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# **Invitation to Tender (ITT) for School Meals and Shire Hall Catering Services Framework Agreement**

**Document 2 - Service Introduction**

**Contents**

[1. Gloucestershire 2](#_Toc81319287)

[2. Background and Current provision 2](#_Toc81319288)

[3. This requirement 3](#_Toc81319289)

[4. Framework and Lotting 3](#_Toc81319290)

[5. Estimated Framework Value and Duration 4](#_Toc81319293)

[6. Tender Evaluation 4](#_Toc81319294)

[7. TUPE 4](#_Toc81319295)

[8. Site Visits 4](#_Toc81319296)

[9. Applying to join the Framework 5](#_Toc81319297)

[10. Additional Information 5](#_Toc81319298)

### 1. Gloucestershire

* 1. The County of Gloucestershire is approximately 45 miles from East to West and 37 miles from North to South. The zone of the County is around 1,045 Square miles. The County is made up of six (6) Districts these being: Cheltenham (population 117,090), Cotswolds (population 89,022), Forest of Dean (population 86,543) Gloucester (population 129,285), Stroud (population 119,019) and Tewkesbury (population 92,599).
  2. The population of Gloucestershire was approximately 633,558 in 2018, representing a rise of 45,948 people since 2008, an average increase of 4,595 people per annum. This is equivalent to a growth of 7.8% in population from 2008 to 2018, which is higher than the rate of growth in the South West (7.6%) and equal to England and Wales (7.8%).
  3. The proportion of the Gloucestershire population who are aged 65 or over increased from 17.9% in 2008 to 21.3% in 2018 whilst the proportion of 0-19 year olds and 20-64 year olds both decreased during the same period. The percentage of the Gloucestershire population of working age (20-64) has decreased from 58.6% to 56.2% between 2008 and 2018.
  4. Further details concerning the County of Gloucestershire are available by following the following link <http://www.gloucestershire.gov.uk/inform/index.cfm?articleid=94017>

### Background and Current provision

* 1. The Gloucestershire Primary and Special School Meals contract provides over 17,000 meals per day in 173 schools. The current contract was awarded in August 2015 following a consultation to develop a new service that:
* provided either hot meals cooked on site or hot delivered meals
* provided specific dietary requirements such as gluten/dairy and egg free menus along with vegetarian and vegan options
* delivered the Government food and nutrient-based standards
* provided a menu with a higher specification for food quality and locally sourced produce
* gave additional hours for kitchen staff to freshly prepare meals
* had a pre-ordering system
* had an online payment system for parents
* increased marketing initiatives
* included ongoing staff training
* improved monitoring of school meal quality
* maintained a sustainable and affordable price to parents
* had incentives and responsibilities placed with schools to drive up school meal uptake
* achieved economies of scale and cross-subsidies

### This requirement

* 1. Gloucestershire County Council (GCC) is procuring a Framework Agreement for the supply of school meals in 170 primary, secondary and special schools in Gloucestershire; and the supply of catering services at Shire Hall.
  2. In 23rd June 2021, Cabinet approved the procurement of a new Framework

Agreement. This report can be found at the link: [Cabinet (23/06/2021): School Meals and Shire Hall Catering Services County Framework Contract](https://glostext.gloucestershire.gov.uk/ieDecisionDetails.aspx?ID=1684)

### Framework and Lotting

### The contracting authority intends to contract for a four-year Framework Agreement on behalf of participating schools for the supply of school meals and a four-year Framework Agreement for the supply of catering services at Shire Hall. The Framework Agreement will be divided into two (2) Lots:

**Table 1. Lots**

|  |  |
| --- | --- |
| **Lot 1** | **School Meals**  the supply of school meals in 170 primary, secondary and special schools in Gloucestershire |
| **Lot 2** | **Shire Hall Catering Services**  the supply of catering services at Shire Hall only |

### Lot 1 and Lot 2 will be awarded separately. Bidders for Lot 1 will also be required to bid for Lot 2. The Authority reserves the right not to award any lot. This will be evaluated and awarded in accordance with the Document 5 Provider evaluation.

