Cambridgeshire County Council

REQUEST FOR QUOTATION FOR HEALTHY BEHAVIOURS NEEDS ASSESSMENT (QUALITATIVE)

QUOTATION RESPONSE DOCUMENT

BIDDER NAME:

Response should be sent to: [Procurement]@cambridgeshire.gov.uk



# SUPPORTING INFORMATION

Please complete the questions below

## Organisation and Contact Details

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered** **office)** |  |
| **A-4 Organisation Registration Number****(if applicable)** |  |
| **A-5 Is your organisation a:*** Sole Trader
* Partnership
* Public Limited Company
* Private Ltd Company
* Charity
* Other
 |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a** **member of a group of companies,** **please give the name and** **address of the ultimate holding** **company** |  |
| **A-8 Name of person to whom** **any queries relating to this quote** **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address****(if different to the Address above)** |  |

## Questions

Please see Cover sheet (*Evaluation of Quotations*) for details on the weighting and scoring criteria.

**Question 1**

Please outline your suitability for undertaking this needs assessment, including knowledge, experience, and details and examples of similar work relevant to the service specification that your organisation has carried out and the outcomes achieved.

It would be desirable to include at least one example where you have worked with a Local Authority on a similar project and comparisons relevant to Cambridgeshire and Peterborough.

(750 words max.)

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| **Please insert response:** |
| **Pass/Fail (scored out of 0-10)** |

**Question 2**

Please outline your proposal for successfully delivering this qualitative assessment

Your answers should include (but are not limited to):

Detail how you will carry out each of the 3 distinct insight groups (citizens, workforce, local partners), to include methodology, methods, approach to identifying and engaging target audiences, resources required and timeline for the project.

(1000 words max.)

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| **Please insert response:** |
| **Pass/Fail (scored out of 0-10)** |

**Question 3**

Please outline what you identify as the main challenges and risks to undertaking this project and how will you plan for and mitigate these?

(500 words)

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| **Please insert response:** |
| **Pass/Fail (scored out of 0-10)** |

**Question 4**

The level of insurance required is:

* **Employer’s Liability Insurance for this Contract: £[5,000,000]**
* **Public Liability Insurance cover for this Contract: £[5,000,000]**
* **Professional Indemnity Insurance cover for this Contract: £[2,000,000]**
* **Product liability insurance cover for this Contract: £[1,000,000]**

Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?

**Please note:** not having the correct and valid level of insurance for this contract may result in your bid not being taking forward.

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| **Confirmation/Commitment of Insurance** **Response:** (Please mark check box as applicable below)**Employer’s Liability Insurance £[5,000,000]: Yes** [ ]  **No** [ ]  **If ‘No’ please provide details:****\*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. . Please note this requirement is not applicable to Sole Traders. A sole trader is an individual who provides goods, works or services but who does not directly employ other people. As they are not an employer they do not need Employer’s (Compulsory) Liability Insurance.****Public Liability Insurance £[5,000,000]: Yes** [ ]  **No** [ ]  **If ‘No’ please provide details:****Professional Liability Insurance £[2,000,000]: Yes [ ]  No [ ]** **If ‘No’ please provide details** |
| **Pass/Fail** |

**Question 5**

The Council wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015.

**Please note:** Bidders who answer NO, it may result in your bid not being taken forward.

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| **Please insert response:****Yes**–in response to this quotation our supply chain complies with the Modern Slavery Act 2015[ ]  **No**–in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 [ ]   |
| **Pass/Fail**  |

**Question 6**

The Council wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are complaint with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act.

Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act.

**Please Note:** Bidders who do not comply with data protection legislation such as GDPR will fail, and their bid will not be taken forward.

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| **Please insert response:** Yes–in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.[ ]  No–in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act. [ ]   |
| **Pass/Fail**  |

# FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £250 (NBC) as per the Government Transparency agenda. Details of all contracts worth £5,000 or more in total value will also be published on the Council’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**DECLARTION OF BID**

**Request for Quotation for Healthy Behaviour Needs Assessment (Qualitative)**

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| I the undersigned hereby declare by marking an X in the box: |  |

 that the information provided is complete and accurate;

1. that the price in Appendix 4 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract (use of the Council’s standard contract template)
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Council in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |