**Essex County Council**

**Request for Quotation (RFQ)**

 **Consultancy Support for the production of the South East Local Enterprise Partnership’s new Strategic Economic Plan**

**31st March 2017**

**To be completed in full and returned by 12 noon on 18/04/2017 to** **lep@essex.gov.uk**

**Please ensure you password protect your response and e-mail the password in a separate message, once your response has been sent.**

 

**To be completed in full and returned to** **lep@essex.gov.uk**

**Please ensure your response is password protected before e-mailing to ensure your response is kept secure. Please send in a separate e-mail the password for the document.**

**Clarification questions to be submitted between 31/03/17 and 06/04/17**

**RFQ responses must be completed in full and returned with all appropriate attachments by 12 noon on the 18/04/17**

1. **RFQ Guidance, Instructions & Declaration**

**RFQ for Consultancy Support for the Refresh of the South East Local Enterprise Partnership’s (SELEP’s) Strategic Economic Plan (SEP)**

* 1. **RFQ**

The South East Local Enterprise Partnership (SELEP) invites you to submit a quotation for this requirement by e-mail.

This section of the RFQ provides bidders with Instructions and/or Key Documents, as well as any necessary declarations required.

Bidders must answer all the questions in the RFQ Document. If a question does not apply, then please detail Not Applicable and provide a brief reason why.

In consideration of the opportunity to participate in email RFQ’s held and conducted by SELEP (“Authority”), your company ("Bidder") agrees to the following terms and conditions:

A. The Authority reserves the right to amend, modify or withdraw the email RFQ. The Authority reserves the right to accept or reject all or part of your proposal. The Authority is not liable for any costs incurred by the Bidder in the preparation, presentation, or any other aspect of the Bidder's bid. The Authority will not reimburse any expense incurred by you in preparing your bid. Bidders take part in this e-mail RFQ entirely at their own risk and cost.

B. All Bids which the Bidder submits through the email RFQ are legally valid quotations without qualification, except for data entry errors. All rates and prices quoted must exclude VAT and must be in sterling.

C. The Bidder shall keep the email RFQ content, other confidential materials provided by the Site and/or the Authority, and all bids provided by the Bidder or another participating organisation in confidence and shall not disclose the foregoing to any third party.

D. Bidders should ensure that they read and digest all of the required actions and appropriate deadlines and any subsequent communications. Bidders should not leave their response until the last minutes / hours before the deadline. (If you experience connection problems you will miss the deadline and your response may be deemed noncompliant and rejected by the Authority) If The Bidder experiences any difficulties during an email RFQ, The Bidder must notify the Authority immediately.

E. The Authority will deem that the question or request for clarification or further information has been withdrawn if the Authority is not contacted in writing within three Business Days following the Bidder being so informed; and
should the Authority treat a question as commercially confidential information under the protocol described above, Bidders should be aware that this will not necessarily enable ECC to exempt it from disclosure under the Freedom of Information Act 2000 should a request for such information be made.

F. All parties will prohibit unethical behaviour and are expected to notify the Authority by contacting the appropriate project team if they witness practices that compromise the fair operation of the RFQ. Unethical behaviour will result in disqualification from the RFQ.

G. The terms and conditions of this element shall survive completion of the email RFQ.

H. Quotations for part or parts only of the service or for different standards or frequencies of service or made subject to alternative or additional terms or conditions may be rejected, or may be rejected for the reasons of such alterations or additions only.

I. Bidders are expected to keep the RFQ quotation valid for acceptance for a period of 120 days from the RFQ closing date.

Please find attached the following documents:

Terms & Conditions of Contract (Standard).



**Specification**



Evaluation Sheet



If a Bidder has any questions on the RFQ or attachments then you will need to e-mail the Buyer to clarify and respond to your question. Please do not leave clarifications until the response deadline as this may mean your response is not accepted by the Buyer.

**1.2 RFQ Dates**

|  |  |
| --- | --- |
| RFQ released  | 31/03/17 |
| Clarifications | 31/03/17 to 06/04/17 |
| RFQ response returned  | 18/04/17 no later than 12 noon |
| Evaluation | 19/04/17 and 20/04/17 |
| Award decision  | 21/04/17 |
| Contract start | Week commencing 24/04/17 |
| Final draft of SEP produced | August 2017 TBC |
| Launch of new SEP | October 2017 - TBC |

Bidders should be aware that this RFQ is based on a standard template that has been customised for this particular requirement.

**1.3 Evaluation**

Please note, bidders quality responses will either 'Pass' or 'Fail' in line with whether, in our assessment, they have the capability and capacity to meet the minimum requirements set out in the Evaluation matrix to meet our Specification.

This assessment will be made through an evaluation of the answers provided to the questions asked in this document. The full details on what the evaluation will comprise of can be found in the evaluation matrix attached above

If the minimum Quality standards are met, the Commercial response will then be evaluated. The bidder who submits the lowest offer will be awarded the contract.

**1.4 General Questions**

**This RFQ and any Essex County Council documents referred to in this RFQ will form the Contract if you are successful. Bidders that do not accept the terms set out in this RFQ will not have their response evaluated. Where there is any conflict between the Bidder’s RFQ Response and Essex County Councils documents, Essex County Council’s documents shall take precedence.**

**The Bidder will need to complete question 1 in full in order to submit a compliant Bid under the RFQ process. This is because the subsequent Contract will be formed by the Bidders RFQ response and other documents referred to in this RFQ. A separate Contract will not be issued. The Buyer will issue an award letter to the successful Bidder who will become the Supplier.**

Any concern regarding the terms of the contract should be raised as a clarification before submitting your final RFQ response. No outstanding or new clarifications can be submitted as part of the bidder’s RFQ response.

Q1A. Declaration

Please confirm that you have read, understood and accept the contents of this RFQ, the Specification, the Terms and Conditions, Evaluation, Award letter, and any other attachments referred to herein (collectively referred to as the ‘Contract’)

Please respond to this question by ticking or typing Yes in the relevant box and completing the information box below in full.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes  |  | No |  |
| Details of the person confirming Yes or No:Name:E-Signature:Job Title:E-mail Address:Contact Number:Main Office Number:Full Postal Address: |

Q1B. Contact

Please confirm if successful, who will be the main contact for this contract and provide the following full contact details?

Please respond to this question by completing the box below in full.

|  |
| --- |
| Name:Job Title:E-mail Address:Contact Number:Main Office Number:Full Postal Address: |

1. **Specification**

The requirements document (specification) can be found at the top of this RFQ on page 3. Please read the document in full before completing the following questions.

**Sections 3 – 10 are quality questions and are all based on pass/fail criteria detailed in the Evaluation Matrix.** If a Bidder does not provide the information requested or in the layout detailed against the relevant question this may result in a fail. Full details of the evaluation are provided in the evaluation Matrix on page 4.

1. **Requirement Specific Questions**

This section is based on what the Buyer requires the Bidder to provide, and the Bidders experience. This is to deliver against the specification.

Q3.1. Product/Service.

How will you meet the needs of the specification? Please provide full details of how you will deliver the product to SELEP.

2 x A4 page response maximum to be detailed here or attached here, or at the end of this document with the title 3.1 product/service.

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Q3.2. Consultation and Stakeholder Management

In addition to the response at 3.1, please provide full details of your intended approach to consultation with the stakeholders as identified at paragraph 5.5 of the specification alongside your preferred relationship management model. Please note this will form the basis of a discussion with the Senior Officer Group in April for the successful bidder.

2 x A4 page response to be detailed here or attached here or at the end of this document with the title 3.2 Consultation and Stakeholder Management

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Q3.3. Communication

How will you communicate with SELEP to update on progress of the contract, schedules, payment issues, changes to the contract?

1 x A4 page response to be detailed here or at the end of this document with the title 3.3 Communication

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Q3.4 Past Experience

Please provide details of your past experience in one or more current or previous contracts that are of a similar nature over the last three years. These contracts must have been with Local Enterprise Partnerships or similar sub-national governmental agencies operating in the economic growth sector. Please detail the name of the contract, customer name, value, term and description. Please also provide details of what worked well and any lessons learned. Please include any testimonials available to support your submission.

2 x A4 page response to be detailed here or attached here or at the end of this document with the title 3.4 Past Experience.

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Q3.5 Value for Money

How will you ensure the service/product is being delivered as a value for money service/Product? Please provide details of future developments, benchmarking on prices, working with SELEP for better services/delivery. Also, please provide day rates against roles for those you expect to working on this contract.

1 x A4 page response to be detailed here or attached here or at the end of this document with the title 3.5 Value for Money.

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1. **Insurance**

When working with Essex County Council Bidders are required to have the appropriate insurances to mitigate risk. Please read the following questions and respond as appropriate.

If you cannot answer yes, or willing to obtain, your quotation will not be accepted.

Q 4.1 Employers Liability

Do you currently have Employer's Liability Insurance in place total value of **£5M** or, if not currently in place, do you confirm that you would be willing to obtain it and confirm that you will provide evidence of this cover at an appropriate point prior to contract award (to be notified by ECC)?

Please confirm your response in the box below detailing if you have insurance or are willing to obtain, and that it would be before contract start. If you already have the insurance please provide a copy. If responding no, please provide full details why.

|  |  |
| --- | --- |
| Yes or willing to obtain |  |
| No |  |

Q4.2 Public Liability

Do you currently have Public Liability Insurance in place to a value of **£5M** or, if not currently in place, do you confirm that you would be willing to obtain it and confirm that you will provide evidence of this cover at an appropriate point prior to contract award (to be notified by ECC)?

Please confirm your response in the box below detailing if you have insurance or are willing to obtain, and that it would be before contract start. If you already have the insurance please provide a copy. If responding no, please provide full details why.

|  |  |
| --- | --- |
| Yes or willing to obtain |  |
| No |  |

Q4.3 Professional Indemnity

Do you currently have Professional Indemnity Insurance in place to a value of **£500,000** or, if not currently in place, do you confirm that you would be willing to obtain it and confirm that you will provide evidence of this cover at an appropriate time prior to contract award (to be notified by ECC)?

Please confirm your response in the box below detailing if you have insurance or are willing to obtain, and that it would be before contract start. If you already have the insurance please provide a copy. If responding no, please provide full details why.

|  |  |
| --- | --- |
| Yes or willing to obtain |  |
| No |  |

1. **Equality & Diversity**

Essex works to deliver services and products whilst **paying due regard to the Public Sector Equality Duty in the Equality Act 2010.  Equality is treating everyone fairly in accessing services and in the workplace. Diversity is acknowledging, recognising and celebrating difference between different communities.**

We have provided a copy of Essex County Councils Equality & Diversity Policy within the specification attached on page 3. Please read the policy for your information before answering the questions.

Q5.1. Equality & Diversity

Does your organisation fully comply with your statutory obligations under the Equality Act 2010? Here is a link to the act: <https://www.gov.uk/guidance/equality-act-2010-guidance>

If you are not currently subject to UK legislation, do you comply with equivalent legislation that is designed to eliminate discrimination and promote equality of opportunity?

Please detail if you comply and how. Response to be detailed here or attached here or at the end of this document with the title 5.1 Equality & Diversity.

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Q5.2 Equality Challenge

Have you ever been challenged under the Equality Act, e.g. a discrimination case? Please either detail N/a or provide full details of the challenge and the outcome of the challenge as well as any changes in practises or working.

Response to be detailed here or attached here or at the end of this document with the title 5.2 Equality challenge

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Q5.3 Modern Slavery

Please self-certify that you are taking steps to ensure that there is no modern slavery or human trafficking (as defined in the Modern Slavery Act 2015) in your organisation or supply chain relating to the requested services/supplies/works requirements?.

Here is a link to the Act: <http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted>

Please comment against the correct statement below:

|  |  |
| --- | --- |
| We confirm that we are taking steps to ensure there is no modern slavery or Human Trafficking within our organisation or our supply chain. |  |
| We are not currently taking steps to ensure there is no modern slavery or Human Trafficking within our organisation or our supply chain, however we will do going forward and will confirm this if successful in this RFQ |  |
| We are not taking any steps |  |

1. **Data Protection and ICO Registration**

Data Protection

Data protection is about ensuring information is collected and stored appropriately. Protecting data is a legislative requirement under the Data Protection Act 1998. Essex County Council and any suppliers engaged to undertake duties on behalf of ECC must comply with this Act or face potential fines or regulatory action.

Here is a link to the Act: <https://www.gov.uk/data-protection/the-data-protection-act>.

We will require regular assurance that compliance with the Data Protection Act 1998 is being undertaken if you are successful. Please find a link to some further guidance from the ICO: <https://ico.org.uk/media/for-organisations/guide-to-data-protection-2-2.pdf>

All Bidders must answer question 6.1 as failure to do so will result in failing your quality evaluation.

Q6.1 Data Protection

Does your organisation fully comply with your statutory obligations under the Data Protection Act? As part of your answer, please confirm that you will manage ECC information in line with the Data Protection Act 1998.

