



**Gypsy and Traveller Accommodation Assessment
and
Boat Dweller Accommodation Assessment**

INVITATION TO TENDER

Introduction

1. The District Councils in Oxfordshire¹ have agreed to produce a Joint Statutory Spatial Plan (known as 'the Oxfordshire Plan') that builds upon existing joint working and partnership arrangements through the Oxfordshire Housing and Growth Deal. The Oxfordshire Plan will provide a strategic policy framework for Oxfordshire to 2050.
2. The Oxfordshire Plan will look beyond current adopted and emerging Local Plans in Oxfordshire that plan to 2031, 2034 or 2036 and will identify the number of new homes, the level of economic growth and related infrastructure that is needed across Oxfordshire to 2050. It will then seek to place the required growth in a cohesive and sustainable spatial planning framework that will set the scene for a future round of Local Plans. This approach will allow city and district local planning authorities to subsequently establish detailed planning policies and site allocations at a local level.
3. As part of this, the Oxfordshire Plan is looking at the need for pitch and plot provision for Gypsies, Travellers and Travelling Showpeople, and mooring provision for Boat Dwellers. Oxford City Council, acting on behalf of the Oxfordshire Councils, is seeking to appoint a consultant to produce a joint Gypsy and Traveller Accommodation Assessment and a Boat Dwellers Accommodation Assessment to cover the whole county. As well as identifying a need figure for each district, this piece of work will also advise on potential strategic approach(es) to meeting Gypsy, Traveller and Boat Dweller needs in the future. The assessment will also look at transit requirements for Travellers and establish whether there is a need for formal transit provision in the county.
4. The assessment findings will form part of the evidence base for the Oxfordshire Plan and respective Local Plans.
5. Tender submissions should be submitted via the South East Business Portal by **4pm on Wednesday 27 November 2019**.

¹ Cherwell District Council, Oxford City Council, South Oxfordshire District Council, Vale of White Horse District Council and West Oxfordshire District Council

Background

6. Cherwell, Oxford City, South Oxfordshire and Vale of White Horse Councils jointly commissioned a Gypsy, Traveller and Travelling Showpeople Accommodation Assessment (GTAA)² published in June 2017. The principal reason for completing the study was the publication of the revised version of Planning Policy for Traveller Sites (PPTS) in August 2015, with the inclusion of a change to the definition of Travellers for planning purposes, and the impact this had on the assessment of need.
7. The GTAA identified the need for 7 additional Gypsy and Traveller pitches in Cherwell, none for Oxford City, 9 additional Gypsy and Traveller pitches for South Oxfordshire, and 2 additional Gypsy and Traveller pitches in the Vale of White Horse.
8. West Oxfordshire District Council prepared a separate GTAA³, published in 2016. This identified a need for an additional 4 pitches.
9. For Travelling Showpeople, the GTAA identified a need for 12 additional plots in Cherwell, and none for Oxford, South Oxfordshire and Vale of White Horse. The West Oxfordshire GTAA identified a need for 5 additional plots.
10. The needs for each district set out above are those arising from households who meet the planning definition. This does not include households who are unknown or who do not meet the definition.
11. The jointly commissioned GTAA recommended that the situation relating to unauthorised encampments should be monitored to assess any potential changes associated with the introduction of PPTS (2015). This relates primarily to the change in definition of a Gypsy and Traveller, and any implications this could have on pitch and plot need/movements etc. The report recommended a review of the evidence base relating to unauthorised encampments to be undertaken once time has passed to allow any changes to develop as a result of PPTS.
12. There is currently no public transit provision in any of the Oxfordshire local authorities, but previous assessments have identified support from members of the Travelling Community to consider new provision.
13. The Housing & Planning Act 2016 (section 124) created a new duty under section 8 of the Housing Act 1985 to consider the needs for people residing in or resorting to the district with respect to sites for caravans and the mooring of houseboats, as part of the periodical review of housing needs. In 2016 the government published draft guidance *Draft guidance on the periodical review of housing needs: Caravans and Houseboats*, which shows how the government would wish local housing authorities to interpret the accommodation needs assessments relating to caravans and houseboats⁴.

² <https://www.cherwell.gov.uk/downloads/download/318/gypsy-traveller-and-travelling-showpeople-accommodation-assessment-oxford-cherwell-south-oxfordshire-and-vale-of-white-horse-june-2017>

³ <https://www.westoxon.gov.uk/media/1572215/HOU20-West-Oxfordshire-Gypsy-and-Traveller-Accommodation-Assessment-October-2016-.pdf>

⁴ <https://www.gov.uk/government/publications/review-of-housing-needs-for-caravans-and-houseboats-draft-guidance>

14. Oxford City are currently the only council in Oxfordshire to have a Boat Dwellers Accommodation Assessment, published in 2018⁵. This identified a need for 41 permanent residential moorings in Oxford up to 2036.
15. This commission will provide a Boat Dwellers Accommodation Assessment to cover the whole county up to 2050.
16. Consultants should advise on the best approach to presenting the two assessments (GTAA and BDAA) i.e. as one report or two separate reports. Consultants are also invited to bid on just one of the assessments (GTAA or BDAA) to suit their expertise.
17. The assessments will be for consideration and sign off by each local authority.

Scope

18. The Oxfordshire Plan is a joint strategic plan that will provide the framework for future Local Plans. The Oxfordshire Plan will identify the need for plots/pitches and any formal transit provision, and mooring requirements, and set out potential approaches for meeting future strategic needs. This should be in the form of potential locational criteria that can be applied to assess potential sites/moorings. The Oxfordshire Plan will not make allocations, this will be done through Local Plans. As such, this study is not required to assess potential sites for their suitability for new pitches/plots or moorings, as this will be taken up by the respective local authorities.
19. The assessments must include the following stages:
 - Introductory work and engagement
 - i. a review of existing and emerging policy, guidance and best practice
 - ii. a review of secondary data and information such as caravan count data and information from councils on unauthorised encampments
 - iii. a review of cross boundary issues and practices, informed by stakeholder engagement, in order to gain an understanding of the wider context and ensure a consistent approach
 - A clear and robust analysis of existing accommodation provision including:
 - i. a clear baseline for the number and type of authorised traveller sites that exist in each district and on the number of authorised permanent, temporary, transit and personal pitches on each site
 - ii. a clear baseline for the number of households living in 'bricks and mortar' housing
 - iii. a clear baseline for the number of unauthorised and tolerated developments and encampments in each district and the number of pitches/households on each site
 - iv. where possible, details of the ownership of sites and the tenure of pitches

⁵ https://www.oxford.gov.uk/downloads/file/5133/oxford_boat_dwellers_accommodation_needs_assessment

- v. commentary and analysis on the standard of existing sites, their suitability for continued and potentially more intensive use, and whether, from a housing, planning, regulatory and safety perspective, there is likely to be scope for site extension
 - vi. a review of current estimates of boat dweller population within Oxfordshire (up-to date information exists for Oxford city)
 - vii. an assessment of the scale and standards of accommodation of existing provision of moorings (to include permanent and temporary moorings; the suitability of off-line and main-line moorings; the use of private land for mooring)
 - viii. an analysis of facilities available for existing moorings, such as waste disposal, boat repairs etc
- A clear and robust analysis of current and future accommodation needs including:
 - i. assessment of the current level of new pitch requirements for each district and the identification of any shortfall / surplus based on robust and representative primary data
 - ii. assessment of the accommodation needs arising within each district from existing sites, encampments and those living in traditional bricks and mortar requiring a site, in addition to concealed households and new household formation
 - iii. commentary and analysis of the movement between different types of accommodation and how this affects pitch and site requirements
 - iv. estimate of future supply from vacancies and turnover
 - v. identifying established travel routes, both for travellers and boat dwellers, through Oxfordshire, and the wider points of origination and destination.
 - vi. an assessment of the accommodation needs of boat dwellers over the plan period (2020-2050)
 - The assessments must provide:
 - clear recommendations for each district on the number and type of permanent pitches/plots and moorings required
 - recommendations on the likely transit needs arising within the wider Oxfordshire area and advice on how best to address the need
 - advice on potential locational criteria that the districts can apply when assessing potential sites for allocation/planning permission (pitches/plots, transit sites if applicable and moorings)

