

**Leicester City Council**



**Request for Quotation (RfQ)**

PAN2490

**Leicester & Leicestershire**

**Economic Recovery Strategy**

11/02/21 – 01/07/2021

Quotations must be uploaded no later than
**4pm** on **Monday 18th January 2021**

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# INTRODUCTION

## Introduction

The Leicester and Leicestershire Enterprise Partnership Limited (LLEP) working with Leicester City Council wish to invite quotations for the provision of consultancy services to write an Economic Recovery Strategy.

The Authority wishes to ensure that its procurement opportunities are open to small and micro local enterprises and voluntary and community sector organisations as it appreciates the very important role they play in the local economy. Quotations from these organisations are particularly welcomed.

This document is the Request for Quotation (“RfQ”) and with the appendices and all other documentation issued to Suppliers sets out details of the Authority’s requirements and how to submit a Quotation. Please ensure you read it carefully, however should you need any further information please see section 2.3 on how to raise questions during the Quotation period.

## Project Background

The LLEP’s current Strategic Economic Plan expires at the end of 2020. The LLEP Local Industrial Strategy (LIS) , a high-level strategic document which would set out ambitions for the LLEP to 2030 has been completed in draft form. However, the onset of the Covid-19 pandemic has meant that the evidence base on which the LIS was predicated is no longer reflective of the Leicester and Leicestershire Economy. In partnership with key local stakeholders, the LLEP has drawn up a short-term Economic Recovery Plan for 2021. However, there is now a requirement to develop a longer-term Economic Recovery Strategy, considering the objectives identified in the LIS, but also incorporating the changed economic landscape and reflecting any changes in priorities announced by government. It is important to the LLEP, its Board of Directors and wider stakeholders that the area is proactive in setting our long-term ambitions for the area to inform future investment decisions and asks.

## Requirement

The LLEP would like to commission a consultant to write its Economic Recovery Strategy 2021-2030. It is anticipated that the Strategy would meet the following objectives:

* Provide a high-level document setting out the framework for economic recovery and growth to 2030
* Provide an understanding of the impact of Covid-19 and other macro-economic forces such as Brexit, on the Leicester and Leicestershire economy.
* Align the objectives with the Economic Recovery Plan and the draft Local Industrial Strategy, incorporating our long-term vision and objectives where they remain valid and relevant.
* Refresh key metrics within the evidence base as far as possible in the context of Covid-19, (notwithstanding data lag).
* Align with and consider the objectives and output of key strategic groups contributing to the Local Industrial Strategy, e.g. Strategic Planning Group, Skills Advisory Panel and Innovation Board.
* Provide an understanding of where there are key areas of growth in the Leicester and Leicestershire economy and the opportunities they present.
* Provide an understanding of how to support economic growth, create confidence and improve place marketing in the context of the recession sparked by Covid-19.
* Green recovery and innovation are critical to the future development of an Economic Strategy for our area. The Strategy will need to respond to these key drivers and contain a clear plan for investment, identifying specific interventions and the benefits that they would bring.

## 1.4 Key Contractual Considerations

The proposed Contract will commence on 11 February 2021 to 01 July 2021 and the award is anticipated to be to a single Supplier.

This is a one-off requirement. Leicester City Council will be the Commissioning Authority.

Contractual payments will be based upon the Consultant demonstrating evidence of meeting the project milestones fully to the satisfaction of the Authority. Meetings will be organised at key milestones to ensure the project is progressing on target.

The payment allocation will also be as per table below:

|  |  |  |
| --- | --- | --- |
| Stages | Project Milestones | Percentage of Payment |
| 1 | Project start | 40% |
| 2 | Successful completion of all workshops and delivery of first draft document. | 30% |
| 3 | Approval of final report | 30% |

## Living Wage

Leicester City Council is a Living Wage employer, accredited by the Living Wage Foundation (LWF) as set out on the Authority’s website.

This LWF Living Wage rate is calculated according to the cost of living in the UK and reviewed annually. As an accredited employer we pay all our direct employees the current Living Wage rate of £9.30 per hour. For further information and the current hourly rate, please see the [Living Wage Foundation](http://www.livingwage.org.uk/) website.

Please note: The LWF Living Wage is different to the National Living Wage (NLW) which is the new compulsory government hourly rate (currently £8.72 for all staff aged 25 and over).

This contract is not within the scope of the Authority’s Living Wage approach; however the LWF Living Wage is part of our core values and we encourage the Living Wage approach for qualifying staff working on our contracts.

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## Procurement Timetable

The table below sets out the indicative timetable for this procurement process. It may be subject to change in which case the Authority will, if appropriate, endeavour to notify Suppliers.

| Activity | Date |
| --- | --- |
| Contract opportunity advertised and RfQ published | 18/12/2020 |
| Deadline for clarification questions | 18/01/2021 |
| Deadline for upload of quotations (4pm) | **18/01/2021** |
| Quotation evaluation complete | 22/01/2021 |
| Supplier Interviews | 28/01/2021 |
| Award decision approved and communicated to Suppliers | 04/02/2021 |
| Contract Commencement date  | 11/02/2021 |

# INSTRUCTIONS TO SUPPLIERS

## Instructions

Please read all the sections of the RfQ carefully to fully understand the requirements.

Please do not make any changes or deletions to the RfQ documents. Only complete the boxes asking for your responses. Any changes or deletions made to the RfQ documents will be disregarded and will not form part of the contract.

Please complete section 5 accurately, concisely and in the format provided. Please supply all the required supplementary information, clearly labelled and cross-referenced to the relevant question. Please ensure that all questions are completed in full, and in the format requested. Failure to respond to any question will result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’ and explain why you consider it does not apply. Please upload all documents separately and do not embed documents in your submission.

Any stated word limits are provided as guidance only as an indication of the length of response the Authority expects to provide a good quality but concise answer. Should you need to provide additional appendices in response to the questions, these should be numbered and cross-referenced specifically and clearly. A template for providing additional information is provided at Appendix 1. Do not return generic documents without clearly cross-referencing to specific sections of them in response to the particular questions in the RfQ. Any such documents will be disregarded. Quotations and supporting documents must be completed in English.

This procurement process will be carried out in accordance with the Authority’s Contract Procedure Rules, part 4G of [the Authority’s Constitution](http://www.leicester.gov.uk/your-council-services/council-and-democracy/key-documents/constitution/). Quotations shall be submitted in accordance with and subject to the terms of these instructions and as set out elsewhere in this RfQ. Quotations not complying with any mandatory requirement (where the word “shall” or “must” is used) may be rejected.

## Bidding Model (Consortia and Sub-contracting)

The Authority recognises that arrangements set out in question 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the Authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The Authority will make a revised assessment of the submission based on the updated information.

For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.

For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/or any sub-contractors, providing one composite response and declaration.

Where a Supplier relies on the capacities of other entities in establishing that it meets the Authority's minimum requirements of economic and financial standing, the Authority may require the Supplier and those other entities to be jointly liable for the execution of the Contract.

## Questions during the Quotation Period

A clarification question and answer process will operate until the quotation upload deadline to allow Suppliers to clarify information contained in the RfQ. Suppliers should submit any clarification questions to the email address detailed below. Suppliers are asked to raise any clarification questions as soon as possible to allow the Authority to respond as far as possible in advance of the quotation upload deadline.

In order to treat Suppliers fairly, the Authority will provide an anonymised copy of any appropriate/relevant clarification questions received, and the answers to those questions, to all suppliers via email.

|  |  |
| --- | --- |
| **Name:** | Fiona Baker / Irshad Mulla |
| **Email:** | strategy@llep.org.uk |

Should Suppliers wish to provide any innovative solutions which are beneficial but beyond what has been specified they should raise this during the clarification period using the clarification question and answer process described above. Should Suppliers have any concerns about the Conditions of Contract proposed they should raise this during the clarification period using the clarification question and answer process described above.

## Quotation Return

Your quotation must be returned via email to strategy@llep.org.uk by 4pm on Monday 18th January 2021. Please do not submit hard copies of your quotation. Your quotation should include everything required in section 5. You must have fully submitted your quotation by the deadline stated on the cover page. Please ensure that you allow yourself plenty of time when submitting your quotation to account for any unforeseen technical issues.

## Quotation Evaluation

Any quotation that is accepted will be awarded on the basis of the Most Economically Advantageous quotation. Evaluation will use an **80%** quality: **20%** price weighting.

The evaluation will comprise three stages:

* Stage 1: Evaluation of the Selection Questionnaire;
* Stage 2: Evaluation of the Quality Section;
* Stage 3: Evaluation of Price.

As described below, these stages will normally be considered sequentially (even though they may in practice be at least in part conducted at the same time). However when there is a clear fail evident in a later stage, the Authority reserves the right not to complete the evaluation of earlier stages for that quotation where it is clear the outcome of the process will not be affected.

* + 1. **Stage 1: Evaluation of Selection Questionnaire**

The questionnaire at section 5 is used to assess the minimum standards which the Authority requires the Suppliers to meet in terms of:

* Compliance with legislation;
* Financial standing (inc. insurance);
* Technical and professional ability (inc. policies and procedures).
	+ - 1. **Potential Supplier Information and Exclusion Grounds: Parts 1 and 2.**

The standard Selection Questionnaire (SQ) is a self-declaration, made by you, that you do not meet any of the grounds for exclusion. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration). A fail from any organisation required to submit Part 1 and Part 2 will lead to a fail for the whole group submission.

* + - 1. **Selection Questions: Part 3**

If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the SQ is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant Supplier.

* + - 1. **Evaluation**

The table below sets out how each question will be evaluated.

| Question Number | Scoring Criteria | How scored |
| --- | --- | --- |
|  | **ORGANISATION DETAILS** |  |
| 1.1 | Potential Supplier Information provided | Not scored |
| 1.2 | Bidding Model provided | Not scored |
| 1.3 | Contact Details provided | Not scored |
|  | **GROUNDS FOR MANDATORY EXCLUSION** |  |
| 2.1 | All ‘No’ = Pass, Any ‘Yes’ = Potential Fail\* | Pass/Fail |
| 2.2 | Please see below | Not scored |
| 2.3 | ‘No’ = Pass, ‘Yes’ = Potential Fail\* | Pass/Fail |
|  | **GROUNDS FOR DISCRETIONARY EXCLUSION**  |  |
| 3.1 | All ‘No’ = Pass, Any ‘Yes’ = Potential Fail\* | Pass/Fail |
| 3.2 | Please see below | Not scored |
|  | **ECONOMIC AND FINANCIAL STANDING** |  |
| 4.1 | AnsweredPlease see section 2.5.2 below | Pass/Fail |
|  | **RELEVANT EXPERIENCE AND CONTRACT EXAMPLES** |  |
| 5.1 & 5.3 | The Authority will use the information from these questions including any references received to verify that the Supplier has a proven track record of successfully delivering services similar in this contract. | Pass/Fail |
| 5.2 | Compliance with Prompt Payment Code and monitoring/passing down of requirements included elsewhere in the Selection Questionnaire demonstrated. | Pass/Fail |
|  | **INSURANCE** |  |
| 6.1 | ‘Yes’ = Pass, ‘No’ = Potential Fail\* | Pass/Fail |
|  | **HEALTH & SAFETY** |  |
| 7.1 | ‘Yes’ = Pass, ‘No’ = Potential Fail\* | Pass/Fail |
| 7.2 | ‘No’ = Pass, ‘Yes’ = Potential Fail\* | Pass/Fail |
| 7.3 | ‘Yes’ = Pass, ‘No’ = Potential Fail\* | Pass/Fail |
|  | **BUSINESS CONTINUITY** |  |
| 8.1 | ‘Yes’ = Pass, ‘No’ = Potential Fail\* | Pass/Fail |
|  | **DATA PROTECTION & INFORMATION GOVERNANCE** |  |
| 9.1 | ‘Yes’ = Pass, ‘No’ = Potential Fail\* | Pass/Fail |
| 9.2 | ‘Yes’ = Pass, ‘No’ = Potential Fail\* | Pass/Fail |
| 9.3 | ‘Yes’ = Pass, ‘No’ = Potential Fail\* | Pass/Fail |
|  | **QUALITY ASSURANCE**  |  |
| 10.1 | ‘Yes’ = Pass, ‘No’ = Potential Fail\* | Pass/Fail |

The Yes/No answers which lead to a ‘Potential Fail’ have been coloured in red in the SQ. If you select a red answer you must provide additional information using the template at Appendix 1. The additional information should include a summary of the circumstances and any remedial action that has been taken. In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has:

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The Authority will consider this, including where necessary seeking further clarification from the Supplier, and may pass any Supplier where it feels the response satisfies any concerns raised by the “Potential Fail” response as to the Supplier’s suitability and ability to deliver the Contract taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

Where supporting evidence is not explicitly requested, you do need to provide it; however, the Authority reserves the right to request reasonable written evidence from the highest scoring Supplier(s) to verify responses given prior to contract award. Failure to provide satisfactory information when requested may lead to the submission being rejected.

* + - 1. **Changes to SQ Response after the Quotation Return Date**

If changes subsequently occur in relation to the statements set out in the response to the Selection Questionnaire, the Supplier must promptly notify the Authority of them. The Authority reserves the right to disqualify any Tenderer that fails to duly notify the Authority. Suppliers are also reminded of the exclusion grounds that apply to the procurement process at all times. Any change in the eligibility of a Supplier must be notified immediately to the Authority in writing and may result in that Tenderer being disqualified from any further participation in the procurement process.

* + 1. **Financial Assessment**

In response to question 4.1, if there is no requirement for your organisation to have your accounts audited, you may supply unaudited accounts if audited accounts are not available along with the explanation as to why your accounts are not required to be audited.

The Authority sets out below its requirements for Suppliers in terms of financial and economic standing:

The Authority intends to run (where available) a Limited Company Creditsafe report and consider the score and risk level to assess the Supplier’s economic and financial standing. Where the Limited Company Creditsafe report gives the Supplier a score of 50 or less (moderate, high or very high risk of failing in the next 12 months) or the minimum turnover requirement is not met, the Authority reserves the right to seek further information/assurances on the Supplier’s economic and financial standing, such as that in question 4.1, to ensure you have the resources and stability to deliver the Contract over its duration. A Supplier will not be failed or rejected without first being given the opportunity to do this and explain any concerns. Where a Limited Company Creditsafe report is not available, the Authority will assess the economic and financial standing of the Supplier based on the information in question 4.1 and any further information the Supplier is able to provide (if necessary) or that is publicly available (e.g. other forms of Creditsafe report).

As part of its overall assessment of a company’s financial standing, the Council will use an external organisation (Creditsafe) to provide a risk score. The Creditsafe risk score predicts the likelihood of a company failing within the next 12 months. The model which produces the risk score was developed by looking at companies that failed over the last 12 months and assessed the commonalities within these failures. Each one of the 1 to 100 ratings directly correlates to a relational level of risk.

The main areas which Creditsafe assess in determining the risk score are outlined below:

* Financial data: liquidity and leverage ratios, trends in other key financial figures including levels of cash held compared to short term bank borrowings, adequacy of a company’s net worth to all its liabilities;
* Payment performance: describing the late (or not) payment behaviour of a company;
* Industry analysis: looking at the industry the business trades in as certain industries have a greater risk of insolvencies than others;
* Directors: e.g. the difference in the number of directors today and in the past as well as any previous associated failures of a company’s directors;
* County Court Judgments: CCJ’s are a sign of bad debt and can be an indicator of companies struggling financially;
* Ultimate holding company (UHC) performance: for example, if the UHC is creditworthy or is insolvent.

When Creditsafe applies a risk score to a company it first identifies the size of the business based on the criteria set by Companies House. This is so that all companies will be rated on a module which is used for other companies of a similar size.

The Creditsafe risk scores are banded to allow risks to be described in an easily understandable way.

| **CreditSafe Score** | **Risk Band** |
| --- | --- |
| 71-100 | Very Low Risk |
| 51-70 | Low Risk |
| 30-50 | Moderate Risk |
| 21-29 | High Risk |
| 1-20 | Very High Risk |

For more information, please follow this link: [CreditsafeUK Rating Limit Guide](http://www.leicester.gov.uk/media/183673/creditsafe-uk-rating-limit-guide-2014.pdf).

* + 1. **Stage 2: Evaluation of Quality Section**

The quality questions will be scored using the marking scheme set out in the table below.

| **UNWEIGHTED SCORE** | **DESCRIPTION** |
| --- | --- |
| 0 | **poor or unsatisfactory** response giving rise to serious concerns about meeting the specification |
| 1 | **weak** response suggesting there are shortcomings of a less serious nature in meeting the specification |
| 2 | **adequate** response suggesting that the specification is likely to be met, albeit only just, or with minor shortcomings that will not be critical to delivery of the service |
| 3 | **good** response giving confidence that the specification will be satisfactorily met in all relevant respects |
| 4 | **very good** response giving a high level of confidence that the specification will be fully met and exceeded, offering added value and further improved outcomes |

Suppliers’ responses to questions will be evaluated by the Authority’s evaluation panel and a score given for each, by the panel members agreeing a consensus score.

Any quotation scoring 0 for any method statement will be considered to not meet the Authority’s requirements and will be rejected regardless of how well they score against the other method statements.

| QuestionNo | Method Statement  | Weighting |
| --- | --- | --- |
| 1 | Experience, track record and delivery team | 30% |
| 2 | Proposed Methodology, understanding and approach | 30% |
| 3 | Project Management arrangements | 10% |
| 4 | Quality Assurance | 10% |
|  | **Total Score %** | **80%** |

At the end of the evaluation process, a weighted score for each method statement will be calculated by applying the formula below.

|  |  |  |
| --- | --- | --- |
| Unweighted Score | x | Weighting (as per table above) |
| Maximum Unweighted Score (4) |

Any quotation that has been rejected in Stage 1 or Stage 2 will not form part of Stage 3 below.

* + 1. **Stage 3: Evaluation of Price**

The method for ascertaining the lowest contract price is defined as follows:

The quotation with the lowest genuine total contract price will receive the maximum price score of 20%. Prices of the other quotations will be scored based on the following formula:

|  |  |  |
| --- | --- | --- |
| Lowest total contract price | x | Maximum Price Score 20% |
| Quotation’s total contract price |

The Authority reserves the right to reject any tender for which the price exceeds the Authority’s affordability threshold of **£40,000**.

The Authority reserves the right to reject any Tenders that are abnormally low following due consideration including seeking an explanation from the Supplier.

* + 1. **Completeness of Tender and Clarification**

It is the Supplier’s responsibility to ensure that all information is included within their quotation. Evaluation will be based upon the quotation along with any other documents/correspondence submitted in accordance with the instructions set out in the RfQ. Failure to respond to questions or provide requested information may lead to the quotation being rejected or scored unfavourably.

