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REQUEST FOR QUOTATION

for

Tees-Swale: naturally connected Project

Environmental community arts programme

ProContract Reference: DN

INSTRUCTIONS TO BIDDERS

Bidders are invited to submit a Quotation, by the deadline stated, for delivering the requirements in the Specification on the basis of the terms set out within this Request for Quotation (RFQ).

1.1 HOW TO SUBMIT A QUOTATION

You are advised to ensure you fully understand the requirements and scope of the proposed contract. If you have any queries in relation to this proposed contract, these must be directed via the Messaging facility within ProContract e-tendering system on the NEPO Portal (henceforth referred to as the “NEPO Portal”).

To bid, you must complete and submit the following sections, contained within this document:

* Potential Supplier Information (Part 1),
* Exclusion Grounds (Part 2),
* Selection and Award Questions (Part 3),
* Pricing Schedule (Part 4),
* Declaration (Part 5).

The requirements Part 2 are essential, and are therefore assessed on a PASS / FAIL basis. Only those bidders who successfully pass Part 2 will proceed to an evaluation of their technical responses and price offer.

The Council will evaluate your Quotation on a balance of quality and price. The weightings given to quality and price are set out in sections 1.3 and 1.4 below.

It is your responsibility to obtain for yourself and, at your own expense, all information necessary for the preparation of your Quotation. The Council will not pay any fees or expenses whatsoever in relation to any costs you may incur in preparing your response.

Quotations must be submitted for the entire scope of the contract as detailed in the Specification (Schedule 1). Quotations for only part of the Specification will be considered to be non-compliant and will be rejected.

In the event that you are successful and your Quotation is selected as the winning bid, we will enter into a contract with you in accordance with the Council’s terms and conditions as indicated in Schedule 2 of this document. Please note that the Council will not accept any amendments to its terms and conditions and any bid which includes such amendments will be considered non-compliant and will be rejected.

After issuing this RFQ, the Council may at its absolute discretion extend the closing date and time specified for receipt of Quotations, or invite variations to the Specification. Bidders will be informed of this via the NEPO Portal.

By submitting a Quotation you agree to keep your price at the amount stated in your response for at least ninety (90) days, from the deadline date for this RFQ.

The Council may disclose with other Public Sector Contracting Authorities any of the Tenderer's information/documentation (including any that the Tenderer considers to be confidential and/or commercially sensitive such as specific tender information) submitted by the Tenderer to the Council during this Procurement.  The information will not be disclosed outside of the public sector. Tenderers taking part in this competition consent to these terms as part of the competition process.

The General Data Protection Regulation (GDPR) legally controls what data can be collected and what can be done with it.  Durham County Council Corporate Privacy Statement explains this and how the Council deals with data – [www.durham.gov.uk/dataprivacy](http://www.durham.gov.uk/dataprivacy)

For Durham County Council’s Procurement Privacy Statement, please click this [link](http://www.durham.gov.uk/media/24794/Privacy-notice-procurement-bidding-organisations-/pdf/PrivacyNotice-Procurement-BiddingOrganisations.pdf?m=636655234286870000).

1.2 RFQ SUBMISSION INFORMATION

This RFQ is for the delivery of *Tees-Swale: Naturally Connected* Ephemeral Art Project.

The primary objective of the contract is to secure an arts professional to work with the Tees-Swale team to identify suitable artists for supply and installation of artworks in Upper Teesdale and Swaledale.

The funding for this Project is provided by the National Lottery Heritage Fund. Therefore the Council and the appointed supplier will be required to ensure compliance with all funding requirements related to the Contract delivery.

The proposed Contract start date is 21st October 2019 to end 15th January 2020

The Lead Officer for this procurement is Aidan Keith

All communications relating to this RFQ should be made through the NEPO Portal. No officer of the Council, including the Lead Officer, will enter into correspondence through any other means, including by email or telephone.

The indicative timetable for this procurement is as follows.

| **Stage** | **Date/time** |
| --- | --- |
| RFQ Published | 10th September 2019 |
| Deadline for submission of requests for clarification | 24th September 2019 |
| Deadline for submission of completed Quotations | 1st October 2019 |
| Evaluation of submissions | 2nd – 4th October 2019 |
| Interview Process | 9th October 2019 |
| Notification of evaluation results and intention to award contract | 11th October 2019 |
| Expected contract start date | 21st October 2019 |

This timetable is indicative only. Whilst the Council does not intend to depart from the timetable, it reserves the right to do so at any time.

Your completed Quotation must be returned via the NEPO Portal – responses sent by mail, email, fax or any other means will not be accepted.

For guidance on how to submit your response through the NEPO Portal, please visit the NEPO website training section at <https://www.nepo.org/suppliers/learn> to access the Navigating the Portal suite of videos.  These also include useful information on how to manage your online ProContract account.

**Submissions (including any part thereof) received after the stated deadline will not be accepted.** It is entirely your responsibility to ensure that you submit your response in line with the stated deadline.

**QUOTATIONS MUST BE RECEIVED NO LATER THAN THE DATE AND TIME STATED ON THE NEPO PORTAL WHICH IS STATED IN THE TIMETABLE**

The Council reserves the right to cancel this procurement process at any point. The Council is not liable for any costs or other losses resulting from the cancellation of this process.

1.3 SELECTION AND AWARD QUESTIONS

Part 3 sets out selection and award questions which are specific to the subject matter of the proposed contract. Individual questions may be either scored, or assessed on a pass / fail basis.

Questions marked as Essential Criteria are evaluated on a pass / fail basis only. Further information is provided in Part 3.

The evaluation criteria for any scored technical questions in Part 3 are included with the question.

The total weighting for all technical questions in this RFQ is **90%.** Each technical question has been given a percentage weighting which will be used to calculate the bidders’ final weighted score for technical questions. Scores for each question will have weightings applied which will be added together to achieve the final weighted score for technical questions.

Full details of the weightings given to each question are set out in Part 3.

