

REQUEST FOR QUOTATION FOR provision of curriculum days for schools in fenland and east cambridgeshire





The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Cambridgeshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Cambridgeshire County Council to encourage effective trade between the Council and local small businesses.

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# INTRODUCTION

## GENERAL REQUIREMENTS

Cambridgeshire County Council invites quotations for the provision of Curriculum Days for Schools in Fenland and East Cambridgeshire.

The Authority’s detailed requirements are defined in Part 2 - Specification.

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.

The Authority reserves the right to:

* carry out due diligence checks on the awarded provider;
* amend the conditions of Contract attached in Appendix 1;
* abandon the procurement process at any stage without any liability to the Authority; and or
* require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

## BACKGROUND

Cambridgeshire County Council is the local government body responsible for administering public services for a geographical area of approximately 1300 square miles bordering Lincolnshire, Norfolk, Suffolk, Essex, Hertfordshire, Bedfordshire and Northamptonshire. Cambridgeshire has a population of approximately 621,200.

Cambridgeshire County Council was formed in 1974 and quickly established a reputation for managerial innovation. This included medium term planning, local financial management (the County Council pioneered the delegation of budgets to schools), the development of an internal market for support services, and imaginative approaches to service delivery including the out-sourcing of a number of Council services.

The vision for Cambridgeshire is to Making Cambridgeshire a great place to call home. The Council priorities are:

• Supporting and protecting people when they need it most

• Helping people to live independent and healthy lives in their communities

• Developing our local economy for the benefit of all.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 25/07/2019 |
| **Deadline for Clarification Questions** | 02/08/2019 |
| **Deadline for Quotation Responses** | 09/08/2019 |
| **Quotation Evaluation** | w/b 12/08/2019 |
| **Contract Awarded / Start Date** | w/b 26/08/2019 |

## CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred via email to:

|  |  |
| --- | --- |
| **Name** | Tiffany Middleton |
| **Job Title** | Opportunity Area Programme Manager |
| **Telephone** | 01223 743886 |
| **Email** | [Tiffany.Middleton@cambridgeshire.gov.uk](mailto:Tiffany.Middleton@cambridgeshire.gov.uk) |
| **Deadline for questions (date & time)** | 02/08/2019, 5pm |

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via email to:

|  |  |
| --- | --- |
| **Name** | Jacquie Woodcock |
| **Job Title** | Opportunity Area School Improvement Project Lead |
| **Telephone** | 01223 743886 |
| **Email** | [Jacquie.Woodcock@cambridgeshire.gov.uk](mailto:Jacquie.Woodcock@cambridgeshire.gov.uk) |
| **Respond by Date & Time** | 09/08/2019, 5pm |

## 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 3: Weighted combination of Quality and Price** |

**Quality Questions at 70% + Pricing at 30% = 100%**

A minimum quality score of 60% will apply. Any responses which score zero for any questions will be automatically eliminated.

The Quality Questions will be scored using the following scale:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 4 | * Response addresses **all** relevant criteria * The response provides evaluators with evidence, assurance and confidence that all criteria will be met to a high level through its comprehensive response to the question. |
| 3 | * Response addresses **all** relevant criteria * The response provides evaluators with evidence that the criteria will be met However the evaluators require further detail for some criteria to fully understand how the requirement would be delivered to a high level. |
| 2 | * The response addresses **some** of the relevant criteria only which gives the evaluators some confidence the criteria will be met. |
| 1 | * Regardless of whether some, most or all criteria have been addressed, the response overall lacks sufficient detail or is unclear, meaning that evaluators are not confident that the requirement will be delivered to an acceptable level |
| 0 | * Response does not answer the question or is completely irrelevant |

1. **Pricing (Part 4)**

Pricing % will be calculated as follows:

The bid with the lowest overall price will receive a full score of 30%

The following calculation will be applied to the other bids:

Score = 30 – ((( Price - Lowest Price ) / Lowest Price x 100 ) x ( 30 / 100 ))

This means than any bid that is double or more the lowest compliant bid will score 0% for the pricing element.

# SPECIFICATION

1. **Overview**
   1. The Fenland and East Cambridgeshire Opportunity Area is inviting potential providers to submit applications to run ‘curriculum days’ for schools in Fenland and East Cambridgeshire, to enable school staff to attend training days.
   2. The successful provider will need to demonstrate the ability to offer a relevant, engaging, day-long session appropriate for a whole schools, focused on one or more of the following topics:

* Careers
* Arts/Cultural enrichment
* Sports
* Music
* Author/Writing
* Literacy Day
* STEM projects
  1. The successful provider will be able to demonstrate a proven track record of successful work with schools, children and young people, and experience of delivering similar activities to schools.

