**GOSPORT BOROUGH COUNCIL**

**INVITATION TO TENDER**

(Part A)

**Gosport Digital Projects**

Issue Date: 2nd August 2024

Closing Date and Time: 2nd September 2024 at 12:00pm

## CONTENTS

This document is in two parts:

**PART A**

Part A is the Invitation to Tender and provides all the background information, a description of what is required, and an overview and instructions for the completion and submission of the tender document. Note: Part A does not need to be returned to the Council.

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### PART B

Part B is the Tender Submission Document and this should be completed in full and returned in advance of the deadline, in accordance with the instructions given (see section 5, Instructions for completing and submitting a tender).

**APPENDICES (SUPPLIED SEPARATELY)**

* Part B: Tender submission document
* Appendix 1 GBC services contract draft
* Appendix 2 Digital Strategy project brief
* Appendix 3 Project brief template
* Appendix 4 UKSPF Interventions, Objectives, Outcomes and Outputs

## GLOSSARY OF KEY TERMS

A detailed description of the requirement, together with formal definitions of the most important terms and phrases, are given in the rest of the document. For Tenderers’ convenience however, the following key terms, which are used throughout this document, are defined as follows:

|  |  |
| --- | --- |
| **Contract** | Means this specific contract let by the Council (Gosport Borough Council) Draft found at appendix 1 |
| **The Council** | Means Gosport Borough Council (GBC). |
| **Goods** | Means the requirements of the Council (as appropriate) for the Goods from time to time as detailed in Section 2 of this document, Requirement. |
| **Invitation to Tender** | Means this document, inviting Tenderers to submit a Tender. |
| **Contractor(s)** | Means the Contractor appointed by the Council as a result of this Invitation to Tender. |
| **Services** | Means the requirements of the Council (as appropriate) for the Services from time to time as detailed in Section 2 of this document, Requirement. |
| **Social Value** | Means the wider financial and non-financial impacts of programmes, organisations and interventions, including the wellbeing of individuals and communities, social capital and the environment as outlined within The Public Service (Social Value) Act 2012. |
| **Tender** | Means the Tender submitted by the Contractor to the Council. |

|  |  |
| --- | --- |
| **Tender Submission Document** | Means the submission document that should be completed in full by Tenderers and returned in advance of the tender deadline, in accordance with the instructions given (see Section 5, Instructions for completing and submitting a tender). |
| **Tenderer** | Means an organisation that submits a completed Tender in response to this Invitation to Tender document. |
| **Terms and Conditions** | Means the terms on which the Contractor shall provide Services to the Council as set out in GBC Services Contract – Appendix 1 |

## INTRODUCTION

This is an Invitation to Tender with information, instructions and guidance provided in Part A, for consideration of which the Tender Submission Document (Part B) should be completed and returned by all Contractors who wish to tender for the requirement described in the following pages.

### 1.1 OVERVIEW

The UK Shared Prosperity Fund (UKSPF or the Fund) is a central pillar of the previous UK government’s ambitious Levelling Up agenda and a significant component of its support for places across the UK. It provides £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than a competition. It will help places right across the country deliver enhanced outcomes and recognises that even the most affluent parts of the UK contain pockets of deprivation and need support.

Places will be empowered to identify and build on their own strengths and needs at a local level, focused on pride in place and increasing life chances. The Fund’s interventions will be planned and delivered by the council, working closely with local partners.

The UKSPF will support the wider commitment to level up all parts of the UK by delivering on each of the levelling up objectives:

* Boost productivity, pay, jobs and living standards by growing the private sector, especially in those places where they are lagging
* Spread opportunities and improve public services, especially in those places where they are weakest
* Restore a sense of community, local pride and belonging, especially in those places where they have been lost
* Empower local leaders and communities, especially in those places lacking local agency

The primary goal of the UKSPF is to build pride in place and increase life chances across the UK. This aligns with Levelling Up White Paper missions, particularly: ‘By 2030, pride in place, such as people’s satisfaction with their town centre and engagement in local culture and community, will have risen in every area of the UK, with the gap between the top performing and other areas closing.

**Gosport’s UK Shared Prosperity Fund Investment Plan (UKSPF)**

Digital inclusion and maximising the benefits of digital technologies is the overarching theme of the councils £1m Government funded Investment Plan. As a result between now and March 2025 digital related interventions will be delivered against the three Government set priorities:

Priority 1 - Communities and place

Priority 2 - Supporting local business

Priority 3 - People and skills.

**Priority 1: Communities & Place**:

As well as its coastal location and 24 miles of waterfront, the borough has a strong offer of sites and amenities which could be boosted through investment. It is home to the Royal Navy Submarine Museum (which is part of the National Museum of the Royal Navy), the Museum of Naval Firepower, Hovercraft Museum, and the Museum of Diving. Sports and leisure are also a major element of the tourism industry with boat hires, water sports, fishing and cruise experiences available.

There are also renowned walks in the local area, including the 3km Waterfront Trail, Lee-on-the-Solent Promenade, and outside of the town centre, such as Alver Valley Country Park and the Wild Grounds Nature Reserve. Whilst these sites attract some visitors, there are limited retail and leisure amenities to encourage substantial visitor expenditure. Gosport has a geographic advantage in the Solent for increasing harbour and marina usage for leisure vessels as well as supporting major maritime events. This area could provide growth opportunities, most likely through mixed use schemes that expand uses on site and increase values.

Finding visibility for the opportunity areas in Gosport is a key requirement to realise these opportunities. Much of the existing vacant building stock could be highlighted using digital interventions to showcase the potential for employment and growth in Gosport to prospective businesses.

New digital technology and augmented reality could also be used for improving the overall visitor experience, using buildings as a signposting system for tourists or delivering new, interactive, interpretation features.

Improving the visitor accommodation offer in Gosport has the potential to attract more visitors and boost the tourism industry.

Early project ideas have been scoped to include digital projects that will capture Gosport’s heritage in an accessible digital form, funded training for local businesses and projects that will raise aspiration and increase levels of digital inclusion.

**Priority 2: Supporting local business**

To improve employment opportunities and job density issues, the large stock of ex-MOD premises could provide space for this. The Gosport Economic Development Strategy (2020-31) indicates that although development land is limited in the borough, these premises could be remediated with investment to provide land for employment and economic use. At present, there is a pipeline of fine heritage buildings and Gosport Council is working closely with Historic England via both a Heritage Action Zone (HAZ) and a High Street HAZ to seek to identify appropriate investment that will safeguard and unlock these buildings for economic or community use.

Additionally, opportunity lies in the possibility of boosting the marine and maritime economy in Gosport, as discussed in the Solent LEP Solent 2050

Strategy. Gosport could build upon its existing maritime and defence sector to become a maritime hub as indicated in the Strategy. The Solent Maritime Enterprise Zone also presents a key opportunity to position Gosport for future maritime investment in skills and innovation. Moreover, the stock of unused ex-MOD premises could be incorporated into the marine and tourism offer with the use of digitalised skills. For example, tourism venues could be established, which could present visualisations or augmented reality as part of the marine tourism offer.

Providing fast and reliable digital connectivity to reinforce Gosport’s attractiveness as a business location – particularly within knowledge and service based sectors where growth is required to diversify Gosport’s existing business base. This is critical in developing our ‘Digital Peninsula’ concept. The 1-year business survival rate in Gosport is higher than that regionally and nationally, which presents a key prospect to attract more investment in the borough. 95% of businesses survive at least 1 year in Gosport compared to 91% in the South East and 90% nationally. In addition, the 5-year survival rate remains higher in Gosport (41%) than nationally (39%) but drops slightly lower than the South East (43%).

**Priority 3: People and Skills**

To tackle deprivation, opportunities exist in relation to the provision of facilities to deliver support services that address the issue and wellbeing initiatives that serve to prevent deprivation from worsening.

Despite low educational attainment in Gosport, there is an array of educational assets in the borough including the Defence School of Marine Engineering, St Vincent College and close proximity to the Centre of Excellence for Engineering, Manufacturing and Advanced Skills which is viewed as a key local asset.

There are also three universities near to Gosport which are key in supporting higher level skills. Increasing education and employability of local residents is key.

Encouraging closer relationships between employers and education can improve work readiness with initiatives such as planned placements to increase skills and aspiration (Gosport Economic Development Strategy 2020-2031, Gosport Borough Council, 2020). New technology and new working patterns can also play an important role in supporting employment for Gosport’s residents. With remote working becoming the norm, geographical constraints to access employment will be lessened, allowing people to get jobs further away from Gosport, where employment is available.

Ensuring that local residents have the right infrastructure and skills, including but not limited to digital, to adapt to this new way of working and are able to seize new opportunities will be essential. This will not be limited to certain groups and we will look at how to connect people of all ages and living arrangements to improve digital access and skills including residents of hostels and elderly people’s accommodation.

To combat the effects of the projected ageing population in Gosport, there must be investment to diversify career opportunities for younger people to encourage them to move into the borough. This could be made possible through creating appropriate employment and housing opportunities to suit their needs and aspirations. In parallel to this, older members of the workforce could be encouraged to stay working through initiatives such as support programmes and flexible working arrangements Gosport Economic Development Strategy 2020-2031, Gosport Borough Council, 2020.

### 1.2 OBJECTIVES

The council have identified the outcomes they wish to target based on local context, and the 7 interventions they wish to prioritise under each investment priority.

The council have already commissioned and delivered a number of projects during year one and year two of the grant period.

Included in this delivery is a Town centre Digital Hub with 12 workspaces, PC’s, webcams and work space. The town centre hub will be available for use free of charge for delivery of the year 3 projects (subject to availability and booking).

Year one & year two commissioned and delivered projects:

* Digital inclusion pilot project – providing digital skills training in the councils hostels and sheltered accommodation.
* Videography & Photography project, creating digital content to support local heritage, culture and tourism businesses with marketing, social media and digital presence.
* Design and build of a new Discover Gosport website
* Digital marketing and communication training for local businesses
* Town Centre digital totems
* Digital music project and digital magazine production, working with young people
* Digital and wellbeing community hubs in three venues across the borough
* 1-1 training provision in the digital hubs
* Digital accelerator programme in partnership with Solent Partners – Business support programme

This invitation to bid is for the delivery of 4 projects in year three, to meet outcomes from 4 of the 7 funded UKSPF interventions (See appendix 4 for Interventions, objectives, outcomes and outputs). All project proposals must be delivered in Gosport, to Gosport residents, businesses and visitors:

1. Intervention E6 (LOT 1): Support for local arts, cultural, heritage and creative activities
2. Intervention E24 (LOT 2) : Funding for new and improvements to existing training hubs, business support offers, ‘incubators’ and ‘accelerators’ for local enterprise (including social enterprise) which can support entrepreneurs and start-ups through the early stages of development and growth by offering a combination of services including account management, advice, resources, training, coaching, mentorship and access to workspace

3. Intervention E36 (LOT 3): Intervention to increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online

4. Intervention E41 (LOT 4): Funding to support local digital skills

The council are looking for contractors to plan and deliver projects to meet the outcomes of the investment priorities and the four specific interventions.

The invitation to bid is divided into 4 lots. The council would like four projects to be delivered, one project for each of LOTS 1 -4. Project proposals can complement each other, for example: A project proposal in LOT 1 and a Project proposal for LOT 4 could be individual projects that align and complement each other being delivered together, provided that the funding outcomes are met and detailed in the project briefs.

The Contractor may quote for one, two, three, four or all four lots, if desired. It is for the Contractor to determine which lot(s) they wish to submit a bid for. The Contractor will specify the lot they are bidding for within their submission.

Any Contract awarded as a result of this procurement process will use the GBC Services Contract (Appendix 1) which Contractors familiarise themselves with.

Please ensure you read all documents carefully, in addition to any instructions contained in this document, if you intend to submit a bid in response to this ITT.

**LOT 1 - Intervention E6:**

**Support for local arts, cultural, heritage and creative activities**

Revenue funding of up to £68,000 is available to deliver a project that digitally explores Gosport’s heritage. Early project ideas are to generate QR codes leading to the facts and history behind historical places of interest (See appendix 4 for intervention example projects, objectives, outputs and outcomes).

**LOT 2** **Intervention E24**:

**Funding for new and improvements to existing training hubs, business support offers, ‘incubators’ and ‘accelerators’ for local enterprise (including social enterprise) which can support entrepreneurs and start-ups through the early stages of development and growth by offering a combination of services including account management, advice, resources, training, coaching, mentorship and access to workspace**

Revenue funding of up to £46,000 is available to deliver a project that provides support to start ups and local businesses. Early project ideas include delivering funded training for local businesses to build and own a website and learn how to maintain the site.

**LOT 3 Intervention E36:**

**Intervention to increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online**

Revenue funding of £131,500 is available to deliver a project that is focused around increasing levels of inclusion and essential digital skills. We have a particular interest in delivering a project to support future careers, raise aspiration and provide opportunity for new skills to be learnt.

**LOT 4 Intervention E41:**

**Funding to support local digital skills** – Revenue funding of up to £118,600 is available to deliver a project that provides digital skills for both local people and local businesses.

**The Key Strategic objectives of the contract are**:

* To establish a contract with a Contractor who will provide a single point of responsibility for the management and delivery of the digital projects.
* To provide Services for the council based on flexibility, continuous improvement and innovation;
* To provide services focused on quality, meeting the needs of the users
* To provide services that meet the finding outcomes and align to the funding interventions
* To secure value for money services.

**The key operational objectives of the Contractor in relation to the provision of the specified services are:**

* To ensure that the services are operated in an efficient and cost effective manner with regard to their business activity;
* To reduce the overall environmental impact in delivery of the services
* To report to and liaise with council representatives for operating the services in an efficient and cost effective manner;
* To ensure compliance with all relevant regulations including Health and Safety, and to liaise with statutory authorities as appropriate;
* To offer continual advice and proposals to the council on methods of introducing additional value for money and innovation into the delivery of the services;
* To ensure high levels of satisfaction.

### 1.3 DURATION

The Contract will be established for an initial period of 6 months and must be completed no later than 31st March 2025. There will be no option to extend for a further period or periods. The Contract is intended to start as stated in the procurement timetable or as otherwise agreed.

### 1.4 QUESTIONS AND CONTACT DETAILS

All requests for clarification (whether in relation to this document, the requirement or the Tender Submission Document) should be submitted as soon as possible via: <https://sebp.due-north.com/>

Answers of all questions raised will distributed periodically to all recipients of the Invitation to Tender. If the Tenderer expresses that the question is confidential and the Council agrees that it is, then the response will be sent only to the Tenderer raising the question.

The Council will circulate answers via the procurement portal to all questions submitted by (up to and including) 16th August 2024 at 12:00pm.

Questions received after this date may not be answered.

## REQUIREMENT (including Specification)

### 2.1 BACKGROUND

Gosport Borough Council is a small local government Council located in Hampshire and was awarded funding from UK Shared Prosperity to deliver digital inclusion interventions.

The council is conducting this procurement to achieve three digital projects that can be planned and delivered before 31st March 2025, meeting the outcomes of the following digital interventions:

1. Support for local arts, cultural, heritage and creative activities

2. Funding for new and improvements to existing training hubs, business support offers, ‘incubators’ and ‘accelerators’ for local enterprise (including social enterprise) which can support entrepreneurs and start-ups through the early stages of development and growth by offering a combination of services including account management, advice, resources, training, coaching, mentorship and access to workspace

3. Intervention to increase levels of digital inclusion, with a focus on essential digital skills, communicating the benefits of getting (safely) online, and in-community support to provide users with the confidence and trust to stay online

4. Funding to support local digital skills

### 2.2 REQUIREMENTS

The council is seeking a contractor(s) to deliver four separate digital projects from the available funding streams across the four intervention (detailed in 2.1) that can be completed by 31st March 2024. Contractors are required to create innovative and exciting digital project plans.

Contractors are required to use the freedom and flexibility within this procurement to develop deliverable projects that meet the brief, digital funding interventions and outcomes.

The council require contractors to write a project brief and delivery plan for each project proposal, this must include:

* What the project is, what will be delivered.
* How the project meets the intervention
* What the planned outcomes will be
* Number of people expected to benefit from the project
* How and where the project will be delivered
* Confirmation that the project can be delivered and completed by 31st March 2025
* Project cost
* Sustainability, if the project delivers very positive outcomes that meet the needs of local people please explain how scalable the project is and how it could grow beyond the initial project period if future funding was secured.
* How will you monitor progress against expected outcomes
* What data collection will you collate and how will you share this with the council
* How a mid-point progress report will be delivered and what will be included
* Cost breakdown, to be completed n excel with a cost for each component of the project
* End of project report including a minimum of 2 case studies
* Must be able to provide examples of project delivery and confidence that the project proposal can be delivered within the timescale and funding allocation.

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### 2.3 HEALTH AND SAFETY

Depending on the project proposals, the contractor may need to produce Health & Safety requirements. Requirements will be requested by the council once the contract has been awarded and projects agreed but may include:

* risk assessments & method statements (RAMS)
* PPE requirements
* COSHH

### 2.4 INSURANCE REQUIREMENTS

The successful Respondent will maintain the following insurance cover for the duration of the commission and provide evidence of cover to the Council at any time when requested by the council.

|  |  |
| --- | --- |
| **Insurance:** | **Minimum value required** |
| Public Liability | £10 million |
| Employee Liability | £5 million |
| Professional Indemnity | £1 million |

### 2.5 ACCOUNT MANAGEMENT*.*

The Contractor will be required to provide project outcome measures and data that will be agreed at the start of the project delivery (Depending on the type of project to win each LOT.

KPI’s and data collection will be agreed at the point the contract is awarded. Contractors will be expected to state their expected outcomes in the project proposal document and report on actuals at the midway point – January 2025 and at the end of the project – March 2025.

A final project report with a minimum of 2 case studies must be completed at the end of the project and delivered complete by 31st March 2025.

The Contractor will be expected to attend meetings at the council’s reasonable request, either in person or Teams. Frequency to be agreed with a minimum of 3 meetings for contact and project progress.

### 2.6 DELIVERY OF SERVICES

The project and the outcomes must be delivered and the final report completed by 31st March 2025. This not negotiable and an extension to delivery cannot be granted.

### 2.7 INVOICING

The contractor should invoice the council monthly subject to progress, total cost of the contract will be divided into 4 monthly payments starting on 1st December 2024.

### 2.8 SOCIAL VALUE

The council is committed to the ongoing aspect of social value and sustainability and shall look to work with the Contractor in respect of continuously supporting and driving social value and sustainability outputs from this ITT.

The Council seeks to implement a sustainable structure that encourages value for money, continuous improvement and innovation and to integrate environmental considerations and delivery on social benefits through the performance of the Contract. As such the Contractor shall work with the council to support Social Value and sustainability targets and improvements within local economies.

The Contractor shall work proactively with their supply chains to promote and support Social Value and sustainability targets and improvements within local economies.

The Contractor shall be expected to carefully assess the financial, environmental and social impact of the provision of Services at all times throughout the life of the Contract.

**2.9 ALL-INCLUSIVE PRICES**

Prices submitted in response to this tender must be inclusive of all costs involved in the performance of the contract (e.g. to include project delivery, measures, case studies etc.) No expenses incurred in the performance of the services will be reimbursed separately by the council.

### 2.10 PRICE REVISIONS & VARIATIONS

Prices shall remain fixed for the duration of the contract period.

## PROCUREMENT PROCESS

### 3.1 OVERVIEW

All tenders received (that are compliant i.e. submitted in accordance with the tendering instructions) will be evaluated in accordance with the evaluation criteria as set out below.

Tenders should be prepared and submitted (using Part B of this Invitation to Tender document) in accordance with section 5, Instructions for submitting a tender of this document.

At the Council’s discretion, Tenderers may be invited to clarify their tender, as an aid for evaluators to fully understand their offers. All Tenderers should nonetheless take care to fully explain their offering in their tender submission.

The Contract will be awarded to the Tenderer which scores the highest marks following the evaluation of all tenders (in accordance with the scheme described in section 4, Evaluation of Tenders).

### 3.2 INDICATIVE PROCUREMENT TIMETABLE

The following indicative timetable is provided for Tenderers’ benefit. Please be aware that these are indicative timescales (with the exception of the deadlines in bold) and may be subject to change at the absolute discretion of the Council.

|  |  |
| --- | --- |
| **Stage / Activity** | **Indicative Date** |
| Invitation to Tender document issued | 02.08.2024 |
| Closing date for clarification questions | 16.08.2024 |
| Closing date for submission of tenders | 12:00pm 02.09.2024 |
| Preliminary evaluation of tenders | 03.09.2024 – 13.09.2024 |
| Contract award | 18.09.2024 |
| Standstill period | Midnight 30.09.2024 |
| Confirm contract award | 01.10.2024 |
| Contract start date | 04.11.2024 |
| **Contract end date** | **31.03.2025** |

## EVALUATION OF TENDERS

### 4.1 OVERVIEW

All completed tenders received will be evaluated by officers of the Council (as appropriate).

In order to be transparent, and in order that Tenderers fully understand how their tender submission will be evaluated, full details of the evaluation process are described below. Should any Tenderer not understand any element, they should make contact with the Council as per the contact details on page six.

The following price and quality weightings will be used to determine the most economically advantageous tender for each LOT:

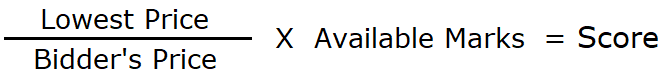
* Price **30 %**
* Quality **60%**
* Social Value **10%**

The methodology for evaluating tender submissions against these criteria is as follows:

### 4.2 PRICE 30%

Contractors are required to complete the pricing schedule (Found within Part B) and should include a total price and a breakdown of all costs.

The tenderer with the lowest price will be awarded the full score of 30. Higher-priced offers will receive a score proportionate to the lowest offer, calculated as follows:

****

### 4.3 QUALITY 60%

The quality aspect of the evaluation accounts for **60%** of the total tender score.

Tenderers will be asked to provide method statements in response to the quality questions included in section 2, Response to the Requirement and Specification, of the Tender Submission document, Part B).

There are four quality questions, with each of these having an individual weighting as shown alongside each method statement question.

When responding to the quality questions Tenderers must make sure that they answer what is being asked. Anything that is not directly relevant to the particular question should not be included, but wherever possible Tenderers should demonstrate how they will go further than what is being asked for, to add value.

Tenders should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.

For each question response/method statement in Part B, there is a maximum word limit.

Within Question 1, there is a 3000 word count maximum. This will be broken down in to two parts:

• 1500 words for your response to question one.

• 1500 words for section A of your project proposal brief - Appendix 3).

• Questions two, three and four will have a maximum word limit of 500 words.

