**Cheshire East Borough Council**

**GUIDANCE DOCUMENT**

**PROVISION OF A CHILDCARE VOUCHERS SCHEME**

**PERIOD: 30th July 2017 to 29th July 2022 with an optional 2 year extension until 29th July 2024**

**CHEST REF: DN249990**

**INTERNAL REF: 16/074**

**© 2017**

###### Copyright – Cheshire East Council - All rights reserved

**No part of this publication may be reproduced,**

**stored in a retrieval system or transmitted**

**in any form or by any means electronic,**

**mechanical, photocopying, recording or**

**otherwise without the prior written permission**

**of the Council**

**Version 12.0**

**SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT**

|  |  |
| --- | --- |
| **ITEM** | **CONTRACT DETAILS** |
| Contract Description: | Provision of a Childcare Vouchers Scheme |
| Period of Contract: | 30th July 2017 – 29th July 2022 (1x24 month extension, until 29th July 2024) |
| Procurement Officer: | Louise Fenn |
| Submission instructions: | Submissions must be received via The Chest only:  <https://www.The-Chest.org.uk>  Please note you are required to register, express an interest, download the Request For Quotation (RFQ) documentation and upload the completed RFQ documentation by below deadline. |

**Indicative Timetable**

This timetable is indicative only. The Council reserves the right to change it at its discretion.

| **Stage** | **Date(s)/time** |
| --- | --- |
| Issue of Request For Quotation | 15th March 2017 |
| Deadline for Clarification questions | By 12:00:00 Noon 23rd March 2017 via Chest, responses by 24th March 2017. |
| **Deadline for Submission of Quotations** | **12:00:00 Noon 29th March 2017** |
| Evaluation of Quotations | From wk Commencing 27th March 2017 |
| Notification of result of evaluation | Week Commencing 24th April 2017 |
| Expected Contract commencement | 29th July 2017 |

CONTENTS

**IMPORTANT NOTICE**

I**NSTRUCTIONS**

**SECTION**

1. bACKGROUND

2. QUOTATION SUBMISSION REQUIREMENTS

3. CONTRACT DOCUMENTS

4. CLARIFICATIONS

5. rfQ – EVALUATION CRITERIA

**PROJECT BRIEF/REQUIREMENTS**

**SECTION**

6. PROJECT BRIEF/REQUIREMENT

7. SUBMISSION & EVALUATION

8. FRAUD AND CORRUPTION

9. WHISTLEBLOWING POLICY

10. CONFLICTS, PAST PERFORMANCE & ‘SELF CLEANING’……………….

**APPENDIX 1: SPECIFICATION**

**APPENDIX 2: CONDITIONS OF CONTRACT**

**IMPORTANT NOTICE – GENERAL**

This Request for Quotation (“RFQ”) is issued to those companies who have expressed an **interest** (“bidders”) to **Cheshire East Council** (the “Council”) to provide a **Childcare Voucher Scheme** (the “Contract”)*,* their professional advisers and other parties essential to preparing a Quotation for this Contract (the “Quote”) and for no other purpose.

The contents of this RFQ, and of any other documentation sent to you in respect of this quotation process, are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you should destroy this RFQ and all associated documents immediately and not retain any electronic or paper copies.

No bidder will undertake any publicity activities with any part of the media in relation to the Contract or this RFQ process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This RFQ is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained therein and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.

The Council reserves the right to cancel the quotation process at any point. The Council is not liable for any costs resulting from any cancellation of this Quotation process nor for any other costs incurred by those quoting for this Contract.

**IMPORTANT NOTICE: CONSORTIUM BIDDERS**

**Consortia Bids**

If the potential supplier is bidding on behalf of a group, for example, a consortium, or intends to use sub-contractors, there are different actions required for completion of Part 3 of the standard Selection Questionnaire compared to Part 1 and Part 2.

The consortium lead should complete all of the questions on behalf of the consortium and/or any sub-contractors. The consortium lead should make it clear who the lead member of the group is, and who will be contractually responsible for delivery of the contract.

