

**CP1585-18**

**OJEU Reference 2018/S 098-223048**

**Needle and Syringe Equipment Provider  
(NSP) Service – Devon and Torbay**

**ITT Tender Launch Event  
5<sup>th</sup> June 2018**

# Agenda

- 10.00 Welcome and objectives for the morning**  
Jolene Roberts, Procurement and Contracts Officer, Devon County Council
- 10.10 Commissioner overview**  
Public Health Commissioners
- 10.30 Tender documentation and bidding process**  
Jolene Roberts, Procurement and Contracts Officer, Devon County Council
- 10.45 Using the tender portal**  
William Reed, Procurement and Contracts Officer, Devon County Council
- 11.00 Procurement process related Questions & Answers**  
Commissioners and procurement leads.
- 11.30 Close**

## Purpose of the Meeting

- Overview of the Service Provision
- To help Candidates 'navigate' around ITT documentation
- To advise regards next steps/timescales
- Overview on using the tender portal
- To respond to questions in relation to the procurement process.

**Note: questions in relation to the service specification please ask these via the portal**

# **Commissioner overview**

Public Health Commissioners

## Contract components

There will be one contract, but reporting and recharging to the two separate local authorities. The contract has two elements:

1. Provision of **needles, syringes and other injecting paraphernalia** to Needle & Syringe Programme (NSP) provider sites across Devon and Torbay
2. Collection and safe disposal of the **associated waste** from these sites

# Equipment provision

- The first core component is to ensure the provision of the required equipment listed in Schedule B in the tender documents.

The Needle & Syringe Programme (NSP) operates across three levels:

1. **Level 1** – basic NSP provision with limited range of products available (most NSP pharmacies)
2. **Level 2** – same as Level 1, but provide a wider range of products through a 'pick and mix' model (a few Devon NSP pharmacies)
3. **Level 3** – same as Level 2 but also provides a level of specialist intervention which may offer testing, vaccination and co-ordination into treatment services (the specialist NSP provider sites in Devon)

## Equipment provision - support

Beyond the provision of the equipment to the NSP provider sites, there are two other key expectations, focusing on collaborative working with commissioners and also NSP providers:

1. Work with commissioners and other partners (community safety, police etc.) to help alleviate any community concerns with regards to injecting drug use as and when issues arise – e.g. task and finish groups regarding excessive needle finds – previous examples in Exeter and Totnes

## **Equipment provision – support (cont.)**

2. Provide expert resource and capacity to upskill and maintain knowledge and expertise in NSP providers. For example:
  - Annual site visits
  - Delivery of training events alongside commissioners at locations across Devon and Torbay, including topic areas such as:
    - pack contents and purpose
    - product developments or changes
    - injecting practices
    - patterns of drug use etc



## **Equipment provision – summary**

Wider expectations of the service are:

- Provision of electronic ordering system for NSP providers (ideally also including co-ordination of waste collection provision)
- To meet the delivery and waste collection standards stated (3 working day turnaround as a minimum)
- To ensure all elements meet regulatory/industry standards
- To act as the 'eye and ears' for commissioners: alerting us to any information regarding product needs, service user feedback, unusual product requests / practices etc.

## **Waste collection component**

- Can be directly provided but anticipated to be a sub-contracted specialist waste collection and safe disposal service
- Ideally there will be an electronic system for arranging collections that ties into the electronic ordering system for equipment
- If sub-contracted, the provider will gain necessary assurances of competency and quality from the waste collector
- To meet the waste collection standards stated in the specification (3 working day turnaround as a minimum)

## General requirements

- Clearly define what processes are in place to mitigate for production line/supplier/logistical failures
- Provide backing data to each local authority to supplement monthly invoices
- Meet with commissioners on a regular basis to review activity – provision of consolidated activity for each local authority area (overall & split by each provider)
- NSP provider sites operating at Levels 1, 2 or 3 (Schedule A) should only be able to order equipment from the agreed local authority product list(s) (Schedule B)
- Work collaboratively with commissioners to continually improve the provision and be responsive to emerging needs

# **Familiarisation with the procurement documentation**

Jolene Roberts, Procurement and Contracts Officer

## Form of Procurement

- Open Procedure under the EU regulations
- There will be a single contract for the provision of the service.
- The contract will be for an initial period of 36 months with option to extend for up to a further 24 months = 5 year
- Estimated contract value per annum will be £229,000.00

# Timetable

Date and Time	Stage
25 May 2018	Dispatch of the OJEU Contract Notice by DCC. Procurement Documents made available on the Procurement Portal.
18 June 2018	Deadline for clarification questions
Noon on 25 June 2018	<b>Deadline for return of Bids (to include the SQ and ITT responses)</b>
25 June – 23 July 2018	Evaluation of Bids and recommendation for the successful Bid.
23 – 27 July 2018	Completion of DCC approval and award decision processes.
27 July 2018	Notification by DCC of the award decision, debriefing unsuccessful Bidders and commencement of the standstill period.
6 August 2018	Expiry of standstill period.
7 August 2018	Appointment of the successful Bidder and award of the contract.
1 October 2018	Service delivery commences.

# Procurement Pack

## Invitation to Tender Document

<b>Appendix 1:</b>	Specification
<b>Appendix 2:</b>	Contract
<b>Appendix 3:</b>	Certificates
<b>Appendix 4:</b>	Contractual Undertaking
<b>Appendix 5:</b>	SQ Explanatory Document
<b>Appendix 6:</b>	SQ
<b>Appendix 7:</b>	Award Criteria
<b>Appendix 8:</b>	Quality Questions
<b>Appendix 9:</b>	Financial Submissions

# Completing your Submission

- Download all documents
- Complete Offline
- Do not PDF your response



# ITT Front Page

<b>Bidder to insert their company/organisation name</b>

## Appendix 3: Certificates

### **BID FOR THE CP1585-18 NEEDLE AND SYRINGE EQUIPMENT PROVIDER (NSP) SERVICE – DEVON AND TORBAY**

#### **CERTIFICATE OF NON-COLLUSION**

*In the case of a Consortium, each Consortium Member must complete and return this Certificate.*

To Devon County Council ("DCC")

The essence of the public procurement process is that DCC shall receive bona fide competitive Bids from all Bidders. In recognition of this principle I/We certify that this is a bona fide Bid, intended to be competitive and that I/we have not fixed or adjusted the amount of the Bid or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other party.

I/We also certify that I/we have not done and undertake that I/we will not do at any time any of the following acts:

- communicate to a party other than DCC the amount or approximate amount of my/our proposed Bid (other than in confidence in order to obtain quotations necessary for the preparation of the Bid);
- enter into any agreement or arrangement with any other party that he shall refrain from bidding or as to the amount of any Bid to be submitted;
- offer or agree to pay or give or pay or give any sum of money inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused any act or omission to be done in relation to any other Bid or the proposed Bid; or
- enters into any type of agreement or arrangement with any other party aimed at distorting the outcome of the competition

In this Certificate:

- the word "person" includes any person, body or association, corporate or incorporate
- the phrase "any agreement or arrangement" includes any transaction, formal or informal whether legally binding or not.
- the word "Bid" includes all Bid submissions

SIGNED .....  
POSITION .....

On behalf of .....  
Date .....

### **BID FOR THE CP1585-18 NEEDLE AND SYRINGE EQUIPMENT PROVIDER (NSP) SERVICE – DEVON AND TORBAY**

#### **CERTIFICATE OF NON-CANVASSING**

*In the case of a Consortium, each Consortium Member must complete and return this Certificate.*

To Devon County Council ("DCC")

I/We hereby certify that I/we have not in connection with the award of the contract for The Procurement or any other proposed contract for the **CP1585-18 Needle and Syringe Equipment Provider (NSP) Service – Devon And Torbay**

- canvassed any member, employee, agent of DCC
- undertaken to unduly influence the decision-making process of DCC
- undertaken to obtain confidential information that could confer upon me/us an undue advantage in the award of the contract
- and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in the future do or seek to do the prohibited acts referred to above and that no person employed by me/us or acting on my/our behalf will do any such act

SIGNED .....  
POSITION .....

On behalf of .....  
Date .....

# ITT Appendix 4 – Contractual Undertaking

## Appendix 4: Contractual Undertaking

**BID FOR THE CP1585-18 NEEDLE AND SYRINGE EQUIPMENT PROVIDER (NSP) SERVICE –  
DEVON AND TORBAY**

### **CONTRACTUAL UNDERTAKING**

**To Devon County Council ("DCC")**

I / We the undersigned DO HEREBY UNDERTAKE on the acceptance by DCC of my / our Bid either in whole or in part, to supply (or perform the services), on such terms and conditions and in accordance with such specifications (if any), as are contained or incorporated in DCC's ITT. I / We agree and declare that the acceptance of this Bid by letter on behalf of DCC, whether for the whole or part of the items included therein, will constitute a contract for the supply of such items, and, I / We, if requested by DCC, will enter into a further agreement for the due performance of the contract.

Signed: ..... Date: .....

Name: (in block capitals):  
.....

In the capacity of: ..... on behalf of: .....  
(State official position, i.e. Director, Manager, Secretary etc.).

Company Name and postal address:  
.....  
.....

Telephone No: .....

Fax No: .....

E-mail: .....

Company Registration Number and legal form: .....

