

**REF SDDCFIN2024**

**31/7/2024**

**Invitation to Tender for the provision of a**

**Procurement Support Service**

**for**

**South Derbyshire District Council and North West Leicestershire District Council**

**Deadline for Tenders to be received: 12:00 noon on 30th August 2024**

|  |  |
| --- | --- |
| **Company Name** |  |
| **Main Contact** |  |
| **Company Registration Number** |  |

**SECTION A – INSTRUCTIONS AND INFORMATION**

Contents

[1. INTRODUCTION AND BACKGROUND 3](#_Toc173311167)

[2. TENDER TIMETABLE 5](#_Toc173311168)

[3. INSTRUCTIONS TO BIDDERS 6](#_Toc173311169)

[4. TENDER EVALUATION METHODOLOGY AND CRITERIA 12](#_Toc173311170)

[5. TRANSFERRING EMPLOYEES 16](#_Toc173311171)

[ANNEX A1 (a) TERMS AND CONDITIONS 17](#_Toc173311172)

[South Derbyshire District Council 17](#_Toc173311173)

[ANNEX A1 (b) TERMS AND CONDITIONS 28](#_Toc173311174)

[North West Leicestershire District Council 28](#_Toc173311175)

[ANNEX A2 TRANSFERRING EMPLOYEES 29](#_Toc173311176)

1. INTRODUCTION AND BACKGROUND

South Derbyshire District Council **(**the "**Authority**") is issuing this invitation to tender ("**ITT**") in connection with the competitive procurement for the provision of a Corporate Procurement Support Service for both South Derbyshire District Council and North West Leicestershire District Council.

* 1. This ITT Section A contains further information about the procurement process.
	2. ITT Section B contains the questions that Bidders must complete. Each Bidder's response ("Tender") should be detailed enough to allow the Authority to make an informed award decision.
	3. All Tenders must be returned no later than the deadline for receipt of Tenders specified on the front cover of this ITT.
	4. The Authority is using the East Midlands (proactis) e-tendering portal to conduct the procurement process ("the e-Tendering Portal"). The e-Tendering Portal can be accessed https:// <https://www.eastmidstenders.org/>. All communications (including submission of Tenders) should be carried out via the e-Tendering Portal.

**Contents of the ITT**

* 1. This ITT document consists of:

|  |
| --- |
| **Section A – Instructions and information** |
| 1 | Introduction and background |
| 2 | Tender timetable  |
| 3 | Instructions to Bidders  |
| 4 | Tender evaluation methodology and criteria  |
| Annex A1(a) | South Derbyshire District Council Terms and Conditions  |
| A1(b) | North West Leicestershire District Council Terms and Conditions  |
| **Section B – Tender Schedules (to be returned by Bidders)** |
| Annex B1 | Eligibility questions and responses |
| Annex B2 | Specification |
| Annex B3 | Tender Response Document |
| Annex B4 | Commercial Schedule |
| Annex B5 | Confidential and commercially sensitive information |
| Annex B6 | Administrative instructions |
| Annex B7 | Form of Tender |

 **Introduction to the Procurement**

* 1. South Derbyshire is a thriving, attractive place to live, work and visit. It has been transformed during the past few decades from a clay and mining area to a successful District that serves as home to more than 100,000 people. It contains a third of The National Forest. South Derbyshire offers a mixture of well-developed urban areas and historic rural settlements. Its natural features combine with historic sites and modern community and leisure facilities to provide places and activities for residents and visitors alike to enjoy in their spare time. South Derbyshire boasts 3,500 business enterprises, among them international names JCB, Nestle and Toyota Motor Manufacturing UK. The wide range of employment opportunities means unemployment is very low in the district. Working with our partners to keep crime and anti-social behaviour to a minimum has cemented South Derbyshire’s reputation as one of the safest places to live in the county.
	2. North West Leicestershire is a semi-rural district with a population of approximately 104,705. Most people live in the district’s two main towns around 37,800 in Coalville and 15,100 in Ashby de la Zouch. Around the district are a handful of large villages (Castle Donington, Kegworth, Ibstock and Measham) and numerous smaller villages.
	3. North West Leicestershire is one of the fastest growing economies in the East Midlands and sits at the axis of the Midlands, strategically located 25 miles from Birmingham, Derby, Leicester and Nottingham and at the centre of the national transport network. As of 2018, 52 of the top 200 Leicester and Leicestershire businesses are based in North West Leicestershire representing variety of sectors.
	4. This Invitation to tender is for the provision of a procurement support service, that provides strategic and regulatory advice, a procurement portal, and day to operational support for contract and procurement activities.
	5. Full details of the Authority's requirements are set out in the Specification in Annex B2 of Section B.

**Purpose and scope of this ITT**

This ITT:

* + 1. Invites Bidders to submit their Tenders in accordance with the instructions set out in the remainder of this ITT;
		2. Sets out the overall timetable and process for the procurement;
		3. Provides Bidders with sufficient information to enable them to submit a compliant Tender;
		4. Sets out the award criteria and Tender evaluation model that will be used to evaluate the Tenders; and
		5. Explains the administrative arrangements for the receipt of Tenders.

The link below to the Cabinet Office website provides information on the Government’s Crown Representative for SMEs, a link to the definition of an SME and details on the SME initiative:

<https://www.gov.uk/government/publications/2010-to-2015-government-policy-government-buying/2010-to-2015-government-policy-government-buying#appendix-1-making-sure-government-gets-full-value-from-small-and-medium-sized-enterprises>

**Questions about this ITT**

* 1. You may submit, by no later than 5:00 pm on 23 August 2024, any queries that you have relating to this ITT. Please submit such queries via the e-Tendering Portal.
	2. Any specific queries should clearly reference the appropriate paragraph in the ITT documentation and, to the extent possible, should be aggregated rather than sent individually. The Authority may decline to answer queries received after the above deadline.
	3. Answers to the questions received by the Authority will be circulated to all Bidders via the e-Tendering Portal. Answers will not reveal the identity of the individual Bidder that asked a particular question. The Authority may decide not to disclose answers, or parts of answers, which would reveal confidential or commercially sensitive information in relation to a particular Bidder.
1. TENDER TIMETABLE

**Key dates**

* 1. The procurement will follow a clear, structured and transparent process to ensure a fair and level playing field so that all Bidders are treated equally.
	2. The key dates for this procurement are currently anticipated to be as follows:

|  |  |
| --- | --- |
| **Event** | **Date** |
| ITT issued | 31/7/2024 |
| Deadline for the receipt of clarification questions | 23/8/2024  |
| Deadline for receipt of Tenders | 30/8/2024 |
| Evaluation of Tenders Completed | 9/9/2024 |
| Notification of contract award decision | 10/9/2024 |
| Standstill period completed | 20/9/2024 |
| Contract award | 21/9/2024 |
| Contract Finalisation completed | 30/9/2024 |
| Contract starts  | 1/10/2024 |

* 1. Whilst the Authority does not intend to depart from the timetable, it reserves the right to do so at any stage.

**Deadline for receipt of Tenders**

* 1. Bidders must submit their Tenders in the manner prescribed in section 3 below no later than the date and time specified on the front cover of this ITT.
	2. Any Tender received after the deadline or by any method other than via the e-Tendering Portal will not be considered. The Authority may at its discretion extend the deadline and in such circumstances the Authority will notify all Bidders of any change.

**Site visits**

* 1. The authority reserves the right to make site visits to existing local authorities supplied by or contracted with bidders. All Bidders are asked to make available 2 reference sites. The reference site visits will be made to verify specific aspects of Bidders' submissions in response to the Specification. Any Contract or site references provided should not include the current tendering Authoritys.
	2. The Authority reserves the right to visit the sites of the top three scoring Bidders or more, although, where the scores which are being evaluated by the visits are close enough that the evaluation could make a difference to the contract award, the Authority will visit all relevant Bidders' sites.

**Clarification Meetings**

* 1. Following the assessment of the Tender proposals, the Authority may invite Bidders to a clarification meeting. If required, this will take place between receipt of Tenders and announcement of successful Tender.
	2. Although not scored on a separate basis, the session will be used to confirm the technical / quality score assessments of the Tender evaluation. As such, scores achieved during the written Tender evaluation may be adjusted (up or down) and the consolidated score of a Bidder amended.

**Contract award**

* 1. Contract award is subject to the formal approval process of the Authority. Until all necessary approvals are obtained and the voluntary waiting period completed, no contract(s) will be entered into.
	2. Once the Authority has reached a decision in respect of a contract award, it will notify all Bidders of that decision and may provide for a voluntary waiting period, in accordance with the Public Contracts Regulations 2015, before entering any contract(s).
1. INSTRUCTIONS TO BIDDERS
	1. Formalities for submission of Tenders
	2. Bidders must submit their Tenders by completing the Annexes (or separate documents as instructed) to Section B of the ITT. Completed Tenders must be submitted using the e-Tendering Portal. Bidders should ensure that they allow plenty of time to upload the Tender response, particularly where there are large documents. If Bidders have any problems with the e-Tendering Portal, they should contact the helpdesk on 01937 545070 or 01952 212780 and info@proactis.com. The helpline is open Monday to Friday between 10am and 4pm excluding public and bank holidays. As noted above, any Tender received after the deadline may not be considered.
	3. The maximum file size for uploading documents is 20 megabytes. You should split your Tender into small enough file sizes to upload. Note: the Authority does not guarantee that you will be able to upload files up to the maximum size, particularly at busy times. For this reason, it is recommended that Bidders should ensure files are well below the maximum stated and allow plenty of time to upload, so they have enough time to resolve any technical difficulties before the deadline.
	4. Bidders must adhere to the following standard requirements when submitting their Tenders:
* Do not embed documents within other documents. Instead provide separate electronic copies of the documents, clearly labelled and referenced if necessary.
* The Tender must be in English and drafted in accordance with the drafting guidance set out in this ITT.
* The Tender must be fully cross-referenced and include a table of contents.
* The Tender must include a list of all supporting material.
	1. Electronic copies of the Tender shall be in PDF or Word format only with the Commercial Schedule being sent as a separate Excel spreadsheet.
	2. Where a word count limit is specified, Bidders should state how many words their response contains. The Authority reserves the right not to consider any part of a response exceeding the word limit. Words included within diagrams or other graphic representations will count towards the word limit.
	3. The Tender must be clear, concise and complete. The Authority reserves the right to mark Bidders down or exclude them from the procurement if their Tenders are ambiguous or lack clarity. Bidders should submit only such information as is necessary to respond effectively to this ITT. Unless specifically requested, do not include extraneous presentation materials.
	4. Tenders will be evaluated based on information submitted by the deadline. Where information or documentation submitted appears to be incomplete or erroneous or specific documents are missing, the Authority reserves the right to request the Bidder to submit, supplement, clarify or complete the information or documentation.
	5. The Tender must be signed by a duly authorised representative of the Bidder.
	6. Except as set out in paragraph 3.8, no Tender may be modified after the deadline for receipt of Tenders.
	7. Tenders may be withdrawn at any time before the deadline for receipt of Tenders. Revised Tenders may be submitted up until the deadline for receipt of Tenders, provided such intention is notified to the Authority using the e-Tendering Portal.

**Terms and conditions**

* 1. The Terms and Conditions will be as per Annex A1(a) and A1(b) (see Separate documents)

**Consortia and subcontractors**

* 1. If the Bidder is a consortium or will rely on sub-contractors to deliver the contract, it must explain in its Tender precisely which entities will be the supplier.
	2. For the purposes of this ITT, the following terms apply:
	3. Consortium arrangement - Groups of companies come together specifically for the purpose of bidding for appointment as the supplier and envisage that they will establish a special purpose vehicle as the prime contracting party with the Authority.
	4. Subcontracting arrangement - Groups of companies come together specifically for the purpose of bidding for appointment as the supplier but envisage that one of their number will be the supplier, the remaining members of that group will be subcontractors to the supplier.
	5. If the Bidder intends to sub-contract any material parts of the contract, it must explain which parts will be sub-contracted, who the sub-contractor is, confirm the sub-contractor has agreed terms of supply and what contractual commitment it has from the sub-contractor to deliver.

**Apprenticeships**

* 1. Public procurement supports skills development and the commitment to apprenticeships. Bidders will compete based on their contribution to apprenticeships and skills. This is applicable to all procurements advertised from September 2015, this action note builds on and replaces ‘supporting sustainable skills development through major construction and infrastructure projects’

**Warnings and disclaimers**

* 1. While the information contained in this ITT is believed to be correct at the time of issue, neither the Authority, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT (including its annexes) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Bidder. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Authority.
	2. If a Bidder proposes to enter a contract with the Authority, it must rely on its own enquiries and on the terms and conditions set out in the contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.
	3. Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Authority (or any other person) to enter a contractual arrangement.

**Freedom of Information Act 2000 and Environmental Information Regulations 2004**

* 1. As a public body, the Authority is subject to, and must comply with, the Freedom of Information Act 2000 ("FOIA") and the Environmental Information Regulations 2004 ("EIR"). The Authority may therefore be required to disclose information submitted by the Bidder.
	2. If a Bidder considers any part of its Tender to be confidential or commercially sensitive, it must complete Annex B5 to Section B of this ITT, with a statement of which exemptions are relevant under FOIA and/or the EIR.
	3. In respect of any information submitted by a Bidder that it considers to be confidential or commercially sensitive the Bidder should:
	4. Clearly identify such information as confidential or commercially sensitive;
	5. Explain its reasons why disclosure of such information would be likely to prejudice or would cause actual prejudice to its commercial interests;
	6. Provide a reasoned estimate of the period of time during which the Bidder believes that such information will remain commercially sensitive.
	7. Where a Bidder identifies information as commercially sensitive, the Authority will take those views into account. Bidders should note, however, that, even where information is identified as commercially sensitive, the Authority may be required to disclose such information in accordance with FOIA or the EIR. Accordingly, the Authority cannot guarantee that it will withhold information marked ‘confidential’, 'commercially sensitive' or otherwise exempt.

**Publicity**

* 1. No publicity regarding the procurement or the award of any contract will be permitted unless and until the Authority has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Tender, its contents or any proposals relating to it without the prior written consent of the Authority.

**Bidder conduct and conflicts of interest**

* 1. Any attempt by Bidders or their advisors to influence the contract award process in any way may result in the Bidder being disqualified. Specifically, Bidders shall not directly or indirectly at any time:
	2. Devise or amend the content of their Tender in accordance with any agreement or
	 arrangement with any other person, other than in good faith with a person who is
	 a proposed partner, supplier, consortium member or provider of finance;
	3. Enter into any agreement or arrangement with any other person as to the form or
	 content of any other Tender, or offer to pay any sum of money or valuable
	 consideration to any person to effect changes to the form or content of any other
	 Tender;
	4. Enter into any agreement or arrangement with any other person that has the
	 effect of prohibiting or excluding that person from submitting a Tender;
	5. Canvass the Authority or any employees or agents of the Authority in relation to
	 this procurement; and/or
	6. Attempt to obtain information from any of the employees or agents of the Authority or their advisors concerning another bidder or Tender (except for debrief
	 information requests made through the e-Tendering Portal).
	7. Bidders are responsible for ensuring that no conflicts of interest exist between the Bidder and its advisers, and the Authority and its advisors. Bidders should notify the Authority promptly of any possible conflict and the proposed steps that the Bidder believes can be taken to avoid the conflict. Any Bidder who fails to comply with these requirements may be excluded from the procurement at the discretion of the Authority.