All members of the group are required to provide the information required in Part 3 of the standard Selection Questionnaire or procurement documents, as part of a single composite response (unless the question specifically directs otherwise). We may require members of the group to assume a specific legal form if awarded the contract, if considered necessary for the satisfactory performance of the contract. Where the group is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV) or consortium, they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity. They should also provide the name for the new entity and details of its legal and operational structure. An SPV is a legal entity that is formed to perform a specific contract.

Consortium arrangements may be subject to future changes and any updates to the bidding model should be provided to the contracting authority so that a further

assessment can be carried out (by applying the selection criteria to the new

information provided). The contracting authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

INSTRUCTIONS

1. BACKGROUND

Further details of the Council’s requirements under the Contract and other relevant information are provided in the specification. See Appendix 1.

* 1. If you have any questions or require any clarifications, please contact the Procuring Officer via The Chest [www.the-chest.org.uk] by the deadline in the timetable.
  2. Other than the person identified above, no Council employee or member of the Council has the authority to give any information or make any representation (express or implied) in relation to this RFQ or any other matter relating to the contract.
  3. The Council reserves the right to issue supplementary documentation at any time during the quotation process to clarify any issue or amend any aspect of the RFQ. All such further documentation which may be issued shall be deemed to form part of the RFQ and shall supplement and/or supersede any part of the RFQ to the extent indicated.
  4. Under the Contract the Council will require compliance with its policies. Bidders are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their quote.
  5. The Council will not be held responsible for organisations who do not keep their Chest contact details up to date.
  6. Organisations not currently operating in the UK should, when answering each of the questions substitute where relevant the appropriate legislation/codes of practice, equivalent accreditations, appropriate professional, registrar of companies, commercial or other register applicable within their domestic jurisdiction.

1. QUOTATION SUBMISSION REQUIREMENTS
   1. Please ensure you leave sufficient time to upload your RFQ prior to the closing date/time. The council cannot be held responsible for technical/ICT issues in leaving the uploading of your submissions too late.
   2. Only one quotation is permitted from each bidder. In the event that more than one is submitted by a Bidder, the one with the latest time of submission will be evaluated and the other(s) disregarded.
   3. The Quote (including price) should remain valid for a minimum period of 90 days.
   4. The Quote must not be qualified in any way.
   5. Quotes submitted by post or fax will not be accepted. No submission received after this closing date and time will be considered other than where there are exceptional Circumstances, which may be considered by Legal Services. Please note that submissions, which are partly through being uploaded at the closing time, will be considered to have not been received.
   6. Any signatures must be made by a person who is authorised to commit the Quotation to the Contract.
   7. **Submissions must be made using the response document only; answers to questions must be in the box provided within the response document and Cross Referencing Answer to Answer is not permitted.**
   8. Please do not send any additional bidder literature, brochures, appendices, attachments if these have not been requested by the Authority. Answers to accreditation / certification questions in the Response Document are self certify until award, unless the authority have specifically required additional literatures.
   9. The bidder should have the relevant levels of insurance in place at the time of bidding or agree to obtain prior to contract award.
   10. Technical Support - Assistance

If you experience any technical problems in using The Chest, please email or [ProcontractSuppliers@proactis.com](mailto:ProcontractSuppliers@proactis.com)   telephone 0330 005 0352

Bidder help guides are available on The Chest from [www.the-chest.org.uk](http://www.the-chest.org.uk)

* 1. **Social Value**: Cheshire East Council is committed to the Public Services (Social Value) Act 2012 (PSSVA 2012); ensuring that social, economic and environmental issues are considered at all stages of our commissioning and procuring process, and as part of the whole life cost of a contract.

Cheshire East Social Value policy sits within the overarching Cheshire East Corporate Plan. The Corporate Plan consists of six outcomes that demonstrate how Cheshire East Council will put the residents of Cheshire East first in the way that services are provided. Outcome numbers 1-5 focus on the activities directly affecting residents and local businesses. Outcome number 6 focuses on maximising value for money in the way the Council operates.

