Spring 2020 to identify ways of mitigating climate change, improve air quality, reduce waste, and increase the amount of green infrastructure and biodiversity across the County. The Commission aims to identify how Essex can attract investment in natural capital and achieve low carbon growth.

2.5 As part of the ECAC Commission, Special Interest Groups (SIG) were established covering:

- Transport
- The Built Environment
- Energy and Waste
- Land Use and Green Infrastructure
- Community engagement

The Built Environment SIG is the client within the County that is commissioning this study.

2.6 The ECAC Final Report (Net Zero: Making Essex Carbon Neutral¹) was published on 20th July 2021. The headline recommendations for new build are:

- All new schools commissioned to be carbon zero by 2022 and carbon positive by 2030.
- All new homes and all new commercial buildings granted planning permissions to be carbon zero by 2025.
- All new homes and non-domestic buildings granted planning permission to be carbon positive by 2030.

More widely, the ECAC recommendations for new building relevant to this commission in Essex are:

1. All new schools commissioned to be carbon zero by 2022 and carbon positive by **2030.**

¹

<https://assets.ctfassets.net/knkzaf64jx5x/1fzMJKNmlfz8WHx4mzdy2h/e7c57523466f347fd6cdccb3286c113c/Net-Zero-Report-Making-Essex-Carbon-Neutral.pdf>

2. All new homes and all new commercial buildings to be carbon zero by **2025**.
3. All new homes and non-domestic buildings granted planning permission to be carbon positive by **2030**.
4. District Local Plans should reflect the Government's 25-year Environment Plan and incorporate green infrastructure, including making sustainable drainage (SuDs) as a default requirement on all new developments, supported by the developer contribution.
5. New homes should provide space for high levels of recycling
6. Essex Design Guide will reflect best environmental practice in net zero and resilience.
7. Support local planning officers, by providing training and building expertise in responding to the climate crisis.
8. Essex should bring forward net zero developments urgently to showcase these new approaches, with a major scheme under construction by **2023**.

2.7 To help achieve these recommendations, a series of work packages have been developed. One such is this commission, to examine different ways to deliver a number of carbon-saving scenarios, including net-zero carbon, within new development. We expect this to be based on consultants' own experience, insight, modelling and examples of similar analyses undertaken elsewhere such as for the Greater Cambridge planning area and the Cotswolds toolkit.

3.0 Scope of the Commission for the Proposal

3.1 The study will investigate a net-zero carbon pattern book that acknowledges there are several routes to achieving the same aim of net zero carbon for different types of development typologies. Consultants should consider the range of technological solutions and evaluate their impact in terms of criteria to be recommended by the consultants and agreed with the client, such as expected carbon emissions, capital costs, total life costs and their performance against the energy hierarchy. It is intended that the analyses will be used as supporting evidence for delivery of climate change policies in local plans, supplementary advice, masterplanning with site promoters and assist with consideration of and decision taking on submitted planning proposals. As such, consultants will need to consider how best to present the evidence, in what format to ensure it is accessible, credible, easy to use and transparent. Consultants should refer also to the methodology, analysis and toolkit issued in July 2021 through the Local Government Association funding by an association of councils led by Cotswold District Council that illustrates a toolkit approach and is tested against typologies.²

3.2 We envisage that there will be two principal outputs aligned with two stages of the work, summarised here and in section 4:

² <https://www.local.gov.uk/case-studies/cotswold-district-council-co-production-net-zero-carbon-toolkit>

1. A full report on the options for different development scenarios to achieve net-zero (carbon) including how these identified development types 'score' against the series of proposed economic, social, and environmental criteria, including capital (marginal) costs for developers. This will enable a variety of options to be developed and 'ranked', whilst also considering the impact on viability of a proposal. It will therefore identify ways in which the development type can work towards net zero whilst remaining viable. This will be completed in draft by 24th January 2022.
2. A framework for a 'toolkit' that planners and other built environment professionals can use in practice as part of negotiations with developers to demonstrate the practical and viable delivery of different ways of achieving carbon reductions, and how a development proposal scores against the recommended criteria including the cost of the different measures. This work will overlap once early findings are underway and should be completed in draft by 15th February 2022.

