

Request for Quote

**Sustainability Advice for Bicester**

CPU No I-1337

Closing date for return of ITT 24th May 2021 – 12 Noon

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**PART A - GENERAL INFORMATION**

#### 1. DEFINITION OF TERMS

|  |  |  |
| --- | --- | --- |
|  |  Bid | means a Bidder’s response to this RFQ |
|  |  Bidder | means the entity responding to this Request for Quotation. |
|  | Bidder’s Representative | means the Bidder’s representative who will coordinate all communications with the Council’s Representative in relation to this Request for Quotation. |
|  | Council | Means Cherwell District Council |
|  | Council’s Representative | means Verity Roberts the Council’s representative who will coordinate all communications with the Bidder in relation to this Request for Quotation. |
|  | Portal | means the e-tendering system accessed via the South East Business Portal. |
|  |  Request for Quotation(RFQ) |  means this document and all its appendices which have been sent to all Bidders. |
|  | Services | means the goods, works and/or services sought by the Council in accordance with the provisions of this Request for Quotation. |
|  | Specification | means the description of the Services contained in Appendix 1 to this Request for Quotation. |

2. BACKGROUND TO THE PROCUREMENT

2.1 Bicester has been identified as an Eco Town, Garden Town and Healthy New Town and has ambitious targets for the growth of the town in a form that creates a vibrant place where people choose to live, work and spend leisure time in sustainable ways.

CDC is committed to delivering an exemplar sustainable development at NW Bicester and to use this as a catalyst to bring about change within the town of Bicester to deliver a low carbon community.

To deliver this ambitious project a Bicester Delivery Team was established in 2010 and has since been working to support the bringing forward of both new development and projects within the existing town that contribute to meeting the vision for the town. This work is now starting to show results with the first phase of new eco development, Elmsbrook (393 dwellings, local centre and Eco business Centre), under construction with first occupations underway, the submission of planning applications to deliver the master plan for the remainder of the 6000 home NW development and a track record of the delivery of sustainability projects within the town.

2.2 Tenderers are invited to tender for the provision of the Services described at Appendix 1 Specification for a term of 12 months with an option for the Council to extend for up to 36 Months anticipated to commence on 7th June 2021.

2.2 Bidders are invited to quote for the provision of the Services described at Appendix 1 Specification for a term of 12 Months with an option for the Council to extend for up to 36 Months, anticipated to commence on 07th June 2021

**3. INSTRUCTONS FOR COMPLETION AND RETURN OF RFQ**

1. Please use the question and answer section of the Portal from where you downloaded this document to ask any question(s) regarding this document and/or the RFQ process.
2. The documentation to be returned to the Council is listed as Sections A, B, C, D and E of this RFQ. Failure to submit all documentation may result in your Bid being discounted.
3. Additional attachments should be clearly labelled in relation to the Section and question. In addition, please indicate under the relevant question that this has been done.
4. Bids must be in English.
5. If you reproduce the RFQ, the paragraph numbering, content or wording of the questions must not be changed in any way.
6. Where a question is not relevant to your organisation, you should respond “Not Applicable”.
7. Please do not supply general marketing, promotional or similar material in response to a question, unless such material is specifically requested, or the material supplied is particularly relevant to the question. In either event, the material should be marked clearly to show your name, the number of the question to which it relates and, if appropriate, the page number or the section of the material which is relevant.
8. The Council may require you to clarify any part of your Bid or to supply additional information if it considers this appropriate.
9. Where this RFQ refers to UK legislation, qualifications, codes or similar matters you should, if you are established outside the UK, base your response on the equivalent legislation, qualifications or codes that apply in the relevant domestic jurisdiction.
10. If you are a member of a group of companies (e.g. sister organisation, subsidiary etc.), the Bid should be completed on behalf of your organisation only and not on behalf of the group as a whole (except where group information is specifically requested).
11. The Council will not accept a Bidder’s terms of business in lieu of or in addition to the conditions included at Appendix 2. By submitting a Bid, Bidders are agreeing to be bound by the conditions at Appendix 2 without further negotiation or amendment should their Bid be accepted, unless changes are agreed by the Council and such changes notified to all Bidders prior to Bid submission.
12. Please return an electronic copy of your Bid including any supporting material via the Portal from where you downloaded this RFQ. Please allow sufficient time to upload all documents to the Portal before the deadline.
13. Failure to submit your Bid by the closing time and date may result in your Bid not being evaluated.
14. Bids must remain valid and open for acceptance for six months from the closing date for return of the RFQ.

