**Documentation Provided by Council**

1. All the documentation necessary to submit this quotation are set out in the following appendices:
* **Appendix A – instructions for quotation**
* **Appendix B – Procurement timetable**
* **Appendix C – Delivery Milestones**
* **Appendix D – terms and Conditions**
* **Appendix E – Specification**
1. The clarifications should be sought from Jeremy Piper (JPiper@lambeth.gov.uk) in accordance with Appendix B – Procurement Timetable.

**Submission of Quotation by Provider**

1. Your proposals should be set out in the method statement, milestones and pricing document and returned to Jeremy Piper (JPiper@lambeth.gov.uk) in accordance with the submission date/time in Appendix B – Procurement Timetable.

**criteria for evaluation**

1. Your submission will be evaluated by an evaluation panel. The evaluation will be based on Price: 20% and Quality 80%.

**method statement and required response question**

1. Please confirm that you can meet the following requirement:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | Question |  | Response |
| **1** | Please confirm your membership to the Institute of Revenues, Rating and Valuation (IRRV) or similar organization. | **Yes (Pass) – No (Fail)** |  |

Suppliers must meet the ‘Required Responses’ in the above table in order to be considered. If you do not meet the ‘Required Responses’, your submission will not be considered.

1. Providers are invited to submit their proposal based on the questions in 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**

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Criteria** | **Questions** | **Weighting %** |
| **1** | **Methodology** | 1) Please set out your overall methodology with respect to the delivery of the high-level options appraisal. | 50 |
| **2** | **Milestones** | 2) Please set out how you propose to ensure that the council’s delivery milestones in Appendix C will be successfully achieved. Please include your proposal for the number of days to complete each milestone.  | 10 |
| **3** | **Experience** | 3) Please set out suitability of your experience in particular with regard to other similar local authority contracts.  | 20 |
| **4** | **Experience** | 4) Please provide summaries for 3 similar local authority revenues contracts that you have undertaken (or are currently undertaking) to include:* An overview of the contract
* Your role
* Innovation
* Outcomes
* Lessons learnt
 | 20 |
|  | **Total (Quality Score)** | **100** |

**Information Requirements**

1. Please ensure your method statement is provided in Ariel Font Size 11. Please limit your responses to 2 sides 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 generalized 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.

**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 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.

**Table 3 – Pricing Submission**

|  |  |  |
| --- | --- | --- |
| **Item No.** | **Deliverables** | **Itemised lump sum cost (£ excl. VAT)** |
| 1 | Rates Retention services including Taxbase Building specifically in Business Rates on a contingent fee basis.  |  |
| 2 | A provision of up to 1 day per month for consultancy on Revenues technical matters Please note that this is not guaranteed.  |  |
| 3 | **Total to be used for price evaluation purposes.** |  |

**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 basis.