3.3 Both pieces would be finalised in draft by 8th March 2022 and completed for 6th April. Consultants should suggest appropriate development typologies covering the different development products in Essex that reflect characteristic scenarios and should recommend how many types. It is not appropriate to cover every conceivable circumstance because the level of input required by consultants would not be matched by the frequency of use and applicability. Consultants should identify a practical number of development typologies work on within the budget and parameters of the study, probably between 6 and 10.

3.4 Consultants are asked to develop the criteria to assess different schemes or building typologies recognising that some may be more appropriate at different scales. Consultants should comment on the potential range in para 3.5 below. This would be part of the methodology and approach that Consultants should outline.

3.5 Typology range might be:

- Types of Buildings: Residential development will form the majority of development in Essex over the next 15 years and hence many of the typologies investigated will be residential (detached, semi-detached, terraced houses, flats etc). At least one typology to investigate a typical commercial development such an office block, retail etc should be included.
- Scales of Development: A number of scales will need to be investigated as part of the typologies from an individual dwelling to a large-major development. This would reflect the different technologies that may be appropriate at different scales; and economies of scale and how this could impact on costs and viability.
- Location: The study should be *Essex specific* in analysis and reflect differences in approach that may be needed in different geographical areas of the county.
- Types of development (e.g., greenfield, brownfield etc): This may be a relevant criterion. Different kinds of developers work on different land categories and in Essex many greenfield developments are proposed which are largely developed by large scale house builders with a more uniform approach.

- Definition of net-zero: The Essex Climate Action Commission used a number of working definitions to understand net-zero carbon and carbon positive ³. Consultants will be asked for their view on the most relevant: whether Net-zero (considering all greenhouse gases) or net-zero carbon and will need to align their study accordingly. Consultants may wish to comment at this submission stage (but will not be scored against this).
- Wider Scheme considerations: When considering solutions to greenhouse gas reductions within new-build developments, larger development-wide solutions may help to achieve such targets. Development-wide landscaping, the inter-relation and layout of buildings in relation to air flows, solar orientation, close proximity to accessible public transport and cycling and walking options may be part of the solution to achieving greenhouse reduction targets in new builds. Consultants should address these larger scale considerations within the design typologies.

3.6 Recommending the Assessment Criteria

Consultants need to derive a range of criteria against which to judge the carbon and/or greenhouse gas, where appropriate, merits of the scheme. Our current thoughts include the following:

- Percentages of carbon reductions in relation to, and when compared to, Part L of Building Regs 2013 - carbon reduction requirement, net-zero carbon and carbon positive to ensure that the study demonstrates how the highest standards can be reached that are acceptable in the planning process. The consultants' advice and guidance are sought on this.
- Future Homes Standard (standard proposed for 2021 and 2025)
- Initial capital cost- The capital costs of different options for the different levels of carbon reduction expressed in different ways e.g., cost of implementing different measures and % (value and) cost uplift for the different development typologies; analysis as to how costs might change with technological and commercial market advance over the next 5-10 years based on best available evidence and trends
- Carbon savings for operational and whole life cycle
- Energy Hierarchy - Examples of energy hierarchies such as used by Dacorum Borough Council and as part of the London Local Plan (2021 adopted Policy SI2 (Minimising Greenhouse emissions)). The London Local Plan Energy Hierarchy includes the potential off-setting of emissions which this study requires to be investigated for applicability to Essex
- Other Environmental benefits e.g. biodiversity net gain, climate change resilience, water conservation/efficiency etc

³ **Net-Zero Carbon:** The state where there is a balance between the amount of greenhouse gases released into the atmosphere by a human activity, and the amount which is removed. A commitment to net-zero carbon is associated with a commitment to reduce greenhouse gas emissions in order to achieve this balance.

