

# **Essex County Council**

## **Bidder Guidance**

### **PL0117 Ambitious Essex Enhanced Growth Hub**

**Version PA23 2.2**

**8/04/2025**



Essex County Council

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## PART ONE – GENERAL INSTRUCTIONS AND GUIDANCE

- 1 Essex County Council (**the Authority**) invites tenders for the provision of the requirement. Bidders should make themselves fully aware of the content of these General Instructions and Guidance, together with any other information/instructions issued by the Authority during this procurement exercise.
- 2 This procurement is covered by the Procurement Act 2023 and Procurement Regulations 2024 using the Open Procedure.

- 3 The estimated timetable for the award of a contract is as follows:

Invitation to Tender (ITT) Issued	07/01/2026
ITT Clarification Deadline	21/01/2026 at 16:00hrs
ITT Submission Deadline	02/02/2026 at 12:00 Noon
Commencement (start) date	01/04/2026

The Authority will not be bound by this timetable if extensive bid clarification is required during evaluation.

- 4 All communications, enquiries, questions or requests for clarification by Bidders should be addressed in writing using the secure messaging system in the e-Sender Tool. Bidders should note that the Authority will not respond to any enquiry, question or request not submitted in this manner.
- 5 Bidders should be aware that where a clarification has a fundamental and/or material impact on the procurement, that the clarification and the Authority's response will be circulated to all bidders. Any bidder who considers their clarification to be confidential must indicate this in writing to the Authority when submitting that clarification. The Authority will consider the Bidder's written position into consideration when deciding whether to release the clarification and the Authority's response to all bidders.
- 6 Any Bidder who directly or indirectly canvasses any member or officer of the Authority concerning this procurement or the award of any contract pursuant to this procurement, or who directly or indirectly obtains or attempts to obtain information from any such member or officer concerning any other public procurement will be disqualified.

- 7 It is the responsibility of Bidders to obtain for themselves, at their own expense, all information necessary for the preparation of their tenders. Information supplied by the Authority (whether in the PSQ/ITT or otherwise) is supplied for general guidance in the preparation of the tenders. Bidders must satisfy themselves, by their own investigations, regarding the accuracy of any such information and no responsibility is accepted by the Authority for any inaccurate information obtained by Bidders.
- 8 All information supplied by the Authority in connection with this ITT (including PSQ) 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 tender.
- 9 No servant or agent of the Authority has authority to vary or waive any part of the ITT (including PSQ) other than the Authorised Officer nominated by the Authority who shall only do so in writing.
- 10 The Bidder shall be deemed to have satisfied themselves before submitting their ITT (including PSQ) as to the correctness of the responses stated by themselves (including rates and prices where relevant) in the submission, which shall (except insofar as is otherwise provided in the Contract) cover all their obligations under the Contract. Please note that where a bidder response is evaluated as a 'fail', the Authority reserves the right to exclude the entire bid from the process.
- 11 All rates and prices quoted must exclude Value Added Tax.
- 12 All rates and prices quoted must be in sterling.
- 13 The submission must be fully completed and be accompanied by all requested supporting information. Any submission containing gaps or omissions are likely to be rejected. Any submission containing information which has not been requested is likely to be rejected.
- 14 Bidders must comply with the limit to the number of words or pages stated. For submissions that exceed the word/page limit the information provided beyond the limit will not be evaluated. Bidders are advised that they should not incorporate embedded documents or URL links in their response unless specifically requested to do so. Inclusion of an embedded document or URL when not requested may result in your submission being rejected.

- 15 Tenders must be for the supply of the whole of the services upon the terms of the Contract. Tenders for part or parts only of the service or for different standards or frequencies of service or made subject to alternative or additional terms or conditions may be rejected or may be rejected for the reasons of such alterations or additions only.
- 16 Any document requiring a signature must be signed:
- (i) where the Bidder is an individual by the individual,
  - (ii) where the Bidder is a partnership, by two duly authorised partners,
  - (iii) Where the Bidder is a company, by two Directors or by a Director and the Secretary of the Company, such persons being duly authorised for that purpose.
- 17 In addition to any more specific obligations imposed by the terms of the Contract, Bidders must satisfy the Authority of their ability to provide the service set out in the Contract.
- 18 Every submission received by the Authority shall be deemed to have been made subject to the terms and conditions of the Contract unless the Authority previously, expressly, agreed in writing to the contrary. Any alternative terms or conditions (which must be submitted on a separate form) offered on behalf of the Bidder shall, if inconsistent with the terms and conditions of the Contract, be deemed to have been rejected by the Authority unless expressly accepted in writing.
- 19 Your ITT (including PSQ) submission must be submitted to the Authority electronically by publishing through this ITT (including PSQ) PL0117 Ambitious Essex Enhanced Growth Hub (**DN786866**) at <https://procontract.due-north.com/Login>
- Not later than 12:00 noon on 02/02/2026.
  - It is the Authority's policy to reject any tenders received after the above deadline.
- 20 Do not attempt to edit your response after the deadline has passed. Should you do this your submission will be considered late and will be rejected.
- 21 The Authority will not consider individual requests for extensions to the closing date and the time specified in above but may at its own absolute discretion extend generally the closing date and time. Where the Authority extends that

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deadline it will notify all Bidders in writing via a message in the e-Sender system.

- 22 The Bidder is expected to keep his ITT (including PSQ) submission valid for acceptance for a period of 120 days from the closing date specified above.
- 23 The Authority is not bound to accept the lowest or any tender. The tender assessment process will be conducted fairly in accordance with the published assessment criteria to ascertain the most advantageous tender.
- 24 The Authority reserves the right to amend, modify or withdraw the tender. The Authority reserves the right to accept or reject all or part of the Bidder proposal. Submission of a bid does not create a contract or any expectation by the Bidder of a future business relationship. Rather, by submitting a bid, you are making a firm offer which the Authority may accept to form a contract.

The Authority is not liable for any costs incurred by the Bidder in the preparation, presentation, or any other aspect of the Bidder's bid. The Authority will not reimburse any expense incurred by you in preparing your bid. Bidders take part in this tender entirely at their own risk and cost.

Except to the extent the Authority allows a non-binding bid, all Bids which Bidders submit are legally valid quotations without qualification, except for data entry errors.

- 25 The Authority has considered this procurement in relation to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (the Regulations). The Authority's preliminary view is that those Regulations do apply to the transfer of activity envisaged by this contract. This is a preliminary view only and ultimately whether the Regulations apply is a matter of law. Providers should not rely upon the Authority's preliminary view and are therefore advised to seek their own independent legal advice on whether the Regulations apply. Providers should indicate whether their tender is submitted on the basis that the Regulations do or do not apply.
- 26 Please note that all response attachments must be in Arial 11 font in Microsoft Word, with standard margins (2.54cm top and bottom margins 3.17cm left and right margins) and formatted for printing onto A4 paper. Any submission response not complying with the stated format and specified page limit(s) may be excluded from the tender process. Any internet link included within any

responses must comply with the specified response requirements. Bidders are advised that they should not incorporate embedded documents, pictures, diagrams, charts or URL links in their response unless specifically requested to do so. Failure to do so may result in your submission being rejected.

27 Please find below the details regarding the weightings for the assessment of this requirement:

### Procurement Specific Questionnaire - PSQ

Question	Scoring Methodology
<b>1 PSQ Introduction</b>	
1.1 PSQ Introduction	Pass/Fail
<b>2 PSQ Explainer for Suppliers</b>	
2.1 PSQ Explainer for Suppliers	Pass/Fail
<b>3 PSQ Preliminary Questions</b>	
3.1 Supplier Name	Info Only
3.2 Central Digital Platform (CDP) Registration	Info Only
3.3 Bidding Structure	Info Only
3.4 Debarment List	Pass/Fail
<b>4 PSQ Part 1: Confirmation of core supplier information</b>	
4.1 Confirmation of core supplier information	Pass/Fail
<b>5 PSQ Part 2 – additional exclusions information – Part 2A – associated persons</b>	
5.1 Reliance on associated persons	Info Only
5.2 Associated Persons – Conditions of Participation	Info Only
5.3 Associated Person – CDP Registration	Info Only
5.4 Associated Person – Debarment List	Pass/Fail
<b>6 PSQ Part 2B – list of all intended sub-contractors</b>	
6.1 List of sub-contractors	Info Only
6.2 Sub-contractors – debarment list	Pass/Fail
<b>7 PSQ Part 3 – Conditions of Participation Guidance Note</b>	
7.1 Conditions of Participation Guidance Note	Info Only
<b>8 PSQ Part 3A – Financial Capacity</b>	
8.1 Organisational accounts	Info Only
8.2 Financial self-certification form	Info Only

<b>8.3 Parent Company Accounts</b>	Info Only
<b>8.4 Parent Company Guarantee</b>	Info Only
<b>8.5 Other Guarantee</b>	Info Only
<b>8.6 Supplier acting as a guarantor</b>	Info Only
<b>9 PSQ - Insurance</b>	
<b>9.1 Employer's (Compulsory) Liability Insurance – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>9.2 Public Liability Insurance – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>9.3 Professional Indemnity Insurance – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>10 PSQ Technical Ability – Relevant Experience and Contract Examples</b>	
<b>10.1 Relevant experience and contract examples – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>10.2 Explanatory statement – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>10.3 Sub-contracting – Managing a healthy supply chain – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>11 PSQ Organisational Policies and Procedures</b>	
<b>11.1 Modern Slavery – Relevant commercial organisations – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>11.2 Modern Slavery Statement – Electronic (if applicable)</b>	Info Only
<b>11.3 Modern Slavery Statement – Non-electronic</b>	Info Only
<b>11.4 Modern Slavery – Non-relevant commercial organisations</b>	Info Only
<b>11.5 Modern Slavery statement – explanation of non-compliance</b>	Info Only
<b>11.6 Equality &amp; Diversity – Unlawful Discrimination – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>11.7 Equality &amp; Diversity – Investigation</b>	Pass/Fail
<b>11.8 Equality &amp; Diversity – Complaints</b>	Pass/Fail
<b>11.9 Equality &amp; Diversity – Summary of Investigation</b>	Pass/Fail
<b>11.10 Equality &amp; Diversity – Sub-contractors – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>11.11 Environmental Management – Environmental Legislation – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>11.12 Environmental Management – Remedial Action</b>	Pass/Fail
<b>11.13 Environmental Management – Sub-Contractors – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>11.14 Health &amp; Safety – Policy – CONDITION OF PARTICIPATION</b>	Pass/Fail

<b>11.15 Health &amp; Safety – Enforcement/Remedial Orders – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>11.16 Health &amp; Safety – Remedial Action – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>11.17 Health &amp; Safety – Sub-Contractors – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>11.18 E-Procurement Electronic Ordering – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>11.19 E-Procurement – Email Invoices/Credit – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>11.20 Information Handling and Security – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>12 PSQ Licensing and Registration</b>	
<b>12.1 Registration with a professional body</b>	Info Only
<b>12.2 Registration Number</b>	Info Only
<b>12.3 Legal Requirement</b>	Info Only
<b>12.4 Additional Details</b>	Info Only
<b>13 PSQ Professional Capacity</b>	
<b>13.1 Organisation Management Structure – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>13.2 Resources – CONDITION OF PARTICIPATION</b>	Pass/Fail
<b>14 PSQ TUPE</b>	
<b>14.1 Employees List</b>	Info Only
<b>14.2 TUPE'd Staff Employer</b>	Info Only
<b>14.3 TUPE Company Details</b>	Info Only
<b>14.4 Employing Company Details</b>	Info Only
<b>15 PSQ Carbon Reduction Plans (For Information Only)</b>	
<b>15.1 Carbon Reduction Plan</b>	Info Only
<b>15.2 Carbon Reduction Plan Information</b>	Info Only
<b>16 PSQ Confirmations</b>	
<b>16.1 PSQ Confirmations</b>	Info Only
<b>17 Bidder Feedback</b>	
<b>17.1 Bidder Feedback</b>	Info Only

<b>Selection Criteria</b>
<b>Bidders are required to Pass all the Pass/Fail questions.</b>
<b>For questions in sections 10 PSQ Technical Ability – Relevant Experience and Contract Examples and 13 PSQ Professional Capacity bidders must pass and will be evaluated using scoring Methodology Table A.</b>

**Bidders are required to score 2 or above for this question to satisfy the evaluation criteria and secure a pass. Bidders who score below the required minimum score of 2 will be deemed to have failed this question.**

**The Authority reserves the right to not proceed and evaluate a Bidder's ITT Technical response if they have not successfully passed the PSQ section.**

## Invitation To Tender (ITT)

### ITT Weightings:

**Technical Response: 50%**

**Social Value Response: 10%**

**Commercial Response: 40%**

### Technical Response

Question	Max Score (0-5)	Max Question Weighting (%)	Max Section Weighting (%)
<b>1 ITT General Bidder Agreement</b>			
<b>1.1 Bidder Agreement</b>	Pass/Fail		
<b>2 Introduction</b>			
<b>2.1 Introduction</b>	Pass/Fail		
<b>2.2 Instructions, Key Documents &amp; Declarations</b>	Pass/Fail		
<b>2.3 Important Information for Bidders</b>	Pass/Fail		
<b>3 ITT Bidder &amp; Supply Chain Information</b>			
<b>3.1 Bidder &amp; Supply Chain Information</b>	Pass/Fail		
<b>4 ITT Technical Quality</b>			
<b>4.1 Resource</b>	5	10%	50%
<b>4.2 Quality of Delivery</b>	5	10%	
<b>4.3 Knowledge and understanding of relevant landscape</b>	5	10%	
<b>4.4 Delivery Model</b>	5	35%	
<b>4.5 Marketing and Communication</b>	5	20%	

<b>4.6 Implementation</b>	5	10%	
<b>4.7 Net Zero</b>	5	5%	
<b>5 ITT Technical Social Value</b>			
<b>5.1 Social Value - ECC TOMs Calculator</b>	5	100%	10%
<b>5.2 Social Value - Supporting Statement</b>			
<b>6 ITT Technical TUPE</b>			
<b>6.1 TUPE Declaration</b>	Pass/Fail		
<b>6.2 TUPE - Pension Scheme Link Person</b>	Pass/Fail		
<b>6.3 TUPE Pension Scheme</b>	Pass/Fail		
<b>7 ITT Commercial</b>			
<b>7.1 Commercial APRS</b>	Information Only		40%
<b>7.2 Pricing Matrix</b>	40	100%	
<b>8 ITT: Accessibility</b>			
<b>8.1 Confirmation of digital service provision</b>	Information Only		
<b>8.2 Digital service provision - WCAG compliance</b>	Information Only		
<b>9 ITT: Artificial Intelligence (AI)</b>			
<b>9.1 Artificial Intelligence (AI) Disclosure statement</b>	Information Only		
<b>9.2 Artificial Intelligence (AI) referencing validation</b>	Information Only		
<b>10 General Freedom of Information</b>			
<b>10.1 Freedom of Information</b>	Information Only		
<b>11 General Form of Tender</b>			
<b>11.1 Form of Tender</b>	Pass/Fail		
<b>12 General Signatory</b>			
<b>12.1 Authorised Signatory</b>	Information Only		
<b>13 ITT Proactis Source To Contract</b>			
<b>13.1 Proactis Source To Contract (S2C)</b>	Information Only		
<b>14 Local Government Transparency Code (LGTC)</b>			

<b>14.1 LGTC SMEs</b>	Information Only	
<b>14.2 LGTC Voluntary/Community Sector</b>	Information Only	
<b>14.3 LGTC Registration Body</b>	Information Only	
<b>14.4 LGTC Registration Number</b>	Information Only	
<b>15 Bidder Feedback</b>		
<b>15.1 Bidder Feedback</b>	Information Only	
<p><b>Award Criteria</b></p> <p><b>Questions 4.1, 4.2, 4.3, 4.4 and 4.5 have a minimum score of 3.</b></p> <p><b>Questions 4.6 and 4.7 have a minimum score of 2.</b></p> <p><b>Please note that where a minimum score/threshold is specified and not met, ECC reserves the right to deem the response a fail and exclude the entire bid from the process.</b></p>		

## Commercial

<p><b>Pricing Schedule</b></p> <p>Bidders are required to complete and submit a full Pricing Matrix demonstrating their costs associated with delivering the requirement as set out in the specification.</p> <p>The Authority states that:</p> <ul style="list-style-type: none"> <li>As set out in the Procurement Act 2023 &amp; Procurement Regulations 2024 an abnormally low bid may be rejected.</li> <li>The Pricing Schedule provided at ITT must be completed fully. If not completed and returned as part of the tender response the Authority reserves the right to exclude the bid.</li> </ul> <p>The prices and/or rates stated in this commercial section constitute the only reimbursement and profit to the company for providing the services/works which are the subject of this agreement.</p> <p>The prices are deemed to cover all costs, expenses and profit incurred directly or indirectly by the Supplier in providing the services.</p> <p>All rates and prices quoted in this section must be in pounds sterling and exclusive of VAT.</p>
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**Tied Bids**

In the event of two or more bids attracting the same overall score, the contract will be awarded to the bidder that achieved the highest total score in the technical response following assessment.

Where scores for the technical element of the tender are tied between one or more bidders, the technical questions will be ranked in order of their weighting and the score awarded to each bidder will be compared. The bidder with the highest score on the question at the top of the list will be awarded the contract; where the scores are the same for this question, we will move sequentially down the list comparing scores until a winner is identified.

The order for the assessment of the questions will be decided by the weighted score of the question (highest first), for example:

Question 5.1	Service Delivery	25%
Question 5.4	Working Safely	10%
Question 5.5	Service Demand for Lot 1, 2 and 3 / Methodology Lot 4 15%	
Question 5.3	Outcomes	10%

**Worked Example Scoring for Tied Bids:**

Question	Scoring Methodology	Bidder 1	Bidder 2	Highest Score
5.1	Table A	3	3	Tie
5.4	Table A	4	4	Tie
5.5	Table A	4	3	Bid 1
5.3	Table A	3	4	Bid 2

In this case Bid 1 would be awarded the contract as a result of scoring more highly on question 5.5 which was ranked as the third most important question. As the scores remained tied for the first two questions, the third question was then used to break the tie. Whilst Bidder 2 scored higher on question 5.3 this would not have an impact as Bidder 1 has scored more highly on the prior question.

**28 NOT USED**

29 Bidders shall not seek to obtain information nor interview employees of the establishment, nor visit the premises, nor seek to obtain documents except when such access, information or documents are provided by the Procurement

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Team or the Authority's Authorised Officer. Such action could lead to disqualification.

30 Please find below the details regarding the weightings for the evaluation of this requirement:



PL0117 Master  
Evaluation Sheet.xlsx

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## **PART TWO – PART A BIDDER PSQ GUIDANCE**

### **Introduction**

This Procurement Specific Questionnaire (PSQ) has been issued by the Authority in connection with a competitive procurement conducted under the Procurement Act 2023 & Procurement Regulations 2024.

Please note that the Authority can only accept one bid per organisation/contracting entity.

Should a Bidder have any questions or clarifications regarding the PSQ they must raise them via the messaging facility on the e-Sender Tool. Any questions or clarifications raised, and the response to the same, will be shared with all Bidders unless they are marked as commercially confidential, and the Authority agrees this to be the case.

### **Introduction**

This Procurement Specific Questionnaire (PSQ) and Invitation to Tender (ITT) have been issued by the Authority in connection with a competitive procurement conducted under the Procurement Act 2023 & Procurement Regulations 2024.

Please note that the Authority can only accept one bid per organisation/contracting entity.

Should a Bidder have any questions or clarifications regarding the PSQ & ITT they must raise them via the messaging facility on the e-Sender Tool. Any questions or clarifications raised, and the response to the same, will be shared with all Bidders unless they are marked as commercially confidential, and the Authority agrees this to be the case.

The last date for questions to be asked is 21 January 2026 at 16:00. Questions asked after this date will be responded to at the discretion of the Authority.

Bidders are required to answer all questions in the format specified. Please note that where a bidder response is assessed as a 'fail', the Authority reserves the right to exclude the entire bid from the process.

### **Guidance to completing the PSQ**

The Procurement Specific Questionnaire (PSQ) is designed to assess the suitability of a Supplier to deliver the Authority's contract requirements.

The PSQ is structured in 3 separate parts:

**Part 1** – Preliminary Questions & Supplier Information

**Part 2** - Exclusions and Debarment, Associated Persons and Sub-Contractors.

**Part 3** – PSQ Questions including Conditions of Participation

### **Part 1 – Preliminary Questions & Supplier Information**

Bidders must answer the Preliminary Questions and provide a PDF download of their up-to-date Core Supplier Information from the CDP and attach this as part of their submission.

The Preliminary Questions part of this section of the PSQ asks the Bidder to confirm their name, their unique identifier from registering on the Central Digital Platform, if they are on the Debarment List, their bidding model and which Lots they will be bidding for (if applicable). All of these questions are for information and not scored, except for the Debarment question, which is a manual Pass/Fail. Bidders who are on the Debarment List will Fail.

The Core Supplier Information part of this section of the PSQ requires the Bidder to confirm that they have attached a copy of their up-to-date information from the CDP. This information will be checked by the Buyer to confirm if the Bidder or their Connected Persons are subject to any Exclusions.

### **Part 2 - Exclusions and Debarment, Associated Persons and Sub-Contractors**

Bidders must provide additional exclusions information for any suppliers that they are relying on to meet the procurement's Conditions of Participation (Associated Persons).

Bidders must also provide an exhaustive list of all their intended sub-contractors, which will be checked against the Debarment List.

### **Part 3 – PSQ Questions including Conditions of Participation**

Some of the information requested in this section of the PSQ will be for Conditions of Participation, other information requested may be assessed or for information purposes only.

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The questions relating to Conditions of Participation are clearly marked as such, and Bidders must pass these requirements to be able to be awarded the resulting contract.

## **Economic & Financial Standing**

The purpose of this section is to ascertain that Bidders can provide relevant financial information where required by the Authority. The questions in this section assume that information will only be required from the winning bidder, but if evidence is required at an earlier stage of the procurement process, the Authority will indicate this.

The key objective of financial appraisal is to analyse a Bidder's financial position and determine the level of risk that it would represent to the Authority – having regard to the contract requirement and value, criticality, and the nature of the market. The assessment of risk will be based on sound business judgement rather than just the mechanistic application of financial formulae.

The Authority shall reserve the right to reject any Bidder's ITT submission where no formal guarantee can be provided by the bidder e.g. parent company guarantee, bank bond or performance bond when the organisation consolidated risk category is "high".

The Bidder is requested to indicate that they can provide a copy of their accounts for the most recent two years, where legally applicable these should be audited accounts. If the bidder is not able to present accounts, then required financial information is to be presented in the spreadsheet provided by the Authority.

Where TUPE applies to the requirement, the financial appraisal will also be used to assess the suitability of the Bidder to be able to provide Admitted Body Status.

There is no scoring criterion for this section, but the successful bidder will be categorised by the consolidated risk categories outlined on the 'Risk Ratings' tab of the Financial Certification Form. The 'Financial Risk Rating Ratios' tab of the same document sets out how each of the consolidated risk categories are calculated.

## **Insurance - CONDITION OF PARTICIPATION**

The ITT will outline the insurance requirements applicable for the procurement exercise. If a Bidder answers 'Yes' or 'Willing to Obtain' it is likely that ECC will require evidence of the insurance cover at an appropriate stage during the procurement exercise, and prior to contract award.

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Employer's Liability Insurance is a legal requirement (except for businesses employing only the owner / close family members). If a Bidder believes that they fall into this category they must answer the question and provide further details justifying the exemption.

The questions in this section are mandatory Pass/Fail questions, if a Bidder answers 'Yes' or 'Willing to Obtain' they will Pass, and if they answer 'No' they will fail.

### **Relevant Experience and contract examples - CONDITION OF PARTICIPATION**

The Bidder is to provide up to three contracts, in any combination from either the public sector or private sector that are relevant to the Authority's requirement by completing the attached template within this section. The contract provided must be in the last three years for Supplies or Services Contracts and within the last five years for Works contract.

A newly set-up Bidder might be unable to provide three contract examples, but at least one or two should be available. Where a Bidder is unable to provide an example then they will need to complete the Explanatory Statement question.

### **Bidders must pass and will be evaluated using scoring Methodology Table A**

**Bidders are required to score 2 or above for this question to satisfy the evaluation criteria and secure a pass. Bidders who score below the required minimum score of 2 will be deemed to have failed this question.**

### **Modern Slavery Act 2015**

The Modern Slavery Act 2015 (the "Act"), aims to eradicate modern slavery, which encompasses human trafficking, slavery, forced labour and servitude.

Organisations with a global turnover of £36 million and over are required to publish a slavery and human trafficking statement for each financial year. The statement must set out the steps an organisation has taken to ensure that slavery and human trafficking is not taking place in its supply chain or in any part of its own organisation.

Bidders are required to identify if they are a relevant commercial organisation as defined by Section 54 (Transparency in supply chains etc...) of the Act. Where a Bidder has answered 'Yes' then they are to provide an URL to the relevant annual report.

If a Bidder indicates that this is not applicable, they are to provide an explanation.

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Further details concerning the Modern Slavery Act can be found at: [https://www.gov.uk/government/uploads/attachment\\_data/file/614817/Transparency\\_in\\_Supply\\_Chains\\_etc\\_A\\_practical\\_guide\\_final.pdf](https://www.gov.uk/government/uploads/attachment_data/file/614817/Transparency_in_Supply_Chains_etc_A_practical_guide_final.pdf)

## **Equality & Diversity - CONDITION OF PARTICIPATION**

The Bidder is to detail if there has been any finding of unlawful discrimination against their organisation by an Employment Tribunal, an Employment Appeal or any other court. A summary of the investigation is to be provided, as well as any remedial action that organisation has undertaken to prevent reoccurrence.

In you are an organisation located outside of UK please refer to equivalent legislation in the country you are based.

The Bidder is to provide details of any complaint upheld by the Equality and Human Rights Commission in the last three year. A summary of the investigation is to be provided, as well as any remedial action that organisation has undertaken to prevent reoccurrence

The Bidder is also required to provide overview of any processes they have in place to check whether any of the above circumstances apply to any of their sub-contractors.

Further information regarding the areas covered in this section can be found at: [www.equalityhumanrights.com](http://www.equalityhumanrights.com) or [www.gov.uk](http://www.gov.uk).

## **Environmental Management - CONDITION OF PARTICIPATION**

The Authority has a responsibility to the residents of Essex to manage the County's natural resources, the environment, and reducing the direct environmental impacts of delivering its services. This is why the Authority is committed to managing its own environmental impacts, encouraging and supporting other to do the same, and continuously improving the environment for the benefit of residents and businesses.

The Bidder is to provide details of any breaches of the environmental legislation in the last three years. A summary of any investigation is to be provided, as well as any remedial action that the organisation has undertaken to prevent reoccurrence.

Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?

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Please provide details of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.

The Authority may not select Bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.

If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?

Further information regarding the areas covered in this section can be found at [www.gov.uk](http://www.gov.uk)

### **Health & Safety - CONDITION OF PARTICIPATION**

The Bidder is to self-certify that their organisation has a Health and Safety Policy that complies with current legislation.

The Bidder is to provide details of receipts of any enforcement orders in relation to the Health and Safety Executive given to their Directors or Executive Officers in the last three years. A summary of the investigation is to be provided, as well as any remedial action that organisation has undertaken to prevent reoccurrence.

The Bidder is also required to provide an overview of any processes they have in place to check whether any of the above circumstances apply to any of their sub-contractors.

Further information regarding the areas covered in this section can be found at: [www.hse.gov.uk](http://www.hse.gov.uk)

### **E-Procurement - CONDITION OF PARTICIPATION**

The purpose of this section is to identify your organisation's current e-Procurement capabilities to ensure that your organisation can meet the Authority's e-Procurement requirements. E-Procurement refers to electronic methods used to purchase goods, works and services to maximise the benefits to both ECC and suppliers through efficient processes and prompt payment.

If you cannot meet the minimum standards but your organisation is currently developing its IT capabilities which will enable your organisation to meet with the requirements from the date of commencement of the contract please provide details explaining this and detail what action you are taking.

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If you have not done so already, you may want to set up a single email account for your organisation. Please note that one single email account must be provided for the organisation, The Authority is unable to accept multiple e-mail addresses for different depots within/across an organisation.

## **Information Handling & Security - CONDITION OF PARTICIPATION**

The Bidder is required to complete the Data Protection Compliance Questionnaire Assessment. In addition, where data processing occurs then a Data Processing Agreement will be completed in the final contract. For the successful bidder/s there is an expectation that during the lifetime of the contract, if there are personal data breaches, you must provide the Authority with the necessary documents on request.

Your Bid will be assessed as per the Data Protection Compliance Questionnaire Guidance document specifies and will be given one of the following 3 outcomes:

**Satisfactory** –The response will require no further action but will be monitored throughout the life of the contract through Contract Management and Contract Compliance Audits.

**Satisfactory with Advisories** –The response will require further action to confirm if the bidder can continue through to the next stage in the procurement tender. At this stage the bidder may be asked for further information.

**Unsatisfactory** – Where a bidder's response does not provide assurance of UK GDPR compliance around effective controls for the handling of personal data, the questionnaire will be scored as unsatisfactory. Unsatisfactory could mean your bid fails.

The Authority has a duty to ensure that solutions/services are compliant with the Data Protection Act (2018) and UK General Data Protection Regulations.

The Authority holds and processes personal information about the people of Essex, including the people who work with and on behalf of the Authority. Information is received from many sources, including other public agencies and is also produced as part of providing day to day services.

The information policy requirements for contractors details the minimum information handling standards that will apply to any contractor who undertakes business on behalf of the Authority.

Any Bidder who is successfully awarded a contract shall be governed by the terms and conditions detailed in the formal agreement.

Further information on Data Protection can be found on [www.ico.org.uk](http://www.ico.org.uk)

## **Licensing and Registration**

The Bidder is to detail if their organisation is registered with the appropriate trade or professional register(s) with the member state or country they are established.

## **Professional Capacity**

### **Organisation Management Structure - CONDITION OF PARTICIPATION**

The responses to the question in this section enable the Buyer to understand the organisational structure, key personnel/managers and their qualifications and seniority.

### **Resources - CONDITION OF PARTICIPATION**

The response to the question in this section enables the Buyer to understand the resources you have drawn on, including any intent to sub-contract, or employ apprentices to help deliver similar contracts.

The Authority supports the expansion of the use of apprenticeships because it offers added value to the Council and benefits the community. Volunteering is an important expression of citizenship and a powerful force for change. Volunteers can make a unique contribution to society and must be valued, supported and well managed during delivery of services. Please review the “Essex Compact Volunteering Code of Practice” that can be found on the Essex County Council website.

Bidders may show an awareness of how they have supported the local economy through similar contracts, for example recruiting local labour and sub-contracting to local SME’s.

ECC is committed to improving quality of life, reducing the demand upon public services and supporting the local economy by increasing employment opportunities for people with a disability. People with learning disabilities are underrepresented in the workforce, with only 13% of our service users currently employed. If the contracts you have undertaken previously are within an industry which is likely to support roles which provide an entry to the job market, this should be considered in your response.

**Bidders must pass and will be evaluated using scoring Methodology Table A**

**Bidders are required to score 2 or above for this question to satisfy the evaluation criteria for this question and secure a pass. Bidders who score**

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**below the required minimum score of 2 will be deemed to have failed this question.**

## **TUPE & Pensions**

The purpose of The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) is to protect employees if the business in which they are employed changes hands. Its effect is to move employees, and any liabilities associated with them from the old employer to the new employer by operation of law.

TUPE may apply when the Authority:

- outsources or make a "service provision change" involving either:
  - (a) an initial transfer (e.g. where services transfer from the Authority to an external contractor);
  - (b) a subsequent transfer (e.g. where services transfer from the first external contractor to a different external contractor; or
  - (c) the bringing back in-house (e.g. where services transfer from an external contractor back to the Authority);
- sells or buys part or all of a business as a going concern;
- grants or takes over a lease or licence of premises and operates the same business from those premises.

TUPE applies where there is a "relevant transfer". A relevant transfer means the "transfer of an economic entity which retains its identity".

Please note that in determining whether a "relevant transfer" has happened, the courts take into account factors such as:

1. the type of undertaking being transferred;
2. whether any tangible assets (buildings, moveable property etc.) are transferred;
3. whether any intangible assets are transferred and the extent of their value;
4. whether the majority of the employees are taken on by the new employer;
5. whether any customers are transferred;
6. the degree of similarity between the activities carried on before and after the transfer;
7. the period for which the activities were suspended, if any.

## **Carbon Reduction Plans**

## Background

Essex County Council (ECC) is committed to achieving carbon net zero by 2050, as set out in the council's Everyone's Essex strategy. A significant source of the Council's greenhouse gas (GHG) emissions are from purchased goods and services, therefore, ECC is working with its suppliers to reduce GHG emissions in this area.

## Carbon Reduction Plan

A Carbon Reduction Plan (CRP) has been included in this procurement for information only.

Bidders are encouraged to use their own company CRP. Alternatively, bidders may use the CRP template on the Central Government website under PPN: 06/21.

## Criteria for Carbon Reduction Plan

The Carbon Reduction Plan should aim to meet the criteria set out below in Table CRP1. (Note: the current year emissions may be the same as the baseline emissions).

Table CRP1: Criteria for Carbon Reduction Plan

Ref	Criteria
1	Carbon Reduction Plan is published on company website (if the company does not have a website they must willing to provide a copy of their CRP to anyone who requests it, within 30 days).
2	Plan contains scope 1 and scope 2 emissions data
3	Plan contains emissions data for the following scope 3 measures: upstream transport & distribution, waste generated in operations, business travel, employee commuting, downstream transport & distribution.
4	Plan is dated within 12 months of tender submission
5	Company has set a target to achieve net zero by 2050 at the latest
6	Company has provided their baseline emissions
7	Company has provided the current year emissions

For more information on compliance criteria please see Central Government guidance on PPN: 06/21. (Note: Central Government are applying PPN: 06/21 to contracts with an annual value of £5m and above. Essex County Council are using different criteria which considers annual contract values below this threshold).

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## Significance of the Carbon Reduction Plan

For this procurement the Carbon Reduction Plan will not be scored. Bidders are, however, encouraged to provide a CRP which would meet the criteria in Table CRP1.

Essex County Council will be placing greater significance on carbon reduction in many of its contracts going into the future. Therefore, bidders are advised, where they are not already doing so, to start preparing to produce an organisational Carbon Reduction Plan which meets the criteria above.

## Achieving Carbon Reduction

As part of their CRP, Bidders are encouraged to outline the steps they will take to enable them to achieve carbon net zero as an organisation by 2050. To give an example, this could include detailing certain initiatives such as installing X number of solar panels by a certain date which will result in X amount of emissions reduction.

## Scoring Methodology

This section confirms the details of the 0 – 5 Scoring Methodology that will be used for all **scored** questions in evaluation.

Each Section or Question in the PSQ and ITT Questionnaire will confirm the Evaluation Criteria and Scoring Methodology that will be used.

### Scoring Methodology Table A:

**0 = Wholly Unsatisfactory** - No response or the whole response is irrelevant to all of the question and evaluation criteria.

**1 = Unsatisfactory** - The response only covers a minor element of the question and evaluation criteria and lacks relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question.

**2 = Partially Acceptable** - The response covers more than one element of the question and evaluation criteria but lacks relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question.

**3 = Acceptable** - The response addresses most of the question and evaluation criteria but some areas contain limited relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question.

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**4 = Very good** - The response fully addresses the question and evaluation criteria and provides relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question.

**5 = Outstanding** - The response fully addresses the question and evaluation criteria and provides relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question and goes beyond expectations to offer an outstanding level of performance or an additional benefit which exceeds specified requirements.

## **PART TWO - SECTION B - ITT**

### **Introduction**

This Invitation to Tender (ITT) has been issued by the Authority in connection with a competitive procurement conducted under the Procurement Act 2023 & Procurement Regulations 2024.

Please note that the Authority can only accept one bid per organisation/contracting entity.

Should a Bidder have any questions or clarifications regarding the ITT they must raise them via the messaging facility on the e-Sender Tool. Any questions or clarifications raised, and the response to the same, will be shared with all Bidders unless they are marked as commercially confidential, and the Authority agrees this to be the case.

### **Instructions, Key Documents & Declarations**

In line with the Procurement Act 2023 & Procurement Regulations 2024, Buyers will need to ensure all tender documents, for all stages, are uploaded. These documents shall include, but are not limited to:

- Bidder Guidance
- ITT
- Specification
- Terms and Conditions
- Pricing Matrix
- Form of Tender
- TUPE documents
- APRS Declaration Form
- Master Evaluation Sheet

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- Freedom of Information Act
  - Social Value Supporting Statement
  - Toms Social Value Calculator
  - Financial Assessment Form
  - Data Protection Compliance Questionnaire
  - KPI Definitions

Bidders are required to confirm that they have read, understood, and accept the Instructions, Key Documents, Declaration and Terms & Conditions.

This section includes the Bidder Agreement which must be accepted by the bidder before a response can be submitted.

This section contains key documents such as the Instructions and Guidance to bidders, the Specification and the Terms and Conditions that will be applicable to any resultant contract.

If you have questions concerning the documentation (which are not related to functionality of the system), you will need to submit the question via the Messaging Facility on the E-Sender System. Only questions asked in this manner will be responded to and broadcast.

Bidders are required to answer all questions in the format specified. Please note that where a bidder response is assessed as a 'fail', the Authority reserves the right to exclude the entire bid from the process.

The last date for questions to be asked is 21/01/2026. Questions asked after this date will be responded to at the discretion of the Authority.

Bidders are required to complete all relevant questions and/or complete any documents as required by this tender. Document responses should be uploaded as requested, and should state the question with the answer following it. Make sure that your company name appears on each page.

If you fail to answer any question(s) the Authority may consider your tender non-compliant and may exclude your bid from further evaluation.

Your responses to the questions in this section will form **50%** of the overall evaluation scoring and will be added to the score in your commercial response.

### **Business Continuity Plan**

A compliant Business Continuity Plan (BCP) is required from the successful Bidder within five working days of contract award.

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The BCP provides the Authority with the necessary assurances that the winning Bidder has contingency plans in place to respond to emergencies & disruptive events and to minimise any disruption caused. The details of a compliant BCP can be found in the BCP section of the Specification.

BCP's submitted will be assessed by The Authority's Emergency Planning & Resilience Team to confirm compliance against the six key categories outlined in the Specification.

Each category will be marked as **Satisfactory**, **Satisfactory with Advisories** or **Not Satisfactory**.

**Satisfactory** - Will require no further action but will be monitored throughout the life of the contract through Contract Management and Contract Compliance Audits.

**Satisfactory with Advisories** - Will require further discussion and agreement during the Contract Mobilisation phase and will be monitored throughout the life of the Contract.

**Unsatisfactory** - Will require the Bidder to revise and resubmit the BCP to meet the specified criteria and be compliant. If the revised BCP does not meet the minimum standard of 'Satisfactory with Advisories' there will be one further opportunity to resubmit. Failure to meet the required standard at this point could result in the termination of the contract.

## **Social Value**

### **Social Value Background**

The Public Services (Social Value) Act 2012 requires public authorities to consider how all proposed procurements might improve the economic, social, and environmental well-being of the relevant area, and how, in conducting the process of procurement, it might act with a view to securing that improvement.

In accordance with the Essex County Council Social Value Policy, the potential economic, social, and environmental improvements for this requirement have been considered during the pre-procurement stage of this project and have resulted in a decision to evaluate Social Value as part of this procurement exercise.

Social Value can take many forms i.e., employing local people; or supporting schools to give careers advice to young people. At Essex County Council (ECC), our Social Value priorities are environment, employment, skills, and youth. It is not about asking our suppliers to spend money to help us achieve our social value outcomes, instead the Authority is asking our suppliers to consider how, through the way they deliver our contract, they can deliver social value. Suppliers can do this in a way that fits with their organisation and the contract they are bidding for.

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Like many Councils across the country, the Authority has adopted the Local Government Association's National Social Value Taskforce National Themes, Outcomes and Measures' ('National TOMs') method of classifying and evaluating Social Value, adapted to the County's context and priorities, based on the ECC Corporate Strategy 'Everyone's Essex'. This approach comprises:

- a) A set of Social Value 'Themes' and 'Outcomes' (a list of different types of social value).
- b) A set of 'Units' that apply to the 'Measures' for each of the Outcomes, used to compare tenders on a like for like basis. A description is provided in respect of each unit and measure.
- c) A set of financial 'Proxy values': each unit offered is assigned a proxy value. This enables the Authority to calculate the total value to the Authority of contributions offered by Bidders.

For further information about Social Value or this approach to its measurement and assessment, please see the Social Value Catalogue.

Social Value has been given a weighting of 10% for this tender.

The Social Value criteria will be evaluated in two parts, which, when combined, result in one overall Social Value score:

**Part A: Value Score (ECC TOMS Social Value Calculator)**  
**Part B: Social Value Supporting Statement**

The ECC TOMs Social Value Calculator (Part A) and the Social Value Supporting Statement (Part B) combined are known as the "Social Value Plan" and will form part of the Contractor Proposals.

**Part A: Value Score (ECC TOMS Social Value Calculator)**

***ECC TOMs Social Value Calculator (the 'Calculator')***

Bidders are required to complete and submit the Calculator which can be found on the e-sourcing portal (ProContract).

There are two tabs within the Calculator that need to be populated. When completing the ECC TOMs tab of the Calculator, Bidders should adhere to the following:

1. Bidders should indicate the Social Value commitments to be delivered through the performance of this contract in the period 01/04/2026 until 31/03/2029.
2. Bidders shall complete cell I5 of the ECC TOMs tab of the Calculator.
3. Bidders should study each 'Measure' in the Calculator and 'Units' descriptor carefully. If you need to clarify your understanding of any of the measures, please refer to the 'Definitions and Guidance' tab or raise any clarification questions via the messaging facility within the e-Sender portal as detailed in the 'General Instructions and Guidance' in this document.
4. Enter a number of 'Units' (in column I) offered against the applicable measure or measures in the Calculator that you commit to deliver throughout the evaluation period should you be successful. This will automatically calculate the 'Total value' (in column J) and in turn the 'Total Social Value Bid' in cell J44 using the following formula:

$$\begin{aligned} \text{Total value} &= \text{Units offered} \times \text{Proxy value} \\ \text{Total Social Value Bid} &= \sum \text{column J 'Total value'} \end{aligned}$$

Note – please check the units description carefully to ensure you are entering the correct amount – e.g., ECC9 for training opportunities, the unit is the number of weeks of training, NOT the number of people to be trained.

5. **Bidders must not double count** (with the exception of ECC1 where included it is noted in the Calculator that the measure ECC1 is 'additional to' other specified employment measures). On all other measures, an individual commitment must only be entered against one measure in the Calculator e.g., expenditure with local SMEs (ECC12) cannot also be recorded under expenditure with local suppliers (ECC11). In addition, **Bidders must not offer measures that will be delivered as part of compliance with Schedule 1 - Part 1 Services Specification.**
6. Bidders shall include only Social Value that will have a local impact (within the boundaries of Essex County Council, defined by the [Essex Highways Interactive Map – Essex Open Data](#)). Any Social Value offer that does not deliver benefits to the "local" area will not be evaluated and will be excluded.
7. All Social Value commitments made in your offer must be attributable to the performance of this contract only (i.e., not the total number of local staff working in your whole organisation). You can expand an existing project / initiative / scheme, but your offer must reflect what is enabled by or directly attributable to the delivery of this contract.
8. Partial contributions must be identified – where only a percentage of the benefit will be received through this contract, only a percentage of the value

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should be recorded in column I expressed as a decimal, e.g.: '0.5' for a 50% offer. Where this is applicable, brief explanations should be included in the 'Comments' column L of the Calculator. For example, where a member of staff will work on this contract for 50% of their time, only 0.5 Full Time Equivalent (FTE) can be applied.,

9. No amendments are permitted to cells in the Calculator save for those marked in green.
10. Bidders may enter brief comments where necessary in column L pertaining to the response; these are for information only and will not be included in the evaluation of the Supporting Statement. A breakdown of commitments and detail of how the measures will be achieved should be included in the Supporting Statement.
11. Bidders shall confirm in column M, in the green cells, if they agree, or not, for their commitments (in units) against each relevant measure to be published in the Essex Social Value Community Exchange report.

