

Request for Quotation

Section 1 Summary Information

Reference number	LM003
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Notice Title	Unheard Voices Innovation Fund
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Closing date for quote	28	01	2022
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All quotes are to be:

- Returned by **5pm** on the closing date for quote to the named contact below
- Submitted by closing date for quote
- Be in writing and in the English language
- All prices/rates are to be in £GBP and exclusive of VAT (where applicable)

Is this suitable for SME (Small and Medium Enterprises)?

Is this suitable for VCSE (Voluntary Community & Social Enterprises)?

Please select a contract type from the drop-down lists below

Contract Type

Section 2 Location and industry

Select the postcode and/or region within which the works, services or products detailed in this notice will be delivered.

Region

Section 3 Description

Please see attached Service Specification for full details of the requirement.

Section 4
Contact details

Name	Nicola Mclean
Email	nmclean@lambeth.gov.uk
Address	Lambeth Civic Centre
City	London
Post Code	SW2 1EG
Phone number	07513484733
Website	https://www.lambeth.gov.uk/

Section 5
Additional Information**Attachments**

Unheard Voices Innovation Fund – Service Specification
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Section 6**Submission Template – ‘Unheard Voices’ employment programme**

Supplier Name):

Quotation Submission Date:			
Contact Name:		Phone:	
Department (if needed):		Fax:	
Address:		E-Mail:	

Our firm does hereby offer to supply the following services as per the delivery schedule above, any prices shown are exclusive of VAT and inclusive of carriage and delivery and all discounts:

Section 7

Evaluation Methodology

The ratio that will be used to evaluate the tenders:

Price – 10% - Based on your tendered price

Quality – 90% - Based on completed Method Statements

The Quality Score will be added to the Price Score to determine the final score for each Tenderer

EVALUATION OF PRICE (10%)

Tenderers are requested to note that the maximum budget for this service is £40,000

The evaluation of your tendered price will be conducted using the formula stated below:

Price Score = 10 x (Lowest priced compliant tender/Tendered price)

The lowest priced tender will receive the full 10% allocated to price.

For example:

Tenderer	Tendered Price	Score Calculation	Score (%)
A	£30,000	Lowest price	10
B	£35,000	10 x (30,000/35,000)	8.57
C	£40,000	10 x (30,000/40,000)	7.5

EVALUATION OF METHOD STATEMENTS (90%)

Summary of Method Statement Questions:

	Evaluation Criteria	Weighting %
MS1	Experience & Expertise	20
MS2	Proposed Service Delivery & Mobilisation Plan	30
MS3	Quality Workforce	15
MS4	Service Performance and Contract Management	5
MS5	Working Collaboratively	10
MS6	Safeguarding Practice	10
Total		90

The Method Statement provides the tenderer with an opportunity to set out their tender proposal in response to the questions posed. To secure the maximum marks responses should provide comprehensive response.

The responses provided in the Method Statement will be evaluated by an Evaluation Panel and the appropriate score will be agreed by consensus to provide a total method statement score.

The Authority reserve the right to challenge any information provided in response to the tender and request further information in support of any statements made therein.

Tenderers will be marked in accordance with the marking scheme below:

Score	Rating	Description
0	No Response	No proposal has been received The response is unacceptable.
1	Unacceptable	A proposal at this rating: <ul style="list-style-type: none"> Builds very little or no confidence that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures. Builds very little or no confidence that the Tenderer's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution.
2	Poor	A proposal at this rating: <ul style="list-style-type: none"> Raises serious reservations that the Tenderer can deliver the requirements due to insufficient evidence of relevant ability, understanding, skills, resources and quality measures. Raises serious reservations that the Tenderer's approach/solution will deliver the requirements due to insufficient evidence or an inappropriate approach/solution. <p>Note: a response at this rating includes reservations which cannot be resolved with the Tenderer pre-contract award (i.e. changes which would distort the competition) or during the contract term without impacting time, quality or cost.</p>
3	Acceptable	A proposal at this rating: <ul style="list-style-type: none"> Confirms that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures. Provides an acceptable approach/solution to delivering the requirements utilising standard strategies, plans, tools, methods or technologies. <p>Note: an acceptable response may include minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost.</p>
4	Good	A proposal at this rating: <ul style="list-style-type: none"> Builds confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures.

