



Framework for the production of a Joint Strategic Needs Assessment, associated data and stakeholder views.

INVITATION TO TENDER FOR THE PROVISION OF A FRAMEWORK FOR THE PRODUCTION OF A JOINT STRATEGIC NEEDS ASSESSMENT, ASSOCIATED DATA AND STAKEHOLDER VIEWS.

Comprising

Background Information	(Section 1)
Instructions to Tenderers	(Section 2)
Specification	(Section 3)
Contract Terms	(Section 4)
Supplier Questionnaire	(Section 5)
Equalities Questionnaire	(Section 6)
Health and Safety Questionnaire	(Section 7)
Procurement Specific Questions	(Section 8)
Pricing Schedule	(Section 9)
Form of Tender	(Section 10)

Sections 4 is supplied as a separate document and will be shown as such on the Chest

Tender return date: **12.00 pm on Monday 11 August 2014**

Please ensure that the following documents are fully completed and are included in your tender submission. Failure to provide all of the items listed may invalidate your tender

Supplier Questionnaire	(Section 5)
Equalities Questionnaire	(Section 6)
Health and Safety Questionnaire	(Section 7)
Procurement Specific Questions	(Section 8)
Pricing Schedule	(Section 9)
Form of Tender	(Section 10)

Please allow sufficient time for uploading your document, all uploads must be complete prior to the closing time. Under no circumstances will submissions be accepted which arrive after the closing time and date.

Section 1 - Introduction

Under the Local Government and Public Involvement in Health Act 2007 and amendments under the Health and Social Care Act 2012, Local Authorities and Clinical Commissioning Groups, through Health and Well Being Boards, have equal and joint duties to prepare Joint Strategic Needs Assessments (JSNAs). JSNAs will provide an assessment of local health and social care needs both now and in the future. It is intended that the needs identified in a JSNA will inform the priorities set within Joint Health and Well Being Strategies and be the starting point for informing health and social care commissioning interventions. The JSNA is not, however, the basis for detailed commissioning of services which is best met by more in-depth needs assessments on specific issues.

Bury Council and CCG have recently completed an annual refresh of its JSNA but now feels it is the appropriate time to review the process involved in its production to ensure that moving forward this document is sustainable and is a resource which is fit for purpose.

The Health & Wellbeing Board want the JSNA to be a living product that is always changing to reflect changing data and the changing needs of commissioners of services for the people of Bury. To these ends Bury Council is seeking a written quotation from a suitably qualified and experienced organisation to review the process of producing a Joint Strategic Needs Assessment, with a particular emphasis on the range of data available across stakeholders and the framework required to bring this information together.

Bury's existing Joint Strategic Needs Assessment (JSNA) provides a high level summary of the health needs of our local population. However the Team Bury partnership (including the Health and Wellbeing Board) recognise the inter-relationships between our three strategic priorities – a strong economy, stronger communities and health and wellbeing and have an ambition to develop the JSNA as a more meaningful resource for all partners and local people which is robust, accurate, up to date and provides intelligence at different levels of granularity including at a localised neighbourhood level and for specific cohorts of the population.

In the context of dwindling resources and the public service reform agenda it has never been so important to have detailed shared knowledge and understanding of our local populations, patterns of demand on services and community based assets in order to develop effective demand management, prevention and community engagement strategies and to ensure efficient and targeted use of resources across the public sector to secure better more equitable outcomes for local people.

This specification relates to the first product required by the Partnership to achieve the above mentioned JSNA. Two further pieces of work will also be undertaken in conjunction, those being:

1. Development of an intelligence hub and intelligence tool.

2. A platform for the JSNA to housed on.

Bidders who achieve a score of 60% or more on the initial evaluation will be invited to deliver a presentation highlighting their plans on how they will undertake the project. The scores allocated for quality will be provisional until confirmed by interview (in relation to the bidder assessed as having submitted the most economically advantageous tender). As a result of the interview those scores may be reduced or increased.

It is proposed that presentation interviews will take place on Friday 19 September 2014 and will be held at Bury Town Hall. Exact details will be sent to the relevant parties nearer the time.

SECTION 2 - INSTRUCTIONS TO TENDERERS

1.0 General Information and Instructions

1.1 Compliance with Instructions:

Tenders submitted shall be in accordance with and subject to the terms of these instructions and other documents comprising the Invitation to Tender.

Tenders not complying with any mandatory requirement (where the word "shall" or "must" is used) may be rejected.

Any queries about the tender documents or the Form of Tender which may affect the preparation of the tender shall be raised via 'The Chest' utilising the 'Question and Answer' facility available. If the Council considers a query may have a material effect on the tendering process, all bidders will be notified without delay via The Chest.

To ensure transparency and fairness to all bidders all enquiries regarding this invitation to tender are to be submitted via The **Chest by no later than 4.00 pm on Tuesday 5 August 2014**. Any questions that are received after the above date are not guaranteed to receive a response.

1.2 This invitation to tender does not constitute an offer and the Council does not undertake to accept any tender. The Council reserves the right to accept any part of any tender.

The Council will not reimburse any tendering costs.

1.3 The **Contract Officer** for this procurement is: Russell Starkie, Principal Procurement Officer.

1.4 The **Lead Officer for the Service** for this procurement is Kathy Hoyle, Research and Consultation Manager

2.0 Confidential Nature of Tender Documentation and Bids

2.1 Tenderers Shall Not:

Discuss the bid they intend to make other than with professional advisers or joint bidders who need to be consulted for the preparation of the tender.

Canvass their bids for acceptance or discuss bids with the media or any other tenderer or member or officer of the Council.

Fix the amount of the tender (or the rate and prices quoted) by agreement with any person.

Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount or terms of any tender to be submitted by him.

Offer, give or agree to give any inducement or reward in respect of this or any other Council contract or tender.

- 2.2 If a tenderer does not observe paragraph 2.1, above, the Council will reject the tender and may decide not to invite the tenderer to tender for future work.

3.0 Preparation of Bid

- 3.1 If the Council considers that a cover price (i.e. a bid that is not intended to be considered seriously) has been submitted, the Council may reject the tender and may decide not to invite the tenderer to tender for future work. The Office of Fair Trading encourages local authorities to look out for any evidence of price fixing arrangements.
- 3.2 Where the Council regards an amendment to the original tender documents as significant, an extension of the closing date may, at the discretion, of the Council be given to all tenderers.
- 3.3 No alteration or addition shall be made to the Form of Tender, pricing schedules or any part of the Invitation to Tender except where expressly allowed or as provided below in paragraph 3.6.
- 3.4 Tenders shall not be qualified or accompanied by statements that might be construed as rendering the tender equivocal. Only unqualified tenders will be considered. The Council's decision as to whether or not a tender is in an acceptable form will be final.
- 3.5 Where a tenderer wishes to submit a modified or alternative bid this must be in addition to the original tender submission and may or may not be considered by the evaluating officer. Any modified or alternative bid must be free of qualifications and state all cost implications. Any deviations from the specification and all risks and contingencies must be identified.
- 3.6 Tenderers must obtain for themselves all information necessary for the preparation of their tender and satisfy themselves that the quality and standards specified by them or the Council are appropriate. Information supplied to tenderers by the Council's staff or contained in the Council's publications is supplied only for general guidance in the preparation of the tender. Tenderers must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by the Council for any loss or damage of whatever kind and howsoever caused arising from the use by tenderers of such information.
- 3.7 Tenders and supporting documents shall be in English and any contract subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the law of England and Wales.

4.0 Submission of Tender

4.1 All submissions shall be made on the Form of Tender (Section 10) and be accompanied by the response to:

- Supplier Questionnaire (Section 5)
- Equalities Questionnaire (Section 6)
- Health & Safety Questionnaire (section 7)
- Procurement Specific Questions (section 8),
- Pricing Schedule (section 9)

If these documents are not submitted, the bid will be rejected. Only information relating to the Tenderer shall be submitted unless otherwise requested.

All tenders must be submitted via The Chest by **no later than 12.00 pm on Monday 11 August 2014**

Under **NO CIRCUMSTANCES** will tenders be accepted which arrive after the due dates and time for receipt. It is the tenderers responsibility to ensure tenders are submitted on time.

Tenderers are reminded that online submissions may require them to upload several documents some of which may be large files and, as a consequence, tenderers should allow sufficient time for the entire online submission process. The tenderer shall bear in mind that the submission process must be fully completed before the deadline, and not just started before the deadline, to be valid.

It is the tenderers responsibility to ensure tenders are submitted on time; therefore it is **strongly recommended** that you upload your tender documents at least 2 hours before the closing time

4.2 Tenders shall not be sent and will not be accepted by fax or email.

4.3 **The Form of Tender shall be submitted by the organisation which it is proposed will enter into a formal contract with the Council if awarded the contract.** It shall be signed by a duly authorised representative of the company.

5.0 Award Criteria

5.1 Any tender that is accepted will be awarded to the most economically advantageous tender, based on whole life cost in accordance with the following award criteria:

Criteria	Score Available	Weighting (High – 3, Med – 2, Low – 1)	Max Score Attainable
Financial Standing	Pass / Fail based on the evaluation of the level of risk to the Council		
Health & Safety	Pass / Fail based on the evaluation of the HS22 document		
Price	40		40
Response to Procurement Specific Questions	60		60
Skills and Experience of Personnel	10	H	30
Experience of Similar Projects	10	H	30
Project Plan	10	H	30
Risk Management	10	M	20
Identification of Outputs	10	M	20
Quality Assurance	10	L	10
Social Value	10	L	10

Scoring Evaluation Matrix

Score 10 Excellent	<ul style="list-style-type: none"> • Excellent answer that comprehensively addresses all key points with a high level of specific detail. • Solution/processes/methods comprehensively meet the needs of the various participating Councils and clearly linked to specification. May contain innovation. • Excellent evidence of competency. • Excellent examples and/or supporting evidence provided.
Score 8 Good	<ul style="list-style-type: none"> • Good answer that fully addresses all key points with a good level of specific detail. • Solution/processes/methods fully meet the needs of the various participating Councils and clearly linked to specification. • Good evidence of competency. • Good examples and/or supporting evidence provided.
Score 6 Satisfactory	<ul style="list-style-type: none"> • Satisfactory answer that addresses all key points with a basic level of specific detail. • Solution/processes/methods meet the needs of the various participating Councils and linked to specification. • Satisfactory evidence of competency. • Relevant examples and/or supporting evidence provided.
Score 4 Partial	<ul style="list-style-type: none"> • Partial answer that addresses some key points with some specific detail. • Solution/processes/methods partially meet the needs of the various participating Councils and partially linked to specification. • Some evidence of competency. • Some relevant examples and/or supporting evidence provided.
Score 2 Poor	<ul style="list-style-type: none"> • Answer that insufficiently addresses key points with specific detail. • Solution/processes/methods insufficiently meet the needs of the various participating Councils and not clearly linked to specification. • Little evidence of competency. • Some examples and/or supporting evidence provided.
Score 0 Unsatisfactory	<ul style="list-style-type: none"> • Unable to assess due to lack of evidence. • May be non-compliant. Unsatisfactory level of detail.