\*(It must be clearly shown whether the Bidder is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Bidder, the capacity in which he/she signs or is employed).

# ITT Appendix 5 - (SQ) Explanatory Document

Pass/Fail Criteria Matrix			
Level 1 Criteria	Level 2 Criteria Question No.	Level 2 Criteria	Available Scores
Section 4 - Economic and Financial Standing			
	4.1	Minimum current ratio	(Pass/Fail)
		Minimum liquidity ratio	(Pass/Fail)
		Bidder's financial capacity, health and dependency assessment.	(Pass/Fail)
	4.2	Minimum annual turnover	(Pass/Fail)
Section 5 – Wider Group			
	5.1	Parent company accounts	(Pass/Fail)
	5.2	Parent company guarantee	(Pass/Fail)
	5.3	Obtain a guarantee	(Pass/Fail)
Section 6 - Technical and Professional Ability			
	6.1	Relevant experience	(Pass/Fail)
	6.2	Supply chain management	(Pass/Fail)
	6.3	Explanation for paucity of relevant experience	(Pass/Fail)
Section 7 – Modern Slavery			
	7.2	Annual Reporting Requirements	(Pass/Fail)
Section 8 - Additional Questions			
	8.1	Insurance	(Pass/Fail)
	8.2	Compliance with Equality Legislation	(Pass/Fail)
	8.3	Health & Safety	(Pass/Fail)

## Part 1: Potential supplier Information

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

Section 1	Potential Supplier
Question number	Question
1.1(a)	Full name information
1.1(b) – (i)	Registered
1.1(b) – (ii)	Registered
1.1(c)	Trading at

## Part 3: Selection Questions<sup>6</sup>

Section 4		Economic and Financial Standing	
	Question	Response	
4.1	Please provide a copy of your audited accounts for the last two years. If you have provided this as part of your SQ submission, please answer 'Yes'.	Yes	
		No	
	If no, please answer 'No' and indicate which of the following ((a), (b), (c) below) you have provided to demonstrate your economic/financial standing:	Yes	
		No	
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes	
		No	
(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes		
	No		
	(c) Alternative means of demonstrating financial status if	Yes	
	anywhere in the world of any of the offences within the summary below and listed on the <a href="#">webpage</a> .		
	Participation in a criminal organisation.	Yes	
		No	

at is being relied on to meet in.

ponse

isation are set out on this questions.

on or any other person who organisation been convicted

# Appendix 7 - Award Criteria

## Appendix 7: Award Criteria

Table 1: Evaluation Criteria and Weightings

	Criteria	Weighting for Bid Evaluation
A	Quality	60%
B	Price	40%
TOTAL		100%

Table 2: Detailed Criteria and Weightings

Criteria	Criteria Weighting	Sub-Criteria	Sub-Criteria Weighting
QUALITY	60%	P. A1 Incident Management – Reporting (Part 1)	Pass/Fail
		P. A2 Incident Management – Reporting (Part 2)	Pass/Fail
		P. A3 Management Systems (Part 1)	Pass/Fail
		P. A4 Management Systems (Part 2)	Pass/Fail
		P. A5 Management Systems (Part 3)	Pass/Fail
		Q. A1 Customer Support	10%
		Q. A2 Service Requirements (Part 1)	20%
		Q. A3 Service Requirements (Part 2)	15%
		Q. A4 Emerging Needs	15%
PRICE	40%	Q. B1 Price Element A: Goods - Devon and Torbay	25%
		Q. B2 Price Element B: Delivery of Goods - Devon and Torbay (per delivery)	5%
		Q. B2 Price Element C: Waste Collection - Devon and Torbay	10%

## Appendix 8: Quality Questions

### QUESTIONS BIDDERS ARE REQUIRED TO ANSWER

The responses to the questions in this Appendix along with the prices submitted in the pricing schedule will be used to evaluate the responses received under the criteria and weighting system. Please refer to the Award Criteria detailed in Appendix 7: Award Criteria and familiarise yourself with this before completing this Appendix.

*Questions P. A1 – P. A5 are Pass/Fail Questions, Bidders who do not pass these criterions will be excluded from the process.*

Question P. A1 Incident Management - Reporting (Part 1)		
Bidders to confirm that they will have an incident reporting process in place and will notify DCC of any incidents that may require the Authority's attention as per the service specification 2.9?	Yes (Pass)	
	No (Fail)	
Question P. A2 Incident Management - Reporting (Part 2)		
Bidders to confirm that they will provide support and engagement with regards to significant incidents as per the service specification 2.9?	Yes (Pass)	
	No (Fail)	

# ITT – Scoring Matrix

SCORING SCALE	
Score Awarded	Quality Band Performance Definition
0	Very poor or no response The response provides no confidence.
1	Poor The response provides very little confidence.
2	Unsatisfactory The response provides some confidence but not to an acceptable degree.
3	Satisfactory The response provides an acceptable degree of confidence.
4	Good The response provides a good degree of confidence.
5	Excellent The response provides an exceptional degree of confidence.



