

**Request for Quotation**

**Dental epidemiology programme**

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# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “The Council”) invites quotations for the provision of the Dental Epidemiology Programme.
	2. The Council’s detailed requirements are defined in Section 2: Specification.
	3. 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 Officer detailed in Table B.
	4. The Council reserves the right to:
		1. carry out due diligence checks on the awarded Potential Supplier;
		2. amend the Conditions of Contract included at Appendix 1;
		3. abandon the procurement process at any stage without any liability to the Council; and/or
		4. require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
	5. The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Responses or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this RFQ entirely at your own risk.
	6. All documents and materials, which comprise the RFQ response, must be written in English only.
	7. Quotations are to remain open for acceptance for a period of 90 days from the Deadline for Submission of Bids.
	8. Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and locate within the question asked as this will be the single source of information on which responses will be scored and ranked.
	9. **Rights of the Council in Relation to the RFQ**
		1. The Council reserves the right to:
1. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by the Council;
2. Make changes to the timetable, structure or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable;
3. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis;
4. Choose not to award any contract as a result of this procurement process; and/or
5. Reject any RFQ Responses that are over budget without further evaluation of the response.
	1. Answer fully all relevant questions and respond in accordance with any specific requests as detailed in the question e.g., maximum word/page limits, etc.
		1. Where the Council has identified word limits, Potential Suppliers are strongly requested to adhere as closely to these as possible. Whilst it is not the Council’s intention to count the number of words a Potential Supplier uses in their responses, if the Council reasonably determines that a word limit has been exceeded, it may take that into account when awarding a score for that question; i.e.; words submitted over this limit may not be evaluated;
		2. All words in any format (including but not limited to words in diagrams, pictures, maps, tables and charts) will count towards the word count. Potential Suppliers must state the number of words in any diagram, picture, map, table or chart directly underneath it. This includes any other method of presentation which is not just text. Potential Suppliers must not attempt to circumnavigate the word limit e.g., by joining up words or using special characters to join words.
		3. Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.
		4. When uploading attachments, please state the question number only in the file title.
		5. Submit any zipped files in WinZip format only.

## Procurement Timetable

* 1. This RFQ follows a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
	2. All documents, which comprise any RFQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table A, below.
	3. The RFQ process is intended to follow the timetable set out in Table A, below.

**Table A**

| Activity | Time and Date(as applicable) |
| --- | --- |
|  | Request for Quotation Documents issued | Friday, 27 June 2025 |
|  | Deadline for Questions from Potential Suppliers | 12:00 on Friday, 11 July 2025 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Tuesday, 15 July 2025 |
|  | Deadline for Submission of Bids | 12:00 on Friday, 18 July 2025 |
|  | Evaluation of Bids Received\* | Friday, 25 July 2025 |
|  | Contract Award\* | Monday, 18 August 2025 |
|  | Pre-Contract Meeting(s)\* | Monday, 25 August 2025 |
|  | Contract Start\* | Monday, 1 September 2025 |
|  | Contract End (EXCLUDING Extension Periods)\* | Monday, 31 August 2026 |
|  | Contract End (INCLUDING Extension Periods)\* | Tuesday, 31 August 2027 |

* 1. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e. \*, are provided for **guidance only** and are **subject to change** at short notice.
	2. Any RFQ received after the Deadline for Submission of Bids identified in Table A, may be rejected. Therefore, it is the Potential Supplier’s responsibility to ensure that the deadline is not breached.

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred via e-mail to the Officer detailed in Table B, below, no later than the Deadline for Questions from Potential Suppliers date found in Table A.
	2. A copy of all requests for clarifications and the responses will be published to all potential suppliers, where the clarification and response are not considered confidential.
	3. If a potential supplier wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will publish in an anonymised format.
	4. The deadline for receipt of clarifications relating to this procurement is set out in the procurement timetable. Clarifications sent to the Council after this deadline may not be responded to.

**Table B**

|  |  |
| --- | --- |
| Name | Lee Howe |
| Job Title | Public Health Commissioning Manager |
| E-Mail address | Lee.Howe@northnorthants.gov.uk |

## Quotation Responses

* 1. Should you wish to take part in the selection process please complete this RFQ and return via e-mail to the Officer detailed in Table C, below, no later than the Deadline for Submission of Bids date in Table A.

