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**East Sussex County Council**

Request for Quotation (RFQ) For:

Specialist Women’s Workers

Safe Accommodation Pathway / Changing Futures MCN Service

Deadline for responses: 5th February 2024, 12pm

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# Part A - Introduction

The Request for Quotation (‘RFQ’)

**You are hereby invited by The Council to bid for the requirements detailed in the RFQ documentation in accordance with the conditions outlined in this document (‘RFQ Guidance’). The purpose of this RFQ Guidance is to set out the instructions for the completion of the RFQ.**

Bidder’s responses to the RFQ are to be completed electronically using the Council’s Procurement portal ProActis:

[Proactis Supplier Networks - Proactis](https://www.proactis.com/uk/solutions/supplier-network/)

ProActis provides a web-based tool that enables a simple, secure and efficient means for managing Quoting and quotation activities reducing the time and effort required for both the Council and or its customers and potential providers / suppliers.

Please note the following project name and reference number allocated to the RFQ on ProActis.

|  |  |
| --- | --- |
| ***Project Name:*** | ***ESCC – AS – RFQ – Specialist Women’s Workers***  ***Safe Accommodation Pathway / Changing Futures MCN Service*** |

Before completing their response to the RFQ (‘Quotation’), Bidders should ensure that the email address that has been used to register is maintained as ProActis will generate automatic notifications to this email address when there are updates, changes or messages relating to this RFQ. Bidders should also check that their organisation details are correct and up to date and have at least two email addresses.

**1. Form of this Request for Quotation (RFQ)**

Bidders are expected to complete their Quotation electronically via ProActis.

|  |  |
| --- | --- |
| ITEM | **FORM AND PURPOSE** |
| Documents that relate to this quotation | |
| RFQ Guidance & Instructions | This document, which is to be read first, sets out the RFQ process  This document should be completed as required and uploaded as part of the Quotation via ProActis. |
| Pricing Schedule | Please download and use this document to submit pricing proposals for this tender and upload the completed schedule as part of this quotation. |
| Standard Terms and Conditions | Your submission shall be in accordance with the Council’s Standard Conditions of Contract (‘Contract Terms and Conditions’) and your acceptance to the Contract Terms and Conditions must be indicated within the Bidder Warranties document situated in Appendix 1 of this RFQ Guidance |

# 2. Conditions of Quotation

* 1. **Summary of Timetable and Instructions**

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| --- | --- |
| **ITEM** | **DETAILS** |
| Date of Issue | **Monday 22nd January 2024** |
| Clarifications/Queries | **Monday 29th January 2024 12pm**  All queries relating to content of the RFQ (‘Queries’) should be made via the secure messaging service within the ‘Quote’ tab of ProActis. Please note it is the Council’s policy to publish responses to all Queries. Unless they are commercially confidential to the organisation. Any questions deemed to be commercially confidential should therefore be clearly marked. |
| Quote Submission Deadline | **Monday 5th February 2024 12pm**  Quotations received after the Quote Submission Deadline will not be considered unless it can be proven beyond doubt that not meeting the deadline was beyond the Bidder’s reasonable control. Quotations received 24 hours after the Quote Submission Deadline will be automatically rejected. |
| Contract Start Date | **Monday 1st April 2024** |
| Contract Term | **2 Years** |
| Indicative Possible Extension Period | **2 Years (1 + 1) – ending 31st March 2028** |
| Budget | **£94,615 (INC VAT)** |
| ProActis Portal Technical Queries | All technical queries regarding access to, completion and submission of a Quotation should be directed to the Helpdesk.  There is a page of FAQs and also a webchat available. |
| Submission instructions: | Completed Quotations must be submitted via ProActis. |

**Table 1: Quotation Documents required for this RFQ Process**

|  |  |
| --- | --- |
| **Requested Documents (these must be returned as part of your submission)** | |
| **Method Statement** | This is a detailed description of how you intend to fulfil the requirements we have set out in Part B (below). Please use the same headings in your response in Part C referring to the word limited as required.  To be uploaded as part of the Quotation |
| **Pricing Schedule** | You are required to complete the attached ‘Pricing Schedule’ and explain the cost of your proposal or any pricing assumptions you have made  To be uploaded along with the Quotation.  **DO NOT INCLUDE ANY PRICING INFORMATION IN THE MAIN QUOTATION DOCUMENT.** |
| **Completed Bidder Warranties** | To be signed and uploaded as part of the Quotation |
| **GDPR Declaration** | To be completed only when required, see 2.3.4, 2.3.5 and 2.3.6 |

