

SS15087:  
Day Opportunities for Adults Living with  
Disabilities

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KCC

# Why are we doing this – a procurement perspective

- Public Money
- Overall value
- Obligation
- Public Contract Regulations 2015 (PCR 2015)

## What are we looking for in this contract?

- A specification that will evolve during the life of the contract – to allow innovation and strategic thinking
  - Ensure a high quality service standard in our specification that are measured accordingly
  - Promote health and wellbeing, choice and independence for individuals
  - Performance which can be benchmarked, tracked and managed
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# Tender Timescales

Publication of Kent Business Portal advert and OJEU notice	14 Nov 2016
Publication ITT Documentation on the Kent Business Portal	14 Nov 2016
Deadline to submit requests for clarification via the ProContract Discussion facility	7 Dec 2016
Deadline for Tender Responses	14 Dec 2016– 12:00
Tender Evaluation	Early Jan 2017
Pre-Award Clarification (possible provider visits)	Mid Feb 2017
Contract Award & Standstill	Late Feb 2017
Contract Preparation	Early March 2017
Contracts Issued	Late March 2017
Contract Commencement Date	1 April 2017

# Tender Documents

- Take it in stages
- Read carefully
- Understand the objective
- The aim of your Tender submission

# Tender Paperwork

- Providing supporting evidence
- Information requested
- A clear pricing model

# Tender Paperwork

- What we will evaluate
- Assistance
- Deadlines and final touches

# Contact During Tendering Process

- Communication channels and governance protocols
- End of market engagement
- Discussions Forum on the Kent Business Portal



# Contracting

- Open Framework with intervals for joining
- Four Lots
- Old and new client contracts

# Quality evaluation

- Tender questions
- Scores\*
- Weightings
- Minimum Score

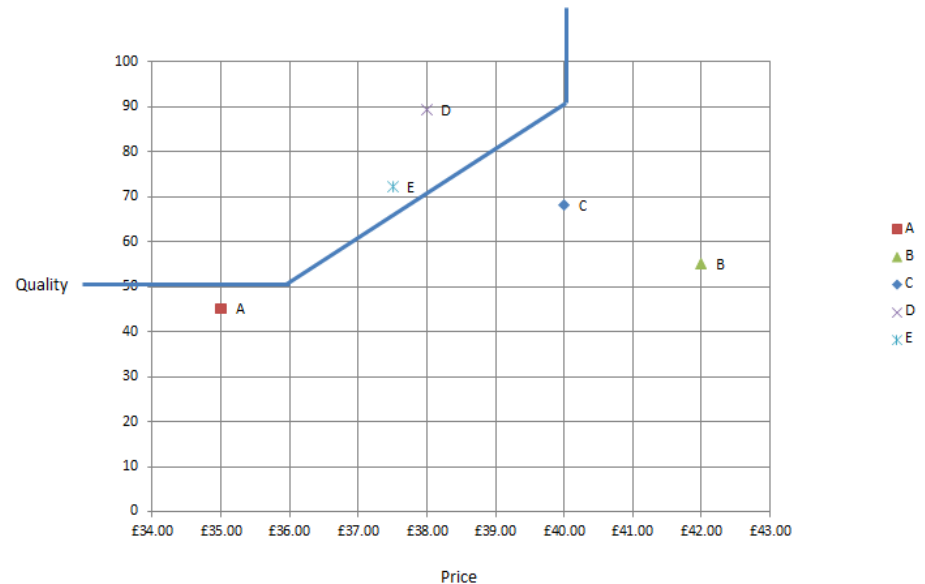
0 – Unacceptable	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1 – Poor	Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
2 – Acceptable	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
3 – Good	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
4 – Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

\*It should be noted that by using this methodology there may be scope for bidders to exceed the stated requirements and achieve the additional marks. Innovation and solutions that provide additional value may also achieve additional marks.

# Price evaluation

- Price caps and ranges will be released with the tender
- You must not submit above the price cap
- We will be utilising an 'Award Zone'

## Award Zone (example)



# Tender Deadline

- Wednesday 14<sup>th</sup> December 2016 at 12:00 Noon
- Please submit on time

# Supporting you to complete tendering paperwork:

## TOP TIPS

- 1. When putting the tender together take it one stage at a time.
- 2. Always provide support and evidence for statements made in your tender.
- 3. Ensure the tender focuses on the requirements of set out in the specification and evaluation criteria.
- 4. Read the documentation clearly and understand what is required of you.
- 5. Provide all of the information requested. If you cannot provide some of the information, for whatever reason, ask for advice or as a minimum give a reason for not providing the information in your tender submission.
- 6. Where relevant, cross-reference the answers or responses in your tender to the questions in the invitation to tender. This will make it easier to evaluate.
- 7. Be clear on your pricing model and state any assumptions you have made when pricing (for example, resources required by you and/or the Council, timetables, etc.).
- 8. Read the questions carefully and answer them accurately and precisely.
- 9. Make sure you are aware of the objective of the contract – this will help focus your submission.
- 10. The Council can only evaluate what you have submitted. The Council cannot refer to any previous knowledge or experience it has had with a supplier unless it is in your submission – do not make any assumptions about what the Council may or may not know about your or your company.
- 11. Don't be put off by the tender documentation – you can always ask for help.
- 12. Don't include publicity material in your submission unless you have specifically been asked to.
- 13. You must complete and return the documents by the given time and date & make sure to sign anything that should be signed.
- 14. Make sure you return the documents in the format requested.

# Questions



# Questions