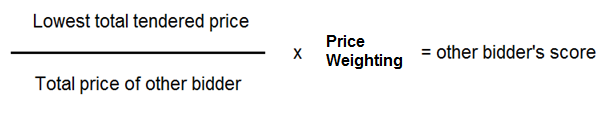
1.4 PRICE QUOTATION

Bidders must price on the basis that that you are making an offer on the terms of the Contract (including the service requirements) as supplied in this RFQ. All prices must be stated in pounds sterling and exclusive of VAT.

The total weighting for Price in this ITT is **[10%].**

**Method for calculating the final percentage weighting for Price**

The lowest Total Tendered Price will be awarded **10**%. All other tenderers bids will be assessed against the lowest Tendered Price and scored pro-rata, downwards.



The highest ranked Tenderer, on the basis of their total score for price and quality, will then be appointed.

The figures inputted by the bidder will be checked for arithmetical accuracy. If any mathematical errors or anomalies are identified the bidder will be given the option of allowing his figures to stand or to amend the figures to correct a genuine mathematical error. Bidders may also be asked to explain any anomalies in the figures provided. If a Bidder’s Pricing Schedule contains omissions, the Council reserves the right (at its discretion) to disqualify the entire Bid or to seek further clarification regarding the omission. In practice, if there are significant omissions the Council is likely to exercise its discretion to disqualify the entire Bid.

The Council may (subject to compliance with the Public Contracts Regulations 2015, particularly Regulation 69) reject a Tender if in the reasonable opinion of the Council the offer made by a bidder is abnormally low.

**1.5 ABOUT YOUR ORGANISATION**

You should use this section as a guide to how your organisation will need to complete the RFQ.

Bidding organisations (“bidders”, “the bidder”, or “you”) are advised to familiarise themselves with the requirements of this RFQ – in particular, any financial and technical requirements – in order to understand how they may need to structure their bid. The Council welcomes bids from organisations in consortium, partnership or other arrangement, where this assists organisations in meeting the minimum financial thresholds and/or enhancing the quality of their responses to technical questions.

Please read the following definitions and instructions carefully to determine how you will need to bid. If you require any further guidance or clarification, you should submit a question through the NEPO Portal, using the **Messaging** facility.

**1.5.1 Sole Bidding Organisations**

You are a sole bidding organisation if you are the only organisation bidding for this contract as part of your submission. Your organisation will be solely liable to the Council for the delivery of the requirements of the contract.

You may intend to use sub-contractors, consultants or other partner organisation. You do not need to identify them in your RFQ submission, unless:

* you will be relying on them to deliver any of the essential requirements of the contract, as set out in the specification, which you would be unable to fulfil with your own resources, or:
* where you are relying on the skills or capabilities of the sub-contractor in your response to any of the technical questions in this RFQ.

Where either (or both) of these applies, you should answer “Yes” to question 1.2(b)(i) in the Response document, and list the details of each of these sub-contractors in the space provided in 1.2(b)(ii).

**1.5.2 Consortia, Partnerships and Joint Ventures**

You are a consortium if you are submitting a bid in partnership with another organisation or organisations, with the intention that all named bidders will be jointly awarded the contract. You will be jointly and severally liable to the Council for the delivery of the requirements of the contract, regardless of the value of your contribution in respect of the contract sum, time, volume, quality or any other considerations. You must inform the Council of any withdrawal of members of the consortium, partnership or joint venture during or subsequent to the RFQ so that the implications of such a withdrawal may be assessed.

You may also intend to use sub-contractors that are not part of your consortium or partnership. You do not need to identify these in your RFQ submission, unless:

* you will be relying on them to deliver any of the essential requirements of the contract, as set out in the specification, which you would be unable to fulfil with your consortium or partnership’s own resources, or:
* where you are relying on the skills or capabilities of the sub-contractor in your response to any of the technical questions in this RFQ.

Where either (or both) of these applies, you should answer “Yes” to question 1.2(b)(i) in the Response document, and list the details of each of these sub-contractors in the space provided in 1.2(b)(ii).

**1.5.3 Special Purpose Vehicles**

You are a special purpose vehicle (“SPV”) if you have formed (or will form) a new legal entity for the purpose of bidding for this contract, with the intention that this organisation will be awarded the contract. The member organisations of the special purpose vehicle will be jointly and severally liable to Council for the delivery of the requirements of the contract, regardless of (i) the value of their contributions in respect of the contract sum, time, volume, quality or any other considerations, or (ii) the future organisational or legal standing of the special purpose vehicle. You must inform the Council of any withdrawal of members of the SPV during or subsequent to the RFQ so that the implications of such a withdrawal may be assessed.

You may also intend to use sub-contractors that are not part of your SPV. You do not need to identify these in your RFQ submission, unless:

* you will be relying on them to deliver any of the essential requirements of the contract, as set out in the specification, which you would be unable to fulfil with your SPV’s own resources, or:
* where you are relying on the skills or capabilities of the sub-contractor in your response to any of the technical questions in this RFQ.

Where either (or both) of these applies, you should answer “Yes” to question 1.2(b)(i) in the Response document, and list the details of each of these sub-contractors in the space provided in 1.2(b)(ii).

**Schedule 1: Specification**

**Tees-Swale: naturally connected**

**Scoping and consultation for environmental community arts programme**

**Introduction**

The North Pennines Area of Outstanding Natural Beauty Partnership and the Yorkshire Dales National Park Authority are collaborating on a major natural heritage project, ‘Tees-Swale: naturally connected’. It will focus on an expansive sweep of upland habitats in the heart of the Pennines, covering 829 square kilometres in Upper Teesdale and Swaledale. A map for the project area is below. This initiative will break through administrative, institutional and cultural boundaries and work in new ways with local people to restore and connect priority habitats across Teesdale and Swaledale, ensuring they are better used, widely appreciated and more accessible into the future.