### ***Essex Social Value Community Exchange***

Some measures within the Calculator must be delivered through engagement with a local third party for example careers advice with schools and colleges or support offered to charities. These 'community focused' measures are highlighted in the Calculator.

To assist suppliers in implementing such community-focused social value commitments, the Authority has set up a 'Social Value Community Exchange' page in its Social Value Catalogue. Where bidders grant permission in the Calculator 'Social Value Community Exchange' tab, a copy of the winning Bidder(s) community-focused commitments from their completed Calculator and the associated bidder contact information will be published online in the Social Value Catalogue. The Authority will inform Essex schools, colleges, universities, and charities who are able to access the 'Social Value Community Exchange' so they can review the successful bidder's commitments and, if suitable for their organisation, make contact directly with the successful bidder.

When completing the Social Value Community Exchange tab of the Calculator, bidders should note the following:

1. If Bidders have not already established relationships with the community (e.g. schools, colleges, or community groups) to deliver Social Value in Essex such as careers advice, or expert advice to voluntary, community or social enterprises, the Authority can publicise the Bidder's offer on its website to help make contact with appropriate parties. Therefore, for any community engagement-focused commitments (where indicated in the Calculator e.g., ECC 19 – Local school and college visits):

- a. Bidders should confirm if they would like the requirement to be published on the Social Value Catalogue Community Exchange Page via the appropriate responses in the 'Social Value Community Exchange' tab of the Calculator to help raise awareness of the pledge to potential beneficiaries. Responsibility for the delivery of Social Value commitments remains with the Contractor.
- b. Bidders should provide a contact email address that can be published on the Social Value Catalogue Community Exchange Page for potential beneficiaries to use to contact your organisation (e.g. receive contact from staff from schools, colleges, universities, and charities). This is a public website, so we recommend that you consider providing a generic, dedicated inbox managed by the Social Value Contact (e.g., 'SV@organisation.co.uk').

### ***Additional instructions***

1. Bidders **do not** need to make an offer against **all** the Social Value measures set out in The Calculator.
2. Social Value commitments entered into the Calculator will form part of the contract, with the winning Bidder's Calculator and Social Value Supporting Statement included to form the Social Value Plan, which will be monitored as a Performance Measure as specified in Table X of Schedule 4 – Performance Standards and Reporting and Payment Schedule.
3. Failure to deliver the Social Value commitments in the tender will be treated as poor performance of the requirements in the contract and will be subject to an Action Plan to ensure delivery is rectified.
4. Bidders shall consider their ability to measure and report on the commitments before submitting their bid as Schedule 1 - Part 1 Services Specification sets Social Value reporting requirements during the contract Term.

### ***How the Value Score is calculated***

1. The Value Score is an assessment of the 'Total Social Value Bid' as displayed in cell J44 of the ECC TOMs tab of the Calculator.
2. Next, the Social Value Ratio is calculated to establish the Social Value offered relative to the bidder's 'Tendered Price' in their Commercial Response.

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The Social Value Ratio = Total Social Value Bid ÷ Bidder's  
Tendered Price

3. Next, the Total Social Value Ratio is scored using the applicable Evaluation Table SV1 to establish the relevant Value Score which is allocated by comparing the Total Social Value Ratio to the Social Value Target.
4. The Social Value Target for this contract is to achieve 21p of Social Value for every £1 spend:

**Table SV1: Social Value Ratio Evaluation**

<b>Value Score</b>	<b>How the Value Score is allocated</b>	<b>Value based on Social Value Target 21p for every £1</b>
5	Social Value meets Target	Equal to or over £0.2093 per £1.00 bid value
4	Social Value Ratio lower than Target by between 0.01% and 24.9%	Over £0.1568 and up to £0.2092 of social value per £1.00 bid value
3	Social Value Ratio lower than target by between 25% and 49.9%	Over £0.1045 and up to £0.1567 of social value per £1.00 bid value
2	Social Value Ratio lower than Target by between 50% and 74.9%	Over £0.0522 and up to £0.1044 of social value per £1.00 bid value
1	Social Value Ratio lower than Target by over 75%	Over £0.0100 and up to £0.0521 of social value bid per £1.00 bid value
0	No social value bid	Less than £0.0100 of social value per £1.00 bid value

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## Part B: Social Value Supporting Statement

Bidders are required to prepare and submit a Social Value Supporting Statement (the 'Supporting Statement') and upload to the e-Sender portal.

The Supporting Statement:

- Must relate to The Calculator submission. It must include the rationale for Social Value commitments (the 'Units' bid against the Measures).
- Must provide detail on how the Social Value commitments for each Measure will be delivered within the boundaries of Essex County Council.
- Will form part of the contract; with the successful Bidder's Calculator and Supporting Statement submission forming part of the Social Value Plan which is included as a Management Indicator.

Bidders shall:

Provide a Supporting Statement addressing the following requirements (the '**Social Value Requirements**') that will be used to deliver the Social Value offered, as follows:

1. For **each Measure** where Units are committed, provide a clear description including relevant evidence regarding competence, capacity, and ability to deliver the following:
  - a) how the Measure will apply directly to this Contract and be delivered within the geographical boundaries of Essex County Council (any Social Value offer that does not provide benefits to the "local" area will be excluded);
  - b) the rationale for the Units offered against the Measure(s);
  - c) how the successful Bidder will monitor and assure the quality and delivery of the commitment and its impacts;
2. Include an implementation plan, outlining for each measure:
  - a) preparation, including any research and development required;
  - b) phased delivery;
  - c) milestones;
  - d) deliverables

### ***Social Value Supporting Statement Requirements***

Bidders are required to complete and submit the Social Value Calculator spreadsheet which has been issued with this tender process and can be found on the e-sourcing portal (ProContract). Bidders must ensure commitments made are directly related to the provision of Services on which they are bidding, especially for those Social Value elements linked to delivery within a specific geographical location within Essex.

Bidders will also be required to submit a Social Value Supporting Statement, utilising the template spreadsheet issued with this tender process. The full methodology for the assessment of the Social Value is addressed in the relevant area of this Bidder Guidance

### ***How the Supporting Statement is Evaluated***

The Supporting Statement shall be scored according to Evaluation Table SV2 below to derive the Supporting Statement Score:

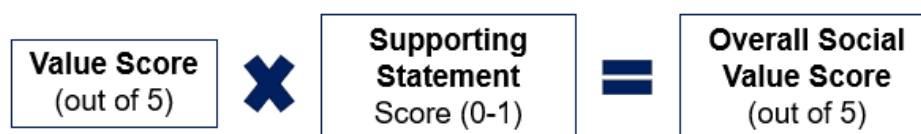
***Table SV2: Social Value Supporting Statement Evaluation***

<b>Supporting Statement Score</b>	<b>Rationale</b>
1	<b>Outstanding</b> – The Supporting Statement fully addresses the Social Value Requirements to successfully fulfil the delivery of the Total Social Value Bid and goes beyond expectations to offer an outstanding level of performance or an additional benefit which exceeds the Authority’s stated requirements.
0.8	<b>Very Good</b> – The Supporting Statement fully addresses the Social Value Requirements and provides relevant evidence regarding competence, capacity and ability to successfully fulfil the delivery of the Total Social Value Bid.
0.6	<b>Acceptable</b> – The Supporting Statement addresses most of the Social Value Requirements, but some areas contain limited relevant evidence regarding competence, capacity, and ability to successfully fulfil the delivery of the Total Social Value Bid.
0.4	<b>Partially Acceptable</b> – The Supporting Statement covers more than one element of the Social Value Requirements but lacks relevant evidence regarding competence, capacity, and ability to successfully fulfil the delivery of the Total Social Value Bid.
0.2	<b>Unsatisfactory</b> – The Supporting Statement only covers a minor element of the Social Value Requirements and lacks

	relevant evidence regarding competence, capacity, and ability to successfully fulfil the delivery of the Total Social Value Bid.
0	<b>Wholly Unsatisfactory</b> – No Supporting Statement or the whole response is irrelevant to all the Social Value Requirements.

### Calculation of the overall Social Value score

The overall Social Value score shall be calculated as follows:



### Further Information on Social Value

For further general information please see the [Social Value Catalogue](#), which includes the following content:

- Background information on Social Value
- Essex County Council standard approach to Social Value
- Guidance and examples of Social Value
- Social Value Community Exchange
- Worked Example of Social Value Evaluation

### Section Checklist:

	<b>Calculator completed:</b>
	Separate Calculator completed for each lot.
	Inputs do not include double counting, are not a part of the Services Specification, and staff ratio has been properly apportioned per individual lot where appropriate.
	Units of Measures checked when entering number of Units.
	Social Value commitments are completed for the contract period which is 01/04/2026 until 31/03/2029.
	All Social Value commitments are deliverable in the Essex County Council locality.
	<b>Supporting Statement completed:</b>

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	Supporting Statement provided for each Lot relating to the commitments in the Calculator.
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## **TUPE Regulations**

The Bidder is to seek their own independent advice concerning the TUPE Regulations.

Where TUPE applies to a requirement Bidders will be required to confirm the identity of the employing organisation for the employees who will TUPE, along with their financial information, so that this can form part of the financial appraisal, to assess the suitability of the organisation to be able to provide Admitted Body Status or a Broadly Comparable scheme for employees who may have or have entitlement to join the Local Government Pension Scheme.

The Bidder is to complete the TUPE declaration and confirm that TUPE has been accounted for and included in their submitted tender price.

## **Additional ITT Technical Quality Questions**

### **4.1 Resource**

Please explain how you will resource the contract with experienced staff to provide a quality service delivering the Ambitious Essex Enhanced Growth Hub.

Within your response, please include the following areas as a minimum:

- Staffing model of project team that would deliver this contract including each person's role on the project, including consultants, subcontractor staff and/or staff from any organisations you will partner with on delivery.
- Information on each member of the project team's relevant experience, skills, qualifications/accreditations, and expertise relevant to this contract. Please provide CVs of key members of the project team to support your response.
- Bidders will need to demonstrate that at commencement of the service, they have the skills and capacity required to run the programme competently and successfully.

Bidder's may use previous examples and experience to provide substance to their answer.

### **Evaluation Criteria**

Bidder clearly demonstrates:

- A clear understanding of the Service requirements

- 
- Expertise and ability of the proposed project team to deliver the Ambitious Essex Enhanced Growth Hub.
  - Bidder clearly evidences that the project team have the necessary experience, skills, qualifications/accreditations, and expertise to deliver all the services outlined in the specification.
  - Bidder provides a staffing model that ensures experienced staff are assigned to deliver all areas of the contract as outlined in the specification, from commencement and throughout the duration of the contract.

### **Scoring Methodology: Table A**

This question has a minimum score of 3 out of 5.

**ECC reserves the right to deem responses which score below this threshold as a fail and exclude the entire bid from the process.**

**Question Weighting:** 10%

**Page limit:** Maximum 3 sides A4, 11pt Arial

In addition, the bidder may submit one (1) single sided A4 CV for each member of staff proposed to be employed on the contract and a staffing model / organogram spanning no more than 2 sides A4.

