

Schedule 1

Standard Selection Questionnaire (SSQ)

Restricted Procedure

Supporting People to Improve their Health and Wellbeing and Improving Self-management

REF: DN399367

Introductory Document

PLEASE READ THESE INSTRUCTIONS CAREFULLY BEFORE PREPARING YOUR SUBMISSION.

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Definitions:

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| Authority | The London Borough of Enfield. |
| Authority Confidential Information | <p>“Authority Confidential Information” refers to all information (written or otherwise) that is either provided by the Authority in the of the conducting of this and any other procurement exercise</p> <p>or that the Candidate becomes aware of resultant of its participation in this or any other procurement exercise</p> |
| Candidate | An entity which has registered an interest in this procurement, and which might seek to be invited to submit a Tender by submitting an SSQ Response. |
| Candidate Confidential Information | “Candidate Confidential Information” refer to any information disclosed to the Authority (and outlined in a separate appendix) by the Candidate as part of a submission which the Candidate has deemed Commercially Sensitive and which is clearly marked as Confidential |
| Contract | A contract which may be entered into between the Authority and the Successful Candidate in relation to the subject matter of this procurement, and a draft of which (“Draft Contract”) is included in the ITT. |
| e-Tendering system | The Authority’s eTendering system ProContract - www.londontenders.org |
| Environmental Information Regulations 2004 (EIR) | The Environmental Information Regulations 2004 (EIR) is a UK Statutory Instrument (SI 2004 No. 3391) that provides a statutory right of access to environmental information held by UK public authorities. |
| Essential Sub-Contractor | Sub-Contractors substantially relied upon to deliver the service (as detailed in the OJEU Contract Notice) and/or meet the selection criteria. |
| FOIA Legislation | Freedom of Information 2000 (“FOIA”), the Environmental Information Regulations 2004 (“EIR”) |
| ITT | The Invitation to Tender that may be issued to Candidates that are selected as part of the SSQ stage of the procurement. |
| OJEU Notice | The notice issued for publication in the Official Journal of the European Union as part of this . DN353519. |
| Standard Selection Questionnaire (SSQ) | This Selection document used to assess a Candidate’s suitability to perform a specific function where a certain level of technical ability is required. This document is contained in Schedule 3 (separate document) |
| SSQ Response | The document/s submitted by a Candidate in response to the SSQ |

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| | |
| Procurement Documents | The documents comprising this procurement, as published on the e-tendering system |
| Services | The Services which are the subject matter of the procurement, and which are detailed in the Service Specification (Schedule 5) |
| Successful Candidate | The Candidate which submits a compliant Tender which receives the highest score at the conclusion of the procurement. |
| STL | Suitable Trading Limit that has the meaning of the level of annual turnover that the Council requires the potential candidates to meet. |
| Tender | The response by a Candidate to the ITT at the ITT stage. |
| 2015 Regulations | The Public Contracts Regulations 2015. |

1. INTRODUCTION

- 1.1. The Authority seeks expressions of interest from suitably qualified Consortia providers for the provision of Supporting People to Improve their Health and Wellbeing and Improving Self-management (the Service).
- 1.2. This is a competitive procurement process conducted in accordance with the Restricted Procedure under Public Contracts Directive 2014/24/EC, as implemented by the 2015 Regulations, and the Light Touch Regime in accordance with Regulation 74. The Standard Selection Questionnaire (SSQ) is the first stage in the procurement and is intended to allow Candidates to provide sufficient information to the Authority so that it can assess their capability and suitability. The resultant outcome of which will be the Authority's shortlisting and subsequent selection of suitably qualified Candidates, in concordance with the criteria as set out in Schedule 1 (the SSQ), to proceed to the next stage of the process; the Invitation To Tender (ITT) stage.
- 1.3. The SSQ can be found in Schedule 3. This document (Schedule 1 – SSQ Introductory Document) and the Instructions for Completion of the Procurement Documents (Schedule 2), comprises Guidance Notes to completion of the SSQ. The method of evaluating the SSQ is detailed in Schedule 4. **At this stage the SSQ is the only document which requires a response, you do not need to respond to any other tender documents which are only provided for information at this stage, they are either provided for information or guidance or they are draft documents to be issued following the shortlisting stage.**
- 1.4. Responses to the SSQ will be assessed for the purposes of selecting Suppliers to proceed to the next stage of the procurement and inviting such selected Suppliers to tender. During the SSQ stage, the intention is to arrive at a list of qualified Suppliers. Those Suppliers who are successful in passing the selection criteria set out below will be invited to receive an Invitation to Tender as part of the second stage.
- 1.5. It is envisaged that a maximum of five (5) Candidates will be shortlisted for the next stage of the process.
- 1.6. The Authority is not bound to shortlist any organisation that submits an SSQ Response.
- 1.7. Details of the second stage, including the methodology of evaluation, method statements, award criteria and the necessary document to submit are detailed in the Invitation to Tender (ITT) document which will be made available to Candidates who are shortlisted following the SSQ stage. Candidates attention is also drawn to the Terms and Conditions of Contract which is available as Schedule 6 on the e-Tendering system (see paragraph below).
- 1.8. All responses are to be uploaded within the e-Tendering system no later than **23:55 on 21st January 2020**. Please note that e-mailed and / or faxed submissions, whether in full or in part, will NOT be accepted and will result in the application being rejected.