**Authority's rights**

* 1. Subject to its obligations to act in a transparent, proportionate and non-discriminatory manner, the Authority reserves the right to:
		1. Waive or change the requirements of this ITT from time to time;
		2. Seek clarification or documents in respect of a Bidder's submission;
		3. Disqualify any Bidder that does not submit a compliant Tender in accordance with
		the instructions in this ITT;
		4. Disqualify any Bidder that is guilty of serious misrepresentation in relation to its
		Tender or the Tender process;
		5. Withdraw this ITT at any time, or re-invite Tenders on the same or any alternative
		basis;
		6. Choose not to award any contract as a result of the current procurement process;
		7. Make whatever changes it sees fit to the timetable, structure or content of the
		procurement process.

**Bid costs**

* 1. The Authority will not be liable for any bid costs, expenditure, work or effort incurred by a Bidder in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Authority.

**Language**

* 1. Tenders, all documents and all correspondence relating to the Tender must be written in English.

**Transparency**

* 1. In accordance with the Public Contracts Regulations 2015 and the Government’s policy on transparency, Bidders should be aware that the Authority intends to make the ITT and details of any subsequent contract publicly available, by publication on the Government's Contracts Finder portal.

**Governing Law and Jurisdiction**

* 1. This ITT and any dispute concerning it (including non-contractual disputes or claims) shall be governed by English law and subject to the jurisdiction of the English Courts.

**Government Security Classifications (GSC)**

* 1. All potential suppliers are encouraged to make themselves aware of the GSC and identify any potential impacts in their tender submission, as the protective marking and applicable protection of any material passed to, or generated by, potential suppliers during the tender process or pursuant to any Contract awarded as a result of this tender process will be subject to the GSC.
	2. The link below to the Gov.uk website provides information on the GSC:

Government Security Classifications - GOV.UK (www.gov.uk)

**Eligibility Questions and Responses**

* 1. The Eligibility Questions is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).
	2. A completed declaration of Part 1 and Part 2 of the Eligibility Questions provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2 of the Eligibility Questions. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

**Supplier Selection Questions: Part 3**

* 1. This procurement document provides instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.
	2. If the relevant documentary evidence referred to in the Eligibility Questions is not provided upon request and without delay the Authority reserves the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

* 1. If you seriously misrepresent any factual information in filling in the Eligibility Questions, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Notes for completing the Eligibility Questions**

* 1. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
	2. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
	3. The Authority recognises that arrangements set out in section 1.2 of the Eligibility Questions, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 of the Eligibility Questions is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
	4. For Part 1 and Part 2 of the Eligibility Questions every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
	5. All sub-contractors are required to complete Part 1 and Part 2 of the Eligibility Questions.
	6. For answers to Part 3 of the Eligibility Questions - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration
	7. The Authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.
1. TENDER EVALUATION METHODOLOGY AND CRITERIA

**Overview**

* 1. This section of the ITT sets out the criteria that the Authority will use to evaluate Tenders.

Bidders are required to submit a Tender strictly in accordance with the requirements set out in this ITT, to ensure the Authority has the correct information to make the evaluation.

If a Tender is equivocal or unclear, the Authority may deduct marks when scoring it or it may treat the Tender as non-compliant and reject it.

* 1. The Authority will award the contract to the Tender that scores the highest marks, applying the methodology below. Scoring will be carried out as follows:
	2. The Bidder must pass all eligibility questions in Annex B1 of Section B (Annex of eligibility questions and responses) ("Eligibility Questions").
	3. The Authority will then mark Annex B3 of Section B (Tender Response Document) ("Scored Questions") for all Bidders that pass all the Eligibility Questions.
	4. The Authority will mark Eligibility Questions as described in paragraphs 4.7 to 4.10
	5. It will mark the Scored Questions as described in paragraphs 4.16 to 4.17.