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| **Please note:**  Please only provide the attachments that have been specifically requested (see above). Other documentation that has not been asked for will not be scored, or form part of the submission |

# **Quotation Requirements**

* + 1. A Quotation shall only be accepted as compliant if all the required documentation outlined in Table 1 at paragraph 3.1 above is included.
    2. No information contained in this RFQ Guidance, any RFQ Documents or in any communication made between the Council and any Bidder in connection with the RFQ shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with the RFQ.
    3. Bidders must obtain for themselves at their own expense all information necessary for the preparation of their Quotation.
    4. The Quotation (including the quoted price) will be included as a Schedule in the Contract.
    5. The Council is not bound to accept the lowest priced or any Quotation and shall not be bound to accept one Bidder as the sole supplier.
    6. It is the Bidder’s responsibility to ensure that their Quotation is submitted no later than the Quote Submission Deadline, as detailed in section 2.1
    7. Any proposal must be made by a person who is authorised to commit the Bidder to the Contract.
    8. In the event that a Bidder believes they are unable to submit a Quotation through ProActis or require assistance or further information to be able to use ProActis they must contact the Council via the messaging tool of ProActis no later than four (4) calendar days before the Quote Submission Deadline to enable any technical queries to be investigated and resolved in advance of the Quote Submission Deadline. The Council accepts no responsibility for a Bidder’s failure to raise technical issues in a timely manner.
    9. Direct or indirect canvassing of any Councillor, public sector employee or agent by any Bidder concerning the RFQ, or any attempt to procure information from any Councillor, public sector employee or agent concerning the RFQ may result in the disqualification of the relevant Bidder from consideration for the Contract under this RFQ process (‘RFQ Process’).
    10. The Council reserves the right to issue supplementary documentation at any time during this RFQ Process to clarify any issue or amend any aspect of the RFQ. All such further documentation that may be issued shall be deemed to form part of the RFQ and shall supplement and / or supersede any part of the RFQ to the extent indicated.
    11. This RFQ Guidance and the RFQ Documents are made available in good faith. No warranty is given as to the accuracy or completeness of the information contained therein and any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.
    12. The Council reserves the right to clarify any elements of a Bidder’s Quotation and reserves the right to reject bids that are deemed to be anomalous.
    13. The Council reserves the right to cancel the RFQ at any point. The Council is not liable for any costs resulting from any cancellation of this Procurement or any other costs incurred by any bidder.

# **Contract Requirements**

* + 1. The Quote Response Document details the required Service Level Agreements, Key Performance Indicators and the Council’s overall requirements. The Bidder shall be required to confirm their ability to meet the Quote Response Document through completion of the relevant RFQ Documentation included with this RFQ Guidance on ProActis.
    2. Bidders’ Quotations must be in accordance with the Council’s Contract Terms and Conditions, including compliance with the Council’s policies. Bidders must indicate their acceptance of the Contract Terms and Conditions by signing and returning the Bidder Warranties document as part of the Quotation. The Council reserves the right to reject any Quotation that does not include a signed Bidders Warranty.
    3. The Bidder’s terms of business will not be accepted in lieu of or in addition to the Contract Terms and Conditions published with the RFQ.
    4. As a public body the Council is subject to the General Data Protection Act 2018, which places responsibilities and obligations on the Council and a potential Provider/Supplier where the Council and the potential Provider/Supplier will engage in data sharing and data processing activities in the performance of a Contract following a procurement exercise and award. The Council may require the successful bidder to enter into an additional Agreement for Data Sharing and obtain guarantees or undertakings to regulate the framework under which the processing activities and data sharing shall be dealt with between the Council and the potential Provider/Supplier to ensure compliance with the obligations of both parties.
    5. The Agreement will, amongst other obligations, require the successful bidder to act only on the written instructions of the Council

1. Determine the nature of processing activities
2. To ensure that people processing the data are subject to a duty of confidence
3. Submit to audits and inspections
4. Assist the Council in meeting data protection obligations
5. Not to sub-process personal data without the written consent of the Council  
   * 1. The successful bidder will therefore be required to provide details of the technical facilities and measures (including systems and processes) it has in place, or will have in place by contract award, to ensure compliance with the above Act.