## Appendix 8 – Quality Questions

### Criteria A – Quality

#### Q. A1 Customer support:

Please describe how you intend to maintain regular contact with the pharmacies commissioned to deliver needle exchange services, with a particular focus on improving the volume of used needles being returned safely to the pharmacies.

Maximum Score 5

Weighting 10%

Please note no attachments will be accepted in relation to this question

Your response:

# Appendix 9 – Financial Submission

Appendix B Pricing Schedule: Needles and Syringes (Goods Specifications)				
Price Element A: Goods - Devon and Torbay (Weighting 25%)				
Price Element C: Waste Collection - Devon and Torbay (Weighting 10%)				
Name		Charge per collection 2.5 ltr clinical waste bin	Charge per collection 22 ltr clinical waste bin	Comments
Price Element				
Indicative Volumes per annum		5	1637	only
Collection of waste as per specification		£0.00	£0.00	
Additional costs: (please list below)				
Notes:	Delivery of delivery	£0.00	£0.00	
		£0.00	£0.00	
	Additional	£0.00	£0.00	
		£0.00	£0.00	
		£0.00	£0.00	
Total cost		£0.00	£0.00	
		£0.00		
		£0.00		
Total cost of Delivery Charge		£0.00		

# Appendix 9 – Financial Evaluation

PRICE	40%	Q. B1 Price Element A: Goods - Devon and Torbay	25%
		Q. B2 Price Element B: Delivery of Goods - Devon and Torbay (per delivery)	5%
		Q. B2 Price Element C: Waste Collection - Devon and Torbay	10%

## Appendix 9: Financial Submissions

**Bidders are required to complete the Pricing Schedule named '04. Schedule B - NSP Pricing Schedule 18052018'**

Your Bid may be rejected if:

- you fail to fully complete the Pricing Schedule; and/or
- you submit an alternative Pricing Schedule.

If you intend to offer an element of the service or goods free of charge then you must enter the number '0' in the relevant cell of the pricing spreadsheet/table.

Providers are to state whether minimum order quantities apply, or if there is anything else with regards to the pricing rationale (for information only) on tab 'Needles and Syringes Goods' in the notes box provided.

Once the Contract has being entered into, prices are to be held firm for a minimum of 12 months unless otherwise stated ("Price Stability Period").

The prices quoted in the Supplier's Bid shall remain fixed throughout the term of the Contract except as may be varied in accordance with the terms of the Contract.

I / We offer to supply the goods and/or services listed in the pricing schedule in compliance with the specification and all other documents forming the contract and at the fixed price above.

\*Signed: ..... Date: .....

Name: *(in block capitals)*: .....

In the capacity of: ..... on behalf of: .....  
*(State official position, i.e. Director, Manager, Secretary etc).*

# ITT Bid checklist

	Document title	Action	Complete
1.	ITT	Read	
2.	ITT front sheet only	Complete name and submit with Bid	
3.	Appendix 1: Specification	Read	
4.	Appendix 2: Contract	Read	
5.	Appendix 3: Certificates	Read, sign and submit	
6.	Appendix 4: Contractual Undertaking	Read, sign and submit	
7.	Appendix 5: SQ Explanatory Document	Read	
8.	Appendix 6: SQ	Read, complete, sign and submit	
9.	Appendix 6: SQ (subcontractors)	Subcontractors to complete parts 1 and 2 and submit with your bid	
10.	Appendix 7: Award Criteria	Read	
11.	Appendix 8: Quality Questions	Read, complete and submit	
12.	Appendix 9: Financial Submissions	Read, complete, sign and submit	
	Copies of documents		

- A tender compliance review
- The SQ (Standard Questionnaire – Appendix 6)
  - comprised of mandatory exclusion grounds, discretionary exclusion grounds, information only questions and mandatory PASS/FAIL questions.
  - See also Appendix 5 for details of how the information provided through SQ will be evaluated
- ITT quality evaluation stage:
  - ITT Quality evaluation stage: Quality Questions Appendix 8
  - See also Appendix 7 details of the award criteria.
- ITT price evaluation stage:
- Due Diligence will be taken during the ITT evaluation stage on all Bidders
- The Preferred Bidder(s) notified of DCC's intention to award the Contract and unsuccessful Bidders notified by letter commencing the standstill period.
- Contract Award upon successful completion of the standstill period

# Using the tender portal

## How to submit your response

ProContract – Version 3

William Reed, Procurement and  
Contracts Officer, Devon County Council

A banner image for the portal. It features a blue sky, a yellow sun, a lighthouse, a suspension bridge, a person running, and a dog. The text "supplyingthesouthwest.org.uk" is written in a large, white, sans-serif font, and "Procurement Portal" is written in a smaller, white, sans-serif font below it.

