**Commercial and Residential Asset Evaluations**

**ITT REFERENCE: TD1903 (DN621652)**

**Invitation to Tender (ITT) –**

**PART ONE**

**Process Overview**

**Open Procedure Above Threshold Public Contracts Regulations 2015**

# BACKGROUND AND CONTEXT TO THE PROCUREMENT

## Background and Objectives of the Procurement Process

Derby City Council (the Council) is undertaking this procurement to establish a contract for Commercial and Residential Asset Valuations The procurement process adopted by the Council is based on the ‘Open’ tendering procedure as detailed in the Public Contracts Regulations 2015. In brief, the process will be as follows

* All organisations expressing an interest in the Invitation To Tender (ITT) will have access to the ITT documents.
* An initial examination will be made to establish the completeness of submitted Bids. The Council reserves the right to disqualify any Bid which is incomplete.
* Complete Bids will initially be evaluated to ensure that all the stated essential qualifying criteria will be met.
* All Bids which meet the essential qualifying criteria will be evaluated in full against the award criteria – this is explained in further detail on the following pages

The initial contract period is three years, the contract is estimated to commence 12/09/2022 and expire 11/09/2025.

There will be an option to extend the contract for two years in annual increments, subject to satisfactory performance and business needs. Maximum contract period is five years.

There is a maximum budget of £200,000 per year for the first three years of the contract.

Prices shall be fixed for the initial term; thereafter any increment shall be once per year on the anniversary of the Commencement Date.

## Scope

Derby City Council is seeking to appoint valuers to undertake Asset Valuations.

The Council requires Asset Valuations to be undertaken for both the Commercial and the Residential Portfolios

The scope is further detailed in Part 3 Specification.

## Purpose of the Invitation To Tender (ITT)

The purpose of this document and appendices is to provide Bidders with sufficient information on the opportunity and the requirements of Derby City Council (the Council) to enable them to compile a valid and comprehensive bid that meets the needs of the service.

## Tendering process stages

This document forms part of a multi-stage procurement process that is intended to lead to the award of contract to the successful Bidder/s. The stages are as follows:

* Expression of Interest in the opportunity & completing the documents
* Submitting the Bid
* Compliance checking & Qualification assessment
* Evaluation of Bids
* Award

These stages are explained in further detail below.

# STAGE ONE - EXPRESSING INTEREST IN THE OPPORTUNITY & COMPLETING THE DOCUMENTS

## ITT Overview

The ITT is comprised of a suite of documents and on-line questions summarised in the table below:

| Document | Contents |
| --- | --- |
| Part 1 - Process Overview (this Document) | Detailed overview of the ITT process with information on assessment and award criteria |
| Part 2 - Form of Contract | Form of Contract which the successful Bidder will enter into with the Council, which is to be signed (or sealed as applicable) prior to the Contract commencing. |
| Part 3 - Specification | Detailed Specification of the Services to be provided, and which will be a part of the Contract |
| Part 4 – Selection Questionnaire  | Bidders must complete the Selection Questionnaire (SQ) on-line.  |
| Part 5 - Quality Response | Quality Response, often referred to as “Method Statements”, Bidders must complete the Quality Response questions and upload onto the E-Procurement System. |
| Part 6 – Pricing Offer | Pricing Schedule which Bidders must complete and upload onto the E-Procurement System.  |
| Terms & Conditions of Tender | These are the rules of using the Councils E-Procurement System and the Council’s general rules on tendering. Bidders must read and accept these by clicking ‘Accept’ before they are able to submit their Bid. |

## Indicative timetable

The following table sets out a summary of this process and an **indicative** timetable. Please note that the Council, reserves the right to change any of the dates or stages set out in the table below at its absolute discretion

Procurement Process Summary and Indicative Timetable

|  |  |  |
| --- | --- | --- |
|  | Invitation to Tender Issued | Friday 15 July 2022 |
|  | Deadline for clarification questions | Wednesday 27 July 2022 at 15:00 |
|  | Circulation of complete list of answers to clarification questions | Monday 1 August 2022 |
|  | **Deadline for Submission of Bids** | **12 noon Friday 12 Aug 2022** |
|  | Evaluation | From Mon 15 Aug 2022 to Fri 19 Aug 2022 |
|  | Interviews / Presentations (if held) | Week beginning 22 Aug 2022 |
|  | Award Notification | Fri 26 Aug 2022 |
|  | Standstill Period | 27 Aug to 6th Sept 2022 |
|  | Contract Awarded | Wed 7 Sept 2022 |
|  | Contract Start | Monday 12 Sept 2022 |

