Appendix 1 – Response Schedule

Please complete section 3 and 4 below.

## Organisation and Contact Details (If not already provided on ProContract)

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered**  **office)** |  |
| **A-4 Organisation Registration Number**  **(if applicable)** |  |
| **A-5 Is your organisation a:**   * Sole Trader * Partnership * Public Limited Company * Private Ltd Company * Voluntary & Community Sector * Charity * SME (Small and Medium Enterprise) * Other |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a**  **member of a group of companies,**  **please give the name and**  **address of the ultimate holding**  **company** |  |
| **A-8 Name of person to whom**  **any queries relating to this quote**  **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address**  **(if different to the Address above)** |  |

## Questions

Please see Section 1, Part F (*Evaluation of Quotations*) for details on the weighting and scoring criteria.

|  |  |  |
| --- | --- | --- |
| **Question**  **Number** | **Question** | **% of available points** |
| 1 | Compliance with the specification  Please set out how you would meet the specification including the delivery of deliberative workshops, gather feedback on the experience of passengers on the vehicle and surveys of travellers, employees and local communities in and around the sites.  **(Answer maximum 2 A4 pages in Font Arial 11)** | **40%** |
| Potential Provider’s Response |  |  |
| 2 | Experience  Please describe how and when you have undertaken this type of work of a similar scale in the last 3 years.  **(Answer maximum 2 A4 pages in Font Arial 11)** | **30%** |
| Potential Provider’s Response |  |  |
|  |  |  |
| 3 | **Resource**  Please provide short summaries of who will be working on this project and the role they will play.  **(Answer maximum 2 A4 pages in Font Arial 11)** | **20%** |
| Potential Provider’s Response |  |  |
| 5 | **Added value to project**  The Public Services (Social Value) Act 2012 requires public authorities to have regard to economic, social and environmental wellbeing in connection with public service contracts; Please take this opportunity to consider what other value can they bring to this contract over and above the requirements in the Specification.  **(Answer maximum 2 A4 pages in Font Arial 11)** | **10%** |
| Potential Provider’s Response |  |  |
| 6 | The level of insurance required is   * Public Liability - £5m * Employers Liability - £5m * Professional Indemnity - £2m   Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award? | PASS/FAIL |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract    **No** - but will provide the Authority‘s level of cover requested if awarded contract    **No** - have not got cover and won't provide Authority’s level of cover |  |
| 7 | The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015. | PASS/FAIL |
| Potential Provider’s Response | **Yes**–in response to this quotation our supply chain complies with the Modern Slavery Act 2015    **No**–in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 |  |
| 8 | The Authority wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are complaint with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act.  Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act. | PASS/FAIL |
| Potential Provider’s Response | Yes–in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.    No–in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act. |  |
|  |  |  |