# **COVER INSTRUCTION**

## **GENERAL REQUIREMENTS**

Cambridgeshire County Council provides County-wide services to all its citizens, has numerous statutory responsibilities, including in respect of the provision of education, and supports blue light services, the health sector, charities and other Local Authorities.

The Council’s strategic vision is to create a greener, fairer and more caring county, through focusing on five priorities:

1. Environment and sustainability
2. Health and Care
3. Places and communities
4. Children and Young People
5. Transport

Please see [Vision for Cambridgeshire](https://www.cambridgeshire.gov.uk/council/finance-and-budget/business-plans/business-plan-2022-to-2023)

Public Health are responsible for commissioning behaviour change and risk reduction health services to meet the needs of the local population, including provision of information, advice and support on a range of health related behaviour issues. A full Needs Assessment is being carried out in the Spring of 2024 to support the future commissioning approach for services across Cambridgeshire and Peterborough which includes both data and trend analysis as well as a qualitative assessment of provision and future developments.

The Council’s detailed requirements are defined in the requirement quote accompanying this cover sheet.

Please take care in reading this document in particular the Specification; in the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the buyer via the method stated below via the ProContract portal.

The Council reserves the right to:

* carry out due diligence checks on the awarded provider;
  + - 1. amend the conditions of Contract
      2. abandon the procurement process at any stage without any liability to the Council; and or
      3. require the potential bidder to clarify its quotation in writing and if the potential bidder fails to respond satisfactorily, this may result in the potential bidder not being selected.

## **PROCUREMENT TIMETABLE**

Issue of Quote: - 24th May 2024 at 12:00

Clarification deadline: 5th June 2024 at 12:00

Deadline for quote: 14th June 2024 at 12:00

Contract Start Date: 1st July 2024

Contract End Date: 31st October 2024

Your quote should be sent via the ProContract e-tendering portal.

## **EVALUATION OF QUOTATIONS**

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

**Evaluation Method 1: Minimum Quality Standard. 100% Price**

Bidders must complete Part A and pass all pass questions in PART B of the response document in order to be considered.

Bids not meeting the minimum standards will be discarded.

Price will make up 100% of the evaluation.

Where a question requires a detailed response other than a Yes/No, Bidders’ responses to each question will be scored out of a maximum of ten (10) marks as per the table below:

|  |  |
| --- | --- |
| Score | Commentary |
| 0 | Very weak or no answer |
| 2 | Poor |
| 4 | Satisfactory |
| 6 | Good |
| 8 | Very good |
| 10 | Exceptional |

The evaluators will score using the marks as described above, with **NO ODD** marks being used.

All responses need to score six (6) or higher to pass. A score four (4) or less it will be marked a fail.

Bidders being scored a fail against the pass/fail question(s) may result in your bid being rejected in its entirety.