Bidders are reminded, as set out in Terms and Conditions of Tendering that the Council may vary the procurement process in order to support continued competition, avoid unnecessary costs associated with a bid and adhere to technical, legal or commercial guidance issued subsequent to the ITT.

## ITT Clarification

Bidders have the opportunity to submit questions to the Council where they require clarification on the information provided.

Bidders should submit questions via the E-Procurement messaging facility only. Questions received by any other method will not receive a response.

The Council will seek to answer questions within 5 working days following the day of receipt. Bidders are urged to submit any questions as soon as possible and, in any event, no later than 10 days prior to the closing date. Any questions received after this time will not be answered.

If the Council considers any question or request for clarification contains information that should, in the interests of a fair procurement process, be disseminated in a suitably anonymous form to all Bidders, the Council shall be free to disseminate such information, with or without any amendments proposed by a Bidder.

Where Bidders consider that a question submitted to the Council during the ITT and/or the response to any such question is commercially confidential, that request must be indicated “***Commercial in Confidence***” and Bidders should specify, where possible, such redactions as would render the request and any response non confidential. The Council will consider the request for confidentiality. However, the Council reserves the right to act in what it considers to be the best interests of a fair procurement process and in accordance with its obligations under the Freedom of Information Act (FOIA). Before doing so, the Council will inform the Bidder of its intention to do so and offer the Bidder the opportunity to withdraw the request for clarification before such dissemination.

# STAGE TWO - SUBMITTING THE BID

Bidders must be clear and comprehensive in their responses to the ITT, as this will be the single source of information on which responses will be scored and ranked.

Bidders are advised not to assume that their past or current supplier relationships with the Council will be taken into account in the evaluation procedure. In evaluating bids, the Council will only consider information provided in response to the ITT.

Where a question is not relevant to the Bidder’s organisation this should be indicated, with an explanation.

Bidders will not be able to complete submissions unless the “Accept” button has been clicked for the Terms and Conditions of Tender.

If you experience any issues with the system, and the [online help tools](https://supplierhelp.due-north.com/) cannot assist, please contact the Technical Support Team. mailto: ProContractSuppliers@proactis.com

## ITT Response Date

Failure to return Bids by the due date or in the required format will disqualify Bidders from consideration. Bidders must ensure they give themselves sufficient time to upload all relevant documentation before the final cut off time. The E-Procurement System will not allow bids to be uploaded after the deadline.

## Complete and upload the documents

The following documents **must be** completed and uploaded onto the E-Procurement System by the deadline:

|  |  |
| --- | --- |
| Document | Format |
| Selection Questionnaire (On-line) | On-line |
| Quality Response (upload) | Word |
| Pricing Offer (upload) | Excel |

# STAGE THREE - COMPLIANCE CHECKING & QUALIFICATION ASSESSMENT

## Bid Compliance

Bidders who do not submit a compliant bid or fail to comply with any of the instructions set out in this ITT will be disqualified.

A Bidder shall only be compliant if it;

* Completes all on-line questionnaires and uploads all procurement documents (completed as instructed), onto the E-Procurement System listed above.
* accepts the Contract and Specification,
* comprehensively completes the Selection Questionnaire, (including upload of acceptable alternative documents where applicable), passes all Pass / Fail questions and meets the required standard for scored questions in the Selection Questionnaire
* meets the required minimum scores in relation to Quality as set out in the Award Criteria;
* bid does not exceed the available budget (where this has been specified in the procurement document suite or published notices)
* is **not** abnormally low or high. The Council reserves the right not to evaluate in detail any bid that the Council considers abnormally low in terms of price (or abnormally high units of service compared to available budget), pending receipt of further additional information.

