Appendix 1

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| Name of Supplier  This must be the organisation/company that will be contracting with Croydon Council | Name: |

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| **Capability Assessment**  Fire Risk Assessment related Services  Response Document |

**Issue Date:** Thursday 27th February 2020

**Response deadline:** Tuesday 10th March 2020.

**REF:** 869/2020 Fire Risk Assessments

**February 2020**

**REF:**

January 2019

**1. General**

* 1. The purpose of the Capability Assessment is to undertake a pre-market engagement with the potential Providers prior to issuing an OJEU invitation to tender. The response to this preliminary exercise, will inform the Council’s proposed procurement strategy.
  2. The aim of this document is to give potential suppliers in the market, some advanced notice of the Council’s intentions to procure the Fire Risk Assessments Services Contract. This will also enable the Council to determine its final procurement strategy.
  3. The attached overview (Pre-Market Engagement Pack) includes the project brief and related requirements:
  4. Proposed Indicative Timescales

The project team is currently working to the following schedule:

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| **Fire Risk Assessment Long Term Strategy** | |
| **Milestone** | **Start** |
| Invitation to Tender | 02/04/20 |
| Clarifications Deadline | 30/04/20 |
| Tender  Deadline | 05/05/20 |
| Evaluation of Tenders Inc. Compliance; Moderation. | 18/05/20 |
| Contract  Award Report inc. Departmental Sign Off | 19/06/20 |
| **Contract Commencement** | **01/07/20** |

* 1. The Council would like to have the opportunity to contact you via a conference call should they have any queries regarding your capability response.
  2. Please note that the Council reserves the right to terminate the procurement process at any time prior to award and shall not be liable for any costs or expenses incurred in connection with the completion and return of the information requested in the assessment.

**2. Capability Assessment**

2.1 Fire Risk Assessments and Fire Safety related Advice

Please answer the following questions in full.

Note that every organisation is required to complete the capability assessment.

Consultancy Information:

|  |  |
| --- | --- |
| **Question** | **Response** |
| Name of Organisation |  |
| Contact Name |  |
| Role in organisation |  |
| Phone number |  |
| Email address |  |
| Registered office address (if applicable) |  |
| Registered website address (if applicable) |  |
| Trading status  public limited company  limited company  limited liability partnership  other partnership  sole trader  third sector  other (please specify your trading status) |  |

**3. Information Required:**

In accordance with Capability Assessment Criteria for the Fire Risk Assessments Service contract please provide a response to the following questions and submit via London Tenders Portal.

3.1 Supplier Lead approach.

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| The Council would like to have to opportunity to have 2 lead providers for long term strategy of the Fire Risk Assessments.  Please could you confirm as to whether the interest in tendering for the Fire Risk Assessment and Fire Safety Advice contract as a dual lead approach.  (YES/NO)  Please provide response below. |
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4. Capability and Experience:

Please provide a response that demonstrates:

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| The Supplier’s capability and experience providing Fire Risk Assessment Services for Type 1 – 4 of similar size and type in both public and private sector? |
| Public Sector  Private Sector |

5. Quality Assurance

Please provide a response that’s demonstrates:

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| What Fire Risk Assessment standards (specification) are used and how are these standards managed and monitored? |
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6. Training Policy

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| The Supplier’s training policy to ensure the Assessments deliver the service in accordance with the required quality standards.  How does the organisation ensure this is undertaken for all employees and customers are informed. |
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7. Innovation

Please provide a response that demonstrates:

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| Give an outline as to what type of innovation and smarter ways of working you have implemented in recent contracts, and what area of efficiencies were achieved (in percentage terms based on the contract value).  Give one example. |
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8. Social Value

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| Demonstrate how you would commit to Social Value in the delivery of the project and complete the box below.  See Link: <http://valuecroydon.com/social-value-policy>  Give example of case studies where you have delivered social value outcomes to other public sector organisations. |
| Tick the box illustrating the social value commitments you would offer during the proposed period of the contract  Y/N   * Appenticeships      * Vountary Working * London Living Wage * Local employment * Local supply chain   opportunities     * Sustainability   (e.g. vehicles, consumables) |
| Additional Information: |

9. Council Assurances

Please provide the following information as part of your capability response:

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| * Your Organisation’s 2 year financial accounts statement; * To provide a copy of your accreditations; * Confirm which public sector frameworks you are currently registered with; * Complete the attached Appendix 2 (Schedule of Rates). |
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**Summary:**

Please could you confirm your interested in tendering for the Fire Risk Assessment and Fire Safety Advice contract under Supplier Response below?

(YES/NO)

Company Name:

Signature:

Date: