**ESPO reference 664-21
Consultancy Services**

**Framework Period
19 April 2021 - 19 April 2023**

**TENDER SUBMISSION**
**(Part B)**

|  |
| --- |
| **THIS DOCUMENT IS TO BE COMPLETED BY THE TENDERER AND SUBMITTED TO ESPO****THIS DOCUMENT MUST BE UPLOADED ON TO THE WWW.EASTMIDSTENDERS.ORG EPROCUREMENT PORTAL** |

**Closing date for submission of tender
12 noon, 27 October 2020**

|  |
| --- |
| **NAME OF TENDERER:**………………………………………………………..**Company Registration No:**……………………………………………………….. |

|  |  |
| --- | --- |
| ESPO Framework Reference 664\_21 | September 2020 |

**Contents**

This is Part B for completion by the Tenderer and return to ESPO in accordance with the instructions given in Instructions for Completing and Submitting a Tender (section 5 of the Invitation to Tender, Part A).

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# **RESPONSE TO REQUIREMENT AND SPECIFICATION**

COMPLIANCE WITH SPECIFICATION

|  |  |
| --- | --- |
| I confirm I comply with all core/essential elements of the requirement and specification as outlined in section 2 of this Invitation to Tender, Requirement (including Specification): | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your Tender submission. This will not be evaluated in isolation but the information provided will be used, as required, by the evaluators when assessing your bid. |
|  |

LOT SELECTION

Please indicate in the table below for which Lots you wish to bid. Tenderers may bid for one, some or all of the Lots available.

It is the Tenderer’s responsibility to ensure that they have indicated every Lot that they wish to bid for. Your Tender will be evaluated on the basis that you have done so.

|  |  |
| --- | --- |
| **LOT NUMBER & DESCRIPTION** | **TENDERED FOR?****please tick box** |
| **Lot 1** | **Business Services** | **[ ]**  |
| **Lot 2** | **Finance and Governance** |
|  | **Lot 2a** | **Audit Consultancy** | **[ ]**  |
| **Lot 2b** | **Internal Audit Services** | **[ ]**  |
| **Lot 2c** | **External Audit Services** | **[ ]**  |
| **Lot 2d** | **General Finance** | **[ ]**  |
| **Lot 2e** | **Procurement** | **[ ]**  |
| **Lot 2f** | **Revenues and Benefits** | **[ ]**  |
| **Lot 2g** | **Tax** | **[ ]**  |
| **Lot 2h** | **Treasury Management** | **[ ]**  |
| **Lot 3** | **Food and Catering**  | **[ ]**  |
| **Lot 4** | **Health and Social Care** |
|  | **Lot 4a** | **Public Health** | **[ ]**  |
| **Lot 4b** | **Social Care (Adults)** | **[ ]**  |
| **Lot 4c** | **Social Care (Children)** | **[ ]**  |
| **Lot 5** | **Highways, Traffic and Transport** | **[ ]**  |
| **Lot 6** | **IT** |
|  | **Lot 6a** | **Operational IT** | **[ ]**  |
| **Lot 6b** | **Strategic IT** | **[ ]**  |
| **Lot 7** | **Leisure, Culture and Tourism** | **[ ]**  |

|  |  |
| --- | --- |
| **LOT NUMBER & DESCRIPTION** | **TENDERED FOR?****please tick box** |
| **Lot 8** | **Property and Environment** |
|  | **Lot 8a** | **Asset Management and Delivery** | **[ ]**  |
| **Lot 8b** | **Environmental and Sustainability** | **[ ]**  |
| **Lot 8c** | **Facilities Management** | **[ ]**  |
| **Lot 8d** | **Health and Safety** | **[ ]**  |
| **Lot 8e** | **Housing and Housing Support** | **[ ]**  |
| **Lot 8f** | **Planning, Valuation and Structure** | **[ ]**  |
| **Lot 8g** | **Regeneration and Regional Development** | **[ ]**  |
| **Lot 8h** | **Waste and Recycling** | **[ ]**  |
| **Lot 9** | **Research and Marketing** |
|  | **Lot 9a** | **Community Research and Engagement** | **[ ]**  |
| **Lot 9b** | **Marketing, Communications and PR** | **[ ]**  |
| **Lot 10** | **Strategic Projects** | **[ ]**  |

**GEOGRAPHICAL COVERAGE**

The requirement is for a service provider to provide Services on a national basis and Tenderers are required to confirm this here.

|  |  |
| --- | --- |
| I confirm that I can provide Services on a national basis as explained in section1, Introduction and section 2, the Requirement (Specification) | YES / NO |
| Comments: |

# **QUALITY – METHOD STATEMENTS**

**Guidance**

Tenderers are required to submit responses to the questions below to describe how they intend to deliver the services. These responses are referred to as Method Statements.

There are five questions in total and Tenderers must ensure they provide a response to questions 1-3 in the Generic Method Statements section, alongside every question relating to the Lot or Sub-Lot which they are submitting a Tender. The evaluation of the method statement responses to these questions is detailed in Section 4 of the Invitation to Tender (Part A), Evaluation of Tenders.

For each method statement there is a maximum word limit of 500 words. Please adjust the size of the response box to accommodate your response. **In the event you are unclear with regards to any of this section, please don’t hesitate to contact ESPO through the eProcurement Portal.**

|  |
| --- |
| **GENERIC METHOD STATEMENTS**Tenderers are to respond to all questions in this section. |
|  | ManagementPlease outline how you ensure that Projects are delivered on time, within budget and to the required quality. In addressing this question your response should include:* What you perceive to be the main challenges and risks facing local government consultancy contracts
* Methodologies adopted by your organisation to avoid such occurrences.

(Weighting 2) |
| Response: |
|  | StakeholdersPlease outline your approach to dealing with the various stakeholders who may be involved in a Project.In addressing this question your response should include:* How you typically engage, communicate and keep stakeholders informed at all stages of a Project
* How you intend to deal with any conflict.

(Weighting 1) |
| Response: |
|  | Project Completion Please outline the processes you will deploy to ensure effective Project completion and handover to Customers.In addressing this question your response should include:* How Projects will be reviewed and lessons learnt
* How skills and knowledge will be transferred to Customers
* How disputes will be dealt with where Project deliverables have not been met.

(Weighting 1) |
| Response: |

|  |
| --- |
| **LOT SPECIFIC METHOD STATEMENTS**Tenderers are to respond to each and every question relating to the Lot/s or Sub-Lot/s they are tendering for. For the avoidance of doubt, where a Tenderer is responding across a number of Lots or Sub-Lots, Tenderers are not to respond with “see above” or similar. A full response must be given to each Lot or Sub-Lot. |
|  | Scope of WorkPlease outline how your organisation will deal with the wide range of requirements which are likely to arise from amongst potential Customers. In addressing this question your response should include:* The scope of consultancy advice your organisation is able to provide
* Relevant examples of having provided this advice previously
* How the characteristics of a project will be matched to the resources available in your organisation.

(Weighting 4) |
| Lot 1 Response: |
| Lot 2a Response: |
| Lot 2b Response: |
| Lot 2c Response: |
| Lot 2d Response: |
| Lot 2e Response: |
| Lot 2f Response: |
| Lot 2g Response: |
| Lot 2h Response: |
| Lot 3 Response: |
| Lot 4a Response: |
| Lot 4b Response: |
| Lot 4c Response: |
| Lot 5 Response: |
| Lot 6a Response: |
| Lot 6b Response: |
| Lot 7 Response: |
| Lot 8a Response: |
| Lot 8b Response: |
| Lot 8c Response: |
| Lot 8d Response: |
| Lot 8e Response: |
| Lot 8f Response: |
| Lot 8g Response: |
| Lot 8h Response: |
| Lot 9a Response: |
| Lot 9b Response: |
| Lot 10 Response: |
|  | StaffPlease provide details of the typical calibre of staff you intend to deploy on Projects commissioned under the Framework.In addressing this question your response should include:* The amount and nature of experience, knowledge and qualifications associated with each category of Consultant
* How you ensure that Consultants are kept up-to-date on key matters ensuring that advice given represents good practice
* How you will provide continuity and quality of such staff in the event of both planned and unplanned absence.

(Weighting 4) |
| Lot 1 Response: |
| Lot 2a Response: |
| Lot 2b Response: |
| Lot 2c Response: |
| Lot 2d Response: |
| Lot 2e Response: |
| Lot 2f Response: |
| Lot 2g Response: |
| Lot 2h Response: |
| Lot 3 Response: |
| Lot 4a Response: |
|  | Lot 4b Response: |
| Lot 4c Response: |
| Lot 5 Response: |
| Lot 6a Response: |
| Lot 6b Response: |
| Lot 7 Response: |
| Lot 8a Response: |
| Lot 8b Response: |
| Lot 8c Response: |
| Lot 8d Response: |
| Lot 8e Response: |
| Lot 8f Response: |
| Lot 8g Response: |
| Lot 8h Response: |
| Lot 9a Response: |
| Lot 9b Response: |
| Lot 10 Response: |

# **SOCIAL VALUE**

**Social Value Question(s)**

Tenderers are required to submit responses to 2 Social Value questions below to describe how they intend to deliver Social Value to ESPO and its Customers. Tenderers are referred to Appendix B of the Invitation to Tender Part A document for information about Social Value.

