



**INVITATION TO SUBMIT
PROPOSALS
FOR
RESILIENCE (STRENGTH/ASSET
SKILLS TRAINING)**

ISSUED 10TH APRIL 2017

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INTRODUCTION AND BACKGROUND

Invitation to submit proposal (ITSP)

The Royal Borough of Kingston (RBK) invites Training providers as detailed in the specification documents.

RBK are looking to procure a Training provider who can deliver a training programme as detailed in this tender document starting in May 2017 and ending in July/August 2017

Tenderers should be aware of the wider context in which this procurement is taking place, as detailed in the Service Specification.

Contract Term

The contract term is for end of May (date to be specified) until end of July (date to be specified inclusive) with the option to extend up to the end of September at the Council's discretion, giving six months' notice in writing.

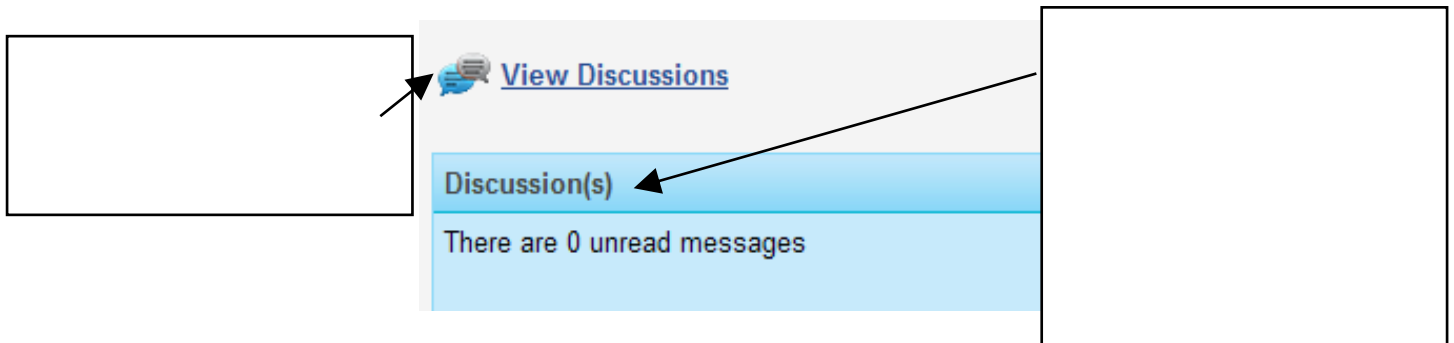
This ITSP:

- Asks Tenderers to submit their Proposals in accordance with the instructions set out in the remainder of this ITSP.
- Sets out the overall timetable and process for the procurement to Tenderers.
- Provides Tenderers with sufficient information to enable them to submit a compliant proposal (including providing templates where relevant).
- Sets out the Award Criteria and the Tender Evaluation Model that will be used to evaluate the Proposals.
- Explains the administrative arrangements for the receipt of Proposals.

INSTRUCTIONS FOR SUBMITTING PROPOSALS

Section 1 - Invitation to Submit Proposal

1. The Royal Borough of Kingston upon Thames (the "Council") invites proposals for undertaking a Training programme for Adult Social Care staff. .
2. It is anticipated that the contract will be awarded on the 8th of May 2017 with an anticipated contract start date on 15th May 2017. The contract term will be for a period of three months only.
3. Proposals must be received by the Council through the Pro Contract e-tendering system by no later than **midday on the 4th May 2017**. Proposals may not be submitted by any other means
4. Should a Bidder proposing to submit a proposal be in doubt as to the interpretation of any part of the tender documents, Zohal Siddiqui, Amanda Colgate or Enize Powell will endeavour to answer written enquiries prior to proposals being submitted. Requests for clarification should be sent using the **Q&A functionality** provided within the portal (refer tender summary screen and click on:



5. Each proposal received by the Authority shall be deemed to have been made subject to the terms and conditions of the proposal documents. These are the Councils Routine terms and conditions, as attached in the e-procurement system.