Definitions of Scoring Categories:

With regards to the price evaluation the lowest priced submission will score the highest marks and the others will be scored on a pro-rata basis i.e. the lowest price divided by their price multiplied by the number of marks available.

The total quality score of 60 is broken down further into the sections contained within the Requirements Specification in Section 3, as detailed above.

Each of the responses to the quality criteria requirements, contained within the Requirements Specification sections, will be scored out of 10. The total score for each section will be translated to represent a score out of the section score

- 5.3 The evaluation process will include supplier presentations to clarify and support information submitted in the tender documents. Scores will not be allocated for these aspects of the process, but evidence gained will influence the draft scores allocated

6.0 Award Process

- 6.1 The Council expects to decide award of contract within 90 days of the closing date for submission of tenders (see paragraph 4.2). Bids shall remain open for acceptance for a minimum of 90 days.
- 6.2 The Council may, if necessary, extend the 90 day period for completing the award process.
- 6.3 Tenderers will be notified simultaneously and as soon as possible of any decision made by the Council during the tender process, including award. When the Council has evaluated the bids, it will notify all tenderers about the intended award. A 10 day period will follow before written acceptance of the leading bid and award of contract. All bids shall continue to remain open for acceptance during this 10 day period in accordance with the Public Contract Regulations and Procurement best practice.
- 6.4 The Council generally debriefs all those who tendered about the characteristics and relative advantages of the leading bidder. Such details may also be stated in any published contract award notice.
- 6.5 Conditional acceptance of the tender, subject to contract, by the Council shall be in writing and shall be communicated to the tenderer. The Contractor shall upon request of the Council execute a formal contract in the form of the Council's standard contract documents.
- 6.6 Tenderers must not undertake work until such time as the contract has been executed and are required to start work.

7.0 Tenderer's Warranties

In submitting its tender, the tenderer warrants, represents and undertakes to the Council that:

- 7.1 all information, representations and other matters of fact communicated (whether in writing or otherwise) to the Council by the tenderer, its staff or agents in connection with or arising out of the tender are true, complete and accurate in all respects, both as at the date communicated and as at the date of tender submission;
- 7.2 it has made its own investigations and research and has satisfied itself in respect of all matters (whether actual or contingent) relating to the tender and that it has not submitted the tender and will not be entering into the contract (if the same be awarded to the tenderer by the Council) in reliance upon any information, representation or assumption which may have been made by or on behalf of the Council;
- 7.3 it has full power and authority to enter into the contract and perform the obligations specified in the Contract Documents and will, if requested, produce evidence of such to the Council;
- 7.4 it is of sound financial standing and has and will have sufficient working capital, skilled staff, equipment and other resources

available to it to perform the obligations specified in the Contract Documents;

- 7.5 it will not at any time during the Contract Period or at any time thereafter claim or seek to enforce for the purposes of this contract any lien, charge, or other encumbrance over property of whatever nature owned or controlled by the Council and which is for the time being in the possession of the tenderer.

8. Freedom of Information

- 8.1 All information relating to any tender or contract to which the Authority is party, including performance of the Contract, is covered by the Freedom Of Information Act (FOIA) and the Authority will be under a legal obligation to disclose such information, if requested, unless a statutory exemption applies. It is for the Authority to determine whether such an exemption applies and whether the request should be acceded to or refused. When submitting a tender or agreeing the terms of a contract, the Contractor may identify in writing, information which it considers commercially sensitive, a trade secret or confidential, in which case the Authority may consult with the Contractor before releasing the information and have due regard to the Contractor's comments or objections. However, the final decision as to whether or not to disclose information under FOIA will at all time remain with the Authority.
- 8.2 The Parties acknowledge that, except for any information which is exempt from disclosure in accordance with the provisions of the Freedom of Information Act ("the Act") the text of this Agreement, and any Schedules to this Agreement, is not Confidential Information. The Authority shall be responsible for determining in its absolute discretion whether any part of the Agreement or its Schedules is exempt from disclosure in accordance with the provisions of the Act
- 8.3 Notwithstanding any other term of this Agreement, the Contractor hereby gives its consent for the Authority to publish this Agreement and its Schedules in its entirety, including from time to time agreed changes to the Agreement, to the general public in whatever form the Authority decides.

Section 3 - Specification

1. Our ambitions

We require:

- To be able to draw on the range of data held by and assessed with in local organisations and have a clear understanding of data owners, frequency of availability and data quality.
- Maximise the use of qualitative as well as quantitative data to understand the drivers of behaviour and local community assets.
- Enable us to better understand potential future need as well as need in the here and now
- Develop the capacity to deliver a comprehensive JSNA by identifying and drawing together analytical expertise from across the partnerships.
- Understanding what questions local stakeholders would like to have answered about local needs and assets.
- The JSNA to be a real driver and enabler of joined up solutions to improve outcomes for our population.