Carbon Positive: A carbon positive project, e.g. a building, goes beyond achieving net-zero carbon emissions. It makes use of low carbon materials and produces an energy surplus under operation which sends back to the grid. This creates an environmental benefit by removing additional carbon dioxide from the atmosphere.

- Design considerations (Visual, noise, overheating, etc.) With a focus on the reduction of the carbon footprint of new build, new properties must still meet other planning and design criteria in terms of creating an appropriate healthy, living environment e.g., sufficient natural ventilation, measures to prevent overheating of an individual property including spatial layouts which might impact on air flow through the scheme
- Long-term maintenance cost
- Life-time expectancy of technologies,
- Impact on running costs for typologies which will impact on fuel poverty in general whilst acknowledging the need for behaviour change, occupiers' learning and potentially tenures.
- Any impact on timing of development and phasing or mixed uses within schemes

4.0 Requirements for Commission Outputs

Minimum Requirements

4.1 The quotation document should include the following Information:

A description of the principal activities and approach including quality control (particularly if the submission is by partnering consultancies, identifying the lead), project governance, stakeholder management and staff resourcing of the consultancy

Proposed Methodology with related timescales having regard to the Brief requirements and timescales above together with confirmation that consultants can meet the timescales

A breakdown of the fees by stages of work. Please provide an average daily rate for the potential Stage 3 work. Disbursements, VAT (shown separately), publication, workshops, meetings and any other costs should be identified and included in the total fee estimate

Examples of up to three comparable commissions undertaken in the last three years

Details of the professional team with CVs, identifying the Project Manager, experience, and specialisms. A table should identify the time input from each to each activity task, the daily rate and therefore the time input and cost per consultants against each task

Demonstration of how consultants will ensure their practitioners keep up to date with any changes to government environmental policy and planning guidance

Contact details of two references that may be required by the client post submission

Declaration of any actual or potential Conflict of Interest and confidentiality assurance and an indication as to how any conflict of interest may be removed or avoided. Conflict of interest and confidentiality statements will be required in the contract

Please note that the consultant's submission, together with this brief, will form part of the contract between Essex County Council and the consultant awarded the contract. The Council shall be entitled to the copyright of all documentation and other material produced for the purpose of the Project by the Service Provider or any sub-Consultant. The Service Provider or sub-Consultant shall not use any such documents or material for any purpose other than the Project without the written prior agreement of the Council.

4.2 The following outputs are required from this commission:

(1) Stage 1 Final Viability Report: The report with an Executive Summary should provide details of the study findings and research including legislation and policy context of net-zero (carbon), methodology of study, review of best practice and case studies, definitions of net-zero (carbon) and whole life-cycle carbon and how they should be calculated, references, and clear findings for the different development typologies chosen. The report should include options for the different development typologies along with a scoring system for each against the net zero criteria suggested in para.3.6. This document would be referenced as evidence by policy planners and by Development Management Planners and by developers. The work will be shared through the Essex Developers' Forum and consultants will be required to work with developers as stakeholders as appropriate.

(2) Stage 2 Toolkit: A framework for practical 'toolkit' which planning officers can use in discussions with developers to show different ways of reducing carbon. This should apply to each development typology and identify how effective appropriate methods of meeting carbon reductions are as 'scores' against the consultants' recommended criteria as outlined above.

Our initial sketch as to how a summary, easy-to-read 'toolkit' could look is in the Appendix, intended as a visual aid to highlight our thinking to date of how different technologies could potentially be scored. Consultants should develop such an 'at-a-glance' visual summary and assessment system and provide their initial response in this submission. Please note, we do not expect it to be worked up in detail as an on-line digital tool at this stage in the commission – see **(3)** below.