The Authority may at its discretion request a Supplier to clarify any of the information within its quotation or provide information to remedy minor omissions (e.g. the odd missing attachment/cross-reference or small part of a question unanswered). The information provided by Suppliers at this stage will be considered by the evaluation panel when scoring/evaluating the quotation. Clarification is not an opportunity to embellish quotations. In practice, if there are significant omissions (e.g. one or more questions completely unanswered or several missing attachments) the Authority will disqualify the entire quotation. The evaluation panel may choose to not seek clarification if it is clear the response will not impact on the outcome of the evaluation process.

* + 1. **Total Scores**

The total scores obtained by each Supplier for Stage 2 (quality) & Stage 3 (price) will be added together to achieve the Supplier’s overall final score.

The quotation with the highest total score will be deemed to represent the Most Economically Advantageous Quotation and will be recommended for contract award.

If two or more quotations achieve exactly the same total score, the quotation with the highest price score will be deemed to represent the Most Economically Advantageous Quotation and be recommended for Contract award.

## Award Process

When the Authority has made a final decision to award the contract, the Authority will notify the successful Supplier(s) of the Authority’s decision to award the contract.

The Authority will notify unsuccessful Suppliers including some feedback on their quotation from the evaluation process. Should the Supplier wish for further feedback they are welcome to contact the Procuring Officer.

The notification to the successful Supplier will include two copies of the formal contract documents, and request that the Supplier signs and returns these to the Authority. The Authority will then sign/seal the contract documents and send one copy back to the Supplier for their records. Where, for example, there is a delay in compiling the contract documents, the Authority may nevertheless write to the successful Supplier(s) to notify them of/confirm the award decision, and send the contract documents for signature at a later date. Failure by the Supplier to execute a formal contract within a reasonable time limit (normally 14 days) specified by the Authority shall render the contract voidable at the option of the Authority. The contract will only take effect when the contract documents have been signed by both parties (not on the issue of the letter to the Supplier). Until this point the Authority will not be liable for any cost incurred by the Supplier.

Alternatively, the Authority may, where the successful Supplier needs formal notice without delay in order to meet the Authority’s timescales and where the terms of the contract are very clear from the RfQ and the Supplier’s quotation (including any other relevant documents/ correspondence), issue a binding letter of acceptance (which will be clearly identified as such). Upon such acceptance the contract shall thereby be constituted and become binding on both parties. Notwithstanding that, the Supplier shall upon request of the Authority, execute a formal contract in the form set out in this RfQ. Failure by the Supplier to execute a formal contract within a reasonable time limit (normally 14 days) specified by the Authority shall render the contract voidable at the option of the Authority.

## Conditions of Participation

All information supplied is intended to help you prepare your quotation and you must satisfy yourself of the accuracy of information and requirements. It is your responsibility to ensure that all information is included within your quotation. If a Supplier proposes to enter into a Contract with the Authority, it must rely on its own enquiries and on the terms and conditions set out in the Contract(s) (as and when finally executed), subject to the limitations and restrictions specified in it.

While the information contained in this RfQ is believed to be correct at the time of issue, neither the Authority, its advisors, nor any other awarding authorities will accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given. This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this RfQ (including its appendices) and in respect of any other written or oral communication transmitted (or otherwise made available) to any Supplier. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Authority. Any liability is hereby expressly excluded and no costs or expenses incurred for preparing or producing of the quotation will be accepted by the Authority.

Neither the issue of this RfQ, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Authority (or any other person) to enter into a contractual arrangement.

The Authority reserves the right to amend or adjust the procurement process or to terminate this procurement process at any stage, in which case it will notify all interested parties as soon as it is reasonably able to. The Authority reserves the right to subsequently re-invite quotations on the same or any alternative basis.

All Suppliers undertake to protect and keep confidential all data and information provided, and undertake to protect the data and information from unauthorised access and unauthorised use.

Suppliers shall not discuss the quotation they intend to make other than with professional advisers or joint Suppliers/consortium members/sub-contractors who need to be consulted. Under no circumstances are competing Suppliers permitted to communicate or collaborate concerning their quotation. If the Authority discovers evidence of possible collusion in two or more separate Quotations, the Authority reserves the right to investigate the issues and take any action the Authority considers appropriate in relation to any suspected collusion by Suppliers, including automatic exclusion from the procurement process and/or reporting the matter to the Competition and Markets Authority.

Suppliers are not permitted to make any public announcement about this procurement without prior written approval of the Authority during the procurement process.

The Authority is committed to being open and transparent and meeting its legal responsibilities under the Freedom of Information Act 2000 and Environmental Information Regulations. Accordingly, all information submitted to the Authority may need to be disclosed in response to a request under the Act. The Authority may also decide to include certain information in the publication scheme which the Authority maintains under the Act.

If you consider that any of the information included in your quotation is commercially sensitive, you should identify this and explain any harm that may result from disclosure, and the time period applicable to that sensitivity. You should be aware that, even if you indicate that information is commercially sensitive, the Authority might be required to disclose it under the Act if a request is received.

The information you provide in your response will be treated in confidence and in compliance with the Data Protection Act 1998. Your information will only be shared with those directly involved in the procurement and evaluation process. The Supplier shall not transfer the Personal Data outside the European Economic Area without the Authority’s consent and unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of Personal Data is in place.

When providing details of contracts in answering question 5.1 of the Questionnaire (Relevant Experience and Contract Examples), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.

The Authority reserves the right to contact the named customer contacts in question 5.1 regarding the contracts included in question 5.1. The Authority confirms that it will keep confidential and will not disclose to any third parties (except those contracted to the Authority to support this procurement process) any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the Authority is under a legal or regulatory obligation to make such a disclosure.

# SPECIFICATION

## Introduction

The Leicester and Leicestershire Enterprise Partnership (LLEP) would like to commission a consultant to write an Economic Recovery Strategy. Previous strategies covering the LLEP area have been used to influence key partnership, commission specifications and funding bids and have provided a key source of evidence for the LLEP and its partners that demonstrates local economic strengths and weaknesses as well as local economic needs.

## Background

The LLEP prepared and adopted its initial [Strategic Economic Plan 2014-2020](https://llep.org.uk/economic-growth-strategies/strategic-economic-plan/) in 2014 which formed the basis of the partnership’s Growth Deal bid to Government which secured £126m Local Growth Fund (LGF) for the area. It set out how the LLEP intended to bring together different strategies that help strengthen the local economy, build competitive advantage and tackle major risks. It was a medium-term plan setting out key investment priorities and since its inception, significant progress was made towards achieving its ambition and targets as it nears the end of its duration.