Following receipt of such information (if any) the Council will treat a bid as abnormal where it appears that, on the basis of the price / units submitted:

(i) the Bidder would be unlikely to be able to deliver its obligations under the Contract;

(ii) and/or the Council has serious doubts about the deliverability of the Bidder’s proposal;

* Acceptance is not conditional, or “Qualified”, with a counter offer in any way.

Non-Compliant bids will be excluded from the procurement process and shall not be considered any further from the point in the process that the non-compliance is identified.

## Standard Selection Questionnaire

Supplier selection is a key stage in the procurement where the Council will gather information on, and make assessments of, prospective Bidder’s credentials before considering Bids. The Selection Questionnaire is structured in 3 separate parts all of which require completion.

Part 1 of the Selection Questionnaire covers basic information about the Bidders.

Part 2 of the Selection Questionnaire is a self-declaration, made by you (the potential supplier and your essential subcontractors), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on in delivery to also complete a self-declaration. For example these could be parent companies, affiliates, associates, or essential sub-contractors.

This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. **It is the responsibility of the lead organisation (of a consortium) or prime contractor (where delivery is to be sub-contracted) to ensure that completed forms are uploaded onto question 1.2.5 of their Selection Questionnaire submission.**

We do not require a self-declaration from those subcontractors who you are not relying on in delivery to meet the selection criteria.

The Council recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Council immediately of any change in the proposed arrangements and ensure a completed self-declaration is submitted for any new organisation relied on to meet the selection criteria. The Council will make a revised assessment of the submission based on the updated information.

Part 3 of the Selection Questionnaire covers a self-declaration regarding whether or not a Bidder meets the selection criteria on financial standing and technical capacity. For answers to Part 3 -if you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

## Evaluation of the Selection Questionnaire

The questionnaire has been designed to assess the suitability of a Bidder to deliver the Council’s contract requirement(s). Bidders are advised that wherever in this document reference is made to any external assessment body or external accreditation standard, such reference shall be deemed to include reference to any equivalent body or standard.

|  |  |
| --- | --- |
| **Suitability (Qualifying) Criteria** | **Result** |
| **Compliance of bid with tendering procedure** | Bidders must submit a fully compliant Bid.A Bid that is not fully compliant, or without the declaration appropriately signed will fail. | Pass / Fail |
| **Part 1 - Potential Supplier Information** |
| **Potential Supplier Information** | Completion Required. For information purposes only and the responses will not be evaluated. The answers do however give the evaluation panel an overview of the organisation and its structure so it is important these are completed in full. | For information only |
| **Part 2: Exclusion Grounds** |
| **2.1 Grounds for mandatory exclusion** | Any Bidder who has been convicted of any of the offences listed in 2.1.1 Regulations 57 (1) and (2) or who answers ‘Yes’ to question 2.1.3 Regulation 57 (3) will fail unless it can be demonstrated that 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. | Pass / Fail |
| **2.2 Grounds for Discretionary Exclusion**  | Any Bidder who has answered 'Yes' may fail unless the Bidder can demonstrate it has taken such remedial action, to the satisfaction of the Council in each case. | Pass / Fail |
| **Part 3: Selection Questions** |
| **3.1.1 Economic and Financial Standing**  | The Council will use the evidence submitted in 3.1.1 to access the financial risk following the below methodology: Bidders will pass the Economic and Financial Standing Section if they:• Meet the requirements of the credit check as detailed below in a) or b).Where the Bidder fails the credit check in a) or b) they will have to • meet the financial viability requirements detailed in c) or d).Step a) Credit Check – Contract Value TestThe Council will undertake an external credit check on the Bidder to establish its financial stability. The report used will be an 'Equifax Business Information Service Full Report'. Where the independently assessed 'maximum recommended contract value' exceeds the contract value threshold stated below (or states 'all contracts considered'), the Bidder will pass the financial assessment.Where the contract value stated by the Equifax Business Information Service Full Report is provided and it is less than the contract value threshold stated below (or states 'performance/indemnity bond required') the Bidder will fail the 'contract value test' and their financial viability will be assessed as per step c) or step d).In the 'absence' (meaning the information is not provided by Equifax) of a 'maximum recommended contract value', the Bidder will be assessed by the Equifax ScoreCheck Grade as per step b).The contract value threshold is £600,000.Step b) Credit Check - ScoreCheck Grade In the 'absence' (meaning the information is not provided by Equifax) of a 'maximum recommended contract value', any Bidder rated with a ScoreCheck Grade below 'E' (i.e a rating between A to D-) will pass the financial assessment. Any Bidder rated with a ScoreCheck Grade of 'E' or above or ''no rating' from the external credit check from Equifax will fail this part of the financial viability check therefore giving rise to concerns regarding their financial stability and their financial viability will be assessed as per step c) or step d).Step c) - Financial Viability - Audited AccountsBidders are required to pass the below financial tests, covering the last two financial periods on their balance sheet as detailed below, if they have two years accounts (which must be provided if available)• Return on capital employed of 5% or more • Liquidity ratio 1:1 or above. • Solvency test – a positive net asset positionIt the Bidder is unable to provide two years accounts or fails to pass these tests then their financial viability will be assessed as per step d).Step d) - Financial Viability – Further TestsFinancial viability will be assessed on the information provided from the response to question 3.1.1: 1. the bank, charity accrual accounts ;