## **4.2 Quality of Delivery**

Please outline how your experience in delivering similar services will enable you to ensure quality in delivery of the Ambitious Essex Enhanced Growth Hub service to meet the specification provided.

Your response should include but is not limited to:

- How your knowledge and understanding of delivering similar services will benefit delivery of this contract.
- How experience and successes in delivering similar support services, referencing outcomes achieved, will shape your approach to delivery.
- How lessons learned on similar contracts will shape your approach to delivering the services
- Bidder's may use previous examples and experience to provide substance to their answer.

### **Evaluation Criteria**

Bidder clearly demonstrates:

- A clear understanding of the Service requirements including both of the Growth Hub specific services and the Enhanced Business Support element.
- Experience in delivering similar services to a high standard.

Bidder clearly provides:

- 
- A structured approach to recording lessons learned and how these have been used to improve services.
  - The Authority with confidence of competency to achieve outcomes and deliverables.

**Scoring Methodology: Table A**

This question has a minimum score of 3 out of 5.

**ECC reserves the right to deem responses which score below this threshold as a fail and exclude the entire bid from the process**

**Weighting:** 10%

**Page Limit: Maximum 3 sides A4, 11pt Arial**

**4.3 Knowledge and understanding of the relevant landscape**

Please demonstrate your understanding of the current business support, landscape within Essex and nationally, the economic conditions for businesses with reference to local and national programmes, county interventions and regional initiatives

Your answer should include (but not be limited to):

- The economic opportunities, priorities, and challenges for businesses
- The local programmes, county interventions regional initiatives and national programmes

**Evaluation Criteria**

Bidder clearly demonstrates:

- A clear understanding of the Service requirements
- Expertise and ability of the proposed project team to deliver the Ambitious Essex Enhanced Growth Hub.
- Bidder clearly evidences that the project team have the necessary experience, skills, qualifications/accreditations, and expertise to deliver all the services outlined in the specification.
- Bidder provides a staffing model that ensures experienced staff are assigned to deliver all areas of the contract as outlined in the specification, from commencement and throughout the duration of the contract.

**Scoring Methodology: Table A**

This question has a minimum score of 3 out of 5.

ECC reserves the right to deem responses which score below this threshold as a fail and exclude the entire bid from the process.

---

**Weighting: 10%****Page limit: Maximum 3 sides A4, 11pt Arial**

In addition, the bidder may submit one (1) single sided A4 CV for each member of staff proposed to be employed on the contract and a staffing model / organogram spanning no more than 2 sides A4.

**4.4 Delivery Model**

Please provide a delivery model explaining how you will deliver the service against the requirements and KPIs set out in the specification, detailing what support to businesses will look like. This should include a realistic timeline, including development and delivery milestones.

Your response must include, but is not limited to the following:

- How you will deliver short term and medium-term interventions to support business growth outlined in the specification, ensuring a distinction between delivery of the core Growth Hub Service and the Enhanced Business support.
- How you will stay informed about the full range of business support services, build strong relationships with other providers, and ensure businesses are appropriately directed to the most suitable programmes.
- How you plan to track customer engagement and satisfaction and monitor the journey from first interaction through to returning interactions
- How you will embed latest technology (such as AI) to support the delivery of the Ambitious Essex Enhanced Growth Hub service to enhance the experience and outcomes for businesses.
- How you will ensure that the service does not duplicate or displace existing provision
- How you will add value by maximising opportunities for collaboration and deliver innovative business support activity or programmes to deliver against the KPI's
- A clear outline of line of responsibility between yourself and any organisations you will rely on to deliver the services

**Evaluation Criteria**

Bidder clearly demonstrates:

- A clear understanding of the Service requirements
- A robust delivery model that shows competence, capacity, and ability to deliver the requirements detailed within the specification and achieve the minimum service outcomes specified within the KPIs.

- 
- Clear plans for the management of a robust client management and customer journey approach that effectively tracks customer engagement and enables referrals and integration with stakeholders in the business support system in Greater Essex.
  - An understanding of the existing landscape to deliver meaningful opportunities for businesses that do not duplicate any existing programmes or provision.
  - The proposed approach to Performance management including identifying and resolving poor performance.

### **Scoring Methodology: Table A**

This question has a minimum score of 3 out of 5.

ECC reserves the right to deem responses which score below this threshold as a fail and exclude the entire bid from the process.

**Weighting: 35%**

**Page limit: Maximum 6 sides A4, 11pt Arial**

Additional pages containing diagrams and tables that aid in the explanation of the delivery model can be submitted.

## **4.5 Marketing and Communication**

Please provide an engagement plan, explaining how you will develop a marketing strategy, engage businesses and what tools and techniques you will use to do with particular reference to how you will develop a pipeline of businesses from ECC key Growth Sectors.

Your response must include reference to maintaining the current Ambitious Essex Growth Hub brand and how you will provide a suitable website which outlines the service offer.

Completion information:

Please upload a copy of your completed response using the attachment functionality within this question.

### **Evaluation Criteria**

Bidder clearly demonstrates:

- How they will develop an effective marketing strategy and delivery plan, to target communications to businesses
- How they will market the service and engage business interest, including the use of relevant business support and/or sector networks
- How they will utilise the current brand and maintain a strong web presence

- 
- How they will define which businesses are eligible for the support to maximise enquiries
  - How they will target the support for maximum impact to support economic recovery
  - How they will align engagement with existing activities of business support
  - How they will ensure that engagement activities deliver benefits across Essex
  - How they will develop case studies that can be used for marketing purposes and for use by ECC

**Scoring Methodology: Table A**

This question has a minimum score of 3 out of 5.

ECC reserves the right to deem responses which score below this threshold as a fail and exclude the entire bid from the process.

**Weighting:** 20%

**Page limit:** Maximum 3 sides A4, 11pt Arial

**4.6 Implementation**

Please provide an implementation plan that details how the service will be mobilised and ready to commence delivery from 1st April 2026 including key milestone dates.

The plan should cover:

- The timing of implementation of different aspects of the wider service.
- Proposals for maintaining continuity during the transition / mobilisation phase.
- Reporting outline considering how you will monitor outcomes and evaluate performance in order to provide evidence to support the KPI's
- Contract management
- Risks and/or dependencies for achieving implementation by required date.
- Key contacts responsible for leading the implementation.

Bidders to provide a Gantt chart and/or timeline outlining implementation plan from award of contract.

**Evaluation Criteria**

Bidder clearly demonstrates:

- Key milestones and activity necessary to mobilise the contract in the form of an implementation plan including key points of contact during the mobilisation process.

- 
- How they will ensure enough appropriately trained staff are available to deliver the contract from the date of implementation including how they will manage recruitment and training of staff to deliver the contract.
  - What they will do to ensure an effective transition from the incumbent service provider including identification of and their proposals for ensuring the transfer of relevant business information necessary to ensure consistent delivery during and post mobilisation.
  - How they propose to build networks, partnerships, and relationships with the relevant stakeholders from across Essex.
  - Their proposed approach to implementing a robust client management system based on the Alcium Evolutive system.
  - How they propose to report, include details on the frequency, format, and content of proposed reports. This should demonstrate how they will keep ECC informed on project progress, key milestones, and potential risks.
  - The proposed approach to managing the contract, including communication protocols, and a designated point of contact for all contract-related matters and issue resolution.
  - A clear implementation plan in a Gantt chart/timeline which visually represents the following key elements: implementation by required date, tasks, milestones, and dependencies.

### **Scoring Methodology: Table A**

This question has a minimum score of 2 out of 5.

ECC reserves the right to deem responses which score below this threshold as a fail and exclude the entire bid from the process

### **Weighting: 10%**

**Page limit: Maximum 3 sides A4, 11pt Arial, detailing the approach, plus a further 2 sides A4 outlining a Gantt chart and/or implementation plan timeline.**

## **4.7 Net Zero**

How will suppliers encourage programme beneficiaries to identify and pursue growth opportunities linked to the net zero-carbon agenda, where appropriate?

### **Evaluation Criteria**

Bidder clearly demonstrates:

- Clear understanding of net zero carbon agenda, relevant policy context and sector specific opportunities
- Examples of methods to help beneficiaries to identify net zero-linked growth (diagnostics, workshops, mentoring)
- Strong connections to networks that accelerate growth linked to the net zero carbon agenda

- 
- Strong connections to networks that provide skills/training that changes practice linking to the net zero carbon agenda

**Scoring Methodology: Table A**

This question has a minimum score of 2 out of 5.

ECC reserves the right to deem responses which score below this threshold as a fail and exclude the entire bid from the process

**Weighting: 5%**

**Page limit: Maximum 3 sides A4, 11pt Arial**

**Commercial Response – 40% of the overall evaluation weighting**

Bidders will be required to provide a price for the services that they are tendering for. Their completed pricing matrix will need to be uploaded.

The Bidder is required to complete the Pricing Matrix in the prescribed format in accordance with the instructions set out in this Bidder Guidance and re-attach the completed documentation to this section.

The price score has been split into three sections.

Growth Hub – Part A – Information Only

Growth Hub – Part B – 50%

Business Support – Part A – Information Only

Business Support – Part B – 50%

**Growth Hub – Part A – Information Only**

Bidders are required to provide a breakdown of core service costs. The allocated funding for this element is up to £180,000.

Part A is for information only and will not be scored but will form part of your tender response and subsequent contract if successful. Submissions that exceed the maximum budget of £180,000 will not be evaluated in their Growth Hub Part B submission and will receive 0% for that section.

**Growth Hub – Part B – 50%**

Bidders will be asked to provide a forecast for KPI GH01 (Unique Businesses Supported) per month for Year 1 of the contract. The minimum requirement is 600 Unique Businesses for Year 1 of the contract. Bidders will be asked to provide an

annual forecast for KPI GH01 for years 2 and 3. The successful bidder will be required to provide a monthly cost ahead of years 2 and 3

The commercial score for this element will be calculated:

Highest compliant submitted target = 50% (20% of the overall marks for the commercial evaluation)

For compliant bidders that do not achieve the highest submitted target:

$(\text{Submitted Target} / \text{Highest Target} \times 50) = \text{xx}\%$

Example:

Highest Total = 1000

Bidder	Submitted Target	Calculated Score
Bidder 1	500	$500/1000 \times 50 = 25\%$
Bidder 2	700	$700/1000 \times 50 = 35\%$
Bidder 3	1000	$1000/1000 \times 50 = 50\%$

### Enhanced Support Part A – Information Only

Bidders are required to provide a breakdown of core service costs. The allocated funding for this element is up to £200,000 per year.

Part A is for information only and will not be scored but will form part of your tender response and subsequent contract if successful. Submissions that exceed the maximum budget of £200,000 per year will not be evaluated in their Enhanced Support Part B submission and will receive 0% for that section.

### Enhanced Support Part B – 50%

Bidders will be asked to provide a forecast for KPI EBS03 (Jobs Created / Safeguarded) and KPI EBS04 (Sector-Specific Businesses Supported) per month for Year 1 of the contract. Bidders will be asked to provide an annual forecast for KPI GH01 for years 2 and 3. The successful bidder will be required to provide a monthly cost ahead of years 2 and 3.

