

**Request for Quotation for the supply and/or provision of**

**Evaluation Services for Business Lincolnshire Growth Hub**

**Contract Ref** BLSBG221/RFQ01

**Document 1 of 2**

**Request for Quotation including specification**

Issue Date: TBC

Closing Date: TBC

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# **SECTION 1 –INFORMATION FOR BIDDERS**

1. **Introduction**
	1. This document is provided as part of the procurement process to identify suitable Service Providers to enter into contract with Lincolnshire County Council (the Council), and provides information relating to scope of the requirement and the procurement process that the Council will follow as well as instructions for responding to the Request for Quotation (RFQ).
	2. This procurement exercise is being led by the Economic Growth Team at Lincolnshire County Council and on behalf of the Business Lincolnshire Growth Hub, the business support arm of the Greater Lincolnshire Local Enterprise Partnership (GLLEP).
	3. The Council wishes to procure a service provider or a consortium of service providers for the delivery of an evaluation services contract to the Business Lincolnshire Growth Hub.
	4. This contract will be to deliver a comprehensive evaluation and summative assessment and report on the delivery of the ERDF Funded Business Lincolnshire Sustainable Business Growth Phase 2 (BLSBG2) activities. **The total contract value is £13,070.**

1.5 Although the Business Lincolnshire Growth Hub delivers multiple support programmes and activities funded through various different funding bids, the majority of services, including Growth Hub Advisers, Events and Grant Funding are delivered through ERDF Funds secured under the Business Lincolnshire Sustainable Business Growth Phase 2 project. This project commenced in July 2019 and currently runs to June 2022, although there is a 1 year extension expected to be agreed by the Ministry of Housing, Communities and Local Government (MHCLG) before the end on 2021. It is this activity to which this evaluation contract pertains.

1.6 The Council will target an initial sum **of £13,070 + VAT** to secure the delivery of an evaluation contract and subsequent Summative Assessment Report for activity undertaken under the current BLSBG2 contract which ends in June 2022. There is a currently a 1 year extension request to extend this end date to June 2023.

1.7 Subsequent funding bids have recently been submitted by the Council to deliver additional complimentary Business Support packages through the Community Renewal Fund (CRF). Should these bids be successful, and sources of subsequent funds become available in future, the Council reserves the right to extend the timeline, activities and value of this contract via the contract change procedure and in accordance with the Public Contract Regulations 2015.

**2 Background**

***What is the Business Lincolnshire Growth Hub?***

2.1 The Business Lincolnshire Growth Hub officially launched in 2015 but the Business Lincolnshire website has been in place since 2012 and was already established as an online signposting web portal.

2.2 Growth Hubs are locally-led partnerships that coordinate business, innovation and trade support within a Local Enterprise Partnership (LEP) area and make it simple for businesses to access the support they need. They aim to bring together all of the local bodies involved in supporting businesses, working with national bodies such as UK Trade & Investment (UKTI) and Innovate UK to ensure that national and local business support works together in the most streamlined and effective way possible, putting the business customer at the centre of the system.

2.3 Specifically, they raise awareness of national and local business support, provide a single access point for businesses and provide a diagnostic and signposting service to make sure that all businesses, no matter what their size or sector, knows what is available and can access the right support for them.

2.4 Growth Hubs have three key objectives:

* Improve the awareness and coordination of local and national business support
* Provide clear signposting and diagnosis to help businesses find the right support easily
* Improve the impact and value for money of business support

2.5 The Government is supporting Growth Hubs through the provision of the following:

* National telephone helpline: Government has contracted for a national Business Support Helpline, which provides both initial and more in-depth advice on a wide range of business enquiries, signposting to relevant support. This service can be customised to provide a growth hub’s local phone service and is currently offered at no cost to LEPs. Clients can access the service via telephone or webchat.
* GOV.UK: Growth Hubs can use a range of Government web content, tools and resources in white-labelled form on their own website. This includes the GOV.UK Business and Finance Support Finder, which provides information on a wide range of schemes available to businesses.

2.6 Additionally the Department for Business, Energy and Industrial Strategy (BEIS) have confirmed funding for Growth Hubs.

2.7 BEIS require the Growth Hub to work with business support partners, local authorities and intermediaries to collaborate in the delivery of all business support services by using the Business Lincolnshire Growth hub banner to promote their activity- thereby ensuring that a ‘single conversation’ is facilitated with local businesses, raising awareness and uptake of both public and private sector support by improving coordination, marketing and signposting.

2.8 The Business Lincolnshire Growth Hub is the overarching brand for a range of Business Support Activities which are delivered by multiple partners across Greater Lincolnshire. It also encompasses the [www.businesslincolnshire.com](http://www.businesslincolnshire.com) website and the support offered through the telephone helpline and webchat.

2.9 The Hub provides information, covering all sectors and growth stages through a collaborative partnership approach to business support, growth and advice. It will also provide a single access point to a targeted package of information, diagnostic, advisory, coaching, mentoring and business development programmes.

***How is the Business Lincolnshire Growth Hub Funded?***

2.10 In order to deliver this programme of support, LCC has secured European Regional Development Fund (ERDF) funding. In addition to this funding, the Department for Business, Energy and Industrial Skills (BEIS) has committed funding to the Growth Hub.

2.11 Funding for this contract will come from the Business Lincolnshire Sustainable Business Growth Programme (BLSBG2) under Priority Axis 3: Enhancing the Competitiveness of Small and Medium Enterprises.

2.12 From this source, the Council will target an initial sum of £13,070 to secure the delivery of an evaluation contract and subsequent Summative Assessment Report for activity undertaken under the BLSBG2 contract. Subsequent funding bids have recently been submitted by the Council to deliver additional complimentary Business Support packages through the Community Renewal Fund (CRF). Should these bids be successful, and sources of subsequent funds become available in future, the Council reserves the right to extend the timeline, activities and value of this contract via the contract change procedure and in accordance with the Public Contract Regulations 2015.

***Definition of an SME***

* 1. The main factors determining whether an enterprise is an SME are:
* staff headcount; and
* either turnover or balance sheet total

|  |  |  |
| --- | --- | --- |
| Company category | Staff headcount | Turnover or Balance sheet total |
| Medium-sized | < 250 | ≤ € 50 m | ≤ € 43 m |
| Small | < 50  | ≤ € 10 m | ≤ € 10 m |
| Micro | < 10  | ≤ € 2 m |  ≤ € 2 m |

* 1. These ceilings apply to the figures for individual firms only. A firm that is part of larger group may need to include staff headcount/turnover/balance sheet data from that group too. For more details please see the revised User Guide to the SME definition.

***Businesses ineligible for support***

* 1. There are a number of sectors in which businesses should not be supported with ERDF due to the existence of particular State Aid and other regimes, or because Aid would distort competition.

In brief therefore, the following are sectors ineligible for ERDF support

* + fishery and aquaculture sectors which are supported through EFF
	+ primary production, processing and marketing of agricultural products, which is supported through EAFRD
	+ the coal, steel and shipbuilding sectors (excluded by the General Block Exemption EC 800/2008)
	+ the synthetic fibres sector (excluded by the General Block Exemption EC 800/2008). Further explanation of the meaning of synthetic fibres sector can be found on the European Commission website at <http://ec.europa.eu/competition/state_aid/legislation/archive_docs/96c94_en.html> - Code on Aid to the Synthetic Fibres Industry (1996, subsequently extended.)
	1. Banking and insurance businesses should not be supported, as their activities are non- productive and support to one institution is likely to lead to displacement of jobs.
	2. Establishments providing generalised (school age) education should not be supported as this is a statutory duty on local authorities.
	3. Those businesses that have already reached their De Minimis threshold, or would breach their threshold as a result of the assistance being provided through this programme, would not be eligible for support.
	4. Further guidance in a word document titled Eligibility rules for the 2014 to 2020 European Regional Development Funds can be found at <https://www.gov.uk/government/publications/european-structural-and-investment-funds-programme-guidance> .

Please see the following document for further eligibility guidance. <http://ec.europa.eu/competition/state_aid/legislation/practical_guide_gber_en.pdf>

**3 The Requirement**

3.1 Quotations are invited in respect of evaluation services for the Business Lincolnshire Sustainable Business Growth Phase 2 project delivered by the Business Lincolnshire Growth Hub. The successful supplier will be responsible for providing this requirement, liaising closely with the Contract Manager Jeannine Thornley.

3.2 Consortium bids from partners who specialise in the various services are encouraged. A lead Service Provider should be nominated to manage the overall activity.

3.3 The Council’s detailed requirements are defined in the Specification at Section 3A.

3.4 The Contract will be let for an initial period from **08/08/2021 to 31/07/2022**. As detailed in 2.12, should sources of subsequent funds become available in future, the Council reserves the right to extend the timeline, activities and value of this contract via the contract change procedure and in accordance with the Public Contract Regulations 2015.

3.5 The initial Contract value will not exceed **£13,070 + VAT** (for year 1).

**4 Indicative Procurement Timetable**

4.1 The procurement is intended to follow the timeline below:

|  |  |  |
| --- | --- | --- |
| 1 | Request for Quotation Issued | **Tuesday 6 July 2021** |
| 2 | Deadline for Clarifications | **5pm Monday 12 July 2021** |
| 3 | Deadline for Bids | **Midday Sunday 25 July 2021** |
| 4 | Evaluation | **Monday 26 July to Friday 30 July 2021** |
| 5 | Contract Award | **Monday 2 August 2021** |
| 6 | Initial Project Meeting | **Monday 2 August 2021** |
| 7 | Contract Start | **Sunday 8 August 2021** |

4.2 Please note the Council reserves the right to amend this timetable and steps 4, 5, 6 and 7 are provided for indicative purposes only.

**5 Evaluation of Quotations**

5.1 A two stage process is being used. Stage one of this process comprises an initial assessment as detailed in ‘Evaluation of Quotations’. An initial examination will be made to establish the completeness of submitted quotations.

5.2 The evaluation of submissions will be based upon two stages, Business Information Assessment and Award Criteria. Only those submissions that pass the Assessment criteria will then be evaluated against the award criteria. Those deemed not to meet the Assessment Criteria will not be considered further.

5.3 Bidders should note that regardless of a bid’s overall merits, in the event that evaluating officers (acting reasonably) consider there to be a fundamental weakness (i.e. that a score of 0-1 is achieved on more than two occasions for any Proposed Working Method question) which is likely to impact adversely upon the supply of the goods and/or services, then grounds will exist to exclude the bid from further consideration.

5.4 Throughout the evaluation process, the Council reserves the right to seek clarifications from Bidders, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in any quotation, then that quotation may, regardless of its other merits, be excluded from further consideration.

**Assessment Criteria**

5.5 A range of pass / fail assessment criteria will be applied to the responses given by Suppliers to the Business Information section of Request for Quotation document. The assessment criteria are the minimum standards which the Council require its Suppliers to meet or exceed. The assessment criteria will be evaluated using a pass/fail method.

5.6 Whilst it is unlikely that any Bidder which fails on any of the assessment criteria below will proceed to the next round of evaluation, the Council reserves the right to seek explanation from a Bidder as to the incomplete nature of its tender and ask for clarification and / or submission of additional or missing information where there is a mitigating explanation as to the omission, such as mistake or issues beyond the control of the Bidder.  This does not create a legal obligation for the Council to make such a request and each case will be considered on its own merits and with regard to the risks and implications involved should the Council decide to proceed.

| **Assessment Criteria** | **Assessment** |
| --- | --- |
| **Completion of Quotation Documents** | Bidders must submit a fully complete quotation. This includes Section 4: Bidder Response, Section 5: Pricing Schedule, Section 6: Payment Details and Section 7: Contract Conditions Acceptance. A quotation that is incomplete or without the appropriate signatures will fail. | Pass / Fail |
| **Bidder Response****Section A: Organisation Details** | Bidders must submit full Organisation details. Any Bidder who does not meet this minimum standard will fail. | Pass / Fail |
| **Bidder Response****Section B: Capacity of the Organisation** | Bidders must demonstrate that they have sufficient capacity to deliver the contract. Any Bidder who does not will fail. | Pass / Fail |
| **Bidder Response****Section C: Financial and Professional Standing** | Bidders must self-certify that they can provide evidence, if requested to do so, of their satisfactory financial standing. Any Bidder who does not will fail.Bidders must also answer all questions contained within the Professional Standing section.Any Bidder who has been convicted of any of the offences listed in this section will fail. | Pass / Fail |
| **Bidder Response****Section D: Contract Experience** | Bidders must demonstrate sound contract experience and performance, giving relevant examples of contract experience and answering No to all questions on their contract performance, **or** full satisfactory explanation details. Any Bidder who does not demonstrate this will fail.  | Pass / Fail |
| **Bidder Response****Section E: Modern Slavery Act 2015** | If applicable to the organisation, Bidders must state they are compliant with the annual reporting requirements contained within Section 54 of the Act.Bidders who do not will fail. | Pass / Fail |
| **Bidder Response****Section F: Insurances** | For insurance cover, Bidders must have in place the levels specified in Part F of the Business information responses **or** be willing to have the levels stated above if they are successful on being awarded the contract.Any Bidder who does not meet the minimum insurance levels and is not willing to obtain the insurance policies required if awarded the contract will fail. | Pass / Fail |

5.7 If the situation arises where no Bidders meet the minimum requirements, the Council reserve the right to cancel or restart the tender process.

**Award Criteria**

* + 1. The Council will accept the tender which is the most economically advantageous, i.e. a balance between cost and quality.
	1. If a Quotation submission meets the minimum requirements of the Assessment Criteria as detailed above, it will then be evaluated using the Suppliers Responses to the Proposed Working Methods (Section 4) and Pricing Schedule (Section 5).
	2. The Award Criteria will be scored out of 100%, with bids evaluated on the following basis:

Prices and Costs Pass / Fail

Quality (Working Method Statements) 100%

**Price – Pass / Fail**

* 1. Price will be evaluated on a Pass / Fail basis using the methodology below.
	2. The pricing model submitted by Bidders at Appendix One, should be based on the information given in Document 2, Section 5 and will be reviewed to ensure that it meets all of the pricing model criteria, including:
* the maximum total budget,
* the maximum service budget allocations

 Bidders who do not meet the pricing model criteria in 6.12 above will fail, no further evaluation will be conducted and Bidders will take no further part in the procurement process,.

* 1. All bidders who pass the pricing model assessment as detailed in 6.12 above will progress to the quality evaluation.
	2. Further detailed explanation can be found at Appendix One.

**Quality – 100%**

* 1. Bidders will be required to submit responses to a number of Proposed Working Method Statement questions (Document 2, Section 4). These responses will then be scored in relation to the requirements of the specification. The weighting applied to each of the quality sub criteria is shown in the table below

|  |  |
| --- | --- |
| **Element** | **Weighting** |
| Quality  | 100% |
| 1. Activity Management | 20% |
| 2. Innovation  | 15% |
| 3. Evaluation Services | 45% |
| 4. Monitoring  | 10% |
| 5. Budget  | 10% |

* 1. The quality element of the tender will be scored using the following scale of awarding marks between 0 and 4, which will then be applied to the specific weighting for each question.

|  |  |
| --- | --- |
| **0** | **Completely unsatisfactory/unacceptable response** No response to the question or serious deficiencies in meeting the required standards.  |
| **1** | **Poor response** The proposals provide only partial evidence that the specified requirements will be met and / or demonstrate significant omissions and / or and demonstrate only a limited level of quality. The risk to the authority is high. |
| **2** | **Acceptable response** The response is compliant and meets the basic contract standards.The proposals provide adequate evidence that the specified requirements will be met, with no more than minor omissions where any concerns are only of a minor nature, and demonstrate reasonable quality. The risk to the authority is low. |
| **3** | **Good response** The response is fully compliant, with no omissions, and clearly indicates a full understanding of the contract. The proposals provide strong evidence that the specified requirements will be consistently delivered to a high level of quality. |
| **4** | **Excellent response** The response is fully compliant, with no omissions and clearly indicates a full understanding of the contract. The proposals provide strong evidence that the specified requirements will be consistently delivered to exceed the required standards of the contract.  |

**Council Decision Process**

* 1. Following the evaluation of the Tenders, the Council will seek authority through its formal decision making processes to award the contract to the preferred Bidder, based upon the outcome of the above evaluation procedure.

**Award of Contract**

* 1. Following approval by the Council of the Preferred Bidder, all Bidders will be informed of the decision.

# **SECTION 2 – INSTRUCTIONS TO BIDDERS AND CONDITIONS OF QUOTATION**

**1 General Instructions**

 **Definitions**

1.1 Words defined in the Terms and Conditions of Contract shall have the same meaning throughout the Request for Quotation document.

1.2 “Council”, “Customer” and “Contracting Authority” means the organisation that is seeking to award a contract.

1.3 “Bidder” and “Supplier” means the organisation submitting the Request for Quotation document.

 **General Instructions**

1.4 Quotations must be submitted in accordance with the following instructions and conditions. Any Bidders that do not comply with these instructions or conditions may have their Quotation rejected.

1.5 The Council reserves the right to disqualify any submission which is incomplete or not in accordance with paragraph 1.4 above.

1.6 Prospective Suppliers should be aware that canvassing (i.e. seeking the support of influential persons within the purchasing organisation) will lead to disqualification.

1.7 The information that Bidders give in response to the Request for Quotation forms part of the legal representations of the Bidders organisation during the procurement process. Any findings of misrepresentation may result in any subsequent contract being terminated.

1.8 The Bidder’s written response to any information required by the Council will be taken into account in the evaluation of competing Quotations and if approved, will be binding but will not detract from the Specification or Conditions of Contract.

1.9 Bidders should note that wherever reference is made to any external assessment body or external accreditation standard, such reference shall be deemed to include reference to any equivalent body or standard established in other member states of the European Union.

1.10 Bidders are advised that any contract(s) resulting from this procurement exercise will be subject to conditions which require the Supplier, as an employer, to comply with all statutory obligations to staff (and to applicants for employment) under all equality and non-discrimination laws (and amendments thereto) and with any statutory instruments, orders, guidance and codes of practice made thereunder.

1.11 The Council does not bind itself to accept any offer resulting from the Request for Quotation and reserves the right not to award any contract under this procurement process.

 **Freedom of Information**

1.12 The Bidder acknowledges that the Council is obliged under the Freedom of Information Act (FOIA) to disclose information to third parties subject to certain exemptions. This includes the information given in relation to this invitation to tender process. The Bidder therefore accepts and acknowledges that the decision to disclose information and the application of any exemptions will be at the Councils sole discretion. The Council will act reasonably and proportionately in exercising its obligations under the FOIA as to whether any exemptions under section 43 of the FOIA may be applied to protect the Supplier’s legitimate commercial and trade secrets.

1.13 Bidders should state at Section 8 if any of the information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act. Bidders should state why they consider the information to be confidential or commercially sensitive and for how long.

1.14 This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Information, Costs and Expenses**

1.15 The Bidder is responsible for obtaining all information necessary for the preparation of its submission and all costs expenses and liabilities incurred by the supplier in connection with the preparation and submission of the tender will be borne by the Bidder.

1.16 Bidders should satisfy themselves of the accuracy of all fees, rates and prices quoted, since Bidders will be required to hold these or withdraw their Tender in the event of errors being identified after the submission of Tenders.

1.17 If a Bidder fails to provide fully for the requirements of the Specification in the Tender it must either:

(i) absorb the costs of meeting the full requirements of the Specification within its tendered price; or

1. withdraw its Tender.

 **Research and Investigation**

1.18 The Bidder will be deemed for all purposes connected with the tender and the Contract to have carried out all researches, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the Contract (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Tender.

1.19 The Supplier shall have no claim whatsoever against the Council in respect of such matters and in particular (but without limitation) neither the Council shall make any payments to the Supplier save as expressly provided for in the Contract and (save to the extent set out in the Contract) no compensation or remuneration shall otherwise be payable by any Council to the Supplier in respect of the scope of the Contract being different from that envisaged by the Supplier or otherwise. Information given in respect of current orders is given as a guide and the Council makes no warranty and accepts no liability as to the actual value or volume of orders to be placed with the Supplier.

**2 Completing the Form**

2.1 **Failure to complete the form as instructed may result in your submission being rejected.**

2.2 Quotations must be submitted on this Request for Quotation Document, in Word format (unless otherwise specified), which must be duly completed and signed where appropriate. These include the:

(a) Bidder Responses,

(b) Pricing Schedule,

(c) Payment Details,

(d) Contract Conditions Acceptance,

(e) Freedom of Information Disclosure

2.3 When completing this document you may enlarge the answer boxes to ensure you have sufficient space to respond. **Please do not alter or amend the form in any other way**.

2.4 The form must be completed even if your organisation has previously worked with the Council or submitted a Quotation, a Tender or Selection Questionnaire to Lincolnshire County Council – cross-referencing to previous submissions will not be sufficient.

2.5 **Please answer every question as instructed to do so**. Do not assume that the officers evaluating the form will know about your organisation or the work that you do, and answer the questions as fully as possible within any given constraints.

2.6 If the question does not apply to you please write N/A; if you don’t know the answer please write N/K. When posed with Yes / No questions please edit your answer as appropriate. All figures should be in full, i.e. £3,500,000 not £3.5 million and in GBP.

2.7 Unless instructed otherwise, **please give details that specifically relate to your organisation and not to the whole of the group** where your organisation forms part of a group. Any information submitted in response to this document must relate to the Bidder only, the Bidder being the organisation that it is proposed will enter into formal contract with the Council if awarded the contract.

2.8 **Where a consortium or sub-contracting approach is proposed, all information requested should be given** in respect of the prospective main Supplier or consortium leader. Relevant information should also be provided in respect of consortium members or sub-contractors who will play a significant role in the delivery of the Services under any ensuing Contract. Responses must enable the Council to assess the ability of the consortium or sub-contractor to deliver the contract.

2.9 Where the prospective Supplier(s) is a special purpose vehicle or holding company, information should be provided of the extent to which it will call upon the resources and expertise of its members.

2.10 The Council recognises that arrangements in relation to consortia and sub-contracting may be subject to future change. Bidders should therefore respond in light of arrangements currently envisaged. Please provide details of the proportion of any contract awarded under this Contract that the prospective partner proposes to subcontract.

**Variant Bids**

2.11 No variant bids will be accepted.

 **Signatures**

2.12 Where required, the Invitation to Tender Document must be signed in accordance with the options below:

(a) where the Bidder is an individual, by that individual; OR

(b) where the Bidder is a partnership, by two duly authorised partners; OR

(c) where the Bidder is a limited company, by a director duly authorised for such purposes.

2.13 You may submit electronic or typed signatures. However, should you be successful, you will be required to re-sign all declarations that form part of the contract with an original signature.

 **Supporting Documents**

2.14 In order to simplify this process, **you should not provide supporting documents**, for example, accounts, certificates, statements or policies **unless specifically requested to do** **so**. Instead, we may ask you to provide a statement regarding your approach to various aspects or a summary of your policies. However, **the purchasing organisation may ask to see these documents at a later stage** so it is advisable that you ensure they can be made available upon request. You may also be asked to further clarify your answers or provide more details.

**3 Submitting the Form**

3.1 Quotations should be submitted electronically no later than **noon on Sunday 25 July 2021** through the Pro-Contract Tender Suite. Submissions via the electronic Tenderbox cannot be accessed or opened by the Contracting Authority until after the deadline has expired. No documents can be uploaded to the Tenderbox after the deadline has expired; *therefore there is no penalty for returning a submission early! It is strongly recommended* that your submission is uploaded well before the deadline to ensure that failure of ICT/Servers/PC/laptop or similar does not result in your submission failing to be placed in the Tenderbox in time.

3.2 Any queries regarding this opportunity should be submitted electronically no later than **5pm on Monday 12 July 2021** through the Pro-Contract Tender Suite.

3.3 The Supplier’s attention is specifically drawn to the date and time for receipt of tenders **and the Council reserves the right to reject any submission received after the closing date and time**.

**4 Acceptance of Quotation**

4.1 Any acceptance of a quotation by the Council will be in writing and communicated to the Bidder.

4.2 The Council will inform the Bidder of the acceptance of the offer by means of a formal letter accompanied by two copies of the contract document. The Supplier will be expected to sign and return the contract document to the Council who will duly sign and complete the contract and return one copy to the Supplier.

5 **Bidders Warranties**

5.1 All Bidders shall keep their respective Forms of Quotation valid and open for acceptance by the Council until the expiry of 90 days from the last date for the receipt of quotations.

# **SECTION 3a - SPECIFICATION**

Lincolnshire County Council wishes to procure a service provider to perform an ERDF Evaluation on the Business Support activity delivered under the ERDF funded Business Lincolnshire Sustainable Business Growth Phase 2 (BLSBG2) project undertaken by the Business Lincolnshire Growth Hub and deliver a comprehensive summative assessment report as per the guidelines detailed in the link below:-

[ESIF-GN-1-034\_ERDF\_Summative\_Assessment\_Guidance\_Appendices\_v4\_updated.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/915448/ESIF-GN-1-034_ERDF_Summative_Assessment_Guidance_Appendices_v4_updated.pdf)

This specification gives some background to the project activities, sets out the aim and objectives for the evaluation, and the contract requirements.

The request for quotation is focused on the Business Lincolnshire Growth Hub activity supported by the funding of the programme detailed below:

* Business Lincolnshire Sustainable Business Growth Programme 2 (BLSBG2) – *Growth Lincolnshire* (ERDF Project Activity)

Growth Hubs are locally-led partnerships that coordinate business, innovation and trade support within a Local Enterprise Partnership (LEP) area and make it simple for businesses to access the support they need. They aim to bring together all of the local bodies involved in supporting businesses, working with national bodies such as Department for International Trade (DIT) and Innovate UK to ensure that national and local business support works together in the most streamlined and effective way possible, putting the business customer at the centre of the system.

Specifically, they raise awareness of national and local business support, provide a single access point for businesses and provide a diagnostic and signposting service to make sure that all businesses, no matter what their size or sector, knows what is available and can access the right support for them.

Growth Hubs have three key objectives:

* Improve the awareness and coordination of local and national business support
* Provide clear signposting and diagnosis to help businesses find the right support easily
* Improve the impact and value for money of business support

Although the Business Lincolnshire Growth Hub delivers multiple support programmes and activities funded through various different funding bids, the majority of services, including Growth Hub Advisers, Events and Grant Funding are delivered through ERDF Funds secured under the Business Lincolnshire Sustainable Business Growth Phase 2 project. This project commenced in July 2019 and currently runs to June 2022, although there is a 1 year extension expected to be agreed by the Ministry of Housing, Communities and Local Government (MHCLG) before the end on 2021. It is this activity to which this evaluation contract pertains.

Lincolnshire County council are now seeking the services of a professional provider to evaluate the services of the Business Lincolnshire Growth Hub in respect of Business Lincolnshire Sustainable Business Growth Programme 2 (BLSBG2) only.

The Council will target an initial sum **of £13,070 + VAT** to secure the delivery of an evaluation contract and subsequent Summative Assessment Report for activity undertaken under the current BLSBG2 contract which ends in June 2022. There is a currently a 1 year extension request to extend this end date to June 2023.

Subsequent funding bids have been submitted by the Council to deliver additional complimentary Business Support packages through the Community Renewal Fund (CRF). Should these bids be successful, and sources of subsequent funds become available in future, the Council reserves the right to extend the timeline, activities and value of this contract via the contract change procedure and in accordance with the Public Contract Regulations 2015.

**The supplier will:**

* Deliver a final evaluation report and summative assessment covering activity undertaken throughout the life of the ERDF BLSBG2 contract.
	+ The above report will follow the logic model provided within the ERDF Summative Assessment Guidance (**Appendix 1**). However, it will also include quality measurements – evaluating the results and impacts to business. Identifying how they have grown aside from increase in employment i.e. increases in productivity/turnover/networks etc. the report should also highlight practical areas where future provision could be enhanced.
	+ The evaluation should consider all parts of the project lifecycle, not just the end outcomes / outputs.
	+ Report to be received by 31 July 2022 (Subject to confirmation)

**Business Lincolnshire Sustainable Business Growth Programme**

The Business Lincolnshire Sustainable Business Growth 2 (BLSBG2) Project is, in the main, a continuation of 2 existing ERDF funded projects being delivered by the Business Lincolnshire Growth Hub – the Business Lincolnshire Sustainable Business Growth Project (BLSBG) and the Business Lincolnshire Digital Business Growth Project (BLDBG).

BLSBG2 provided a seamless continuation of support for beneficiaries and has taken lessons learned from delivery of the previous projects to provide an improved offer. This is particularly reflected in:

* the specialist support offers that a beneficiary can access has been enhanced so that additional areas of specialist advisory support can be offered. The specialist advice will be delivered by a group of project associate advisers who will deliver the specialist support as in the existing project delivery – supply chain, resource efficiency, finance readiness and digital business support – as well as additional more niche areas of support for example, Intellectual Property protection, technical IT issues, and R & D tax credits. This also includes Legislative Best Practice - early-stage best practice advice to businesses to achieve legislative compliance and enhanced assistance for high growth potential SMEs (scale ups). This will enable the specialist support provided to be demand led and far more tailored to beneficiary need
* the route through the business support process has been developed so that the beneficiary will be offered a far more prescribed package of support earlier in the customer journey, whereas a self-selection model has been used in phase 1 where choice of further areas of support have been left with the beneficiary
* the support package is differentiated for businesses at different stages of their lifecycles and for those with different levels of ambition and growth potential

**The specific activities undertaken as part of the project**

Business Lincolnshire provide a comprehensive and enhanced offer of one-to-one support, capacity building and growth funding, which includes the following support:

* 1 to1 and 1 to many business support covering:-
* information advice and guidance and action planning for growth
* specialist advice including
* supply chain development
* finance / investment readiness/ access to private sector investors
* resource efficiency
* developing use of digital technologies and ICT
* access to cutting edge technology and expertise through the Lincolnshire Technology Hubs
* Legislative Best Practice - early-stage best practice advice to businesses to achieve legislative compliance
* Other niche / specialist support as demand dictates
* enhanced assistance for high growth potential SMEs (scale ups)
* Business Leaders Peer Support and Mentoring Programme
* Events, briefings, workshops and masterclasses
* Enterprise Growth Grants – providing capital and revenue funding to enable growth projects to be brought forwards
* Digital Growth Grants – providing revenue funding to enable businesses to invest in digital products and services

This strand of the Business Lincolnshire programme is delivered using European Regional Development Fund (ERDF) under Priority Axis 3: Enhancing the Competitiveness of Small and Medium Enterprises. The current phase of the BLSBG2 project will be complete by 30 June 2022 however, there is a contract extension request in place with MHCLG to extend activity through to June 2023.

Lincolnshire County Council are now seeking the services of a professional provider to evaluate all of the activities which have been delivered as part of the Business Lincolnshire Sustainable Business Growth Programme 2 (BLSBG2).

**Delivery Outputs**

The following table defines the minimum Key Activity and Other Activity Output targets

| **Key Activity Outputs** | Minimum | TOTAL |
| --- | --- | --- |
| Monthly Written Report |  | 11 |
| Evaluation report (Including ESIF Summative Assessment) Draft for comments | 1 | 1 |
| Evaluation report (Including ESIF Summative Assessment) final version incorporating all final comments, outputs and outcomes | 1 | 1 |
| Case studies to highlight success stories from businesses interviewed to be used on the Business Lincolnshire website and as soundbites for social media? | 3 | 3 |

**Required Activity**

# **SECTION 3b – CONTRACT & PERFORMANCE MANAGEMENT ARRANGEMENTS**

## Responsibilities of the Council

There are appropriate governance processes and systems in place to ensure that the activity has the right level of buy in, representation and decisions can be made within an appropriate timeframe.

There are 2 key Growth Hub decision making boards that Lincolnshire County Council will organise and the supplier may be invited to attend:

* The Growth Hub Governance Board meets at least 3 times per year
* The Growth Hub Operational Board meets at least 3 times per year

The Council will ensure that Growth Hub Board meetings are recorded and areas for improvement and action points are agreed and noted in a standard format.

The Council will ensure that monthly Contract Management meetings with Local Authority Officers are scheduled for the duration of the contract

The Council will provide training, access and ongoing support to enable effective use of to the relevant tools required to perform the contract duties including Engage CRM system, Business Lincolnshire Website Content Management System, Business Lincolnshire Social Media Accounts, Business Lincolnshire Eventbrite Account, National Growth Hub Network Website, County Council You Tube Account.

The Council will provide information regarding wider County Council, LEP and Government policy issues which may have an impact on the activities of the Business Lincolnshire Growth Hub.

## Responsibilities of the Supplier

Key Performance Indicators in the form of the Key Activity Outputs, will measure the most important outcomes of the supplier(s) provision of the Services to the Council. The supplier(s) will monitor, measure and report to the Council its performance in respect of all the Outputs on a monthly basis in advance of the Monthly Contract management meeting.

The supplier will attend a Monthly Contract Monitoring meeting with the Council. They will suggest agenda items in advance of the meeting and will circulate minutes and action points captured during the meeting, within 5 working days of the Contract Monitoring meeting.

Without prejudice to the supplier(s) other reporting obligations under the Contract, the supplier(s) will provide evidence in a format that meets the requirement of the Council and the funders to substantiate the achieved levels of performance. The supplier(s) will produce consistent, timely, high quality, reliable information and shall make available to the Council any additional data that the Council may reasonably require to allow it to verify the supplier(s) performance against the Key Performance Indicators.

The supplier(s) shall retain performance reports provided for Council review and inspection as and when requested by the Council throughout the Agreement Period.

Payment for the services will be dependent on the production and subsequent approval by the council of the monthly report as detailed in Schedule 2.

In the event that the supplier(s) performance exceeds the Target Outputs no additional payments or credits of whatever kind shall be due from the Council to the supplier(s) as a consequence.

The Council and the supplier(s) may suggest the introduction of new Key Performance Indicators or the amendment of the definition of existing Key Performance Indicators as described in Schedule 1 (Specification).

Any adjustment to the Key Performance Indicators shall be effected under the Change Control Procedure but the Parties do not anticipate that the adjustments will be sufficiently material to result in changes to the Fee.

The supplier(s) will act reasonably in agreeing any Key Performance Indicators proposed and any dispute may be referred by either party to the Fast Track Adjudication Procedure.

The supplier(s) will ensure that effective systems are in place to measure and monitor both qualitative and quantitative data in relation to the activities being supplied under this contract.

The supplier(s) will inform the Council of any areas of concern including delays in delivery, at the point of recognition, to avoid jeopardising the delivery of the contract.

The supplier(s) will provide an evaluation report including any lessons learned at the end of the contract period(s).

The supplier(s) will provide relevant information in respect of how any sub-contractors have been procured in line with ERDF and Lincolnshire County Council procurement guidelines.

# **SECTION 4 – BIDDER RESPONSES**

*Note – You may adjust the size of the following text boxes to suit your response.*

Bidders are required to respond to the questions below. You may expand the sections provided or provide your responses on clearly cross referenced sheets. Please make sure that where you choose to cross reference, the responses are all submitted in a single word file so that they may be printed of together.

Please note **you do not need to provide supporting documents and policies**, unless specifically requested to do so.

**NOTE: Responses to these questions will be assessed as PASS / FAIL. Only those applications achieving a PASS will be put forward for further evaluation.**

|  |
| --- |
| PART A – Organisation Details |
| A1 | Organisation Name: |  |
| A2 | Organisation Address and Post Code: |  |
| A3 | Registered address and Post Code if different from the above: |  |
| A4 | Company Registration number (if this applies): |  |
| A5 | Charities or Housing Association or other Registration number (if this applies). Please specify registering body: |  |
| A6 | If the Organisation is a member of a group of companies, give the name and address of the ultimate holding Company |  |

|  |  |  |
| --- | --- | --- |
| A7 | Contact name for enquiries about this RFQ: |  |
| A8 | Job Title: |  |
| A9 | Telephone number: |  |
| A10 | Fax number: |  |
| A11 | E-mail address: |  |

|  |
| --- |
| **PART B – Capacity of the Organisation** |
| B1 | Please detail your organisation and management structure as it would be pertinent to the delivery of the contract including the number of staff in relevant positions. |
|  |

|  |
| --- |
| **PART C – Financial / Professional Standing** |
| C1 | Are you able to provide a copy of your audited accounts for the last two years, if requested?If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes ☐No ☐ |
| (a)  | A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes ☐No ☐ |
| (b) | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes ☐No ☐ |
| (c) | 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 ☐No ☐ |
| C3 | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf).**NOTE: Responses to these questions will be assessed as PASS / FAIL. Only those applications achieving a PASS will be put forward for further evaluation.** |
| C3.1 | Participation in a criminal organisation | Yes / No |
| C3.2 | Corruption | Yes / No |
| C3.3 | Fraud | Yes / No |
| C3.4 | Terrorist offences or offences linked to terrorist activities | Yes / No |
| C3.5 | Money laundering or terrorist financing | Yes / No |
| C3.6 | Child labour and other forms of trafficking in human beings | Yes / No |
| C3.7 | Breach of obligations related to the payment of tax or social security contributions | Yes / No |
|  | Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |  |
| C3.8 | Breach of environmental obligations |  |
| C3.9 | Breach of social obligations |  |
| C3.10 | Breach of labour law obligations |  |
| C3.11 | Bankruptcy or the subject of insolvency |  |
| C3.12 | Guilty of grave professional misconduct |  |
| C3.13 | Entered in to agreements aimed at distorting competition |  |
| C3.14 | Is aware of any conflict of interest due to the participation in the procurement procedure. |  |
| C3.15 | Been involved with the preparation of the procurement procedure |  |

|  |
| --- |
| **PART D – Contract Experience** |
| D1 | Please provide details of up to three contracts with either the public or private sector that your organisation has held in the last three years that are relevant to the Council’s requirement. (The customer contact should be prepared to speak to the Council if we wish to contact them). |
|  |  | Contract 1 | Contract 2 | Contract 3 |
|  | Customer Organisation (name):Website (if available) |  |  |  |
|  | Customer contact name, phone number and email |  |  |  |
|  | Date contract awarded: |  |  |  |
|  | Date contract completed: |  |  |  |
|  | Brief description of contract (max 100 words) |  |  |  |
|  | Value: |  |  |  |
| D2 | In the last three years, have you had any contracts: |
| (a) | Terminated for poor performance? | Yes / No |
| (b) | That has incurred contract penalties, default notices or payment of liquidated damages? | Yes / No |
| (c) | Terminated by the client earlier than the originally intended date? | Yes / No |
| (d) | That you have withdrawn from after award, either before or after the commencement of the contract? | Yes / No |
|  | If “**Yes**” please explain **in no more than 150 words** why. |
|  |

|  |
| --- |
| **PART E - MODERN SLAVERY ACT 2015:** **Requirements under Modern Slavery Act 2015[[1]](#footnote-1)** |
| E1 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐N/A ☐ |
| E2 | If you have answered yes to question E1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐Please provide relevant the url …No ☐Please provide an explanation |

|  |
| --- |
| Part F - Insurance |
| F1 | Please provide details of your current insurance cover |
| 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:Employer’s (Compulsory) Liability Insurance = £5,000,000Public Liability Insurance = £10,000,000Professional Indemnity Insurance = £5,000,000\* It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |
| F2 | If you do not currently have the required levels of insurance, please confirm whether you would be willing to take out the appropriate level of insurance cover as set out above if you are successful in winning the contract? | Yes/No |

Any business employing **five** or more people has, by law, to prepare and bring to the attention of employees a written Health and Safety Policy Statement.

|  |
| --- |
| **PART G – Health & Safety** |
| G1 | Have any H&S Executive / Local authority actions (e.g. prosecution or issue of improvement or prohibition notices) been taken against your organisation in the past three years  | Yes / No |
| If “**Yes**” please give details and what action has been taken by the organisation to remedy enforcing actions and prevent similar occurrences in the future **in no more than 150 words** |
|  |

|  |
| --- |
| **PART H – Environmental Management**  |
| H1 | Has your organisation within the last three years had legal action taken against them under environmental legislation, including prosecutions, civil court actions or notices served by the Environmental Agency, local authorities or HM Inspectorate or Pollution? | Yes / No |
| If “**Yes**” please give details and what action has been taken by the organisation to remedy and prevent similar occurrences in the future **in no more than 150 words**. |
|  |

|  |
| --- |
| **PART I – Equality & Diversity**  |
| I1 | In the last three years has any finding of unlawful discrimination been made against your organisation and/or your named supply chain members (sub-contractors) by any court or industrial or employment tribunal or equivalent body?  | Yes / No |
| I2 | In the last three years has your organisation and/or your named supply chain members (sub-contractors) been the subject of a formal investigation by the Equality and Human Rights Commission or an equivalent body on grounds of alleged unlawful discrimination?  | Yes / No  |
| I3 | If the answer to question 1 and / or 2 is “**Yes**”, what steps did your organisation take as a result of that finding or investigation? |
|  |

The following questions will be scored in accordance with the Award Criteria as detailed in 'Evaluation of Quotations' in Section 1 of this Request for Quotation Document.

|  |
| --- |
| **PART J – Proposed Working Methods** |
| Bidders are required to respond to the questions below to explain how your organisation proposes to deliver the services called for in the Specification You may expand the areas provided. Please note that a maximum word count has been assigned for responses to each question unless otherwise stated. Where a maximum word limit has been set, any additional words that exceed this limit will be deleted and will not form part of the evaluation.Please answer all the questions and try to be concise in your response, making all responses relevant to the questions being asked. Note that appendices should not be included or referred to in your response unless specifically indicated and therefore may not be considered. |
| Q No | **Activity Management** |
| 1 | 20% | Q: Please explain how you plan to manage the activities required within the specification of the contract. In your answer please provide or describe:* a structure diagram which shows the management and staff structure as would be assigned/required to deliver this contract
* summary details of the key staff that would be committed to this contract should it be awarded.
* What do you consider to be the main risks in delivering this contract and how would you look to minimise these?

How you will manage budgets and allocation across different parts of the project as detailed in Section 3 of this documentQ: What do you consider to be the main risks in delivering this contract and how would you look to minimise these? Please also describe how you would flex resource to accommodate any additional activity that may be added into the contract should additional funding be secured. Full cost breakdown, including fees, hourly rates, days, etc. should be provided. |
| A: **Word count – max 400** |
|  | **Innovation** |
| 2. | 15% | Q: Although you are working to a detailed specification and brief, please demonstrate any areas where you believe an innovative approach would enhance the contract. Please note that any suggestions should be costed and included within your submission. |
| A: **Word count – max 300** |
|  | **Evaluation Services** |
| 3. | 45% | Q: Please describe what activities you will deliver over the full contract period. You should link your response to the description of the service within the specification and also ensure that you describe how you propose to meet the key activity outputs required of the specification. * How will the budget be broken down
* Describe the intelligence gathering you will undertake
* Describe how you will engage with the businesses supported through the growth hub
 |
| A: **Word count – max 750** |
|  | **Monitoring** |
| 5. | 10% | Q: How will you monitor and measure the quality and effectiveness of the delivery. Please include in your answer* what reports and management information will be provided;
* what evidence library will be maintained
* how performance monitoring will be undertaken;
* how you will manage quality
 |
|  |  | A: **Word count – max 300** |
|  | **Budget** |
| 6. | 10% | Q: Please provide a further breakdown of how you will utilise and manage the budget. Please highlight any special features, innovative ideas or additional benefits that you will provide in relation to this contract that would add value to the programme.Please also include a breakdown and rationale of the number of hours that you propose to deliver and the hourly rates you have used to develop the cost model. Please give details, of any activity that may be sub contracted. (Please note that any sub-contracting arrangements must be undertaken within ERDF guidelines) |
|  |  | A: **Word count – max 300** |

# **SECTION 5 - PRICING SCHEDULE**

*Note – You may adjust the size of the following text boxes to suit your response.*

1. The total value for the initial contract is **£13,070 + VAT**.
2. Prices are to be submitted in Pounds Sterling and exclusive of VAT. All of the requirements contained within the specification should be included in the pricing matrix
3. For the avoidance of doubt all costs associated with implementing the contract and subsequent individual Council requirements must be included within the pricing matrix.
4. Payment will be made on receipt of a valid invoice with payment terms of 28 days.

\* No additional costs will be considered by the Council(s) unless these are clearly stated in the pricing matrix response.

|  |  |
| --- | --- |
| **Cost component description** |  **Costs (£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total Costs (£) \*** | **£** |

**SECTION 6 – PAYMENT DETAILS**

The Council’s standard payment terms are 28 days from receipt of invoice.

It is the policy of the Council to make payments to all Suppliers direct into their bank account using the Bankers Automated Clearing Systems (BACS). Please complete your bank and relevant organisation details below. If your sales are factored to an Agency, please enclose a copy of the authorisation to make payment directly to them. The bank details will then be those of the factor and not yours.

*Note – You may adjust the size of the following text boxes to suit your response.*

|  |  |
| --- | --- |
| Bank Name |  |
| Bank Address and Post code |  |
| Account Name |  |
| Account Number  |  |
| Sort Code |  |

No invoices will be accepted from any Contractor without an official written purchase order from the Council and the order number in full being quoted on all invoices.

**IMPORTANT**

**All invoices for Lincolnshire County Council should be addressed to:**

**Lincolnshire County Council, Invoice Scanning Bureau, PO Box 146, Liverpool, L33 7WP**

**Invoices must be emailed for payment to invoices@lincolnshire.gov.uk and copied to the Enterprise Commissioning Team at businesslincolnshireenquiry@lincolnshire.gov.uk**

**Failure to do so may lead to a delay in payment.**

**SECTION 7– CONTRACT CONDITIONS ACCEPTANCE**

**Contract for the Provision of Business Resilience Support Services to the Business Lincolnshire Growth Hub.**

To Lincolnshire County Council

I/we the undersigned DO HEREBY UNDERTAKE to provide the Goods and/or Services upon and subject to the terms and conditions set out in such Conditions of Contract, Specification, and the pricing and rates contained in the pricing schedule and other documents as are contained or incorporated herein.

Signature ...............................................................

## *Duly authorised agent of the Supplier*

(Electronic/typed signatures are acceptable)

Position held ...............................................................

Name and Address ...............................................................

of Supplier

...............................................................

...............................................................

...............................................................

Dated ...............................................................

It must be clearly shown whether the Supplier is a Limited Company, Corporation, Partnership, or Single Individual, trading in his own or another name, and also if the person signing is not the actual Supplier, the capacity in which he signs or is employed.

*Note – Electronic signatures or typed names are acceptable. In the event that your organisation is successful you will be required to re-sign this form with an original signature*

**SECTION 8 – FREEDOM OF INFORMATION DISCLOSURE FORM**

**Lincolnshire County Council**

**Freedom of Information Act 2000: Information Disclosure Form**

The Council is committed to the principle of open government and may disclose, upon request, information that it considers to be in the public interest to disclose.

Please state below any information that you specifically do not wish the Council to disclose together with any timescale relating to this non-disclosure e.g. for first 6 months, lifetime of the contract etc.

Please note that the council may still need to disclose such information if necessary to comply with its obligations under the Act.

I agree that information relating to this offer/contract may be disclosed, save for the information specified below which we consider to be commercially confidential:

Signature ………………………………………………………

Position held ………………………………………………………

Name and Address of Supplier ………………………………………………………

 ………………………………………………………

 ………………………………………………………

Dated ………………………………………………………

*Note – You may adjust the size of the text boxes to suit your response.*

|  |  |  |
| --- | --- | --- |
| Information not for Disclosure | Reason for Non-Disclosure | Timescale |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Note1 – Please note the above signature needs to be that of a Director or equivalent*

*Note2 – Electronic signatures or typed names are acceptable. In the event that your organisation is successful you will be required to re-sign this form with an original signature.*

**SECTION 9 – SUPPLIER CHECKLIST**

**BIDDER CHECKLIST**

Bidders should ensure that they have completed the following sections before returning their quotation responses:

|  |  |
| --- | --- |
| **SECTION HEADING** | **COMPLETED?** |
| **Section 4 – Bidder Responses** | 🞏 |
| **Section 5 – Pricing Schedule** | 🞏 |
| **Section 6 – Payment Details** | 🞏 |
| **Section 7 – Contract Conditions Acceptance** | 🞏 |
| **Section 8 – Freedom of Information Disclosure Form** | 🞏 |

It is important that all sections are completed as failure to do so may result in your quotation not being considered.

**Bidders who do not wish to offer a quotation following receipt of this opportunity are requested to advise the Council’s named contact of this as soon as possible.**

# **SECTION 10 – TERMS & CONDITIONS OF CONTRACT**

The Supplier shall be required to enter into an Agreement with the Council in respect of Services and/or Goods. The terms and conditions as set out in this section of the Request for Quotation shall be deemed to be incorporated into and form part of any Agreement entered into between the Council and the Supplier.

A specific Service Specification shall be attached to the aforementioned Agreement in respect of the Services and/or Goods required and shall form part of such Agreement. The Service Specification may contain further terms and conditions relating to the specific Service and/or Goods.

Dispatch or delivery of the Goods by the Supplier to the Council or commencement of the performance by the Supplier of the Services shall be deemed conclusive evidence of the Supplier’s acceptance of the conditions of contract as set out in this schedule and the requirements as set out in the Specification Schedule

## 1. Definitions and Interpretation

* 1. Unless stated otherwise, the following provisions shall have the meanings given to them below:

“Bribery Act” means the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.

“**Contract**” means the formal written agreement entered into between you and us for the provision of any Services and/or Goods

“**Contract Period**” means the period from the date stipulated by us upon which the Services and/or goods are to be supplied to the date of expiry stipulated by us or such earlier date of termination or partial termination of the agreement in accordance with the Law or the provisions of the Contract.

 “**Council**” means Lincolnshire County Council

 “**Delivery Date**” means the date specified by us for delivery of the Goods or completion of the Services

“**Equality and Diversity Policy**” means an equality and diversity policy which sets out an organisation’s aims and obligations with regards equality in both employment and in service delivery (both goods and services).

“**Equality Impact Assessment**” means a systematic and evidenced based tool required to be undertaken under discrimination law used to identify the likely impact of work/services on different groups of peoplewith resultant recommendations/ mitigations to be implemented in respect of any identified impacts to groups in society.

“**Equality Legislation**” means the Equality Act 2010 and such other acts and legislation to ensure, among others; equality of access to goods and services; promotion of good relations between groups in society; the provision of reasonable adjustments for people with disabilities; and equality in employment; equality legislation shall help organisations and suppliers to meet their obligations under anti-discrimination laws.

“**Equipment**” means the Supplier’s equipment, plant, materials and such other items supplied and used by the Supplier in the performance of its obligations under the Contract.

“**Fraud**” means any offence under Law creating offences in respect of fraudulent acts or at common law in respect of fraudulent acts in relation to the Contract or defrauding or attempting to defraud or conspiring to defraud the Council.

“**Good Industry Practice**” means standards, practices, methods and procedures conforming to the Law and the degree of skill and care, diligence, prudence and foresight which would reasonably and ordinarily be expected from a skilled and experienced person or body engaged in a similar type of undertaking under the same or similar circumstances.

“**Goods**” means any such goods as are to be supplied by the Supplier (or by the Supplier’s sub-contractor) under the Agreement as specified in the Specification Schedule

“**Information**” has the meaning given under section 84 of the FOIA.

“**Law**” means any applicable Act of Parliament, subordinate legislation within the meaning of Section 21(1) of the Interpretation Act 1978, exercise of the royal prerogative, enforceable community right within the meaning of Section 2 of the European Communities Act 1972, regulatory policy, guidance or industry code, judgment of a relevant court of law, or directives or requirements or any Regulatory Body of which the Supplier is bound to comply.

“**Month**” means calendar month

“**Party**” means a party to the Contract.

“**Payment Schedule**” means the Schedule containing details of the Price

“**Premises**” means the location where the Services are to be supplied.

 “**Price**” means the Price payable to the Supplier by the Council for the full and proper performance by the Supplier of its obligations under the Contract and in accordance with the provisions set out in the Contract including the Payment Schedule.

“Prohibited Act” means any of the following acts:

(a) to directly or indirectly offer, promise or give any person working for or engaged by the Council a financial or other advantage to:

(i) induce that person to perform improperly a relevant function or activity; or

(ii) reward that person for improper performance of a relevant function or activity

(b) to directly or indirectly request, agree to receive or accept any financial or other advantage as an inducement or a reward for improper performance of a relevant function or activity in connection with this Contract;

(c) committing any offence:

(i) under the Bribery Act;

(ii) under legislation creating offences concerning fraudulent acts;

(iii) at common law concerning fraudulent acts relating to this Contract or any other contract with the Council; or

(iv) defrauding, attempting to defraud or conspiring to defraud the Council.

“**Services**” means the services to be supplied as specified by the Council in the Specification

“**Specification**” means the description of the Goods and/or Services to be supplied under the Agreement as set out in the Specification Schedule

“**Specification Schedule**” means the Schedule containing details of the Specification

“**Staff**” means all persons employed by the Supplier to perform its obligations under the Contract together with the Supplier’s servants, agents, suppliers and sub-contractors used in the performance of its obligations under the Contract.

“Sub-Contract” means any contract or agreement, or proposed contract or agreement between the Supplier and any third party whereby that third party agrees to provide to the Supplier the Services or any part of the Services, or facilities or services necessary for the provision of the Services or any part of the Services, or necessary for the management, direction or control of the Services or any part of the Services.

“Sub-Contractor” means the third parties that enter into a Sub-Contract with the Supplier.

“**Supplier**” means the person, firm, company or organisation with whom the Council enters into the Contract

“**Working Day**” means a day (other than a Saturday or Sunday) on which banks are open for general business in the City of London.

1.2 The interpretation and construction of the terms and conditions shall be subject to the following provisions:

* References to gender shall be taken to include both feminine and masculine gender.
* References to words in the singular can include the plural and vice-versa.
* References to individuals shall be treated as including the organisation they represent.
* References to Clauses, Conditions, Paragraphs and Schedules are references to the conditions, paragraphs and schedules of the Contract.
* Clause headings are for ease of reference only and shall not affect the construction of the Contract.
* Reference to any enactment order, regulation or other similar instrument shall be construed (subject to the provisions of the Contract) as a reference to an enactment, order, regulation or instrument for the time being in force, or as amended or re-enacted by any subsequent enactment, order, regulation or instrument.

**2. The Price and Payment**

2.1 The Price shall be as specified in the Payment Schedule.

2.2 The Price is exclusive of VAT which shall be payable by the Council at the rate prevailing at the date of the Agreement.

2.3 Payment of the Price and VAT shall be made by the Council within 30 days of receipt by the Council of a valid invoice submitted monthly in arrears and as provided for in the Payment Schedule..

2.4 The Supplier shall ensure that each invoice contains all appropriate references and a detailed breakdown of the Services and/or Goods supplied and that it is supported by any other documentation reasonably required by the Council to substantiate the invoice.

2.5 Where the Supplier enters into a sub-contract with a supplier or contractor for the purposes of performing its obligations under the Contract, the Supplier shall ensure that a provision is included in such sub-contract which requires payment to be made of all sums due by the Supplier to the sub-contractor within a specified period not exceeding 30 days from the receipt of a valid invoice.

2.6 Wherever under the Contract any sum of money is recoverable from or payable by the Supplier (including any sum which the Supplier is liable to pay to the Council in respect of any breach of the Contract), the Council may unilaterally deduct that sum from any sum then due or which at any later time may become due to the Supplier under the Contract or under any other agreement or contract with the Council.

2.7 Interest shall be payable on the late payment of any undisputed sums of money due to either Party under this Contract such interest to be calculated at the rate of 2% over the Bank of England base rate for the time being, from the final date for payment to and including the date on which such amount is paid or discharged.

## 3. The Goods

**The Specification**

3.1 The quantity and description of the Goods.

## The Standard of Goods

##

3.2 The Supplier warrants that all Goods are of satisfactory quality and fit for purpose, comply with all applicable published standards and meet all applicable health and safety requirements.

3.3 The Supplier acknowledges that the Council relies on the skill and judgment of the Supplier in the supply of the Goods and the performance of its obligations under the Contract.

 Delivery

3.4 The Supplier shall deliver the Goods at the time(s) and date(s) specified in the Specification or otherwise stipulated by the Council.

3.5 Unless otherwise stated in the Specification, where the Goods are delivered by the Supplier, the point of delivery shall be when the Goods are removed from the transporting vehicle at the Premises/address of delivery. Where the Goods are collected by the Council, the point of delivery shall be when the Goods are loaded on the Council’s vehicle.

3.6 Except where otherwise provided in the Contract, delivery shall include the unloading, stacking or installation of the Goods by the Staff or the Supplier’s suppliers or carriers at such place as the Council or duly authorised person shall reasonably direct.

3.7 Time of delivery shall be of the essence and if the Supplier fails to deliver the Goods within the time specified, the Council may release itself from any obligation to accept and pay for the Goods and/or terminate the Contract in either case without prejudice to any other rights and remedies of the Council.

3.8 The Council shall be under no obligation to accept or pay for any Goods delivered in excess of the quantity ordered. If the Council elects not to accept such over-delivered Goods it shall give notice in writing to the Supplier to remove them within 5 Working Days and to refund to the Council any expenses incurred by it as a result of such over-delivery (including but not limited to the costs of moving and storing the Goods), failing which the Council may dispose of such Goods and charge the Supplier for the costs of such disposal. The risk in any over-delivered Goods shall remain with the Supplier unless they are accepted by the Council.

3.9 The Council shall be under no obligation to accept or pay for any Goods supplied earlier than the date for delivery stated in the Specification or otherwise stipulated by the Council.

3.10 Unless expressly agreed to the contrary, the Council shall not be obliged to accept delivery by instalments. If, however, the Council does specify or agree to delivery by instalments, delivery of any instalment later than the date specified or agreed for its delivery shall, without prejudice to any other rights or remedies of the Council, entitle the Council to terminate the whole of any unfulfilled part of the Contract without further liability to the Council.

3.11 Unless otherwise agreed in writing by the Council the Price includes all delivery charges and costs.

 Risk and Ownership

3.12 Subject to clause 3.8, risk in the Goods shall, without prejudice to any other rights or remedies of the Council (including the Council’s rights and remedies under clause 3.15 (Inspection, Rejection and Guarantee)), pass to the Council at the time of delivery.

3.13 Ownership in the Goods shall, without prejudice to any other rights or remedies of the Council (including the Council’s rights and remedies under clause 3.15 (Inspection, Rejection and Guarantee)), pass to the Council at the time of delivery (or payment, if earlier).

 Non-Delivery

3.14 On dispatch of any consignment of the Goods the Supplier shall send the Council an advice note specifying the means of transport, the place and date of dispatch, the number of packages and their weight and volume. Where the Goods, having been placed in transit, fail to be delivered to the Council on the due date for delivery, the Council may within 10 Working Days of the notified date of delivery give notice to the Supplier that the Goods have not been delivered and may request the Supplier to deliver substitute Goods within the timescales specified by the Council or terminate the Contract in accordance with clause 3.7 (Delivery). The delivery of substitute Goods shall be delivered free of charge by the Supplier to the Council.

 Inspection, Rejection and Guarantee

3.15 The Council or its authorised representatives may inspect or test the Goods either complete or in the process of manufacture during normal business hours on reasonable notice at the Supplier’s premises and the Supplier shall provide all reasonable assistance in relation to any such inspection or test free of charge. No failure to make a complaint at the time of any such inspection or test and no approval given during or after such inspection or test shall constitute a waiver by the Council of any rights or remedies in respect of the Goods and the Council reserves the right to reject the Goods in accordance with clause 3.16.

3.16 The Council may by written notice to the Supplier reject any of the Goods which fail to conform to a sample which has been formally approved by the Council in writing or which fail to meet the Specification. Such notice shall be given within a reasonable time after delivery to the Council of such Goods. If the Council rejects any of the Goods pursuant to this clause the Council may (without prejudice to other rights and remedies) either:

(a) have such Goods promptly, and in any event within 5 Working Days, either repaired by the Supplier or replaced by the Supplier with Goods which conform in all respects with the approved sample or with the Specification and due delivery shall not be deemed to have taken place until such repair or replacement has occurred; or

(b) treat the Contract as discharged by the Supplier’s breach and obtain a refund (if payment for the Goods has already been made) from the Supplier in respect of the Goods concerned together with payment of any additional expenditure reasonably incurred by the Council in obtaining other goods in replacement provided that the Council uses its reasonable endeavours to mitigate any additional expenditure in obtaining replacement goods.

3.17 The issue by the Council of a receipt note for the Goods shall not constitute any acknowledgement of the condition, quantity or nature of those Goods, or the Council's acceptance of them.

3.18 The Supplier hereby guarantees the Goods for the period from the date of delivery to the date eighteen (18) Months thereafter against faulty materials or workmanship. If the Council shall within such guarantee period or within twenty five (25) Working Days thereafter give notice in writing to the Supplier of any defect in any of the Goods as may have arisen during such guarantee period under proper and normal use the Supplier shall (without prejudice to any other rights and remedies which the Council may have) promptly remedy such defects (whether by repair or replacement as the Council shall elect) free of charge.

3.19 Any Goods rejected or returned by the Council as described in clause 3.16 shall be returned to the Supplier at the Supplier’s risk and expense.

 Labelling and Packaging

3.20 The Goods shall be packed and marked in a proper manner and in accordance with the Council’s instructions and any statutory requirements and any requirements of the carriers. In particular the Goods shall be marked with the contract number (or other reference number if appropriate) and the net, gross and tare weights, the name of the contents shall be clearly marked on each container and all containers of hazardous Goods (and all documents relating thereto) shall bear prominent and adequate warnings.

## 4. Supply of Services

 **The Services**

4.1 The nature and extent of the Services shall be as set out in the Specification

##  Delivery of Services

4.2 The Supplier shall supply the Services during the Contract Period in accordance with the Council’s requirements as set out in the Specification and the provisions of the Contract in consideration of the payment of the Price. The Council may inspect and examine the manner in which the Supplier supplies the Services during normal business hours on reasonable notice.

4.3 Where the Services cover work at any Council Premises the Supplier shall give reasonable notice to the Head or Manager of the establishment prior to commencing work and comply with any requirements of the Head or Manager in respect of minimising disruption to the establishment.

4.4 The Supplier shall ensure that all Staff supplying the Services shall do so with all due skill, care and diligence and shall possess such qualifications, skills and experience as are necessary for the proper supply of the Services.

4.5 Timely supply of the Services shall be of the essence of the Contract, including in relation to commencing the supply of the Services within the time agreed or on a specified date.

4.6 The Supplier shall provide all the Equipment necessary for the supply of the Services.

4.7 The Supplier shall not deliver any Equipment nor begin any work at the Premises without obtaining prior approval of the Council.

4.8 All Equipment brought onto the Premises shall be at the Supplier’s own risk and the Council shall have no liability for any loss of or damage to any Equipment unless the Supplier is able to demonstrate that such loss or damage was caused or contributed to by the Council’s default. The Supplier shall provide for the haulage or carriage thereof to the Premises and the removal of Equipment when no longer required at its sole cost. Unless otherwise agreed, Equipment brought onto the Premises shall remain the property of the Supplier.

4.9 The Supplier shall maintain all items of Equipment within the Premises in a safe, serviceable and clean condition.

4.10 The Supplier shall at the Council’s written request at its own expense and as soon as reasonably practicable:

(a) remove from the Premises any Equipment which in the reasonable opinion of the Council is either hazardous, noxious or not in accordance with the Contract; and

(b) replace such item with a suitable substitute item of Equipment.

4.11 On completion of the Services the Supplier shall remove the Equipment together with any other materials used by the Supplier to supply the Services and shall leave the Premises in a clean, safe and tidy condition. The Supplier is solely responsible for making good any damage to the Premises or any objects contained thereon, other than fair wear and tear, which is caused by the Supplier or any Staff.

###### **5. Contract Performance**

5.1 The Supplier shall perform its obligations under the Contract:

(a) with appropriately experienced, qualified and trained personnel with all due skill, care and diligence;

(b) in accordance with Good Industry Practice; and

(c) in compliance with all applicable Laws.

5.2 The Supplier shall ensure that:

(a) the Goods conform in all respects with the Specification and, where applicable, with any sample approved by the Council;

(b) the Goods operate in accordance with the relevant technical specifications and correspond with the requirements of the Specification and any particulars specified in the Contract;

(c) the Goods conform in all respects with all applicable Laws; and

1. the Goods are free from defects in design, materials and workmanship and are fit and sufficient for all the purposes for which such Goods are ordinarily used and for any particular purpose made known to the Supplier by the Council.

6. Disruption

6.1 The Supplier shall take reasonable care to ensure that in the performance of its obligations under the Contract it does not disrupt the operations of the Council, its employees or any other contractor employed by the Council.

6.2 The Supplier shall immediately inform the Council of any actual or potential industrial action, whether such action be by their own employees or others, which affects or might affect its ability at any time to perform its obligations under the Contract.

6.3 In the event of industrial action by the Staff, the Supplier shall seek the written consent of the Council to its proposals to continue to perform its obligations under the Contract.

6.4 If the Supplier’s proposals referred to in clause 6.3 are considered insufficient or unacceptable by the Council acting reasonably, then the Contract may be terminated with immediate effect by the Council by notice in writing.

## 7. Cancellation and Termination

7.1 The Council may cancel the Contract at any time before Goods are delivered on giving written notice. The Supplier shall promptly repay to the Council any sums paid in respect of the Price and the Council shall not be liable for any loss or damage whatsoever arising from such cancellation.

7.2 The Council may terminate any contract without cause for Services on the giving of reasonable written notice. The Council shall pay for work carried out prior to the date of termination but shall otherwise not be liable for any loss or damage whatsoever arising from such termination.

7.3 Where the Council terminates the Contract under clause 7.4.1(a) and then makes other arrangements for the supply of Goods and/or Services, the Council may recover from the Supplier the cost reasonably incurred of making those other arrangements and any additional expenditure incurred by the Council throughout the remainder of the Contract Period. The Council shall take all reasonable steps to mitigate such additional expenditure. Where the Contract is terminated under clause 7.4.1(a), no further payments shall be payable by the Council to the Supplier (for Goods and/or Services supplied by the Supplier prior to termination and in accordance with the Contract but where the payment has yet to be made by the Council), until the Council has established the final cost of making the other arrangements envisaged under this clause.

7.4 The Council may terminate the contract forthwith on written notice if:-

(a) the Supplier is in breach of its obligations under the Contract and if:

(i) the Supplier has failed to remedy the breach within 14 days of notice from the Council specifying the breach and requiring its remedy; or

(ii) the breach is not in the opinion of the Council capable of remedy; or

(iii) the breach is a material breach of the Contract

(b) where the Supplier is a company and in respect of the Supplier:

(i) a proposal is made for a voluntary arrangement within Part I of the Insolvency Act 1986 or of any other composition scheme or arrangement with, or assignment for the benefit of, its creditors; or

(ii) a shareholders’ meeting is convened for the purpose of considering a resolution that it be wound up or a resolution for its winding-up is passed (other than as part of, and exclusively for the purpose of, a bona fide reconstruction or amalgamation); or

(iii) a petition is presented for its winding up (which is not dismissed within 14 days of its service) or an application is made for the appointment of a provisional liquidator or a creditors’ meeting is convened pursuant to section 98 of the Insolvency Act 1986; or

(iv) a receiver, administrative receiver or similar officer is appointed over the whole or any part of its business or assets; or

(v) an application order is made either for the appointment of an administrator or for an administration order, an administrator is appointed, or notice of intention to appoint an administrator is given; or

(vi) it is or becomes insolvent within the meaning of section 123 of the Insolvency Act 1986; or

(vii) being a “small company” within the meaning of section 247(3) of the Companies Act 1985, a moratorium comes into force pursuant to Schedule A1 of the Insolvency Act 1986

(c) where the Supplier is an individual and:

(i) an application for an interim order is made pursuant to sections 252-253 of the Insolvency Act 1986 or a proposal is made for any composition scheme or arrangement with, or assignment for the benefit of, the Supplier’s creditors; or

(ii) a petition is presented and not dismissed within 14 days or order made for the Supplier’s bankruptcy; or

(iii) a receiver, or similar officer is appointed over the whole or any part of the Supplier’s assets or a person becomes entitled to appoint a receiver, or similar officer over the whole or any part of his assets; or

(iv) the Supplier is unable to pay his debts or has no reasonable prospect of doing so, in either case within the meaning of section 268 of the Insolvency Act 1986; or

(v) a creditor or encumbrancer attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of the Supplier’s assets and such attachment or process is not discharged within 14 days; or

(vi) he dies or is adjudged incapable of managing his affairs within the meaning of Part VII of the Mental Capacity Act 2005; or

(vii) he suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of his business.

(d) the Supplier being a partnership any of the matters referred to in 8.4.3 applies to any partner or any partner dies or the partnership is dissolved.

7.5 The Supplier shall notify the Council immediately if the Supplier undergoes a change of control within the meaning of section 416 of the Income and Corporation Taxes Act 1988 (**“change of control”**). The Council may terminate the Contract by notice in writing with immediate effect upon:

(a) being notified that a change of control has occurred; or

(b) where no notification has been made, the date that the Council becomes aware of the change of control,

but shall not be permitted to terminate where written consent was granted by the Council prior to the change of control.

## 8. Indemnity and Insurance

8.1 Neither Party excludes or limits liability to the other Party for:

(a) death or personal injury cased by its negligence; or

(b) fraud; or

(c) fraudulent misrepresentation; or

(d) any breach of any obligations implied by Section 12 of the Sale of Goods Act 1979 or Section 2 of the Supply of Goods and Services Act 1982.

8.2 The Supplier shall indemnify the Council and keep the Council indemnified fully against all claims, proceedings, actions, damages, costs, expenses and any other liabilities which may arise out of, or in consequence of, the supply, installation and/or commissioning of the Goods, or the late or purported supply, installation and/or commissioning of the Goods, or in consequence of, the supply, or the late or purported supply, of the Services or the performance or non-performance by the Supplier of its obligations under the Contract, the presence of the Supplier or any Staff on the Premises, including in respect of any death or personal injury, loss of or damage to property, financial loss arising from any advice given or omitted to be given by the Supplier, or any other loss which is caused directly or indirectly by any act or omission of the Supplier.

8.3 The Supplier shall not be responsible for any injury, loss, damage, cost or expense if and to the extent that it is caused by the negligence or wilful misconduct of the Council or by breach by the Council of its obligations under the Contract.

8.4 Without prejudice to the Council’s rights under this Contract, the Supplier shall in respect of the performance of its obligations under this Contract effect and maintain the following insurances as applicable at indemnity levels commensurate of the nature of the Goods and/or Services provided under the Contract with a reputable insurance company

(a) public liability insurance

(b) employer’s liability insurance

(c) professional indemnity insurance

(d) product liability insurance

(e) any other insurances as may be required by law.

8.5 In each case, the level of insurance carried shall apply in respect of any single act or occurrence or a series of acts or occurrences arising from a single event but with no aggregate limit during any one period of cover. Such policies shall include cover in respect of any financial loss arising from any advice given or omitted to be given by the Supplier. Such insurance shall be maintained for the duration of the Contract Period and for a minimum of 6 (six) years following the expiration or earlier termination of the Contract

8.6 Subject always to clause 8.1, in no event shall either Party be liable to the other for any:

(a) loss of profits, business, revenue or goodwill; and/or

(b) loss of savings (whether anticipated or otherwise); and/or

(c) indirect or consequential loss or damage.

8.7 The Supplier shall not exclude liability for additional operational, administrative costs and/or expenses or wasted expenditure incurred by the Council resulting from the direct breach of by the Contract by the Supplier.

8.8 The Supplier shall give the Council, on request, copies of all insurance policies referred to in this clause or a broker’s verification of insurance to demonstrate that the appropriate cover is in place, together with receipts or other evidence of payment of the latest premiums due under those policies.

8.9 If, for whatever reason, the Supplier fails to give effect to and maintain the insurances required by the provisions of the Contract the Council may make alternative arrangements to protect its interests and may recover the costs of such arrangements from the Supplier.

8.10 The provisions of any insurance or the amount of cover shall not relieve the Supplier of any liabilities under the Contract.

## 9. Property-Related Services

9.1 Failure by the Supplier to comply with the conditions of the Construction Industry Scheme when applicable may result in payment being withheld.

9.2 All fossils, antiques and other objects of interest or value which may be found on the site or in excavating the same during the progress of any works shall be the property of the Council.

**10. PROTECTION OF INFORMATION**

 **Confidentiality**

10.1 For the purposes of the Agreement, "Confidential Information" shall mean (without limitation) any information whether oral, written or on electronic or optical media relating to the Agreement (although not its existence), the business and affairs of the Parties and their respective clients, materials delivered by the Supplier to the Council pursuant hereto and technical and commercial data, customer account details, marketing and business plans, client lists, prices and pricing information, commercial agreements between the Parties and between either party and a third party, information on communications, protocols and integration, data, drawings, diagrams, trade secrets, know-how, algorithms, designs and documentation (including in particular designs), all proprietary information and other intellectual property or rights thereto belonging to either Party or held by either Party under a duty of care to a third party to treat such information as confidential and any other information specifically identified by either Party as confidential.

10.2 The Supplier shall keep confidential all Confidential Information obtained under or in connection with the Agreement and shall not divulge any Confidential Information to any third party without the written consent of the Council.

10.3 The provisions of this clause shall not apply to:

(a) Any information in the public domain otherwise than by breach of the Agreement

(b) Information obtained from a third party who is free to divulge the same

(c) Any information which the Parties are required to disclose pursuant to a statutory obligation or a court order.

* 1. The Supplier shall divulge Confidential Information only to those employees, servants or agents who are directly involved in the Agreement and shall ensure that such employees, servants or agents are aware of and comply with these obligations as to confidentiality.

10.5 The provisions of this clause shall survive the termination or expiry of the Agreement howsoever arising.

**Freedom of Information Act 2000 (FOIA)**

10.6 The Supplier acknowledges that the Council is subject to the requirements of the FOIA and the Environmental Information Regulations and shall assist and cooperate with the Council to enable the Council to comply with its Information disclosure obligations.

10.7 The Supplier shall transfer to the Council all Requests for Information that it receives as soon as practicable and in any event within 2 (two) Working Days of receiving a Request for Information;

(a) provide the Council with a copy of all Information in its possession, or power in the form that the Council requires within 5 (five) Working Days (or such other period as the Council may specify) of the Council's request; and

(b) provide all necessary assistance as reasonably requested by the Council to enable the Council to respond to the Request for Information within the time for compliance set out in section 10 of the FOIA or Regulation 5 of the Environmental Information Regulations.

10.8 The Council shall be responsible for determining in its absolute discretion and notwithstanding any other provision in the Agreement or any other agreement whether the Commercially Sensitive Information and/or any other Information is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations.

10.9 In no event shall the Supplier respond directly to a Request for Information unless expressly authorised to do so by the Council.

10.10 The Supplier acknowledges that the Council may acting in accordance with the Secretary of State for Constitutional Affairs Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the Freedom of Information Act 2000 (“the Code”) be obliged under the FOIA or the Environmental Information Regulations to disclose information concerning the Supplier or the Services in certain circumstances:

1. without consulting the Supplier; or
2. following consultation with the Supplier and having taken their views into account

provided always that where 11.10(a) applies the Council shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Supplier advanced notice, or failing that, to draw the disclosure to the Supplier’s attention after any such disclosure.

10.11 The Supplier shall ensure that all Information is retained for disclosure and shall permit the Council to inspect such records as requested from time to time. For the avoidance of doubt, the Supplier shall not be obliged to retrieve or provide data or information stored and accessible by the Council but shall provide information held solely by the Supplier relating to the Agreement.

**Data Protection**

10.12 Each Party shall for the duration of the Agreement comply with the provisions of the Data Protection Act 1998, (including the Data Protection Principles set out in that Act) and any similar or analogous laws, regulatory requirements or codes of practice governing the use, storage or transmission of personal data and shall not do or permit anything to be done which might cause or otherwise result in breach of the same.

STATUTORY OBLIGATIONS AND REGULATIONS

# **11. Prevention of Bribery**

## The Supplier:

### 11.1 shall not, and shall procure that all Staff shall not, in connection with this Contract commit a Prohibited Act;

### 11.2 warrants, represents and undertakes that it is not aware of any financial or other advantage being given to any person working for or engaged by the Council, or that an agreement has been reached to that effect, in connection with the execution of this Contract, excluding any arrangement of which full details have been disclosed in writing to the Council before execution of this Contract.

## The Supplier shall:

### 11.3 if requested, provide the Council with any reasonable assistance, at the Council's reasonable cost, to enable the Council to perform any activity required by any relevant government or agency in any relevant jurisdiction for the purpose of compliance with the Bribery Act;

### 11.4 within 30 Working Days of the Commencement Date, and annually thereafter, certify to the Council in writing (such certification to be signed by an officer of the Supplier) compliance with this clause 11 by the Supplier and all persons associated with it or other persons who are supplying goods or services in connection with this Contract. The Supplier shall provide such supporting evidence of compliance as the Council may reasonably request.

## 11.5 The Supplier shall have an anti-bribery policy (which shall be disclosed to the Council) to prevent the Supplier or Staff from committing a Prohibited Act and shall enforce it where appropriate.

## 11.6 If any breach of clause 11 is suspected or known, the Supplier shall notify the Council immediately.

## 11.7 If the Supplier notifies the Council that it suspects or knows that there may be a breach of clause 11, the Supplier must respond promptly to the Council's enquiries, co-operate with any investigation, and allow the Council to audit books, records and any other relevant documentation. This obligation shall continue for 6 years following the expiry or termination of this Contract.

### 11.8 The Council may terminate this Contract by written notice with immediate effect if the Supplier or Staff (in all cases whether or not acting with the Supplier's knowledge) breaches clause 11.

## 11.9 Any notice of termination under clause 11.8 must specify:

### (a) the nature of the Prohibited Act;

### (b) the identity of the party whom the Council believes has committed the Prohibited Act; and

### (c) the date on which this Contract shall terminate.

## 11.10 Despite clause 18 (Disputes), any dispute relating to:

### the interpretation of clause 11; or

### (b) the amount or value of any gift, consideration or commission,

shall be determined by the Council and its decision shall be final and conclusive.

## 11.11 Any termination under clause 11.8 shall be without prejudice to any right or remedy which has already accrued or subsequently accrues to the Council.

**12. Prevention of Corruption**

12.1 The Supplier shall not offer or give, or agree to give, to the Council or any other public body or any person employed by or on behalf of the Council or any other public body any gift or consideration of any kind as an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of the Contract or any other contract with the Council or any other public body, or for showing or refraining from showing favour or disfavour to any person in relation to the Contract or any such contract.

12.2 The Supplier warrants that it has not paid commission or agreed to pay commission to the Council or any other public body or any person employed by or on behalf of the Council or any other public body in connection with the Contract.

12.3 If the Supplier, its Staff or anyone acting on the Supplier’s behalf, engages in conduct prohibited by clauses 12.1 or 12.2, the Council may:

(a) terminate the Contract and recover from the Supplier the amount of any loss suffered by the Council resulting from the termination, including the cost reasonably incurred by the Council of making other arrangements for the supply of the Services and any additional expenditure incurred by the Council throughout the remainder of the Contract Period; or

(b) recover in full from the Supplier any other loss sustained by the Council in consequence of any breach of those clauses.

**13. Prevention of Fraud**

13.1 The Supplier shall take all reasonable steps, in accordance with Good Industry Practice, to prevent Fraud by Staff and the Supplier (including its shareholders, members, directors) in connection with the receipt of monies from the Council.

13.2 The Supplier shall notify the Council immediately if it has reason to suspect that any Fraud has occurred or is occurring or is likely to occur.

13.3 If the Supplier or its Staff commits Fraud in relation to this or any other contract with the Council, the Council may:

(a) terminate the Contract and recover from the Supplier the amount of any loss suffered by the Council resulting from the termination, including the cost reasonably incurred by the Council of making other arrangements for the supply of the Services and any additional expenditure incurred by the Council throughout the remainder of the Contract Period; or

(b) recover in full from the Supplier any other loss sustained by the Council in consequence of any breach of this clause.

**14. Equality and Diversity**

14.1 The Supplier shall not unlawfully discriminate either directly or indirectly on such grounds as race, colour, ethnic or national origin, disability, sex or sexual orientation, religion or belief, or age or any other grounds prohibited by statute in terms of employment and service delivery. The Supplier shall comply with all relevant Equality Legislation including but not limited to the Equality Act 2010.

14.2 The Supplier shall take all reasonable steps to secure the observance of clause 14.1 by all Staff.

14.3 The Supplier shall have in place throughout the Contract Period an Equality and Diversity Policy in relation to its obligations under clause 14.1. In establishing and implementing such a policy, the Supplier shall have regard to the terms of the Council’s own equal opportunities policy.

#### **15. Environmental Requirements**

15.1 The Supplier shall perform its obligations under the Contract in accordance with the Council’s environmental policy, which is to conserve energy, water, wood, paper and other resources, reduce waste and phase out the use of ozone depleting substances and minimise the release of greenhouse gases, volatile organic compounds and other substances damaging to health and the environment.

**16. Health and Safety**

16.1 The Supplier shall promptly notify the Council of any health and safety hazards which may arise in connection with the performance of its obligations under the Contract.

16.2 While on Council Premises, the Supplier shall comply with any health and safety measures implemented by the Council in respect of Staff and other persons working there.

16.3 The Supplier shall notify the Council immediately in the event of any incident occurring in the performance of its obligations under the Contract on the Premises where that incident causes any personal injury or damage to property which could give rise to personal injury.

16.4 The Supplier shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to Staff and other persons working on the Premises in the performance of its obligations under the Contract.

16.5 The Supplier shall ensure that its health and safety policy statement (as required by the Health and Safety at Work etc Act 1974) is made available to the Council on request.

**17. Safeguarding**

**Safeguarding Vulnerable Adults**

17.1 The Supplier shall make the necessary arrangements to ensure compliance with all Laws including but not limited to the Safeguarding Vulnerable Groups Act 2006 and The Mental Health Act 1983 relevant to the duty to safeguard and promote the welfare of vulnerable adults in the delivery of all aspects of the Service where appropriate.

17.2 The Supplier shall make the necessary arrangements to ensure compliance with registration requirements with the Independent Safeguarding Authority.

17.3 To fulfil the commitment to safeguard and promote the welfare of vulnerable adults, the Supplier shall have:

* Clear priorities for safeguarding and promoting the welfare of vulnerable adults explicitly stated in strategic policy documents
* A clear commitment by senior management to the importance of safeguarding and promoting vulnerable adults’ welfare
* A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of vulnerable adults
* Recruitment and human resources procedures that take account of the need to safeguard and promote the welfare of vulnerable adults
* Procedures for dealing with allegations of abuse against members of staff and volunteers
* Arrangements to ensure all Staff undertake appropriate training and refresher training to enable them to carry out their responsibilities effectively
* Policies for safeguarding and promoting the welfare of vulnerable adults and procedures that are in accordance with guidance and locally agreed inter-agency procedures
* Arrangements to work effectively with other organisations to safeguard and promote the welfare of vulnerable adults including sharing of information
* A culture of listening to and engaging in dialogue with vulnerable adults
* Appropriate whistle-blowing procedures

**Safeguarding Children**

17.4 The Supplier shall make the necessary arrangements to ensure compliance with Section 11 of the Children Act 2004 the duty to safeguard and promote the welfare of children in the delivery of all aspects of the Service where appropriate.

17.5 To fulfil the commitment to safeguard and promote the welfare of children, the Service supplier shall have:

* Clear priorities for safeguarding and promoting the welfare of children explicitly stated in strategic policy documents;
* A clear commitment by senior management to the importance of safeguarding and promoting children’s welfare;
* A clear line of accountability within the organisation for work on safeguarding and promoting the welfare of children;
* Recruitment and human resources procedures that take account of the need to safeguard and promote the welfare of children;
* Procedures for dealing with allegations of abuse against members of staff and volunteers;
* Arrangements to ensure all Staff undertake appropriate training and refresher training to enable them to carry out their responsibilities effectively;
* Policies for safeguarding and promoting the welfare of children and procedures that are in accordance with guidance and locally agreed inter-agency procedures;
* Arrangements to work effectively with other organisations to safeguard and promote the welfare of children including sharing of information;
* A culture of listening to and engaging in dialogue with children;
* Appropriate whistle-blowing procedures

**18. Complaints / Dispute Resolution**

18.1 The Parties shall attempt in good faith to negotiate a settlement to any dispute between them arising out of or in connection with the Contract within 20 Working Days of either Party notifying the other of the dispute and such efforts shall involve the escalation of the dispute to the director (or equivalent) of each Party.

18.2 Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.

18.3 If the dispute cannot be resolved by the Parties pursuant to clause 18.1 the Parties shall refer it to mediation pursuant to the procedure set out in clause 18.5.

18.4 The obligations of the Parties under the Contract shall not cease, or be suspended or delayed by the reference of a dispute to mediation and the Supplier and the Staff shall comply fully with the requirements of the Contract at all times.

18.5 The procedure for mediation and consequential provisions relating to mediation are as follows:

(a) A neutral adviser or mediator (“the Mediator”) shall be chosen by agreement between the Parties or, if they are unable to agree upon a Mediator within 10 Working Days after a request by one Party to the other or if the Mediator agreed upon is unable or unwilling to act, either Party shall within 10 Working Days from the date of the proposal to appoint a Mediator or within 10 Working Days of notice to either Party that he is unable or unwilling to act, apply to the Centre for Effective Dispute Resolution or other reputable mediation body to appoint a Mediator.

(b) The Parties shall within 10 Working Days of the appointment of the Mediator meet with him in order to agree a programme for the exchange of all relevant information and the structure to be adopted for negotiations to be held. If considered appropriate, the Parties may at any stage seek assistance from Centre for Effective Dispute Resolution or other reputable mediation body to provide guidance on a suitable procedure.

(c) Unless otherwise agreed, all negotiations connected with the dispute and any settlement agreement relating to it shall be conducted in confidence and without prejudice to the rights of the Parties in any future proceedings.

(d) Both Parties agree to co-operate fully with any Mediator appointed and to bear their own costs and one half of the fees and expenses of the Mediator unless otherwise agreed at Mediation.

(e) If the Parties reach agreement on the resolution of the dispute, the agreement shall be reduced to writing and shall be binding on the Parties once it is signed by their duly authorised representatives.

(f) Failing agreement, either of the Parties may invite the Mediator to provide a non-binding but informative opinion in writing. Such an opinion shall be provided on a without prejudice basis and shall not be used in evidence in any proceedings relating to the Agreement without the prior written consent of both Parties.

(g) If the Parties fail to reach agreement in the structured negotiations within 30 working days of the Mediator being appointed, or such longer period as may be agreed by the Parties, then any dispute or difference between them may be referred to the Courts.

18.6 Nothing in this dispute resolution procedure shall prevent the Parties from seeking from any court of the competent jurisdiction an interim order restraining the other Party from doing any act or compelling the other Party to do any act.

**19. Notices**

19.1 Any notice to be served on either Party by the other under this Agreement shall be sent by prepaid recorded delivery or registered post to the address of the relevant Party shown at the head of the Agreement or by facsimile transmission or electronic mail (provided that a confirmatory copy is at the same time despatched by recorded post) prior to 4.00 pm on any weekday except for Christmas Day Good Friday and any statutory bank holiday. Provided the relevant communication is not returned as undelivered, the notice or communication shall be deemed to have been given 2 Working Days after the day on which the letter was posted, or 4 hours, in the case of electronic mail or facsimile transmission or sooner where the other Party acknowledges receipt of such letters, facsimile transmission or item of electronic mail.

19.2 Each of the Parties shall give notice to the other of the change or acquisition of any address or telephone fax or e-mail address at the earliest possible opportunity but in any event within 48 hours of such change or acquisition.

**20.** **Waiver**

20.1 The failure by either Party to enforce at any time or for any period one or more of the terms or conditions of this Agreement shall not be a waiver of them or of the right at any time subsequently to enforce all terms and conditions of this Agreement.

**21.** **Severance**

21.1 If any provision of this Agreement is declared by a court or other competent authority to be unlawful, void or unenforceable, it shall be deemed to be deleted from this Agreement and shall be of no force and effect and this Agreement shall remain in full force and effect as if such provision had not originally been contained in it. In the event of any such deletion, the Parties shall negotiate in good faith in order to agree the terms of a mutually acceptable and satisfactory alternative provision in the place of the provision so deleted.

**22. Remedies Cumulative**

22.1 Except as otherwise expressly provided by the Agreement all remedies available to either Party for breach of the Agreement cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of other remedies.

**23. Third Party Rights**

23.1 The Contracts (Rights of Third Parties) Act 1999 does not apply in relation to this Agreement or any agreement, arrangement, understanding, liability or obligation under or in connection with this Agreement.

# **SECTION 11 – APPENDICES**

Appendix One – ESIF-GN-1-034 ERDF Summative Assessment Logic Model Guidance

1. [Procurement Policy Note 8/16 (Para,53) Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-1)