Outcome 1 – Our local communities are strong and supportive

Outcome 2 – Cheshire East has a strong and resilient economy

Outcome 3 – People have the life skills and education they need to thrive

Outcome 4 – Cheshire East is a green and sustainable place

Outcome 5 – People live well and for longer

Outcome 6 – A responsible, effective and efficient organisation

The Cheshire East Council Social Value Policy can be found at the following link

<http://www.cheshireeast.gov.uk/business/procurement/procurement_strategy.aspx>

Additional information on the PSSVA (2012) can be found at

[https://www.gov.uk/government/publications/social-value-act-information-and- resources/social-value-act-information-and-resources](https://www.gov.uk/government/publications/social-value-act-information-and-%20%20%20resources/social-value-act-information-and-resources)

If Social Value forms part of the award criteria, it will be given a weighting and scored as per the evaluation matrix.

1. CONTRACT DOCUMENTS
   1. Any resulting Contract will be on the Terms and Conditions (as attached at **Appendix 2**) .The agreement will be subject to English law and the exclusive jurisdiction of the English Courts.
   2. Please note that no work must be commenced by the successful bidder and no payment can be made until the contracts terms and conditions are signed by both parties.
   3. The Council reserves the right, as within Cheshire East Council’s Contract Procedure Rules, to employ a Best and Final Offer stage (BAFO). Where that BAFO changes an element of evaluation criteria for the Core Requirement, then that element of the bidders quote will be re-scored. This process will be managed through The Chest.
2. **CLARIFICATIONS**
   1. **Pre-Submission Clarifications**
      * All clarifications raised by bidders prior to the submission deadline (as indicated in the timetable) in regard to this RFQ must be submitted via the e-tendering portal – “The Chest”: [www.the-chest.org.uk](http://www.the-chest.org.uk) by the date shown on the “Indicative Timetable”.
      * The Council shall endeavour to respond to queries within two working days. If the Council considers any question or request for clarification to be of material significance, both the query and the response will be circulated in a suitably anonymous form to all bidders.
      * **Any clarifications in respect of the Conditions of Contract or any specific industry related issues must be raised as a clarification during the pre- submission clarification stage as the terms and conditions will NOT be open to negotiation post award.**
   2. **Post-Submission Clarifications**
      * The Council reserves the right, after submissions have been opened, to clarify with any bidder, any aspect of the submission and to retain all and any of the information supplied to it by the bidder(s). It is imperative that all bidders are immediately available during the evaluation period of this submission.
      * The Council may decide to interview Bidders or hold clarification meetings to assist its RFQ process, and Bidders will be notified in due course.
3. **SQ & RFQ: EVALUATION CRITERIA**

The evaluation will be based upon two stages within a single RFQ Response Document and will have two key areas consisting of:

* + - A Mandatory ‘Standard Selection Questionnaire’ (SQ); and
    - An RFQ ‘Award’ section, made up of:
      * Financial Evaluation
      * Qualitative Evaluation Questions

Only those offers that meet the qualifying criteria in the ‘SQ’, will then

be scored against the RFQ ‘Award’ criteria. Those deemed not to meet

the qualifying criteria within the SQ will not be considered further.

The Council does not undertake to accept the lowest priced or any quotation and reserves the right to accept the whole or any part of any quotation submitted.

Completed RFQ Response Documents will be evaluated against the award criteria set out in Table 1 and Table 2 below.

**5.1 SQ Evaluation Matrix**

The mandatory SQ set within the new Public Contract Regulations 2015, will be based upon the following criteria in Table 1, any quote failing any of the below mandatory criteria, giving rise to concerns which cannot be satisfied, will not be evaluated further.