# supplyingthesouthwest.org.uk

Procurement Portal

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## Useful Links

[Help and Guidance](#)[CPV Codes](#)[Crown Commercial Services](#)[TED - Tenders Electronic Daily](#)

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This portal provides a user friendly, intuitive process to advertise all open tenders and quotation opportunities for councils in the South West. The procurement portal is FREE to join for businesses and offers the following advantages:-

- Immediate access to current business opportunities
- Receive email notifications on business opportunities that are align with your company
- Reduces costs as the process is online
- You are in control of your tender submission and not reliant on a third party courier or postal service
- Submissions can be completed electronically rather than hand written
- Submissions can be amended up until the closing date and time


[Register now >](#)

Once your company has registered you need to add the domain **@due-north.com** to your safe senders list to ensure that you receive all email alerts





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If you are currently registered with ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

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Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides



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Buyer	Title	Current event	Event deadline
Devon County Council	<a href="#">CP007-15 Restricted Procedure</a>	CP007-15 Restricted Procedure	07/07/2015
Devon County Council	<a href="#">CP020-15 E-Auction Test</a>	E-Auction for Zoo Animals	18/08/2015
★ Devon County Council	<a href="#">CP2810-15 Supplier Demo</a>	CP2810-15 Supplier Demo - ITT	20/11/2015
★ Devon County Council	<a href="#">TRAINING - CP1234-56 Contract Title</a>	TRAINING - CP1234-56 Contract Title	15/12/2015

Company details summary [Edit](#)

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### Categories

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## Opportunities

### Title

CP1172-15: Devon and Somerset Standing List of Approved Contractors (SLoAC) Summer 2016 Reopening

CP1185-15 Provision of Passenger Transport Dynamic Purchasing System

CP1223-15 Devon Independent Living Integrated Service (DILIS)

NHS Standard Contract for Care Homes 2013/14 (NHS Standard Contract for Care Homes 2016/17)

Provision of Youth Service in Devon (CP1311-16 Provision of Youth Service in Devon)

### Buyer

Devon County Council

Devon County Council

Devon County Council

Devon County Council

Devon County Council

### Expression Start

28/06/2016

01/03/2016

04/07/2016

01/07/2015

21/06/2016

### Expression End

16/08/2016

01/04/2022

25/08/2016

30/06/2017

25/07/2016

# CP1223-15 Devon Independent Living Integrated Service (DILIS)

## Main contract details

**Opportunity Id** DN94357 (Historical Ref: CONTRACT-A2NH-U55MXG)

**Title** CP1223-15 Devon Independent Living Integrated Service (DILIS)

**Categories** 33000000-0 - Medical equipments, pharmaceuticals and personal care products  
51410000-9 - Installation services of medical equipment  
85140000-2 - Miscellaneous health services  
[More...](#)

**Description** The Commissioners are seeking to establish an integrated service which includes Community Equipment Services, Self-Assessment and signposting, Minor Adaptation Services up to £1000; delivered through a single, web-based solution IT System to meet the needs of service users in Devon.

To achieve ...t any information considered by the Authority to be of a confidential nature will not be included within the publicly available documents. NOTE: Only Applicants who have registered an interest will be notified of any updates or changes to this tender opportunity and the associated tender documents.  
[More...](#)

**Region(s) of supply** Devon

**Estimated value** N/A

**Keywords** Community, Equipment, Assistive, Telecare, Technology, Adaptations

## Key dates

### Estimated contract dates

**Start date** 10/05/2017

**End date** 10/05/2022

## Expression of interest window

**From** 04/07/2016 14:30 to 25/08/2016 12:00

[Login and register interest in this opportunity](#)

### New to ProContract?

If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

## Contact details

**Buyer** Devon County Council

**Contact** Mr Nick Richardson

**Email** [nick.richardson@devon.gov.uk](mailto:nick.richardson@devon.gov.uk)

## Attachments

<a href="#">,CP1223-15 DILIS ITT v7.0.pdf</a>	1 MB
<a href="#">Annex 1 DILIS Service Specification Final 23062016.pdf</a>	1 MB
<a href="#">Annex 2 DILIS Information Pack FINAL 30 6 16.pdf</a>	759 KB
<a href="#">Annex 3 DILIS IT Technical Specification Final 16062016.pdf</a>	426 KB
<a href="#">Annex 4 DILIS Service Agreement Final 14 07 2016.pdf</a>	826 KB