Criteria – Eligibility Questions

* 1. The Authority will score Eligibility Questions on the following basis:

|  |  |  |
| --- | --- | --- |
| Eligibility Questions  | Selection criteria | Self-Certify |
| Section 1: Potential supplier information | For information only | N/A |
| Section 2: Grounds for mandatory exclusion | Pass or Fail | Yes  |
| Section 3: Grounds for discretionary exclusion Taxes | Pass or Fail | Yes  |
| Section 4 Other Grounds for discretionary exclusion  | Pass or Fail | Yes |
| Section 5: Economic and Financial Standing | Pass or Fail | Yes  |
| Section 6 Economic and Financial Standing – parent Company Guarantees | Pass or Fail |  |
| Section 7: Technical and Professional Ability | Pass or Fail | Yes  |
| Section 8: Modern Slavery Act 2015: Requirements under the Modern Slavery Act 2015. | Pass or Fail | Yes  |
| Section 9.1: Insurance | Pass or Fail | Yes |
| Section 9.2: Skills and Apprentices | Pass or Fail | Yes |
| Section 9.3: Steel | N/A | N/A |
| Section 9.4: Supplier's Past Performance | N/A | N/A |
| Section 9.5: Quality Management | N/A | N/A |
| Section 9.6: Disclosure and Barring Service  | N/A | N/A |
| Section 9.7 Construction Industry Service | N/A | N/A |
| Section 9.8 Safeguarding and Security | [Pass or Fail] | [Yes] |
| Section 9.9 Business Continuity and Disaster Recovery  | Pass or Fail | Yes |
| Section 9.10 Audit Information Security  | Pass or Fail | Yes |
| Section 9.10 Audit Information Security (Basic) | N/A | N/A |
| Section 9.11 General Data Protection Right  | Pass or Fail | Yes |
| Section 9.12 Compliance with Equality Legislation  | Pass or Fail | Yes |
| Section 9.13 Environmental Management  | Pass or Fail | Yes |
| Section 9.14 Health and Safety  | Pass or Fail | Yes |
| Section 9.15 Regulatory Bodies  | N/A | N/A |
| Section 9.16 Credit Rating  | Pass or Fail |  |

**Eligibility Questions ITT B1**

* 1. To score a "pass" for the Eligibility Questions, the Tender must adequately address all key points and include adequate supporting evidence / examples / information. It must give a reasonable degree of confidence that the Bidder has the capability, resource and experience to properly perform the contract.

* 1. Where a Bidder scores a "fail" for any question, the Authority will treat the Tender as non-compliant and it will not award any marks for the Scored Questions.
	2. The following process will be used to assess the financial standing of applicants:

**The Financial Standing Evaluation**

* 1. Please provide 2 years financial accounts and parent company accounts if applicable. These should be audited accounts where audit is required and should be for the most recent periods available.
	2. South Derbyshire District Council will use the relevant financial accounts with relevant third parties checks in order to assess whether or not an applicant’s overall financial standing is acceptable for a procurement of this size.

The overall financial eligibility will be based on:

* 1. The awarded contract value must not exceed more that 30% of your annual turnover.
	2. A credit report search will be undertaken by the evaluation team. Although we do not use minimum scores, the finance business partner will evaluate the credit score information report and provide pass/fail recommendations.
	3. Where an organisation is excluded at section 5, we reserve the right to do further investigations using the annual accounts to review; liquidity, turnover and Auditor’s going concern sign off to assess the financial suitability or otherwise of applicants. Applicants failing section 5 will be deemed to have failed the financial standing evaluation.