**Table 1**

| **Schedule / Section** | **Assessment** | **“Fail” on** |
| --- | --- | --- |
| **Schedule 1**  Form of Tender and Certificate of Non-Collusion & Non-Canvassing | This question is based on pass and fail. To accept formally by form or tender and confirm non collusion and canvassing. | No Acceptance /Signature of Schedule 1 |
| **Schedule 2**  Standard Selection Questionnaire (SQ) | | |
| **Part 1 – Section 1**  Potential Supplier Information | These sections are to be scored on a pass/fail basis.  If an Organisation does not provide correct details to the Council, The Council reserves the right to disqualify the Organisation from the process at this point in the evaluation. | Incomplete Response |
| **Part 2 – Section 2**  Exclusion Grounds | These sections are to be scored on a pass/fail basis.  If an Organisation cannot confirm any of the statements, The Council reserves the right to disqualify the Organisation from the process at this point in the evaluation. | Unlawful Actions |
| **Part 2 - Section 3.**  Grounds for Discretionary Exclusion | Unlawful Actions |
| **Part 3 - Section 4.**  Economic and Financial Standing  Modern Slavery Act | This section is to be scored on an information only basis.  If an Organisation cannot confirm any of the statements, The Council reserves the right to disqualify the Organisation from the process at this point in the evaluation. | Unlawful Actions |
| **Part 3 - Section 5-8.**  Sections 5 – 7  Additional SQ modules  8.1) Insurance  8.2 Environmental Management  8.3) Health and Safety  8.4) Equality legislation | Sections 5 – 7 & 8.4 - information purposes only  Sections 8.1 – 8.3 are pass/fail as described in the response document. | Incomplete Responses as applicable    **Pass/Fail** |
| **Schedule 6.**  Declaration (p32) | This will be evaluated on a pass and fail basis. To formally accept completion of documentation. | No Acceptance / Signature here |

1. **PROJECT BRIEF/REQUIREMENTS**

6.1 **REQUIREMENTS/SPECIFICATION – SEE APPENDIX 1**

1. **SUBMISSION EVALUATION** 
   1. **RFQ ‘Qualitative Evaluation Questions’ Award Criteria**

Response to Request for Quotation (RFQ) will be evaluated to determine the Most Economically Advantageous Tender (MEAT) taking into consideration the following award criteria:

* The Council does not undertake to accept the lowest price or any Tender and reserves the right to accept the whole or any part of any Tender submitted.
* Where the pricing of a Quotation is abnormally low The Council reserves the right to reject the Tender in accordance with the requirements for further investigation under The Public Contracts Regulations 2015. <http://www.legislation.gov.uk/uksi/2015/102/contents/made>
* Each RFQ Response will be checked initially for compliance with all requirements of the RFQ.
* ‘Scored’ Qualitative Evaluation Questions will be scored between 0 and 10 according to the pre-agreed scoring grid.
  1. **RFQ Evaluation Summary Table**

**Table 2**

| **Schedule / Section** | **Assessment** |
| --- | --- |
| **Full Response Document:**  Initial Compliance Checks |  |
| Compliance with Form of tender and Certificate of Non-Collusion & Non-Canvassing (Schedule 1) | Pass / Fail |
| Compliance with SQ & RFQ process and of completeness of Information (Schedules 1-6) | Pass / Fail |
| Compliance with Specification & Conditions of Contract (Schedule 4) | Pass/Fail |
| **Mandatory** | |
| **Award** | |
| Schedule 3 Pricing Schedule | **30%** |
| Schedule 4 Compliance | Pass / Fail |
| **Schedule 5 RFQ Qualitative Evaluation Questions** | **70%** |
| Q1–Establishment and administration of a childcare voucher scheme for the Council. | 12% |
| Q2 – Communication, marketing and user guidance | 6% |
| Q3 – Management Information | 8% |
| Q4 – Provision of a Helpdesk facility | 8% |
| Q5 - Payment to providers (minimum score of 5 to Pass) | 8% |
| Q6 - Implementation plan | 6% |
| Q7 – Account Management | 8% |
| Q8 - Business continuity | 8% |
| Q9 – Added value / other benefits | 6% |
| Schedule 6 RFQ Declaration | Pass / Fail |

* 1. **RFQ Qualitative Evaluation Questions: Information required**

|  |
| --- |
| ***NOTE TO ORGANISATION:*** *For the RFQ Qualitative Evaluation Questions and a summary of information suppliers are to provide within each response. please see Schedule 5 of the RFQ Response Document.* |

* + 1. **RFQ Qualitative Evaluation – 70% Weightings**

Each question which is scored will have a weighting applied to it – to view the weighting allocated, please see the individual questions or refer to the right-hand column of Table 2 above, which provides a summary of the sections.