## CP1223-15 Devon Independent Living Integrated Service (DILIS)

### Main contract details

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[More...](#)

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To achieve ...t any information considered by the Authority to be of a confidential nature will not be included within the publicly available documents. NOTE: Only Applicants who have registered an interest will be notified of any updates or changes to this tender opportunity and the associated tender documents.  
[More...](#)

**Region(s) of supply** Devon

**Estimated value** N/A

**Keywords** Community, Equipment, Assistive, Telecare, Technology, Adaptations

### Key dates

#### Estimated contract dates

**Start date** 10/05/2017

**End date** 10/05/2022

### Expression of interest window

**From** 04/07/2016 14:30 to 25/08/2016 12:00

[Register interest in this opportunity](#)

#### New to ProContract?

If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

### Contact details

**Buyer** Devon County Council  
**Contact** Mr Nick Richardson  
**Email** [nick.richardson@devon.gov.uk](mailto:nick.richardson@devon.gov.uk)

### Attachments

<a href="#">CP1223-15 DILIS ITT v7.0.pdf</a>	1 MB
<a href="#">Annex 1 DILIS Service Specification Final 23062016.pdf</a>	1 MB
<a href="#">Annex 2 DILIS Information Pack FINAL 30 6 16.pdf</a>	759 KB
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Service \(DILIS\) - TEST](#)

05/07/2016  
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Devon County  
Council

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supplier\_sw\_49 compa

**Keywords**

[Vendor profile](#)

[Edit vendor profile \(40%](#)



[Home](#) › [TEST - CP1223-15 Devon Independent Living Integrated Service \(DILIS\) - TEST](#)

## Activity : TEST - CP1223-15 Devon Independent Living Integrated Service (DILIS) - TEST

[< Back to home page](#)

### Events

[TEST - CP1223-15 Devon](#)

Expression of interest accepted

[Hide details](#) | [Open](#)

[Independent Living Integrated](#)

[Service \(DILIS\) - TEST](#)

**Interest start date:** 04/07/2016 12:02

**Interest end date** 25/08/2016 12:00

**Expressed interest on** 05/07/2016 09:25

[TEST - CP1223-15 Devon](#)

Not started (Respond by: 25/08/2016)

[View details](#) | [Start](#)

[Independent Living Integrated](#)

[Service \(DILIS\) - TEST](#)



[Archive this activity](#)

### Messaging

You have 0 unread message(s).

[View messages](#)

### Audit history

[View audit history](#)

[Home](#) > [My activities](#) > [TEST - CP1223-15 Devon Independent Living Integrated Service \(DILIS\) - TEST](#) > [ITT Open – Automatic Eol](#) > [Messaging](#) > Messaging

## Messages for ITT Open – Automatic Eol - Search results

### Narrow your results

#### Read Status

- ☒ Read
- ☒ Unread
- ☒ Flagged

Start date

dd/mm/yyyy

End date

dd/mm/yyyy

Reset

Update

### Inbox

Create new message

<input type="checkbox"/>	Ref No	Subject	From	Date
<input type="checkbox"/>	1.1.1	<a href="#">RE: Test Question</a>	Project team	05/07/2016 10:34



## New message

To: Project team

Subject: Appendix C TUPE Undertaking of Confidentiality Document

Attachments:  [Appendix C TUPE Undertaking of Confidentiality Document.docx](#) 

Please see attached Appendix C TUPE Undertaking of Confidentiality Document

PLEASE DO NOT IDENTIFY YOURSELF WITHIN ANY MESSAGES

Send message

[Cancel](#)

**Tender Submissions MUST NOT be uploaded within this section**

# Submitting Your Tender Response

[Home](#) > TEST - CP1223-15 Devon Independent Living Integrated Service (DILIS) - TEST

Activity : TEST - CP1223-15 Devon Independent Living Integrated Service (DILIS) - TEST

[< Back to home page](#)

## Events

[TEST - CP1223-15 Devon](#)

Expression of interest accepted

[Hide details](#) | [Open](#)

[Independent Living Integrated](#)

[Service \(DILIS\) - TEST](#)

**Interest start date:** 04/07/2016 12:02

**Interest end date** 25/08/2016 12:00

**Expressed interest on** 05/07/2016 09:25

[TEST - CP1223-15 Devon](#)

Not started (Respond by: 25/08/2016)

[View details](#) | [Start](#)

[Independent Living Integrated](#)

[Service \(DILIS\) - TEST](#)

[TUPE Information HUB](#)

Not started (Respond by: 25/08/2016)

[View details](#) | [Start](#)



[Archive this activity](#)

## Messaging

You have 0 unread message(s).