Timetable

6. The indicative timetable is set out below:

Invitation to Submit Proposals	Dates
Proposal Documents available to Bidders	20th April 2017
Deadline for Clarifications Questions	Wednesday 3 rd May 2017
Proposal Return Deadline	Friday 5 th May 2017
Evaluation Period	8 th May – 11 th May 2017
Award by Council	12 th /15 th May
Mobilisation period	Middle of May 2017
Start date	End of May 2017

Deadline for Receipt of Proposals

Responses to this ITSP must arrive in the manner prescribed under Proposal Completion Information no later than the Deadline. Any Proposal received after the Deadline shall not be opened or considered. RBK may, however, in their absolute discretion extend the Deadline and in such circumstances RBK will notify all bidders of any change.

Contract Award

RBK will award a contract to the Most Economically Advantageous and Quality Tender submitted in accordance with the instructions in this ITSP.

Once RBK have reached a decision in respect of a contract award, they will notify all bidders of that decision and before the start of the mobilisation period

In the event that any successful bidder refuses the contract will be offered to the next highest scoring bidder.

Preparation of proposal

7. It is the responsibility of Bidders to obtain for themselves at their own expense all information necessary for the preparation of their proposals.
8. Information supplied by the Council or by the Incumbent Contractor (whether in these proposal documents or otherwise) is supplied for general guidance in the preparation of the proposals. Bidders must satisfy themselves by their own investigations with regard to the accuracy of any such information and no responsibility is accepted by the Council for any inaccurate information obtained by Bidders.
9. All information supplied by the Council in connection with this invitation to proposal shall be regarded as confidential by the Bidder except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the proposal.
10. The proposal documents are and shall remain the property of the Council and must be returned upon demand.
11. Proposals must be submitted for the supply of the whole service upon the terms set out in the Specification and terms and conditions. Proposals for only part of the service will be rejected.
12. In addition to any more specific obligations imposed by the terms of the draft contract Bidders must satisfy the Council of their ability to provide the service set out in the contract documentation.
13. A full response must be submitted using the London Tenders Portal. All documents as specified within the system must be completed and uploaded as part of the response. All questions must be answered unless instructed otherwise as per the individual instructions assigned to that question.

Submitting Proposals

14. The completed proposal shall be submitted via London Tenders Portal, the Council's e-procurement system, no later than **midday (12pm Noon) on Thursday the 5th May 2017**.
15. Proposals received after the proposal submission deadline will NOT be considered for proposal evaluation.
16. The Council may at its own absolute discretion extend the closing date and time specified in paragraph 14 above.
17. The Council will award the Contract to the company submitting the most economically advantageous and quality proposal following the process set out below. The first part of the process is where the Council will appraise the Suitability

Assessment Questions (Sections 4 - 11 and 12 in London Tenders Portal), in order to identify which Bidders have met the Council's minimum criteria across key areas relevant to this contract and therefore are capable of delivering the contract.

18. All Bidders achieving passes in Sections 4 - 11 and 12 will have their answers to the Method Statements and the Pricing Schedule evaluated.
19. Sections 4 - 11 and 12 in London Tenders Portal are a "Gateway" – if Bidders do not pass these questions, their answers to the Method Statements and the Pricing Schedule will not be considered.
20. Satisfaction of the Council's Minimum Standards relating to Economic and Financial Standing:

This is assessed on a pass/fail basis. Bidders will be required to pass a multi-step test to meet the Council's minimum standards relating to Economic and Financial Standing and Professional and Technical Ability.

1. Bidders must:
 - i) pass the turnover test;
 - ii) pass the ratio review; and
 - iii) pass the Contract test.
2. If the Bidder does not meet the multi-step test, then the Council reserves the right to fail the Bidder at suitability assessment, in which case its submission will not be considered any further.

Each of the tests above are explained in more detail below:

Turnover Test

To pass the Turnover Test, Bidders Applicants must meet or exceed the Turnover Threshold.

The Council has set a minimum financial threshold of $([2.5 \times \text{the contract cost}])$ as the Turnover Threshold by reference to the estimated contract value of the procurement.