Please refer to the project summary included within this RFQ for further details of the project. More information is also available at <http://www.northpennines.org.uk/tees-swale-naturally-connected/>.

The project Board is chaired by Professor Sir John Lawton, principle author of ‘Making Space for Nature’. Other Board members include representatives from Natural England, the Environment Agency, Northern Heartlands Great Places Scheme, the Raby Estate and the Northern Hill Farming Panel.

The project is funded predominantly by the National Lottery Heritage Fund and is currently in a development phase (September 2018 – February 2020). Subject to a successful funding bid, delivery is likely to start in Autumn 2020 and run until 2025. More information is available at <http://www.northpennines.org.uk/tees-swale-naturally-connected/>.

In the delivery phase of the project, two Community Engagement Officers will be recruited to lead community engagement both within and outside the project area. The community arts element of the project will be closely linked to their work.

**Community led art programme**

One of the aims of the project is to engage with new audiences and encourage their interaction with the landscape, as well as deepening the involvement of those already engaged. With this in mind, we would like to develop a landscape-inspired community led arts programme, the planning for which needs to take place in the development phase. We are seeking a range of different arts-based activities across the five-year lifetime of the Tees-Swale project, including visual art, sculpture, performance, film or music, which may involve working with a number of different artists or arts organisations. The artistic programme needs to be embedded within the overall Tees-Swale project and must influence how people feel, inspire them to do more and involve a wide range of individuals.

We have already let a contract to identify the interpretative themes and stories to be told through Tees-Swale. The final report for this strand of work will be available to the successful contractor and it is expected that during the delivery phase the arts contract delivers on these interpretative themes together with the broader objectives of the project that relate to the key habitats and species of the project area such as peatland, hay meadows, breeding wading birds and rare plants.

Arts engagement will need to involve communities across the project area plus a series of communities to the east and south of the project area. These include Bishop Auckland, Shildon, Middlesbrough, Stockton, Newton Aycliffe, Barnard Castle, Northallerton, Darlington, Leeming, Bedale, Leyburn and Richmond. The primary age group to be focussed on is young people aged 8-25 years old, although we would also be interested in developing intergenerational work and work with older people, particularly within the project area.

An experienced arts professional is required to work with the Tees-Swale team to identify suitable artists and produce a costed delivery programme for years 1 and 2 of the scheme, and outline plans for years 3 to 5, against an agreed budget. The art programme needs to be shared between Upper Teesdale and Swaledale. The contractor is also required to prepare a funding application for up to £80,000 to the Arts Council England (for years 1 and 2 of delivery) to raise match funding for this element of the project.

Through this contract we aim to:

* consult and gather ideas for arts engagement with a selection of community groups (contacts to be provided by the Tees-Swale team)
* confirm the years 1 and 2 elements of this programme;
* scope and build up ideas and contacts for years 3 and 4;
* build up broad ideas for year 5
* develop a funding application to Arts Council England for delivery of years 1 and 2

**Outputs**

* Work with the Tees-Swale team, partners and artists to identify how an arts programme could be intertwined within the overall Tees-Swale project and embedded within the community engagement work of the Community Engagement Officers
* Consult and gather ideas for arts engagement with a selection of community groups (contacts to be provided by the Tees-Swale team)
* Create proposals for a community-led environmental arts programme which has a “Wow! Factor” and will engage with diverse new audiences;
* Produce a costed delivery plan for years 1 and 2 of the scheme to an agreed budget;
* Recruit artist(s) for years 1 and 2 of the delivery phase. To meet NLHF funding requirements, this will require recruitment through a form of ‘competition’ to be agreed with the project team;
* Identify suitable artists for years 3 and 4 of the project and outline ideas;
* If needed, gain permissions for works identified for year 1 and identify further permission requirements for year 2;
* Scope a range of options for events and activities, ensuring that there are opportunities for involving larger numbers of people beyond the communities they are embedded in;
* Identify case studies of best practice;
* Recommend an approach for delivery of the contract in the delivery phase;
* Investigate the potential to partner with other organisations, such as universities, for added value;
* Present ideas and opportunities to ensure a legacy for the project after delivery;
* Prepare an application for funding to Arts Council England for up to £80,000 (for years 1 and 2). The total anticipated budget for the arts programme for the full five-year project is £180,000;
* Identify further match-funding opportunities;
* Liaise with Arts Council England in the development of the funding bid (contacts to be provided by the Tees-Swale team);
* Build up broad ideas for year 5 of delivery
* Provide an executive summary;

Copyright of the report will be owned by the North Pennines AONB Partnership;

During the delivery phase we will be letting a contract to manage the community led arts programme and to write a further funding bid to ACE.

**Timescales**

October – mid January 2020

**Reporting**

The contractor will report to the Tees-Swale Access and Engagement Officer. The contractor will be required to attend an initial meeting and be available to provide verbal and email updates as requested. A draft report is required prior to submission of the final report for comment and amendment by the project team and partners. The final report will be signed off by the Project Manager.

Three printed and bound copies and a pdf version of the report are required. A draft application for funding to the Arts Council is to be supplied separately.

