REQUEST FOR QUOTATION FOR Virtual Reality training resources for corporate parenting service





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

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# INTRODUCTION

## GENERAL REQUIREMENTS

Northamptonshire County Council invites quotations for the provision of Virtual Reality Training Resources for the Corporate Parenting Service.

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

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the buyer via the method stated below.

The Authority reserves the right to:

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

Potential Provider’s will need to register an account via the Authority’s ‘LGSS Procurement Portal’ at [www.lgssprocurementportal.co.uk](http://www.lgssprocurementportal.co.uk) before being able to view the full quotation details.

For technical support when using the LGSS Procurement Portal (ProContract), please contact the ProContract support desk:

* Email: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)
* Telephone: 0330 005 0352

This facility is available Monday to Friday, 09:00 to 17:30

Alternatively you may use the electronic ticket logging system which can be found [here](http://proactis.kayako.com/procontractv3/Core/Default/Index)

## BACKGROUND

**Local Government Review in Northamptonshire**

Potential Providers are asked to note the following in relation to this Contract Opportunity:

Local government services in Northamptonshire are currently provided by Northamptonshire County Council and seven District/Borough Councils.                                                                                                                                         On 14th May 2019, the Secretary of State for Housing, Communities and Local Government issued a written statement confirming that, under Local Government Reform, all the existing councils in Northamptonshire will be abolished and replaced with two new unitary councils, one for the North and one for the West of the county, with effect from April 2021.  However Northamptonshire’s Children’s Social Care Services will become a wholly owned council company for the delivery of children’s social care services (children’s services trust) across Northamptonshire from November 2020.

Our expectation is that, as in past local government reorganisations, the Secretary of State would make legal orders to novate (transfer) existing contracts to the two successor councils or the newly established children’s trust.

LGSS Procurement is managing this procurement process in accordance with the Public Contracts Regulations 2015 on behalf of the Authority.

Cambridgeshire County Council, Northamptonshire County Council and Milton Keynes Council work together in partnership under the name of LGSS.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 28 August 2020 |
| **Deadline for Clarification Questions** | 4 September 2020 17.00 |
| **Deadline for Quotation Responses** | 11 September 2020 noon |
| **Quotation Evaluation** | w/c 14 September 2020 |
| **Contract Awarded** | w/c 21 September 2020 |
| **Proposed Contract Start Date** | 25 September 2020 |
| **Contract End Date** | 24 September 2023 |

## CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred via the [ProContract](http://www.lgssprocurementportal.co.uk) messaging area

|  |  |
| --- | --- |
| **Name** | Andy Horwood |
| **Job Title** | Project Manager |
| **Email** | ahorwood@northamptonshire.gov.uk |
| **Deadline for questions (date & time)** | 4 September 2020 17.00 |

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via [ProContract](http://www.lgssprocurementportal.co.uk) to:

|  |  |
| --- | --- |
| **Name** | Andy Horwood |
| **Job Title** | Project Manager |
| **Email** | ahorwood@northamptonshire.gov.uk |
| **Respond by Date & Time** | 11 September 2020 noon |

## EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

|  |
| --- |
| **Evaluation Method 3: Weighted combination of Quality and Price** |

**Quality Questions at 40% + Pricing at 60% = 100%**

Total sum of (question score × weighting of question)

= Potential Provider Quality Score

(Potential Provider Quality Score ÷ Max Quality Score Available) × 40%

= Potential Provider Quality %

1. **Quality Questions (Part 3 Section B)**

The Quality Questions will be scored using the following scale:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 0 | Response does not meet requirements or no response is provided. |
| 1 | Response partially meets requirements but contains significant weaknesses, issues or omissions. |
| 2 | Response meets requirements to an acceptable standard but contains some weaknesses, issues or omissions. |
| 3 | Response meets requirements to a high standard. Robust and detailed in all respects. |

1. **Pricing (Part 4)**

Pricing % will be calculated as follows:

The bid with the lowest overall price will receive a full score of 60% (=Y)

The following calculation will be applied to the other bids:

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

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

# SPECIFICATION

Children First Northamptonshire seek to purchase a Virtual Reality immersive technology training resource as part of an enhanced training offer aimed at increasing the competence of Carers and professionals, improving training and selection of Carers, and Increasing ability to cope with more challenging behaviors.