###### 4. AWARD CRITERIA

4.1 Each Bid received will be evaluated against a range of scored and mandatory

 criteria.

4.2 Phase 1

Each Bid will be evaluated against a range of mandatory criteria as set out in Table 1:

Table 1 Scored criteria for this RFQ and respective weightings:

|  |  |  |
| --- | --- | --- |
| Question ID | Question | Weighting 60% |
| A1 | Bidder Information | Information Only |
| A2 | Mandatory Rejection Criteria | Pass/Fail |
| A3 | Discretionary Rejection Criteria | Pass/Fail |
| A4.1 | Insurance | Pass/Fail |
| A4.2 | Equality & Diversity | Pass/Fail |
| A4.3 | Safeguarding | N/A |
| A4.4 | Health & Safety | Pass/Fail |
| A4.5 | Data Protection/GDPR | Pass/Fail |
| A4.6 | Environmental Management | Pass/Fail |
| A5 | Technical Ability | Information Only  |
| A6 | Enter service specific questions | Pass/Fail |

Where a Bidder answers Yes to questions 4.2.2, 4.3.2, 4.4.4, 4.5.3 and 4.6.1, a Pass will be subject to evidence of investigation and/or corrective action implemented to satisfaction of the Council officers.

4.3 Phase 2

 Bidders must pass Phase 1 for their Bid to be evaluated at Phase 2.

 The scored criteria using the mechanism for scoring set out in Tables 2 and 3

 Respectively and the mechanism for scoring Price set out in Table 4.

Table 2 Scored criteria for this RFQ and respective weightings:

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Weighting (%)** | **Sub-criteria** | **Sub-criteria weighting (%)** |
| Quality | 60 | The devising and monitoring of development sustainability standards | 10 |
|  |  | The technical skills, qualifications and previous successful outputs of your proposed team | 10 |
|  |  | Strategic advice on developing master plans to deliver sustainability standards | 5 |
|  |  | Brokering agreements with developers and other partners to deliver sustainable outcomes | 10 |
|  |  | How you monitor the quality of the service you provide and what quality assurance measures you will use in delivering this service | 5 |
|  |  | Managing effective demonstration projects | 10 |
|  |  | Ability to react and respond successfully to funding opportunities in relation to sustainability / climate change mitigation | 10 |
| Pricing  | 40 |  |  |

**Please note that if there are any mandatory requirements in the Specification which are not met, the Council will treat your Bid as non-compliant.**

Table 3 Scoring mechanism for the scored criteria of this RFQ:

|  |  |  |
| --- | --- | --- |
| **Comment**   | **Judgement**   | **Marks available**  |
| Clear, relevant and well detailed response that addresses all the requirements and provides the evaluator with confidence that the service will be provided to an excellent standard. Demonstrates in detail how all the relevant requirements of the specification will be met. | Excellent  | 5  |
| Clear and relevant response that addresses all the requirements and provides the evaluator with confidence that the service will be provided to a good standard. Demonstrates how all or most of the relevant requirements of the specification will be met. The information may lack relevant detail in areas, but this does not cause the evaluator concern over the future delivery of services. | Good  | 4  |
| Response addresses all or most of the requirements and provides the evaluator with confidence that the service will be provided to an acceptable standard. Demonstrates how all or most of the relevant requirements of the specification will be met. However, the information lacks some relevant detail and/or raises issues which causes the evaluator minor concern over the future delivery of services. | Satisfactory  | 3  |
| Response addresses all or some of the requirements but does not provide the evaluator with confidence that the service will be provided to an acceptable standard. Demonstrates how all or most of the relevant requirements of the specification will be met. However, the information is lacking relevant detail and/ or raises issues which gives the evaluator more than minor concern over the future delivery of the services. | Unsatisfactory  | 2  |
| Response addresses all or some of the requirements but does not provide the evaluator with confidence that the service will be provided to an acceptable standard. Fails to demonstrate how most of the relevant requirements of the specification will be met. | Poor  | 1  |
| Response does not address any of the requirements. Response fails to provide the evaluator with confidence that the service will be provided to an acceptable standard. Does not demonstrate how any of the relevant requirements of the specification will be met. | Failed  | 0 |

Table 4 Scoring mechanism for Price

 Bidders’ price scores will be calculated based upon the lowest price submitted by Bidders.

The Bidder with the lowest price will be awarded the full score of 40%, with the remaining Bidders gaining a pro-rated score in relation to how much higher their prices are when compared to the lowest price.