or 1. an alternative means of demonstrating financial standing such as:

• Parent company accounts (if applicable and a performance guarantee is provided)• Other financial or performance guarantees• Bankers statements and references• Accountants’ references• Management accounts• Financial projections• Details and evidence of previous contracts, including contract values• Capital availability. This will be assessed by the Council’s Financial Team and must be assessed as viable.Where the Bidder is unable to supply sufficient evidence to demonstrate their financial standing then the Council may consider requesting financial or performance guarantees from a Bidder or their submission may be rejected. These will form part of the terms and conditions of contract.The Council reserves the right to request additional information in support of the Bidders bid to test their financial viability. | Pass / Fail |
| **3.1.2 Economic and Financial Standing Methodology** | Minimum annual turnover set for this contract is £ 500,000Any Bidder meeting the required turnover must also demonstrate their financial standing as per 3.1.1 above.Any Bidder that is unable to demonstrate the above level of turnover will not automatically fail, they will then be required to demonstrate their financial standing as per 3.1.1 above. |
| **3.1.3 Economic and Financial Standing Methodology** | Initially for information only but if the Bidder fails the above finance checks and are unwilling or unable to supply further required guarantees or bonds then the Council may reject the bid. |
| **3.2 Economic and Financial Standing** **(where part of a wider group)** | Where a Bidder has indicated they are part of a wider group at 1.1.16 further details may be requested, if not already provided as part of 3.1.1 Economic and Financial Standing, to confirm the parent company’s financial and economic standing, using the methodology stated above in 3.1.1 Economic and Financial Standing.  |
| **3.3 Modern Slavery Act 2015** | Any Bidder with an annual turnover of £36 million or more must answer questions contained within the Modern Slavery Act 2015 section.The following will constitute a fail:• Non Compliance with the annual reporting requirements contained within Section 54 of the Act 2015. | Pass / Fail |

|  |
| --- |
| **Part 4 - Additional Questions to assess Technical and Professional Ability** |
| Project Specific questions to assess Technical and Professional Ability –  |
| **4.1 Insurance** | Any Bidder who is unable to self-certify that they already have in place or will commit to obtain prior to the commencement of the contract, the levels of insurance cover indicated below will fail:* Employer's liability insurance in accordance with any legal requirement for the time being in force in relation to any one claim or series of claims
* Public Liability Insurance - £5 million
* Professional Indemnity Insurance - £5 million
 | Pass / Fail |
| **4.2 Equality Legislation** | Bidders may be excluded if they are unable to demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. This also applies to checks on other providers that will be used to deliver this service | Pass / Fail |
| **4.3 Environmental Management** | The Council will not select Bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. This also applies to checks on other providers that will be used to deliver this service | Pass / Fail |
| **4.4 Health and Safety** | The Council will exclude Bidder(s) that have been in receipt of enforcement/remedial action orders unless the Bidder(s) can demonstrate to the Council’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. This also applies to checks on other providers that will be used to deliver this service | Pass / Fail |
| **4.5 Safeguarding** | Bidders must answer all questions contained within the Safeguarding Section.*The following will constitute a fail:*1. If your Staff and volunteers in contact with vulnerable adults and children do not have appropriate Disclosure and Barring Service (DBS) (previously Criminal Record Bureau (CRB)) clearance.
2. If your organisation does not have a lead person with responsibility to manage concerns related to Children's and Adult's safeguarding policies
3. For information only