20. A review of unauthorised encampments should include the following information:

- Size of the encampment
- Duration of the encampment
- Reasons for residents staying in the area
- Whether residents have a permanent base
- Where residents have travelled from

- Whether there is a need or preference to settle permanently in the local area
- Whether residents travelling patterns are as a result of changes to PPTS.

21. This information could be collected as part of a Welfare Statement.
22. Information for both assessments will be gathered through interviews and will require the consultants to visit and assess a representative spread of Gypsy, Traveller, Travelling Showpeople and Boat Dweller households, achieving the numbers of interviews and proportional spread per authority set out in your work proposal and agreed by the councils upon appointment. This may require attempting to contact all known Gypsy and Traveller households to ensure a representative sample is achieved, and to help identify whether households meet the PPTS definition.
23. The report will identify any established travel routes through Oxfordshire for Travellers and Boat Dwellers. It should recommend whether there is a need for any formal transit sites or emergency stopping places, or whether a managed approach is preferable. In terms of Boat Dwellers, it should consider whether suitable moorings exist for Boat Dwellers to complete the routes identified and recommend if any additional temporary or permanent moorings or facilities are required. If a need is found the report should identify where the need arises, by district and advise on how this need could be addressed in city and district level Local Plans (eg whether it would be appropriate to break down future requirements into separate ‘tranches’).
24. The councils recognise the difficulty of accurately forecasting accommodation needs over the whole of the Oxfordshire plan period (2020-2050). Tender proposals should set out how this would be approached (e.g. whether it would be appropriate to break down future requirements into separate ‘tranches’).

Engagement

25. Consultants carrying out this work will be expected to:
- Pay particular attention to early and effective community engagement with Traveller and Boat Dweller communities
 - Cooperate with Travellers and Boat Dwellers, their representative bodies and local support groups; other local authorities and relevant interest groups to prepare and maintain an up-to-date understanding of housing and transit needs
 - Use a robust evidence base to establish needs to inform the preparation of the Oxfordshire Plan/Local plans and make planning decisions
26. Effective engagement includes explaining the purpose of the work to participants and stakeholders; the process of data gathering; how the information will be used; how the data will be managed; and informing interviewees and the wider community of the outcomes of the study.
27. Stakeholder engagement should include the following bodies as a minimum:
- Council officers (including Oxfordshire County Council)
 - Showmen’s Guild
 - Neighbouring planning authorities
 - National Bargee Travellers Association
 - Environment Agency
 - Canal and River Trust
 - Boat Dwellers Association
 - Gypsy Council

Relevant Considerations

28. The assessments should comply with relevant legal requirements, national planning policy and guidance.
29. The assessments should be aware of, and consider the relevance of, the following documents:
- Planning Policy for Traveller Sites (2015)
 - National Planning Policy Framework
 - Draft guidance to local housing authorities on the periodical review of housing needs, Caravans and Houseboats, March 2016
 - *Best Practice Guide for Boat Dweller Accommodation Needs Assessments under Section 124 of the Housing and Planning Act 2016* - National Bargee Travellers Association (NBTA) March 2019
 - Oxford Boat Dwellers Accommodation Needs Assessment, Final Report, July 2018
- Adopted and emerging Local Plans:
- Cherwell Local Plan 2011-2031 (Part 1)⁶ - *adopted 20 July 2015*
 - Cherwell Local Plan 2011-2031 (Part 1) Partial Review⁷ - *currently at examination*
 - Oxford Local Plan 2036⁸ - *submitted for examination March 2019*
 - South Oxfordshire Local Plan 2011-2033⁹ - *submitted for examination March 2019*
 - Vale of White Horse Local Plan 2031 Part 1 Strategic Sites and Policies¹⁰ - *adopted 12 Dec 2016*
 - Vale of White Horse Local Plan 2031 Part 2 Detailed Policies and Additional Sites¹¹ - *adopted October 2019*
 - West Oxfordshire Local Plan 2011-2031¹² - *adopted 27 September 2018*
 - Oxfordshire Minerals and Waste Local Plan: Part 1 Core Strategy – *adopted September 2017*
- GTAAs
- Cherwell, Oxford City, South Oxfordshire and Vale of White Horse Gypsy, Traveller and Travelling Showperson Accommodation Assessment (2017)
 - West Oxfordshire Gypsy and Traveller Accommodation Assessment (2016)
- Some parts of Oxfordshire share sections of river with neighbouring authorities (Cotswolds, West Berkshire, Reading, Wokingham). In addition to the GTAAs produced in Oxfordshire, the assessment should also consider the GTAAs and BDAA's of neighbouring districts.