[View messages](#)

## Audit history

[View audit history](#)

[<Back to dashboard](#)

Devon County Council - ITT

5202943

Main details

**Title:** TEST - CP1223-15 Devon Independent Living Integrated Service (DILIS) - TEST

**Respond by:** 25 August 2016 12:00:00


**Description:**  
TEST - CP1223-15 Devon Independent Living Integrated Service (DILIS) - TEST  
TEST - CP1223-15 Devon Independent Living Integrated Service (DILIS) - TEST  
TEST - CP1223-15 Devon Independent Living Integrated Service (DILIS) - TEST

Attachments

Public attachments can be viewed by all procurers and suppliers involved in this rfx

<a href="#">_CP1223-15 DILIS ITT v7.0.docx</a>	12 KB
<a href="#">Annex 1 DILIS Service Specification Final 23062016.pdf</a>	84 KB
<a href="#">Annex 2 DILIS Information Pack FINAL 30 6 16.pdf</a>	84 KB
<a href="#">Annex 3 DILIS IT Technical Specification Final 16062016.pdf</a>	84 KB
<a href="#">Annex 4 DILIS Service Agreement Final 14 07 2016.pdf</a>	84 KB
<a href="#">Annex 5 Financial Template Final 01 07 2016.xlsx</a>	8 KB

Terms & conditions

 [Applicable Devon County Council's Terms and Conditions within Tender documents](#)

Time remaining

51

Days

1

Hour

1

Minute

2

Seconds

Messaging

You have 1 unread message(s).  
[View messages](#)

Response controls

Start my response

[Register intent to respond](#)

[No longer wish to respond](#)

My responses

You have not yet started your response.

[Home](#) › [My activities](#) › [TEST - CP1223-15 Devon Independent Living Integrated Service \(DILIS\) - TEST](#) › [TEST - CP1223-15 Devon Independent Living Integrated Service \(DILIS\) - TEST](#) › [Create ITT response](#)

## Create ITT response

**1** Details **2** Additional information **3** Attachments **4** Terms & conditions

**Response reference: 106970421**

Welcome to the ITT response wizard.

The wizard will assist you with the completion of your response.

You will be presented with a number of different steps to complete. Once each step has been completed you can click the 'Continue' button to proceed to the next step, or 'Back' to return to the prior step or 'Cancel' to exit the wizard.

After the completion of each step, the response information entered will be saved as a draft, which will allow you to resume the response at a later date if required.

Once all the steps have been completed and all mandatory response criteria have been met, you will be asked if you wish to submit your response.

If you agree to submit your response, you will receive a confirmation receipt email. Please note, if you do not receive the confirmation email please contact support as you cannot be guaranteed that your response has been received.

[Continue](#) [Reset](#) [Cancel](#)

## Create ITT response



Details




Additional information




Attachments



Terms & conditions

Supplier reference (optional) 

Response information (optional) 

Additional comments (optional) 

Continue

[Reset](#) [Cancel](#) [Back](#)

## Create ITT response

[Details](#)
[Additional information](#)
**3 Attachments**
[4 Terms & conditions](#)

No attachments

[Add attachment](#)

[Continue](#)
[Reset](#)
[Cancel](#)
[Back](#)

### Attachments



[Show weblinks](#)

#### File upload rules:

- Maximum file size: 1024MB
- Valid file types: txt, rtf, mpp, vsd, dwg, rar, msg, ics, html, gif, jpg, png, jpeg, tiff, tif, zip, pdf, doc, xls, ppt, docx, xlsx, pptx, mp3, mov, m4a, swf, wmv, mpg, mpeg, avi, wav, odt, odp, ods, numbers, pages

[Add files...](#)

[Start upload](#)


[Cancel upload](#)

File name	Comment	Size	Progress
Annex 5 Financial Template.xlsx		8.82 KB	<input type="text"/>
Appendix D - Certificate of Undertaking and Absence of Collusion.docx		12.84 KB	<input type="text"/>
ITT.docx		12.79 KB	<input type="text"/>

[Home](#) › [My activities](#) › [TEST - CP1223-15 Devon Independent Living Integrated Service \(DILIS\) - TEST](#) ›  
[TEST - CP1223-15 Devon Independent Living Integrated Service \(DILIS\) - TEST](#) › [Create ITT response](#)

## Create ITT response

[Details](#) [Additional information](#) **3** Attachments **4** Terms & conditions

	<a href="#">Annex 5 Financial Template.xlsx</a>	8 KB
	<a href="#">Appendix D - Certificate of Undertaking and Absence of Collusion.docx</a>	12 KB
	<a href="#">ITT.docx</a>	12 KB

[Add attachment](#)

[Continue](#) [Reset](#) [Cancel](#) [Back](#)

## Create ITT response

 Details  Additional information  Attachments  4 Terms & conditions

Please follow the link to read the terms and conditions

[Applicable Devon County Council's Terms and Conditions within Tender documents](#)