2. GENERAL PROJECT REQUIREMENTS

- 2.1. The key objective is to provide suitable interventions so that service users, potential service users and their carers can prevent or self-manage the mentioned conditions (not exhaustive) and improve their wellbeing and mental health. The community café will be run from a central hub located

in the borough of Enfield from which you can reach out into the community via satellite sites. This in turn will relieve pressures upon primary and secondary care, reduce crisis or A&E presentation and/or hospital admission. Service pathways will be co-ordinated and close working is required with the Public Health and Mental Health teams in prevention work. A Consortia provider is being sought to ensure co-ordinated delivery and economies of scale. For further information on the requirements, please refer to the Service Specification (Schedule 5) made available via www.londontenders.org.

- 2.2. The duration of the Contract will be for initial thirty-six (36) months with the option of extending for a further eighteen (18) months, subject to satisfactory performance and availability of resources and subject to a lawful termination in accordance with the provisions of the Terms and Conditions of Contract (see Schedule 6).
- 2.3. Please note that the Authority will not enter into detailed discussion of the requirements at this stage.
- 2.4. Evaluation of tenders at the award stage will be undertaken in accordance with the evaluation criteria to be outlined in the invitation to tender documentation.

3. PROCUREMENT TIMETABLE

- 3.1 Set out below is the proposed procurement timetable. This is intended as a guide and whilst the Authority does not intend to depart from the timetable it reserves the right to do so at any stage.

| Target Date | Activity |
|---------------------|--|
| 20/12/2019 | Issue OJEU Notice |
| 21/01/2020 11:55pm | Deadline for return of SSQ |
| 22-30/01/2020 | Evaluation of SSQ |
| 31/01/2020 | Shortlisting complete |
| 31/01/2020 | Notification of Candidates for Shortlisting |
| 31/01/2020 | Issue ITT |
| 24/02/2020 | Clarification period closes ("Tender Clarifications Deadline") |
| 28/02/2020 | Deadline for a response to the clarification questions |
| 02/03/2020 12:00 pm | Deadline for Tender return |
| 05-13/03/2020 | Tender evaluation |
| 14/03-21/04/2020 | Internal Approvals |
| 21/04/2020 | Issue Contract Award Notification Letters and commence standstill period (10 days) |
| 21/04/2020 | Contract Award |
| 22/04/2020 | Mobilisation commences |
| 01/05/2020 | Contract commences |

4. SUBMISSION CHECKLIST

Candidates are reminded to fully complete and upload the following onto the e-tendering system as part of their submission:

| NO. | DESCRIPTION | LOCATION | SUBMITTED (YES/NO) |
|-----|---|----------------|-----------------------|
| 1 | Completed Standard Selection Questionnaire | SCHEDULE 3 | |
| 2 | Audited accounts/Financial information for the last two years (see Schedule 3, Part 3, Section 4) | From applicant | |

5. SCHEDULES

Schedule 2 – Instructions for completion of the Procurement Documents

(see separate document)

Schedule 3 - Standard Selection Questionnaire

(see separate document)

Schedule 4 - SSQ Evaluation Method

(see separate document)

Schedule 5 – Service Specification

(see separate document)

Schedule 6 – Terms and Conditions of Contract (DRAFT)

(see separate document)