

Cheshire East Borough Council

REQUEST FOR QUOTATION RESPONSE DOCUMENT

**CONTRACT FOR THE PROVISION OF CHESHIRE
EAST JOINT STRATEGIC NEEDS ASSESSMENT
THIRD SECTOR INTELLIGENCE**

PERIOD: 1st April 2016 – 31st March 2019

With an option to extend for a further 1 x 12 months

**CHEST REF: 9ZQC-5XYGKU
INTERNAL REF: 15 104**

Name of Bidder	
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Version 1

CHECKLIST FOR BIDDERS

This is the RFQ response document, failure to provide all of the items in the checklist may cause your Quote to be non-compliant and not considered.

Schedule	Item	Included in Quote?
1	Form of Tender and certificate of non-collusion & non-canvassing	
2	Suitability Assessment Questionnaire (SAQ)	
3	Pricing Schedule	
4	Compliance with Specification	
5	RFQ qualitative evaluation questions	
6	Declaration	

Cheshire East Borough Council

***Provision of Cheshire East Joint Strategic Needs Assessment Third
Sector intelligence***

Period: 01.04.16 – 31.04.19 with 12 months option to extend

**SCHEDULE 1 - FORM OF TENDER and CERTIFICATE OF
NON-COLLUSION & NON-CANVASSING**

Health and Wellbeing Boards have a duty to produce a Joint Strategic Needs Assessment (JSNA) for their area. The “Statutory Guidance on Joint Strategic Needs Assessments and Joint Health and Wellbeing Strategies” published by the Department of Health in March 2013 outlines the required scope of JSNAs; to identify health and social care needs that can be met or affected by local authority and NHS partners working collaboratively. In Cheshire East these partners are Cheshire East Council, Eastern Cheshire Clinical Commissioning Group (CCG), South Cheshire CCG and NHS England.

To: Cheshire East Borough Council
(Via ‘The Chest’)

Date: _____

For the Attention of: **Abigail Coyne**

Dear Sir/Madam,

**TENDER FOR CHESHIRE EAST JOINT STRATEGIC NEEDS
ASSESSMENT THIRD SECTOR INTELLIGENCE**

Form of Tender

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements of the ITT.
2. The completed Pricing Schedule.

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the **total costs of (excluding VAT)** submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

Statement of non-collusion

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the

amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

- (a) communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
- (b) enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
- (c) offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.
- (d) committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

I/we agree that there is a requirement to disclose and declare any direct or Indirect financial or non financial interest in an organisation, company, or other body that is doing business with, or has dealings with, the council and where this may affect and/or could bring about a conflict with the Council's interest.

I/we should notify this to the Council and that failure to disclose or declare such an interest could result in the contract being terminated.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed _____

Name: _____

Position _____

For and on behalf of **Tenderer**

SCHEDULE 2

SUITABILITY ASSESSMENT QUESTIONNAIRE (SAQ)

This Suitability Assessment Questionnaire (“SAQ”) has been issued by the Authority in connection with a tender under Part 4 of the Public Contracts Regulations 2015 (“the Regulations”). Your response to the SAQ will be used by the Authority to understand the nature of the bidding organisation

Notes for completion

Please ensure that you complete this SAQ fully, as requested as part of the tender submission. Failure to do so may result in your tender being disqualified. If the question does not apply to you please write N/A; if you do not know the answer please write N/K.

- “Authority” means the purchasing organisation that is seeking to award a contract.
- “You”/ “Your” or “Supplier” means the business or company which is completing this SAQ.

Verification of Information Provided

Please do not send any supporting documents with your tender.

However, the Authority may ask to see these documents at a later stage, so it is advisable you ensure they can be made available upon request.

You may also be asked to clarify your answers or provide more details about certain issues.

For further assistance, please refer to the RFQ Guidance

Document.NOTE TO ORGANISATION:

- *Schedule 2 Suitability Assessment will be marked based on pass and fail*
- *Applicants will fail on incomplete responses Tenders that fail Schedule 2 will not be evaluated any further.*
- *Questions marked ‘for information only’ will not be assessed however they must still be answered in full.*
- *Where you are asked to mark an ‘X’ to indicate your answer, please double click the grey box and select ‘checked’. Try it here ☐*
- *Failure to answer a question which is **scored** will result in a score of zero for that question.*
- *Failure to provide an **acceptable explanation** with any **Fail** Questions answered will fail on Schedule 2 as a result.*
- *Tenderers are therefore strongly advised to ensure they answer all questions within each section*