For each question the actual score given is divided by the maximum score

possible, then multiplied by the weighting.

Actual score / Max score allowed X question weighting = score

The results of all the percentages add together allows ranking of applicants.

**Qualitative Evaluation Methodology: Scoring**

Each question that requires a score in Schedule 5 Qualitative Evaluation Questions within Response Document will be scored using the following methodolgy:

|  |  |
| --- | --- |
| **Score** | **Description** |
| 0 | Unacceptable |
| 1 | Very weak – almost unacceptable |
| 2 | Weak – well below expectations |
| 3 | Poor – below expectations |
| 4 | Marginally below expectations |
| 5 | Meets expectations |
| 6 | Marginally exceeds expectations |
| 7 | Good – well above expectations |
| 8 | Very good |
| 9 | Outstanding |
| 10 | Exceptional |

* + 1. **Financial Evaluation – 30% Weighting**

The price is converted into a score as a percentage. The lowest, but feasible, % is awarded 30%, with all other prices awarded as a percentage of the lowest price in accordance with the below.

Please note that the evaluated price will be the **% Management Fee**, which should apply for the entire period of the contract (excluding VAT), which must include **ALL** charges in respect of the terms of the contract. Failure to quote for all aspects of the specification will result in a score of zero for this section.

The sum of all of these derived percentages allows ranking of applicants.

**EXAMPLE**

Pricing Element = 30% weighting:

Bidder A = 0.25%

Bidder B = 0.3%

Bidder C = 0.5%

Lowest Price/Submitted Price x Price Criteria Weighting:

Therefore – Bidder A = 0.25/0.25 x 30 = 30%

Bidder B = 0.25/0.3 x 30 = 25%

Bidder C = 0.25/0.5 x 30 = 15%

1. **NATIONAL FRAUD INITIATIVE**
   1. The Bidder should be aware that the Council may take part in bi-annual National Fraud Initiative (NFI) exercises undertaken by the Audit Commission, or equivalent body.  This requires that the Council provides details of transactional activity for a period of time, namely invoice details, plus bidder master-file data e.g. bidder name, vat / bidder registration details, bank account details.  Data matching exercises are then undertaken by the Audit Commission, or equivalent body, to assist in the prevention and detection of fraud.
2. **WHISTLEBLOWING POLICY**
   1. The Supplier shall comply with Cheshire East Council’s Whistle Blowing Policy which shall ensure that employees of the Supplier are able to bring to the attention of the Council malpractice, fraud and breach of Laws on the part of the Supplier or any sub-contractor without fear of disciplinary and other retribution or discriminatory action.
   2. Tenderers and their employees may wish to acquaint themselves with the implications of the Policy for them.  Tenderers’ employees may wish, for example, to report any breaches in the way in which the contract is being performed or any unacceptable behaviour by either a fellow employee or a Council employee.
   3. For further information and guidance along with details as to how to make such a disclosure, please refer to the [Whistleblowing Policy (PDF, 85KB)](http://www.cheshireeast.gov.uk/pdf/Whistleblowing_Policy.pdf) or email [whistleblowing@cheshireeast.gov.uk](mailto:whistleblowing@cheshireeast.gov.uk).
3. **CONFLICTS, PAST PERFORMANCE & ‘SELF CLEANING’**
   1. **Conflicts of interest**

In accordance with **RFQ Response Document, SQ** **question 2.1** and regulation 57(8e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in the fields above; provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.

* 1. **Taking Account of Bidders’ Past Performance**

In accordance with **RFQ Response Document SQ question** **2.1** and regulation 57(8g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing the SQ. The Authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in the SQ Schedule to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

* 1. **‘Self-cleaning’**

Any Supplier that answers **‘YES’** to questions 1.1, 1.2 and 2.1 should provide sufficient evidence using the fields above, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self cleans” the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in

each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process. In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

**Cheshire East Borough Council**

**APPENDIX A: SPECIFICATION**

Please refer to [file name]

**Cheshire East Borough Council**

**APPENDIX B: CONDITIONS OF Contract**

Please refer to appendix 2 [file name]

*End of RFQ Guidance Document*