		<ul style="list-style-type: none"> • Provides a good approach/solution to delivering the requirements utilising appropriately tailored strategies, plans, tools, methods or technologies. <p>Note: a good response may include a small number of minor reservations that can easily be resolved with the Tenderer pre-contract award (i.e. changes which would not distort the competition) or during the contract term without impacting time, quality or cost.</p>
5	Excellent	<p>A proposal at this rating:</p> <ul style="list-style-type: none"> • Builds a high level of confidence that the Tenderer can deliver the requirements through evidence of relevant ability, understanding, skills, resources and quality measures. • Provides an exceptional approach/solution to delivering the requirements utilising appropriately tailored and at times innovative strategies, plans, tools, methods or technologies. <p>Note: an excellent response should not include any reservations.</p>

Section 8

Method Statement Questions and Price

MS 1	Experience & Expertise	Weighting 20%
<p>Please describe your experience and expertise relevant to the delivery of your proposed ‘Unheard Voices’ employment programme, in line with the requirements as detailed in the service specification. Including but not limited to:</p> <ul style="list-style-type: none"> • Your experience of effectively engaging the identified target groups of young people, and how that would apply to this programme • Your understanding of the challenges faced by marginalised young people, and how you intend to meet the specific needs of young Lambeth residents • Your experience of working with the identified target group(s) for your proposal in a skills and employment context <p>(Please limit your answer to no more than 500 words and add a word count. Text within any charts or graphs submitted as part of your answer will form part of the word count. You should ensure your response is specific to this question. Any text that exceeds the indicated word count will not be evaluated. Links to other documents or additional appendices will not be considered as part of your response)</p>		
<i>Please extend this text box as required, being mindful of word count limits.</i>		
MS 2	Proposed service delivery and mobilisation plan	Weighting 30%
<p>Please describe your operational model and detail the way in which you will deliver the ‘Unheard Voices’ employment programme to meet the requirements as detailed in the service specification. Including but not limited to:</p> <ul style="list-style-type: none"> • Proposed delivery model including detailed programme outline, content, schedule, and means of delivery • Plan of engagement for young people from programme target groups, including proposed engagement activity and potential referral sources/partners • Proposed skills and employment related activity (e.g. work tasters, work experience, employability/personal development workshops) • Details of mobilisation plan: timeframe, resource allocation, delivery location/venue <p>(Please limit your answer to no more than 750 words and add a word count. Text within any charts or graphs submitted as part of your answer will form part of the word count. You should ensure your response is specific to this question. Any text that exceeds the indicated word count will not be evaluated. Links to other documents or additional appendices will not be considered as part of your response)</p>		
<i>Please extend this text box as required, being mindful of word count limits.</i>		

MS 2	Quality Workforce	Weighting 15%
<p>Please provide details of the personnel who will deliver the programme, please include staff structure). Your response should include but not be limited to:</p> <ul style="list-style-type: none"> • Details of staff qualifications, experience, the required competencies and capabilities for their respective roles • Your organisations staff training and personal development approach • How the staff that will be delivering the service will be managed, and the process of ensuring the right staffing levels are available to meet the needs of the young people <p>(Please limit your answer to no more than 350 words and add a word count (please note the staff structure will not be included in the word count and should be provided as a separate document). Text within any charts or graphs submitted as part of your answer will form part of the word count. You should ensure your response is specific to this question. Any text that exceeds the indicated word count will not be evaluated. Links to other documents or additional appendices will not be considered as part of your response)</p>		
<p><i>Please extend this text box as required, being mindful of word count limits.</i></p>		
MS 3	Service Performance and Contract Management	Weighting 5%
<p>What quality assurance measures will you use in this contract in order to monitor and record the performance of the contract and what methods will be utilised to drive and inform continuous service improvement, including but not limited to:</p> <ul style="list-style-type: none"> • How you will meet the performance monitoring requirements of the specification • How you systematically engage, consult and obtain feedback from young people and parents on their experience of your service • How value for money is demonstrated for the service <p>(Please limit your answer to no more than 350 words and add a word count. Text within any charts or graphs submitted as part of your answer will form part of the word count. You should ensure your response is specific to this question. Any text that exceeds the indicated word count will not be evaluated. Links to other documents or additional appendices will not be considered as part of your response)</p>		
<p><i>Please extend this text box as required, being mindful of word count limits.</i></p>		
MS 4	Working Collaboratively	Weighting 10%
<p>The council is committed to working in partnership to support delivery of high-quality services. Please describe using your previous successful experience how you will collaborate and work in partnership with the council, other agencies, and providers for the purpose of delivering the ‘Unheard Voices’ employment programme. Including but not limited to:</p>		

- **An outline of your existing relationships with other services**
- **How you will develop partnership arrangements to support service delivery**
- **Any existing links with employers who may support the delivery of the programme through provision of employment experiences, or progression opportunities**

(Please limit your answer to no more than 250 words and add a word count. Text within any charts or graphs submitted as part of your answer will form part of the word count. You should ensure your response is specific to this question. Any text that exceeds the indicated word count will not be evaluated. Links to other documents or additional appendices will not be considered as part of your response)

Please extend this text box as required, being mindful of word count limits.

MS 5	Safeguarding Practice	Weighting 10%
<p>Please describe how you will ensure that young people are always safe from harm.</p> <p>Please evidence and provide examples of how you implement, achieve, ensure compliance is adhered to and managed. Including but not limited to:</p> <ul style="list-style-type: none"> • Details of safeguarding policies and procedures • Staffing arrangements, including safer recruitment and staffing ratios • Incident reporting and complaints policies and procedures • Early identification of risks and risk management • Communications with parents, carers, schools and the local authority – data sharing <p>(Please limit your answer to no more than 250 words and add a word count. Text within any charts or graphs submitted as part of your answer will form part of the word count. You should ensure your response is specific to this question. Any text that exceeds the indicated word count will not be evaluated. Links to other documents or additional appendices will not be considered as part of your response)</p> <p><i>Please extend this text box as required, being mindful of word count limits.</i></p>		

PRICE

Insert price breakdown

Description	Price
Staffing costs	
Overheads	
Travel	
Marketing and Comms	
Other (Please describe)	

Total price for contract duration	

This quotation will remain valid until 30 days from the Quotation Submission Date above.

Section 9 Declaration

By submitting a tender, I acknowledge and agree to the below the statements:

- I have read and understood Lambeth's procurement guidance for suppliers, "[Selling to the Council](#)"
- I accept the Lambeth Terms and Conditions
- If I am selected to provide the above services and/or supplies this form and the information on it will form part of my contract with the London Borough of Lambeth
- If I am selected to provide the above services and/or supplies and am not already set up as a supplier on the Lambeth system I will comply with Lambeth's Supplier Set-up procedures through [iSupplier](#) which includes the provision of a completed Supplier Self Certification form and Bank details on headed paper.
- Lambeth is under no obligation to accept the final results of the quotation competition or the lowest price for any particular item submitted by a supplier
- Non-delivery of services or products will result in non-payment by Lambeth Council
- False representation could result in de-selection from any competition or termination of contract
- It is a criminal offence to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I understand that any such action will empower Lambeth Council to cancel any contract or commission currently in force and may result in my exclusion from future work
- Lambeth has the right to use this information for the prevention and detection of fraud

If you understand and agree to these statements, please check the box below. By checking the box you also certify that the information you have supplied is accurate to the best of your knowledge, has been prepared by your firm with the absence of collusion and that you accept the conditions and undertakings in this form. If you do not check the box you will not be able to work with the London Borough of Lambeth:

Yes