Section 1

Legal Status – Organisation Details (Information Only)

The Authority require the full name of organisation tendering (or of organisation acting as lead contact where a consortium, partnership or joint venture response is being submitted)

1.1 Supplier details	Answer
Full name of the Supplier completing the SAQ	
Registered company address	
Registered company number	
Registered charity number	
Registered VAT number	
Name of immediate parent company	
Name of ultimate parent company	
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company Yes <input type="checkbox"/>
	ii) a limited company Yes <input type="checkbox"/>
	iii) a limited liability partnership Yes <input type="checkbox"/>
	iv) other partnership Yes <input type="checkbox"/>
	v) sole trader Yes <input type="checkbox"/>
	vi) other (please specify in this area) Yes <input type="checkbox"/>
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary (VCSE) Yes <input type="checkbox"/>
	ii) Community (VCSE) Yes <input type="checkbox"/>
	iii) Faith Yes <input type="checkbox"/>
	iv) Social Enterprise Yes <input type="checkbox"/>
	v) Mini Enterprise (below SME) Yes <input type="checkbox"/>
	vi) Small Enterprise (SME) Yes <input type="checkbox"/>
	vii) Medium Enterprise (SME) Yes <input type="checkbox"/>
	viii) Sheltered workshop Yes <input type="checkbox"/>
	ix) Public service mutual Yes <input type="checkbox"/>

See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

1.2 Bidding model (Information Only)	Answer
Please mark 'X' in the relevant box to indicate whether;	
Consortia and Sub-Contracting	a) Your organisation is tendering to provide the services/goods Yes <input type="checkbox"/>

	required itself	
	b) Your organisation is tendering in the role of Prime Contractor and intends to use third parties to provide some services	Yes <input type="checkbox"/>
	c) The Supplier is a consortium	Yes <input type="checkbox"/>
<p>If your answer is (b) or (c) please indicate below (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Supplier solely or together with other providers) will be responsible for the elements of the requirement.</p> <p><i>Supplier Insert details here if necessary</i></p>		

1.3 Contact Details (<i>information only</i>)	
Supplier contact details for enquiries about <u>this</u> SAQ;	
Name	
Postal Address	
Country	
Phone	
E-mail	

Section 2

1. Technical and Professional Ability

(This question will be scored on a pass/fail basis)

Relevant experience and contract examples				
2		<p>Please provide details of up to <i>three</i> (3) contracts, in any combination from either the public or private sector, that are relevant to the Authority's requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years, and Voluntary, Community and Social Enterprises (VCSEs) may include samples of grant funded work.</p> <p>Where the Supplier is a special purpose vehicle and not intending to be the main provider of the goods or services, the information requested should be provided in respect of the principal intended provider of the goods or services. The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member). Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.</p> <p><i>Evidence of relevant services performed more than 3 years before <u>may</u> be taken into account to establish further competition if deemed necessary by the Council.</i></p>		
		Contract 1	Contract 2	Contract 3
2.1	Name of customer organisation			
2.2	Customer organisation point of contact; Position in the organisation; Email address.			
2.3	Contract Start Date; Contract completion date; Estimated Contract Value.			
2.4	<p>In no more than 500 words, please provide a brief description for each of the contracts delivered including evidence as to your technical capability in these markets, using the field below.</p> <p><i>Enter response here, tenderer responsible for stating word count in response.</i></p>			
2.5	<p>If you cannot provide at least one example for questions 2.1 to 2.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, using the field below.</p> <p><i>Enter response here, tenderer responsible for stating word count in response.</i></p>			

Section 3

Additional SAQ modules

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking 'X' in the relevant boxes

3A) - Project specific questions to assess Technical and Professional Ability

This Schedule 2 section 3 will be marked on both pass/fail basis.

Introduction

These are further project specific questions relating to the technical and professional ability of the supplier. Please ensure your responses are in line with the questions page limit and 12pt Arial. Anything beyond the page limit will not be taken into consideration by the Council.

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by marking 'X' in the relevant boxes where necessary and enter responses to questions in the fields provided.

