Kent County Council

County Hall

Sessions House

County Road

Maidstone

Kent ME14 1XQ

Tel No: 03000416282

E-Mail: Laura.Garay@kent.gov.uk

Date: XX February 2018

Dear Sir/Madam

**RFQ for Kent Graduate Programme Assessment Centre**

Kent County Council is inviting you to Bid for the above contract and accordingly has enclosed a Request for Quotation.

The attached document is in three parts plus appendices as follows:

Section 1 Scope and Context

Section 2 Requirement

Section 3 Contract Conditions

Your RFQ response should reach me by email no later than 12pm on **Friday 16th March.**

You are advised to read all sections carefully before Bidding. Should you have any difficulty with the RFQ, please contact me using the details above.

Yours faithfully

Laura Garay

Tactical Procurement Buyer

**Kent County Council**

**Request for Quotation**

**Document**



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**Section One Scope and Context**

**Section Two Requirement**

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**Section One Scope and Context**

Kent County Council (the Council) is the largest local authority in England covering an area of 3,500 square kilometres. It has an annual expenditure of over £1bn on goods and services and a population of 1.3m. The Council provides a wide range of personal and strategic services on behalf of its residents, operating in partnership with 12 district councils and 289 parish/town councils.

The Council consists of four directorates

• Social Care, Health and Wellbeing

• Education and Young People’s Services

• Growth, Environment and Transport

• Strategic and Corporate Services

We are seeking an assessment centre provider to design and facilitate our assessment centre for the Kent Graduate Programme - Management Stream here at Kent County Council. We are keen for your submission to include the very latest research and innovations in graduate recruitment. The aim of the Assessment Centre will be to observe how individuals behave and their levels of ability so we can ultimately appoint the best possible candidates.

The key objective of the Kent Graduate Programme – Management Stream is to develop Management Trainees who will be operating at a senior strategic level in the future.

We are looking to recruit up to 6 graduates onto the Management Stream and in order to achieve this we are proposing to invite up to 40 applicants to assessment centre(s).

These individuals need to:

* Possess excellent leadership qualities with the ability to “take people with them”
* Be highly motivated with the ability to induce and embrace change
* Be highly creative thinkers
* Be positive individuals with a “will-do” approach
* Have a dynamic and lasting impact on the organisation
* Be commercially minded and able to demonstrate business acumen
* Demonstrate resilience and an ability to adapt to changing priorities
* Be able to appropriately challenge the way we do things
* Have strong communication and relationship building skills
* Have effective analytical skills
* Be eager to learn and possess a strong commitment to their own personal and professional development

**Section Two Requirement**

## Selection

## General

In order to be shortlisted for further consideration potential providers must pass the Selection phase of the evaluation. The purpose of this phase is to ascertain potential providers capability and capacity to meet the requirements of the Council.

Tenderers are required to complete the following tables in their entirety. Failure to fully respond may result in your submission being declared non-compliant

|  |  |  |  |
| --- | --- | --- | --- |
| **2.1.1 Supplier details** | **Answer** | | |
| Full name of the Supplier completing the Questionnairre |  | | |
| Registered company address |  | | |
| Registered company number |  | | |
| Registered charity number |  | | |
| Registered VAT number |  | | |
| Name of immediate parent company |  | | |
| Name of ultimate parent company |  | | |
| Please mark ‘X’ in the relevant box to indicate your trading status | i) a public limited company | Yes | |
| ii) a limited company | Yes | |
| iii) a limited liability partnership | Yes | |
| iv) other partnership | Yes | |
| v) sole trader | Yes | |
| vi) other (please specify) | Yes | |
| Please mark ‘X’ in the relevant boxes to indicate whether any of the following classifications apply to you | i)Voluntary, Community and Social Enterprise (VCSE) | Yes | |
| ii) Small or Medium Enterprise (SME) [[1]](#footnote-1) | Yes | |
| iii) Sheltered workshop | Yes | |
| iv) Public service mutual | Yes | |
| **2.1.2 Bidding model** | | | |  |
| **Please mark ‘X’ in the relevant box to indicate whether you are;** | | | |  |
| 1. Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself. | | | Yes |  |
| b) Bidding as a Prime Contractor and will use third parties to deliver some of the services.  If “Yes”, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | | | Yes |  |
| c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services.  If “Yes”, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for. | | | Yes |  |
| d) Bidding as a consortium but not proposing to create a new legal entity.  If “Yes”, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.  Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract. | | | Yes  **Consortium members**  **Lead member** |  |
| e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).  If “Yes”, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix. | | | Yes  **Consortium members**  **Current lead member**  **Name of Special Purpose Vehicle** |  |