2. Skills, experience and qualifications

We are seeking a suitably skilled and experienced organisation to undertake qualitative research to provide rich insights from a range of partners' to shape the future intelligence capacity and capability for the production of Bury's Joint Strategic Needs Assessment (JSNA). It is intended that this research will bring clarity to this complex area of work. It is expected that from these insights, a series of recommendations will be presented to inform strategic decision making.

The successful organization will demonstrate the following skills and experience:

- Knowledge of, and key skills associated with, qualitative research methodologies and methods.

- A credible track record in designing, undertaking, analysing, interpreting and dissemination qualitative research ensuring validity and reliability and upholding ethical principles
- Demonstrable creative approaches to undertaking qualitative research
- Ability to conceptualise and develop a framework to organise the current availability of data and its uses
- Ability to undertake thematic analysis and interpretation, to report the story for each theme, establish what resources are already available and present a gap analysis.
- Ability to utilise a range of appropriate tools/techniques to conduct interviews with stakeholders/partners, such that they are able to provide honest views and their needs are clearly articulated.
- Credibility and experience of working and engaging partners at a senior level. This will include facilitating strategic conversations and visioning events to establish partner expectations of the JSNA, the key questions they want it to address, and how the JSNA can support the agendas of partner organizations.
- A high level understanding of partner organisations' business and policy drivers.
- An understanding of JSNAs and the wider context. It is critical to have a high quality, added value JSNA which uses all available local and national intelligence sources.

3. Contract Management

- The Director of Public Health will act as project sponsor for this work
- Initial reporting and day to day support will be provided by Kathy Hoyle, Research and Consultation Manager.

SECTION 4 – CONTRACT TERMS

Section 5 – Supplier Questionnaire

Please answer all questions

GENERAL COMPANY INFORMATION

1.	Trading Name:					
2.	Registered Address:					
	Tel No:		Fax No:		E-Mail:	
	Web address					
3.	Person completing with this form:					
	Name:		Position:			
	Tel No:		Fax No:		E-Mail:	
4.	Status of applicant. Is the applicant				Please tick	
	(a)	A sole trader				
	(b)	A partnership				
	(c)	A limited company				
	(d)	A public limited company				
	(e)	A public organisation, if so please give details				
	(f)	A charity please indicate below whether you are trading as a company or are made up of a number of trustees				
	(g)	Other – please specify				

4.1	Date of Formation or Registration:		
4.2	Registration No:		
4.3	VAT Registration No:		
FINANCIAL MATTERS			
5.	Please provide details of the published figures for the two previous financial years, for:		
	Year		
	Company turnover	£	£
	Percentage of turnover specific to this activity	%	%
COMPANY STRUCTURE			
6.	If the company is a member of a group of companies, give names and addresses of the ultimate holding company and all other subsidiaries.		
6.1	Would the ultimate holding company be prepared to guarantee your contract performance as its subsidiary?	Yes/No	
6.2	Has your firm ever suffered a deduction for liquidated and ascertained damages in respect of any contract within the last three years? If yes, please give details	Yes/No	
6.3	To the best of your knowledge is any member of your company (Director, employee, etc) related to any Councillor or Officer (member of staff) of this Authority	Yes/No	
	If so, please declare name, position and the relationship of such persons. <i>Any declaration will not debar your Company from selection but jobs will be allocated to avoid any conflict of interest).</i>		

6.4	Please list any local authorities or other bodies to whom you have provided a similar service

REFERENCES		
7.	Give names and addresses of two referees from whom references may be sought (with person to contact and their telephone number) <i>i.e.</i> Organisations for whom you have carried out similar work. Employees of Bury Council cannot be used as referees	
	FIRST REFEREE	
(a)	Name:	
	Address:	
	Contact:	
	Tel No:	
	Email:	
	Value of Contract:	
Type of Work Undertaken		

SECOND REFEREE					
(b)	Name:				
	Address:				
	Contact:				
	Email:				
	Tel No:				
	Value of Contract:				
Type of Work Undertaken					
HEALTH AND SAFETY MATTERS					
8.	Please state the name, position and telephone number of the person within your company who is responsible for and has the authority to deal with all matters concerning Health and Safety.				
	Name:				
	Position:				
	Tel No:				
8.1	Please state the date your safety policy was reviewed.				
INSURANCE MATTERS					
9.	Please provide details of insurance cover currently in force. If your company's offer is successful, adequate insurance cover will be required. The levels are indicated below:				
		Insurer	Policy Number	Cover £	Renewal date
	Public Liability (minimum £5m cover)				
	Employer's Liability (minimum £5m cover)				

SECTION 6 – EQUALITIES QUESTIONNAIRE

SECTION 7 – HEALTH & SAFETY QUESTIONNAIRE

Contractors Health and Safety – Pre-Qualification Information Required



All organisations including Bury Council have both a moral and legal obligation to ensure that contracted work undertaken on their behalf is carried out with full consideration of health and safety regarding the persons carrying out the work and others (e.g. members of the public, visitors, other contractors etc).

The purpose of this process is for you or your organisation to demonstrate (through documentary evidence), that health and safety is adequately managed in relation to the work you are applying to undertake.

There are 3 steps to follow. These are as below:

STEP 1

Name of Your Company/Organization: _____

Provide a brief description (no longer than a short paragraph) of the work you are applying to undertake.

STEP 2

Complete the enclosed pro-forma entitled 'Hazards and Control Measures'. You need to include details of all significant hazards and control measures relating to the work you are tendering for. Use the pro-forma provided and photocopy or print additional blank sheets for completion if required. Guidance can be obtained by accessing the HSE website link <http://www.hse.gov.uk/risk/index.htm>

STEP 3

Complete the 'Contractor Health and Safety Assessment Questionnaire' below and be sure to include appropriate supporting information with your submission.

Contractor Health and Safety Assessment Questionnaire
(Please read carefully in respect of what is required)

Name of organisation: ----- Number of direct employees: -----	Information enclosed (please circle)	Page and Reference number in policy/ documents
<p>1. General notes</p> <p>Important</p> <p>All applications must be supported by documentary evidence where requested and appropriate (<u>e.g. copies of relevant procedures, completed inspection reports and health and safety training certificates</u>). This evidence is required in order to demonstrate competency in managing health and safety issues.</p> <ul style="list-style-type: none"> Information can be extracted from your health and safety manual. If your complete health and safety manual is enclosed, please identify the page and reference number in all cases. <p>FAILURE TO SATISFY THESE REQUIREMENTS WILL RESULT IN THE APPLICATION BEING REJECTED.</p>		

<p>Do you employ less than 5 persons?</p> <ul style="list-style-type: none"> Contractors employing less than five persons are not legally required to have a written health and safety policy. However, in order to satisfy the Council that suitable and satisfactory measures are in place please submit completed documentation that accords with the advice and guidance provided on the Health and Safety Executive website by accessing the following link: http://www.hse.gov.uk/pubns/indg449.pdf You can access and use the policy and risk assessment templates at the back of the publication and referred to on page 2 of it. <p><u>Important - please note</u> You will need to provide documentary evidence in support of your submission. For example; copies of health and safety training certificates, details of how you control risks, and copies of inspection reports etc. This evidence is required in order to demonstrate competency in managing health and safety issues.</p> <p>If you employ less than 5 persons submission of satisfactory supporting evidence as referred to above is all that is required. You do not need to proceed beyond question 2 of this Health and Safety Questionnaire apart from completing the declaration in Q15 at the foot of this document.</p>	<p>Yes/No</p>	
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	Information enclosed (please circle)	Page and Reference number in policy
<p>2. CHAS Assessment (or equivalent mutually recognised health and safety pre-qualification scheme within the ‘Safety Schemes in Procurement’)</p> <p>Have you been assessed under the Contractor Health and Safety Assessment Scheme (CHAS) or equivalent mutually recognised scheme?</p> <p>If yes, please attach a copy of your letter of compliance. Note - If you are CHAS registered or equivalent you do not need to complete any further questions. Please go to section 14.</p> <p>Information on CHAS is available on www.chas.gov.uk . Information on equivalent mutually recognised health and safety pre-qualification schemes is available at http://www.ssip.org.uk/</p>	Yes/No	

3. Policy statement

Enclose a copy of your health and safety policy statement signed and dated within the last two years by the most senior manager within your organisation.

How is this brought to the attention of your employees?

.....

.....

Yes/No

4. Organisation

Enclose a copy of your organisational structure for dealing with health and safety management, stating the health and safety responsibilities for the staff identified.

Yes/No

<p>5. Health and safety assistance</p> <p>Provide details of the competence of the person(s) providing health and safety advice and assistance as required by the Management of Health and Safety at Work Regulations.</p> <p>Name.....</p> <p>Qualifications, training and experience</p> <p>.....</p> <p>.....</p>	<p>Yes/No</p>	
	<p>Information enclosed</p> <p>(please circle)</p>	<p>Page and Reference number in policy</p>

6. Training

Provide details of the following:

- Health and safety training for all employees
- Induction for new employees.
- CSCS certification (applicable only to construction work)

*Evidence such as examples of training records and training certificates issued **are** required.*

Yes/No
Yes/No
Yes/No

7. Monitoring, auditing and review

Provide details of your monitoring, auditing and review procedures and identify below the person responsible for carrying them out.

.....

Please provide an example of a completed health and safety audit undertaken within the last 2 years.

Yes/No

<p>8. Consultation</p> <p>Provide details of how you consult on matters of health and safety with your employees, referring to either or both of the following:</p> <ul style="list-style-type: none"> • The Health and Safety (Consultation with Employees) Regulations • Safety Committee and Safety Representative Regulations <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Yes/No</p> <p>Yes/No</p>	
	<p>Information enclosed</p> <p>(please circle)</p>	<p>Page and Reference number in policy/ documents</p>

9. Risk assessment

Identify below the post-holder nominated to carry out risk assessments in accordance with the Management of Health and Safety at Work Regulations and any other relevant regulations.

.....

Please supply a representative sample (minimum 2) of current risk assessments used by your company **appropriate** to the contract works applied for.