Each quality method statement will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference to responses or information provided elsewhere in your Tender submission.

### 4.3.1 Scoring Scale

Each method statement will be scored on a scale of 0 to 4 points, according to the overall degree of assurance offered, as detailed in the table below:

|  |  |
| --- | --- |
|  | |
| **Score** | **Criteria** |
| **4** | Excellent - offers more than the expected level of quality / capability, in a way that delivers clear additional benefits to the Council. |
| **3** | Good – fully satisfactory, appears to meet all the expected level of quality / capability in all aspects. |
| **2** | Fair - demonstrates some merit and adequately meets the expected level of quality / capability but, in one or more aspects, suggests minor shortcomings of understanding or approach which may have a minor impact on service delivery or performance. |
| **1** | Poor - fundamentally fails to meet the expected level of quality / capability in one or more aspects, which may have a significant impact on service delivery or performance. |
| **0** | No information provided or an entirely unacceptable or irrelevant response |
| *Please note that scoring one (1) or less for any one or more quality method statements would give grounds for excluding the tender from further consideration. For any tenders so excluded, that tenderers price shall be excluded from the price evaluation.* | |

### 4.4 Weightings

Quality sub-criteria to be applied, and their relative weightings, are as follows*.*

**Project brief proposal – 35%**

**Communication – 5%**

**Sustainability of the project - 10%**

**Experience of project delivery 10%**

The table below demonstrates how a score will be calculated, based on hypothetical marks awarded for the four quality questions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Non-Price Quality Evaluation** | | | | |
| **Q No** | **Subject Matter** | **Weighting %** | **Maximum Evaluator Score** | **Maximum Score available** |
| 1 | **Project brief proposal** | 35% | 4 | 35% |
| 2 | **Communication** | 5% | 4 | 5% |
| 3 | **Sustainability of the project** | 10% | 4 | 10% |
| 4 | **Experience of project delivery** | 10% | 4 | 10% |
| **Maximum Score Available** | | | **16** | **60%** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Example Quality Scoring** | | | |
| Maximum mark available | Maximum weighted score available | *Mark awarded on*  *scale of 4 (example)* | *Weighted score awarded (Weighting example mark awarded)* |
| 4 | 10% | 4 | 10% |
| 4 | 10% | 3 | 7.5% |
| 4 | 10% | 2 | 5% |
| 4 | 10% | 1 | 2.5% |

### 4.5 SOCIAL VALUE 10%

The Social Value aspect of the evaluation accounts for 10% of the total tender score and will be assessed by reference to statements prepared by the Tenderer in response to the Social Value questions included in section 3, Social Value, of the Tender Submission Part B document.

Tenderers must provide method statements in response to the Social Value questions below, to describe how they will support the councils Procurement Team in the improvement of economic, social and environmental well-being in accordance with the Public Services (Social Value) Act 2012. There are 2 Social Value questions in total.

1. What steps will your organisation take to support employees in their professional development? This may be directly within your organisation and/or perhaps areas where you provide support and guidance to those outside of your organisation (for example, providing seminars, webinars, workshops etc.).
2. What steps will your organisation take to minimise the environmental impact of delivering the goods/services required as part of this Contract?

When answering the questions, Tenderers must make sure that they answer what is being asked. Anything that is not directly relevant to the questions should not be included.

Tenderers should also make sure that their answers inform not just what they do, but how they do it. It is useful to give examples and/or provide evidence to support your response. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.

### 4.5.1 Scoring Scale

Each method statement will be scored on a scale of 0 to 4 points, in accordance with the following scheme for Social Value elements:

|  |  |
| --- | --- |
| **Score** | **Classification** |
| **4** | **Excellent -** Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirements and provides comprehensive and clear details of how Social Value offers made will be delivered. The response provides a high level of certainty that the bidder will deliver their social value commitments. |
| **3** | **Good -** Response is relevant and good. The response addresses all requirements and is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled but includes some ambiguity or minor inconsistencies as to how Social Value offers made will be delivered. The response provides confidence that the bidder will deliver their Social Value commitments. |
| **2** | **Fair -** Response is relevant and fair. The response addresses all requirements and demonstrates a fair understanding of the requirements but lacks details on how certain Social Value offers made will be delivered or contains some inconsistencies. Alternatively, the response fails to address all of the requirements. The response provides some concerns that the bidder will deliver the Social Value commitment. |
| **1** | **Poor -** Response is partially relevant but generally poor.  The response addresses all requirements but contains insufficient/limited detail or explanation to demonstrate how the requirements (or any of them) will be fulfilled or contains major inconsistencies. Alternatively, the response fails to address the majority of the requirements. The response provides significant reservations that the bidder will deliver the Social Value commitment. |
| **0** | **Unacceptable -** No response submitted, or response fails entirely to demonstrate an ability to meet any of the Social Value requirements. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Non-Price Social Value Evaluation** | | | | |
| **Q No** | **Subject Matter** | **Weighting %** | **Maximum Evaluator Score** | **Maximum Score available** |
| 1 | Employees Development | 5% | 4 | 5% |
| 2 | Environmental Impact | 5% | 4 | 5% |
| **Maximum Score Available** | | | **8** | **10%** |

