

RFQ: Digging For Rutland:   
Options Appraisal and Community Engagement Consultancy

CONTRACT PERIOD: 08/06/2022 – 30/10/2022

REQUEST FOR QUOTATION (PART A)

Closing date for the submission of Quotation **12 noon**,30 MAY 2022

PLEASE SUBMIT YOUR QUOTATION USING (PART B)   
IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED

This Request for Quotation (RFQ) is split into two parts:

**PART A**

Part A is the ‘Request for Quotation’ and provides relevant background information, a description of what is required, how bids will be evaluated, and instructions for the completion and return of the ‘Quotation Submission’ document. Note: You do not need to return Part A of the quotation documentation.

**PART B**

Part B is the quotation submission document and must be completed in full and returned to the Council in advance of the specified closing date and time, in accordance with the instructions provided in section 4 of this document.

1. **INTRODUCTION**

Rutland is a Unitary Authority in England, located in the East Midlands between Leicester and Peterborough, with a population of approximately 39,000 and is the smallest county in England. The county has two market towns Oakham and Uppingham who make up approximately half of the overall population, with 54 villages spread across a rural landscape.

As a unitary authority, Rutland County Council provides a wide and diverse range of services that combine to make a real difference to residents’ lives on a daily basis. Rutland values its independence and the opportunities this gives us to provide a responsive and more person centred services to our residents. Rutland’s aim is the delivery of quality services that meet our communities’ needs in the most effective way and at the right time, whilst safeguarding the vulnerable within our community.

1. **OVERVIEW OF REQUIREMENTS**

This Request for Quotation is issued by Rutland County Council in respect of our requirement to undertake an options appraisal and develop a community engagement plan with regard to the significant heritage discoveries found in Rutland in 2021 – the Rutland Sea Dragon and the Rutland Roman Villa. Further information regarding our specification requirements are set out in **Appendix 1**. Quotations are invited based on the Council’s Short Form Terms and Conditions for Goods and/or Services set out in **Appendix 2**.

The successful bidder may be required to appoint a nominated contracts manager, who shall be the Council’s primary point of contact for all matters relating to the delivery of this Contract.

1. **THE PROCUREMENT PROCESS**

Your quotation submission (Part B) will be evaluated in accordance with the information provided in section 5 (Evaluation of Quotations), in order to secure the most economically advantageous quotation. This Request for Quotation is given in good faith, the Council gives no warranty as to the accuracy or completeness of the information contained herein. The Council will not be liable for any inaccuracy or incomplete information.

3.1 Closing Date

The closing date for submitting a Quotation is **12noon** on 30 MAY 2022.

3.2 Clarification Questions

All requests for clarifications and questions relating to this Request for Quotation should be submitted in writing to:

**Name**: Robert Clayton

**Email**: rclayton@rutland.gov.uk

A copy of all requests for clarification and answers will be maintained and distributed periodically to all bidders. The Council will use all reasonable endeavours to circulate a complete list of answers to all questions (up to and including) 12noon on 24 MAY 2022. Questions received after this date will not be answered.

3.3 Indicative Procurement Timetable

Please be aware that these are indicative timescales, and with the exception of the deadlines in bold may be subject to change at the Council’s absolute discretion.

| **Stage/ Activity** | **Indicative Date – 2022** |
| --- | --- |
| Request for Quotation issued | 11/05 |
| **Deadline for receiving questions** | **24/05 (12 noon)** |
| **Deadline for the submission of Quotations** | **30/05 (12 noon)** |
| Evaluation completed | 06/06 |
| Contract award | 06/06 |
| Commencement of the contract | 08/06 |

1. **INSTRUCTIONS FOR COMPLETING AND SUBMITTING A QUOTATION**

Please complete and return Part B: quotation submission document, which consist of:

* Suitability Questionnaire
* Response to Method Statements
* Pricing Schedule
* Confidential & Commercially Sensitive Information Schedule (if relevant)
* Signed Declaration
* Signed Collusive Tendering Certificate; and
* Completion Checklist

Submit your quotation in accordance with the ‘return instructions’ by the closing time and date specified.

The questions contained within the ‘Suitability Questionnaire’ and ‘Method Statement Questions’ are to determine both the nature of the bidding organisation and the quality of the bid.

These questions will be evaluated in the manner detailed within section 5 (Evaluation of Quotations), to determine the most economically advantageous quotation. Each question should be answered in full within the word count specified. Please do not provide any additional information other than that which has been specifically requested, as such information will be disregarded.

It is the bidder’s responsibility to ensure that their quotation submission document (Part B) is complete and returned in accordance with the instructions contained herein, and signed and dated where required. The Council is not obliged to consider any quotation which is incomplete or not prepared or submitted in accordance with these instructions.

4.1 Return Instructions

The quotation must be submitted electronically via email (in pdf format) clearly marked as a quotation, no later than 12 noon on 30 MAY 2022. Quotations should be submitted to: [avolanakis@rutland.gov.uk](mailto:avolanakis@rutland.gov.uk)

Any quotation received after the closing date and time has expired, will be rejected by the Council.

1. **EVALUATION OF QUOTATIONS**

The evaluation process shall comprise the following:

* Evaluation of the Suitability Questionnaire;
* Evaluation of Quality (Method Statements);
* Evaluation of Price

The table below sets out how each question in the Suitability Questionnaire will be evaluated. All questions in the Suitability Questionnaire will be evaluated on a ‘pass/fail’ basis. A ‘fail’ for one or more question will provide grounds for excluding the questionnaire from further consideration.

5.1 Suitability Questionnaire – supporting Selection Criteria

|  |  |  |
| --- | --- | --- |
| **Question Number** | **Scoring Criteria** | **How scored** |
| **1.** | **GENERAL INFORMATION** | |
| 1.1 – 1.8 | Potential Supplier Information provided | *Mandatory Information* - Not scored |
| **2.** | **EXCLUSIONARY GROUNDS** | |
| 2.1 | **Grounds for mandatory exclusion**  No = Pass, Yes = Potential Fail | Pass/Fail |
| 2.2 | **Grounds for discretionary exclusion**  No = Pass, Yes = Potential Fail | Pass/Fail |
| **3.** | **FINANCIAL INFORMATION** | |
| 3.1 | Yes = Pass, No = Fail | Pass/Fail |
| 3.2 | Yes = Pass, No = Fail  The minimum financial requirement for the purposes of the current quotation exercise is that there should be no material concerns as to the financial stability of the bidder indicating that the Contract may not be satisfied. If the Council has any reasonable cause for concern in relation to the financial stability of the bidder that cannot reasonably be resolved then this could give rise to the quotation being rejected. | Pass/Fail |
| **4.** | **INSURANCE INFORMATION** | |
| 4.1 | Yes = Pass, No = Fail  Bidders that do not currently hold the required levels of insurance must satisfy the Council that they will hold these levels of cover, prior to the commencement date, for any contract awarded to their organisation at no extra cost to the Council. Any bidder who does not have the required insurance levels and will not agree to these levels, will fail. | Pass/Fail |
| **5.** | **RELEVANT EXPERIENCE AND CONTRACT EXAMPLES** | |
| 5.1 & 5.2 | Satisfactory response = Pass, Unsatisfactory response = Fail  The Council will use the information from these questions including any references received to verify that the bidder has a proven track record of successfully delivering goods or services similar to those required in this Contract. | Pass/Fail |
|  |  |  |

Any Yes/No answers which lead to a ‘*Potential Fail*’ shall require the provision of additional information, which should include a summary of the circumstances and/or any remedial action taken.

If any exclusionary grounds apply, the measures/ remedial action taken will be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. If such measures are considered by the Council (whose decision will be final) as sufficient, the bidder shall be allowed to proceed in the procurement process; otherwise their quotation will be rejected and the bidder shall be given a statement of the reasons for that decision.

5.2 Supporting Due Diligence Evidence

You are not required to submit due diligence evidence e.g. financial /insurance information, copies of policies etc at the time that you submit your quotation. If your quotation is successful you shall be required to submit relevant support information of compliance with the selection criteria, within five (5) working days from the date of request. However should you wish, you may submit your due diligence evidence at the point of submitting your quotation.

If the winning supplier fails to provide the required due diligence evidence within the specified timeframes, or the evidence proves unsatisfactory, the award of the contract will not proceed. In such circumstances the Council reserves the right to amend the contract award decision and award the Contract to the second-placed supplier, provided that they have submitted a satisfactory quotation. Alternatively, the procurement process may be terminated.

5.3 Award Criteria

Each bid will be evaluation on the following quality and price weightings, to determine the most economically advantageous quotation:

* Quality: 70%
* Price: 30%

The Council does not bind itself to accept the lowest or any Quotation it receives. Nothing contained in this document is intended to create a Contract between the Bidder and the Council. The Council also reserves the right to accept the whole or any part of any Quotation submitted.

The Council reserves the right to seek clarifications from bidders during the evaluation process, and to ask bidders to an interview if further clarity is required and/or to demonstrate their product.

Quality (70%)

Bidders are asked to provide a number of method statements in response document Part B, which are intended to explain how bidders will meet the Council’s requirements. Each method statements questions has been assigned a relative importance % weighting to reflect its significance in the overall evaluation. The % importance weighting is shown alongside each question in the table below.

Each method statement question has a ‘maximum word count’, bidders should observe this word count as the Council reserves the right to disregard any text that exceeds the stated word count.

| **Table 1 – Quality** [70% Weighting] | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Question Number** | **Questions** | | **Max. Evaluator Score** | | **Question % Weighting** | | **Section % Weighting** | |
| 1. | Consultants | | 0 | | 0% | | 70% | |
| 2. | Experience | | 5 | | 10% | |
| 3. | Methodology Statement | | 5 | | 30% | |
| 4. | Project Plan | | 5 | | 30% | |
| 5. | Application of Knowledge | | 5 | | 30% | |
| **TOTAL:** | | | | | | **70%** | |
|  | |  | |  | |  | |

Scoring Scale

Each method statement will be scored on a scale of 0 to 5 points, in accordance with the following scheme:

|  |  |
| --- | --- |
| Scoring scale for award criteria - In the context of the specific method statement question; | |
| 0 | **Unacceptable** - the response raises major concerns about understanding or approach, which are potentially highly detrimental to satisfactory service delivery or contract performance. |
| 1 | **Poor** - the response suggests significant shortcomings of understanding or approach, which may impact adversely on service delivery or contract performance. |
| 2 | **Acceptable** - the response suggests minor shortcomings of understanding or approach, which may impact to a small extent on service delivery or contract performance. |
| 3 | **Good** - the response raises no concerns about service delivery or contract performance. |
| 4 | **Very Good** -the response is fully compliant and raises no concerns about service delivery or contract performance. The response offers tangible benefits beyond acceptable standards or expectations. |
| 5 | **Excellent** - the response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates innovative solutions and/or tangible benefits beyond acceptable standards or expectations. |

Scoring ‘0-1’ for any response to the method statements will give grounds for excluding the quotation from further consideration. If a quotation is so excluded, the bidders’ price shall also be excluded from the evaluation.

Price (30%)

A score out of [30%] will be awarded for the pricing information detailed within the Pricing Schedules. As part of this assessment, bidders are required to outline their total price/cost for the provision of the consultancy in the Pricing Schedule set out in response document Part B.

When completing the Pricing Schedule please ensure that the prices/costs quoted are in pounds sterling and exclusive of VAT. Payment terms are detailed within the Contract Conditions.

Bidders must provide a full cost breakdown when completing the Pricing Schedule, detailing any additional costs to be imposed. Note, the Council will not be liable for any costs not identified within the Pricing Schedule, unless they are mutually agreed by both parties in writing as the outcome of a contract variation following a change to the specification requirements.

| **Table 2 - Pricing Schedule** [30% Weighting] | | |
| --- | --- | --- |
| **Price Score** | **Question % Weighting** | **Section % Weighting** |
| Total Cost for the Goods or Services | **TOTAL:** | **30%** |
|  | | |

Price scores will be calculated based on the bidder with the lowest price being awarded the full amount of points available, with the remaining bidders gaining pro-rated scores in relation to how much higher their total cost is when compared to the lowest total cost.

The example below illustrates how this methodology will work in principle and is for illustrative purposes only, calculated on the basis of a [30%] financial weighting.

Table 3:

|  |  |  |  |
| --- | --- | --- | --- |
| **Bidder** | **Total Cost** | **Formula**  = (Lowest total cost / tenderer’s total cost) x financial weighting | **Price Score** |
| A | £4,000 | = £4,000 / £4,000 x 30 | 30% |
| B | £8,000 | = £4,000 / £8,000 x 30 | 15% |
| C | £10,000 | = £4,000 / £10,000 x 30 | 12% |

1. **AWARD OF CONTRACT**

Upon conclusion of the evaluation, the scores for ‘quality’ and ‘price’ will be combined to give a total score out of 100 percent, and the bidder with the highest overall score will be awarded the Contract.