1. **Background**
   1. In January 2017, Fenland and East Cambridgeshire was designated as one of 12 Opportunity Areas by the Department for Education. This was in response to findings in the 2016 Social Mobility Index that Fenland and East Cambridgeshire are ‘cold spots’ for social mobility.
   2. The Department for Education has dedicated £72milliion to the Opportunity Areas programme to improve social mobility, as well as tailoring existing DfE schemes to be more relevant for the 12 areas.
   3. In Fenland and East Cambridgeshire, a number of our projects require school staff to take time out of the classroom to attend training. This is a particular feature of our School Improvement programme, which includes 21 schools across Fenland and East Cambridgeshire (18 primary and 3 secondary).
   4. Naturally, a requirement to take significant time out of the classroom to attend training causes issues for schools in terms of their ability to cover lessons. Our solution to this is to provide ‘curriculum days’ for these schools, enabling schools to release their staff to attend training while the school remains open.
2. **Local context**
   1. Fenland and East Cambridgeshire are neighbouring districts within Cambridgeshire. Both districts are predominantly rural, with a number of market towns (Wisbech, Chatteris, March and Whittlesey in Fenland), and one small city (Ely).
   2. There are 60 mainstream primary schools across Fenland and East Cambridgeshire, including local authority-maintained schools and academies. There are 9 secondary academies, 4 special schools and 1 alternative provision unit.
   3. The Opportunity Area School Improvement programme involves 18 primary schools and 3 secondary schools.
3. **Key Activities and Outputs**

4.1. The successful provider(s) will be required to offer curriculum days to schools in the Fenland and East Cambridgeshire School Improvement Programme. Schools will be able to select these days on a call-off basis depending on their needs.

4.2. If the successful provider(s)’s curriculum day is requested by a school, they will be expected to:

* Provide their curriculum day on the date requested by the school, to enable school staff to attend Opportunity Area training.
* Adhere to all school policies as required, including providing evidence of DBS certificates.
* Ensure that the day provided is high quality and of educational value to the children participating.

1. **Partnership and Consortium**
   1. This contract will likely be offered to a number of providers, enabling us to offer a varied range of options to schools.
   2. As this contract is a call-off framework, successful providers will be notified when schools are interested in using their curriculum day. Please note that being selected to appear on this call-off framework does not guarantee work through this contract.
2. **Fee Proposal and Financial Arrangements**
   1. We request that providers submit a fee proposal for this work, including a schedule of fees broken down as outlined above.
   2. Fee proposals should include all disbursements and expenses.
   3. Where appropriate, fee proposals should include minimum viable numbers.
   4. Payment will follow completion of agreed stages.

# SUPPORTING INFORMATION

Please access ProContract to complete this information (delete as appropriate).

## Organisation and Contact Details

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered office)** |  |
| **A-4 Organisation Registration Number**  **(if applicable)** |  |
| **A-5 Is your organisation a:**   * Sole Trader * Partnership * Public Limited Company * Private Ltd Company * Voluntary & Community Sector * Charity * SME (Small and Medium Enterprise) * Other |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a**  **member of a group of companies,**  **please give the name and**  **address of the ultimate holding**  **company** |  |
| **A-8 Name of person to whom**  **any queries relating to this quote**  **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address**  **(if different to the Address above)** |  |

## Questions

Please see Section 1, Part F (*Evaluation of Quotations*) for details on the weighting and scoring criteria.

|  |  |  |
| --- | --- | --- |
| **Question**  **Number** | **Question** | **Weighting (1 = Low, 2 =Med or 3= High)** |
| 1 | Please outline the format and content of your curriculum day. |  |
| Potential Provider’s Response |  |  |
| 2 | What do you see as the key challenges of delivering this contract? |  |
| Potential Provider’s Response |  |  |
| 3 | How would you adapt your curriculum day to meet the needs of different age groups/ numbers of pupils? |  |
| Potential Provider’s Response |  |  |
| 4 | What do you understand to be the key challenges for educational provision in Fenland and East Cambridgeshire? |  |
| Potential Provider’s Response |  |  |
| 5 | The level of insurance required is £2million public liability, £1million professional indemnity and £5million employers’ liability.  Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?­­ | **PASS/FAIL question. Potential Providers who answer ‘No - have not got cover and won't provide Authority’s level of cover’ will fail the RFQ process.** |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract    **No** - but will provide the Authority‘s level of cover requested if awarded contract    **No** - have not got cover and won't provide Authority’s level of cover |  |
| 7 | The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015. | **PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process.** |
| Potential Provider’s Response | **Yes**–in response to this quotation our supply chain complies with the Modern Slavery Act 2015    **No**–in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 |  |

# PRICING SHEET

## Pricing and Costs

Please insert the total cost for one of your Curriculum Days in the table below, broken down into key components (e.g. staff, resources, travel etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **[Component]** | **[Component description]** | **[Delivery by]** | **[Costs (£)]** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Authority’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Request for Quotation for** Audit of Key Stage 2 Teaching Assistants’ Continuing Professional Development in Fenland and East Cambridgeshire.

|  |  |
| --- | --- |
| I the undersigned hereby declare by marking an X in the box: |  |

that the information provided is complete and accurate;

1. that the price in Section 4 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Authority in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |