



Hackney Council

REQUEST FOR QUOTATION

CITY & HACKNEY AUTISM HUB FEASIBILITY STUDY

DN678675

Bidder to insert their company/organisation name

Quotations submitted after the stated closing date and time may not be considered.

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1. INSTRUCTIONS

1.1 General Requirements

Hackney Council is seeking quotations for the supply of an Autism Feasibility Study within the borough.

The successful supplier will be responsible for providing this service, liaising closely with the Contract Manager, Penny Heron.

The detailed requirements are defined in the Specification. The contract will be for a period of up to a year and is expected to commence mid-May 2024.

1.2 Submission of Quotation

1.2.1 The deadline for submission of Quotations is **10 April 2024 at 12 noon. Late quotations, received after this time and date, may not be considered.**

1.2.2 The Authority is using ProContract as its electronic Procurement Portal ("the Procurement Portal"). The system is referred to intermittently as ProContract or the London Tenders Portal. The Procurement Portal is accessible at <https://www.londontenders.org/>

1.2.3 **All communications, including the submission of Quotations, should take place via the Procurement Portal.** Bidders should not approach any member of the Authority in relation to the Procurement or the procedure by which the Procurement will be procured ("the Procurement Process"), other than by using the messaging function on the Procurement Portal. Submit messages at the specific event level rather than the project level. Queries will be answered within business hours.

1.2.4 Any technical questions relating to the use of the Procurement Portal website should be logged with the dedicated [Bidder Support helpdesk](#). Remember to include as much detail as possible, label your message as "Urgent" if it is time-sensitive and include your telephone contact information if you need a ring-back. This is only the technical support line and any RFQ queries should be directed to the relevant team running the contract through the messaging function of the Procurement Portal. Queries will be answered within business hours.

1.3 Evaluation Criteria

Any quote that is accepted will be awarded to the bidder who provides the most economically advantageous quote in accordance with the criteria detailed below. Bidders must meet the criteria within the Suitability Assessment in order for their bid to be considered.

Criteria	Sub-criteria (or Question)	Weighting (%)
Suitability Assessment	Various	Pass / Fail
Quality	Co-Production	20%
	Project Plan & Delivery of KPIs	15%
	Feasibility Study	10%
	Community Hub	15%
	Sustainability/Social Value	10%
Price		30%

1.4 **Evaluation Methodology**

- 1.4.1 In relation to Price, the lowest price will score 30 marks. The other offers will then receive scores expressed as an inverse proportion of the lowest price. All results will be rounded to two decimal places. The formula used will be:

$$(\text{Lowest price/Bidder's price}) \times 30 = \text{Bidder's price score}$$

- 1.4.2 In relation to the Quality criteria, each question will be scored in application of the following scoring scale:

SCORING SCALE	
Score	Commentary
0	Very weak or no answer
1	Poor - well below expectations
2	Satisfactory but slightly below expectations
3	Good –meets expectations
4	Very good – slightly exceeds expectations
5	Exceptional - Well above expectations

A score of 0 (very weak or no answer) or 1 (poor) for any of the criteria is likely to mean rejection of a quotation.

Please note that for Method Statement Quality Question 1. Co-Production - bidders must score a “2” or above in order to be considered for this bid.

- 1.4.4 As part of the quality evaluation, sustainability and/or social value is assessed in line with Hackney’s Sustainable Procurement Strategy. The scoring of this section will consider relevant environmental, economic and social benefits to be delivered through the resulting contract.
- 1.4.5 Each member of the evaluation panel will individually assess each Quotation. Scores will then be moderated by the whole panel in order to reach a consensus.
- 1.4.6 The Suitability Assessment questions will be assessed on a pass/fail basis. Bidders must confirm that they are capable of delivering / meeting the criteria outlined in Appendix 1a.
- 1.4.7 Hackney Council reserves the right not to award the Contract to the lowest or any Quotation. Any acceptance of a Quotation by the Council shall be communicated in writing.

2. SPECIFICATION

Please see Specification linked to RfQ on ProContract

3. CONTRACT TERMS AND CONDITIONS

Your quotation will imply agreement with Hackney Council's Standard Conditions of contract which will apply in the event of an order being placed.

Available to view here (Services): [Terms and Conditions for Provision of Services](#)

No other Terms and Conditions will apply.

Appendix 1: QUOTATION RESPONSE

A. Suitability Assessment & Service Delivery Proposal

Please give your proposal for delivery of the Goods/Services, demonstrating how you will deliver the requirements of the Specification.