**Person Specification**

Experience of developing community led arts programmes, inspired by natural and cultural heritage;

Experience of developing community led arts programmes involving a variety of mediums;

Experience of creating projects with the “Wow! Factor” that influence how people feel and inspire them to do more;

Experience of managing competitions to select artists;

Experience of the practicalities of project delivery around matters such as transport, staging, insurance, environment and security conditions;

Experience of writing funding bids for the arts;

Experience of budget management;

Strong communication, interpersonal and problem-solving skills;

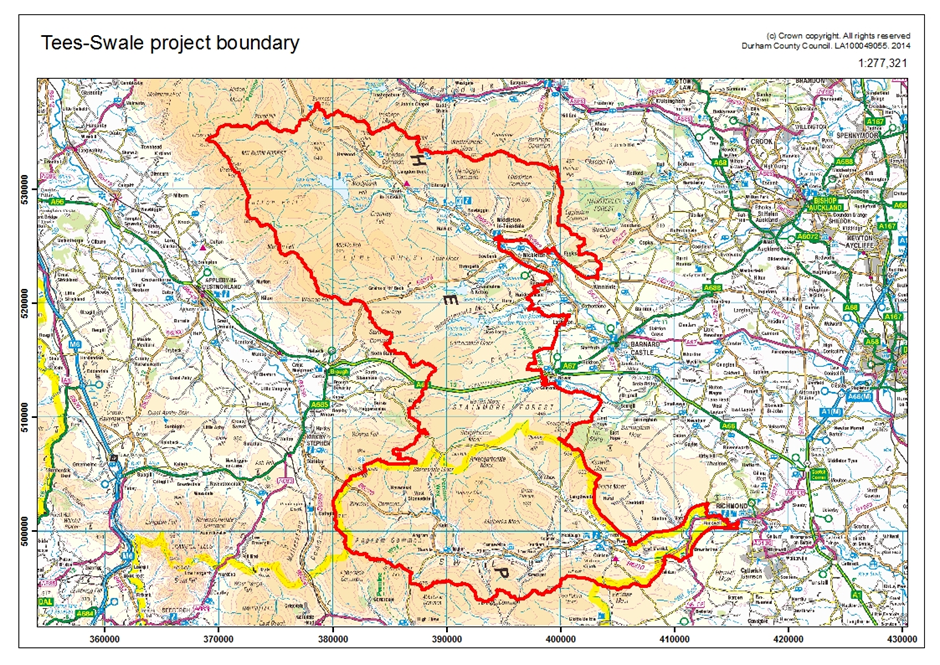
Excellent knowledge of contemporary arts both within the North region and nationally;

Ability to demonstrate consideration of how urban audiences might relate to and connect with the landscape and art;

Creative thinker with good research skills and the ability to develop new ideas under their own initiative;

Awareness of working within a local authority context;

Experience of close working with ACE.



**Schedule 2: Terms and Conditions**

The Council’s terms and conditions for this contract are:

* Durham County Council’s standard terms and conditions for services.

A copy of the terms and conditions document is available to download with this RFQ from the NEPO Portal. Copies of our standard terms and conditions are also available on the Durham County Council website.

**Your Response - 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.

|  |  |  |
| --- | --- | --- |
|  | **Potential supplier information** | |
| **Question number** | **Question** | **Response** |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable\*) |  |
| 1.1(b) – (ii) | Registered website address (if applicable\*) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes  No  N/A |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes  No |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes  No |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[3]](#footnote-3)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

**Please note:** A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

\* 1.1(b)(i) and (ii) – “Registered Address” details apply to organisations registered with Companies House, and the address associated with that registration..

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
|  | **Bidding model** | |
| **Question number** | **Question** | **Response** |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes  No  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes  No |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Your Response - Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the requirements of the contract must complete and submit Part 1 and Part 2.

|  |  |  |
| --- | --- | --- |
|  | **Grounds for mandatory exclusion** | |
| Question number | **Question** | **Response** |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes  No  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes  No  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes  No  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes  No  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes  No |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes  No |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Please Note:** The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |  |
| --- | --- | --- |
|  | **Grounds for discretionary exclusion** | |
|  | **Question** | **Response** |
| 2.4 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 2.4(a) | Breach of environmental obligations? | Yes  No  If yes please provide details at 2.5 |
| 2.4(b) | Breach of social obligations? | Yes  No  If yes please provide details at 2.5 |
| 2.4(c) | Breach of labour law obligations? | Yes  No  If yes please provide details at 2.5 |
| 2.4(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes  No  If yes please provide details at 2.5 |
| 2.4(e) | Guilty of grave professional misconduct? | Yes  No  If yes please provide details at 2.5 |
| 2.4(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes  No  If yes please provide details at 2.5 |
| 2.4(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes  No  If yes please provide details at 2.5 |
| 2.4(h) | Been involved in the preparation of the procurement procedure? | Yes  No  If yes please provide details at 2.5 |
| 2.4(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes  No  If yes please provide details at 2.5 |

|  |  |  |
| --- | --- | --- |
| 2.5 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Evaluation Criteria**

Part 2 is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **Grounds for**  **Exclusion Evaluation Criteria** | **Fail** | **Pass** |
| --- | --- | --- |
| Identified grounds for exclusion under regulation 57 of the Public Contracts Regulations 2015. | No grounds for exclusion identified under regulation 57 of the Public Contracts Regulations 2015 |

**Important note:** The Council may, at its discretion and in consideration of any additional information provided or mitigating circumstances, disregard any grounds for exclusion if it is satisfied that there are overriding requirements in the general interest that justify doing so – see the note on “Self-Cleaning” below.

ADDITIONAL NOTE 1 – CONFLICTS OF INTEREST

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

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

ADDITIONAL NOTE 2 – TAKING ACCOUNT OF BIDDERS’ PAST PERFORMANCE

In accordance with the relevant question above, the Council may assess the past performance of a bidding organisation. The Council may take into account any failure to discharge obligations under previous relevant contracts of the bidding organisation completing this Selection Questionnaire. This may include deficiencies in contracts with other public contracting authorities – not just contracts involving the Council.

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

ADDITONAL NOTE 3 - SELF-CLEANING

Any Bidding Organisation that answers “yes” to any of the questions in Part 2 should provide sufficient evidence that provides a summary of the circumstances and any remedial action that has taken place subsequently, which may effectively “self-clean” the situation referred to. The bidding organisation must demonstrate that it has taken such remedial action, to the satisfaction of the Council in each case.