The successful bidder will be advised accordingly via email (successful award outcome letter), and shall be expected to enter into a formal Contract with the Council, based on the Short Form Terms and Conditions for Goods and/or Services found in Appendix 2. Unless and until a formal Contract is executed, the successful bidder’s quotation and the Council’s written acceptance thereof, shall constitute a binding contract between the parties.

Simultaneously unsuccessful bidder(s) will also be notified via email (unsuccessful award outcome letter) and may request feedback on the relative merits and characteristics of their quotation compared with that of the winning bid (commercially sensitive information will not be disclosed as part of this debrief).

1. **CONDITIONS OF QUOTATION**
2. In submitting a quotation, bidders do so on the conditions referred to herein and on the following express conditions, and in the event of any breach thereof the Council shall be entitled to terminate any arrangement made pursuant to such quote and to claim damages accordingly.
3. Bidders should consider only the information contained within this Request for Quotation, or otherwise communicated in writing to bidders, when making their offer.
4. Information supplied by the Council is supplied for general guidance in the preparation of the quotation. Bidders must satisfy themselves through their own investigations and due diligence with regard to the accuracy of such information. The Council cannot accept responsibility for any inaccurate information obtained by bidders.
5. Bidders must not, before the date and time specified for return of the quotation, communicate to any person the amount or approximate amount of the proposed quotation, except where the disclosure in confidence of the approximate amount of quotation is necessary to obtain insurance cover required for the purpose of this bid.
6. The quotation shall be a bona-fide quotation and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.
7. Bidders must not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from bidding.
8. The Council shall not be liable for, or pay any direct or indirect costs howsoever incurred by any bidder in the preparation of their quotation, or for any bidder who fails to respond by the specified deadline.
9. Unless specifically withdrawn in writing, quotations shall remain open and valid for acceptance for a period of 90 days from the closing date.
10. The Council may seek additional information or clarification from bidders at any time during the procurement process.
11. **CONFIDENTIALITY AND FREEDOM OF INFORMATION**

Bidders shall treat all information supplied by the Council in connection with this Request for Quotation as confidential. However such information may be disclosed as necessary for the purpose of obtaining quotations or Insurance quotes.

As a public body, the Council is subject to the provisions of the Freedom of Information Act (FOIA) 2000 and the Environmental Information Regulations Act (EIR) 2004 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 bidder’s quotation responses as confidential during the procurement process. Requests for information received following the conclusion of the procurement process shall be considered on a case-by-case basis, applying the principles of the Freedom of Information Act.

If the Bidder considers that any information supplied is either confidential or commercially sensitive in nature, bidders are responsible for ensuring that such information has been clearly identified to the Council in their quotation submission (Part B), giving the reasons for the sensitivity. In such cases the relevant material will, in response to a Freedom of Information requests, be examined against exemptions provided for under Freedom of Information Act.

Bidders should be aware that, in compliance with its transparency obligations the Council publishes details of its contract(s), including the contract values and the identities of its suppliers on its website. Such information shall not be treated as confidential or commercially sensitive.

1. **ALTERNATIVE QUOTATIONS**

Bidders may submit an alternative quotation, but in all cases must also submit a conforming quotation.

1. **QUALIFICATIONS OF OFFER**

Quotations must not be qualified, but must be submitted strictly in accordance with the instructions contained herein.

1. **CONTRACT TERMS AND CONDITIONS**

By submitting a quotation bidders are agreeing to be bound by the terms of this Request for Quotation and the Contract conditions found in Appendix 2, without further negotiation or amendment, and shall sign the Declaration set out in Part B: quotation submission document.

1. **CHANGES TO THE REQUEST FOR QUOTATION**

Bidders are not permitted to make unauthorised changes to the Request for Quotation documentation. The Council reserves the right (at its own discretion) to make changes to the Request for Quotation and issue supplementary information at any time during the procurement process. Under no circumstances shall the Council incur any costs, expenses or liability in respect of such events.

1. **PUBLICITY**

Bidders shall not at any time whether during the procurement process or thereafter make any public statement in relation to the Council or this Contract unless authorised in writing by the Council.

**APPENDIX 1:**

**THE SPECIFICATION**

**(See Separate Document)**

**APPENDIX 2:**

**SHORT FORM TERMS AND CONDITIONS FOR GOODS AND/OR SERVICES**

**(See Separate Document)**

The successful bidder will be expected to enter into a formal Contract with the Council, based on the Council’s Short Form Terms and Conditions for Goods and/or Services.