# **Commercial Requirements**

* + 1. Bidders must complete the Pricing Schedule within this RFQ document setting out ALL its costs of providing the Services over the full lifetime of the contract, including all of the obligations under the Contract.
    2. All Prices shall be stated in pounds sterling and exclusive of VAT.

# **Award Criteria & Marking Scale**

* + 1. Quotations will be evaluated using *Most Economically Advantageous Tender* criteria. The Council reserves the right to accept the whole or any part of a Quotation.
    2. Quotations shall be evaluated according to the prescribed weighting below:

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| **Price (Cost Breakdown)** | **30%** |
| **Quality (Method Statement Questionnaire)** | **70%** |
| **Total** | **100 %** |

***2.6 Price Evaluation***

2.6.1 Price will be evaluated based on the lowest price Quotation achieving the maximum score (expressed as a percentage (%)) for the pricing element. Higher priced Quotations will receive a proportional score based on the amount higher they are than the lowest priced Quotation.

2.6.2 A worked example is set out below. In this example, the maximum available mark for price is 60%, the lowest price (3) is £425 and the higher price (5) is £625:

**Example only**

|  |  |  |  |
| --- | --- | --- | --- |
| **Tender** | **Price £** | **Calculation** (lowest price ÷ tendered price) x price weighting (60) | **Points** |
| 1 | 500 | (425 ÷ 500) x 60 | 51 |
| 2 | 622 | (425 ÷ 622) x 60 | 40.98 |
| 3 | 425 | Lowest price | 60 |
| 4 | 440 | (425 ÷ 440) x 60 | 57.90 |
| 5 | 625 | (425 ÷ 625) x 60 | 40.80 |

* 1. ***Quality Evaluation Criteria***

2.7.1 Quality will be measured upon evaluation of Bidders’ responses to the RFQ using the following scoring criteria:

| **Score** | **Classification** | **Definition** |
| --- | --- | --- |
| 0 | No response | No response at all or insufficient information provided in the response such that the response is totally un-assessable and/or incomprehensible. The response is considered non-compliant with the requirements or minimum standards. |
| 1 | Unsatisfactory response | Substantially unacceptable response which fails in several significant areas to meet the Council’s requirements. Little or no detail may (and, where evidence is required or necessary, no evidence) have been provided to support and demonstrate the Bidder’s ability (methods, expertise, skills and/or resources) to provide the services and/or considerable reservations as to the Bidder’s ability (methods, expertise, skills and/or resources) to deliver the requirements. |
| 2 | Partially acceptable response | Weak response which does not fully meet the Council’s requirements. Response may be basic/ minimal with little or no detail (and, where evidence is required or necessary, with insufficient evidence) provided to support and demonstrate the Bidder’s ability (methods, expertise, skills and/or resources) to provide the services. Some major reservations or weaknesses which gives a lack of assurance that requirements will be met. |
| 3 | Satisfactory and acceptable response | Response largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some relevant evidence) provided to support and demonstrate the Bidder’s ability (methods, expertise, skills and/or resources) to provide the services. Some minor reservations or minor weaknesses which although offers assurance the requirements will be met with only minor reservations. |
| 4 | Fully satisfactory /very good response | Response fully addresses and meets the requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided.  Provides full confidence in the Bidder’s ability (experience, expertise, skills and/or resources) to provide the services. |
| 5 | Outstanding response | Response fully addresses and meets the Council’s requirements, with full details (and, where evidence is required or necessary, full and relevant evidence) provided to support the solution; and, in addition, demonstrates methods, expertise, skills or resources that provided added value above the stated requirements and which are relevant to the Council’s requirements. Gives excellent assurance to the Council that requirements will be met in full. |

2.7.2 Any Bidder who achieves an ‘Unacceptable’ score of ‘0’ for any of the questions will be deemed to have failed to meet the Councils’ minimum acceptable standards and therefore will not be evaluated further and will not be considered for Contract award.