3A 1	<p>NOTE TO ORGANISATION: This question will be for information only.</p> <p>References <i>Supporting references are required to validate information provided throughout the RFQ Process and to detail experience and ability to deliver a contract of this size and nature. Please note references will only be taken up to <u>validate</u> all submission information already provided by that of the economic operator.</i></p> <p><i>Please list major Contracts currently and recently held in public and private sectors for services of a similar type provided in the last three years from whom references may be solicited to testify to your technical capacity, standards and quality of service. Where an economic operator has a mix of reference sites, please list in priority order the local authority and public sector sites. <u>These must represent sites where the services performed are exactly aligned to those requested by this tender.</u></i></p> <p><i>The Council requires two (2) references to be obtained by your organisation. It is the bidder's responsibility to ensure that the reference form published on The Chest with this document is sent to your two referees, using template at Appendix 4. The references must be returned directly from the referees to procurement@cheshireeast.gov.uk by 8th December 2015.</i></p> <p><i>The reference form must state the name of the Tenderer exactly as stated on the RFQ document to ensure that this can be matched to the correct Bidder. Note: In addition to those referees listed the Council reserves the right to seek references from other organisations for whom, your firm undertakes work. Should your firm be invited to tender and subsequently submit a bid, further references may be obtained.</i></p>
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	Company Name	Contact Name	Email	Tel Number	Contract Duration & Value
1					
2					

3B) Insurance

(This question is to be scored on a pass/fail basis.)

3B1	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>(a) Employer's Liability Insurance* = £10million. Is required in respect of each and every claim.</p> <p>(b) Public Liability Insurance = £5million. Is required in respect of each and every claim with no abuse exclusion/inner limit.</p> <p>(c) Professional Indemnity Insurance = £1million.</p> <p><i>* It is a legal requirement that all companies hold Employer's Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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EMPLOYER'S LIABILITY INSURANCE

- i. Insurer: **(Name of Insurance company not broker)**
- ii. Policy Number:
- iii. Extent of cover:
- iv. Expiry date:

PUBLIC LIABILITY INSURANCE

- i. Insurer: **(Name of Insurance company not broker)**
- ii. Policy Number:
- iii. Extent of cover:
- iv. Expiry date:

PROFESSIONAL INDEMNITY INSURANCE

- i. Insurer: **(Name of Insurance company not broker)**
- ii. Policy Number:
- iii. Extent of cover:
- iv. Expiry date:

Signatory for Insurance Details

Name of Organisation:	
Name:	
Position in Organisation:	
Date:	

3C) Compliance with equality legislation

(This section is to be scored on a pass/fail basis.)

For all Tenderers to complete: For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

3C1	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3C2	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “YES” to one or both of the questions in this module, please provide a summary using the field below to confirm the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, again, please use the field below to explain what action (if any) you have taken to prevent unlawful Discrimination from reoccurring.</p>	Yes <input type="checkbox"/> No <input type="checkbox"/>
3C2	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Enter details here if necessary

3D - Economic and Financial Standing

(This question is to be scored on a pass/fail basis.)

Financial Information		
<p>Please provide one of the following to demonstrate your economic/financial standing;</p> <p>Please indicate your answer with an ‘X’ in the relevant box by double clicking the relevant grey area, choosing ‘checked’.</p>		
3F1 (a)	A copy of the audited accounts for the most recent two years	Yes <input type="checkbox"/>
(b)	A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation	Yes <input type="checkbox"/>
(c)	A statement of the cash flow forecast for the current year and a bank	Yes

	letter outlining the current cash and credit position	<input type="checkbox"/>
(d)	Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/>

3F2	Where the authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this SAQ, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.		Yes <input type="checkbox"/> No <input type="checkbox"/>
3F3 (a)	Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?		Yes <input type="checkbox"/> No <input type="checkbox"/>
	Name of the organisation	<i>Enter here if necessary</i>	
	Relationship to the Supplier completing the SAQ	<i>Enter here if necessary</i>	
	If yes, please provide the name above:		
(b)	If yes, would the Ultimate / parent willing to provide a guarantee if necessary?		Yes <input type="checkbox"/> No <input type="checkbox"/>
(c)	If yes, please provide Ultimate / parent company accounts if available. <i>If no, please advise why in this field.</i>		Yes <input type="checkbox"/> No <input type="checkbox"/>
(d)	If no, would you be able to obtain a guarantee elsewhere (e.g from a bank?)		Yes <input type="checkbox"/> No <input type="checkbox"/>

3E – TUPE

The Council believes that TUPE applies to this contract. Details of staff affected have been appended as Appendix 3. Any information provided by the Council is for Guidance only and suppliers should take their own legal advice.