(3) Future Outputs – implementing the toolkit online

Consultants should note that we will then require the toolkit to be evolved to a useable and practical tool once its content and format is agreed. This delivery phase is not part of this RFQ but is envisaged to flow as a separate commission. We will be inviting consultants to develop the interactive toolkit to be located on the Essex Design Guide website and based on the toolkit developed as part of this study. Separately we will also commission consultants to deliver training on the interpretation of the viability report and the use of the toolkit, the primary aim being to demonstrate its effectiveness in use in negotiations with developers. As part of their response, we ask consultants to confirm whether they would be interested in the development of the online toolkit and associated training. For this we require an indication of the average fee per day.

4.3 The Additional Requirements are as follows:

- We expect the successful consultants to help shape and inform the objectives of the study and methodology to ensure that it provides the most effective framework for capturing and examining the types of development typologies found across Essex
- Consultants should provide evidence of experience in assessing the viability of renewable energy technologies whether for a local authority, Government department or private/commercial organisation
- Experience or engagement in the development of renewables/net zero carbon local plan policy that has subsequently been adopted or has been subject to Inspectors' comments so that there is scope for knowledge transfer
- Experience in working for, or with, commercial developers at different scales/sectors and how the viability of achieving net zero carbon was considered
- Advice on how to engage with identified private sector developers as 'guineapigs' to help demonstrate exemplar good practice
- Evidence of the company or individual staff working in a research capacity alongside university or commercial research establishments and identifying how this could influence and inform the study required here
- Evidence of excellent public speaking presentation skills to councillors, decisionmakers, chief officers, and the general public in different settings/knowledge bases and including virtual presentations
- Consultants should provide confirmation of business continuity and ongoing quality control as part of this submission, as well as strong and directive project leadership with a clear mechanism for working alongside the County Council as client.
- As clients we are keen to explore, discuss and consider the findings, new ideas, stretching the limitations of the planning system in order to meet the challenge of net zero targets in the built environment that the Climate Change Commission has set. We can provide a small team of informed and/or interested officers to help structure debate and presentation delivery to key people.

5.0 Milestones

The following table identifies the milestones applicable to the delivery of this project. The completion of these milestones will be linked to the payment schedule provisionally at milestones 1,4 and 7. Please note that the budget is £35,000.

| Milestones | Description | Required Outcome | Date |
|----------------|---|---|--------------------------------|
| Bid submission | Leading to commencement of contract by 25 th October 2021 | Valid tender submission | 18 th October 2021 |
| Milestone 1 | Early description and analysis of initial research, best practice and building typologies with suggested assessment criteria and fooling from analysis of one workshop with developers/stakeholders | One workshop or consultation activity held with stakeholders Submission of Interim Report for review by client | 13 th December 2021 |
| Milestone 2 | Presentation to senior officers | Power point | 10 th January |

| Milestones | Description | Required Outcome | Date |
|-------------|--|---|--------------------------------|
| | and partners outlining description and analysis of suggested baseline typologies and assessment criteria | presentation and delivery; | 2022 |
| Milestone 3 | Draft Report on viability assessments of typologies to explore how feasible the model is. | Draft Report on Stage 1 Viability | 24th January 2022 |
| Milestone 4 | Leading from Stage 1 Viability, draft Report on Stage 2 tool kit | Draft Report on Stage 2 Tool kit | 15 th February 2022 |
| Milestone 5 | Consolidation of iterative work on both the related stages and with feedback from client and stakeholders to generate the draft final report | Final draft report submitted on viability and toolkit | 8 th March 2022 |
| Milestone 6 | Presentation to senior officers etc of full report for commentary and input leading final revisions | Power point Presentation to senior officers etc | 22nd March |
| Milestone 7 | Revised final report on viability and toolkit following presentations and client review of draft | Final report submission | 6 th April 2022 |

6.0 Timescales

6.1 In terms of project timescales, we anticipate that this project will last approximately six months, starting mid-October. We require fortnightly informal updates in addition to the presentation dates outlined above. Below is an indicative timescale for the project.

| Date | Action |
|---|---|
| 1 st October | Issue RFQ |
| 1 st -6 th October | Clarification of tender brief |
| 18 th October 2021 | Deadline for Bids to be submitted by Noon |
| 19 th - 22 nd October | Assessment of submissions by Client |
| 22 nd October | Decision to award contract |
| w/c 25 th October | Contract commences |
| w/c 25 th October | Inception meeting: project plan, team meetings |
| 13 th December | Interim report |
| 24 th January 2022 | Draft Report on Stage 1 Viability |
| 15 th February 2022 | Draft Report on Stage 2 Toolkit |
| 8 th March 2022 | Final draft report submitted on viability and toolkit |
| 6 th April 2022 | Final report submitted on viability and toolkit |

6.2 Consultants should note the outline timetable provided above and provide a project plan to achieve this overall timescale. Consultants should confirm their ability to begin the assessment immediately on appointment and to complete the work within the timescales.

6.3 The Council reserves the right to withdraw from using the services of the consultant, without further liability, if in its sole opinion it feels, but not limited to, that the project is not progressing as required, that the Consultant is not meeting the requirement of the Specification, is unable to deliver the requirement for any reason, or the likelihood of milestones set out are not going to be met. Payment is likely to be against agreed milestones.

7.0 Instructions Requirements for Tender Submission-

The quotation responses shall be completed and submitted with the Pricing Schedule and Supporting Information no later than **Noon, 18th October 2021** to dominic.king@essex.gov.uk quoting reference **ECAC1 0921 VIAB**.

7.1 Questions and Contact Details

All requests for clarification should be submitted by 6th October in writing by email quoting the reference **ECAC1 0921 VIAB**: Lois Bowser: lois.bowser@essex.gov.uk. A copy of all questions and answers raised will be maintained and distributed to all recipients of the Invitation to Tender by 7th October 2021. Questions received after that date may not be answered. Please note all clarifications provided will be sent to all other suppliers.

7.2 Submission Date: Noon, 18th October 2021

Quotations received after the specified date and time for receipt shall not be accepted or considered by Essex County Council unless it is satisfied that there is sufficient evidence for the quote having been dispatched in sufficient time for it to have arrived before the closing date and time. A quote will not be valid unless it has been delivered using the tender/quote form.

7.3 Eligibility

Tenders are invited from a range of backgrounds including consultancies working together bringing in complementary skills, such as university-based research teams, planning consultancies, energy and viability experts and other appropriate which can demonstrate expertise in climate change, sustainability and in developing similar types of study.

8.0 Evaluation of Offers

8.1 The budget for this commission is £35,000 (inclusive of VAT) with the intention that this is paid in three instalments in relation to project milestones 1,4 and 7 or as otherwise agreed at the project inception meeting. Evaluation of the submissions received will be carried out by the Evaluation Panel set up by the Council. The consultant supplier must be able to demonstrate business suitability and financial stability via credit reference checks as required.

8.2 The Evaluation Panel will not have sight of pricing information until evaluation of non-price elements has been completed. The following price and quality assessments will be used to determine the most economically advantageous tender:

- Quality (Non-Price): Pass/Fail, in addition with complying with the criteria in section 9, then,
- Price: 100% and rank scored in accordance with the formula on the accompanying documentation

| Section | Total Score Available |
|--|--------------------------|
| Company Details | Information in section 9 |
| Compliance with Specification- Quality | Pass/Fail |
| Price | Ranked score |

8.3 Quality Questions

The methodology for evaluating tender submissions is set out against the four questions below that consultants must address in their submission and in response to the requirements of the Brief. Please provide answers in the formats below i.e. in the boxes provided, expanded to accommodate the words used up to the maximum specified.

QUESTION 1: METHODOLOGY AND APPROACH

Please provide a proposal which details how you intend to meet the specification provided.

Pass: The proposal demonstrates that the supplier is able to meet all elements of the specification.

Fail: The proposal does not demonstrate that the supplier is able to meet all elements of the specification.