### 4.6 AWARD OF CONTRACT

Upon conclusion of the evaluation, the scores for price, quality and Social Value will be combined to give a total score out of 100 for each LOT and the Tenderer with the highest score will be awarded the Contract.

The Tenderer to be offered the Contract will be advised accordingly via the messaging function <https://sebp.due-north.com/> . Such award, offered pursuant to this Invitation to Tender, will be on the basis of the most economically advantageous tender, based on the evaluation criteria described above.

Tenderers whom it is proposed will not be offered the Contract will be advised of this via the messaging function <https://sebp.due-north.com/>.

The award of the Contract will be subject to a standstill period of 10 days between the notification of award decision and Contract conclusion. If representations are received during the standstill period, the Council may have to suspend the making of the Contract and extend the standstill period until any issues have been resolved; Tenderers will be advised accordingly.

All Tenderers are advised that they should not take any action for example commencing the delivery of Goods or implementation of Services, until the award decision is finalised and communicated to you as above. Tenderers should also refrain from undertaking any publicity, marketing or promotional activity until such confirmation is received. In any event, Tenderers must seek prior approval from the Council, before undertaking any marketing activity.

### 4.7 ACCEPTANCE OF TENDER

The Council does not bind itself to accept the lowest or any tender, and unless a Tenderer expressly states that a partial award will not be acceptable, then the right is reserved to accept a tender in part.

Upon conclusion of all the above stages, a formal Contract will be entered into between the Council and the successful Tenderer. The Terms and Conditions governing the Contract will be services contract.

## INSTRUCTIONS FOR COMPLETING AND SUBMITTING A TENDER

### COMPLETING THE INVITATION TO TENDER

To enable evaluating officers to assess fully the Tenderer’s suitability all of the information requested in this Invitation to Tender must be provided. Failure to complete the Tender Submission in full or failure to provide any of the documents requested may result in your tender being rejected. Questions should be answered as instructed:

* Please answer every question.
* Questions must be answered in English.
* When posed with Yes / No questions, please either circle your answer or delete as applicable.
* All other questions will require you to input text or numbers, or to tick boxes.
* Any figures requested should be stated in full (i.e. £4,000,000 not £4m) and in GBP. Where information relates to foreign accounts, amounts in alternative currencies may be stated, but must also be converted to GBP.
* If the question does not apply to you please write N/A; if you don’t know the answer please write N/K.

Only the information contained within this Invitation to Tender or otherwise communicated in writing by the Council to the Tenderer should be considered when submitting your tender.

Any information and/or documents submitted on or with this tender must relate to the Tenderer only - the Tenderer being the organisation which it is proposed will enter into a formal Contract should their tender be successful. (All responses and submissions provided by the Tenderer will form part of that Contract). The Council may seek further clarification from the Tenderer following submission of completed forms where required.

### 5.1 FORMAT OF TENDER SUBMISSION

Tenderers are required to complete all of the documentation listed below. You may complete the documentation electronically but must not make any changes to the structure and/or order of the document provided (except as necessary to accommodate your responses, i.e. enlarging response boxes etc.). In particular, please do not undertake any substantive changes to formatting, or add appendices instead of completing the tables provided, and so on, except as may be expressly requested or are necessary to properly present your offer.

You should complete and submit Appendix 3 and all schedules in Part B of this document, for each LOT, namely:

1. Organisation Details and General Information
2. Response to Requirement and Specification
3. Pricing Schedule
4. Freedom of Information Exclusion Schedule
5. Tendering Declaration
6. Enclosures Checklist

The declaration must be signed by a director, partner or other senior authorised representative in her / his own name and on behalf of the organisation. The details contained in each Tenderer’s response may be specified in any Contract or may form an appendix thereof. Tenderers should therefore make sure that their responses are authorised at an appropriate level which would enable them, should they be successful, to become the subject of a binding Contract.

### 5.2 SUBMITTING YOUR TENDER

In order to submit a tender for this procurement, you are required toupload your tender electronically through the Council’s E-Tendering Portal Proactis the messaging function <https://sebp.due-north.com/> prior to the tender closing date and time.