|  |  |
| --- | --- |
| **2.1.3 Contact details** | |
| Supplier contact details for enquiries about this PQQ | |
| Name |  |
| Postal address |  |
| Country |  |
| Phone |  |
| Mobile |  |
| E-mail |  |

|  |  |
| --- | --- |
| **2.1.4 Licensing and registration (please mark ‘X’ in the relevant box)** | |
| Registration with a professional body  If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state). | Yes  No  If “Yes”, please provide the registration number in this box. |
| Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement? | Yes  No  If “Yes”, please provide additional details within this box of what is required and confirmation that you have complied with this. |

|  |  |
| --- | --- |
| **2.1.5 Additional Supplier Information** | |
| Has any Director or Partner been employed by Kent County Council or is a Councillor of Kent County Council or District Council in Kent? | Yes  No |
| Please detail your response to question here (if applicable) | |
| Please state if any Director or Partner has a relative(s) who is employed by Kent County Council or is a Councillor of Kent County Council or District Council in Kent. | Yes  No |
| Please detail your response to question here (if applicable) | |

|  |
| --- |
| **IMPORTANT NOTE**  Questions 2.1.5  If the answer to either question in 2.1.5 is ‘Yes’, please enclose details in the space provided under the question. Failure to provide details as applicable may result in your exclusion from this process. This review will be carried out in line with the Statutory Discretionary Grounds of the Public Contract Regulations 2015 as set out in Section 3 below. |

**2.2 Grounds for Mandatory Exclusion**

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

If you have answered “Yes” to question 3.2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using a separate Appendix. You may contact the authority for advice before completing this form.

|  |  |  |
| --- | --- | --- |
| **2.2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime; |  |  |
| 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; |  |  |
| 1. the common law offence of bribery; |  |  |
| 1. bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983; |  |  |
| 1. any of the following offences, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities: |  |  |
| 1. the offence of cheating the Revenue; |  |  |
| 1. the offence of conspiracy to defraud; |  |  |
| 1. fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; |  |  |
| 1. fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; |  |  |
| 1. fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; |  |  |
| 1. an offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; |  |  |
| 1. destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; |  |  |
| 1. fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or |  |  |
| 1. the possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; |  |  |
| 1. any offence listed— |  |  |
| 1. in section 41 of the Counter Terrorism Act 2008; or |  |  |
| 1. in Schedule 2 to that Act where the court has determined that there is a terrorist connection; |  |  |
| 1. any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f); |  |  |
| 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002; |  |  |
| 1. an offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996; |  |  |
| 1. an offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc.) Act 2004; |  |  |
| 1. an offence under section 59A of the Sexual Offences Act 2003; |  |  |
| 1. an offence under section 71 of the Coroners and Justice Act 2009 |  |  |
| 1. an offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or |  |  |
| 1. any other offence within the meaning of Article 57(1) of the Public Contracts Directive— |  |  |
| 1. as defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or |  |  |
| 1. created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. |  |  |
| **Non-payment of taxes**  **2.2.2 Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions?**  If you have answered “Yes” to this question, please use a separate Appendix to provide further details. Please also use this Appendix to confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines? |  |  |

**2.3 Grounds for Discretionary Exclusion – Part 1**

The authority may exclude any Supplier who answers “Yes” in any of the following situations set out in paragraphs (a) to (j);

|  |  |  |
| --- | --- | --- |
| **2.3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.** | **Please indicate your answer by marking ‘X’ in the relevant box.** | |
| **Yes** | **No** |
| 1. your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time; |  |  |
| 1. your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State; |  |  |
| 1. your organisation is guilty of grave professional misconduct, which renders its integrity questionable; |  |  |
| 1. your organisation has entered into agreements with other economic operators aimed at distorting competition; |  |  |
| 1. your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures; |  |  |
| 1. the prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures; |  |  |
| 1. your organisation has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions; |  |  |
| 1. your organisation— 2. has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or 3. has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or |  |  |
| 1. your organisation has undertaken to |  |  |
| aa) unduly influence the decision-making process of the contracting authority, or |  |  |
| bb) obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or |  |  |
| 1. your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. |  |  |

**Conflicts of interest**

In accordance with question 3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest, which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier.