Word Limit: 1500 words

QUESTION 2: EVIDENCE OF SKILLS AND EXPERIENCE

Please provide details of your experience in the last three years that are of a similar nature to the services required in this RFQ Specification. If you have worked with Essex County Council or any other local government organisation, please outline this piece of work as one of your examples. Include details of the following:

- Name of the contract
- Customer name
- Value of the whole contract,
- Contract term
- Short description of the service.
- Brief details of what worked well, and any lessons learned.

Pass: At least two relevant examples provided which demonstrate suitable previous experience to deliver the services/product detailed within the specification.

Fail: Response fails to provide two relevant contract examples which demonstrate suitable previous experience.

Word Limit: 1000 words

QUESTION 3: PROJECT MANAGEMENT AND RESOURCING

Please provide a project plan to demonstrate how the study will be delivered on time, with appropriate resourcing, including the key milestones that will be met. Provide detail of how you intend to resource the requirements within the specification with the structure and management of the team, qualifications, skills and experience relevant to this requirement. Please include CVs as appendices.

Pass: The response demonstrates that a suitably experienced, resourced, managed and qualified team is in place to deliver the requirement together with the outline project plan. timelines within the specification and has set out clear milestones.

Fail: The response does not demonstrate that a suitably experienced, resourced, managed and qualified team together with an appropriate outline project plan is in place to deliver the requirement

Word limit: 1000 words and Gantt chart or excel spreadsheet.

QUESTION 4: STAKEHOLDER AND CLIENT MANAGEMENT.

How will you communicate with Essex County Council to update on progress of the study and any issues arising, and how will you engage with key stakeholders including planning authorities and from the private sector?

Pass: Full details of how the consultants will engage, communicate progress, meet regularly and address issues to ensure the effective working relationships with client and stakeholders.

Fail: The Bidder provides general outline of communication and engagement during the contract period but no specific details or how issues will be handled.

Word Limit: 1000 words

9.0 Other Submission and Contractual Matters

9.1 Insurance

Please confirm you hold the required insurance levels below by marking with an 'X' if you have the insurance or are willing to obtain prior to the contract start date. You will be required to provide copies of your insurance policies prior to contract start. If the policies are already in place, please submit copies of these with your RFQ submission.

Evaluation Criteria:

This question will be evaluated on a Pass/fail basis. If you cannot answer 'Yes or willing to obtain', your quotation may not be accepted. 'Yes, or willing to obtain' along with details or a copy of the certificate is provided is a Pass, and 'No' is a Fail.

| | | | |
|--|---|---------------------------|--|
| | Employers Liability Insurance to a value of £5M | Yes, or willing to obtain | |
| | | No | |
| | Public Liability Insurance to a value of £5M | Yes, or willing to obtain | |
| | | No | |
| | Professional Indemnity Insurance to a value of £500,000 | Yes, or willing to obtain | |
| | | No | |

If responding 'No' to any of the above, please provide full details in the box below.

9.2 Equality & Diversity

Please self-certify if you comply and how in the box below.

Evaluation Criteria:

This question will be evaluated on a Pass/Fail basis, where 'Yes' and brief details of how you comply are provided is a Pass, and 'No' is a Fail.

| Evaluation Criteria | | | | | |
|---|---|-----|----|-----|---------------------------------|
| Part I: Yes = Pass; No = Fail | | | | | |
| Part II: No = Pass; Yes, with evidence at III = Pass; Yes, with no evidence = Fail | | | | | |
| Part IV: Yes = Pass; No = Fail | | | | | |
| I. | Does your organisation fully comply with your statutory obligations under the Equality Act 2010? | Yes | No | N/A | If stated Yes, please state how |
| II. | Have you ever been challenged under the Equality Act e.g. a discrimination case? | Yes | No | N/A | If stated Yes, please state how |
| III. | If answered yes to the above question, do you have any evidence of changes in practices or working | Yes | No | N/A | If stated Yes, please state how |
| IV. | If you are not currently subject to UK legislation, do you comply with equivalent legislation that is designed to | Yes | No | N/A | If stated Yes, please state how |

| | | | | |
|---|--|--|--|--|
| eliminate discrimination and promote equality of opportunity? | | | | |
|---|--|--|--|--|

9.3 Modern Slavery

An organisation in any part of a group structure will be required to comply with the provision of the Modern Slavery Act 2015 and will need to produce a statement if they:

- Are a corporate body or a partnership (described as an “organisation” within RFQ documents), whenever incorporated;
- Carry on a business, or part of a business, in the UK.
- Supply goods or services; and
- Have an annual turnover of £36m or more

Depending on your annual turnover, please self-certify the following questions in relation to your organisation or supply chain by marking the relevant box below with an ‘X’.

Evaluation Criteria:

This question will be evaluated on a Pass/Fail basis.

Where the bidder marks ‘We confirm that we are taking steps to ensure there is no Modern Slavery or Human Trafficking within our organisation or supply chain’ or ‘We are not currently taking steps but will do going forward if successful in this RFQ’ or ‘N/A due to not having an annual turnover of £36m or more’ with an ‘X’ as a Pass. If the question is left blank or ‘We are not taking any steps’ is marked with an ‘X’ is a Fail.

| | |
|---|--|
| We confirm that we are taking steps to ensure there is no Modern Slavery or Human Trafficking within our organisation or our supply chain | |
| We are not currently taking steps but will do going forward if successful in this RFQ | |
| We are not taking any steps | |
| N/A due to not having an annual turnover of £36m or more | |

9.4 Health and Safety

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

Evaluation Criteria:

This question will be evaluated on a Pass/Fail basis.

Where ‘Our organisation has less than five employees’ or ‘Our organisation has five or more employees and does have a Health & Safety policy’ and details are provided is a Pass and

'Our organisation has five or more employees and does not have a Health & Safety Policy' or no details is a Fail.

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

9.5 E-procurement- Electronic Orders

Please can you confirm that as a minimum, your organisation will accept orders sent electronically (via P2P) to a central e-mail address. If you are unable to answer 'Yes', please contact Dominic King (dominic.king@essex.gov.uk) for further advice before submitting your RFQ response.

Evaluation Criteria:

This question will be evaluated on a Pass/Fail basis, where 'Yes' is a pass and 'No' is a fail. Please confirm that your organisation can fully meet this requirement by marking the relevant box below with an 'X'?

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

9.6 Electronic Invoicing

Please can you confirm that as a minimum, your organisation will submit invoices electronically (via P2P) by utilising the PO Flip method. If you are unable to answer 'Yes', please contact Dominic King (dominic.king@essex.gov.uk) for further advice before submitting your RFQ response.

Evaluation Criteria:

This question will be evaluated on a Pass/Fail basis, where 'Yes' is a pass and 'No' is a fail.

Please confirm that your organisation can fully meet this requirement by marking the relevant box below with an 'X'.

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

9.7 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.

Evaluation Criteria:

This question is not scored and is for information only.

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

10.0 DECLARATION

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

- The Terms and Conditions - Dominic
- The RFQ Specification and Quality Questions brief
- The Pricing information/spreadsheet
- The contents of the Bidder's Guidance- Dominic

These documents will form the final contract for the successful Bidder.

Evaluation Criteria:

This question is not scored and is for information only.

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

| | | | |
|--|--|----|--|
| 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 full contact details below if they do not match the above:

11.0 Bidder Feedback

11.1 We are continuing to work to update and improve the standard of our RFQ documentation and would welcome feedback and comments from bidders. Please use the box below for any feedback and comments. It will not be possible to respond to bidders on specific points that may be raised, but we will review all responses and take these into account, where possible, when considering future updates and improvements.

Constructive comments and feedback are gratefully received.

October 2021

Appendix— Example visual toolkit ideas – single detached lower value dwelling in Tendring

[illegible]