2.7.3 Scored questions will be assessed by the evaluation team, who will agree on a single moderated score for each question. Scored questions will carry a weighting, as indicated in each question.

2.7.4 The formula used to calculate the weighted scores for each scored question is:

Question Weighted Score = (Bidder’s Moderated score / maximum score of 5) x Question Weighting.

***2.8 Additional Information, Disclaimers & Legal Compliance***

2.8.1 Please see the attached document - situated in Appendix 1 for further information.

Part B: Specification of Requirement

|  |
| --- |
| **INTRODUCTION** |
| East Sussex County Council (ESCC) and the Changing Futures Programme Sussex are jointly procuring two Specialist Women’s Workers (SWW).  Following the Domestic Abuse Act 2021, councils across England received "new burdens" funding to meet the new duty on councils to ensure access to and provide support for victims and survivors of domestic abuse and their children in safe accommodation.[[1]](#footnote-2) The *Pan Sussex Strategy for Domestic Abuse Accommodation and Support 2021-2024* identified that a key strategic priority was to enhance support provision for survivors with multiple and compound needs, and "new burdens" funding has been committed to increase such provision.[[2]](#footnote-3)  Changing Futures is a national 4-year, £77 million programme aiming to improve outcomes for adults experiencing multiple and compound needs – including combinations of homelessness, substance misuse, mental health issues, domestic abuse and contact with the criminal justice system.  Changing Futures is testing new ways of bringing together public and community sector partners to help people change their lives for the better. Sussex was awarded a Changing Futures grant of £4.45M in July 2021 to improve the way that local systems and services work for adults experiencing multiple and compound needs.  The Service Provider will provide two SWWs who will provide relationship-based, trauma-informed, flexible and holistic support for women experiencing domestic abuse and multiple compound needs (MCN) including case coordination bespoke to each individual’s needs. |

**Statement of Requirements**

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| --- |
| **Overview – *what it is that we require*** |
| The Specialist Women’s Workers (2) (SWWs) will provide intensive and flexible support for women experiencing domestic abuse and multiple compound needs (MCN), to support and enable them to access and maintain safe and suitable accommodation in order to:  • Reduce risk  • Improve safety and other outcomes  • Increase engagement  • Promote health and wellbeing  They will work within a multi-disciplinary team (MDT) as part of the Changing Futures MCN Service hosted by ESCC Adult Social Care. The SWWs will operate the intensive support element of the Women’s Safe Accommodation Pathway. The SWW’s will report to the Senior Social Worker within the service via a matrix management arrangement.  The SWWs will work primarily on an outreach basis, engaging with women at their accommodation, on the street or in other service locations. A key aspect of the support will centre around the accessing and maintaining of identified safe accommodation as defined by the Domestic Abuse Act 2021.  There is an expectation that the service provider will offer flexibility around the way support is offered including a willingness for SWWs to work outside regular office hours as necessary.  The workers will be members of the MCN service MDT and will each hold caseloads of 8-10 female clients per worker that meet the service eligibility criteria, with a target of engaging at least 15 individuals a year, with the expectation that some clients will receive less-intensive support and some will be in higher support.  The service offer provided by the SWWs will not be time-limited. Support is provided with the expectation that service users are supported to become independent, when support will be stepped down. It is anticipated that the average duration of intervention with clients will be 9-12 months.  The SWWs will:  • Provide a trauma sensitive and gender informed service, adopting a trauma-informed approach  • Focus and build on individuals’ strengths, not their deficits  • Be inclusive and sensitive to individual needs and aspirations  • Provide a service that is appropriate to individuals’ needs on entry to the service  • Involve the individuals in decision making and the development of the service  • Provide fair access and equal treatment  • Ensure that the individuals’ voice remains at the heart of their support planning  • Meet people where they are at  • Encourage trusting relationships  • Promote advocacy & joined-up working |
| **Criteria - the factors that are important to us in this assignment** |
| **The service provider will provide examples of specific projects delivered which are similar to the requirements of this RFQ, with feedback from commissioners or funders.**  **The service provider will be able to demonstrate experience of creating and delivering complex support plans with individuals meeting the programme criteria and also be comfortable with assertive and creative engagement and engaging people via assertive outreach.**  **The service provider will need to demonstrate experience of working in a strengths based trauma informed approach.**  **The** **service provider will need to demonstrate a track record in delivering services within a multi-agency partnership including both statutory and voluntary sector partners including District and Borough Councils, the Probation service, RSI funded services, CGL East Sussex Domestic Abuse Service (ESDAS), East Sussex refuge provider Clarion Housing Group, and other specialist providers.**  The service provider will demonstrate experience of working closely within multi-agency mechanisms including Multi-Agency Risk Assessment Conference (MARAC), Multi-Agency Risk Management (MARM), Pan Sussex Safeguarding Adults procedures, ESCC ASC Safeguarding Development Team and ESCC Children’s Services (CS). |
| **Performance Monitoring – how we will measure satisfactory performance** |
| Quarterly report on performance to be submitted incorporating the following:  Positive engagement and relationships built with x number of individuals  Accurate and complete client records maintained and regularly updated support and risk management plans  Case studies (2) completed each quarter highlighting examples of positive work and/or system barriers encountered and overcome  Positive partnership working with ESCC Adults Social Care and other partner agencies |

