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**LINCOLNSHIRE COUNTY COUNCIL**

**RESPONSE DOCUMENT**

**FOR**

**GYPSY & TRAVELLER STOPPING PLACES AND SITE ALLOCATIONS – NEEDS ASSESSMENT AND STRATEGY**

**PROJECT REFERENCE: PL24/006**

**DATE: 16TH JULY 2024**

**DEADLINE FOR RECEIPT OF RFQ SUBMISSION: 12 NOON 16TH AUGUST 2024**

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1. – RFQ Certificate

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| I/we and each member of our consortium (in the event I/we bid as a consortium) warrant, represent and undertake to the Council that:   1. I/we understand and have complied with the conditions set out in this RFQ, including those in relation to canvassing and non-collusion; 2. I/we declare that this bid is a bona fide bid, intended to be competitive and that I/we have not fixed or adjusted the amount of the Submission by or under or in accordance with any agreement or arrangement with any other person; 3. I/we declare that I/we are not aware of any connection with any member of the Council's personnel which could affect the outcome of the competition; 4. I/we understand that non-compliance with the requirements of the RFQ or with any other instructions given by the Council may lead to me/us being excluded by the Council from (further) participation in the procurement process; 5. all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by us, our staff or agents in connection with or arising out of the RFQ are true, complete and accurate in all respects at the date of submission of the Tender Submission; 6. I/we have made our own investigations and undertaken our own research and due diligence, and have satisfied ourselves in respect of all matters (whether actual or contingent) relating to the RFQ and have not submitted our Tender Submission in reliance upon any information, representation or assumption which may have been made by or on behalf of the Council (with the exception of any information which is expressly warranted by the Council); 7. I/we have full power and authority to respond to this RFQ and to perform the obligations in relation to the proposed Contract and will, if requested, promptly produce evidence of such to the Council; 8. I/we have fully reviewed the proposed Contract issued by the Council as part of this RFQ; 9. I/we hereby confirm that we understand that the terms of the proposed Contract are not subject to any negotiation and that we accept these terms in full; 10. I/we certify that, if this bid is accepted, we will enter into the Contract on the terms set out in the RFQ;   the validity period of this bid expires six (6) months after the submission of the Tender Submission. | |
| **FORM COMPLETED BY** | |
| Name: |  |
| Date: |  |
| Signature: |  |

1. – commercially sensitive information

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| Bidders must notify the Council using the template below of any information that they have submitted in their Tender Submission which they consider to be eligible for exemption from disclosure under the Freedom of Information Act 2000 or the Environmental Information Regulations 2004.  In respect of any information submitted by a Bidder that it considers being commercially sensitive, the Bidder should:   * clearly identify which information is considered commercially sensitive; * explain the potential implications of disclosure of such information; and * provide an estimate of the period of time for which the Bidder considers that such information will remain commercially sensitive. | | |
| **Information Title** | **Reasons for Exemption/Exception** | **Additional and Supporting Information** |
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1. - Quality response requirements

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|  | **Question** | | **Weighting** | **Page Count** | |
| 1 | **Understanding of the contract and the proposed methodology to deliver the study objectives**  Please outline how you will achieve the objectives of the study as outlined in the specification. As part of your response please detail:   * Your proposed methodology for this study and how this will withstand Local Plan Examination in Public and the scrutiny of interested parties; * How you intend to involve the Gypsy and Traveller communities and other stakeholders in the study. These should set out past experience and effectiveness of techniques including how hard to reach groups will be engaged. * Please provide a proposed Gantt Chart for undertaking all that is required and inclusive of key dates, please ensure your Gantt Chart references the Payment Milestones within the Contract Document.   The weighting is divided equally between each of the bullet points.  Maximum Page Count: 8 sides of A4. | | 15% | 8 | |
| Response: | | | | |
| 2 | **Ability to meet the tasks set out in the brief and approach to be taken.**  Please ensure your response covers each of the following bullet points:   * Please set out your methodology and how you propose to deliver the objectives of the contract. * Please set out how the final study will provide and present the information as required by this contract. * Please confirm any limitations on what can realistically be achieved or difficulties meeting the outputs required by the contract.   The weighting is divided equally between each of the bullet points.  Maximum Page Count: 8 sides of A4. | | 20% | 8 | |
| Response: | | | | |
| 3 | **Skills and abilities of key personnel involved**  Please describe how you will resource this contract to ensure that it is sufficient to undertake all that is required. Please ensure your response provides an overview of the relevant skills sets and experience of the key staff that you are proposing to commit to this contract (Please do not submit their CV’s).  Maximum Page Count: 6 sides of A4 | | 15% | 6 | |
|  | Response: | | | | |
| 4 | **Understanding of the key challenges and issues facing Gypsies, Travellers and Show people**  What is your understanding of the key challenges and issues facing Gypsies, Travellers and Showpeople? How will this impact on the Needs Assessment and Strategy and how will you ensure the study explores these comprehensively?  Maximum Page Count: 4 sides of A4 | | 7% | 4 | |
|  | Response: | | | | |
| 5 | **Communication with the Districts 3%**  This study will be conducted for Lincolnshire County Council in partnership with Lincolnshire’s seven district councils.  Please detail your approach to coordinating and leading communication with all the Lincolnshire Authorities to ensure that they are kept fully up to date and report completion is not delayed  Maximum Page Count: 4 sides of A4 | 3% | | | 4 |
|  | Response: | | | | |

1. – Financial model/ price

The Consultant is to complete the table below. In the price column please insert details of your fixed fee for delivering all aspects of the Report. For the avoidance of doubt, all costs associated with delivering the Report and subsequent individual Council requirements must be included within the prices quoted. This includes staff time and all disbursements such as mileages, travel expenses etc.

Bidders are encouraged to refer to ‘Section 8 Payment’ of the Contract as this details payment milestones to be applied.

Prices are to be submitted in Pounds Sterling and exclusive of VAT.

The "total price" will be the figure used for the price evaluation.

No additional invoicing will be considered by the Council unless these are clearly stated in the pricing schedule response.

The Bidder is also required to provide fees for potential additional work where indicated.

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| **Price component description** | **Total Price (£)** |
| Fixed Fee for Completion of the Gypsy and Traveller Accommodation Assessment including all work outlined in the specification | Please Insert Fixed Fee Cost |
| Please provide a breakdown of the fixed fee cost in the rows below. Please ensure this is including, but not limited to the amount of time each consultant will be working on the project and the hourly rate.  Please insert additional rows as required. | |
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| **Potential Additional Work** |  |
| Attendance of the Examination in Public (half day rate)  In the event that it is required (Please see Specification for further details). |  |