If you are unable to adhere to the Council's safeguarding policies for Adults and Children's Services. [See Specification – section 3.2.8] | Pass / Fail |
| **4.6 Information Governance** | Bidders must answer all questions contained within the Information and Data Security Section.The following will constitute a fail:a) If your organisation does not have processes or policies in place to ensure compliance with the UK's Data Protection legislation and ensure the security personal data in electronic and hard copy forms.b) If your organisation does not ensure your lead data protection officer and staff receive regular training regarding their responsibilities under the Data protection Act?If your organisation has been involved in a data breach in the past three years and is unable to demonstrate to the Council that appropriate remedial action has been taken to prevent future occurrences/breaches | Pass / Fail |

|  |  |  |
| --- | --- | --- |
| **Qualification of offer** | Any qualification of offer deemed unacceptable by the evaluating officers will lead to failure of the Bid. An example of this would be material changes to the terms and conditions, although the Council reserves the right to consider each case on its merits, and assess the risks and implications involved in proceeding. *Any qualifications of offers deemed unacceptable will be referred to Bidders, who will be given the opportunity to retract the qualification.* | Pass / Fail |

# STAGE FOUR - EVALUATION OF BIDS

A formal evaluation process will be undertaken, subsequently, the Council reserves the right to either:

* Award a Contract to a single Bidder for the lot(s) detailed or;
* Award no Contract at all.

## Award Criteria

The award criteria, which will be used to evaluate bids and select a successful Bidder to which the Council intends to award the Contract, are designed to allow the selection of the bid that represents the most economically advantageous tender, rather than lowest price alone. This evaluation will be based on a combination of quality and financial criteria as set out below.

* Price 40%
* Quality 60%

## Price Evaluation – 40 points

## A score out of 40 points will be awarded for the ‘price’ element of the evaluation.

## The maximum price score is given to the lowest submitted price. Other price scores will be calculated as a percentage of the maximum score based on their price in relation to the lowest price.

## For example, in the table below Bidder 3 has submitted the lowest price and therefore receives maximum points. Bidder 1 has submitted a price 25% higher and therefore receives a score 25% lower.

**Worked Example of Price Score**

in this example this is 40. Scores, in relation to price, are given to the other Bidders based on their relative position to the lowest priced bid. Scores are rounded to 1 decimal point.

Calculation: [1-((Bidder X’s price - Lowest Price) ÷ (Lowest Price))] x Price Points

|  |  |  |  |
| --- | --- | --- | --- |
| Bidder | Price | Calculation | Points |
| 1 | £125,000 | [1 – ((£125,000 - £100,000) ÷ (£100,000))] x 40 | 30 |
| 2 | £185,000 | [1 – ((£185,000 - £100,000) ÷ (£100,000))] x 40 | 6 |
| 3 | £100,000 | [1 – ((£100,000 - £100,000) ÷ (£100,000))] x 40 | 40 |
| 4 | £150,000 | [1 – ((£150,000 - £100,000) ÷ (£100,000))] x 40 | 20 |
| 5 | £225,000 | [1 – ((£225,000 - £100,000) ÷ (£100,000))] x 40 | 0\* |

Step by Step Guide (Bidder 1’s Price):

Subtract the lowest price from Bidder 1’s price e.g. £125,000 - £100,000 = £25,000; this gives the difference between the lowest price and 1’s price.

Divide the difference between the lowest price and Bidder 1’s price by the lowest price e.g. £25,000 ÷ £100,000 = 0.25; this shows the percentage difference between the lowest price and Bidder 1’s price.

Take this difference away from 1. 1 – 0.25 = 0.75; this gives the percentage of the marks that Bidder 1 will receive (75%). As Bidder 1 is 25% more expensive than the lowest price they should get 25% less marks.

The final stage allocated the points that Bidder 1 will earn. 0.75 x 40 = 30, to put it another way 75% of 40 is 30.