Part C – Bidder Submission

***1. Main Contact Details***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Business (or Organisation) Name | |  | | | | |
|  | |  | |  | |  |
| 1. Contact Name, telephone number and email | |  | | | | |
|  | |  | |  | |  |
| 1. Registered or trading name (if different) | |  | | | | |
|  | |  | | | | |
| 1. Type of organisation (e.g. private limited company, partner, charity, sole trader) | |  | | | | |
|  | |  | | | | |
| 1. Registered Address | |  | | | | |
|  | |  | | | | |
| 1. Address from which the services will be performed, if different from the above | |  | | | | |
|  | | | | | | |
| 1. Company Registration or Charity Number and date of registration (and of any holding / parent company) | |  | | | | |
|  | |  | | | | |
| 1. Name of authorised signatory for the contract | |  | | | | |
|  | | | | | | |
| **Questions 1 to 8 are for information and monitoring purposes only. Questions 9 to 11 are evaluated on a pass / fail basis.** | | | | | | |
|  | | | | | | |
| 1. Is your organisation or any of the Directors, Partners or Proprietors: | | | | | | |
| In a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings? | | | | Yes | | No |
|  | | | |  | |  |
| 1. Has your organisation or any of the directors, partners or proprietors of the Organisation been convicted of any offences which are considered grounds for mandatory or discretionary exclusion under Regulation 57 of the Public Contracts Regulations 2015. (Regulation 57 of the legislation can be found here: <http://www.legislation.gov.uk/uksi/2015/102/regulation/57/made> | | | | Yes | | No |
|  | | | | | | |
| 1. If your answer is yes to the above question (10) please provide a statement dealing with the offence/s, including details of what has been done to put things right. | | | | | | |
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| **Questions 12 to 14 will be assessed on a pass / fail basis** | | | | | | |
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| ***Financial standing*** |  | | |  | |  |
|  |  | | |  | |  |
| 1. Please indicate which of the following you are able to provide should the Council need to undertake a financial evaluation: | | | | | | |
| * + 1. Copy of your audited accounts for the most recent 2 years (most recent should not be older than 18 months). | | | | Yes | | No |
| * + 1. Statement of turnover, profit and loss account and cash flow for the most recent trading year. | | | | Yes | | No |
| * + 1. Statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position | | | | Yes | | No |
| * + 1. Alternative means of demonstrating financial standing if you have been trading for less than one year. | | | | Yes | | No |
| 1. If you are part of a wider group (e.g. a subsidiary of a holding/parent company)are you able to provide the Ultimate / parent company accounts for the most recent two years. | | | | Yes | | No |
| 1. If yes, would the Ultimate / Parent company be willing to provide a guarantee if necessary? | | | | Yes | | No |
|  | | | | | | |
| *Please do not provide these at this stage they will be requested should your bid be recommended for acceptance.* | | | | | | |
|  | | | | | | |
| ***Insurance*** |  | | |  | |  |
|  |  | | |  | |  |
| **Questions 14 to 16 will be assessed on a pass / fail basis.** | | | | | | |
|  |  | | |  | |  |
| 1. Please confirm that your organisation currently holds the following insurances, or should you be successful in the bid will be will to provide cover to this level. | | | | | | |
