

TORBAY COUNCIL

Part 4 Award Questionnaire

Contract Reference

TCOS0420

Contract Title

**Environmental Enforcement Services for
Torbay Council**

Maximum Period of Contract

4 years

Return Date

Friday 09 October 2020

Return Time

No later than 12:00 Noon

Return To

**www.supplyingthesouthwest.org.uk
(ProContract)**

Applicant Name

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Stage Two – Award

Section A. Pass / Fail Criteria

The questions within this section shall be assessed on the basis of pass or fail.

Question Number	Questions	Response
1	Please confirm you meet all of the Mandatory Requirements set out in section 2 and section 5.1.1 of Part 2 Specification? Minimum Requirement	Yes / No
Comments:		

Section B. Method Statements

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient of detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and be appropriate in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it clearly relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Method Statement Number	Method Statement	% Score / Weighting
1	Contract Delivery: The Applicant shall provide a Method Statement of a <u>maximum</u> two thousand five hundred (2500) words. Please note that only the first two thousand five hundred (2500) words will be considered for evaluation purposes. Please describe how you are going to operate this Contract to ensure that it is set up and run efficiently and effectively which will result in meeting the required outcomes as detailed in Part 2 Specification.	15%

Applicants should cover the following within this section:

- Benefits of proposals;
- How the proposals meet the requirements and outcomes for the Service;
- Justification that the proposals are deliverable;
- How the proposals set the Applicant apart from other potential Applicants;
- That your organisation will be fully mobilised on the Contract commencement date of 07 December 2020.

Topics to specifically include:

- Mobilisation;
- Approach to the running of the Contract including information on the resources, including the number of staff, that you will be using to support the Contract and (if possible) in doing so, how you will promote local skills and employment. Note: This should be considered in conjunction with Part 5 Pricing Schedule.
- Your knowledge of the Torbay area and local environmental crime enforcement issues.
- Details of how Fixed Penalty Notices (FPNs) will be issued and how FPNs payments (including cash payments), will be made directly to your organisation;
- Details of how your organisation will be responsible for all accounting and invoicing for VAT, in relation to the proportion of the FPN income kept by your organisation, for the purposes of providing the service on behalf of the Council.
- The identification of your organisation's nominated Contract Manager for this Contract and Senior Manager or Director to assist in the resolution of any Contractual issues, as required;
- Behaviour and professionalism of your organisation's personnel in carrying out the work under this Contract, on behalf of the Authority, particularly when dealing with persons issued with Fixed Penalty Notices (FPN's), for environmental offences;
- Suitable attire of your personnel and the carrying of appropriate photographic identification (at all times) in carrying out the work under this Contract, on behalf of the Authority;
- Your Business Continuity Plan – to include what steps will be put in place to ensure that service provision will

	<p>be fully available for this Contract, in the event of interruption to your business, including staff absence;</p> <ul style="list-style-type: none"> • Your Resource Management Plan - to address medium to long term staff absence during the life of this Contract; • Your Exit Management Plan – to address your full procedures at the end of this Contract; • Details of Management Information you will provide covering your service provision; • How your organisation will fully comply with all of the requirements, within Part 2 Specification. <p>You may provide copies of relevant policies, plans and procedures (as appendices) to support your response.</p> <p>Word Limit: 2500 in Ariel font 12 (excluding permitted appendices)</p>	
<p>Response:</p>		
<p>2</p>	<p>Supporting the legal processes of the Contract:</p> <p>The Applicant shall provide a Method Statement of a <u>maximum</u> one thousand five hundred (1500) words. Please note that only the first one thousand five hundred (1500) words will be considered for evaluation purposes.</p> <p>Please describe how you are going to support any legal proceedings of this Contract and what you will supply to the Authority by way of written/photographic, video evidence and witnesses for cases resulting in court action, when Fixed Penalty Notices (FPN's) have not been paid, or disputed.</p> <p>As a minimum, Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • Officers Authorisation • Case Summary • Statement and Supporting Evidence (video evidence, etc); • Copy of the issued Fixed Penalty Notice (FPN); 	<p>10%</p>