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

In order for the evidence referred to above to be sufficient, the bidding organisation shall, as a minimum, prove that it has:

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

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

**Your Response - Part 3: Selection & Award Questions**

|  |  |  |
| --- | --- | --- |
| **3.1** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **3.1.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes  No |
| **3.1.2** | If you have answered “yes” to question 6.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes  Please provide the relevant URL in the box below.  No  Please provide an explanation in the box below. |
| Supplementary information to 3.1.2 | | |

**Evaluation Criteria for 3.1**

This section is evaluated on an Essential Criteria (pass/fail) basis. Bidders who fail will be disqualified from the procurement process.

| **Modern Slavery:**  **Evaluation Criteria** | **Fail** | **Pass** |
| --- | --- | --- |
| The bidding organisation is an relevant commercial organisation as defined by the Act, but does not, or cannot confirm that it complies with the annual reporting requirements. | The bidding organisation is an relevant commercial organisation as defined by the Act, and it has demonstrated that it complies with the annual reporting requirements,  Or:  The bidding organisation is not a relevant commercial organisation as defined by the Act. |

|  |  |  |
| --- | --- | --- |
| **3.2** | **Insurance** | **Response** |
|  | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Employer’s (Compulsory\*) Liability Insurance = **£5million**  Public Liability Insurance = **£5million**  Professional Indemnity Insurance = **£1million**  \* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | Yes  No |

ADDITIONAL NOTE for CONSORTIA and SPV bidders:

**Consortia, partnerships and joint ventures**

Consortia must confirm that the consortium collectively has the required levels of insurance, except for employer’s liability – each consortium member that employs staff must have an individual policy at the required level for this.

**Special Purpose Vehicles**

Special purpose vehicles must confirm that either the vehicle itself, or one of the members of the vehicle, where the policy specifically extends cover to the vehicle, has the required levels of insurance.

**Evaluation Criteria for Section 3.2**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **Insurance Evaluation Criteria** | **Fail** | **Pass** |
| --- | --- | --- |
| Failure by the bidding organisation to confirm that it has or, if successful, will buy the specified minimum levels of insurance. | The bidding organisation confirms that it has or, if successful, will buy the specified minimum levels of insurance. |

**3.3: Health & Safety**

The following applies to organisations that are bidding for work to be undertaken in the UK.

The bidding organisation must:

* Ensure that its entire workforce and subcontractors will comply with all relevant health and safety legislation as well as any requirements or instructions from the Council.
* Have appointed a competent person with overall responsibility for health and safety that is duly authorised in the organisation.
* Have processes in place for the identification of training needs and delivery of training to its workforce appropriate to the work for which it is bidding.
* Have processes in place for the development of risk assessments and method statements relevant to the nature of the work for which it is bidding that will identify, manage and mitigate associated risks and hazards.
* *(If it is an organisation with five or more employees)* have in place a written health and safety policy as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and issue any codes of safe working practices to your workforce. This policy must provide details of the competent person or persons that have been appointed on behalf of the organisation to undertake the measures needed to comply with the requirements and prohibitions of the Management of Health and Safety at Work Regulations 1999.

The Council may verify your compliance with the above requirements at any stage of the procurement process or during the life of the contract, by means of policy checking, validation of accreditations, site audits or any other method it deems appropriate.

For further information on employers’ health and safety obligations, please visit the Health and Safety Executive website at: <http://www.hse.gov.uk/simple-health-safety/index.htm>.

Specific guidance on how to write a policy and risk assessment is available at <http://www.hse.gov.uk/simple-health-safety/write.htm>.

|  |  |  |
| --- | --- | --- |
| **Section 3.3** | **Health & Safety** | **Response** |
|  | I confirm that the bidding organisation understands and agrees to the undertakings as described above. | Yes  No |

ADDITIONAL NOTE for CONSORTIA and SPV bidders:

**Consortia, partnerships and joint ventures**

The lead consortium member must ensure that the information in this section regarding Health & Safety is effectively communicated to all consortium members. The lead consortium member must provide assurance that all consortium members understand, and have the ability to fulfil all health and safety requirements relating to the work being undertaken.

**Special Purpose Vehicles**

The lead SPV member must ensure that the information in this section regarding Health & Safety is effectively communicated to all of the organisations represented by the SPV. The lead SPV member must provide assurance that all SPV members understand, and have the ability to fulfil, all health and safety requirements relating to the work being undertaken.

**Evaluation Criteria**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

**Evaluation Criteria for Section 3.3**

| **Health & Safety** | **Fail** | **Pass** |
| --- | --- | --- |
| Failure by the bidding organisation to confirm they agree to the Health & Safety undertakings as described. | The bidding organisation confirms they agree to the Health & Safety undertakings as described. |

**3.4: Equality & Diversity**

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3.4**  **Does the bidding organisation comply with its legal obligations under the Equality Act 2010, relating to the following?** | | | |
| ***Confirm as appropriate*** | | | |
| Age | | Yes  No | |
| Disability | | Yes  No | |
| Gender reassignment | | Yes  No | |
| Marriage and civil partnership | | Yes  No | |
| Pregnancy and maternity | | Yes  No | |
| Race | | Yes  No | |
| Religion or belief | | Yes  No | |
| Sex | | Yes  No | |
| Sexual orientation | | Yes  No | |
| ***NOTE TO ORGANISATION:***  ***It is the responsibility of the bidding organisation to keep up to date with relevant legislation and ensure it has a current understanding.*** | | | |
|  | | | |
| **Section 3.4.2** | **Unlawful Discrimination at Tribunal** | | **Response** |
|  | In the last three years has any finding of unlawful discrimination been made against the bidding organisation by any court or industrial or employment tribunal? | | Yes  No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 3.4.3** | **Unlawful Discrimination at Statutory Investigation** | | **Response** |
|  | In the last three years has any finding of unlawful discrimination been made against the bidding organisation as a result of a formal investigation by the Equality and Human Rights Commission (EHRC) or any relevant statutory European Body? | | Yes  No |
| **Section 3.4.4** | **Taking Remedial Action** | **Response** | |
|  | ONLY complete this section if you answered “YES” to 3.5.2 and/or 3.5.3:  If the bidding organisation was required to take action, did the action taken satisfy the relevant  organisation? | Yes  No | |
|  | Outline what action the bidding organisation was required to take: |  | |
|  | Outline what action the bidding organisation actually took. If the required action was not taken, explain why not: |  | |