Yes/No

<p>10. Accident and incident reporting</p> <p>Provide details of your accident/incident reporting and recording procedures and how you deal with incidents and investigations.</p> <p>How many RIDDOR reportable accidents have you had within the last three years? Give details below.</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Yes/No</p>	
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<p>11. Prosecutions/notices</p> <p>In the past five years has your firm been prosecuted for contravention of the Health and Safety at Work Act or been issued with any prohibition or improvement notices? If yes please provide details.</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Yes/No</p>	
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	<p>Information enclosed</p> <p>(please circle)</p>	<p>Page and Reference number in policy/ documents</p>
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<p>12. Sub contractor</p> <p>If you use sub-contractors, identify below the post holder responsible for assessing the health and safety competency of contractors before they start work. Provide a blank copy of your contractor assessment form.</p> <p>.....</p> <p>.....</p> <p>Provide details of how subcontractors are made aware of the following:</p> <ul style="list-style-type: none">• Site safety rules• The company's health and safety policy• Identified hazards	<p>Yes/No/ Not applicable</p> <p>Yes/No/ Not applicable</p>	
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13. Health and safety arrangements

Please provide details of your current arrangements (to include depot, office and site based activities) for the following: Please delete any that are not applicable

If answering 'Yes' you will need to provide supporting information.

- Compliance with the CDM Regulations
- Management of asbestos
- Manual lifting and handling
- Prevention of falls from height
- Fire and emergency procedures
- First aid
- Health surveillance
- Welfare facilities

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

		Information enclosed (please circle)	Page and Reference number in policy/ documents
13. Health and safety arrangements (continued) <ul style="list-style-type: none"> • Control of hazardous substances • Management of hand-arm vibration • Electrical safety (inc. PAT testing) • Inspection and maintenance of work equipment • Personal protective equipment • Display screen equipment • Waste disposal • Environmental issues <p>Please note this list is not exhaustive depending on the contract work you are applying for.</p>		Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No Yes/No	
14. Additional comments:			
15. Signature:	Date:	Address:	

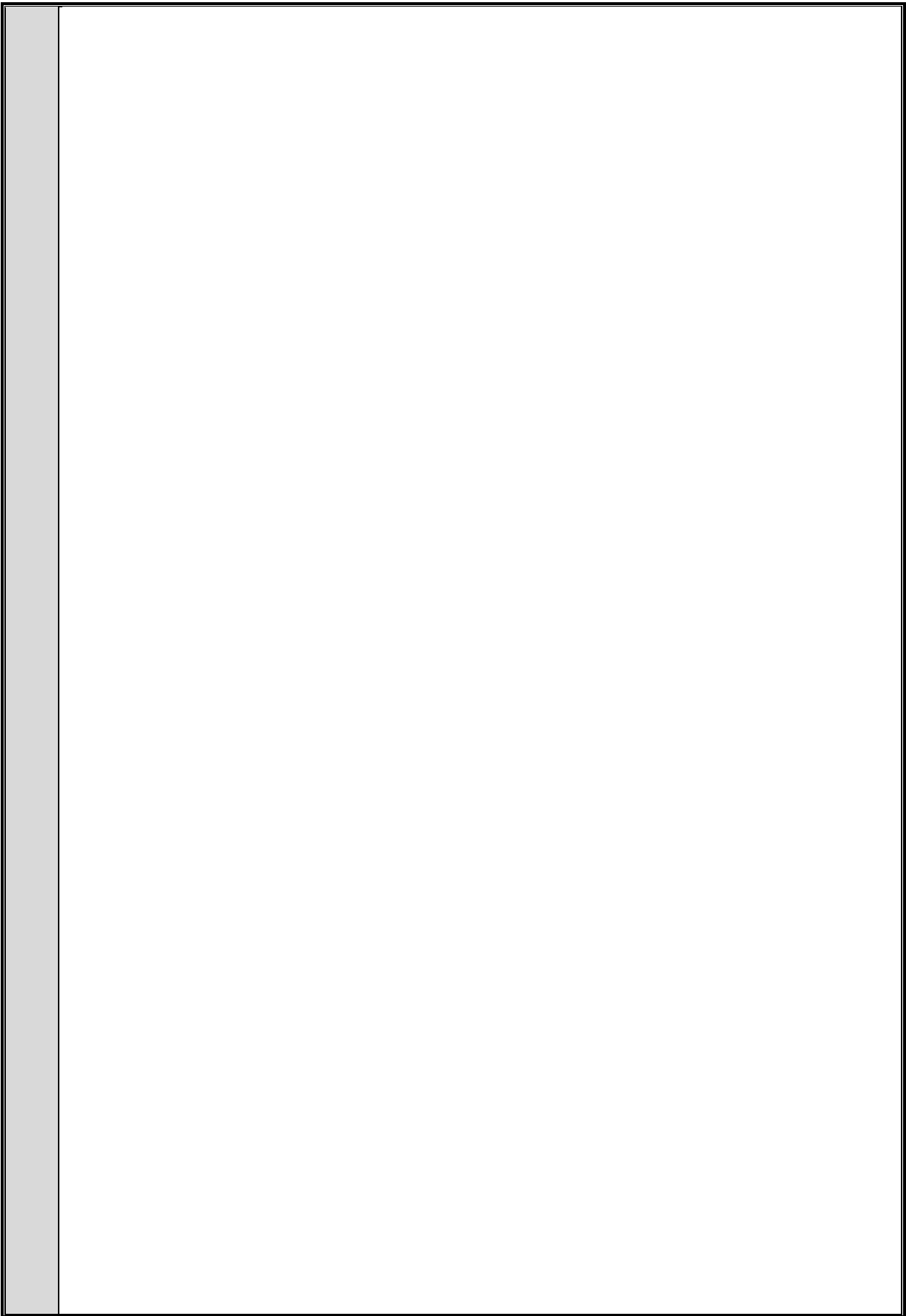
Office note – the results of this form to be used in conjunction with form **HS 22a**

SECTION 8 – PROCUREMENT SPECIFIC QUESTIONS

1.	Please provide a summary of the skills and expertise of personnel you plan to include in your project team (max 200 words) and also please attach a copy of each staff members CV.