In the example below price is weighted as 60%:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidderer | Price | (price - lowest price) / lowest price = % above lowest price | 100% - % above lowest price | ScoreMaximum points x (100% - % above lowest price) |
| 1 | £100 | (£100 - £100) / £100 = 0.00% | 100% - 0.00% = 100.00% | 60 x 100% = 60.00 |
| 2 | £125 | (£125 - £100) / £100 = 25.00% | 100% - 25.00% = 75.00% | 60 x 75% = 45.00 |
| 3 | £150 | (£150 - £100) / £100 = 50.00% | 100% - 50.00% = 50.00% | 60 x 50% = 30.00 |
| 4 | £175 | (£175 - £100) / £100 = 75.00% | 100% - 75.00% = 25.00% | 60 x 25% = 15.00 |
| 5 | £200 | (£200 - £100) / £100 = 100.00% | 100% - 100.00% = 0.00% | 60 x 0% = 0.00 |

4.4 Phase 3

The Bidder identified as the Most Economically Advantageous Bid will be evaluated at Phase 3.

The Council will carry out assessment using three ratings models available via Procurement Catalyst. The potential service provider will be classified as financially stable if a pass rating is achieved on two or more of the models. The minimum pass ratings for each model is outlined in Table 5:

Table 5 Scoring mechanism for Financial Standing

|  |  |
| --- | --- |
| **Assessment** | **Minimum Pass Threshold** |
| ModeFinance – MORE Credit Risk | B |
| Zanders – FALCON Global Credit Risk | 4 |
| VADIS – VadRisk | 6 |

4.4 The Council reserves the right to:

4.4.1 waive or change the requirements of this RFQ from time to time without prior (or any) notice;

4.4.2 withdraw this RFQ at any time, or to re-invite Bids on the same or any alternative basis;

4.4.3 choose not to award any contract as a result of the current procurement process, or to award the contract in part.

4.5 The Council will not be liable for any bid costs, expenditure, work or effort incurred by a Bidder in proceeding with or participating in this RFQ process including if the process is terminated or amended by the Council.

**5. ADDITIONAL INFORMATION**

5.1 Freedom of Information

5.1.1 All information provided by you in your response to this RFQ will remain confidential and will not be disclosed to any other party except where required for official audit purposes or to the extent that the Council considers that disclosure is required pursuant to the Freedom of Information Act 2000 or any other applicable legislation, legal requirement or code of practice.

5.2 Confidentiality

5.2.1 By receiving this RFQ you agree to keep confidential the information contained in the RFQ or made available in connection with further enquiries and questions. Such information may be made available to your employees and professional advisers for the purpose only of responding to this RFQ.

5.3 Material Changes

5.3.1 At any time before the award of the contract, the Council reserves the right to disqualify any organisation whose circumstances change to the extent that it ceases to meet the selection criteria or makes a material change in respect of its Bid unless substantial justification can be provided to the satisfaction of the Council. Where a Bidder becomes aware after having submitted a Bid of a change in circumstances or information supplied, it should notify the Council of this as soon as possible.

* 1. Armed Forces Covenant

5.4.1 The council is committed to the Armed Forces Covenant and encourages its Providers and Contractors to also add their support. Sign up is not mandatory and does not form part of evaluation. Information can be accessed via:

<https://www.gov.uk/government/collections/armed-forces-covenant-supporting-information>

**6. INDICATIVE RFQ TIMETABLE**

The deadline for the return of the RFQ is as set out here unless otherwise notified by the Council. All other dates are indicative only and subject to change.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Advert placed on e-tendering Portal | 28th April 2021 |
| Final date for submission of ITT questions | 10th May 2021 |
| Time period in which questions will be answered | 4 Working days  |
| ITT closing time and date | 24th May 2021 12 Noon  |
| Potential Service Provider(s) submit evidence of documentation. | N/A  |
| Notification of award outcome to Tenderers | 31st May 2021 |
| Contract start date | 07th June 2021 |

**Appendix 1 - Specification**

### Specification and Scope

The Council is seeking sustainability advice for the following aspects of the project;

***Development Proposals and Planning Applications***

To provide advice and support as necessary on the implementation of the adopted local plan policies with regard to; mitigating climate change, energy, sustainable construction and water resources in relation to planning applications, strategies and where other opportunities emerge. This will include support to the local authority on the determination of these aspects of planning applications.