Outputs

30. The following outputs should be provided:

⁶ <https://www.cherwell.gov.uk/info/83/local-plans/376/adopted-cherwell-local-plan-2011-2031-part-1>

⁷ <https://www.cherwell.gov.uk/info/83/local-plans/215/partial-review-of-cherwell-local-plan-2011-2031-part-1-oxfords-unmet-housing-need>

⁸ https://www.oxford.gov.uk/info/20067/planning_policy/743/the_local_plan

⁹ <http://www.southoxon.gov.uk/services-and-advice/planning-and-building/planning-policy/emerging-local-plan>

¹⁰ <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/new-local-plan-2031-part-1-strategic-sites>

¹¹ <http://www.whitehorsedc.gov.uk/services-and-advice/planning-and-building/planning-policy/local-plan-2031-part-2>

¹² <https://www.westoxon.gov.uk/localplan2031>

- A draft report to be provided in MS Word and PDF format;
- A final report to be provided in MS Word and PDF format including the provision of six colour, high resolution hard copy printed versions; and
- Relevant digital material, infographics and collateral which can be used on social media, online and digital platforms where appropriate.
- Where new spatial data is created, this should be supplied in .shp or geodatabase format in addition to any report outputs.
- A copy of all raw data and any manipulation of that data.

31. The report(s) must:

- i. Present information in a clear, concise format and utilise plain English as far as possible;
- ii. Include a non-technical executive summary; and
- iii. Utilise an appropriate, robust methodology capable of withstanding scrutiny at examination. The methodology, and any assumptions applied, must be clearly set out in the report.

32. The city/ district authorities shall hold copyright of all presented material. The city/district authorities shall be able to distribute the material in part or whole to any organisation or individual it determines, at no extra cost, and any proceeds of sales will belong to the city/district authorities.

Timetable

33. Set out below are the key milestones that consultants will need to consider as part of their proposals. Given the ambitious timetable for producing the Oxfordshire Plan 2050, adherence to this timetable will be critical.

Key Milestones	Who is Responsible	Timeline
Publication of brief	Oxfordshire Plan Team	Wednesday 13 November 2019
Submission of tenders	Consultants	12 noon Wednesday 27 November 2019
Interviews and appointment	Oxfordshire Plan Team	w/c 9 December 2019
Inception meeting	Consultants	w/c 6 January 2020
Progress updates	Consultants	Regular updates to be agreed at the inception meeting
First draft	Consultants	Friday 13 March 2020
Comments on first draft	Oxfordshire Plan Team	Friday 27 March 2020
Final Study	Consultants	Thursday 9 April 2020

34. The appointed consultant will be responsible for producing their own detailed programme for carrying out the work and for completion of stages by key dates. This programme should include a detailed, step-by-step timed plan describing the methodology, specific tasks, responsibilities and estimated time/resources to complete each step, including costings.