**Taking Account of Bidders’ Past Performance**

In accordance with question (g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this PQQ. The authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

**‘Self-cleaning’**

Any Supplier that answers “Yes” to questions 2.1, 2.2 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

**2.4 Grounds for Discretionary Exclusion – Part 2**

**NOT USED**

**2.5 Economic and Financial Standing**

Please provide, for the Supplier who has submitted this PQQ, the information set out below.

**All Suppliers must ’Pass’ 2.5.3 and 2.5.8**. All responses to other questions, 2.5.1 to 2.5.7, will inform the decision made in 2.5.3.

|  |  |  |
| --- | --- | --- |
|  | **Question** |  |
| **2.5.1** | Who is responsible in your organisation for financial matters? |  |
| **2.5.2** | What is the name and address of the organisation’s bankers and auditors? | Bankers:  Auditors: |
| **2.5.3** | Please enclose a copy of the organisation’s accounts or audited accounts (if required by law) and annual reports for the last two years, which, should comply with published UK accounting standards applicable to your organisation. It should ideally include:  - Balance sheet  - Detailed Profit and loss account  - Cost of sales  - Full notes to the accounts  - Director’s reports/Auditor’s reports  - Cash flow statement  Please do not provide abbreviated accounts  If your organisation has been trading for less than 2 years please provide details of the above for the period for which your organisation has been trading together with a description of activities which you were undertaking prior to this. | Attached  **[Pass/Fail]** |
| An assessment of financial risk will be made based upon some, all or a combination of the following:   1. Liquidity ratios with emphasis on current ratio and quick ratio An assessment of your organisation’s liquidity ratio will be undertaken to assess its ability to pay its debts as and when they fall due. 2. Net Current Asset and Net Asset (with analysis of 3rd Party Debt) – A positive Net Current Asset (NCA) and Net Asset (NA) would be preferred but having a negative NCA or NA does not necessarily indicate a fail as there may be valid reasons for this. 3. Profitability ratios – An assessment of profitability will be undertaken to ascertain the organisation’s ability to generate earnings as compared to its expenses and other relevant costs. It is desirable for bidding organisations to have made profits in successive financial years. 4. Other financial issues – The financial statement will be reviewed to see if there are issues highlighted such as: going concern risk, contingent liabilities, inter-company debts etc. 5. Contract value to turnover in order to minimise financial risk to Kent County Council. 6. Independent credit rating check for your organisation using either N2Check or Co Credo credit reference agencies to check, for example: any material change since the date of the accounts submitted, any County Court judgements (CCJ’s) and any other relevant financial issues highlighted by the credit reference agency etc.   If we have any major concerns, you may be asked for further evidence depending on the individual circumstance, to determine your suitability for inclusion in the second stage of the tendering process. | |
| **2.5.4** | If the accounts your organisation is submitting are for a year ended more than 10 months ago please confirm that your organisation as described in those accounts is still trading.  If there has been a material change in the organisation or the financial standing of the organisation please provide details. | Yes, over 10 months ago  If answered Yes  Is the Organisation still trading     Yes    No  Yes, material change, details below: |
| **2.5.5** | Please provide confirmation from the Directors, Partners or equivalent of the organisation that they are personally of the opinion that the business has sufficient working capital and staff resources to undertake its current and future commitments as well as any commitments of financial and staff resources required for the purposes of this proposal. | Confirmed  Not Confirmed |
| **2.5.6** | Please provide details of any outstanding claims, litigation, arbitration or adjudication against your organisation. |  |
| **2.5.7** | Please provide your organisation’s VAT Registration Number. |  |
| **2.5.8** | **Are you part of a wider group (e.g. a subsidiary of a holding/parent company)?**  If “Yes”, please provide the name below:   |  |  | | --- | --- | | Name of organisation |  | | Company Registration Number |  | | Relationship to the Supplier completing the PQQ |  |   If “Yes”, please provide Ultimate / parent company accounts if available.  If “Yes”, would the Ultimate / parent company be willing to provide a guarantee if necessary?  **[Procurement Staff delete “[Pass/Fail]” if not applicable]**  If “No”, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)  **[Procurement Staff delete “[Pass/Fail]” if not applicable]**  **[Procurement Staff, DELETE BEFORE DISTRIBUTION,** for clarity the question **‘**If “No”, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)’ relates to the Ultimate/parent company**]**  [**PROCUREMENT STAFF NOTE (DELETE BEFORE DISTRIBUTION)** Subject to risk, decide whether a parent company guarantee or bond, and appropriate level of bond, is required.] | Yes  No  Attached  Yes  No  **[Pass/Fail]**  Yes  No  **[Pass/Fail]** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2.6 Additional Modules**  Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking ‘X’ in the relevant boxes.  **2.6.A - Insurance**   |  |  |  | | --- | --- | --- | | 2.6.A.1. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory) Liability Insurance\* = £5,000,000 (not less than £5,000,000 each and every claim)  Public Liability Insurance = £5,000,000 (not less than £5,000,000 each and every claim)  Professional Indemnity insurance = £1,000,000 (not less than £1,000,000 any one claim and in the aggregate)  Product Liability insurance = £5,000,000 (not less than £5,000,000 any one claim and in the aggregate)  \* 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. | Yes  No  [Pass/Fail]  Yes  No  [Pass/Fail]  Yes  No  [Pass/Fail]  Yes  No  [Pass/Fail] |   **2.6.B – Compliance with Equality Legislation**   |  |  |  | | --- | --- | --- | | For organisations working outside of the UK please refer to equivalent legislation in the country that you are located. | | | | 2.6.B.1. | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? | Yes  No | | 2.6.B.2. | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?  If you have answered “Yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | Yes  No | | 2.6.B.3. | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes  No |   **2.6.C – Environmental Management**   |  |  |  | | --- | --- | --- | | 2.6.C.1. | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.  The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Yes  No | | 2.6.C.2. | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes  No |  | |
|  |