- This proposal, including any proposed targets and deliverables which the Council accepts, will be incorporated into any resulting contract.
- Your response should be as clear and concise as possible. As a guideline, word counts are given against each element/question.
- Attachments or additional documents containing supporting information should not be included (and will not be evaluated) unless specifically requested by the Council.
- To aid evaluation, please set out your Proposal using the following headings and order:

A1. Suitability Assessment:

Q. No.	Suitability Assessment Question	Yes / No
SA1	Do you commit to Co-producing plans with autistic people and their carers in City & Hackney?	
SA2	Does your organisation commit to paying London Living Wage to staff employed on this contract?	
SA3.	Have you got experience of running services for Autistic People?	
SA4.	Have you got experience of writing reports with costed options appraisals and recommendations?	
SA5.	Can you meet the KPIs listed within the specification and associated timeframes?	
SA6.	Does your organisation have the capacity to fulfil this brief?	

A2. Service Delivery Proposal:

Method Statement 1 – Co-Production	Max Score	20%
Please describe your methods of co production. Max number of words: 2000 Your answer should include but not be limited to the following: <ul style="list-style-type: none">a) An outline of how you will gather and include the views of autistic people and carers in City & Hackneyb) Your methods for coproduction to ensure equality of access, inclusion, & diversity of needs.	0-5	

<p>c) Engagement with stakeholders</p> <p>d) Consideration if you would need to partner up with anyone</p> <p>e) Feedback mechanisms</p> <p>Please note that if bidders score a 2 or below for this question, then the bid will not be considered as successful.</p>		
Method Statement 2 – Project Plan & Delivery of KPIs	Max Score	15%
<p>Please outline how you will deliver to the KPIs. Include a Project Plan with relevant timeframes.</p> <p>Please provide a project plan including appropriate timeframes for completion.</p> <p>Max number of words: 1500</p>	0-5	
Method Statement 3 – Feasibility Study	Max Score	10%
<p>Outline what methods you would use & how you would complete a feasibility study / options appraisal in this instance.</p> <p>Max number of words: 1000</p> <p>Your answer should include but not be limited to the following:</p> <ul style="list-style-type: none"> a) Consideration of assets and resources within the local area b) Sustainability c) Cost modelling 	0-5	
Method Statement 4 – Community Hub	Max Score	15%
<p>We would like to set up a club, hub and/or online community - Please describe how you would do this during the contract.</p> <p>Max number of words: 1500</p> <p>Your answer should include but not be limited to the following:</p> <ul style="list-style-type: none"> a) Set up, to review of effectiveness and exit strategy b) Clear links to your project plan 	0-5	
Method Statement 5 – Sustainability & Social Value	Max Score	10%
<p>Please detail what your Social Value and Sustainability offer will be in relation to this contract and how it will be of benefit to Hackney and its residents.</p> <p>This project aims to encourage employment of autistic people and potentially as volunteers - Please outline your approach to this.</p> <p>Max number of words: 1000</p> <p>Your response should include, but is not limited to:</p> <ul style="list-style-type: none"> • Opportunities for employment especially for local residents with autism, and the benefits employees will receive • How you intend to bring added value to the contract • How you will provide opportunities for all, including the most vulnerable, to make a valuable contribution and promote social integration 	0-5	

Please refer to: Hackney's Sustainable Procurement Strategy Social Value Act 2014		
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Appendix 2: PRICING SCHEDULE

- Please provide your cost for delivery of the service, including a full breakdown of the component costs.
- All costs must be exclusive of VAT.
- All staffing costs must be inclusive of London Living Wage (LLW)
- **Costs must not exceed the maximum budget of £99,999.99**

	Cost £ (Excl. VAT)		
Breakdown (eg: Staffing, equipment, marketing materials, premises)			
Total			
Do you agree to pay London Living Wage to all staff working on the contract? Please tick Yes / No		Yes	No

Pending the costings from the successful bidder; payments will be made in three stages:

1.	45%	Pump prime funding (mobilisation)
2.	45%	Phase two, following delivery of bidder identified milestones (of phase 1).
3.	10%	Delivery of a completed Feasibility Report as per specification.

Signature:.....

Name:.....

Designation:.....

On Behalf Of:.....

Date:

NOTE: this document must be signed by a person duly authorised to sign on behalf of your company / organisation.

Appendix 3: CHECKLIST FOR BIDDERS

	Document title	Document location (if contained in this RFQ)	Action	Complete
1.	RFQ		Read	
2.	RFQ front sheet only		Complete and submit Quotation with	
3.	Instructions		Read	
4.	Specification		Read	
5.	Conditions of Contract		Read	
6.	Appendix 1: Quotation Response A1. Suitability Assessment A2. Service Delivery Proposal		Read, complete and submit	
7.	Appendix 2: Pricing Schedule		Complete, sign and submit	