| 1. Public Liability Insurance (£10million) | Yes | | No | | Will Provide | |
| 1. Employers Liability Insurance (£5 - 10million) | Yes | | No | | Will Provide | |
| *Employers Liability Insurance is not required if you are a sole trader. See question 3.* | | | | | | |
|  |  | |  | |  | |
| ***Health & Safety*** |  | |  | |  | |
|  |  | |  | |  | |
| **Questions 18 to 21 will be assessed on a pass / fail basis.** | | | | | | |
|  |  | |  | |  | |
| 1. Please confirm that your organisation complies with all of its legal obligations and responsibilities under the Health and Safety at Work etc. Act 1974 | | | Yes | | No | |
| 1. Does your organisation have a Health and Safety Policy? | | | Yes | | No | |
| 1. Please provide the name and position of the person with overall responsibility for Health and Safety in your organisation. | | |  | | | |
| 1. Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? | | | Yes | | No | |
| If your answer to this question was “Yes”, please provide details in the box below of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. | | | | | | |
|  | | | | | | |
|  | | | | | | |
| *The authority may exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.* | | | | | | |
|  | | | | | | |
| ***Equality and Diversity*** | | | | | | |
|  | | | | | | |
| **Questions 22 to 24 will be assessed on a pass / fail basis.** | | | | | | |
|  | | | | | | |
| 1. Does your organisation comply with its legal obligations under the Equalities Act 2010? | | | Yes | | No | |
| 1. In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal? | | | Yes | | No | |
| 1. In the last three years has your organisation been the subject of a formal investigation on the grounds of alleged unlawful discrimination by, for example, the Commission for Racial Equality (CRE), Disability Rights Commission (DRC) , Equal Opportunities Commission (EOC) or Equality and Human Rights Commission (EHRC)? | | | Yes | | No | |
| *If the answer to the above two questions (22 & 23) is yes, we reserve the right to request further information.* | | | | | | |
|  | | | | | | |
| ***Environment*** | | | | | | |
|  | | | | | | |
| **Question 25 will be assessed on a pass / fail basis.** | | | | | | |
|  | | | | | | |
| 1. Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? | | | Yes | | No | |
| If your answer to this question is “Yes”, please provide details in the box below of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. | | | | | | |
|  | | | | | | |
|  | | | | | | |
|  | | |  | |  | |
| *The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.* | | | | | | |
| ***Performance*** | | | | | | |
|  | | | | | | |
| **Question 26 will be assessed on a pass / fail basis.** | | | | | | |
|  | | | | | | |
| 26. In the last 3 years has your organisation had any contracts terminated by the client earlier than originally intended for poor performance. | | | Yes | | No | |
| If the answer to Q26 was yes please upload a copy of the steps you have taken to rectify poor performance and outline the specifics circumstances faced. | | | | | | |
| *Q26 is assessed on a pass / fail basis, with any supporting information provided in relation to “Yes” answers which support the steps undertaken to prevent future reoccurrence taken into account.* | | | | | | |
|  | | | | | | |
|  | | | | | | |

**2. METHOD STATEMENT QUESTIONAIRE – (Total Weighting 70 %)**

**Where examples have been requested these do not count towards the page limit for the question. Please do not provide any addition unsolicited information other than that requested.**