**Evaluation Criteria for Section 3.4**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **Equality and Diversity Evaluation Criteria** | **Fail** | **Pass** |
| --- | --- | --- |
| Failure to confirm that the bidding organisation complies with any of its legal obligations as outlined  OR  Evidence of findings of unlawful discrimination by any court or industrial or employment tribunal or formal investigation and no evidence of adequate steps (or evidence of inadequate steps) taken as a consequence of any findings. | The bidding organisation confirms that it complies with all of its legal obligations as outlined  AND  No evidence of findings of unlawful discrimination by any court or industrial or employment tribunal or formal investigation; OR evidence of findings of unlawful discrimination by a court, tribunal, or formal investigation but evidence is provided of adequate steps taken as a consequence. |

**3.5: Environmental Management**

|  |  |  |
| --- | --- | --- |
| **Section 3.5** | **Breach of Environmental Legislation** | **Response** |
|  | In the last three years, has your organisation been convicted of breaching environmental legislation, or had any formal notice served upon it, by any environmental regulator or authority (including local authority), either in the UK or any other EU member state? | Yes  No |
|  | If “YES” please give details of the conviction or notice, including any action taken to resolve the situation: | |

**Evaluation Criteria for Section 3.5**

This section is evaluated on a pass/fail basis. Bidders who fail will be disqualified from the procurement process.

| **Environmental Management - Evaluation Criteria** | **Fail** | **Pass** |
| --- | --- | --- |
| A relevant and material prosecution, notice or sanction has been made against the bidding organisation and there is insufficient evidence of adequate steps (or evidence of inadequate steps) taken as a consequence of any findings. | No evidence of relevant prosecution, notice or sanction having been made against the bidding organisation  **Or:**  Evidence of a relevant prosecution, notice or sanction having been made, but evidence is provided of adequate steps taken as a consequence of any findings. |

**4. Additional Technical (Scored) Questions (Overall Weighting: 90%)**

Instructions for All Bidding Organisations

You must answer all the Technical Questions in this section. Failure to respond to any question shall result in the bidder receiving a zero score for that question.

You must not exceed the stipulated word limit allowed. If a response exceeds the maximum number of words allowed for a particular question, then the responses to that question will be evaluated only up to the stipulated limit. Any information provided that falls outside of the word limit will not be considered, regardless of its relevance or quality.

All responses must be submitted in the main body of the RFQ, in the box provided underneath the relevant Technical Question. Do not include any part of your response as appendices, attachments, web links or other cross-referencing, unless specifically requested; these will not be considered.

Responses to Technical Questions will only be assessed on the basis of the question for which the response is provided. Each question is evaluated separately, and evaluators will not cross reference information from answers to other questions, regardless of its relevance or quality.

(For example: if your response to Question 1 makes reference to a particular achievement, which you consider also to be relevant to Question 3, you must mention it again in your response to Question 3 in order for it to be taken into account when that question is evaluated).

Sole Bidding Organisations

You must answer each of the technical questions in respect of your own organisation only.

Consortia, Partnerships, Joint Ventures and Special Purpose Vehicles

The lead consortium member must answer each of the technical questions on behalf of the whole consortium or SPV. You may draw on the experience, skills, and capability of any combination of the consortium or SPV members you have named in Section A, but these must be submitted by the lead consortium or SPV member in the form of a single response to each question. Do not submit more than one RFQ or attach responses as appendices; these will not be considered.

Evaluation Criteria

Each question will be evaluated on a scored basis. For ease of reference, the evaluation criteria for each technical question are printed below the relevant question.

**Weightings**

Each technical question has been given a percentage weighting which will be used to calculate the bidding organisation’s final score. The questions in this RFQ carry the following weightings:

|  |  |  |
| --- | --- | --- |
| **Question Number** | **Question Title** | **Percentage Weighting** |
| 4.1 | **Relevant Experience** | 25% |
| 4.2 | **Proposed Delivery Individual /Team** | 15% |
| 4.3 | **Methodology of approach / Delivery Programme** | 25% |
| 4.4 | **Interview/Presentation** | 25% |

**Additional Technical (Scored) Questions (Overall Weighting: 90%)**

**Question 4.1 – Relevant Experience**

**Weighting 25%**

Bidders must provide at least oneexample of a completed Contract or Project, for delivering and/or supporting a programme of art implementation, which adequately demonstrates, with sufficient detail, the Bidders experience of undertaking the key elements listed below:

**Key elements**:

Element 1: Working with local communities to develop and deliver a community led art project inspired by natural and / or cultural heritage;

Element 2: Leading on the identification, assessment and management of artists;

Element 3: Writing a successful Arts Council Fund application for up to £80,000 for the community arts;

Element 4: Producing appropriate reports and information pertinent to the programme including liaison with key personnel to ensure the project was successful;

Element 5: Running a ‘competition’ to identify the artists to be worked with in the delivery phase

Element 6: Include any added value that was achieved.

In addition, you must also include, in the box below, details of the client(s), the value of the project(s) and the start date/end date(s) used in your response.