***NW Bicester Planning Applications***

Support to the local authority in determining planning applications, clearance of conditions and implementation of the development at NW Bicester, ensuring the development meets the high standards set out in the Eco Town’s PPS, adopted local plan policy and secured through the planning permissions. In particular advice is sought with regard to embodied carbon, energy strategy delivering true zero carbon, daylighting and overheating, construction waste, reduced water use and the delivery of sustainable travel initiatives and monitoring. This will be required through negotiation with developers on planning applications advice on clearance of conditions and on-site monitoring.

As the development becomes occupied support to ensure that local governance that supports low carbon lifestyles and that obligations with regard to monitoring are met. Support in analysing and disseminating outcome of monitoring and where this shows targets are not being met identify measures to address the issues.

***Plans and Strategies***

To provide sustainability advice on the emerging plans and strategies as required and ensure that they will deliver the Council’s vision of low carbon development. Particular areas of advice to the local authority is likely to require include assessing and developing the energy strategy, Heat networks, waste, embodied carbon, transport and best practice from elsewhere. In addition to specialist areas the Council is seeking support in ensuring the overall approach achieve an exemplar low carbon development. The Council is seeking innovation in both the approach and development of the new neighbourhoods.

***Bicester Town Wide***

The Council has delivered a number of demonstration projects within the town to support the transition to a low carbon community. The Council is seeking to continue to develop projects particularly around energy, retro fitting, travel behaviour, green infrastructure, health and well being and low carbon lifestyles when opportunities arise. Therefore the Council is seeking support in seeking and achieving funding opportunities and delivering town wide projects. Such projects are likely to be delivered through partnerships with other organisations and the Council is particularly looking to support local organisations to deliver projects.

Specifically in Bicester’s Town Centre, a ‘task group’ has formed to aid economic recovery: advice may be required to ensure that plans being formulated are ‘fit for the future’ from a sustainability point of view.

***Link with Oxfordshire County Council***

In addition to the core commission described in these tender documents there is also the possibility of ad hoc commissions from Oxfordshire County Council, with whom Cherwell District Council work in close collaboration with, in relation to sustainability advice on new build and remodelling projects, including school buildings, office buildings and other County buildings. It is expected that these consultancy services would be delivered at the day rate in place for the year of commission in accordance with the framework.

The consultancy services potentially required would be advising OCC on sustainability matters on new build and refurbishment works in relation to delivering their carbon commitment and ensuring this is achieved in the most economical way (through interaction with OCC quantity surveyors).

### Performance Requirements and Contract Monitoring

The Council is seeking a consultant to provide sustainability advice to the Bicester Delivery Team across all the areas of work the team undertakes including seeking to influence planning applications and decisions, the development of plans, policies and strategies and the seeking of funding and the delivery of projects within the town to ensure sustainability is at the heart of the proposals or projects. Given the range of issues the project is covering the Council is seeking a flexible approach to the delivering the advice sought where the amount of advice can be adjusted to meet the needs of the team.

The Council is therefore seeking a minimum of 40 days consultancy and a fee proposal is sought based on a day rate for;

• the cost of 40 days consultancy

• the cost of additional days consultancy

The Council is happy to consider proposals where advice might be provided by more than one individual or organisation provided there is a clear process identified and co-ordination to ensure the overall terms of the brief are achieved and consistency of advice is maintained where necessary.

Details of the main contacts who will deliver the service to the council shall be listed together with their experience and how this related to the required work. The proposal shall set out the details of all individuals who would provide services to the Council. This shall include their CVs and details of their costs and availability. The proposal shall include details of how work will be allocated and quality of output ensured.

As part of the work required may include supporting the Council to respond to planning proposals, responses should include detail of how it would be ensured that there would not be conflict of interests.

A track record of the following would be an advantage;

1) Knowledge of Bicester and the issues facing the local area

2) Sustainability projects

3) Working as part of a local authority project team

4) Work on new developments and understanding of the development industry

5) Understanding of the energy sector (to include work on Heat Network planning and developments)

6) Evidence of securing funding and delivering projects to tight timescales

7) Relevant networks and connections in the local area that would assist the aims of the project

8) Understanding of the planning system and planning applications and planning appeals

9) Working with community groups and organisations

The Council is looking for an enthusiastic, committed and innovative organisation to work with the team on sustainability-related project elements. Experience of development and the ability to broker agreements with developers to develop agreed outcomes is sought demonstrating the ability to create successful relationships.