This minimum financial threshold is set to ensure that the Bidder's annual turnover is at least equal to the Turnover Threshold. The Council wishes to ensure that the contract will not excessively dominate the existing business of any Bidder. Therefore, the turnover of the Bidder for the contract should not be less than the Turnover Threshold.

Where a Bidder cannot meet the Turnover Test, letters of support from their parent company (or, in the case of consortium including Prime Contractor bids, the parent companies of the Lead Applicant and/or relevant consortium member/Significant Subcontractor) who can meet the Turnover Test may be deemed sufficient. The Council will review the financial information presented from an organisation's parent or Guarantor Company where a guarantee is confirmed.

The Turnover Test will be carried out by the Council using information provided by the Bidder in the most recent annual reports including full signed audited accounts.

For Bidders whose turnover is not measured in sterling the Council will use the closing Foreign Exchange rate as at the date of assessment to convert the currency into sterling in order to carry out the Turnover Test. The same date will be used for all Bidders. Bidders that do not pass the Turnover Test will not be considered further.

Ratio Review

The financial ratio / figures described in table 1 below will be calculated using the annual report and if applicable other financial documents that have been provided as requested.

Figure / Ratio	Calculation of Figure / Ratio
Gearing (%)	<p>Calculated as: $\frac{\text{Total Debt}^{**}}{\text{Total Debt} + \text{Equity}} \times 100$</p> <p>**Taken as current and non-current external bank related loans. Fail= 70% or higher</p>

Table 1- Financial Ratio

The Council reserves the right to reject a proposal if the Bidder does not satisfy the Council's Minimum Standards relating to economic and financial standing as outlined in above.

The Council reserves the right to send clarification questions to Bidders on any part of the Financial and Economic information provided by the Bidder.

Contract Test

The Council requires the Bidder to demonstrate it has carried out similar contracts in its previous 3 financial years with public sector bodies or similar clients. Where Bidders are not able to provide at least one example please provide an explanation that includes a description of your Business Plan and details how this contract opportunity fits in with your Business Plan. These contract examples must be up loaded via the pro forma on Section 6 (Technical and Professional Ability) in the London Tenders Portal.

Bidders that do not pass this Contract Test will not be considered further.

21. The Council reserves the right to reject a Proposal if the Bidder does not satisfy the Council's Minimum Standards relating to economic and financial standing as outlined in above. The Council reserves the right to send clarification questions to Bidder on any part of the Financial and Economic information provided by the Bidder.

22. Subject to successful appraisal as detailed in the paragraphs above, the Council will evaluate the supplier's proposal through consideration of the Method Statements in the London Tenders Portal together with the Pricing Schedule.
23. The contract will be awarded to the company who has passed the Suitability Assessment Questions (Sections 4 - 11 and 12 in the London Tenders Portal) and has submitted the most economically advantageous tender (MEAT), Quality evaluation and Price evaluation.
24. To identify the Most Economically Advantageous Tender (Proposal), the Council will add together bidder's scores for quality and scores for price. The highest scoring bidder overall will be deemed to have submitted the Most Economically Advantageous Tender (Proposal).

Contract Terms

25. The contract that the Authority proposes to use can be found in the attachments section on London Tenders Portal. By submitting a Proposal, Bidders are agreeing to be bound by the terms of this ITPS and the contract without further negotiation or amendment. If the terms of the contract render the proposals in the Bidders Proposal unworkable, the Bidder should submit a clarification in accordance with paragraph 4 and RBK will consider whether any amendments to the contract is required.
26. Any amendments shall be published through London Tenders Portal and shall apply to all Bidders. Where both the amendment and the original drafting are acceptable and workable to the Authority, the Authority shall publish the amendment as an alternative to the original drafting.
27. Bidders should indicate if they prefer the amendment; otherwise the original drafting shall apply. Any amendments which are proposed, but not approved by the Authority through this process, will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the Proposal. Bidders should indicate if they prefer the amendment; otherwise the original drafting shall apply. Any amendments which are proposed, but not approved by the Authority through this process, will not be acceptable and may be construed as a rejection of the terms leading to the disqualification of the Proposal.