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| --- |
| **Overview – Please provide a summary of how you will meet the requirements set out in the specification. (15%)**  What we are looking for:  • Evidence of supporting individuals experiencing multiple and compound needs  • Evidence of commitment to multi-disciplinary working  • Meeting requirements in specification  ***Max 2 pages font size 11 - (Anything above this word limit will be discounted and therefore will not be scored)*** |
|  |
| **Overview - Describe how you intend to manage mobilisation of your proposed service model, based on contract award in January 2024 and commencement of service delivery on 1 April 2024. (10%)**  Your response must include:   * An indicative mobilisation plan, including resource estimates and timing of key project milestones, plus a risk register including proposed mitigation plans; * Recruitment for mobilisation and the transfer of existing staff; * Information management; * Premises and equipment/technology plans;   ***Max 2 pages font size 11 - (Anything above this word limit will be discounted and therefore will not be scored)*** |
|  |
| **Criteria -** Please provide details of how you have delivered this type of project in the past.  What we are looking for: (15%)  • Examples of similar projects delivered  • Positive feedback from commissioners or funders  ***Max 3 pages font size 11 - (Anything above this word limit will be discounted and therefore will not be scored)*** |
|  |
| **Criteria - Describe how your organisation would identify, manage, and reduce risk for service users, staff and volunteers delivering the service (15%)**  ***Max 3 pages font size 11 - (Anything above this word limit will be discounted and therefore will not be scored)*** |
|  |
| **Performance Monitoring – how we will measure satisfactory performance (10%) -**  Please provide details of how this project will be evaluated.  What we are looking for:  • Clear outline how generic KPIs are going to be met  • Innovative ways of capturing outcomes and impact on individuals  ***Max 2 pages font size 11 - (Anything above this word limit will be discounted and therefore will not be scored)*** |
|  |
| **Social Value - Please describe your company’s ability to support the Voluntary, Community, and Social Enterprise (VCSE) sector organisation(s) in East Sussex, particularly Support work related projects or services. Please Include within your response how the company could use expertise to provide support and, if applicable, example(s) of previous successful Social Value activities.**  Alternatively, please refer to the council’s communities support page below. Crowdfund gives you the ability to search for opportunities & local groups or the option to donate your time, resources or funds to a specific project which will help improve and benefit our local communities.  [Community Wellbeing in East Sussex | Crowdfunder.co.uk](https://www.crowdfunder.co.uk/funds/east-sussex-community-wellbeing)  If you are able to contribute please state below how your company will commit to this? (5%)  ***Max 2 pages font size 11 - (Anything above this word limit will be discounted and therefore will not be scored)*** |
|  |

**3. COST BREAKDOWN.** (**Total Weighting 30%)**

|  |
| --- |
| **Please complete the attached ‘Pricing Schedule’ document - to include all information that relates to the pricing for this RFQ.**  **Please do not include any pricing information as part of this document.** |

**4. Payment and Ordering Details**

We are committed to employing e-commerce throughout our purchase to pay process.

We have introduced a new Supplier portal (‘the Supplier Portal’) for many of our business transactions. The Supplier Portal will enable suppliers to submit invoices directly into our finance system for automatic processing through to payment. Further details are available from Self-service for suppliers [Self-service for suppliers](https://customers.taulia.com/eastsussex-surrey-cc/)

**5. If you have supplied works/services/supplies** **to The Council in**

**the last 18 months, please supply your Council vendor number.**

|  |  |
| --- | --- |
| **Surrey County Council Vendor Number:** |  |
| **East Sussex County Council Vendor Number:** |  |
| **Brighton & Hove City Council Vendor Number:** |  |

**Appendix I**

1. **Additional Information, Disclaimers & Legal Compliance.**

To be read in conjunction with this RFQ

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1. **Bidders Warranty Document**

As uploaded on the e-Sourcing Portal. To be signed and uploaded as part of this submission.

1. **Terms & Conditions**

As uploaded on the e-Sourcing Portal for information.

1. **GDPR Declaration**

As uploaded on the e-Sourcing Portal if relevant to this RFQ. To be signed and uploaded as part of this submission.

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1. [Domestic Abuse Act 2021 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/2021/17/contents/enacted) [↑](#footnote-ref-2)
2. [SPCC - Pan-Sussex Strategy for Domestic Abuse Accommodation and Support 2021-2024 (sussex-pcc.gov.uk)](https://www.sussex-pcc.gov.uk/victims-services/pan-sussex-strategy-for-domestic-abuse-accommodation-and-support-2021-2024/) [↑](#footnote-ref-3)