

**QUOTATION FOR:
 CONTRACT FOR THE PROVISION OF
 HOMELESSNESS DECISION MAKING
 IN THE LONDON BOROUGH OF REDBRIDGE**

To be completed by Organisation submitting quotation

This document forms the Quotation by the organisation named in the box below (“the Organisation”) for the Contract for the Provision of a homelessness decision making service for the London Borough of Redbridge (“the Contract”).

The Organisation shall complete all parts in full and shall note that failure to complete any part or the provision of false, misleading or inaccurate information may lead the Authority to exclude the Organisation from consideration for the Contract or to withdraw the offer of award of the Contract.

If the Organisation is awarded the Contract, the Organisation shall note that this Quotation shall form part of the Contract and the Authority shall be permitted to enforce the content submitted.

Name and address of organisation:	
Quotation authorised by: (Print name)	
Position held in organisation:	
Email address:	
Telephone number:	
Website address	
Date:	

MINIMUM STANDARDS

Questions in this section will be assessed on a pass / fail basis. If the Organisation does not pass all of these questions their Quotation will not be considered further.

Please confirm that your organisation meets the following minimum standards:

	Minimum Standards	Please state yes or no
a)	Appropriate Health & Safety procedure in place	
b)	Please confirm that your organisation will have the following up-to-date minimum level of liability insurance: <ul style="list-style-type: none"> • employer’s liability insurance with a limit of indemnity of not less than five million pounds (£5,000,000) per claim; • public liability insurance with a limit of indemnity of not less than ten million pounds (£5,000,000) per claim; 	

CONTRACT EVALUATION CRITERIA

The Contract will be awarded based on of the most economically advantageous quotation and quotations will be evaluated accordingly. This shall be determined by applying the following:

Cost	60%
Quality	40%

The score achieved for each element of the Evaluation Criteria will be added together to give a total score for the Quotation. The organisation receiving the highest total score will then be awarded the Contract.

A) Cost Evaluation

The Organisation is required to submit their Cost for the Contract by completing the Pricing Schedule below. The Authority will then evaluate the applicable score for the submitted Cost of each Quotation received using the formula set out below:

Example: Where item 1 on Pricing Schedule is weighted to offer maximum 15%

The Lowest Cost for that item equals 15% (15 points), other quotes are evaluated pro-rata against the lowest cost supplied so that:

- $\text{Lowest Cost} \div \text{Next Lowest Cost} = A$
- $A \times \text{Pricing schedule weighting\%} = \text{Awarded score (for each item)}$

Example:

- $\text{Lowest Cost For Item 1 (£2,000)} \div \text{Next Lowest Cost for Item 1 (£3,000)} = 0.666$
- $(2000 / 3000) \times 15\% = 10\%$ (10 points) Awarded Score For Item 1
(based on 15% max method statement weighting)

Each individual item in the Pricing Schedule item will be scored and awarded a sub-weighted score for the item using the above formula. Each sub-weighted score will then be added together to provide a single score for the Pricing Schedule, the single score will then form the percentage awarded to the Cost element of each organisation's Quotation as per the example in the table below:

Example		
Item	Weighted score allocated Organisation A	Weighted score allocated Organisation B
1	15	10
2	5	7
3	6	3
4	10	9
Total cost score	36	29

Pricing Schedule:

Noting the method of evaluation of the Cost element of the Pricing Schedule as detailed above, please complete the following Pricing Schedule in full and ensure all costs quoted are **excluding VAT**. The price quoted must fully include all the costs of providing the Service.

Item	% Weighting	Amount £
1. Investigation and drafting of each decision	60	

B) Quality Evaluation

The Authority will evaluate the Quotation against the Quality criteria by scoring the Method Statements submitted as per the requirements below. Each Method Statement will be allocated a score out of five (5) using the principles contained in the table below.

The specified sub-weighting (%) allocated for each Method Statement will then be applied to give a sub-weighted score for the Method Statement. The awarded score for each Method Statement is divided by the maximum available score and multiplied by each sub-weighted score to obtain the Final Weighted Method Statement score. This total of all the method statement scores then forms the Quality score for the Quotation. This is demonstrated in the formula below:

Awarded Score / Maximum Available Score X **Sub Weighted Score** = **Final Weighted Quality Score**

Example For method statement 1: 2 / 5 X 10 = 4

The Evaluation Panel shall use the following principles when scoring the Method Statements:

Score	
0	Nil response
1	Poor response, lacking detail
2	Unsatisfactory response - Some information given, however several key considerations missing
3	Satisfactory response – the response includes key elements but some information is missing.
4	Good response – Comprehensive answer covering key issues and considerations
5	Excellent response that extensively covers key issues and considerations

Method Statement	Criteria	Sub Weighting (%)	Awarded Score (out of 5)	Final Weighted Score
1	<i>Quality of template decision letters</i>	20		
2	<i>Number and quality of staff engaged</i>	20		
	Total Score Sub-Weighted Score	40%		

The Organisation is advised that they are required to achieve a minimum score of one (1) for each Method Statement. If the Organisation achieves a score of less than one (1) for any of the Method Statements they will be deemed to have failed the Quality requirements for the Contract and their Quotation will not be considered any further.

Taking into consideration the basis on which the Quality Evaluation Criteria will be applied, please complete the following Method Statements in full.

Information required	Weighting	Response
1) 3 x template s184 decisions	20%	
2) Description of staffing that will be engaged on project, including number, experience of homelessness casework and decision making and management supervision	20%	

THE QUOTATION SHALL BE RETURNED VIA THE LONDON TENDERS PORTAL BY NO LATER THAN 17:00 HOURS (5.00pm) 29 January 2021 .