If not please provide further details about how you store and collect data to ensure it is safe?

Please confirm your response in the box below or attached here or at the end of this document with the title 6.1 Data protection

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6.2 ICO Registration

Please detail your ICO registration details if this is of relevance to the service or products you are proposing to supply, or if the Authority has confirmed within the specification that this question is Mandatory to the requirement. If not please detail why this is not relevant to you.

The register of data controllers can be found here:

https://ico.org.uk/about-the-ico/what-we-do/register-of-data-controllers/

Response to be detailed here or attached here or at the end of this document with the title 6.2 ICO registration

|  |  |  |  |
| --- | --- | --- | --- |
| Data Controller | Registration number | Date registered | Registration expires |
|  |  |  |  |

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1. **Health and Safety**

Essex County Council has to adhere to the Health & Safety at work Act. Any Bidders supplying the Authority will need to do so as well. Here is a link to the Act: <http://www.hse.gov.uk/legislation/hswa.htm>

Q7.1 Health & Safety

It is a legislative requirement for organisations with 5 or more permanent employees to have a Health & Safety Policy. If you have 5 or more permanent employees please confirm if you have a Health & Safety Policy? If you have less than 5 please provide details of how you ensure your workplace is safe?

Response to be detailed here or attached here or at the end of this document with the title 7.1 Health & Safety.

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1. **Environment**

Essex County Council works towards supporting the environment in what they do. We are ISO14001 accredited and have many good working practises and initiatives to help our local and national environment where we can. This covers communities, being green, working with small and medium sized enterprises, and we expect the supply chain where appropriate to be considerate to the environment. Please find a copy of our policy.

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Q8.1 Environment

The bidder confirms that they are aware of ECC’s Environmental Statement, and should they be successful, they are committed to working with ECC to fulfil the vision outlined in the Statement. Yes/No?

Please indicate below by putting an X in the relevant response box.

|  |  |
| --- | --- |
| Yes  |  |
| No |  |

1. **E-procurement**

Essex County Council uses a Purchase to Pay (P2P) system to issue Purchase Orders and for Invoice Processing.

The questions in this section represent the minimum E-Procurement requirements and your response may be rejected if you are unable to comply. It is only in exceptional circumstances that a bidder may be granted an exception if they are unable to meet these minimum basic requirements.

If you are unable to answer 'Yes' to these questions, please contact us for further advice before submitting your RFQ response.

Q9.1 Electronic Orders

As part of this contract, the Successful Bidder will be required to receive orders sent electronically (via P2P) to a central e-mail address, from the contract start date. Please find a link to the internet page for a full explanation of all e-invoicing options:

<http://www.essex.gov.uk/Business-Partners/Supplying-Council/Pages/IDeA-Marketplace.aspx>

Please can you confirm that your organisation can fully meet with this requirement? Please indicate below by putting an X in the relevant response box.

|  |  |
| --- | --- |
| Yes |  |
| No  |  |

Q9.2 Electronic Invoicing

As part of this contract, the Successful Bidder will be required to submit invoices electronically via P2P from the contract start date. Please can you confirm that as a minimum, your organisation will submit invoices electronically (via P2P) by utilising the PO Flip method, from the contract start date? Please indicate below by putting an X in the relevant response box.

|  |  |
| --- | --- |
| Yes |  |
| No  |  |

1. **Pricing**

Please submit your total price here £…………..

All prices should be exempt of VAT and include any reasonable expenses

Please provide a summarised breakdown of your price on the attached matrix below.

 

1. **Freedom of information**

Q15.1 FOI

Bidders are required to read and complete the attached Freedom of Information table as part of their submission if they consider that their submission contains confidential information. Please download the document and complete in full.



Please include your completed Freedom of Information table in your submission if applicable. Please detail below - Applicable and attached / N/a – Nothing Confidential.

Completed response to be detailed below orattached here or at the end of this document with the title 15.1 FOI.

1. **Bidder Feedback**

We are continuing work to update and improve our standard RFQ document, including the embedded documentation, and would welcome feedback and comments from bidders.

If you would like to provide any feedback or comments regarding the structure or format of this particular RFQ, please use the box below.

It may not be possible to respond to bidders on specific points that may be raised, but we will review all responses and take these into account, where possible, when considering future updates and improvements.

All constructive comments and feedback are very gratefully received.