The Corporate Parenting Service has secured dedicated funding through the Business Rates pilot to develop a Resilience Foster Carer scheme aimed at recruiting, training and retaining a cohort of Carers to support young people aged 10-18 years who need and want the stability and continuity of a sustained foster placement.

The Resilience Scheme will seek to help the young person to develop positive relationships to bring about long-term change. This will involve providing stability, supporting them in their education and help them develop life skills and leisure interests.

The enhanced Training Offer will be available to new Applicants but in the case where an In-house Foster Carer wanted to join the Scheme then there would be an overview of their Training Profile and relevant experience and so tailor a training package accordingly.

In addition to a separately commissioned therapeutic training course, it is envisaged that a Virtual Reality immersive technology training resource would both complement and accelerate learning for both carers and professionals.

It is anticipated that the initial use and application of the required hardware, software library and support will benefit the target cohort of 15 foster carers, and dedicated Supervising Social Workers, in the first year before being rolled out through the training of a wider cohort of social workers in the Corporate Parenting Service.

Potential suppliers should detail what hardware and software will be supplied, identifying any recurring costs such as Licence fees and any others, and what happens at the end of the contract period (exit strategy). The supplier should also confirm how the software will operate, i.e. Cloud, and where this is located.

It is anticipated that the contract will be for a fixed three year term.

Anticipated outcomes will include:

* Increased number of Carers/social workers recruited
* Increased retention of Carers/social workers
* Improved training and selection of Carers
* Increased ability to cope with more challenging behaviours
* Increased placement stability

It is not anticipated that there will be any personal data processing implications in the provision of this training resource.

# SUPPORTING INFORMATION

Please complete section 3 and 4 below / access ProContract to complete this information.

## Organisation and Contact Details

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

## 

## Questions

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

|  |  |  |
| --- | --- | --- |
| **Question**  **Number** | **Question** | **Weighting (1 = Low, 2 =Med or 3= High)** |
| 1 | Potential suppliers are required to detail the key steps that they will put in place in order to support the timely implementation of this services contract. | 3 |
| Potential Provider’s Response |  |  |
| 2 | What do you consider to be the three main challenges in delivering the required services and how would you work with the Council(s) to overcome them. | 2 |
| Potential Provider’s Response |  |  |
| 3 | The level of insurance required is  Public Liability    £5m  Employers Liability £5m  Professional Indemnity £1m  Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award? | **PASS/FAIL question. Potential Providers who answer ‘No - have not got cover and won't provide Authority’s level of cover’ will fail the RFQ process.** |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract    **No** - but will provide the Authority‘s level of cover requested if awarded contract    **No** - have not got cover and won't provide Authority’s level of cover |  |
| 4 | The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015. | **PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process.** |
| Potential Provider’s Response | **Yes**–in response to this quotation our supply chain complies with the Modern Slavery Act 2015    **No**–in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 |  |
| 5 | The Authority wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are complaint with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act.  Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act. | PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process. |
| Potential Provider’s Response | Yes–in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.    No–in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act. |  |
|  |  |  |

# PRICING SHEET

## Pricing and Costs

The available budget for this procurement exercise is £76,500. Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and its associated time and costs.

|  |  |  |  |
| --- | --- | --- | --- |
| **[Component]** | **[Component description]** | **[Delivery by]** | **[Costs (£)]** |
| Hardware  (Goods) | Virtual Reality headsets and ancillary equipment |  |  |
| Software  (Goods) | Licence fees, etc. to enable access to all existing and any new VR library content |  |  |
| Support  (Services) | social work coaching and support days to assist with embedding in 1:1 work and group training |  |  |
|  | **Total Costs (£):** |  |  |

# FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £5,000 or more in total value will also be published on the Authority’s website.

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

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

**Request for Quotation for Virtual Reality Training Resource for Corporate Parenting Service**.

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

that the information provided is complete and accurate;

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

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

1. CONDITIONS OF CONTRACT

LGSS Legal Services (LGSS Law Limited) have drafted standard terms and conditions for the supply of goods and services up to £100k.

Examples of these are embedded herein for your information. This contract will include Terms and Conditions for the Goods (hardware and software) and Services (training and implementation support).

 