☒ Accept

☐ Decline

[Finish](#) [Reset](#) [Cancel](#) [Back](#)

DCC reserves the right to reject a Tender Proposal which seeks to qualify or amend the terms and conditions set out in the DCC ITT Document at Appendix 2 Contract



[Home](#) > [My activities](#) > [TEST - CP1223-15 Devon Independent Living Integrated Service \(DILIS\) - TEST](#) > [TEST - CP1223-15 Devon Independent Living Integrated Service \(DILIS\) - TEST](#)

**My response**

106970421 **Draft**

Additional information

[Edit](#)




**Supplier reference:**

Terms & conditions -  Accepted

[Decline](#)

 [Applicable Devon County Council's Terms and Conditions within Tender documents](#)

Attachments

- |   |       |
|---|-------|
|  <a href="#">Annex 5 Financial Template.xlsx</a>  | 8 KB  |
|  <a href="#">Appendix D - Certificate of Undertaking and Absence of Collusion.docx</a> | 12 KB |
|  <a href="#">ITT.docx</a>  | 12 KB |

[+ Add attachment](#)

[<Back to summary](#)

Time remaining

Respond by: 25 August 2016 12:00:00

50 Days 21 hours 4 Minutes 32 Seconds

Response controls

[Submit response](#)

[Open response wizard](#)

Submission checklist

- ☒ Terms & conditions
- ☒ Attachments

Audit history

[View audit history](#)

[Home](#) > [My activities](#) > [TEST - CP1223-15 Devon Independent Living Integrated Service \(DILIS\) - TEST](#) > TEST - CP1223-15 Devon Independent Living Integrated Service (DILIS) - TEST

**My response**

106970421 **Draft**

[<Back to summary](#)

Time remaining

Respond by: 25 August 2016 12:00:00

2 Minutes 34 Seconds

Additional information

Edit


Supplier reference:

Terms & condition



[Applicable Devon](#)

Attachments

- |   |       |
|---|-------|
|  <a href="#">Annex 5 Financial Template.xlsx</a>  | 8 KB  |
|  <a href="#">Appendix D - Certificate of Undertaking and Absence of Collusion.docx</a> | 12 KB |
|  <a href="#">ITT.docx</a>  | 12 KB |

 **Add attachment**

Submit response

**Are you sure you want to submit this response?**

**Submit response**

Cancel

Submission checklist

- ☒ Terms & conditions
- ☒ Attachments

Audit history

[View audit history](#)

Devon County Council - ITT

5202943

Main details

**Title:** TEST - CP1223-15 Devon Independent Living Integrated Service (DILIS) - TEST **Respond by:** 25 August 2016 12:00:00

**Description:**

TEST - CP1223-15 Devon Independent Living Integrated Service (DILIS) - TEST  
TEST - CP1223-15 Devon Independent Living Integrated Service (DILIS) - TEST  
TEST - CP1223-15 Devon Independent Living Integrated Service (DILIS) - TEST

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<a href="#">Annex 4 DILIS Service Agreement Final 14 07 2016.pdf</a>	84 KB
<a href="#">Annex 5 Financial Template Final 01 07 2016.xlsx</a>	8 KB

Terms & conditions



[Applicable Devon County Council's Terms and Conditions within Tender documents](#)

Time remaining

50 Days 21 Hours 1 Minute 41 Seconds

Submitted

Messaging

You have 1 unread message(s).

[View messages](#)

Response controls

[I would like to edit my response](#)


















[No longer wish to respond](#)

My responses

[Version 1](#) Submitted 05/07/2016 14:58:15

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-   [Responding to Tenders](#)
-   [Managing your Account](#)
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**Due North Technical Support Team**

Telephone: 0844 334 5204

Email: [swsupport@due-north.com](mailto:swsupport@due-north.com)

(08:30 to 17:00 Monday to Friday,  
excluding English public holidays).

# Do's & Don'ts

- Do read all of the documents before compiling and submitting your ITT response including all of the additional documents attached
- Do seek clarification through ProContract if you are unsure of anything
- Do ensure you have fully completed your ITT response
- Do ensure you upload / submit the correct final documents of your submission
- Do contact the ProContract Support team (Due North) if any ProContract issues / queries
- Do not submit any additional documents / appendices that are not requested (i.e. brochures)
- Do not leave your submission to the last moment
- Do not amend the layout of the documents
- Do not submit your ITT response in a format other than those stipulated or equivalent
- Do not leave a question blank, if the questions does not apply answer N/A
- Bidders are reminded that submissions must be uploaded in the published format and MUST NOT be embedded into other documents.

# **Procurement process related Questions & Answers**

Panel of commissioners and procurement leads.