The minimum requirements are:

KPI	Minimum Target Y1	Minimum Target Y2	Minimum Target Y3
ESB03	300	400	500
ESB04	150	225	300

The commercial score for this element will be calculated:

Highest compliant submitted target = 50% (20% of the overall marks for the commercial evaluation)

For compliant bidders that do not achieve the highest submitted target:

$$(\text{Submitted Target} / \text{Highest Target} \times 50) = \text{xx}\%$$

**Commercial Online Evaluation:**

As part of the Authority’s online evaluation within the procurement system to enable a price score to be entered, the Commercial % score determined from the evaluation methodology above will be converted to a score out of 5, to a maximum of two decimal places, as per the details below including a worked example. Please note, the example below is for demonstration purposes only to show the way in which the scoring calculation is achieved, based on a 40% Pricing Weighting.

Both percentages will be combined for score out of 100% (40% of overall weighting)

$$(\text{Total bid score \%} \times \text{Total overall commercial weighting}) \times 100 = \text{Weighted score out of 40}$$

$$\frac{\text{Bidder's evaluation score}}{\text{Bidder's price evaluation score}} \div \frac{\text{Maximum price evaluation percentage}}{100} = x \text{ Then calculate: } x \text{ multiplied by } 5 =$$

	A	B	C
<b>1</b>	<b>Bidder ranking</b>	<b>Pricing evaluation (%)</b>	<b>E-Sender scoring calculation</b>
<b>2</b>	1 <sup>st</sup> ranked bidder	40	<b>=SUM(B2/40*5)</b> Worked calculation: 40/40 = 1 1*5 = <b>5</b>
<b>3</b>	2 <sup>nd</sup> ranked bidder	38	<b>=SUM(B3/40*5)</b> Worked calculation: 38/40 =0.95

			0.95*5 = <b>4.75</b>
<b>4</b>	3 <sup>rd</sup> ranked bidder	37	<b>=SUM(B4/40*5)</b> Worked calculation: 37/40 = 0.925 0.925*5 = <b>4.63</b>

The requisite score (highlighted in **green** in the worked example above) will then be entered into the online scoring as part of the evaluation process.

### Accelerated Payment Rebate Scheme (APRS)

#### Introduction to the Accelerated Payment Rebate Scheme

The Accelerated Payment Rebate Scheme (APRS) enables suppliers to be paid ahead of standard 30-day payment terms in exchange for a small rebate, which is typically lower than other financing options available.

The Authority is able to offer the APRS by utilising its cash balances and low borrowing costs.

The APRS will benefit Suppliers through
<b>Improved Cash Flow</b> - through payment ahead of standard terms
<b>Process Efficiency</b> - through prioritised invoice processing
<b>Support the Supply Chain</b> – ability to replicate cash flow benefits throughout your supply chain

Savings generated through the APRS will support the protection of critical services. Suppliers are encouraged to support the APRS in all Agreements/Contracts with the Authority.

The APRS is voluntary for all suppliers, however it may impact your final price score (see Evaluation section below). It is recommended that all guidance, terms and implications to your bid is considered before sign up.

If you are a local Small to Medium Enterprise (SME), i.e. you have a head office in Essex, have fewer than 250 employees AND have a turnover of less than £22M, then the APRS won't be applicable now. Instead, successful local SME's are able to request early payment post contract award by emailing: [ap.servicecentre@essex.gov.uk](mailto:ap.servicecentre@essex.gov.uk). Where early payment is requested, this will be on a best endeavours basis and contractually payment terms would remain 30 days as standard. ECC reserves the right to withdraw early payments to local SME's at any time – should this decision be made we would intend to communicate

this in advance and offer participation into the Accelerated Payment Rebate Scheme as an alternative mechanism to early payment.

## 1. How the APRS works

**ALL BIDDERS ARE REQUIRED TO COMPLETE THE APRS DECLARATION FORM (Appendix 1) EVEN IF YOU DO NOT WISH TO PARTICIPATE. FAILURE TO COMPLETE THIS DECLARATION MAY INVALIDATE YOUR TENDER SUBMISSION.**

Should Bidders opt into the APRS and be awarded the contract:

- Bidders will be required to sign the Terms & Conditions which include the APRS terms of participation.
- Bidders invoices will be paid ahead of contractual payment terms in exchange for a small rebate in the Authority's favour. The rebate will be calculated based on the rebate option offered within your tender submission, adjusted in proportion to how early the payment is made (between day 1 and 30).

The Authority's target is to pay APRS suppliers on the 10th day after receiving a valid invoice, i.e. 20 days in advance of the standard 30-day term.

- For example, if a Bidder is successful in this tender submission and offers Rebate Option **B**, they will have a 1% deduction for payment on day 10.
- If payment was made on day 20, a 0.5% deduction would be made.
- If payment is made on day 30, then no deduction would be made.

*See the Daily Rebate Schedule in Section 4 for an illustration of the rebate percentages that may be retained.*

## 2. Evaluation of the APRS

Pricing submitted within the pricing schedule will be evaluated using the following methodology:

<b>Gross Price (Price submission before rebate) – (a)</b>	£ X
<b>Rebate % Offered on Target Day – (b)</b>	0%, 0.5%, 1.0%, 1.25%, 1.5%, 2.0 %, 2.5%, 3%
<b>Net Price (Gross price less rebate) – (c = a – b)</b>	£ X

i.e. the APRS rebate offered on the Target Day (i.e. invoice payment on day 10) is subtracted from the Gross Price to calculate the Net Price.

Bidders that opt NOT to sign up to the APRS should indicate a rebate rate of 0% within the Price Schedule, therefore their Gross Price and Net Price will be the same.

The lowest Net Price receives the maximum score available for the price element of this tender.

All other bid prices will then be compared against the lowest net price and awarded a score on the basis of a pro-rata calculation of the maximum score using the following formula:

$$\text{Score} = (\text{Lowest Net Price} / \text{Net Price}) * \text{Price Weighting}$$

**Example:**

For an evaluation allocating 40% to Price, based on four sample bids, the evaluation would look like this:

Price: 40%	Supplier 1	Supplier 2	Supplier 3	Supplier 4
<b>Gross Price (a)</b>	£1,000	£1,000	£1,300	£1,250
<b>Rebate (b)</b>	0.5%	0%	2.0%	1.5%
<b>Net Price (c = a - b)</b>	£995	£1,000	£1,274	£1,231
<b>Score</b>	40%	39.8%	31.2%	32.3%
<b>Outcome</b>	<b>Lowest Net Price</b>		<b>Highest Net Price</b>	

### 3. Daily Rebate Schedule

Number of days elapsed between the Trigger Date and the Invoice Payment Date (see Terms & Conditions for definitions)	Rebate Options showing % that will be deducted from the invoiced amount as the rebate.						
	A	B	C	D	E	F	G
0 (Date of Valid Invoice Receipt)	0.75%	1.50%	1.88%	2.25%	3.00%	3.75%	4.50%
1	0.73%	1.45%	1.81%	2.18%	2.90%	3.63%	4.35%
2	0.70%	1.40%	1.75%	2.10%	2.80%	3.50%	4.20%
3	0.68%	1.35%	1.69%	2.03%	2.70%	3.38%	4.05%
4	0.65%	1.30%	1.63%	1.95%	2.60%	3.25%	3.90%
5	0.63%	1.25%	1.56%	1.88%	2.50%	3.13%	3.75%
6	0.60%	1.20%	1.50%	1.80%	2.40%	3.00%	3.60%
7	0.58%	1.15%	1.44%	1.73%	2.30%	2.88%	3.45%
8	0.55%	1.10%	1.38%	1.65%	2.20%	2.75%	3.30%

9	0.53%	1.05%	1.31%	1.58%	2.10%	2.63%	3.15%
<b>10 (Target Day and rate used for Price Evaluation)</b>	<b>0.50%</b>	<b>1.00%</b>	<b>1.25%</b>	<b>1.50%</b>	<b>2.00%</b>	<b>2.50%</b>	<b>3.00%</b>
11	0.48%	0.95%	1.19%	1.43%	1.90%	2.38%	2.85%
12	0.45%	0.90%	1.13%	1.35%	1.80%	2.25%	2.70%
13	0.43%	0.85%	1.06%	1.28%	1.70%	2.13%	2.55%
14	0.40%	0.80%	1.00%	1.20%	1.60%	2.00%	2.40%
15	0.38%	0.75%	0.94%	1.13%	1.50%	1.88%	2.25%
16	0.35%	0.70%	0.88%	1.05%	1.40%	1.75%	2.10%
17	0.33%	0.65%	0.81%	0.98%	1.30%	1.63%	1.95%
18	0.30%	0.60%	0.75%	0.90%	1.20%	1.50%	1.80%
19	0.28%	0.55%	0.69%	0.83%	1.10%	1.38%	1.65%
20	0.25%	0.50%	0.63%	0.75%	1.00%	1.25%	1.50%
21	0.23%	0.45%	0.56%	0.68%	0.90%	1.13%	1.35%
22	0.20%	0.40%	0.50%	0.60%	0.80%	1.00%	1.20%
23	0.18%	0.35%	0.44%	0.53%	0.70%	0.88%	1.05%
24	0.15%	0.30%	0.38%	0.45%	0.60%	0.75%	0.90%
25	0.13%	0.25%	0.31%	0.38%	0.50%	0.63%	0.75%
26	0.10%	0.20%	0.25%	0.30%	0.40%	0.50%	0.60%
27	0.08%	0.15%	0.19%	0.23%	0.30%	0.38%	0.45%
28	0.05%	0.10%	0.13%	0.15%	0.20%	0.25%	0.30%
29	0.03%	0.05%	0.06%	0.08%	0.10%	0.13%	0.15%
30 (Standard Term Day)	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%

### Appendix 1

#### ACCELERATED PAYMENT REBATE SCHEME (APRS) DECLARATION FORM

Have you read and understood the APRS guidance in the ITT documentation, and do you understand your offer to participate may impact the price evaluation of this tender?

YES

NO

Please confirm your participation in the APRS and Rebate Option you are willing to commit to (based on Target Payment Day 10) by placing an “X” in the relevant space provided below.

Supplier confirms that it <b>WILL NOT</b> participate in the APRS:	Supplier confirms that it <b>WILL</b> participate in the APRS and have chosen the following Rebate Option:  <i>Please note: the Target Payment Day 10 referenced below are applicable for the Price Evaluation, however (as detailed in the Bidder Guidance) where a supplier opts into the APRS and is awarded a contract, payments by the Authority made earlier than the standard 30 days will be subject to a rebate in the Authority’s favour on a sliding scale basis which will be calculated from the supplier’s gross price in accordance with the Daily Rebate Schedule for the Rebate Option chosen. The deduction from the gross price will be processed by the ECC Payment System issuing a debit note.</i>						
0%	<b>A</b> 0.5%	<b>B</b> 1.0%	<b>C</b> 1.25%	<b>D</b> 1.5%	<b>E</b> 2.0%	<b>F</b> 2.5%	<b>G</b> 3.0%

If you do not wish to participate in the APRS, please provide a brief explanation below.

## **Accessibility**

If digital services are included in the delivery of this requirement, they should comply with the Accessibility requirements specified and may be subject to testing.

## **Artificial Intelligence (AI)**

These questions are mandatory and for information purposes only. They are to establish if AI has been used to assist in your tender submission or used as part of the product/service you will deliver. The Bidders response should also provide assurance of confidentiality in relation to the use of the Authorities' data with regard to AI.