	<ul style="list-style-type: none"> • Proof/confirmation of non-payment; • Attendance at court by an operative, if required. • An example of a format of a prosecution file shall be included. <p>You may provide copies of relevant policies, plans and procedures (as appendices) to support your response.</p> <p>Word Limit: 1500 in Ariel font 12 (excluding permitted appendices)</p>	
<p>Response:</p>		
<p>3</p>	<p>Your organisation’s time frames in the issuing of Fixed Penalty Notices (FPN’s):</p> <p>The Applicant shall provide a Method Statement of a <u>maximum</u> one thousand five hundred (1500) words. Please note that only the first one thousand five hundred (1500) words will be considered for evaluation purposes.</p> <p>Please describe your organisation’s time frames in the issuing of FPN’s</p> <p>Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • How many hours or days (from issue) the FPN will take to appear on your organisation’s back-office system; • What processes your organisation has in place to ensure payment; • How long your organisation will give someone (issued with an FPN) time to pay and if applicable, how many follow up letters your organisation will send to individuals, chasing the payment; • How your process timescales are affected if someone tries to appeal; • How soon Torbay Council will receive individual prosecution files. <p>You may provide copies of relevant policies, plans and procedures (as appendices) to support your response.</p>	<p>10%</p>

	Word Limit: 1500 in Ariel font 12 (excluding permitted appendices)	
Response:		

Section C. Technical Questions

Applicants are required to submit their response to the following Technical Question. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient of detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and be appropriate in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it clearly relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Technical Question Number	Technical Question	% Score / Weighting
1	<p>With regards to the issuing of Fixed Penalty Notices (FPN's) within this Contract, to minors or persons who lack capacity to understand the offence, please clarify who your organisation will issue FPN's to and further clarify that all of your organisation's proposed operatives understand the issues that this may cause?</p> <p>Word Limit: 500 in Ariel font 12</p>	1%
Response:		
2	<p>Torbay Council requires a minimum FPN payment rate of seventy five percent (75%) or above, for this Contract. How will your organisation support the Authority to ensure that this is achieved?</p> <p>Word Limit: 1000 in Ariel font 12</p>	3%
Response:		
3	<p>Please confirm that your organisation will target areas of work in different parts of Torbay, at the Authority's request and explain how this will be undertaken by your operatives, on a day to day basis?</p> <p>Word Limit: 1000 in Ariel font 12</p>	2%

Response:		
4	<p>As part of your Tender response, please provide a copy of your organisation's Health and Safety Policy. Please also confirm what you would consider as the minimum Health & Safety requirements for service provision on this contract, including (but not limited to) your organisation's lone working policy.</p> <p>Word Limit: 500 in Ariel font 12</p>	2%
Response:		

Section D. Social Value, Sustainability, Environmental Considerations

1	<p>As per section 9.2.2 of Part 2 Specification, please confirm how your organisation will take into account of and how you will raise awareness of and support community engagement in relation to protecting and improving Torbay's environment, with regards to (but not limited to) the following:</p> <ul style="list-style-type: none"> (a) beach cleaning; (b) waste and recycling; (c) littering. <p>Word Limit: 1000 in Ariel font 12</p>	2%
Response:		

Section E. Presentation Question

Applicant invited to the Presentation will need to answer this question during the Presentation, **not as part of this written evaluation**. Please refer to section 2.7 (procurement Timetable) for the date(s) of the Presentation.

Question Number	Presentation Question	Weighting / % Score
1	<p>Applicants are required to undertake a 30 minute Presentation outlining their strategy as to how the anticipated numbers of Fixed Penalty Notices (FPN's) will be delivered.</p> <p>Please refer to section 3.3.1 of Part 1 Information and Appendix B, for further details.</p>	10%