The Council is looking for an organisation that will complement existing skills of the project team and therefore experience in planning, construction or engineering would be an advantage. The key contact will need to be able to spend regular time each month, either on-site around Bicester, at the Council’s offices at Bodicote or in Bicester for meetings, or via MS Teams (subject to the request of the Council, and adhering to COVID-19 government recommendations/restrictions as necessary).

**Appointment**

The Council is looking to appoint on a flexible basis where it is possible to adjust the amount of hours required to suit the workload but is seeking a minimum of 1 day (7.4 hours) a week. Time sheets will need to be completed and agreed to demonstrate the time and work undertaken.

The Council will not pay travel costs or other expenses for attendance at the Council’s offices or regular work in Bicester. Expenses may be agreed for travel/work beyond the District, where agreed in advance, and will be paid at the Council’s normal rates and for mileage at HMRC statutory rates.

Performance requirements will be identified for each allocation of work undertaken.

Bidders are required to detail the quality control and performance management systems to be used in delivering this contract within the Contractor’s Proposal.

The Authorities’ named Authorised Officer(s) will be responsible for monitoring the level of service throughout the contract. The Authorised Officer will liaise with all Council Officers directly involved with the Contract to ensure that the Contractor provides the required level of service.

**Appendix 2 - Contract Conditions**

The conditions governing any contract awarded under this RFQ are set out in Appendix 2 Contract Conditions

PART B – REQUEST FOR QUOTATION

SECTION A MANDATORY CRITERIA (PHASE 1)

**A1 BIDDER INFORMATION**

**A2 MANDATORY REJECTION CRITERIA**

You will be excluded from the procurement process if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “yes” on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position, please provide details. You may contact the Council for advice before completing this form.

**A3 DISCRETIONARY REJECTION CRITERIA**

The Council may exclude any Bidder who answers ‘Yes’. Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Bidder to inform the Council, detailing the conflict. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Council should not represent a conflict of interest for the Bidder.

**A4 MANDATORY CRITERIA**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

**SECTION B SERVICE QUESTIONS (PHASE 2) [ 60%]**

In order to progress to Phase 2 of the evaluation process, Bidders must pass Phase 1 – Mandatory Criteria (Section A).

**Please complete separate attachment titled Appendix 3 Response Pack**

**SECTION C PRICING SCHEDULE (PHASE 2) [40%]**

In order to progress to Phase 2 of the evaluation process, Bidders must pass Phase 1 – Mandatory Criteria.

**Please complete separate attachment titled Appendix 3 Response Pack Document**

**COMPLETING THE PRICING DOCUMENT**

You should identify all potential cost components anticipated in your delivery of the Services described in Appendix 1 Specification. No additional costs will be considered by the Council unless these are clearly stated in your Pricing Schedule response.

All prices should exclude VAT.

**EVALUATION**

Tenders will be evaluated on whole life costs.

Tenderer’s price scores will be calculated based upon the lowest price submitted by Tenderers.

The Tenderer with the lowest price will be awarded the full score of 40%, with the remaining Tenderers gaining a pro-rated score in relation to how much higher their prices are when compared to the lowest price.

**BUDGET**

The budget for this work is a maximum of £25,000 per year.

**SECTION D ECONOMIC & FINANCIAL STANDING (PHASE 3) PASS/FAIL**

In order to progress to Phase 3 of the evaluation process, Bidders must pass Phase 1 – Mandatory Criteria, and be identified as the Most Economically Advantageous Tender at Phase 2.

Bidder’s financial stability will be assessed using Procurement Catalyst reports.

**Documentation should be ready to submit as requested . Where Bidders are not able to provide the information set out in a or b, the value of the contract(s) awarded may be limited.**

**GUIDANCE**

1. **Introduction**
	1. The Council will assess the potential service provider’s finances as follows; -

For above threshold tenders the test will include an assessment of the finances as per section 3 and an assessment via Catalyst as per section 4.

For below threshold tenders/bids the assessment will be via Catalyst as per section 4. If the potential service provider fails section 4 the assessment in section 3 will be conducted.