**2.7 Technical and Professional Ability**

Please provide details of two contracts in any combination from either the public or private sector that are relevant to the authority’s requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years, and VCSEs may include samples of grant funded work.

**The named customer contact provided should be prepared to provide written evidence to the authority to confirm the accuracy of the information provided below.**

Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then two separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (two examples are not required from each member).

Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.

**Please complete the following tables:**

|  |  |  |
| --- | --- | --- |
| **Case Study 1** | | |
| **2.7.1a** | **Name of customer organisation** |  |
| **2.7.2a** | **Point of contact in customer organisation** |  |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **2.7.3a** | **Contract start date** |  |
| **Contract completion date** |  |
| **Estimated Contract Value** |  |
| **2.7.4a** | **In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market including the following details (1-5):**  You should demonstrate how your case study example met the following critical project specific requirements:   * + - 1. Designing an assessment centre in either the public or private sector(s) to meet the customer project brief in order to select appropriate candidates to be taken forward to the next stage.       2. Facilitation of assessment centres ensuring there is a level playing field for all candidates and exercises are facilitated professionally to promote the organisation as an employer of choice.       3. Designing and delivering assessment centre training to an in-house assessor team   Please also provide the following details:[Examples only, amend as appropriate]   1. The work undertaken including a comprehensive description of the services provided. 2. Description of challenges encountered through the course of the contract, solutions implemented and lessons learnt. 3. Details of any innovation, value or service improvements your organisation has proposed /introduced as part of this contract. 4. Add any additional details required. 5. Please provide a contact name and telephone number of a relevant person (see 4.6 below) from the client organisation for which the case study relates to. This may or may not be the same person as in 4.2 above.   Name:  Organisation:  Tel. No.: | |
| **Response: - Please attach case study, maximum 2 sides of A4** | |