GDPR – Schedule of Processing, Personal Data and Data Subjects

35. The Supplier shall comply with any further written instructions with respect to processing by the Council.

36. Any such further instructions shall be incorporated into this Schedule.

Description	Details
Subject matter of the processing	Engagement with individuals and households may involve the gathering and use of personal data.
Duration of the processing	The assessment is due to be completed by April 2020
Nature and purposes of the processing	The commission may include engagement with individuals and households
Type of Personal Data	The type of personal data likely to be gathered and used in this commission includes names, addresses and personal contact details (telephone number and email address).
Categories of Data Subject	The data subjects are Gypsy, Traveller and Boat Dweller households
Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data	Personal data is not to be retained once the commission has been completed. No personal data will be included within the report.

Submission of tender proposals

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

The councils reserve the right to disqualify any submission which is deemed incomplete.

Please answer all the questions in English, as accurately and concisely as possible, or mark those not applicable 'N/A' and provide an explanation.

The response boxes will expand to accommodate your answers but if necessary, continue on a separate sheet where space / layout on this form is restrictive but please ensure you are within any requested word count for your response.

Please answer every question. Do not assume that the officers evaluating the quotation will know about your organisation or the work that you do, answer the questions as fully as possible within any given constraints.

The councils reserve the right not to accept the lowest or any quotation and to annul the Request for Quotation process and reject all quotations at any time prior to contract award, without thereby incurring any liability to the applicants.

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. The councils may ask to see these documents at a later stage so it is advisable that you ensure they are made available upon request. You may also be asked to further clarify your answers or to provide further details.

All communication with the councils must be made via the South East Business Portal.

The indicative timetable for this procurement is:

Stage/activity	Date
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RFQ published	13 th Nov
Deadline for receipt of clarification questions or request for additional information from Tenderers	22 nd Nov
Deadline for receipt of tenders	27 th Nov
Interviews	w/c 9 th Dec
Preferred Tenderer announced	w/c 9 th Dec
Contract award	w/c 16 th Dec
Contract commencement date	w/c 16 th Dec

Tender submissions must be submitted via the South East Business Portal by **Wednesday 27 November 2019**. Late submissions will not be considered.

Tenders should clearly state the key point of contact for the supplier and their contact details. Prospective suppliers should confirm that there would be no current, potential or perceived conflict/s of interest in their carrying out the project. If there are any such conflicts, suppliers must explain what safeguards would be put in place to mitigate these.

Suppliers shall keep their quotations valid and open for acceptance by the Council until the expiry of 90 days from the date for return of quotations.

Please ensure that all the Appendices are completed and returned.

Tenderers shall not make any alterations, qualifications, additions or notes upon the text of the Contract Terms and Conditions except with the prior written consent of the Council.

Evaluation of tender proposals

The evaluation of submissions will be based upon two stages:

- selection criteria
- award criteria.

Those submissions that pass the selection criteria will then be evaluated against the award criteria. Those deemed not to meet the selection criteria requirements will not be considered further.

Suppliers should note that regardless of a quotation's overall merits, in the event that evaluating officers (acting reasonably) consider there to be a fundamental weakness 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.

Ref:	Selection criteria	Assessment
1.	Financial standing*	Pass / Fail
2.	Insurance [^]	Pass / Fail
3.	Modern Slavery Act 2015	Info only

*Financial standing takes into consideration a supplier's credit score, the estimated value of the contract, and the suppliers turnover. Any supplier who does not achieve a credit score of at least 81 and/or or whose minimum yearly turnover is not at least twice the estimated value of the contract may be

subjected to a more detailed assessment as to their financial standing. Any supplier who provides less than satisfactory accounts/figures or documentation which therefore give rise to concerns that cannot be satisfied regarding their financial standing, will fail.

^Suppliers must have in place the levels specified or be willing to have the levels stated if they are successful on being awarded the contract.

The following award sub-criteria and their weighting for the quality aspect of the tender review will be used to evaluate the tenders received and select a supplier to award the contract to.

The scoring framework below will be used to evaluate submissions. The potential supplier's response to each question will be scored and the total pro-rated to give a percentage score out of the maximum percentage for that section.

Ref:	Award criteria	Weighting
AC1	Understanding of the brief	10%
	Quality of the proposed methodology/approach to the study	20%
	Relevant information to inform the study	10%
AC2	Relevance and quality of previous experience	10% (5% per case study)
AC3	Quality, experience and availability of staff	10%
AC4	Social Value	5%
	Qualitative Total	65%
	Price	35%
Overall Total		100%

The scoring framework below will be used to evaluate submissions. The potential supplier's response to each question will be scored and the total pro-rated to give a percentage score out of the maximum percentage for that section.

0 Unacceptable	Nil Response, or Proposal is so incomplete or irrelevant that it is not possible to form a judgement
1 Poor	Almost unacceptable, response is limited or proposal is inadequate or substantially irrelevant.
2 Unsatisfactory	Below expectation, proposal does not fully address the requirement and gives rise to a number of concerns about its potential reliability.
3 Satisfactory	Satisfactory, proposal generally meets requirements, gives minor reservations about meeting some of the requirements.
4 Good	Good, meets expectations, proposal provides detail that is directly relevant, gives confidence as to reliability to meeting all key aspects of the requirements.
5 Excellent	Comprehensive, proposal exceeds expectations, gives high confidence that all key aspects of the proposal may be relied upon without reservation, offers added value and innovation that is relevant to requirement.

The final scores for the qualitative and price elements of the tender will be combined to give an overall final score for the submission.

Financial criterion scoring system

Each submission will be awarded a weighting based on its relationship with the lowest priced quotation on the basis of the submitted lump sum fee. The quotation with the lowest lump sum fee will be awarded the full weighting available. Each of the remaining submissions will be awarded a weighting on a pro-rata bases according to the following calculation:

Lowest quotation price
_____ x 35% of weighting to be allocated
Potential supplier price

Worked example:

Potential supplier	Lump sum price (£)	Pro rata weighting (based on 35% being allocated to the price criteria)
A	£1,000,000	35%
B	£1,250,000	28%
C	£1,500,000	23%

If a potential supplier is successful in its bid the fee submitted as part of this tender will form part of the contract. Fees are to remain fixed for the duration of the contract.

Acceptance of quotation

Unless otherwise stated, any contract or order placed as a result of this Invitation to Tender will be on Oxford City Council's Standard Terms and Conditions of Contract.

The successful supplier's submission together with relevant information will be binding and will form part of the contract together with this document.

Appendix A – Suppliers Response to the Statement of Requirements

1. Please provide a brief history and outline of your organisation (maximum 500 words).

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2. Please complete the table below detailing turnover for the last two financial years.

Financial year:	Total annual turnover (£)	Profit (as % of turnover before tax)
Company name and registered address:		
Company registration number (if applicable):		

3. Please provide details of all insurance cover currently in force.

Insurance cover required:	Insurer	Policy No	Cover (£)	Renewal Date
Public Liability Min £5m				
Employers Liability £5m				
Professional Indemnity £2m				

If your organisation does not currently hold the required insurance cover, please confirm that you would be willing to have the levels stated if you were successful on being awarded the contract.

Yes / No

4. Requirements under the Modern Slavery Act 2015:

4.1	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? Which means do you operate at all within the UK with a turnover in excess of 36M	YES/NO
4.2	If you have answered yes to question 1 are you compliant with the annual reporting – please provide the relevant URL to view full statement	YES/NO URL:

AC1 Please provide details of how you propose to meet the requirements outlined in the specification and deliver the project requirements.

40% - max word count 2000 words

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AC2 Please provide TWO case studies detailing current contracts (within last 5 years) of a similar nature or previous experience to include: (Score 5% per Case Study Word Count 1000 each)

Case Study 1 5% - max word count 1000 words

Case Study 2 5% - max word count 1000 words

AC3 Please provide a statement indicating the resources available to you to support this contract and the qualifications, experience and availability of staff.

10% - max word count 1000 words

AC4 Oxford City Council will seek to engage with providers who will be able to promote and deliver to the economic, social and environmental well-being of the City as part of the contract, as covered under the Public Services (Social Value) Act 2012.