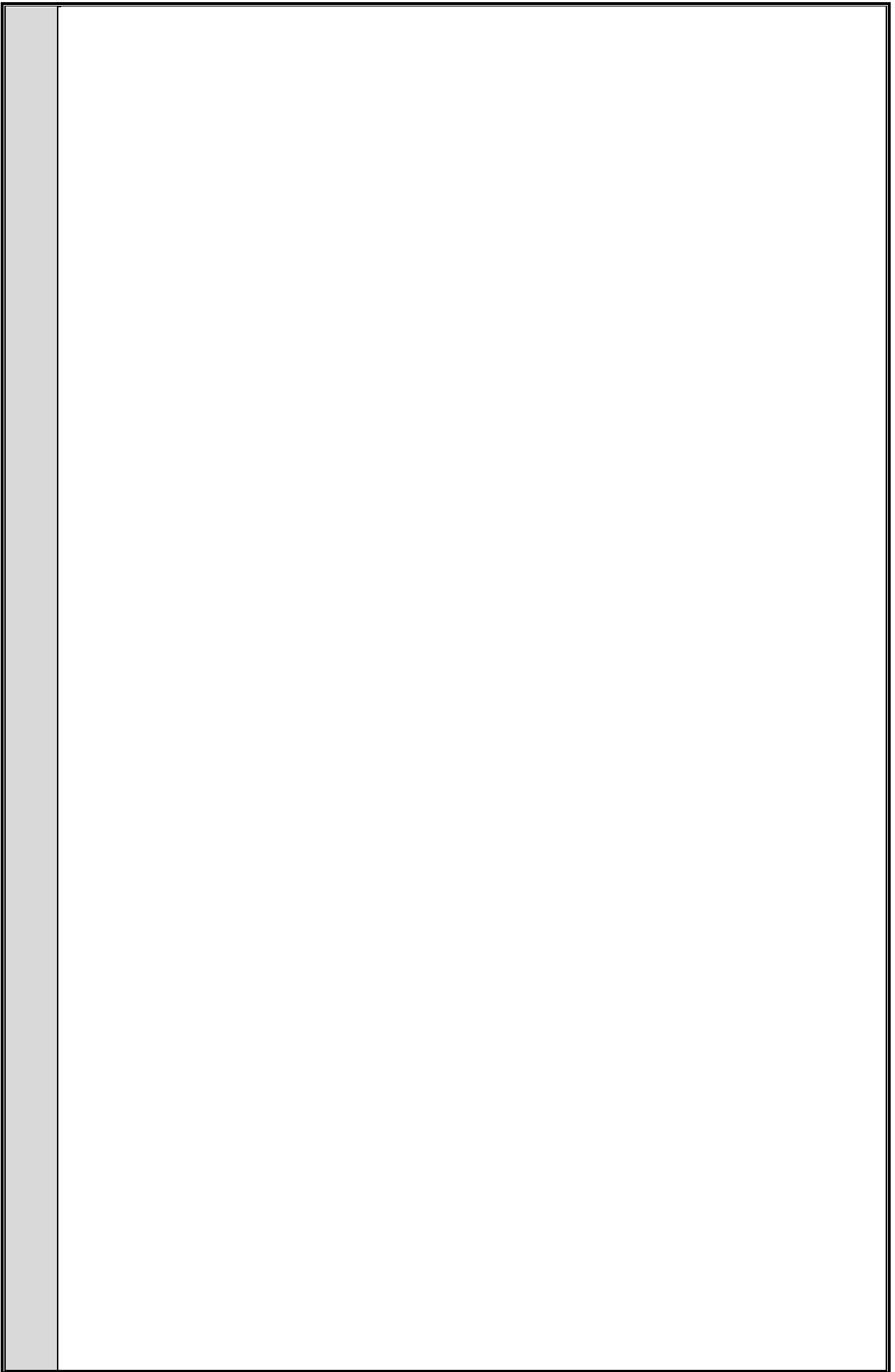
2.	Please provide details in relation to where you have successfully delivered similar projects elsewhere and how that experience can be transferred to this project (max 500 words)

3.	Please provide a detailed draft methodology and project plan that includes number of days the project will take to complete and support required from the Partnership.
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4.

What challenges or risks do you feel you may encounter when undertaking this project and how would you overcome them? (max 500 words)



5.

What do you envisage to be the outputs that you will present to the Partnership at the end of this project? (max 500 words)

6.	Councils are committed to delivering wider community benefit from procurement and are keen to understand how your proposal will provide wider social, environmental and economic value to local communities. Examples might include the creation of new jobs, apprenticeships and training opportunities, use of innovative environmental solutions, use of local materials and suppliers and initiatives to engage with local schools (max 500 words)
7.	Please provide details of how you would internally quality assure any outputs produced by this project (max 500 words)

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Section 9 Schedule of Costs and Undertaking

- a. Fixed price for completion of all work as set out in this Request for Quotation EXCLUDING VAT.