The evaluation of the responses to these questions is detailed in Section 4 of the Invitation to Tender (Part A), Evaluation of Tenders.

For each question there is a maximum word limit of 650 words. Where a Tenderer submits a response that exceeds the word limit, the text over the limit will not be evaluated. Please adjust the size of the response box to accommodate your response.

**In the event you are unclear with regards to any of this section, please don’t hesitate to contact ESPO through the eProcurement Portal.**

|  |
| --- |
| **SOCIAL VALUE QUESTIONS** |
| SV1 | **SOCIAL VALUE EXAMPLE**Please describe your experience of delivering Social Value. In addressing this question your response should include: * The key areas of Social Value that you have been able to offer and how you have been able to ensure these have been delivered.
* Any schemes that your organisation currently has in place that positively impact on the economic, social and environmental well-being of the areas of the UK in which you and Customers operate.
* How you have previously worked with a customer to implement a Social Value initiative and the outcome of this initiative.
 |
| Response: |
| SV2 | **SOCIAL VALUE COMMITMENTS**Please provide details of how you intend to demonstrate Social Value throughout the course of this Framework. In addressing this question your response should include:* The key areas of Social Value that you will offer and how you will ensure these are being delivered
* Any schemes your organisation will have in place during the lifetime of the Framework that positively impact on the economic, social and environmental well-being of the areas of the UK in which you and Customers operate.
* How you will work with customers to implement Social Value Initiatives.
 |
| Response: |

**Social Value Percentage % - for Information Only**

This section will not be evaluated but **must** be completed by the Tenderers.

Tenderers are asked to submit in the table below what percentage of Customer’s Contract value they typically deliver as Social Value to Customers during the life of the Contract.

|  |  |
| --- | --- |
| **Customer Contract Value Band** | **Social Value % offered to Customers** |
| £0.01 - £50,000 | …….% |
| £50,001 - £100,000 | …….% |
| £100,001 - £200,000 | .…..% |
| £200,001 - £400,000 | …….% |
| £400,001+ | …….% |

# **PRICING SCHEDULE**

**Guidance**

Tenderers are required to detail below their prices for delivering the Services and are advised to ensure they fully understand the evaluation methodology to be used to assess price, as described in section 4 Of the Invite to Tender (Part A), Evaluation of Tenders.

Tenderers must take care to ensure they provide a price for each Consultant category they are able to provide under the Framework (for Lots 1-9) when completing the Pricing Schedule accompanying this Invitation to Tender.

For lot 10 only, Tenderers are required to state their maximum day rates for each category of consultant they are able to provide under the Framework when completing the Pricing Schedule accompanying this Invitation to Tender. This should be based on consultants within the market areas which may be involved in a multidisciplinary strategic Consultancy Project.

Tenderers are reminded of ESPO’s statutory obligation to recover its cost and of the Retrospective Rebate methodology it uses to do so (see section 1 of the Invite to Tender (Part A) Introduction and Clause 16 of the terms and conditions of the Framework Agreement). Tenderers must allow for any Retrospective Rebate in submitting their Tender and Tenders will be evaluated on the basis you have done so.

The definitions for each category of Consultant are as follows:

|  |  |
| --- | --- |
| **Category of Consultant** | **Definition** |
| Junior or Graduate Consultant | A Consultant at the beginning of their career with less than 2 years’ experience, typically supporting the Consultant and Senior Consultant. Gaining experience on a wide range of projects in their designated field combined with exposure to wider consultancy projects. Consultants of this calibre will have had relevant exposure. |
| Consultant | Notable experience and in-depth knowledge of their specialist field. Evidence of a wide range of consultancy projects and client facing experience within their specialist field. Support work in process and organisational design and leading workshops and events. Consultants of this calibre will have relevant experience. |
| Senior Consultant | Considerable experience in their specialist field and in a consultancy/training role. Management of engagements and projects adhering to professional standards and strict control costs. Substantial experience in their specialist field. Sound knowledge of the public sector and current policy and political issues affecting it. Previous experience in project management of a wide range of high quality and relevant projects, preferably in the public sector and using Agile, PRINCE2 or equivalent methods. Consultants of this calibre will have proven experience. |
| Principal Consultant | Recognised expert in their specialist field and in a consultancy/training role. Significant proven relevant experience managing a full portfolio of clients in a variety of complex projects. Sound knowledge of the public sector and current policy and political issues affecting it. Assists in fee proposals. Previous experience in project management of a wide range of high quality and relevant projects, preferably in the public sector and using Agile, PRINCE2 or equivalent methods. Consultants of this calibre will have significant proven experience. |
| Managing Consultant | Substantial expertise and experience in their field. In-depth knowledge of the public sector and of current policy and political issues affecting it. Previous experience in project management of a wide range of high quality and relevant projects, preferably in the public sector and using Agile, PRINCE2 or equivalent methods. Advises client Senior Management Teams and Directors. In depth knowledge of the public sector and current policy and political issues affecting it. Consultants of this calibre will have significant proven industry recognised experience. |
| Director level Consultant | Extensive expertise and experience in their field, with strong business impact and often part of the company’s leadership team. In-depth knowledge of the public sector and of current policy and political issues affecting it. Extensive experience of leading or directing major, complex and business-critical projects, bringing genuine strategic insight, preferably in the public sector and using Agile, PRINCE2 or equivalent methods. Advises client Senior Management Teams and Directors. In depth knowledge of the public sector and current policy and political issues affecting it. Consultants of this calibre will have significant proven industry recognised experience. |

For the avoidance of doubt, expenses are to be excluded from Tenderer pricing provided. Please see sections 5.6 to 5.10 of the Specification within Part A of this Invitation to Tender for clarity on how expenses will operate under the Framework.

Tenderers are to complete the Pricing Schedule accompanying this Invitation to Tender accordingly. **Tenderers must take care to ensure that they provide a price for each and every item/element within the Pricing Schedule as required. Failure to complete the Pricing Schedule in full will result in the tender being rejected.**

**In the event you are unclear with regards to any of this section, please do not hesitate to contact ESPO through the eProcurement Portal.**

**Further Pricing Information**

Please provide in the box below any further information you feel necessary to support your pricing schedule which you have not provided elsewhere. This could be any additional information that is relevant, a summary of any assumptions made, or any statements to support the information provided in the Pricing Schedule above.

|  |
| --- |
|  |

# **SUPPLEMENTARY SUPPLIER INFORMATION**

**Guidance**

Within this section, Tenderers are required to provide information which they consider to be useful for a Customer making a call-off without competition under the Framework. This information will not be evaluated, but may be provided to Customers within the Framework user guide/web page.

Please provide in the box below any information useful for a Customer making a call-off without competition under the Framework. This could be a statement about the benefits your organisation can offer Customers under this Framework, a link to a website which demonstrates the benefits of your organisation’s services, or any other information which the Tenderer considers to be useful in this respect.

|  |
| --- |
|  |

# **FREEDOM OF INFORMATION EXCLUSION SCHEDULE**

664-21 – Consultancy SERVICES

Tenderers’ attention is drawn to the Conditions of Tender and the Terms and Conditions of the Framework Agreement.

As a public body, ESPO is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.

ESPO shall treat all Tenderers' responses as confidential during the procurement process, but may receive requests for information after the Framework Agreement is awarded which it will need to consider, applying the principles of the FOIA. More information is available on [www.ico.org.uk](http://www.ico.org.uk)

Tenderers are advised to refer to the FOIA to determine what they are entitled to identify as confidential or commercially sensitive. Simply stating that the entire document is confidential or commercially sensitive is unlikely to be acceptable and Tenderers should note that ultimate disclosure of information is at the sole discretion of ESPO. While ESPO aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. **Therefore, Tenderers are responsible for ensuring that any confidential or commercially sensitive information is identified to ESPO below**.

Tenderers should state below which items of information (if any) supplied by them in their Tender they regard as confidential or commercially sensitive or which should not be disclosed in response to a request for information under the FOIA. Tenderers should state why they consider the information to be confidential or commercially sensitive.

Where the answer to a question is ‘none’ or ‘not applicable’ you must state this in the relevant box. None or not applicable will be ESPO’s default position if you do not complete a box.

You must sign and date where it asks you to do so at the end of this Schedule.