3F – Safeguarding

(This question is to be scored on a pass/fail basis)

Safeguarding		
3F1	Does your organisation undertake adequate checks of staff including references, DBS checks etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
3F2	Do you have an up to date Single Central Record for Disclosure & Barring Service checks for staff and volunteers? Please note that you will be required to provide a copy of your Single Central record and policies and procedures if you are offered a contract.	Yes <input type="checkbox"/> No <input type="checkbox"/>

End of Schedule 2 SAQ

SCHEDULE 3

PRICING SCHEDULE (40%)

Please complete the pricing schedule below for your proposed charges for the provision of Joint Strategic Needs Assessment.

This should represent the full charges payable by Cheshire East Council for the **full term 1st April 2016 – 31st March 2019 with a 1 x 12 month option to extend** available under the contract - **No claim for additional payment will be considered for items that have not been specified.**

Please ensure that you use the following schedules.

Please note that the evaluated price will be the **Total Amount Payable** (excluding VAT) which must include **ALL** charges in respect of the term of the contract.

Failure to quote for all aspects of the project listed will result in a score of zero for this section. If no separate charge is made for any of the below please indicate the charge is “nil” rather than leave the box blank.

	Detail of what is included in the costs	Annual cost	Contract duration costs (Apr 16- Mar 19)
Staff costs			
Management costs			
IT costs (e.g. software licences, website development)			
Other overheads (Please specify e.g. premises costs)			
Project delivery costs (e.g. marketing and publicity (including website development), equipment, participation and consultation costs e.g. running workshops, travel costs of VCFS participants)			
Total cost			

End of Schedule 3

SCHEDULE 4

COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS

This section will be evaluated on a pass / fail basis

Please confirm you have complied with the stated specification included within this RFQ document, by entering an 'X' in the field below:

YES	
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If 'NO' please advise areas of non compliance in the field below:

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End of Schedule 4

SCHEDULE 5

RFQ QUALITY QUESTIONS (60%)

Tenderers are asked to state the number of words use at the end of each 'word count limited' response. E.g./ **(498 words)**. All responses to this section much be submitted in Arial 12 font format.

All responses should be input directly into this response document. Appendices can be provided but Cheshire East Council are not committed to consider the content as part of the RFQ Response.

Q1. What experience have you got of working with key stakeholders to define and shape projects?

Include what you did to gain agreement on a way forward and how you managed differing expectations

(5%, 500 word limit)

Q2. Explain how your organisation is skilled in providing the level of intelligence required to inform the Joint Strategic Needs Assessment.

Describe the things you would consider when a) gathering b) analysing and c) presenting information.

Please give examples of work conducted.

(10%, 700 word limit)

Q3. How have you supported and influenced commissioners and other key stakeholders to use new sources of evidence to inform their decision-making?

Include: a) How you identified new sources of evidence
b) How you supported key stakeholders to use this evidence

(10%, 700 word limit)

Q4. How would you work with VCFS organisations, community groups and networks to build sustainable data flows into the JSNA and what experience have you got that will support your approach?

Include: a) how you will identify relevant organisations, groups and networks
b) how you will work with them

(10%, 500 word limit)

Q5. Detail examples of work you have done directly with service users to understand their needs, experiences and existing assets. Describe how you gathered and analysed feedback, including how you tailored your approach when working with different groups.

(10%, 700 word limit)

Q6. How would you improve and promote Cheshire East's JSNA to:

- a) Commissioners
- b) VCFS organisations and other providers
- c) Community groups?

(10%, 700 word limit)

Q7. What will be the main challenges for you in delivering this contract and how will you overcome them?

(5%, 500 word limit)

End of Schedule 5

SCHEDULE 6

DECLARATION

I/We certify that the information supplied by me/us in this document is accurate to the best of my/our knowledge. I/We understand that the giving of false or incomplete information could result in my/our exclusion from the quotation exercise and may result in Criminal Proceedings.

I/We also understand that it is a Criminal Offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract currently in force and will result in my/our exclusion from the quotation exercise. As per the bribery act 2010.

I/We certify that I/we have not now or will in the future, canvassed or solicited any member, officer or employee of the council and any other companies in the group of which the council forms part, in connection with this document and that to the best of our knowledge and belief no person employed by me/us or acting on my/our behalf has done such an act.

Signed for on the behalf of the Organisation:

Name:

Position/Status in the Organisation:

Date:

End of Schedule 6

End of RFQ Response Document