1. **Financial Submission Documents**
	1. There is no requirement to submit financial documents with your Tender/Bid return. The potential service provider will be asked to submit their latest 2 years audited or signed accounts[[1]](#footnote-1). These must include both a statement of income & expenditure and balance sheet and be provided as a separate set of accounts for each year. See also paragraph 2.3.
	2. Where it is not possible to submit the documents stated in paragraph 2.1 an income and expenditure account shall be submitted for the two most recent financial years and be provided as a separate set of accounts for each year1. These must either be signed by the potential service provider 's accountant or accompanied by the tax return to validate the figures. See also paragraph 2.3.
	3. Where the most recent financial year end for the documents specified in paragraphs 2.1 or 2.2 is greater than 6 months prior to submission, either an interim set of accounts (which reduces the period to less than 6 months) or a statement (which either confirms no significant change or states significant changes to the finances) signed by your Financial Director, Accountant or Company Director must also be submitted. For example, if the most recent accounts submitted have a year-end date of 31 March 2016 and the submission date is after 30 September 2016 this would be required.
	4. If the potential service provider has not been operating for long enough to have 2 sets of financial statements, the requirements are set out in section 5 below relating to new companies.
	5. When assessing charitable or not for profit organisations an allowance will be made in the tests, particularly the profitability test. It is therefore important that this status is made clear in any submissions.
	6. The Council may also seek further evidence of the financial viability of the organisation to inform a risk assessment to determine whether the Council can be sufficiently satisfied of financial standing. The Council’s determination of financial viability within these thresholds will be final and failure to satisfy the Council of sound financial standing will disqualify the potential service provider.
	7. The Council will, when undertaking the assessment in section 3 and 4 below, check for any indicators that suggest there are any potential breaches of obligation to pay taxes as part of the due diligence of the potential provider’s bid.
2. **Financial Accounts Evaluation**

3.1. Accounts will be assessed using the below criteria for the potential service provider.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Sub-Criteria** | **Weighting** | **Pass Mark** | **Ratios** |
| Ratio Analysis | Profitability | 30% | 15/30 | Gross & Net profit to Turnover |
| Liquidity | 30% | 15/30 | Interest Cover & Gearing |
| Gearing | 30% | 15/30 | Current Ratio & Quick Ratio |
| Turnover | 10% | 5/10 | Contract Percentage of Turnover |
| **Total** | **100%** | **50/100** |  |

3.2.The potential service provider must score the minimum pass mark for each test in the table above and meet the criteria to pass Procurement Catalyst assessment in section 4 below. Where a company fails any of the sub criteria or the Procurement Catalyst assessment the Council will carry out further analysis and may request further information to assure itself that the additional risk this poses is acceptable.

1. **Procurement Catalyst Evaluation**

4.1.The Council will carry out assessment using three ratings models available via Procurement Catalyst:

* ModeFinance – MORE Credit Risk
* Zanders – FALCON Global Credit Risk
* VADIS – VadRisk

4.2.The potential service provider will be classified as financially stable if a pass rating is achieved on two or more of the models. The minimum pass ratings for each model is outlined below:

* ModeFinance – B
* Zanders – 4
* VADIS – 6
	1. A potential service provider not achieving a pass rating on two or more of the models due to fail ratings or unavailable ratings will be subject to the assessment in section 3.
	2. Please note that this company check is not a credit check search and will have no impact on your credit rating. The Council reserves the right to carry out company checks on your company throughout the life of this contract.
1. **New Organisations**
	1. For organisations with less than 2 years’ accounts available, the financial submission documentation is:
* As much of the financial documentation set out under section 2 above as possible.
* Business plans and projections for the length of the contract.
	1. Where a new company is created as a result of a merger the financial submission documentation is:
* As much of the financial documentation set out under section 2 above as possible.
* Accounts for the remainder of the prior two years for all businesses which were involved in the merger, along with an explanation of significant accounting or operational changes.
	1. Based on the documents submitted testing will be carried out and an analysis of the risk level to the Council considered.
1. **Parent Company Guarantee**
	1. If a company wishes to rely on the accounts of their parent company, the above requirements and tests will apply to the parent company’s accounts.
	2. A letter from the parent company stating that they are willing to provide a parent company guarantee must also be submitted.
	3. The parent company accounts will only be assessed where the Council deems this to be appropriate. The Council will normally rely on the accounts of the company itself.
	4. Where a company fails to pass these tests on their own accounts they may be offered the opportunity to submit parent company accounts.

**SECTION E FORM OF QUOTATION**

**Please complete separate attachment titled Appendix 3 Response Pack**

1. Financial accounts and supporting information should wherever possible be provided in English and GBP Sterling. Where this is not possible, the Council will use an exchange rate where necessary as part of the assessment of financial standing. The source of the exchange rate will usually be www.xe.com and the rate used can be notified to the potential service provider by the Council at the time the assessment is made. [↑](#footnote-ref-1)