Project Information: Example 1

|  |  |
| --- | --- |
| Client |  |
| Value of the Project |  |
| Start Date |  |
| End Date |  |

Project Information: Example 2

|  |  |
| --- | --- |
| Client |  |
| Value of the Project |  |
| Start Date |  |
| End Date |  |

Project Information: Example 3

|  |  |
| --- | --- |
| Client |  |
| Value of the Project |  |
| Start Date |  |
| End Date |  |

**Failure to complete the above box, in full, will result in the Candidate receiving a zero score for this question. If you require more space for examples please copy and paste the above boxes to create more space.**

Written response:

|  |
| --- |
| ***Written response for key elements 1, 2, 3, 4, 5 and 6***  *Written response. No maximum number of words. Bullet points are acceptable*  *Please note that tables, images, charts, logos, graphics, graphs, charts, diagrams and appendices are not permitted.*  *Evaluators will only consider information that is provided in the boxes below, any other information will be disregarded. Bullet points are acceptable. The evaluator will not cross reference the responses from one question to another.*  *For any acronyms or abbreviations, Candidates must write the full wording of the acronyms or abbreviations the first time of use, followed by the acronyms or abbreviation itself in brackets – for example: “Durham County Council (DCC)”.* |

|  |
| --- |
| **Written response here for**  **Question 4.1 - Relevant Experience Example 1** |
| **Written response here for**  **Question 4.1 - Relevant Experience Example 2** |
| **Written response here for**  **Question 4.1 - Relevant Experience Example 3** |

Please complete the Project information and Written response for each example you provide. If you need more space for examples, please add in extra boxes to the above table.

Scoring Criteria

The Evaluation Criteria for each question will be as follows:

|  |  |
| --- | --- |
| **Points** | **Evaluation Criteria** |
| 0 | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the organisation has the ability, understanding, skills, resource to deliver the Contract, with little or no evidence to support the response. |
| 1 | Satisfies the requirement with major reservations. Considerable reservations of the organisation relevant ability, understanding, skills, and resource to deliver the Contract, with little or no evidence to support the response. |
| 2 | Satisfies the requirement with minor reservations. Some minor reservations of the organisation relevant ability, understanding, skills and resource to deliver the Contract, with little or no evidence to support the response. |
| 3 | Satisfies the requirement. Demonstration by the organisation of the relevant ability, understanding, skills, and resource to deliver the Contract, with evidence to support the response. |
| 4 | Satisfies the requirement with minor additional benefits. Above average demonstration by the organisation of the relevant ability, understanding, skills, and resource required to deliver the Contract. Response identifies some factors that will offer potential added value, with evidence to support the response. |
| 5 | Satisfies the requirement with major additional benefits. Above average demonstration by the organisation of the relevant ability, understanding, skills, and resource required to deliver the Contract. Response identifies a significant number of factors that will offer potential added value, with evidence to support the response. |

**Question 4.2 – Proposed Delivery Individual / Team**

**Weighting 15%**

Having specific regard to the Specification;

Please put forward your proposed and named Contract Delivery Individual /Team providing pen portrait (s) outlining the relevant skills, capabilities and experience of the key individuals who will form the members of the team directly working on the project; details of their specific skills and capabilities relating to the Contract Requirements. This must be in the context of the following:

* Delivery of activities relevant to the completion of a community led art project and production of a costed delivery programme:
  + Identification of Artists relevant to the project and how that would be undertaken;
  + Appropriate consultation and engagement with individuals, communities and relevant stakeholders;
  + Ensuring delivery of Project objectives, with clear Client reporting mechanisms/communication within budgetary constraints and challenging timelines.
* Excellent knowledge of contemporary arts within the North region and nationally.
* Understanding of how urban audiences might relate to and engage with art inspired by natural and cultural heritage.
* Suggestions, based on experience, of how to run a ‘competition’ to select artists.
* Experience of writing funding bids for above £15k, and ideally over £50k to Arts Council England.

Evaluation Criteria

|  |  |
| --- | --- |
| **Score** | **Evaluation Criteria** |
| 4 | Exemplary response. Comprehensive demonstration provided that the Contract Delivery Individual / Team proposed has the relevant skills, capabilities and knowledge to deliver the proposed contract and also provides something additional (of benefit) to that. The Bidder, could not be expected to answer the question more comprehensively or appropriately. |
| 3 | Comprehensive demonstration provided that the Contract Delivery Individual / Team proposed has the relevant skills, capabilities and knowledge to deliver the proposed contract. Contract Delivery Individual / Team proposed shows extremely sound understanding of the proposed contract. |
| 2 | A broad response with adequate demonstration that the Contract Delivery Individual / Team proposed has the relevant skills, capabilities and knowledge to deliver the proposed contract. Contract Delivery Individual / Team proposed shows reasonable understanding of the proposed contract. |
| 1 | Response is limited and is lacking in demonstration of the relevant skills, capabilities and knowledge of the Contract Delivery Individual / Team to deliver the proposed contract. Contract Delivery Team proposed shows limited understanding of the proposed contract. |
| 0 | No response or extremely limited response provided. Contract Delivery Individual / Team shows extremely limited understanding of the proposed contract. |

|  |
| --- |
| *Written response: maximum of 1,000 words in total – bullet points acceptable*  If a bidder exceeds the number of words set for this question, then the response to the question will be evaluated only up to the stipulated number of words.  Evaluators will only consider information that is provided in the box provided below and that it complies with all of the above. Any other information will be disregarded. |

|  |
| --- |
| **Question 4.2.**  Please insert your commentary here. Any information provided outside of this box will be disregarded.  **Maximum 1000 Words** |

**Question 4.3 Methodology of approach / Delivery Programme**

**Weighting 25%**

Having specific regard to the Specification

Please provide your methodology and delivery programme for undertaking the Contract Requirements of this Contract detailing how you/your organisation will successfully undertake and complete the tasks associated with the Project including all relevant communications/reporting requirements. Your response must identify and include the allocated responsibilities of any required Team members and the timeline by which the ‘outputs’ identified in the Specification will be undertaken and achieved.