\*If a bid is more than twice the amount of the lowest price the equation will produce a negative number, in this case the bids score 0 points. *Please note the figures used in the above table are purely for example purposes only and are not a reflection of anticipated Bid prices.*

## Quality Evaluation – 60 points

## A score out of 60 points will be awarded for the ‘quality’ element of the evaluation. The highest quality score is allocated the maximum score of 60 points with the other Bidders given a pro-rata score reflecting the difference. A worked example is provided in 5.3.9 below.

## Bidders will be scored on their responses to the questions set out in the Quality Response Part Five. Each response will be scored using the following scale of awarding marks between 0 and 4:

## If any word or page limit that is specified in the question is exceeded, the Council will evaluate the submitted information up to the specified word or page limit but any information beyond this limit will be disregarded.

**Scoring Scale (B)**

|  |  |
| --- | --- |
| **0** | **Completely unsatisfactory/unacceptable response** **No response** to the question or **serious deficiencies** in meeting the required standards.  |
| **1** | **Poor response** The response is partially compliant with some **shortfalls** in meeting the required standards. |
| **2** | **Acceptable response** The response is compliant and meets the **basic contract standards**. Any concerns are only of a minor nature. |
| **3** | **Good response** The response is fully compliant and clearly indicates a full understanding of the contract and the ability to **consistently** **deliver** all the required contract standards. |
| **4** | **Excellent response** The response is fully compliant and clearly indicates a full understanding of the contract and the ability to **exceed** the required standards of the contract.  |

* + 1. Responses are individually evaluated by an evaluation team and then moderated for consistency. The final score will be agreed by consensus by the panel.
		2. The evaluation panel will consist of officers of Derby City Council.

## 5.3.6 If a Bid scores ‘0’ [or ‘1’] against any one or more method statements, this will give grounds for excluding the Bid from any further consideration. For any Bidders so excluded, the relevant price will also be excluded from the evaluation.

## Each method statement question also carries an ‘importance weighting’ (between 1 and 3 which reflects its significance to the evaluation (see table below).

**Weightings (A)**

|  |  |
| --- | --- |
| **Interpretation** | **Weightings** |
| High importance to the evaluation | 3 |
| Medium importance to the evaluation | 2 |
| Lower importance to the evaluation | 1 |

## The weighting (A) will be multiplied by the score out of 4 (B) to arrive at a total weighted score (C).

## The worked example of the quality criteria evaluation matrix is below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number** | **Quality Aspect** | **Quality Aspect Weighting (A)** | **Max Quality Score Achievable (B)** | **Max Weighted Marks Available (C)****(AxB = C)** |
|  | Compliance with the Specification | 3 | **4**  | **12** |
|  | Implementation / Delivering the Contract | 3 | **4**  | 12 |
|  | Resource / Staff | 3 | **4**  | 12 |
|  | Communication | 3 | **4**  | 12 |
|  | Risks/ Business Continuity/ Exit Strategy | 3 | **4**  | 12 |
|  | Electronic Procurement Tools and IT Systems |  3 | **4**  | 12 |
|  | Performance Indicators/ Monitoring] | 2 | **4**  | **8** |
| **8.** | Case Studies |  3 | **4**  | **12** |
| **9.** | Commercial Asset Evaluation | 3 | **4**  | 12 |
| **10.** | Residential Asset Evaluation | 3 | **4**  | 12 |
| **11.** | Capacity | 3 | **4**  | 12 |
| **12.** | Other Information | 3 | 4 | 12 |
| **13.** | Freedom of Information | FOR INFORMATION ONLY |
| **14.** | Assumptions | FOR INFORMATION ONLY |

Formula:

|  |  |
| --- | --- |
| Total quality score of Bid being evaluated------------------------------------------------------------------------ | x 100 = score(which is then multiplied by total quality weighting) |
| Total quality score of Bid with the highest quality score |

Example:

Bidder A = Score 122 out of 160 (the highest score)

Bidder B = Score of 105 out of 160.

Bidder A achieves a weighted score of 60. Calculation = (122/122 x 100) x 0.6 = 60.