## **Freedom of Information**

If a Bidder considers that any information supplied for the purposes of this ITT is either confidential in nature or commercially sensitive and an exemption applies this should be highlighted in the body of the ITT submission and the reasons for its sensitivity given in the table in the form supplied.

Submission of a completed table does not guarantee that the information highlighted will be recognised as an exemption, this will be subject to clarification.

## **Form of Tender**

The Bidder is to acknowledge they have read and agree to the Form of Tender document.

## **Authorised Signatory**

The Bidder is to confirm the name, position and contact details of the authorised signatory to the Form of Tender information.

---

## Proactis Source to Contract

The Bidder is required to confirm the unique Organisation ID Reference from their Proactis Source To Contract (S2C) User Account, so that the correct Supplier Record can be attached to the resulting contract, should they be successful.

Bidders should ensure that when registering individuals on their S2C account, that a process is in place to deregister users should they leave the organisation (before they leave). At the same time a new individual should be named. Failure to do this could mean that access to your account is blocked and could impact on the system award of contracts.

## Local Government Transparency Code

Bidders are required to answer four mandatory questions to meet Local Government Transparency Code requirements.

## Scoring Methodology

This section confirms the details of the 0 – 5 Scoring Methodology that will be used for all **scored** questions in evaluation.

Each Section or Question in the ITT will confirm the Evaluation Criteria and Scoring Methodology that will be used.

### Scoring Methodology Table A:

**0 = Wholly Unsatisfactory** - No response or the whole response is irrelevant to all of the question and evaluation criteria.

**1 = Unsatisfactory** - The response only covers a minor element of the question and evaluation criteria and lacks relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question.

**2 = Partially Acceptable** - The response covers more than one element of the question and evaluation criteria but lacks relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question.

**3 = Acceptable** - The response addresses most of the question and evaluation criteria but some areas contain limited relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question.

**4 = Very good** - The response fully addresses the question and evaluation criteria and provides relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question.

**5 = Outstanding** - The response fully addresses the question and evaluation criteria and provides relevant evidence regarding competence, capacity and ability to successfully fulfil the requirements of the question and goes beyond expectations to offer an outstanding level of performance or an additional benefit which exceeds specified requirements.

## **Bidder Feedback**

This section provides Bidders with an opportunity to provide feedback or comments regarding the structure or format of this ITT.

We are continuing work to update and improve our standard tender templates and welcome any constructive feedback from Bidders.

## **Proactis ProContract**

Proactis, the providers of our eSourcing Tool ProContract can support bidders with technical system issues.

Should the bidder encounter technical problems they must first contact the Proactis Support Desk to try and resolve the issue and **must** obtain a Proactis Ticket Reference for the issue. Please contact <https://www.proactis.com/uk/support-login/> to log a ticket for ProContract Supplier Support. If this is urgent please call 0330 005 0352 - please note that for access issues you will be asked to email [suppliersupport@proactisservicedesk.com](mailto:suppliersupport@proactisservicedesk.com) to log a ticket so Proactis Support can verify your identity.

If the technical problem is not resolved with Proactis and/or is preventing the Bidder from bidding on time, and the Bidder wants to request a bid deadline extension or late bid, they **must** provide the details of the issue and the Proactis Ticket Reference to the ECC buyer.

A request for a bid deadline extension or late bid for technical reasons can only be approved where Proactis has confirmed that there is a technical issue with the e-Sender Tool that is preventing the Bidder from submitting their bid, and it is not the fault of the Bidder.

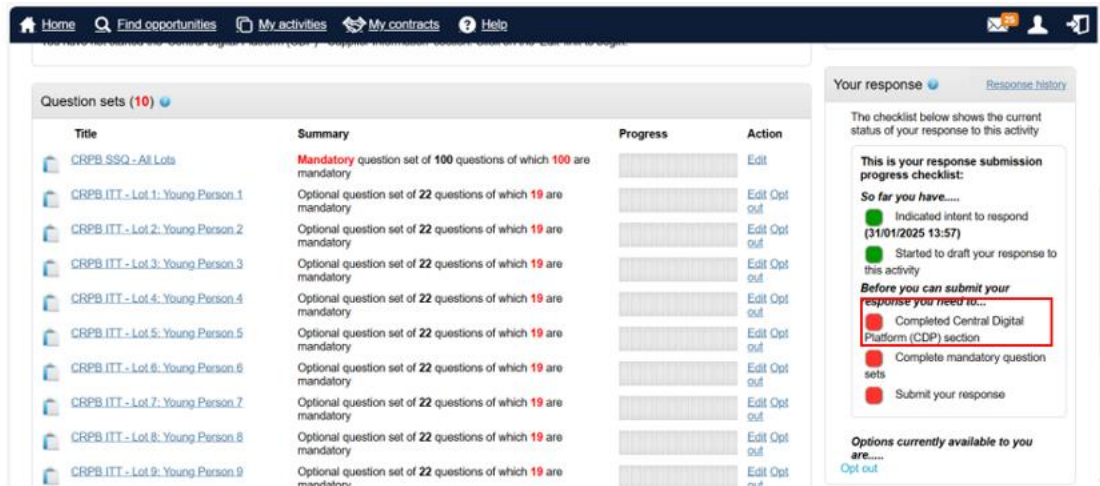
## Appendix 1 – ProContract System

Bidders please note that when uploading requested documents to ProContract they should ensure that the filename is kept as short as possible, whilst incorporating any specific requirements outlined by the Buyer. This is to assist the Buyer with downloading your bid documents.

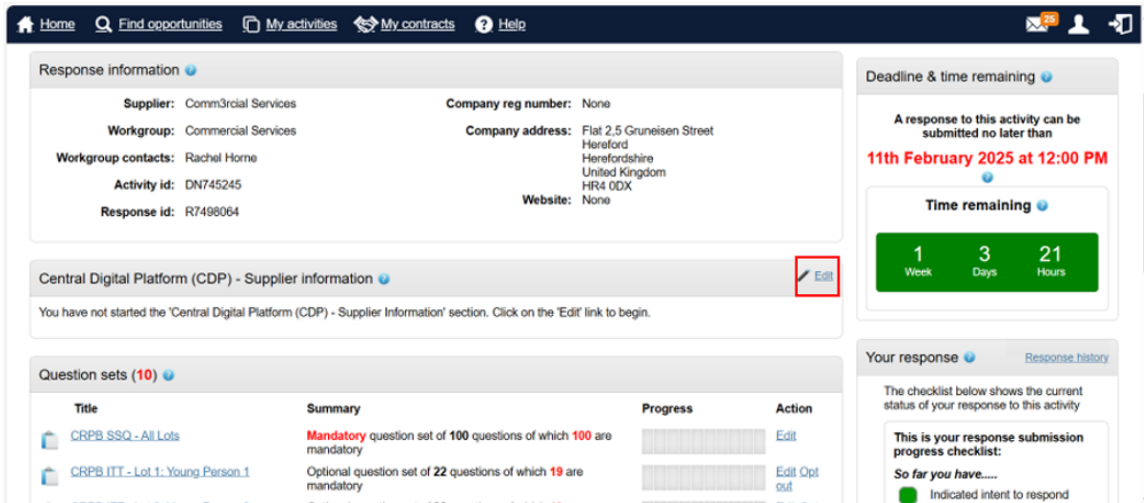
When naming your documents to upload, please ensure that no special characters are used, as ProContract does not accept that majority of special characters in document titles, and this may result in the system rejecting your document.

Bidders should also be aware that Proactis has updated ProContract to include a requirement for bidders to complete a Central Digital Platform Section, before they are able to submit their response.

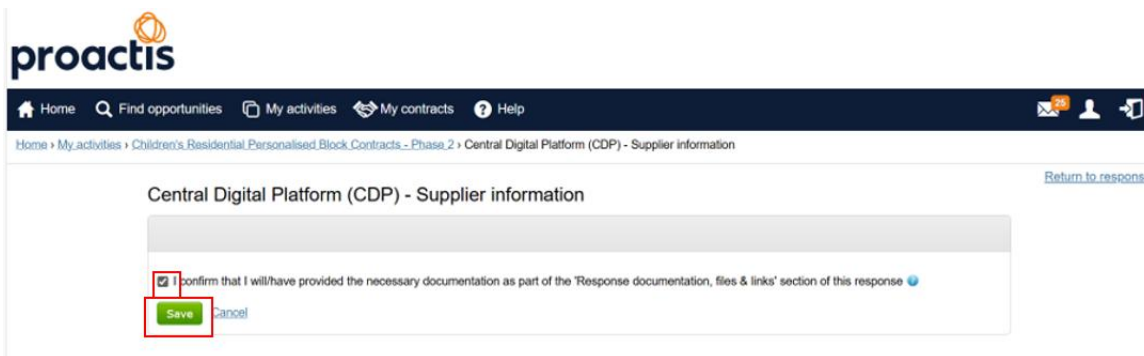
Please see the screenshot below showing the new requirement in the checklist on the right-hand side of the screen:



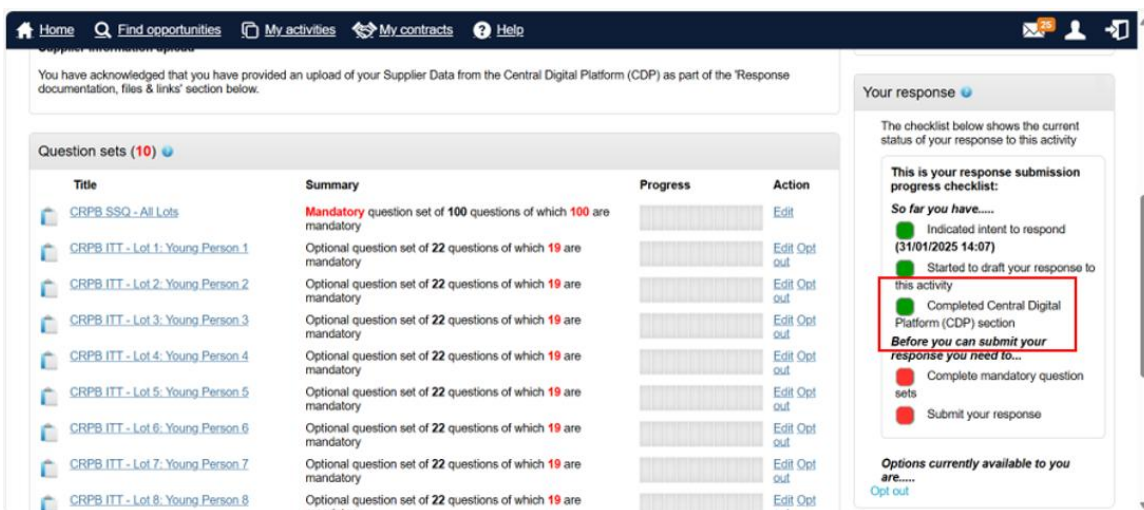
Bidders will need to click on the Central Digital Platform (CDP) – Supplier Information Edit link:



Which will take the Bidder to the following screen. Bidders will need to click on the green Save button:



This will then turn the Completed Central Digital Platform (CDP) Section from red to green:



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If Bidders experience any issues with this functionality they must contact the Proactis Supplier Helpdesk.