Your response should also provide a supporting cost plan associated with the key tasks and as a minimum include the following requirements:

* Outline of methods for how you would approach the project with illustrative ideas
* Clear proposed and programmed milestones throughout the delivery of the contract (to ensure the contract is on course to achieve the contract outputs on time)
* Details of the time period relevant to the delivery of each key task (including allowances of meetings identified and appropriate stakeholder engagement)
* Details of the number of days identified and costed to each of the requirements/outputs listed in the specification
* The inclusion of the formal reporting structure factored into your programme specifically identifying the draft and final reports dates;
* Clear identification and responsibility of the lead personnel relative to project/task delivery; including provision of a day rate for each personnel.
* A supporting cost plan detailing the breakdown of the project delivery cost

*Response to be provided as separate Appendix and commentary; (no word count applicable, Bidders can also utilise tables, images, charts, logos or other graphics as required in their response).*

Evaluation Criteria

The Evaluation Criteria for each question will be as follows:

|  |  |
| --- | --- |
| **Score** | **Evaluation Criteria** |
| 5 | Satisfies the requirement with major additional benefits. Above average demonstration by the organisation of the relevant ability, understanding, skills, and resource required to deliver the Project. Response identifies a significant number of factors that will offer potential added value, with evidence to support the response. |
| 4 | Satisfies the requirement with minor additional benefits. Above average demonstration by the organisation of the relevant ability, understanding, skills, and resource required to deliver the Project. Response identifies some factors that will offer potential added value, with evidence to support the response. |
| 3 | Satisfies the requirement. Demonstration by the organisation of the relevant ability, understanding, skills, and resource to deliver the Project, with evidence to support the response. |
| 2 | Satisfies the requirement with minor reservations. Some minor reservations of the organisation relevant ability, understanding, skills and resource to deliver the Project, with little or no evidence to support the response. |
| 1 | Satisfies the requirement with major reservations. Considerable reservations of the organisation relevant ability, understanding, skills, and resource to deliver the Project, with little or no evidence to support the response. |
| 0 | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the organisation has the ability, understanding, skills, resource to deliver the Project, with little or no evidence to support the response. |

**Question 4.4 Interview / Presentation**

**Weighting 25%**

**The interview process will be used to help decided upon the best outcome for this RFQ, only bidders within 15% of the highest scoring bidder from questions 4.1, 4.2, 4.3 and Part 4: Price, will be invited to this stage.**

**Please refer to page 3 for the interview date**

**Presentation**

We would require the bidder to provide a 15-minute presentation outlining how you would approach delivering the contract, in particular giving examples of your ideas for the project and how these relate to your experience.

**Question and Answer session**

A 10 minute question and answer session to cover clarifications from us following your presentation and any questions that have arisen from your submission. Time will also be allotted for you to ask any questions you may have about the contract or the project.

**Evaluation Criteria**

**Candidates will be notified of the evaluation criteria closer to the date once all submitted bids have been analysed.**

**Your Response - Part 4: Price**

You should refer to section 1.4 of this document to understand how you should complete this section.

**Please Note: This section will be evaluated on a Pass/Fail basis**

Bidders are requested to please provide a pricing schedule as an attachment. Your response should provide a supporting cost plan associated with the key tasks and outputs in the specification, showing the breakdown of costs in line with the maximum budget provided. Detailed pricing information and perspective on all fees and costs associated with the delivery of the Contract and against the project delivery as identified in Question 4.3. Pricing will be assessed in line with the instructions set out in this document:

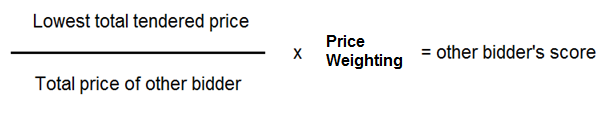
**The Maximum budget available for this project is £12,000.**

Bidders must price on the basis that that you are making an offer on the terms of the Contract (including the service requirements) as supplied in this RFQ. All prices must be stated in pounds sterling and exclusive of VAT.

The total weighting for Price in this ITT is **[10%].**

**Method for calculating the final percentage weighting for Price**

The lowest Total Tendered Price will be awarded **10**%. All other tenderers bids will be assessed against the lowest Tendered Price and scored pro-rata, downwards.



The highest ranked Tenderer, on the basis of their total score for price and quality, will then be appointed.

The figures inputted by the bidder will be checked for arithmetical accuracy. If any mathematical errors or anomalies are identified the bidder will be given the option of allowing his figures to stand or to amend the figures to correct a genuine mathematical error. Bidders may also be asked to explain any anomalies in the figures provided. If a Bidder’s Pricing Schedule contains omissions, the Council reserves the right (at its discretion) to disqualify the entire Bid or to seek further clarification regarding the omission. In practice, if there are significant omissions the Council is likely to exercise its discretion to disqualify the entire Bid.

**Your Response - Part 5: Declaration**

An individual with authority to enter into an agreement on behalf of the bidding organisation must sign the following declaration.

If you are bidding as a consortium, partnership, joint venture or special purpose vehicle, the individual signing this declaration must be authorised to sign on behalf of their own organisation, and must also have the express permission of each of the named consortium / SPV members, to include them in this submission, and to commit to undertakings on their behalf. By signing, you agree to the declaration in its entirety and that any obligations or undertakings associated with it will be met by your organisation.

|  |  |
| --- | --- |
| I confirm that my organisation can meet, in full, the requirements of the Specification set out in this document.  I / We agree that the Council may disclose the Quotation information/documentation (submitted to the Council during this Procurement) more widely with other Public Sector Contracting Authorities for the purpose of ensuring effective public sector procurement processes, including the bench-marking of costs against other organisations to ensure value for money is being obtained.  I have checked that all questions have been answered, where applicable, and that supporting documents are enclosed, if and as requested.  I accept the Council’s terms and conditions of contract.  I certify that I have not canvassed any member, Director, employee, representative or adviser of the Council in connection with this procurement process.  I certify that the information supplied is accurate, to the best of my knowledge. I understand that untrue, inaccurate or out of date information could result in my organisation being disqualified at any point in the procurement process or in the termination of the contract, if already awarded.  I understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action could result in my organisation not being invited to tender or being disqualified at any point in the procurement process or in the termination of the contract, if already awarded. | |
| Signed |  |
| Name |  |
| On behalf of (bidding organisation) |  |
| Position in organisation |  |
| Email address |  |
| Date |  |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)