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**Request for Quotation**

**North Northamptonshire Family Hubs**

**Parent-Infant Relationship**

**Pregnancy Bonding and Attachment Training**

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# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “The Council” or “NNC”) invites quotations from providers for the provision of practitioner training for perinatal mental health & parent–infant relationships.
  2. The Council’s detailed requirements are defined in Section 2: Specification.
  3. Please take care in reading this document, particularly 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 21 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 sole 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 because of this procurement process; and/or
   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 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 always maintained, 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** |
| --- | --- |
| 1. Request for Quotation Documents issued | Tuesday 14th October 2025 |
| 2. Deadline for Questions from Potential Suppliers | Friday 24nd October 2025 |
| 3. Deadline to Provide Answers to Questions from Potential Suppliers | Wednesday 29th October 2025 |
| 4. Deadline for Submission of Bids | Friday 31st October 2025 |
| 5. Evaluation of Bids Received\* | Friday 14th November 2025 |
| 6. Contract Award\* | Wednesday 19th November 2025 |
| 7. Phase 1 – Initial Training Cohort(s)\* | November 2025 – January 2026 |
| 8. Phase 2 – Training aligned with new staff recruitment\* | February 2026 – June 2026 |
| 9. Phase 3 – Contingency delivery window if recruitment delays occur\* | July 2026 – October 2026 |
| 10. Contract End | Friday 30th October 2026 |

* 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 | Sorayah Mbuthia |
| Job Title | Interim Strategic Commissioner |
| E-Mail address | [sorayah.mbuthia@northnorthants.gov.uk](mailto:sorayah.mbuthia@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 | Sorayah Mbuthia |
| Job Title | Interim Strategic Commissioner |
| E-Mail address | [sorayah.mbuthia@northnorthants.gov.uk](mailto:sorayah.mbuthia@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:
  3. The Award Criteria Questionnaire carries a total weight of 100%, split between Quality and Price.
* Quality (80%)
* Price (20%)

The allocation of points available for these criteria are set out in **Table E**.

1. Potential Suppliers must pass all pass/fail questions in Section 3: to be considered. Bids not meeting the minimum standards will be rejected.

# Section 2: Specification

## Introduction and Background

## North Northamptonshire Council seeks to commission a one-year training programme in pregnancy bonding and attachment, with a focus on strengthening relationships between parents and infants from the earliest stages of pregnancy through to the end of the first 1,001 critical days. Empowering expectant parents to form strong, positive bonds with their unborn babies and to nurture these relationships as their child grows.

## The total budget available for this commission is £38,000, and suppliers are invited to provide proposals that deliver against the requirements within this funding envelope.

## This programme will form a central part of the **North Northamptonshire Family Hubs model**, which has mobilised four Family Hub Networks across each locality (Corby, East Northants, Kettering and Wellingborough) to provide integrated, accessible, and family-centred support.

## To strengthen this offer, the training is designed for the **Early Help workforce**, operating within the Family Hub Network, which includes Best Start in Life (BSIL) practitioners, Service Managers, Early Years Practitioners, and Family Hub Connectors. By embedding this training in Family Hubs, services will be equipped with the skills, confidence, and consistency needed to support parents in building strong bonds with their babies from pregnancy and beyond.

## The importance of secure parent–infant relationships is well-evidenced in national policy and guidance, including the Best Start for Life Review and NICE recommendations, which highlight the benefits of early bonding for maternal wellbeing, infant development, and long-term social outcomes.

## A growing body of evidence highlights the link between adverse early childhood experiences and later risks of antisocial behaviour, poor mental health, and greater reliance on statutory services (e.g., Public Health England, 2020; Early Intervention Foundation, 2021).

## [The North Northamptonshire Perinatal Mental Health and Parent-Infant Relationships Strategy (2024)](https://padlet.com/familyhubsnn/north-northants-family-hub-padlet-professionals-portal-8dfrj6y6e7zkqs9y/wish/AL83WzExVR4OZ0Pg) identifies early bonding as a priority, recognising that around 928 babies locally each year experience moderate to severe difficulties in parent-infant relationships, with a further significant proportion experiencing milder but still concerning challenges.

## Workforce development is therefore essential to ensure practitioners are equipped with the skills and confidence to support families to begin building strong relationships during pregnancy, and to continue this support in the postnatal period.

## The Training Programme aims to:

* Strengthen the capacity of the Family Hub workforce to promote and support bonding and secure parent–infant relationships from pregnancy onwards.
* Equip practitioners with evidence-based knowledge and skills to recognise, prevent, and respond to perinatal mental health and bonding difficulties.
* Build a shared language and approach across the workforce to improve consistency of practice and ensure families receive joined-up support.
* Promote inclusive practice that recognises and values the roles of fathers, partners, and diverse family structures in early bonding and attachment.
* Contribute to the delivery of the North Northamptonshire Perinatal Mental Health and Parent–Infant Relationships Strategy (2024) by addressing the identified gap in workforce development.

## By strengthening skills across the workforce, this programme will help ensure that all families in North Northamptonshire are supported to give their babies the best possible start in life through secure, nurturing relationships from pregnancy onwards.

1. **The General Service Scope**

## The successful Provider will deliver training programmes over a 12-month period, beginning in November 2025, in pregnancy bonding and attachment.

* 1. The provider will need to implement a phased approach for the training of the NNC Early Years team, ensuring it is tailored to the roles and varying levels of experience of the staff involved. This approach will enable a smooth and structured rollout, ensuring that all team members, both current and new, receive the necessary training in a timely and effective manner.
  2. The training will be delivered to a mix of practitioner roles and service managers across different levels, as listed below. The workforce structure comprises individuals in post, vacancies, and potential total roles to be filled, which may impact the training timeline and scheduling.

|  |  |  |  |
| --- | --- | --- | --- |
| **Roles** | **In Post** | **Vacancies** | **Potential Total** |
| Cluster Managers | 2 |  | 2 |
| Early Years Strategic Lead | 1 |  | 1 |
| BSIL Coordinator | 1 |  | 1 |
| Family Hub Connector | 2 | 1 | 3 |
| Family Hub Practitioners |  | 3 | 3 |
| PEEP Co-ordinator |  | 1 | 1 |
| Best Start in Life Practitioners (incl. x 2 infant feeding specialists) | 6 | 4 | 10 |
| VCSE | 5 | 4 | 9 |
| **Overall Total** | **17** | **13** | **30** |

* 1. This team consists of 17 individuals currently in post, with 13 vacancies, and a potential total of 30 roles. These figures will help determine the scale and timing of the training delivery, as new hires and roles will require training over the next year.
  2. The provider will be expected to train approximately 30 members of staff across the Family Hub workforce. The programme will be delivered in two core phases within a 12-month period, scheduled to align with the recruitment and induction of new staff. Each phase must be delivered in full within this timeframe to ensure timely and relevant training.
  3. If delays in recruitment affect staff availability, a third phase may be required to ensure all identified staff receive the training. Providers should therefore outline a clear contingency approach within their delivery plan, demonstrating flexibility to meet workforce needs while maintaining quality and consistency.
  4. This phased and flexible approach will ensure that training is synchronised with workforce mobilisation, maximises participation, and embeds learning across the Family Hubs model within the agreed commissioning period.

1. **Statement of Requirements** 
   1. The Provider will be required to design and deliver a training programme that promotes secure parent–infant relationships during pregnancy – equipping practitioners with strategies to help parents feel supported, reduce anxiety, and build confidence in their role as caregivers.
   2. The Training Programme will:
   3. Ensure all programme materials and delivery methods are grounded in the latest evidence on parent-infant relationships and early childhood development.
   4. Support participants in developing a strong understanding of the benefits of early bonding for maternal and paternal wellbeing, infant development, and wider family outcomes.
   5. Provide participants with approaches, strategies, and techniques they can apply directly in supporting families during pregnancy and the early years.
   6. Incorporate group discussions, case studies, and reflective exercises to deepen learning and encourage practical application.
   7. Enable Practitioners to model and encourage practical bonding techniques (e.g., talking to the bump, reading or singing to the baby, visualisation, and partner engagement)
   8. Supply participants with resources, guides, and reference materials to reinforce learning and ensure ongoing application of skills.
   9. Develop Practitioners knowledge and understanding of the science of early bonding and attachment highlighting the impact on infant brain development, maternal mental health, and long-term outcomes.
   10. Build practitioners confidence to identify early concerns and signpost or refer families appropriately; this will need to link in with the PAIRS (Parent Infant Relationship Service) Pathway).
   11. Ensure that fathers, partners, and diverse family structures are supported to play an active role in pregnancy bonding and attachment.
   12. Provide blended delivery options primarily through face-to-face training, but with the flexibility to include digital or virtual elements where appropriate including integrated digital support tools to reinforce learning and provide ongoing resources for families.
   13. Establish robust business continuity arrangements to safeguard delivery of the training programme. This should include clear contingency plans covering trainer availability, venue and IT issues, and the rescheduling of sessions if required, to ensure minimal disruption.
   14. Provide a sustainability pathway by enabling designated staff to deliver the programme within their own settings following completion of the course.
   15. Incorporate post-course evaluation to measure changes in participants’ knowledge, skills, and confidence, and use findings to inform continuous improvement.
   16. Ensure the training aligns with professional development standards and, where possible, is accredited to contribute to participants’ CPD portfolios.
2. **Performance Monitoring and Review/Project Management**
   1. The provider will be expected to work in partnership with the Council to ensure training delivery is effective, outcome-focused, and measurable, including active participation in review meetings that demonstrate transparency, collaboration, and responsiveness.
   2. Performance will be monitored against the following Key Performance Indicators (KPIs) for the service:

* A jointly agreed delivery plan and schedule in place with the Council within the first month of contract start.
* At least 90% of identified staff attend training within the planned phases, with contingency arrangements offered for those unable to attend.
* At least 80% of participants report increased knowledge, skills, and confidence in supporting pregnancy bonding and parent–infant attachment, as measured through pre- and post-training evaluation.
* At least 70% of participants demonstrate evidence of applying learning in their practice (through evaluation surveys, reflective logs, or follow-up reviews).
* Attendance, evaluation data, and progress updates provided after each phase; a final report submitted at contract end summarising outcomes, learning, and recommendations.

1. **Data Management/UK General Data Protection Regulation (UK GDPR)**
   1. The supplier will be provided with participant details (name, role, organisation) for the purpose of delivering training, maintaining attendance records, issuing certificates, and evaluating the training. This constitutes personal data and must be processed securely and in line with UK GDPR.
   2. The Council remains the data controller. The supplier will act as a data processor and must:

* Use the data only for the agreed purposes
* Store and transmit the data securely
* Delete data once no longer required and confirm deletion in writing

# 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 | | |  |
| 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. | | |  |
| 1.1. (j) | Are you a Small, Medium or Micro Enterprise (SME)? | | |  |
| 1.1 (k) | If applicable, details of immediate parent company | | |  |
| 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/Fail  Potential 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 £5,000,000 *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. |

| **Requirements under Modern Slavery Act 2015** | | |
| --- | --- | --- |
| **Question 4**  **Scoring Methodology:** Pass/Fail  Potential 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/Fail  Potential 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. |

| **Curriculum & Evidence Base (Weighting 20%)** | |
| --- | --- |
| **Question 6**  **Scoring Methodology: 0-4**  **Word Limit: 750 words** | |
| Please provide details of the proposed curriculum/syllabus, including:  • Evidence-based and alignment with national policy and guidance (e.g. Best Start for Life, NICE)  • How the training content is relevant to NNC Early Help Team, including Family Hub Practitioners, Best Start in Life Practitioners, Managers, and Family Hub Connectors. | |
| **Answer:** | |
|  | |
| **Word Count:** | Enter no. |

|  |  |
| --- | --- |
| **Delivery Model & Phasing (30%)** | |
| **Question 7**  **Scoring Methodology: 0-4**  **Word Limit: 1500 words** | |
| Describe your proposed delivery model, including:  • Structure and mode(s) of delivery (face-to-face, virtual, blended)  • How delivery will be adapted to a phased roll-out, with training cohorts scheduled to align with workforce recruitment and deployment, ensuring new staff receive timely and relevant training.  Describe the participant materials and resources that will be provided, including:  • Format (digital, printed, reusable)  • How these support learning and future practice | |
| **Answer:** | |
|  | |
| **Word Count:** | Enter no. |

| **Sustainability & Capacity Building (20%)** | |
| --- | --- |
| **Question 8**  **Scoring Methodology: 0-4**  **Word Limit: 750 Words** | |
| Explain how your approach will support sustainability and workforce capacity building, including:  • Availability of train-the-trainer options  • CPD accreditation (if applicable)  • Integration of additional tools/resources (e.g. Pregnancy Bonding App)  • How training will support a continuum of practice from pregnancy through to age two. | |
| **Answer:** | |
|  | |
| **Word Count:** | Enter no. |

| **Evaluation & Impact Measurement (10%)** | |
| --- | --- |
| **Question 9**  **Scoring Methodology: 0-4**  **Word Limit: 500 words** | |
| Set out how you will measure the impact of training, including:  • Methods to assess learning, confidence and skills before/after training  • Participant feedback processes  • Any follow-up or outcome tracking approaches | |
| **Answer:** | |
|  | |
| **Word Count:** | Enter no. |

# 

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. 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. All prices quoted must exclude VAT.
  2. We are accepting quotes up to £38,000.
  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 is unreliable.

## 2. Award Criteria Questionnaire Weightings

* 1. The Award Criteria Questionnaire carries a total weight of 100%, split between Quality and Price.
* Quality (80%)
* Price (20%)

The allocation of points available for these criteria are set out in **Table E**.

* 1. The scores from these sections will be added together and the Potential Supplier with the highest overall score will be awarded the contract. The scores for each of these two sections will be calculated as per the methodologies described in the following sections.

## Evaluation and Moderation of Quality (Award Criteria Questionnaire)

* 1. Each Tender 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).
  2. An initial examination may be made to establish the completeness of the Tender Responses.
  3. Any moderation meetings will be attended by the Evaluation Panel and a member of the Procurement Team, who will facilitate the moderation meeting.
  4. 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.
  5. All responses to the Award Criteria Questionnaire will be assessed against the Criteria set out in **Table E**, below.

**Table E**

| **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 E**, 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:

1. 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 E**.
   1. Should the Evaluation Panel, in its reasonable judgement, identify a fundamental failing or weakness in any Tender Response then that Tender Response may, regardless of its other merits, be excluded from further consideration.
   2. For the avoidance of doubt, there are no sub-criteria elements in the Award Criteria Questionnaire, 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.
   3. Where a particular question may list “elements”, Potential Suppliers are informed that no such individual element will be scored, per se; instead, the “elements” as listed are given for information only to assist Potential Suppliers to submit their most comprehensive Response and therefore their most competitive Tender Response in all the circumstances.
   4. The award criteria questions will be evaluated, using the scheme set out in **Table E**, below.
2. **Evaluation of Price (Award Criteria Questionnaire)**
   1. Potential Suppliers should satisfy themselves of the accuracy of all fees, rates and prices quoted, since they will be required to hold these or withdraw their Tender Response in the event of errors being identified after the Deadline for Submission of Bids, set out in **Table C**.
   2. If a Potential Supplier fails to provide fully for the requirements of the RFQ it must either:
      1. absorb the costs of meeting the Council’s full requirements within its tendered price; or
      2. withdraw its tender.
   3. The following criteria will be applied to evaluate price:
      1. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score, as set out in **Table F**. All other Tender Responses will be scored in accordance with the following calculation:
3. An example is provided in **Table F**, below. This example is based on a 20% price weighting where the lowest compliant price is £10,000.

**Table F (Example)**

| **Potential Supplier No.** | **Tender Price** | **Price Calculation** | **Price Score** |
| --- | --- | --- | --- |
|  | £10,000 | = 20%  (lowest compliant price) | 20 |
|  | £11,000 | =20-((11,000-10,000)/11,000) \*100 | 10.91 |
|  | £50,000 | =20-((50,000-10,000)/50,000) \*100 | -60 |
|  | £13,000 | =20-((13,000-10,000)/13,000) \*100 | 15.38 |

1. Potential Suppliers who receive a minus score will be eliminated from the procurement process.

**Table G**

| **Pricing Schedule** | | |
| --- | --- | --- |
|  | Management costs |  |
|  | Staffing - including for auditing, desktop research, design, reporting and engagement. |  |
|  | Delivery costs – travel, venues, incentives. |  |
|  | Additional Costs not otherwise specified |  |
|  | Total Cost (A+B+C+D+E+F)  This is the figure that will be used for the price evaluation, as detailed in this document. |  |

# 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** |
| --- | --- | --- | --- | --- |
|  | Table G Pricing Schedule | 22 | Commercial information | 1 year |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
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# 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 a contract with the Council will be able 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.

1. This will include details of the:
   * 1. Award criteria scores;
     2. Name of the successful provider(s).
2. The following documents shall form part of the contract between the Council and the successful provider(s):
   * 1. Specification;
     2. Terms and Conditions plus related Schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, 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