**Confidential or commercially sensitive information**

I believe that the following information is commercially sensitive:

|  |
| --- |
|    |

The information above should not be disclosed to any third party for the following reasons (references to the Freedom of Information Act 2000 would be helpful):

|  |
| --- |
|    |

The information should be treated as confidential or commercially sensitive until the following date(s):

|  |
| --- |
|  |

Signed:

Date:

Name of Signatory:

# **TENDERING DECLARATION**

In response to the Invitation to Tender for the provision of Consultancy Services dated 18 September 2020, I/We, the undersigned, confirm that in submitting a Tender against this contract that I/We

1. declare that to the best of my/our knowledge the answers submitted and information contained in this document are correct and accurate.
2. understand that the information submitted within this questionnaire will be used in the selection process to assess my/our organisation’s suitability to be invited to participate further in this procurement.
3. understand that ESPO may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.
4. certify that I/We have not done, and I/We will not, at any time before the notification of tender results, do any of the following:
	1. Communicate to any person other than the person calling for the Tenders the amount or approximate amount of the proposed Tender, except where the disclosure, in confidence, of the approximate amount of the Tender is necessary to obtain insurance premium quotations required for the preparation of the Tender;
	2. Enter into any agreement or arrangement with any person that he/she shall refrain from tendering or as to the amount of any Tender to be submitted;
	3. Offer to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this or any other Tender or proposed Tender for the said work any act or thing of the sort described above. In the context of this clause the word ‘person’ includes any persons and any body or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.
5. undertake that this offer shall remain valid and open for acceptance for a period of 210 days from the date of submission unless specifically withdrawn in writing.
6. understand that ESPO is not bound to accept any Tender it receives.
7. contract and agree, on the acceptance of this Tender, in whole or part, to perform the Services detailed in the Specification, at the prices and terms quoted, and in accordance with the terms and conditions of the Framework Agreement.
8. accept the terms and conditions of the Framework Agreement set out in the Invitation to Tender, to which this Tender is my/our response, and I/we undertake to perform any contract awarded as a result of this Tender in strict conformity with those terms and conditions.
9. understand that my/our responses to the questions posed in this Invitation to Tender including any explicit or reasonably implied undertakings, will form part of any contract subsequently entered into between myself/ourselves and ESPO and any potential Supporting Partner(s).
10. confirm that if our Tender is accepted we will, if required, upon request and without delay:
	* + 1. Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force;
			2. Sign a formal contract document if required;
11. confirm that I/we understand and will comply with the Retrospective Rebate provision as detailed in section 1, Introduction of the Invitation to Tender, supported by clause 16 in the terms and conditions of the Framework Agreement.
12. agree that unless and until a Framework Agreement is prepared and executed, this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.
13. certify that the information supplied is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in this Invitation to Tender. I/We understand that false information could result in my/our exclusion from further participation in this and future tender processes.
14. Am/are aware of the consequences of serious misrepresentation.

**This Tendering Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.**

Signed:

Date:

Name of signatory:

Job title of signatory:

Email address of signatory:

Telephone number of signatory:

Name of organisation:

# **SUBMISSION CHECKLIST**

**THANK YOU FOR TAKING THE TIME TO COMPLETE THIS TENDER.**

To ensure your Tender submission is evaluated properly ESPO needs to have a complete response from you.

**Before returning this document, please check you have answered all questions applicable to you and signed the declaration above.**

|  |
| --- |
| **CHECKLIST:** |
| **Please ensure that you have:** | **Tick Below** |
| Completed the Selection Questionnaire in full online. | **[ ]**  |
| If applicable have completed and uploaded the Supporting Organisation Selection Questionnaires for any organisations you seek to rely upon to meet the Selection Criteria | **[ ]**  |
| Completed your Lot Selection in full, having indicated which Lots you wish to bid for (*You must ensure that you have clearly indicated all of the Lots you wish to bid for as your Tender will be evaluated on this basis*) | **[ ]**  |
| Answered all questions in section 1, Response to Requirement and Specification  | **[ ]**  |
| Provided responses to the method statement questions in section 2 Quality – Method Statements *(your Tender will be non-compliant if you have not completed Section 2)* | **[ ]**  |
| Provided responses to all questions in section 3 Social Value *(your Tender will be non-compliant if you have not completed Section 3)* | **[ ]**  |
| Completed the pricing schedule in full as directed *(your Tender will be non-compliant if you have not completed this schedule)* | **[ ]**  |
| Completed section 5 Supplementary Supplier Information in full as directed (your Tender will be non-compliant if you have not completed section 5) | **[ ]**  |
| Completed and signed the Freedom of Information Exclusion Schedule | **[ ]**  |
| Signed the Tendering Declaration page *(NB it must be signed by suitably senior personnel as directed)* | **[ ]**  |

#