|  |  |  |
| --- | --- | --- |
| **Case Study 2** | | |
| **2.7.1b** | **Name of customer organisation** |  |
| **2.7.2b** | **Point of contact in customer organisation** |  |
| **Position in the organisation** |  |
| **E-mail address** |  |
| **2.7.3b** | **Contract start date** |  |
| **Contract completion date** |  |
| **Estimated Contract Value** |  |
| **2.7.4b** | **In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market including the following details (1-5):**  You should demonstrate how your case study example met the following critical project specific requirements:   * + - 1. Designing an assessment centres in either the public or private sector(s) to meet the customer brief in order to select appropriate candidates to be taken forward to the next stage.       2. Facilitation of assessment centres ensuring there is a level playing field for all candidates and exercises are facilitated professionally to promote the organisation as an employer of choice.       3. Designing and delivering assessment centre training to an in-house assessor team   Please also provide the following details:[Examples only, amend as appropriate]   1. The work undertaken including a comprehensive description of the services provided. 2. Description of challenges encountered through the course of the contract, solutions implemented and lessons learnt. 3. Details of any innovation, value or service improvements your organisation has proposed /introduced as part of this contract. 4. Add any additional details required. 5. Please provide a contact name and telephone number of a relevant person (see 4.6 below) from the client organisation for which the case study relates to. This may or may not be the same person as in 4.2 above.   Name:  Organisation:  Tel. No.: | |
| **Response:** | |

|  |  |  |
| --- | --- | --- |
| **2.7.5** | **If you cannot provide at least one example for questions 6.1 to 6.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.** | |
| **Response: - Please attach case study, maximum 2 sides of A4** | |
| **2.7.6** | The contact in 4.2a and b must be from the client organisation to which this case study relates. This person may be contacted to verify the content and accuracy of the information supplied, so should give consent and agreement to be contacted. Failure to do so will disqualify the case study(ies) put forward.  Please self-certify that your client organisation has provided consent and is happy to be contacted. | Yes  No |

**The Recruitment Process**

Recruitment for the Kent Graduate Programme is a four stage process:

Stage 1 – Advertising

Stage 2 – Sifting (Testing)

Stage 3 – Assessment Centre

Stage 4 – Final Stage Interviews

External Consultants are required to help plan and facilitate stage 3 of the recruitment process but any ideas you may have about how we might approach Stage 2 Sifting (Testing) would be welcomed.

We will also require an independent review of the effectiveness of the assessment centre in terms of graduate experience and organisation of the event.

We have an existing pool of Observers from within the organisation who can be available to support the process, but they will require some refresher training on both the activities planned on the day and the equality and diversity issues surrounding recruitment – please therefore include the cost of one day’s training in your submission.

Proposed Dates: May/June 2018 (Assessment Centre to be held in Maidstone)

If your company is selected to facilitate the assessment centre, we would recommend a visit to the venue(s) for you to familiarise yourselves with the space available and for organisational purposes.

Please note that this is the council’s money, our budget for the project is £21,000, however, this is **not** the target price for the design and facilitation of the assessment centre and observer training prior to the assessment centre. Please ensure the final costings you provide do not exceed the budget specified.

Given the Scope and Context and the information provided above Bidders are required to provide answers to the following requirements. Bidders are required to provide:

|  |
| --- |
| 2.8 Detailed information on the types of assessment exercises that would fit the criteria and meet the needs of the Management Stream.  Please provide full details of the proposed exercises, and how the outcomes will be utilised. |

|  |
| --- |
| 2.9 Bidders must provide a timetable for delivery of the assessment centre.  Please provide a full implementation plan including preparatory work to be done from the point of order placement through to the conclusion of the recruitment process. |

|  |
| --- |
| 2.10 Bidders must supply a draft timetable of the day including exercises and breaks.  With specific relation to the assessment day itself Bidders are required to detail the expectations of the applicants and also details of the resources (both Bidder and Council) that will be utilised to successfully deliver the assessments. |

|  |
| --- |
| 2.11 Bidders must supply details of the proposed marking structure.  Please provide an explanation of how the applicants will be marked and rated. |

|  |
| --- |
| 2.12 Bidders must provide details of the evaluation process combining both the graduate experience and the organisation of the event.  It is expected that the Council will be able to measure the effectiveness of the assessment centre and the applicant’s views of the process. |

Tenderers must submit their Tender via the Kent Business Portal (https://www.kentbusinessportal.org.uk) which allows data entry and the uploading of attachments where applicable. Only submissions made via the Kent Business Portal will be considered. Any additional documentation submitted outside of this, but not immediately apparent to the evaluator will be at risk of not being assessed.

Please do-not embed any files in your response, instead where required, clearly mark all appendices for each response provided. Any additional documentation submitted, but not immediately apparent to the evaluator may be at risk of not being assessed.

E-mail submission cannot be taken as meeting the deadline (and may raise problems with filter limits).

Tenders must be submitted via the Kent Business Portal, to arrive no later than noon on:

**Friday 16th March 2018**

The Council may, however, in its own absolute discretion extend the deadline for the submission of tenders and in such circumstances the Council will notify all tenderers of any change.

A 10MB file will take approximately 5 minutes on average to upload. Please take this into consideration when uploading larger files, and ensure that you leave enough time to complete your submission.

Instructions on how to submit your response can be found within the ‘Help’ facility in ProContract. These instructions should be consulted in order to ensure that your response is submitted correctly.

All requests for clarification and other communication from tenderers during the period of this procurement exercise must be directed via the Question and Answer facility within ProContract.

The Council will endeavour to answer all questions as quickly as possible, but cannot guarantee a minimum response time. No requests for clarification will be assured a response if submitted after 5 March 2018.

In order to ensure equality of treatment of tenderers, the Council intends to publish the questions and clarifications raised by tenderers together with the Council’s responses (but not the source of the questions) to all participants. If a Tenderer wishes the Council to treat a clarification as confidential and not issue the response to all Tenderers, it must state this when submitting the clarification. If, in the opinion of the Council, the clarification is not confidential, the Council will inform the Tenderer and it will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all Tenderers.

Terms and Conditions of Supply will be the Council’s standard terms available at <http://www.kent.gov.uk/__data/assets/pdf_file/0018/5535/terms-and-conditions-for-goods-and-services.pdf>

**Appendix A Pricing Schedule**

**Resource Costs - Design**

Please provide below a rate-card indicating the hourly/daily rates for the resources that will be used in this project.

Bidders must either submit a day rate or an hourly rate but NOT both

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Resource Description** | **Main responsibilities** | **Day rate** | **Hourly Rate** | **Proposed Quantity** | **Total Cost** |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Cost** | | | | |  |

**Additional and ancillary costs - Design**

For the delivery of the project, in line with the implementation plan submitted, Bidders are required to provide any additional costs they will incur. Please add additional lines where necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Frequency** | **Cost per Occurrence** | **Total Cost** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | **Total Cost** |  |

**Resource Costs - Delivery**

Please provide below a rate-card indicating the hourly/daily rates for the resources that will be used in this project.

Bidders must either submit a day rate or an hourly rate but NOT both

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Resource Description** | **Main responsibilities** | **Day rate** | **Hourly Rate** | **Proposed Quantity** | **Total Cost** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total Cost** | | | | |  |

**Additional and ancillary costs - Delivery**

For the delivery of the project, in line with the implementation plan submitted, Bidders are required to provide any additional costs they will incur. Please add additional lines where necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Frequency** | **Cost per Occurrence** | **Total Cost** |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  | **Total Cost** |  |

**Appendix B Evaluation Criteria**

All submissions received will be assessed using the following process.

Selection will determine that the Bidders capability and capacity are sufficient to undertake the requirements of the Bid.

Award will determine the supplier that the contract(s) are awarded to.

The selection phase consists of the question sections 2.1 – 2.7

Only those that successfully pass all mandatory requirements and achieve a minimum of 75% for question 2.7 will proceed to the Award phase of the evaluation

The Award phase consists of the questions 2.8 to 2.12, and Appendix A

There are three types of evaluation criteria used in this evaluation:

1. Information only (non-assessed), but MANDATORY to complete
2. Mandatory
3. Non-Mandatory (weighted & assessed)

Mandatory requirements may be referred to as ‘Yes/No’ or ‘Pass/Fail’ requirements. **Failure of any mandatory requirement will result in your submission being excluded from the process.**

Information only questions (Selection phase, Question 1) are not assessed, however full completion of this section is **Mandatory** and the Council retains the right and the discretion to disqualify any submission that has not completed these questions.