Documents Forming the Contract

28. The following documents shall form part of the Contract between RBK and the Service Provider(s)
 - The Specification.
 - Method statement questions (as completed by the Service Provider).
 - Terms and Conditions.
 - Pricing Schedule (as completed by the Service Provider).
 - A list of commercially sensitive information (as completed by the successful Bidder).

Warnings and Disclaimers

29. While the information contained in this ITSP is believed to be correct at the time of issue, neither RBK nor their advisors 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 ITSP 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 RBK
30. If a Bidder proposes to enter into a Contract with RBK, it must rely on its own enquiries/due diligence and on the terms and conditions set out in the Contract (as and when finally executed), subject to the limitations and restrictions specified in it.
31. Neither the issue of this ITSP, nor any of the information presented in it, should be regarded as a commitment or representation on the part of RBK (or any other person) to enter into a contractual arrangement.

Confidentiality and Freedom of Information

32. This ITSP is made available on condition that its contents (including the fact that the Bidder has received this ITSP) is kept confidential by the Bidder and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Bidder to submit a Proposal.
33. RBK is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information they hold (including third-party information). Any member of the public or other interested party may make a request for information.
34. RBK shall treat all Bidders' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of FOIA.
35. While RBK aims to consult with third-party providers of information before it is disclosed, they cannot guarantee that this will be done. Therefore, Bidders are responsible for ensuring that any confidential or commercially sensitive information has been clearly identified to RBK.
36. Bidders should be aware that, in compliance with their transparency obligations, RBK routinely publish details of their contracts, including the contract values and the identities of their suppliers.
37. Notwithstanding anything said elsewhere in this Invitation to Submit Proposal, RBK may disclose the contents of a Bidders Response to such of their agents, consultants and third parties engaged to assist with the procurement process and The Bidder in submitting a response consents to such disclosure. RBK will require any such parties to hold secret and not to disclose such information.

Consortia and Subcontractors

38. The Authority requires all Bidders to identify whether and which subcontracting or consortium arrangements apply in the case of their Proposal, and in particular specify the share of the Contract it intends to sub-contract, any proposed sub-contractors, and precisely which entity they propose to be the Service Provider.

For the purposes of this ITSP, the following terms apply:

Consortium arrangement; Groups of companies come together specifically for the purpose of bidding for appointment as the Service Provider and envisage that they will establish a special purpose vehicle as the prime contracting party with the Authority.

Subcontracting arrangement; Groups of companies come together specifically for the purpose of bidding for appointment as the Service Provider, but envisage that one of their number will be the Service Provider, the remaining members of that group will be subcontractors to the Service Provider.

Publicity

39. No publicity regarding the Services or the award of any Contract will be permitted unless and until RBK has given express consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any Proposal, its contents or any proposals relating to it without the prior written consent of RBK.

Award Criteria and Evaluation Criteria

40. Any Contract awarded as a result of this procurement will be awarded on the basis of the offer that is the most economically advantageous to RBK.
41. This will be achieved in 3 steps as described below; **Step 1** is a suitability assessment as shown in the table immediately below, **Step 2** determines the successful bid and **Step 3** will determine the overall winner and contract award decision.

Step 1

Section	
Supplier Information	For information only
Bidding Model	For information only
Contact Details	For information only
Economic and Financial Standing	Pass/Fail
Grounds for Mandatory Exclusion	Pass/Fail

Grounds for Discretionary Exclusion	Pass/Fail
Parent Company	Pass/Fail
Technical and Professional Ability	Pass/Fail
Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015	Pass/Fail
Insurance	Pass/Fail
Certification	Pass/Fail
Consortium or Prime Contractor with significant subcontractor(s)	Pass/Fail
Certificate as to Collusion or Canvassing	Pass/Fail
Form of Proposal	Pass/Fail

Table 3

Step 2

42. The Award Criteria are:

Quality: 60%

Price: 40%

43. Scores are arrived at following the application of the Evaluation Criteria set out below to the Bidders Proposal.

44. Bidders are required to submit a proposal, strictly in accordance with the requirements set out in this ITSP to ensure RBK have the correct information to make the evaluation. Evasive, unclear or hedged Proposals may be discounted in evaluation and may, at RBK'S discretion, be taken as a rejection by the Bidder of the terms set out in this ITSP.

