# **CWC19067 Important Information for Round 1 and 2 Applicants.**

This information is relevant to providers who tendered during Rounds 1 and 2. Therefore, if you are a new applicant, you should disregard this information note and submit your Round 3 bid as instructed on the portal, in the normal way.

## **Background:**

The City Council advertised a flexible framework (Dynamic Purchasing System – Round 1) in July 2020, with the intention of awarding contracts to successful applicants, for a period of three years with the option to extend for a further two. The intention was that the Council would reopen the framework through future rounds which would offer new entrants the opportunity to join the framework, subject to selection and evaluation requirements.

Unfortunately, after Round 1 closed (and Round 2 automatically opened), the insurance requirement requested by the Council was found to be a barrier to the ongoing completion and award process. In March 2021 the Council notified Round 1 and 2 applicants that the rounds had been abandoned in order to ensure equal treatment, fairness, and transparency within the procurement process.

In order the Council can make awards via the framework, the necessary insurance changes have been made for the purpose of Round 3 onwards. These changes are reflected in the standard selection questionnaire (SSQ) and terms and conditions (section 24, and schedule 6 sec 28). We recognise that this has taken a long time to resolve and we regret the fact that we were unable to conclude in April as indicated. We appreciate that providers have spent considerable time completing tender documents during Round 1 and Round 2 and we have amended the process to minimise potential duplication of effort for providers.

The SSQ for Round 3 has been updated to include the new insurance requirements which are presented in section 2 of this guidance note. The Round 3 SSQ is the same as the SSQ used for both Round 1 and Round 2, with the exception of the section on insurance requirements.

## **Insurance Requirements:**

As referenced in the SSQ and terms and conditions, the minimum limits of indemnity are as follows:

* **Public Liability £5million per claim. \***
* **Employers Liability £5million per claim.**
* **Professional Indemnity £2million in aggregate.**

Please submit copies of your insurance documents using the ‘Messages’ function on the Proactis portal.

\*In addition, you must submit an email from your insurance broker that confirms that your Public Liability Policy includes liability cover to provide equivalent cover for:

1. Emergency and/or first aid medical services. (This is not a requirement for providers of online services).
2. The administering of drugs or medicines or procedures pre-prescribed by a medical practitioner and subject to any written guidelines by an employee of the public authority in connection with the business of the public authority provided that no indemnity is available from any other source. (This is not a requirement for providers of online services).
3. Sexual abuse/deliberate harm by employees – providers should provide evidence their vicarious liability as an employer for the actions of their employees acting in the course of employment is not restricted by policy exclusions.

**Please note that you will not be able deliver services without both forms of insurance evidence (policy documents and a statement from your insurance broker).**

## **Actions for Round 1 Applicants:**

3.1 If you received a “successful” notification, which the Council then withdrew, and you wish to resubmit your Round 1 application to Round 3:

* Confirm you meet the revised insurance requirement detailed below and;
* Submit documentary evidence via the portal;
* Note that you may need to speak to your insurance broker;
* If you wish to change your pricing or apply for a new Lot, you will be required to make a new application in Round 3 for the additional service.

In summary: if your Round 1 application was evaluated and you were successful, you only need to provide evidence that ensures that your insurance policies comply with the requirements in section 2 of this guidance note.

3.2 If you received a “successful” notification, which the Council then withdrew, and you wish to **update and resubmit your application** for Round 3, then you are required to make a new application. Note that it is possible to copy information from your Round 1 application into the Round 3 application, and make further amendments as required. Please ensure that your insurance policies comply with the requirements in section 2 of this guidance note.

3.3 If you received an “unsuccessful” notification, and you wish to **amend and resubmit your application** for Round 3, then you are required to make a new application. Note that it is possible to copy information from your Round 1 application into the Round 3 application, and make further amendments as required, but ensure that your insurance policies comply with the requirements in section 2 of this guidance note.

## **Actions for Round 2 Only Applicants:**

4.1 The Council did not evaluate any applications received through Round 2. Therefore, if you wish to apply to Round 3, then you are required to make a new application. Note that it is possible to copy information from your Round 2 application into the Round 3 application, and make further amendments as required, but please ensure that your insurance policies comply with the requirements in section 2 of this guidance note.

## **Queries:**

If you have any queries about this guidance note, please utilise the ‘Messages’ function on the Proactis portal.

## **Framework Application Summary:**