**Completed tender submissions must be uploaded by 02 September 2024 at 12:00pm.** Any amendments to the submission deadline will be communicated through the E-Tendering Portal. Tenders submitted after the designated time and date will be rejected. Tenders and/or any documentation supporting a tender submission must NOT be submitted by fax or email.

## CONDITIONS OF TENDER

In submitting a response to this Invitation to Tender, Tenderers do so on the conditions set out below. In the event of any breach of the conditions the Council shall be entitled to terminate any arrangement made as a result of such tender and to claim damages accordingly.

### 6.1 WARNINGS AND DISCLAIMERS

* Tenderers should consider only the information contained within this Invitation to Tender, or otherwise communicated in writing to Tenderers, when preparing their tender.
* Information supplied by the Council (whether in this document or otherwise) is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of such information. The Council cannot accept responsibility for any inaccurate information obtained by Tenderers.

### 6.2 TENDERER CONDUCT AND CONFLICTS OF INTEREST

* Tenderers shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the tender or proposed tender, except where the disclosure in confidence of the approximate amount of tender is necessary to obtain insurance cover.
* The tender shall be a bona-fide tender and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.
* Tenderers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from tendering or agree as to the amount of any other tender to be submitted.
* Tenderers must not, in connection with the proposed Contract:
  + offer any inducement, fee or reward to any member or officer of the Council
  + do anything which would constitute a breach of the Bribery Act 2010 or the Section 117 (2) Local Government Act 1972, or
  + canvass any of the persons referred to above in connection with the Contract; or contact any member or officer of the Council or any person acting as an advisor to the Council (except as authorised by this Invitation to Tender for the purpose of asking genuine questions about the process or the Contract) about any aspect of the proposed Contract or for soliciting information in connection therewith.
* Tenderers are responsible for ensuring that no conflicts of interest exist between the Tenderer and its advisors and the Council and its advisors. Any Tenderer who fails to comply with this requirement may be disqualified from the procurement process at the discretion of the Council. Any conflicts of interest must be declared to the Council at the earliest opportunity.

### 6.3 TENDERER’S RESPONSIBILITY TO SUBMIT A COMPLETE TENDER

* It is the Tenderer’s responsibility to ensure that their submitted tender is complete, prepared and submitted in accordance with the instructions contained herein, and signed and dated where required. The Council are not obliged to consider any tender which is incomplete or not prepared or submitted in accordance with the said instructions, but at its sole discretion the Council may offer a Tenderer who submits such a tender an opportunity to remedy the omission before evaluation of the tender takes place, provided that in the judgement of the Council this does not adversely affect the integrity and fairness of the tender exercise.
* Unless specifically withdrawn in writing, tenders shall remain open for acceptance for a period of 60 days from the return date.

### 6.4 BID COSTS

* The Council will not be liable for any tender costs, expenditure, work, or effort incurred by a Tenderer in proceeding with or participating in this procurement process, including if the procurement process is terminated or amended by the Council.

### 6.5 THE COUNCIL’S RIGHTS

The Council reserves the right to

* Seek additional information or clarification from Tenderers at any time during the tender process.
* Disqualify any Tenderer that does not submit a compliant tender, in accordance with the instructions given in this Invitation to Tender.
* Disqualify any Tenderer that is guilty of serious misrepresentation in relation to its tender, expression of interest, the application form or the procurement process.
* Withdraw this Invitation to Tender at any time, and to re-invite tenders on the same or any alternative basis.
* Choose not to award any Contract as a result of the procurement process.
* Make whatever changes it sees fit to the timetable, structure or content of the procurement process.
* Retain copies of all tender submissions to satisfy its audit obligations and for other purposes.

### 6.6 CONFIDENTIALITY AND FREEDOM OF INFORMATION ACT

* This Invitation to Tender is made available on condition that its contents (including the fact that the Tenderer has received this Invitation to Tender) is kept confidential by the Tenderer and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the Tenderer to submit a tender.
* As a public body, the Council is subject to the provisions of the Freedom of Information Act 2000 (FOIA) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.
* The Council shall treat all Tenderers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA.
* Tenderers should be aware that, in compliance with its transparency obligations, the Council may publish details of its Contract(s), including the Contract values and the identities of its Service Providers on its website.
* More information is available on [www.ico.org.uk](http://www.ico.org.uk/)

### 6.7 PUBLICITY

* No publicity regarding the Contract or the award of any Contract will be permitted unless and until the Council has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of the Council.

## TERMS AND CONDITIONS

The Terms and Conditions that will apply to the awarded Contract of this tender process can be found within Appendix 1.

By submitting a bid, Tenderers are agreeing to be bound by the Terms and Conditions without further negotiation or amendment, and must sign the Tendering Declaration accordingly.