**Table C**

|  |  |
| --- | --- |
| Name | Lee Howe |
| Job Title | Public Health Commissioning Manager |
| E-Mail address | Lee.Howe@northnorthants.gov.uk |

## Evaluation of Quotations

* 1. **THOSE POTENTIAL SUPPLIERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL be** **rejected from the RFQ PROCESS.**
	2. Any bids which are not compliant or not completed fully will be rejected. If a bid is eliminated for any reason, the price submitted within the quote concerned shall also be excluded from the evaluation. Based on the information provided by Potential Suppliers, each compliant RFQ Response will be evaluated based on the following criteria:
		1. **Evaluation Method: Weighted combination of 80% Quality and 20% Price**
1. Potential Suppliers must pass all pass/fail questions in Section 3: to be considered. Bids not meeting the minimum standards will be rejected.
2. Each RFQ Response will be evaluated by an Evaluation Panel, which may include, but not be limited to, Council officers, members, technical advisors and/or stakeholders (such as members of user groups, focus groups and/or tenant/resident panels).
3. An initial examination may be made to establish the completeness of the RFQ Responses.
4. Any moderation meetings will be attended by the Evaluation Panel.
5. As the result of any moderation, the Evaluation Panel may choose to revise a Potential Supplier’s score for each response to a Quality Assessment question, either up or down to reach a final score.
6. All responses to the weighted Quality Assessment questions will be assessed against the Criteria set out in Table D, below.

**TABLE D**

|  |  |
| --- | --- |
| **SCORE** | **CRITERIA FOR AWARDING SCORE**  |
| 0 | Considered to be a **POOR response** on the basis that: * No response is provided; or
* It does not answer the question or is completely irrelevant.
 |
| 1 | Considered to be a **LIMITED response** on the basis that: * Overall, it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level.
 |
| 2 | Considered to be an **ACCEPTABLE response** on the basis that: * It addresses most of the relevant criteria; and/or
* The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level.
 |
| 3 | Considered to be a **GOOD response** on the basis that: * It addresses all relevant criteria; and/or
* The supporting detail is clear and provides evaluators with confidence that the criteria will be delivered to a good standard.
 |
| 4 | Considered to be an **OUTSTANDING response** on the basis that: * It addresses all relevant criteria; and/or
* The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard.
 |

1. The evaluated score as detailed in Table D, will be divided by 4 and multiplied by the question weighting (within Total) (%), to provide a final score (%) for each question, in accordance with the following example:
	* 1. If the question weighting (within Total) is 20% and the Potential Supplier’s response is scored ‘2’, their final score (%) will be:

a. 2 / 4 x 20 = 10% for that question.

* + 1. The Potential Supplier’s response to each question will be evaluated and scored a maximum of 4 marks as per Table D.
1. Potential Providers should note that irrespective of the methodology described above, a quality score (i.e. total score for responses to method statements - Award Criteria – Quality) of less than 50% of the total score available for the response to method statements (Award Criteria – Quality) shall result in them being excluded from the process, as the Authority requires a minimum quality threshold to ensure an overly low price does not skew a bid whose quality is fundamentally unacceptable.
2. Should the Evaluation Panel, in its reasonable judgement, identify a fundamental failing or weakness in any RFQ Response then that RFQ Response may, regardless of its other merits, be excluded from further consideration.
3. For the avoidance of doubt, there are no sub-criteria elements in the Quality Assessment questions, which will be scored. The score allocated will be against the total answer submitted and factored against the maximum percentage awarded for that question in accordance with the calculation formula.
4. The award criteria questions will be evaluated, using the scheme set out in Table E, below.

**TABLE E**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SECTION TITLE**  | **SECTION WEIGHTING (%)**  | **QUESTION NUMBER**  | **QUESTION SUB-WEIGHTING (%)**  | **WORD LIMIT**  |
| **Quality**  | 80%  | 10 11 12 13  | 20% 20% 20% 20%  | 500 500 500 500 |
| **Price** | 20% | Table G | - | - |

1. Where the Council believes there is an omission, ambiguity or inconsistency in a Potential Supplier’s RFQ Response (including an arithmetical error), the Council reserves the right (but is not obliged) to seek clarification of any aspect of a Potential Supplier’s RFQ Response during the evaluation phase where necessary for the purposes of carrying out a fair evaluation.
2. The Potential Supplier will be required to confirm any appropriate amendments to their Tender Response.
3. Potential Suppliers are asked to respond to such requests promptly and within any given deadline. Potential Suppliers may be disqualified if they do not satisfactorily respond within the given deadline.
4. The Council may clarify elements of Potential Supplier's submissions and reserves the right to:
	* 1. re-visit the evaluation scoring; and
		2. ask further clarification questions.
5. RFQ Responses will be reviewed to consider if they appear to be abnormally low. An initial assessment will be undertaken using a comparative analysis of the price proposal received from all Potential Suppliers.
6. If the assessment shows that a Potential Supplier’s price offer may be abnormally low, the Council will request for a written explanation and/or evidence of the Potential Supplier’s price offer and/or RFQ Response, or of those parts of a Potential Supplier’s price offer and/or RFQ Response, which the Council considers contribute to the RFQ Response being abnormally low, to justify the RFQ Response and its price and/or value(s) offered.
7. On receipt of a Potential Supplier’s written explanation, the Council will verify the price offer, RFQ Response or parts of the RFQ Response.
8. If the Council is still of the opinion that the Potential Supplier has submitted an abnormally low offer, the Council will confirm this to the Potential Supplier and will advise either:
	* 1. that the Potential Supplier’s RFQ Response has been rejected; or
		2. that, for evaluation purposes, the Council will make an adjustment to the price proposal to take account of any consequences of accepting an abnormally low RFQ Response.
9. Where the Potential Supplier is unable to prove, within a sufficient time limit, such justification for the low price and/or value, the Council reserve the right to reject the RFQ Response.

# Section 2: Specification

## Introduction and Background

Local authorities are responsible for gathering information on the health needs of their local populations. This imperative is described in the Health and Social Care Act 2012, underpinned by Statutory Instrument 2012 number 3094.

Leadership and structures supporting the National Dental Epidemiology Programme transferred into Public Health England on 1 April 2013 and then to the Office for Health Improvement and Disparities (OHID) on 1 October 2021. This protocol forms part of the support that OHID provides.

Each year, OHID publishes a National Protocol which identifies the target population group and provides a description of the standardised methods that fieldwork teams should use when undertaking the main survey.

Historical population groups have been as:

|  |  |
| --- | --- |
| **YEAR** | **POPULATION GROUP** |
| 2007/08 | 5-year-olds attending mainstream, state-funded schools |
| 2008/09 | 12-year-old children attending mainstream, state funded schools |
| 2011/12 | 5-year-olds attending mainstream, state-funded schools |
| 2012/13 | 3-year-olds attending private and state-funded nurseries, nursery classes attached to schools and playgroups |
| 2013/14 | 5-year-old and 12-year-old children attending special support schools |
| 2014/15 | 5-year-olds attending mainstream, state-funded schools |
| 2016/17 | 5-year-olds attending mainstream, state-funded schools |
| 2018/19 | 5-year-olds attending mainstream, state-funded schools |
| 2019/20 | 3-year-olds attending private and state-funded nurseries, nursery classes attached to schools and playgroups |
| 2021/22 | 5-year-olds attending mainstream, state-funded schools |
| 2022/23 | Year 6 children attending mainstream, state-funded schools |
| 2023/24 | 5-year-olds attending mainstream, state-funded schools |
| 2024/25 | Adults aged over 65 living in care and nursing homes |

The findings of the survey allow local authorities to monitor the oral health of local people. The results are a Public Health Outcomes Framework (PHOF) indicator, reported as an item on the Single Data List and classified as Official Statistics.

Survey data is used to:

* Enable local authorities to meet their responsibilities with regard to health needs assessments.
* Inform part of a health needs assessment, particularly joint strategic needs assessments.
* Provide comparisons with children of the same age in previous surveys to permit monitoring of the PHOF measure.
* Inform the local oral health improvement strategy.
* Provide standardised information for comparison locally, regionally, and between countries of the UK.

## Scope

The objectives of the survey are:

* to use the sampling procedures described in the British Association for the Study of Community Dentistry (BASCD) guidance on sampling for surveys of child oral health.
* to examine the target population group using dental caries diagnostic criteria and examination techniques based on those agreed by BASCD for dental caries prevalence surveys.
* to report on the prevalence of dental caries.

The population group for the 2025/26 survey will be 5-year-old children attending mainstream, state-funded schools. This survey will use the same sampling frame as previous surveys to allow statistical comparison at local authority level. The surveys are currently the only measures we have of oral health at local authority geography and the national programme produces robust information that is comparable across local authorities offering benchmarking and an overall national picture.

The Provider will complete the minimum sample size as set out in the National Protocol for each of the previous lower-tier local authority areas:

* Corby sample size of 250
* East Northamptonshire sample size of 250
* Kettering sample size of 250
* Wellingborough sample size of 250

The population group for the 2026/27 survey will be confirmed by the National Protocol as published for the new survey year.

## Business Continuity and Disaster Recovery

The Provider will produce a summary of the business continuity programme within their organisation including its scope objectives and key components.

The supplier must be able to replace any members of the survey team with a suitably skilled and qualified replacement should they be unable to deliver the service due to ill-health or other unforeseen circumstances. The delivery timetable is fixed nationally – the fieldwork and data submission must be completed on schedule.

## Statement of Requirements

The Provider will conduct the survey in line with the National Protocol and associated documents published at [Oral Health – GOV.UK](https://www.gov.uk/government/collections/oral-health). This will set out the full requirements relating to survey population, methodology, personnel, fieldwork, and collection of data and reporting.

All staff carrying out survey work will have been suitably trained and calibrated (when required) to a recognised standard regional examiner and be suitably qualified to practice in line with the General Dental Council Scope of Practice.

The Provider will only use clinical examiner(s) who have successfully calibrated at an appropriate calibration session, usually using clinical guidance provided by British Association for the Study of Community Dentistry (BASCD).

The Provider will ensure that all delivery staff receive annual training on confidentiality and information governance.

All staff involved in the service must have completed recent safeguarding children and conform to North Northamptonshire’s local authority’s protocols.

All staff will have completed any pre-employment checks e.g. Disclosure and Barring Service checks that are required, if applicable.

## Implementation Criteria

The timeline for the 2025/26 year is outlined below:

* **National training and calibration** for the survey will take place in **June 2025**
* **Regional training** will be rolled out from **September 2025**
* **Fieldwork** will take place following regional training **throughout the school year**
* **Data will need to be submitted** to the Office for Health Improvement and Disparities by the end of **August 2026**

Dental epidemiology co-ordinators (DECs – consultants in dental public health) across England, will advise throughout the process.

Local DECs must be informed of proposed sampling methods so that they can confirm their validity before the survey commences.

The Council anticipates that the National Protocol for the 2026/27 year will follow a similar timeline as outlined above.

## Performance Monitoring and Review/Project Management

The undertaking of the survey work will be managed/monitored on a day-to-day basis by the Provider, they will be accountable through a nominated officer to the responsible Council Commissioning Manager until otherwise notified.

The Provider will provide a quarterly written report detailing progress towards meeting the survey sample requirements and highlighting any challenges. Quarterly monitoring meetings will be arranged by Commissioners to review performance with the Provider.

## Social Benefits

Employment, Skills, and Economic Regeneration - Providers should actively contribute to the local economy by:

* 1. Local Employment: Prioritising the recruitment of staff from within North Northamptonshire, especially from underrepresented or disadvantaged groups, to boost local employment opportunities.
	2. Supporting Local Suppliers: Where possible, procuring goods and services from local businesses to strengthen the local supply chain and promote economic regeneration within the area, and where appropriate and affordable, encourage participants to shop locally and support local.

## Data Management / UK General Data Protection Regulation (UK GDPR)

* + Instructions are incorporated into the Data Protection Schedule 5 of the Annex 1 - NNC Terms and Conditions DEP 2025-27.
	+ The Potential Supplier shall comply with any further written instructions with respect to processing by the Council.

# Section 3: Supporting Information

1. Please complete Section 3 below.

| **General Information** |
| --- |
| **Question 1:** | **Scoring Methodology:** | Question Answered? Yes/No |
| 1.1. (a) | Full name of the Potential Supplier completing Information | Click to enter text. |
| 1.1. (b) (i) | Registered office address | Click to enter text. |
| 1.1 (b) (ii) | Registered website address | Click to enter text. |
| 1.1. (c) (i) | Trading Status | Choose an item. |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | Click to enter text. |
| 1.1 (d) | Date of registration in country of origin | Click to enter date. |
| 1.1. (e) | Company registration number | Click to enter text. |
| 1.1. (f) | Charity registration number | Click to enter text. |
| 1.1 (g) | Head Officer DUNS number | Click to enter text. |
| 1.1 (h) | Registered VAT number | Click to enter text. |
| 1.1 (i) | Trading name(s) that will be used if successful in this procurement. | Click to enter text. |
| 1.1. (j) | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |
| 1.1 (k) | If applicable, details of immediate parent company | Click to enter text. |
| 1.1 (l) | If applicable, details of ultimate parent company | Click to enter text. |

**Please Note:** To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

1. Section 5: Freedom of Information; and
2. Section 6: Declaration.

| **Contact Details and Declaration** |
| --- |
| **Question 2:** | **Scoring Methodology:** | Question Answered? Yes/No |
| *Potential Supplier contact details for enquiries about this RFQ Response* |
| 2.1. (a) | Contact name | Click to enter text. |
| 2.1. (b) | Name of organisation | Click to enter text. |
| 2.1. (c) | Role in organisation | Click to enter text. |
| 2.1. (d) | Phone number | Click to enter text. |
| 2.1. (e) | E-mail address | Click to enter text. |
| 2.1. (f) | Postal address*including postcode* | Click to enter text. |
| 2.1. (g) | Signature*electronic is acceptable* | Click to enter text. |
| 2.1. (h) | Date | Click to enter date. |

| **Insurance** |
| --- |
| **Question 3:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ to any of the levels below will be eliminated from this procurement process. |  |  |
| *Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below.* |
| 3.1. | Employer’s (Compulsory) Liability Insurance at no less than £10,000,000*It is a legal requirement that all Potential Suppliers hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | Choose an item. |
| 3.2. | Public Liability Insurance at no less than £5,000,000 | Choose an item. |
| 3.3. | Professional Indemnity Insurance at no less than £2,000,000 | Choose an item. |

| **Requirements under Modern Slavery Act 2015** |
| --- |
| **Question 4:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 4.1. (a) | The Council wants to ensure that within your business and 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? | Choose an item. |

| **UK General Data Protection Regulations (UK GDPR)** |
| --- |
| **Question 5:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 5.1. | The Council wants to ensure that within your business and/or in its supply chain, the processing of personal data and processes in relation to this contract are complaint with the requirements of the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.Please confirm that you and your supply chain with regards to this RFQ response comply with all applicable data protection legislation including but not limited to the UK General Data Protection Regulations (UK GDPR) and Data Protection Act. | Choose an item. |

| **Carbon Reduction** |
| --- |
| **Question 6:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 6.1. | Please can you confirm that you have read North Northamptonshire Council’s Carbon Management Plan?The Council's Carbon Management Plan can be found here: <https://www.northnorthants.gov.uk/climate/carbon-management-plan>  | Choose an item. |

| **Carbon Reduction** |
| --- |
| **Question 7:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 7.1. | Please confirm that, if successful, you will put measures in place to assist the Council in achieving their target of becoming carbon neutral by 2030? | Choose an item. |

| **Carbon Reduction** |
| --- |
| **Question 8:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 8.1. | Please confirm that your organisation is taking steps to reduce your Greenhouse Gas Emissions over time and is publicly committed to achieving Net Zero by 2050? | Choose an item. |

| **Carbon Reduction** |
| --- |
| **Question 9:** | **Scoring Methodology:** | Information Only |  |  |
| 9.1. | Please provide your Net Zero target date | Select a date. |

| **Core Competencies** |
| --- |
| **Question 10:** | **Scoring Methodology:** | Weighted 20%  | **Word Limit:** | 500 words |
| How will you ensure that all staff have the appropriate training and experience to conduct the Dental Epidemiology Programme in line with National standards, including data protection, information security and safeguarding. |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Delivery Implementation Plan** |
| --- |
| **Question 11:** | **Scoring Methodology:** | Weighted 20% | **Word Limit:** | 500 words |
| Please outline and detail the key steps that you will implement to ensure the timely completion of the Dental Epidemiology Programme for North Northamptonshire. |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Continuity of Service** |
| --- |
| **Question 12:** | **Scoring Methodology:** | Weighted 20% | **Word Limit:** | 500 words |
| In the event that one or more of your team are unable to deliver the service, what will your organisation do to ensure they are replaced with suitably qualified staff to complete the required field work and data submissions on schedule? |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Operational Methodology** |
| --- |
| **Question 13:** | **Scoring Methodology:** | Weighted 20% | **Word Limit:** | 500 words |
| Please provide methods of engagement and operational techniques you anticipate using when delivering the Dental Epidemiology Programme, and the approach you will take to ensure targets are being achieved? |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. A Potential Supplier’s RFQ Response may be rejected if it exceeds the capped annual budget for this procurement exercise, which is up to £40,000.
	2. Please complete the Pricing Schedule at Table G, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.

* 1. Please add or remove rows to form the Price Breakdown table, as necessary.
	2. All prices quoted must exclude VAT.
	3. Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
	4. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.
	5. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score. All other RFQ responses will be scored in accordance with the following calculation.

$$=Price Weighting-\left(\frac{Your submitted price-lowest submitted price}{Your submitted price}\right)x 100$$

* 1. Potential Suppliers who receive a minus score will be allocated a score of 0% for the Pricing element.
		1. An example is provided in Table F, below. This example is based on a 20% price weighting, where the lowest compliant price is £30,000.

**Table F**

| **Potential Supplier No.** | **Potential Supplier Price Offer** | **Price Calculation** | **Price Score** | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | £30,000.00 | =20%(lowest compliant price) | 20 | 1 |
| Potential Supplier 2 | £32,600.00 | =20-((32,600-30,000)/32,600)\*100 | 12 | 2 |
| Potential Supplier 3 | £35,300.00 | =20-((35,300-30,000)/35,300)\*100 | 5 | 3 |

**Table G**

| **Pricing Schedule** |
| --- |
|  | Please complete the pricing schedule below. |
|  | **Items** | **Year 1 (2025/26)** | **Year 2 (2026/27)** |
|  | Staff CostsE.g. Salaries for Clinical Team Dentists, Dental Nurses etc. | £Click to enter text. | £Click to enter text. |
|  | Activity CostsE.g. Clinical Supplies, Equipment, Decontamination etc. | £Click to enter text. | £Click to enter text. |
|  | Administration CostsE.g. Postage, Stationery, Telephone, Printing, Travel, Information Technology etc. | £Click to enter text. | £Click to enter text. |
|  | Management CostsE.g. Clinical Governance, Quality Assurance, Staff Management | £Click to enter text. | £Click to enter text. |
|  | Additional CostsPlease specify:  | £Click to enter text. | £Click to enter text. |
|  | Total Cost (A+B+C+D+E)This is the figure that will be used for the price evaluation, as detailed in this document. | £Click to enter text. |

# Section 5: Freedom of Information

1. 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 and/or published where the expenditure is over £500, as per the Government Transparency agenda.
2. Potential Suppliers must 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. Potential Suppliers must state why they consider the information to be confidential or commercially sensitive.
3. Note that inclusion below will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in The Act. Note that the Declaration for this Section has been completed and signed at Section 3, Question 2.1 (g) of this document.

| **Information/Document** | **Reference/Page No.** | **Reasons for Non-Disclosure** | **Duration of Confidentiality** |
| --- | --- | --- | --- |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
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|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |

# Section 6: Declaration

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
	1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
	2. to the best of my knowledge, the information provided is complete and accurate;
	3. the price in Section 4 is our best offer;
	4. no collusion with other organisations has taken place in order to fix the price;
	5. that there is no conflict of interest in relation to the Council’s requirement;
	6. the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix 1;
	7. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix 1 and an instruction to proceed has been given by the Council in writing; and
	8. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

# Section 7: Due diligence

* 1. The Council will undertake its due diligence in advance of any contract award.
	2. The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any Quotation Response which is incomplete.
	3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to the Council to ensure that any organisation who wishes to enter into a contract with the Council will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
	4. The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council’s due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
	5. The Council reserves the right to revisit any selection criteria questions at any time before award stage, where the Council believes there is a risk that selection responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

# Section 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.
2. This will include details of the:
	1. Award criteria scores;
	2. Name of the successful Provider.
3. The following documents shall form part of the contract between the Council and the successful Provider:
	1. Specification;
	2. Terms and Conditions plus related Schedules (such as charges/fees, change control, data processing principles, relevant policies, etc.);
	3. A pricing schedule (as completed by the Potential Supplier);
	4. Responses to requirements; and
	5. A list of commercially sensitive information.

## Appendix 1: Conditions of Contract

Please refer to the separate document entitled Annex 1 - NNC Terms and Conditions DEP 2025-27 for the service terms and conditions plus related schedules.