In November 2018 the Government announced its intention to introduce Local Industrial Strategies (LIS), which would be long-term documents, covering the period up to 2030, and align to the [National Industrial Strategy](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/730048/industrial-strategy-white-paper-web-ready-a4-version.pdf). They would identify local strengths and challenges, future opportunities and the action needed to boost productivity, earning power and competitiveness. They would also guide the use of local funding streams and any spending from national schemes.

In areas without a Mayoral Combined Authority, including Leicester and Leicestershire, the development of the Local Industrial Strategy would be led by the Local Enterprise Partnership.

In July 2018, following agreement by the LLEP Board, the LLEP produced a [Local Industrial Strategy Prospectus](https://llep.org.uk/app/uploads/2020/11/Local-Industrial-Strategy-Prospectus.pdf), setting out 28 growth opportunities that would potentially increase productivity and earning power within Leicester and Leicestershire. This was submitted to ministers and senior Government officials prior to the summer recess and on 23 July 2018 it was announced that Leicester and Leicestershire had been included in a ‘second wave’ of six areas invited to prepare a Local Industrial Strategy with Government.

Government guidance stated that to be successful, Local Industrial Strategies must be developed from the bottom up and led by those who best know the needs of local economies. They should also:

* Set out a robust and open evidence base
* Map out specific opportunities and challenges
* Make clear how MCAs and LEPs will work in partnership with public and private stakeholders to achieve their ambitions
* Prioritise specific, achievable and long-term ambitions
* Set out clear plans to evaluate progress

To meet these needs in Spring 2019 the LLEP commissioned an overarching [Economic Review](https://llep.org.uk/app/uploads/2020/11/Local-Industrial-Strategy-Economic-Review-June-2019.pdf) of the Leicester and Leicestershire economy and following on from this, a draft Local Industrial Strategy was developed and taken to the LLEP Board in August 2019. A further draft was in the process of being finalised and discussions had started to take place with government departments as part of the co-authoring process when the General Election was announced in the autumn of 2019. The subsequent advent of a new Government, changes in ministerial responsibilities and the prioritisation of ministerial and civil servant officer time on preparation for exit from the EU then impacted on previously published timescales for completion.

In March 2020 the LLEP had finalised the content of the draft LIS, including the development of [Logic Chains](https://llep.org.uk/app/uploads/2020/12/Draft-Local-Industrial-Strategy-Logic-Chains.pdf) for each of the five Foundations of productivity and was at the point of submission to Government. The advent of Covid-19 and the immediate and ongoing negative impact on the local economy (including significant shifts in the LIS Evidence Base) meant that the submission of the LIS was postponed. However, an [Executive Summary](https://llep.org.uk/app/uploads/2020/12/Draft-Local-Industrial-Strategy-Executive-Summary.pdf) has been published on the LLEP website and applicants **may request a copy of the draft LIS** prior to submission of application by emailing strategy@llep.org.uk.

In response to the impact of COVID-19, in conjunction with partners, the LLEP is currently developing a shorter-term [Economic Recovery Plan](https://llep.org.uk/strategies-document-library/?strategy1=94&strategy2=0&orderby=new), allied to the five LIS Foundations: People, Business, Ideas, Infrastructure and Place. We now seek to commission a consultancy to work with the LLEP and its stakeholders to write an Economic Recovery Strategy for 2020-2030 which takes into account the recommendations within the Economic Recovery Plan and the longer term objectives identified within the LIS, but which reflects the emerging recovery priorities identified through the government round tables and other regional strategies as follows:

* Green Recovery, innovation and growth as articulated in the government’s [Ten Point Plan for a Green Industrial Revolution](https://www.gov.uk/government/publications/the-ten-point-plan-for-a-green-industrial-revolution/title) and [Energy White Paper](https://www.gov.uk/government/news/government-sets-out-plans-for-clean-energy-system-and-green-jobs-boom-to-build-back-greener);
* Local skills needs and investment, including job creation;
* Enabling businesses to improve productivity and achieve long-term economic recovery;
* Accelerating innovation, taking account of the [UK Research and Development Roadmap](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/896799/UK_Research_and_Development_Roadmap.pdf); and
* Business start-up and sustainability.

It is anticipated that that the new Economic Recovery Strategy would help provide an overview and understanding of:

* The impact of the Covid-19 Recession on the Leicester and Leicestershire economy and its place within regional, national and global economies
* The likely impact of EU Transition on the LLEP area and its constituent industries;
* Economic vision and objectives for the next five to ten years
* Recommendations for investment priorities, projects and interventions that will deliver economic recovery and growth
* Industries and sectors seen as fundamental to the growth and resurgence of the local economy

The government is currently undertaking a review of the National Industrial Strategy and a refreshed document is likely to be published in the new year. However, given the ongoing delay to the publication of the Local Economic Recovery and Devolution White Paper, the LLEP Board of Directors has directed that work on our local Recovery Strategy should commence without delay. Given this set of circumstances, if the Strategy and White Paper were to be published during the preparation of the LLEP Economic Recovery Strategy, there would be an expectation that the consultant would be flexible and able take their content and direction into account in producing the Strategy to ensure best fit with government ambitions and future funding.

## Research Aims

It is anticipated that that the new Economic Recovery Strategy would help provide an overview and understanding of:

* The impact of the Covid-19 Recession on the Leicester and Leicestershire economy and its place within regional, national and global economies
* The likely impact of EU Transition on the LLEP area and its constituent industries
* Economic vision and objectives for the next five to ten years
* Recommendations for investment priorities, projects and interventions that will deliver economic recovery and growth
* Industries and sectors seen as fundamental to the growth and resurgence of the local economy

## Research Objectives

The key objectives of the Recovery Strategy 2020-2030 are:

* To provide a high-level document setting out the framework for economic recovery and growth to 2030
* To provide an understanding of the impact of Covid-19 and other macro-economic forces such as Brexit, on the Leicester and Leicestershire economy.
* To align the objectives with the Economic Recovery Plan and the draft Local Industrial Strategy, incorporating our long-term vision and objectives where they remain valid and relevant.
* To refresh key metrics within the evidence base as far as possible in the context of Covid-19, (notwithstanding data lag).
* To align with and consider the objectives and output of key strategic groups contributing to the Local Industrial Strategy, e.g. Strategic Planning Group and Skills Advisory Panel.
* To provide an understanding of where there are key areas of growth in the Leicester and Leicestershire economy and the opportunities they present.
* To provide an understanding of how to support economic growth, create confidence and improve place marketing in the context of the recession sparked by Covid-19.
* Green recovery and innovation are critical to the future development of an Economic Strategy for our area. The Strategy will need to respond to these key drivers and contain a clear plan for investment, identifying specific interventions and the benefits that they would bring.

## Outputs

The successful supplier is expected to deliver the following outputs:

a) An Economic Recovery Strategy for Leicester and Leicestershire covering the period 2020 to 2030, which considers the relevant objectives and strengths previously identified within the draft Local Industrial Strategy together with emerging priorities resulting from the onset of Covid-19.

b) An updated evidence base with most up to date and relevant economic information and data

c) An understanding of the Leicester and Leicestershire Economy and how it performs including strengths and weaknesses.

d) Stakeholder engagement through facilitation of a minimum of four workshops (which may be held via electronic applications, e.g. Teams, Zoom) with key stakeholders including the LLEP Board and Skills Advisory Panel.

e) Copies of all information gained through workshops and interviews

f) On completion of the work the consultant would be required to present the Economic Recovery Strategy and any key conclusions to the key LLEP groups and boards.

g) It is intended that the strategy will be produced as a digital document, with a print-ready option should this be required at a later date.

The LLEP require the following tangible outputs from the project.

a) Summary evidence report to support the Economic Recovery Strategy

b) Final Economic Recovery Strategy with supporting annexes (Evidence Summary, stakeholder workshops etc.)

c) A professionally designed Economic Recovery Strategy suitable for digital viewing with a print ready option in an accessible format.

d) Where data has been used to support tables and graphs the LLEP would where possible and subject to licensing agreements, require source materials and data

e) Copies of all information gained through workshops and interviews

f) Information of all businesses, stakeholders and other partners engaged with supplied in an agreed format including GDPR permissions to upload to the LLEP CRM system.

A significant amount of work has already been carried out by the LLEP and partners which will form the basis for the plan and which the consultancy will be able to draw on, including, but not limited to:

* Local Industrial Strategy Prospectus
* Economic Review
* Draft Local Industrial Strategy and associated Logic Chains
* Strategic Growth Plan
* Skills Evidence Base Summary
* Economic Recovery Plans (LLEP and partners)
* The various adopted and draft local plans that exist across the Leicester and Leicestershire area.

The successful consultancy will work with and report to the Leicester and Leicestershire Economic Recovery Cell, chaired by the LLEP Chief Executive and including representatives from key local stakeholders.

## Timetable

In consideration of the work already undertaken as part of the development of the draft Local Industrial Strategy, together with the need to respond to the Covid-19 crisis in a timely way, the LLEP would require consultants to undertake this work in an accelerated timetable over the autumn period.

|  |  |
| --- | --- |
| **Milestone** | **Date** |
| Appointment of Consultant | 04 February 2021 |
| Inception Meeting | 11 February 2021 |
| LLEP Board Meeting (Workshop) | March 2021 |
| Further stakeholder workshops | March 2021 |
| Review Meeting with Economic Recovery Cell | April 2021 |
| First draft Recovery Strategy presented to LLEP Board.  | 22 April 2021 |
| Final draft Recovery Strategy signed off by LLEP board | 24 June 2021 |
| Digitally designed document available for launch on LLEP website | 01 July 2021 |

## Project Management Arrangements

The LLEP will assign a project manager to be the main point of contact for day-to-day project management issues.

There will be an inception meeting, provisional date 11 February 2021 to finalise the project requirements, and a final meeting to present the draft report/ discuss recommendations.

The successful consultancy will work with and report to the Leicester and Leicestershire Economic Recovery Cell, chaired by the LLEP Chief Executive and including representatives from key local stakeholders. When requested or as agreed with the LLEP, the consultant will be required attend the fortnightly ERC meeting and provide a project update to the group, highlighting work undertaken and any problems that have arisen.

The consultant will be expected to develop a project plan which details key milestones including (but not limited to) workshop dates and reporting deadlines for the final report.

The consultant will also be required to develop a risk register detailing key risks and contingencies put in place to mitigate these risks. A contingency plan should also be outlined should the consultant be affected by the COVID-19 pandemic.

##  Costs

Please provide a detailed breakdown of the anticipated project costs. Please be clear about the number of consultancy days that will be spent on each element of the project and who within your organisation (or consortium) will be undertaking the work.

Please provide a breakdown showing the cost for each stage of the survey e.g. questionnaire design, interviewing, data processing and reporting. It is important that the cost of any optional extra work is also shown.

The indicative budget for this research project is **£40,000**

Leicester City Council will act as the Accountable body for this project. The organisation employed to undertake the work must adhere to the following insurance rules:

Public Liability Insurance £5 million

Employers Insurance £5 million

Professional Indemnity Insurance £2 million

Note: Those organisations applying to undertake the work that do not have these levels of insurance should include their purchase in the breakdown of costs.

# CONDITIONS OF CONTRACT

Conditions of this contract will be as per the document **PAN2490** Terms and Conditions attached separately.

You are strongly advised to familiarise yourself with these terms and conditions. Any queries should be raised during the clarification period. These conditions are not negotiable post award.

# QUOTATION RESPONSE

## Standard Selection Questionnaire

Please ensure that all questions are completed in full and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’ and explain why. Should you need to provide additional Appendices in response to the questions, please use the template at Appendix 1 to provide details and these should be numbered clearly and cross referenced.

|  |
| --- |
| **PART 1: POTENTIAL SUPPLIER INFORMATION** |
|  | **POTENTIAL SUPPLIER INFORMATION** |
|  | Potential Supplier Information |
| (a) | Full name of the potential supplier submitting the information |  |
| (b)(i) | Registered office address (if applicable) |  |
| (e) | Company registration number (if applicable) |  |
| (k) | Trading name(s) that will be used if successful in this procurement |  |
| (l) | Are you a Voluntary Community Social Enterprise (VCSE)? | [ ]  Yes[ ]  No |
| (m) | Are you a Small, Medium or Micro Enterprise (SME)? | [ ]  Large[ ]  Medium | [ ]  Small[ ]  Micro |
| (o) | Details of immediate parent company:- Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable) |  |
| (p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable) |  |
|  | Bidding Model |
| (a)(i). | Are you bidding as the lead contact for a group of economic operators? | [ ]  Yes[ ]  No |
|  | If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| (a)(ii) | Name of group of economic operators (if applicable) |  |
| (a)(iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| (b)(i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | [ ]  Yes[ ]  No |
| (b)(ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | [ ]  Yes[ ]  No |
|  | Name |  |
|  | Registered Address |  |
|  | Company Registration Number |  |
|  | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |
|  | The approximate % of contractual obligations assigned to each sub-contractor |  |
|  | Contact Details |
| (a) | Contact name |  |
| (b) | Name of organisation |  |
| (c) | Role in organisation |  |
| (d) | Phone number |  |
| (e) | E-mail address |  |
| (f) | Postal address |  |
| **PART 2: EXCLUSION GROUNDS** |
| 1. **3**
 | **GROUNDS FOR MANDATORY EXCLUSION** |
|  | Regulations 57(1) and (2) |
| (a) | The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
|  | Participation in a criminal organisation.If Yes please provide details at 2.1(b) | [ ]  Yes[ ]  No |
|  | CorruptionIf Yes please provide details at 2.1(b) | [ ]  Yes[ ]  No |
|  | FraudIf Yes please provide details at 2.1(b) | [ ]  Yes[ ]  No |
|  | Terrorist offences or offences linked to terrorist activitiesIf Yes please provide details at 2.1(b) | [ ]  Yes[ ]  No |
|  | Money laundering or terrorist financingIf Yes please provide details at 2.1(b) | [ ]  Yes[ ]  No |
|  | Child labour and other forms of trafficking in human beingsIf Yes please provide details at 2.1(b) | [ ]  Yes[ ]  No |
| (b) | If you have answered yes to question 2.1(a), please provide further details:Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction;Identity of who has been convicted.If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |
|  | N/A |
|  | Self-Cleaning |
|  | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? | [ ]  Yes[ ]  No |
|  | Regulation 57(3) |
| (a) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | [ ]  Yes[ ]  No |
| (b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |
|  |  |
|  | Please note: The Authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions. |
| 1. **3**
 | **GROUNDS FOR DISCRETIONARY EXCLUSION** |
|  | Regulation 57(8) |
|  | The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| (a) | Breach of environmental obligations?If Yes please provide details at 3.2 | [ ]  Yes[ ]  No |
| (b) | Breach of social obligations?If Yes please provide details at 3.2 | [ ]  Yes[ ]  No |
| (c) | Breach of labour law obligations?If Yes please provide details at 3.2 | [ ]  Yes[ ]  No |
| (d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?If Yes please provide details at 3.2 | [ ]  Yes[ ]  No |
| (e) | Guilty of grave professional misconduct?If Yes please provide details at 3.2 | [ ]  Yes[ ]  No |
| (f) | Entered into agreements with other economic operators aimed at distorting competition?If Yes please provide details at 3.2 | [ ]  Yes[ ]  No |
| (g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?If Yes please provide details at 3.2 | [ ]  Yes[ ]  No |
| (h) | Been involved in the preparation of the procurement procedure?If Yes please provide details at 3.2 | [ ]  Yes[ ]  No |
| (i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?If Yes please provide details at 3.2 | [ ]  Yes[ ]  No |
| (j) | Please answer the following statements |
| (j)(i) | The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria. | [ ]  Yes[ ]  No |
| (j)(ii) | The organisation has withheld such information. | [ ]  Yes[ ]  No |
| (j)(iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | [ ]  Yes[ ]  No |
| (j)(iv) | The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | [ ]  Yes[ ]  No |
| * 1. **j**
 | Self-Cleaning |
|  | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? |
|  |  |
| **PART 3: SELECTION QUESTIONS** |
|  | **ECONOMIC AND FINANCIAL STANDING** |
|  | Are you able to provide a copy of your audited accounts for the last two years, if requested?If no, can you provide **one** of the following: | [ ]  Yes[ ]  No |
| (a) | A statement of the turnover, Profit and Loss Account/ Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | [ ]  Yes[ ]  No |
| (b) | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | [ ]  Yes[ ]  No |
| (c) | Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | [ ]  Yes[ ]  No |
|  | **TECHNICAL AND PROFESSIONAL ABILITY** |
|  | Relevant Experience and Contract Examples |
|  | Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE), that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.If you cannot provide examples see question 5.3. |
|  |  | Contract 1 | Contract 2 | Contract 3 |
|  | Name of customer organisation |  |  |  |
|  | Point of contact in the organisation |  |  |  |
|  | Position in the organisation |  |  |  |
|  | E-mail address |  |  |  |
|  | Description of contract |  |  |  |
|  | Contract Start date |  |  |  |
|  | Contract completion date |  |  |  |
|  | Estimated contract value |  |  |  |
|  | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries). |
|  |  |
|  | If you cannot provide at least one example for question 5.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  | N/A |
|  | **INSURANCE** |
|  | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:Employer’s (Compulsory) Liability Insurance = £5 millionPublic Liability Insurance = £5 millionProfessional Indemnity Insurance = £2 million\*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | [ ]  Yes[ ]  No |
|  | **HEALTH AND SAFETY** |
|  | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | [ ]  Yes[ ]  No |
|  | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last three years? | [ ]  Yes[ ]  No |
|  | If you use Sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | [ ]  Yes[ ]  No |
|  | **BUSINESS CONTINUITY** |
|  | Does your organisation have in place measures that will enable you to maintain your business activities in the event of an emergency situation or unforeseen event? | [ ]  Yes[ ]  No |
|  | **DATA PROTECTION & INFORMATION GOVERNANCE** |
|  | Does your organisation apply procedures for the protection of personal information about individuals in conformity with applicable Data Protection legislation and changes to the law coming into effect on 25 May 2018? | [ ]  Yes[ ]  No |
|  | Does your organisation operate a framework of policies, procedures, training and standards to enable personal information processed to be kept confidential, protected from loss, theft damage or destruction and also accessible to those who have a legitimate need to use it? | [ ]  Yes[ ]  No |

|  |  |
| --- | --- |
|  | Please self-certify that prior to Contract award you will have completed the Government’s Cyber Essentials Scheme by undertaking a validated self-assessment of your cyber security system, followed by verification by an Independent Certification Award.[ ]  Yes[ ]  No |
|  | **QUALITY ASSURANCE** |
|  | Please confirm your organisation applies documented quality management procedures.[ ]  Yes[ ]  No |

## Quality Questions

The purpose of the quality questions is to enable the Authority to evaluate your understanding of our requirements and the quality of your methodology for meeting them. Your submission should describe clearly and concisely how you would provide each of the main requirements laid out in the Specification.

| **Question** | **Method Statement**  | **Weighting** |
| --- | --- | --- |
| 1 | **Experience and Sample Reports**Please:(a) Provide details of your experience of drafting similar strategies/reports, and how this experience will benefit you in completing this project. Submissions should demonstrate how an evidence base was established and how key stakeholders were engaged, and how this experience will be utilised. (b) Provide copies of or links to outputs (reports for similar projects etc.). (c) Demonstrate your experience of giving presentations to senior business leaders, senior management in local authorities and other stakeholders with an interest in business research. (d) Provide CVs for the individuals undertaking the work.  | 30% |
|  | **SUPPLIER’S RESPONSE/EVIDENCE** |  |
| 2 | **Proposed Methodology, understanding and approach**Please:(a) Provide a proposed methodology on how your organisation will draft the Economic Recovery Strategy and the processes that will be used to deliver the specification. (b) Provide a detailed explanation as to why this method/process is being utilised and how this might benefit the work. (c) Provide detail of which data sources will be utilised in order to create a robust evidence base and why these data sources have been chosen | 30% |
|  | **SUPPLIER’S RESPONSE/EVIDENCE** |  |
| 3 | **Project Monitoring arrangements**How will you manage this project and manage risk? Please detail your experience of working with a steering group and other partners that have potentially different needs | 10% |
|  | **SUPPLIER’S RESPONSE/EVIDENCE** |  |
| 4 | **Quality Assurance**Please outline your approach to quality assurance, project management and risk management and how this would apply to this project. | 10% |
|  | **SUPPLIER’S RESPONSE/EVIDENCE** |  |

## Pricing Schedule

Suppliers are reminded that price is worth 20% of the overall marks available. The notes below provide further guidance on how pricing should be submitted.

Supplier must provide their prices on the basis that they are making an offer on the terms of the contract (including the Specification) as supplied in this RfQ.

All prices submitted must be stated in pounds sterling and the submission totalled and **exclusive of VAT**.

If a Supplier’s response contains omissions in the schedule, the Authority reserves the right (at its discretion) to disqualify the entire bid or to seek further clarification regarding the omission. In practice, if there are significant omissions the Authority is likely to exercise its discretion to disqualify the entire bid.

Please see Pricing Schedule embedded below for completion. All Suppliers must fill in the spreadsheet with the pricing information requested (the cells highlighted in yellow must be completed).



The price shown alongside the “Total Value” cell will be used to determine the price score. Suppliers are requested to provide a breakdown of all costs in the spreadsheet as requested.

Please provide a detailed breakdown of the anticipated project costs. In particular, please be clear about the number of consultancy days that will be spent on each element of the project and who within your organisation (or Consortium) will be undertaking the work.

Please note- the Authority reserves the right to reject any tender for which the price exceeds the Authority’s affordability threshold of **£40,000**

It will be helpful to have a breakdown showing the cost for each stage of the project e.g. initial research, interviewing, data processing and reporting.

## Declaration

Re: Request for Quotation for **Economic Recovery Strategy (PAN2490)**

To: Leicester City Council

We certify that this is a bona fide quotation, intended to be competitive and that we have not or will not (either personally or by anyone acting on our behalf):

* Fixed the amount of the quotation (or the rate and prices quoted) by agreement with any person;
* Communicated to anyone other than the Authority the amount or approximate amount or terms of my/our proposed quotation (other than in confidence in order to obtain a quotation, professional advice or insurance necessary for the preparation of the quotation);
* Entered into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount or terms of any Quotation to be submitted by him;
* Canvassed or solicited any member, officer or other employee of the Authority in connection with the award of this or any other Authority contract or quotation;
* Offered, given or agreed to give any inducement or reward in respect of this or any other Authority contract or quotation;

Having read carefully the RfQ:

* We offer to fulfil the contract to meet the requirements of the RfQ in accordance with our quotation and fully in accordance with the contract;
* We agree that this quotation shall constitute an irrecoverable, unconditional offer, which may not be withdrawn for a period of 90 days from this date;
* We understand that unless and until a formal agreement is prepared and executed, this quotation, together with your written acceptance thereof, shall constitute a binding contract between us;
* We understand that the Authority is not bound to accept any quotation it receives;
* We declare that to the best of our knowledge our quotation response is true, complete and accurate in all respects, both as at the date communicated and as at the date of quotation submission and understand that the Authority may reject our submission if we provide false/misleading information;
* We declare that, upon request and without delay we will provide the certificates or documentary evidence referred to in the RfQ and/or quotation;
* We understand that the Authority may reject this quotation in its entirety if there is a failure to follow the instructions or meet the Conditions of Participation (section 2.9) set out in the RfQ; there is a failure to answer all the relevant questions fully; or if false/misleading information or content is provided in any section; and are aware of the consequences of serious misrepresentation;
* We understand no representation or warranty, express or implied, is or will be given by the Authority or any of its agents or advisors with respect to information included in this RfQ.

The quotation must be submitted by the organisation which it is proposed will enter into a formal contract with the Authority if awarded the contract. This Declaration must be signed:

* where the Supplier is a company, by a duly authorised representative of that company;
* where the Supplier is a consortium, by the lead authorised representative of the consortium, which organisation shall be responsible for the performance of the Contract;
* where the Supplier is a sole trader, he should sign and give his name in full together with the name under which he is trading;
* where the Supplier is a partnership, by all the partners or, alternatively, one only may sign, in which case he must have and should state that he has authority to sign on behalf of the other partner(s). The names of all the partners should be given in full together with the trading name of the partnership.

|  |  |  |
| --- | --- | --- |
| Signature: |  |  |
| Print Name: |  |  |
| Job Title/Designation: |  |  |
| Date: |  |  |
| For and on behalf of: |  |
| Registered Number: |  |
| Registered Address: |  |
|  |  |

* 1. **Appendix 1: Question Response Template**

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| Template for Your Explanation Response |
| Quotation Section and Question Number |
| ExplanationN/A |