Mandatory questions are assessed on a simple Yes/No or Pass/Fail assessment and thus carry no weighting. Many of these are ‘self-certified’ by the Bidder, and the Council may ask for supporting documentation to evidence the statements made by the Bidder. Bidders should note that any confirmation that they will comply with a mandatory requirement shall become a contractual commitment.

Assessed Questions are assessed on the following scale:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minimum Maximum** | | | | |
| 0 | 1 | 2 | 3 | 4 |
| Meets none of the requirement | Meets some of the requirement | Meets most of the requirement | Meets the requirement | Exceeds requirement |

The Evaluation Panel will use the information contained within the response and assess if it provides for the requirement as identified. Bidders may link their answer to other documentation, but if they do so, it must be located without difficulty and the response must be clearly identified. This is especially important if more than one response is covered in a single piece of documentation. If web-links are used they must lead the evaluation panel to the response with a ‘single-click’ operation, and must not require a password or sign-up to a website. The Council (and its partners) will not be liable for the inability of the Evaluation Panel to assess any information not readily, and clearly, available to them for any reason.

The Evaluation Panel may also consider risk factors in its assessment as well as other known factors that may influence the response’s validity.

All criteria that form assessed questions carry a weighting, expressed as a percentage, which is shown in the following tables:

The selection phase consists of the question sections 1-5

|  |  |  |
| --- | --- | --- |
| **Question Section** | **Weighting** | **Notes** |
| 2.1. Supplier Information | Information Only | Although not assessed, full completion is mandatory |
| 2.2. Grounds for Mandatory Exclusion | Pass/Fail | Any ‘fail’ is automatic disqualification. The Council has no discretion in these matters |
| 2.3. Grounds for Discretionary Exclusion (Part 1)  2.4 Grounds for Discretionary Exclusion (Part 2) is not used | Pass/Fail | Whilst the Council may take in account mitigating factors it will retain the right to disqualify any tenderer that fails any question. |
| 2.5. Economic and Financial Standing | Pass/Fail | The Council will review submissions in line with the guidance stated in the question |
| 2.6. Additional Modules – Project specific Questions | Pass/Fail | These questions are designed to confirm that your organisation can provide a solution as within the limitations given.  Tenderers must confirm compliance with legislative requirements as stated  Successful tenderers will be required to provide evidence of insurances before contract award. |
| 2.7a Technical and Professional Ability – Case Study 1 | 50% Assessed | Threshold of 75% i.e. assessment of ‘3’, must be achieved as a minimum |
| 2.7b Technical and Professional Ability – Case Study 2 | 50% Assessed |

Question 2.7 of the selection criteria is assessed on the 0 to 4 scale described in Section Two Assessment of Bids, page 0 and repeated earlier in this Appendix. It must be noted that Question 2 also has a minimum threshold of 75% (equivalent to both case studies achieving a score of 3). Failure to achieve this threshold will result in the submission’s exclusion from the process.

The remaining criteria match the tender sections and carry the following weighting

|  |  |
| --- | --- |
| 2.8 Detailed information of assessment exercises | 60% |
| 2.9 Delivery Timetable | 10% |
| 2.10 Assessment Day Timetable | 10% |
| 2.11 Marking Structure | 10% |
| 2.12 Evaluation Process | 10% |

These questions will be assessed using the 0-4 methodology described above.

Once assessment has been completed and all mandatory and threshold standards have been met a final ‘quality score’ will be determined from the assessment scores for that submission.

The Total Cost of Ownership (TCO) as defined by the Council in the Pricing Schedule contained within the ITT will be divided by the quality score achieved by the tender submission. This will create a ‘Price Per Point’ (PPP) evaluation (i.e. how much does each quality point achieved by the submission cost to create).

The tender submission that provides for the lowest PPP evaluation may be offered a contract to provide the services.

1. See EU definition of SME: https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\_en [↑](#footnote-ref-1)