45. The Evaluation Model showing the Evaluation Criteria and the maximum scores attributable to them is set out below

Technical or quality evaluation

46. The technical evaluation will be scored in accordance with table 4 below.

0	Completely fails to meet required standard or does not provide a proposal.
1	Proposal significantly fails to meet the standards required, contains significant shortcomings.
2	Proposal falls short of achieving expected standard in a number of identifiable respects.
3	Proposal meets the required standard in most material respects, but is lacking or inconsistent in other material requirements.
4	Proposal meets the required standard in all material respects.
5	Proposal meets the required standard in all material respects and exceeds some or all of the major requirements.

Table 4

47. The panel will score each Method Statement response, and an average of the scores will be taken; this average score will then be multiplied by the percentage available for the method statement question to get a final percentage for that question.
48. The Method Statement questions and their weightings are shown in London Tenders Portal. The question weightings add up to 100 % in the system, but the overall weighting applied to quality is 60%. Please see Appendix A of this document for details of Criteria and Sub-Criteria Weightings.
49. Responses to each Method Statement should not exceed the limits stated in London Tenders Portal in the supplier help box next to each Method Statement question.

Evaluation Criteria

50. The Council will award the Contract to the company submitting the most economically advantageous and quality proposal taking into account the following criteria:

- a) Price [weighted at 40%] – the Pricing Schedule will be marked out of 100 on the e-procurement system but the overall weighting applied to Price is **40%**. The Bidder needs to demonstrate the ability to provide the services on a Value for Money basis.

Price will be evaluated using the pricing information provided by the Bidder in response to the Pricing Schedule Question, with the lowest bid scoring the full percentage allocated for Price and all other bidders allocated a proportional percentage using the formula:

$$\text{Lowest bid} / \text{own bid} \times [40\%]$$

All prices submitted must be exclusive of VAT.

- b) Quality [weighted at **60%**] - the Method Statement questions and their weightings are shown in London Tenders Portal. The question weightings add up to 100 in the system; but the overall weighting applied to Quality is **60%**. The Bidder needs to demonstrate the ability to deliver a high quality service in all the service areas; this will be assessed on the basis of Method Statements which are designed to determine how well the bid meets the Specification requirements [see Specification attached within the e-procurement system].
51. Quality will be evaluated through a panel of officers scoring the responses given to each Method Statement, using the following scoring methodology:
52. The scores will then be totalled and multiplied by the relevant Quality sub-section % and totalled to provide a total score out of 60% for the Quality Section.
53. The Price and Quality sections will then be added together to provide the total score.

Step 3

Scoring and Award

54. The bidder with the highest score (weighted after quality and price) will be the preferred provider.

Clarification and Communication during the Proposal Period

55. Persons proposing to submit proposals are advised to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their proposals are accepted.
56. Should a person proposing to submit proposals be in doubt as to the interpretation of any part of the proposal documents, the contact listed at paragraph 4 will endeavour to answer enquiries submitted through the e-procurement system prior to proposals being submitted.
57. Council Officers will be available during the proposal period to discuss or clarify matters relating to the contract documentation. All requests for information, clarification or site visits must be made through the Council's e-procurement system, using the Q&A Function described at paragraph 4.
58. **The final date for questions and clarifications prior to the Proposal submission deadline is midday Wednesday 3rd May as** per the timetable above. Copies of clarification requests and responses will be circulated to all Bidders. As far as possible the anonymity of the originator will be preserved.
59. Bidders shall note that any Proposal that cannot demonstrate its financial and practical sustainability in the Council's opinion will be rejected.
60. The Council is not bound to accept the lowest or any Proposal.

Debriefing Process

61. Unsuccessful Bidders will be notified in writing. If Bidders request further information following this then the Council will provide an explanation.