### Estimated Framework Value and Duration

* 1. The Framework Agreement for the supply of school meals will be effective from

28th July 2022 to 31st July 2026. The estimated total Framework value is £45 Million over its term. The Lot 1 Call-Off Contracts shall continue for a minimum period of 2 years and include options to extend their terms for a further period of not more than 4 years.

* 1. The Framework Agreement for the supply of catering services at Shire Hall will also be effective from 1st August 2022 to 31st July 2026. The estimated total framework value is £1 Million over its term. The Lot 2 Call-Off Contract shall continue for a period of 4 years.

### Tender Evaluation

* 1. This contract will be evaluated on the basis of the Most Economically Advantageous Tender (MEAT).
  2. The Price / Quality ratio for this tender is 40% Price; 45% Quality; 15% Social Value

### TUPE

* 1. The Council believes that TUPE regulations will apply to the call off contract for Lot 1 School Meals. Full details of TUPE Requirements can be found in the Framework Agreement.
  2. The detailed TUPE information will be provided to bidders once they have completed, signed and returned the TUPE Confidentiality Agreement (Appendix A).
  3. The TUPE Confidentiality Agreement (Appendix A) should be returned via Supplying the South West messaging system. <https://www.supplyingthesouthwest.org.uk/>

### Site Visits

Site Visits will be held on 14th September 2021, refer to the documents GCC

Site visits Lot 1, GCC Site visits Lot 2 and Site Visits Agenda.

Due to restrictions, only one representative from each company will be allowed.

Confirmation of the representatives Name, Position and Company needs to be

emailed to [support@gloucestershire.gov.uk](mailto:support@gloucestershire.gov.uk) by Friday 10th September 2021.

Lateral flow test will need to be taken on Monday 13th September 2021 by each

representative and the clear result confirmed by email to

[support@gloucestershire.gov.uk](mailto:support@gloucestershire.gov.uk)

Mask wearing is part of GCC corporate policy, and is in enforcement when on

premises.

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### Applying to join the Framework

* 1. GCC uses an e-procurement portal (ProContract) for applications. Therefore all applications must be submitted by this method. Separate guidance (Document 4) is available for details of how to register as a supplier on the portal and submit the documents. Applications submitted by email will not be accepted.
  2. Contractors must complete all parts of;
* Document 6 - Standard Selection Questionnaire
* Document 7a - Tender Submission (Quality Responses) School Meals
* Document 7b - Tender Submission (Quality Responses) Shire Hall Catering Services
* Document 7c - Social Value Response via the SPV Portal
* Document 7d - ICT Hosting Questionnaire
* Document 8a - Pricing Schedules Primary
* Document 8b - Pricing Schedules Secondary
* Document 8c - Pricing Schedules Shire Hall
* Document 9a - Certificates and Declaration School Meals
* Document 9b - Certificates and Declaration Shire Hall Catering Services

It is important that all sections of the application documents must be completed, as incomplete applications may be excluded.

* 1. These documents must be returned via Supplying the South West**.** <https://www.supplyingthesouthwest.org.uk/>

For document 7c – Social Value Response must be returned via the SPV Portal:

Lot 1: <https://socialvalueportal.force.com/supplieraccountregistration?svpprojectid=8e0-0000-1NTBA>

Lot 2: <https://socialvalueportal.force.com/supplieraccountregistration?svpprojectid=8e0-0000-1NTBK>

* 1. The specification document and individual Invitation to Tender documentation

must all be read by Contractors when applying to join the School Meals and Shire Hall Catering Services Framework Agreement.

### Additional Information

* 1. Contractors are asked to indicate which Lots they are applying for when

submitting their application. The Lots are as follows:

* Lot 1 School Meals
* Lot 2 Shire Hall Catering Services
  1. This information should be completed in the table on Document 6 Standard Selection Questionnaire (SSQ)