Please demonstrate where your organisation is able to meet Social Value considerations as part of the wider impact of goods, works or services, giving specific details of what will be delivered in line with this contract.

5% - max word count 500 words

Pricing

Please insert your fixed quotation price for the entire duration for the proposed contract **excluding VAT**. Please ensure that you have broken down the pricing to include all supplies/services/works required and any additional costs in providing the Service and include any added value such as early payment rebates.

Additional information required

In addition to the Construction Industry Scheme (CIS), the Council has an obligation to comply with the Intermediaries Legislation, commonly known as IR35. The Council is responsible for identifying and determining which contractors fall within the scope of IR35. In making a decision the Council will consider the information provided by the contractor and will refer to guidance published by HMRC and apply the HMRC assessment tool as necessary.

Where services or works are being provided the following information must be supplied.

Question	Possible answer	✓
Which option best describes how the service/works will be delivered.	By one individual	<input type="checkbox"/>
	If one individual, is there a substitute?	<input type="checkbox"/>
	By more than one individual	<input type="checkbox"/>
	Some of all elements will be outsourced	<input type="checkbox"/>
	If Yes, please specify:	<input type="checkbox"/>
Please confirm the employment status of anyone who would be working on the proposed contract.	Self-employed	<input type="checkbox"/>
	If Yes, please provide your Unique Tax Reference No.	<input type="checkbox"/>
	Employed and subject to PAYE	<input type="checkbox"/>
	Other - please specify	<input type="checkbox"/>
	No	<input type="checkbox"/>

Appendix B - Declarations

As a public sector body the Council has a number of obligations. Please tick the boxes with which you comply below and sign to confirm.

	✓
Please confirm that you have not canvassed or solicited any member, employee or agent of the Council in connection with this quotation.	
If the service/works are being delivered from within Oxfordshire, please tick to confirm that your employees are paid in excess of the Oxford Living Wage: (For the year 01/04/2019 – 31/03/2020 this is £10.02 per hour.)	
Please confirm that you have not colluded with any other person (person, body or association corporate or incorporate) in relation to this quotation.	
Please confirm that the information supplied in this document is accurate and complete and that no gift or offer of a gift or consideration as an inducement or reward has been made to any member, employee or agent of the Council.	
The Council is subject to freedom of information requests under the Freedom of Information Act 2000. Please confirm that if you consider any of the information in this quotation to be of a sensitive nature you have advised us of such sensitivity and the reasons for its sensitivity.	
The Council under the Transparency Agenda must publish all spend of over £500 in a single transaction, as well as details of contracts that it holds. Please confirm your understanding that information not exempt from disclosure under the Freedom Of Information Act 2000 is not confidential information.	
Please confirm that your organisations directors or any other person who has powers of representation, decision of control has not been convicted of conspiracy, corruption, the offence of bribery, fraud, money laundering or any other offence within the meaning of Article 57(1) of the Public Contracts Regulations 2015.	

Organisation name:	
Contact name:	
Signed:	
Position:	
Date:	

Appendix C – Confidential Information Statement

We the undersigned, understand that we are allowed access to confidential information belonging to Oxford City Council (“Council”) in order to prepare our quotation for the Contract. This may include personal information under the terms of General Data Protection Regulation (GDPR) (EU) 2016/679

This information will be kept secure at all times while in our possession. Only those staff within our organisation that are required to see the information in order to prepare the quotation, are to be given access to the information.

The information will not be used for any purpose, other than for which it is being supplied.

No part or parts of the information will be retained once the quotation has been submitted, save as that required to be retained for audit and compliance purposes. The recipient will retain the minimum confidential information that is required for the audit and compliance purposes and will treat such information with the same degree of care as we exercise for our own confidential information.

The Terms of this Agreement will also be applied to any other organisations, such as sub-contractors or consultants, who may work with us to provide information to prepare the tender.

Should any breach of the above take place, we will immediately notify the Council’s Chief Technology & Information Manager by emailing dataprotection@oxford.gov.uk.

Company name:	
Signed:	
Name:	
Position:	
Date:	