**Criteria – Scored Questions**

* 1. The tender will be evaluated on the following criteria:

|  |  |  |
| --- | --- | --- |
| **Evaluation criteria** |  | **Weighting** |
|  |  |  |
| Quality will be assessed using the following sub criteria across the question categoriesUnderstanding of requirementsExperience and CapabilityOperational ManagementSustainability and EnvironmentSocial Value |  | 24%34%28%4%10% |
| **Total** |  | **100%**  |
|  |  |  |
| **Overall Tender weighting** |  |  |
|  |  |  |
| Price |  | 30% |
| Quality |  | 70% |
|  |  | 100% |

**Criteria – Scored Questions: Technical and Quality Evaluation**

* 1. The technical evaluation will be scored in accordance with the table below:

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Interpretation** |
| Excellent | 5 | Exceeds the requirement. Exceptional demonstration by the Bidder of the relevant ability, understanding, skills, and resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response. |
| Good | 4 | Satisfies the requirement with minor additional benefits.Above average demonstration by the Bidder of the relevant ability, understanding, skills, resource & quality measures required to provide the supplies / services. Response identifies factors that will offer potential added value, with evidence to support the response. |
| Acceptable | 3 | Satisfies the requirement.Demonstration by the Bidder of the relevant ability, understanding, skills, and resource & quality measures required to provide the supplies / services, with evidence to support the response. |
| Minor Reservations | 2 | Satisfies the requirement with minor reservations.Some minor reservations of the Bidder’s relevant ability, understanding, skills, and resource & quality measures required to provide the supplies / services, with little or no evidence to support the response. |
| Serious Reservations | 1 | Satisfies the requirement with major reservations.Considerable reservations of the Bidder’s relevant ability, understanding, skills, and resource & quality measures required to provide the supplies / services, with little or no evidence to support the response. |
| Unacceptable | 0 | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the ability, understanding, skills, resource & quality measures required to provide the supplies / services, with little or no evidence to support the response. |

Quality Score Weighting

* 1. As detailed above, all quality questions will be scored 0-5. To factor in the importance of each question their scores will then be multiplied by the weighting as below to reach a final score.

|  |  |  |
| --- | --- | --- |
| Weighting | Score Multiplier | Maximum Question Score |
| High | x3 | 15 |
| Medium | x2 | 10 |
| Low | X1 | 5 |

**Criteria – Scored Questions: Pricing Evaluation**

* 1. Tender prices will be scored on a comparative basis, with the lowest compliant Tender (excluding any Tenders that the Authority rejects as being abnormally low or non-compliant) receiving 100% of the available marks. All other Tenders will be compared against that lowest Tender using the formula:

(A / B) x 100

A = price of lowest compliant Tender

B = price of the Tender being scored

* 1. If it appears to the Authority that any Tender may be abnormally low then the Authority may ask the Bidder to explain its price or costs. If, following the Bidder's explanations, the Authority is not satisfied with the Bidder's account for the low level of price or cost in the Tender; the Authority may treat the Tender as non-compliant and reject it.

1. TRANSFERRING EMPLOYEES
	1. Bidders' attention is drawn to the staff transfer provisions set out in the South Derbyshire District Council Terms and Conditions in Annex A1.

**Pension requirements**

* 1. Bidders' attention is drawn to the pension provisions set out in the South Derbyshire District Council Terms and Conditions in Annex A1.
	2. The Authority does not anticipate that any staffs are likely to transfer to the successful Bidder under the contract.

# ANNEX A1 (a) TERMS AND CONDITIONS

# South Derbyshire District Council

See Separate Document ANNEX A1(a) SDDC Terms and conditions of contract.

# ANNEX A1 (b) TERMS AND CONDITIONS

# North West Leicestershire District Council

See Separate Document ANNEX A1(b) NWLDC Terms and conditions of contract.

# ANNEX A2 TRANSFERRING EMPLOYEES

The details of transferring employees set out in this Annex A2 are provisional.

Not Applicable – see section 5 above.]

1. For the list of exclusion please see

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-1)