**SECTION 6**

**QUALITY QUESTIONNAIRE**

**QUALITY FOR INFORMATION ONLY QUESTIONS**

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| Q1 | Full Name of Organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted) |  |
| Q2 | Registered Office address |  |
| Q3 | Postcode |  |
| Q3 | Company or charity registration number |  |
| Q4 | VAT registration number |  |
| Q5 | Parent Company (if relevant) |  |
| Q6 | Contact details | Name:  Email:  Telephone: |

**QUALITY PASS / FAIL QUALITY QUESTIONNAIRE**

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| Q7 | Please confirm you can meet the minimum financial requirements to meet pass / fail criteria.  Turnover (Annual Turnover) £100,000  Pass – An answer of Yes is required.  If you are the preferred bidder following evaluation you will have to provide a copy of your insurance certificates. | Yes/No  (delete as applicable) |
| Q8 | The Bidder confirms that no legal proceedings are in progress that might affect the performance of the contract obligations and that your organisation has not been prosecuted under EU law in the last three years.  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q9 | The Bidder confirms that they are willing to have the following levels of insurance cover if awarded the Contract: Employer Insurance £10,000,000, Public Liability £5,000,000, Professional Indemnity £2,000,000.  Pass – An answer of Yes is required.  If you are the preferred bidder following evaluation you will have to provide a copy of your insurance certificates. | Yes/No  (delete as applicable) |
| Q10 | The Bidder confirms their Organisation complies with UK Health and Safety legislation.  Pass – An answer of Yes is required.  If you are the preferred bidder following evaluation you will have to provide a copy of your Health and Safety Policy | Yes/No  (delete as applicable) |
| Q11 | The Bidder confirms they have reviewed the document 'Appendix 6 Contractor Health and Safety pre – selection questionnaire' and that the can respond in an appropriate manner to all questions and if required prior to contract award they will complete the questionnaire.  In confirming Yes the Bidder is understanding that the Council reserves the right to reject a Bidder who fails to demonstrate an appropriate approach to Health and Safety when the Council review the questionnaire.  There is no requirement to complete the Appendix 6 questionnaire at this stage.  Pass – An answer of Yes - I understand that I will be required to complete the Appendix 5 Contractor Health and Safety questionnaire and the methodology the Council will use to assess the questionnaire at clarifications stage is required. | Yes/No  (delete as applicable) |
| Q12 | The Bidder confirms their Organisation and any of their subcontractors comply with the Equality Act 2010  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q13 | The Bidder confirms that none of their Directors or Organisation been prosecuted under the Bribery Act 2010  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q14 | The Bidder confirms that if they are the preferred bidder following evaluation they may have to provide a copy of two relevant references if Requested by the Council.  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q15 | The Bidder confirms that if using subcontractors they will abide by the Payment Terms of the Contract.  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q16 | The Bidder confirms that they accept the Contracts Terms [Section 2].  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |
| Q17 | The Bidder confirms that they have completed and attached the Form of Tender [available in Section 4]  Pass – An answer of Yes with a completed Form of Tender is required. | Yes/No  (delete as applicable)  Attach Form of Tender here |
| Q18 | Please confirm you have read, understood and can meet the requirements of the ‘Specification’ in full.  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |

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| Q19 | Please provide a copy of your proposed Health and Safety method statement for the delivery of the services.  Pass – The Bidder will have demonstrated that the approach is appropriate to show safe and legally compliant working practices in relation to the scope of the services  Maximum words permitted- unlimited | | |
| **BIDDER RESPONSE** | | No of words | Not applicable |
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| Q20 | Do you have experience of installing and maintaining the Avigilon NVR platform? Please provide specific examples.  Pass – an answer of 'Yes' with at least one example of appropriate supporting information is required  Maximum word count permitted – 500 | | |
| **BIDDER RESPONSE** | | No of words |  |
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| Q21 | Do you have experience of upgrading the Avigilon NVR platform and experience of utilising the platforms functionality to optimise its use for public open space CCTV?  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |

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| Q22 | Does your company have recent experience of remote system access for fault prediction, prevention and repair for public open space CCTV?  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |

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| Q23 | Please provide details of your recent experience of installing and maintaining a variety of image transmission methods including Silvernet wireless outdoor bridges, FTTC, ADSL and private fibre, across a wide geographical area, including site to site relay links?  Pass – an answer of 'Yes' with at least one example of appropriate supporting information is required.  Maximum word count permitted - 500 | | |
| **BIDDER RESPONSE** | | No of words |  |
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| Q24 | Do you have recent experience of installing and maintaining 360 Vision PTZ Analogue Cameras?  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |

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| Q25 | Do you have manufacturers endorsed proof of competencies for installing and maintaining 360 Vision PTZ Analogue Cameras?  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |

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| Q26 | Do you have recent experience of installing and maintaining 360 Vision Predator cameras?  Pass – an answer of 'Yes' with at least one example of appropriate supporting information is required.  Maximum word count permitted - 500 | | |
| **BIDDER RESPONSE** | | No of words |  |
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| Q27 | Do you have recent experience of installing and maintaining Bosh NBN 932V cameras?  Pass – an answer of 'Yes' with at least one example of appropriate supporting information is required.  Maximum word count permitted - 500 | | |
| **BIDDER RESPONSE** | | No of words |  |
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| Q28 | Does your company have experience of installing and maintaining fibre optic cabling?  Pass – an answer of 'Yes' with at least one example of appropriate supporting information is required.  Maximum word count permitted - 500 | | |
| **BIDDER RESPONSE** | | No of words |  |
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| Q29 | Do your engineers have appropriate training and certification to climb communication towers that host transmission equipment that cannot be accessed by a MEWP mobile platform due to location and height?  Pass – an answer of 'Yes' with at least one example of appropriate supporting information is required.  Maximum word count permitted - 500 | | |
| **BIDDER RESPONSE** | | No of words |  |
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| Q30 | Does your company have access to/own MEWPS mobile platforms that can reach a height of 14 metres to ensure a rapid response to faults in line with the Councils minimum response time of 4 hours.  Pass – An answer of Yes is required. | Yes/No  (delete as applicable) |

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| Q31 The Bidder shall include details of previous experience of at least two contracts relevant to this particular activity, which is still running or has been completed within the last three years. The Bidder shall include the following information:   * Company Name worked for * Description of the work carried out * Approximate annual contract value (£) * Contract start and end date   The Bidder will be required to demonstrate both Contracts are for similar (or larger) size and scope of Contracts to this requirement.  If you are the preferred bidder following evaluation you will have to provide a copy of your Health and Safety Policy | |
| **BIDDER RESPONSE** | **Example One** |
| Company Name |  |
| Address |  |
| Contact Name |  |
| Telephone No. |  |
| Email |  |
| Description of the work carried out  (word count 200 words) |  |
| Approximate annual contract value (£) |  |
| Contract start and end date |  |
| **BIDDER RESPONSE** | **Example Two** |
| Company Name |  |
| Address |  |
| Contact Name |  |
| Telephone No. |  |
| Email |  |
| Description of the work carried out  (word count 200 words) |  |
| Approximate annual contract value (£) |  |
| Contract start and end date |  |

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| Q32 | **FREEDOM OF INFORMATION ACT**  The Council encourages its Contractors to take their own legal advice about the FoI Act. The Council shall not be held liable for any actions claims or costs howsoever arising.  The Council considers that the following information is likely to be captured by the “confidential” (s.41 absolute exemption) and/or “commercial interest” (s43 qualified exemption) and therefore maybe subject to the Public Interest test:   * Trade secrets; or * Financial, commercial, scientific, technical or other information whose disclosure could reasonably be expected to result in a material financial loss or gain to the person to whom the information relates; or * Where disclosure could prejudice the competitive position of that person in the conduct of his/her profession or business or otherwise in his/her occupation; or * Where disclosure could prejudice the conduct or outcome of contractual or other negotiations of the person to whom the information relates.   **NB: Contractors should note that claiming blanket confidentiality of tender documentation, breaches current Government guidelines provided to the Council and will not be accepted.**  **PROCEDURE**  1. Please specify below the relevant clauses or documentation containing the information you claim is exempt.  We consider that pricing schedules and technical specifications are most likely to be covered by one or other of the above exemptions and would therefore not, normally, be disclosed.  Each document claimed under the exemptions should be clearly marked as “confidential” or “commercially sensitive”.  2. The Council is obliged to consider whether something, which its Bidder claims is confidential, is truly confidential. In those instances where the Council does not agree with the exemption claimed, it will always consult with the Bidder before disclosing the information.  Where the Council decides to release such information, it will only do so in the following circumstances:   * Where the Bidder consents; or * Where the information or information of a similar type is generally available to the public (e.g. where a Minister would give such information in answer to a Parliamentary Question);or * Where the Bidder has been advised, at the time that the information is received, that the information will be released; or * Where the Council believes that the public interest would be better served by disclosing rather than by refusing to disclose the information. In this instance, the views of the Bidder will be sought in advance of a decision being made. Where the Bidder refuses to agree to disclosure of the information, the Bidder is able to refer the matter to the Information Commissioner at the Contractor’s expense. |
| **BIDDER RESPONSE** | |
| **CONFIDENTIAL INFORMATION:**   |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  |   **COMMERCIALLY SENSITIVE INFORMATION:**   |  |  | | --- | --- | |  |  | |  |  | |  |  | |  |  | |  |  | | |

