

REQUEST FOR QUOTATION FOR provision of an Evaluation of the Opportunity Area School Improvement Programme for schools in fenland and east cambridgeshire





The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Cambridgeshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Cambridgeshire County Council to encourage effective trade between the Council and local small businesses.

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# INTRODUCTION

## GENERAL REQUIREMENTS

Cambridgeshire County Council invites quotations for the evaluation of the Opportunity Area School Improvement Programme.

The Authority’s detailed requirements are defined in Part 2 - Specification.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the buyer via the method stated below.

The Authority reserves the right to:

* carry out due diligence checks on the awarded provider;
* amend the conditions of Contract attached in Appendix 1;
* abandon the procurement process at any stage without any liability to the Authority; and or
* require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

## BACKGROUND

Cambridgeshire County Council is the local government body responsible for administering public services for a geographical area of approximately 1300 square miles bordering Lincolnshire, Norfolk, Suffolk, Essex, Hertfordshire, Bedfordshire and Northamptonshire. Cambridgeshire has a population of approximately 621,200.

Cambridgeshire County Council was formed in 1974 and quickly established a reputation for managerial innovation. This included medium term planning, local financial management (the County Council pioneered the delegation of budgets to schools), the development of an internal market for support services, and imaginative approaches to service delivery including the out-sourcing of a number of Council services.

The vision for Cambridgeshire is to Making Cambridgeshire a great place to call home. The Council priorities are:

• Supporting and protecting people when they need it most

• Helping people to live independent and healthy lives in their communities

• Developing our local economy for the benefit of all.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 20/09/2019 |
| **Deadline for Clarification Questions** | 07/10/2019 5pm |
| **Deadline for Quotation Responses** | 17/10/2019 5pm |
| **Quotation Evaluation** | w/c 21/10/2019 |
| **Contract Awarded / Start Date** | w/c 04/11/2019 |

## CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred via email to:

|  |  |
| --- | --- |
| **Name** | Jacquie Woodcock |
| **Job Title** | Opportunity Area School Improvement Project Lead |
| **Telephone** | 01223 703291 |
| **Email** | [Jacquie.Woodcock@cambridgeshire.gov.uk](mailto:Jacquie.Woodcock@cambridgeshire.gov.uk) |
| **Deadline for questions (date & time)** | 07/10/2019, 5pm |

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via email to:

|  |  |
| --- | --- |
| **Name** | Jacquie Woodcock |
| **Job Title** | Opportunity Area School Improvement Project Lead |
| **Telephone** | 01223 703291 |
| **Email** | [Jacquie.Woodcock@cambridgeshire.gov.uk](mailto:Jacquie.Woodcock@cambridgeshire.gov.uk) |
| **Respond by Date & Time** | 17/10/2019, 5pm |

## EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

|  |
| --- |
| **Evaluation Method 3: Weighted combination of Quality and Price** |

**Quality Questions at 80% + Pricing at 20% = 100%**

A minimum quality score of 60% will apply. Any responses which score zero for any questions will be automatically eliminated.

The Quality Questions will be scored using the following scale:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 4 | * Response addresses **all** relevant criteria * The response provides evaluators with evidence, assurance and confidence that all criteria will be met to a high level through its comprehensive response to the question. |
| 3 | * Response addresses **all** relevant criteria * The response provides evaluators with evidence that the criteria will be met. However the evaluators require further detail for some criteria to fully understand how the requirement would be delivered to a high level. |
| 2 | * The response addresses **some** of the relevant criteria only which gives the evaluators some confidence the criteria will be met. |
| 1 | * Regardless of whether some, most or all criteria have been addressed, the response overall lacks sufficient detail or is unclear, meaning that evaluators are not confident that the requirement will be delivered to an acceptable level |
| 0 | * Response does not answer the question or is completely irrelevant |

1. **Pricing (Part 4)**

Pricing % will be calculated as follows:

The bid with the lowest overall price will receive a full score of 20%

The following calculation will be applied to the other bids:

Score = 20 – ((( Price - Lowest Price ) / Lowest Price x 100 ) x ( 20 / 100 ))

This means than any bid that is double or more the lowest compliant bid will score 0% for the pricing element.

# SPECIFICATION

1. **Overview**
   1. The Fenland and East Cambridgeshire Opportunity Area, in partnership with Cambridgeshire County Council, is inviting providers to design and deliver an evaluation of the Opportunity Area School Improvement Programme, which is a £1.2million programme focused on at least 21 schools across Fenland and East Cambridgeshire.
   2. The successful provider will need to demonstrate a strong track record in designing and delivering mixed method evaluations specifically focused on education, and will be required to have a strong understanding of primary and secondary education systems, as well as the specific educational concerns in Fenland and East Cambridgeshire.
   3. The successful provider will design and deliver a robust evaluation of the School Improvement Programme, focusing on the effect that this programme has had on participating schools, whether the methods used in the programme were successful and what lessons can be learnt for future similar programmes.
2. **Background**
   1. In January 2017, Fenland and East Cambridgeshire was designated as one of 12 Opportunity Areas by the Department for Education. This was in response to findings in the 2016 Social Mobility Index which demonstrated that Fenland and East Cambridgeshire are ‘cold spots’ for social mobility.
   2. The Department for Education (DfE) has dedicated £72million to the Opportunity Areas programme to improve social mobility, as well as tailoring existing DfE schemes to be more relevant for the 12 Opportunity Areas.
   3. A key project within the Fenland and East Cambridgeshire Opportunity Area is the School Improvement Programme. We are working with at least 21 schools across Fenland and East Cambridgeshire (which currently includes 18 primary schools and 3 secondary schools), which have been selected using analysis of schools’ data and knowledge from local stakeholders.
   4. Each school in the School Improvement Programme is working directly with a local NLE (National Leader in Education) to audit the needs of the school and develop a bespoke training programme. There are also elements of the School Improvement Programme which will be universal for all schools in the programme.
   5. The School Improvement Programme was launched in January 2019 and will continue until the end of the Opportunity Area programme in July 2020.
   6. The aim of this evaluation is to identify the successes and strengths of the School Improvement Programme, and identify lessons learned if a similar project were to be repeated in future.
3. **Local context**
   1. Fenland and East Cambridgeshire are neighbouring districts within Cambridgeshire. Both districts are predominantly rural, with a number of market towns (Wisbech, Chatteris, March and Whittlesey in Fenland), and one city (Ely).
   2. A number of initiatives are underway within the Opportunity Area programme to improve social mobility in the area. These initiatives include bespoke training offers for school staff, grants to improve evidence-based practice in schools and early years settings, a range of funded incentives to attract new teachers to the area, and a marketing campaign advertising teaching in Fenland and East Cambridgeshire.
   3. Attainment data and information from key stakeholders demonstrate that a number of schools across Fenland and East Cambridgeshire require support to make improvements. Therefore, in addition to the other work across the programme, the Opportunity Area have designed a bespoke School Improvement programme for 21 schools.
   4. The first aspect of the School Improvement Programme has involved putting schools into triads, and matching each triad with an NLE (National Leader of Education). These NLEs have supported schools to identify their strengths and areas for development, and to develop detailed action plans for improvement. The Opportunity Area team will use these action plans to design a bespoke programme for each school.
   5. There will also be some universal elements of the School Improvement Programme, which will include: SEND and Mental Health support; Phonics support; Maths support; support with leadership and management.
4. **Key Activities and Outputs**
   1. The chosen provider will be expected to design a programme which will answer the following research questions:

* The extent to which the School Improvement Programme has contributed to improvement within individual participating schools.
* The extent to which the School Improvement Programme has contributed to overall educational improvement in Fenland and East Cambridgeshire.
* The extent to which the School Improvement Programme is likely to have increased pupil attainment in participating schools, bearing in mind that attainment data is unlikely to be available before the end of the evaluation period.
* The extent to which the School Improvement Programme is likely to have improved Ofsted ratings in participating schools, bearing in mind that inspections are unlikely to take place in the majority of participating schools before the end of the evaluation period.
* The extent to which this is an effective way of delivering school improvement.
  1. The chosen provider will be expected to use a mixed methods approach incorporating primary research with participating schools and key members of the Opportunity Area team and analysis of relevant key data. Elements that could be included, but not limited to the following:
* Evaluation set-up / lit review
* Documentation review
* Logic model refinement
* Development of the action plans
* Implementation of support
* Cost benefit analysis
* Headteacher consultations
* Subject leader consultations
* Teacher consultations
  1. The chosen provider will be expected to submit two reports, as follows:
* An interim report by the end of January 2020.
* A final report by the end of June 2020.
  1. The chosen provider will be expected to submit these reports in written form to the Opportunity Area team, and may be asked to present the findings at meetings of the Opportunity Area Partnership Board.

1. **Partnership and Consortium**
   1. This contract may be delivered by a single Provider or by a partnership/consortium of Providers. Whichever is the case, the service must be managed by a single provider or lead contractor.
2. **The Providers**
   1. Bidding providers will demonstrate the following in their response to this brief:

* Capacity to deliver the contract within the timetable.
* Appropriate skill relevant to this contract.
* Their methodology and approach to this piece of work.

1. **Fee Proposal and Financial Arrangements**
   1. Bidders will be asked to submit their price in the form of the pricing schedule in the online questionnaire.
   2. The maximum funding for this contract will be **£70,000.** Bids over this value will be automatically rejected.

# SUPPORTING INFORMATION

Please access ProContract to complete this information (delete as appropriate).

## Organisation and Contact Details

|  |  |
| --- | --- |
| **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** | **Weighting (1 = Low,  2 =Med or  3= High)** |
| 1 | Please outline your suitability for undertaking this evaluation, including **knowledge**, **experience** and reference to any **similar evaluation** that your organisation has carried out. |  |
| Potential Provider’s Response |  |  |
| 2 | Please outline your evaluation programme methodology, including **timescales** and intended **methods of data collection**. |  |
| Potential Provider’s Response |  |  |
| 3 | Please outline **the areas of focus** for your evaluation broken down by evaluation of **process** and evaluation of **impact**. |  |
| Potential Provider’s Response |  |  |
| 4 | Please outline the **qualifications** and **expertise** of any staff members who would be involved in this evaluation, with reference to their **suitability** for this contract. |  |
| Potential Provider’s Response |  |  |
| 5 | Please outline your understanding of the **challenges** for education providers in Fenland and East Cambridgeshire and **how you would overcome** those that would be **relevant** **to the evaluation**. |  |
| Potential Provider’s Response |  |  |
| 6 | The level of insurance required is £2million public liability, £1million professional indemnity and £5million employers’ liability.  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 question. Potential Providers who answer ‘No - have not got cover and won't provide Authority’s level of cover’ will fail the RFQ process.** |
| 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 question. Potential Providers who answer ‘No’ - will fail the RFQ process.** |
| 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 |  |

# PRICING SHEET

## Pricing and Costs

Please insert the total cost for the OA School Improvement Programme evaluation in the table below, broken down into key components (e.g. evaluation set up, documentation review, action plan development, cost/benefit analysis, consultations, areas of focus, staff, resources, travel etc.)

|  |  |  |  |
| --- | --- | --- | --- |
| **Component** | **Component description** | **Delivery by** | **Costs (£)** |
|  |  |  |  |
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# FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Authority’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

|  |
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|  |

**Request for Quotation for** Evaluation of the Opportunity Area of Fenland and East Cambridgeshire School Improvement Programme.

|  |  |
| --- | --- |
| I the undersigned hereby declare by marking an X in the box: |  |

1. that the information provided is complete and accurate;
2. that the price in Section 4 is our best offer;
3. that no collusion with other organisations has taken place in order to fix the price;
4. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
5. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Authority in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position held** |  |
| **Date** |  |