Bidder B achieves a weighted score of 51.64 Calculation = (105/122 x 100) x 0.6 = 51.64.

## Council’s Clarification

* + 1. Post submission of Bids, the Council may request written clarification from Bidders on their Bid. Any such request will be made via the e-procurement messaging facility.
		2. Bidders may be invited to a clarification meeting, which will be confirmed via the e-procurement messaging facility at least 48 hours in advance of the proposed time of the meeting. The location for the meeting will be notified when the confirmation is made. The Bidder must confirm availability for any such meeting and submit a list of attendees within 24 hours of the confirmation being received.
		3. Where a clarification meeting is requested this will be used to clarify and / or expand on the Bidders responses and no points are allocated. Instead, having scored the Bidder on the basis of the written responses received, the scores will be reviewed and revised if appropriate in the light of additional information and insights gained during this process.
		4. For the avoidance of doubt, the Council will not be obliged to seek clarification may reject a Bid which is incomplete, ambiguous or which is not capable of evaluation. Bidders should therefore take care to ensure that their Bid is complete, unambiguous and capable of evaluation without further clarification.

# STAGE FIVE - AWARD

## Selection of a successful Bidder

The scores for all criteria will be totalled to give an overall score for each lot. The Council intends to select the Bidder(s) with the highest overall score(s) as its successful Bidder(s)

In addition to the successful Bidder[s], the Council reserves the right to appoint a reserve Bidder at the same time or at any time during the successful Bidder stage, the Council may re-engage with such reserve Bidder, or any other Bidder which has submitted a compliant bid. The Council reserves the right not to appoint a successful Bidder.

## Notification of Evaluation Outcome and Standstill period

Once successful Bidder/s are selected to proceed to successful Bidder stage they, and all other Bidders shall be notified of the outcome of the evaluation by letter. This notification also initiates the standstill period, usually 10 days, during which time the contract will not start or nor will work on its implementation take place until the period concludes.

The letter will request evidence to verify the information provided by way of self-declaration in the Standard Questionnaire. Please have this ready to submit within the timescale requested as formal appointment cannot start without it. The request for evidence and confirmation that the delivery organisations remain the same as those named in the initial submission (or notified subsequently) form the final part of the evaluation and award stages.

Failure to submit evidence, notify the Council of a change of delivery team (which can then be evaluated), or the submission of evidence which differs from the self-certification may lead to amendment of the contract award decision, and the next compliant Bidder being approached to perform the Contract.

## Successful Bidder Stage

During this stage, the successful Bidder will work together with the Council to finalise any finer points of detail in preparation for signature of the Contract. The Council reserves the right to re-engage with any other Bidder which has submitted a compliant bid in the event that it is unable to conclude the Contract with the successful Bidder.

The Contract is not subject to negotiation. Drafting comments or legal mark-ups of the Contract will not be accepted. Certain specific details of the Contract and its implementation may need to be finalised after selection of the successful Bidder. The Council reserves the right to ask Bidders to clarify and, where appropriate, revise the precise details of their Bids.

The Council reserves the right to conduct necessary due diligence on bids before a successful Bidder is appointed and before Contract signature.

## De-selection of successful Bidder

Following the appointment of a successful Bidder, in the event that the successful Bidder:

* Makes a material alteration to the Bid which formed the basis of its selection as successful Bidder (whether as to price or any other aspect of its Bid); and/or
* Does not comply with one or more of the provisions in this document; and/or
* In the reasonable opinion of the Council fails to make satisfactory progress towards signature of the Contract; and
* In the case of any of the above, fails to remedy the situation to the reasonable satisfaction of the Council within a defined time period, having been served notice in writing by the Council;

then the Council shall de-select the successful Bidder and exclude the successful Bidder from any further participation in the procurement process.

## Contract Signature

Assuming a successful completion of the successful Bidder stage, the Council and the successful Bidder will enter into the Contract. Any award of the Contract is conditional on the Contract being approved in accordance with the Council’s internal procedures and approval to proceed. The Council reserves the right not to award a Contract to the successful Bidder or to any Bidder.

Contracts should be concluded and signed /sealed by both Parties before delivery commences.

1. For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/551130/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf [↑](#footnote-ref-1)