**SCORED QUALITY QUESTIONNAIRE**

**The weighting for the quality questionnaire is 40 points.**

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| This section includes any questions relating to the quality of the solution offered | | | |
| Word count for all questions shall include images and attachment, any words in excess of the word count will not be considered. | | | |
| S1 | Please provide details of your proposed labour capacity to support the maintenance and repair of the equipment detailed in the Specification and detail why this approach will deliver the optimum solution for the Council?  Maximum Word Count permitted - 1000  Weighting 4 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S2 | Please provide details of the proposed Contract Management approach, including details of the organisational structure, key personnel, and escalation paths proposed for the contract delivery?  Maximum Word Count permitted - 1000  Weighting 4 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S3 | Please provide an overview of the proposed content for Contract Meetings?  Maximum Word Count permitted - 1000  Weighting 2 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S4 | Please detail the process you will follow to advise the Supervising Officer that any spare parts need replacing?  Maximum Word Count permitted - 1000  Weighting 2 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S5 | Please detail how you can support the management of spare parts by detailing any parts which require greater or less stock based on the stock turn or market intelligence you may have.  Maximum Word Count permitted - 1000  Weighting 2 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S6 | Please advise the process you will follow to remotely monitor and repair faults within the target Response levels detailed in the Specification?  Maximum Word Count permitted - 1000  Weighting 4 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S7 | Please advise the call management process you will follow to respond to support calls and escalation processes within the target Response levels set in the Specification?  Maximum Word Count permitted - 1000  Weighting 5.5 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S8 | Please detail how you advise the Supervising Officer of any failures to meet the Response level and the actions you will undertake to mitigate the loss.  Maximum Word Count permitted - 1000  Weighting 3 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S9 | Please provide details of your proposed service credits for failing to meet the Response level?  Maximum Word Count permitted - 1000  Weighting 3 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S10 | The Council is keen to understand how the successful Bidder will have regard to the Public Services (Social Value) Act 2012 in the delivery of the service, and what benefits their solution will offer with respect to investment in local supply chains and the local economy  Maximum Word Count permitted - 1000  Weighting 2 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S11 | The Council is keen to understand how the successful Bidder will have regard to the Public Services (Social Value) Act 2012 in the delivery of the service, and what benefits their solution will offer in respect to improving employment opportunities such as apprenticeships, jobs for long termed unemployed and targeted training.  Maximum Word Count permitted - 1000  Weighting 2 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S12 | The Council is keen to understand how the successful Bidder will have regard to the Public Services (Social Value) Act 2012 in the delivery of the service, and what benefits their solution will offer in respect to reducing the environmental impact of the service through sourcing products and resources, energy efficiency, carbon reduction and reducing travel arrangements.  Maximum Word Count permitted - 1000  Weighting 1 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S13 | Can you please provide an example of recent experience of configuring the Avigilon NVR platform to manage a diverse range of transmission images, including private fibre, wireless transmission, ADSL and FTTC?  Maximum Word Count permitted - 1000  Weighting 4.5 points | | |
| **BIDDER RESPONSE** | | No of words |  |
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| S14 | Can you provide details of your proposed system for ensuring value for money is achieved on all spare parts procured for the Council?  Maximum Word Count permitted - 1000  Weighting 1 point | | |
| **BIDDER RESPONSE** | | No of words |  |
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