Description of Services	
Option A	
Option B	
Option C	

The above costs must include a breakdown of all costs including:

Day rates of all Consultants involved and number of days they will be working on the project.

Expected number of days to complete project

all travelling/subsistence, expenses and disbursements.

SECTION 10 - FORM OF TENDER

UNCONDITIONAL AND IRREVOCABLE OFFER

Re: Invitation to Tender dated July 2014 for the provision of

To: The Council of the Metropolitan Borough of Bury, Town Hall, Knowsley Street, Bury, BL9 0SW

Having read carefully the Invitation to Tender and in consideration of you considering this Tender:

1. We offer to perform the Service specified and to complete the contract to meet the requirements of the Invitation to Tender as per the Pricing Schedule at Section 9.
2. We confirm that if our Tender is accepted we will, upon demand:
 - Produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force.
 - Sign formal contract documentation if required.
 - Produce good and sufficient sureties or obtain the guarantee of a Bank or Insurance Company (to be approved by you in either case) to be jointly and severally bound with us in a sum equal to the amount specified in the Contract Documents and upon the terms of the form of Bond specified in the Contract Documents.
3. We agree that this Tender shall constitute an irrecoverable, unconditional offer which may not be withdrawn for a period of 90 days from this date.
4. We are a subsidiary company within the meaning of Section 1736 of the Companies Act 1985 and enclose a Parent Company Guarantee undertaking duly completed by our ultimate holding company*.

* DELETE IF NOT APPLICABLE

5. Unless and until a formal Agreement is prepared and executed this Tender, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that the Council is not bound to accept any tender it receives.

Signature:	
Name:	
Position:	
For and on behalf of:	
(Print Company's full name and registered number):	
Registered address:	

Date:	

SECTION 7 – HEALTH & SAFETY QUESTIONNAIRE

Contractors Health and Safety – Pre-Qualification Information Required



All organisations including Bury Council have both a moral and legal obligation to ensure that contracted work undertaken on their behalf is carried out with full consideration of health and safety regarding the persons carrying out the work and others (e.g. members of the public, visitors, other contractors etc).

The purpose of this process is for you or your organisation to demonstrate (through documentary evidence), that health and safety is adequately managed in relation to the work you are applying to undertake.

There are 3 steps to follow. These are as below:

STEP 1

Name of Your Company/Organization: _____

Provide a brief description (no longer than a short paragraph) of the work you are applying to undertake.

STEP 2

Complete the enclosed pro-forma entitled 'Hazards and Control Measures'. You need to include details of all significant hazards and control measures relating to the work you are tendering for. Use the pro-forma provided and photocopy or print additional blank sheets for completion if required. Guidance can be obtained by accessing the HSE website link <http://www.hse.gov.uk/risk/index.htm>

STEP 3

Complete the 'Contractor Health and Safety Assessment Questionnaire' below and be sure to include appropriate supporting information with your submission.

Hazards and Control Measures

Work Activity: _____

What are the hazards?	Who might be harmed and how?	Control Measures (what are you doing to prevent harm?)

What are the hazards?	Who might be harmed and how?	Control Measures (what are you doing to prevent harm?)

Contractor Health and Safety Assessment Questionnaire
(Please read carefully in respect of what is required)

Name of organisation: ----- Number of direct employees: -----	Information enclosed (please circle)	Page and Reference number in policy/ documents
<p>1. General notes</p> <p>Important</p> <p>All applications must be supported by documentary evidence where requested and appropriate (<u>e.g. copies of relevant procedures, completed inspection reports and health and safety training certificates</u>). This evidence is required in order to demonstrate competency in managing health and safety issues.</p> <ul style="list-style-type: none"> Information can be extracted from your health and safety manual. If your complete health and safety manual is enclosed, please identify the page and reference number in all cases. <p>FAILURE TO SATISFY THESE REQUIREMENTS WILL RESULT IN THE APPLICATION BEING REJECTED.</p>		
<p>Do you employ less than 5 persons?</p> <ul style="list-style-type: none"> Contractors employing less than five persons are not legally required to have a written health and safety policy. However, in order to satisfy the Council that suitable and satisfactory measures are in place please submit completed documentation that accords with the advice and guidance provided on the Health and Safety Executive website by accessing the following link: http://www.hse.gov.uk/pubns/indg449.pdf You can access and use the policy and risk assessment templates at the back of the publication and referred to on page 2 of it. <p>Important - please note You will need to provide documentary evidence in support of your submission. For example; copies of health and safety training certificates, details of how you control risks, and copies of inspection reports etc. This evidence is required in order to demonstrate competency in managing health and safety issues.</p> <p>If you employ less than 5 persons submission of satisfactory supporting evidence as referred to above is all that is required. You do not need to proceed beyond question 2 of this Health and Safety Questionnaire apart from completing the declaration in Q15 at the foot of this document.</p>	Yes/No	

	Information enclosed (please circle)	Page and Reference number in policy
<p>2. CHAS Assessment (or equivalent mutually recognised health and safety pre-qualification scheme within the 'Safety Schemes in Procurement')</p> <p>Have you been assessed under the Contractor Health and Safety Assessment Scheme (CHAS) or equivalent mutually recognised scheme?</p> <p>If yes, please attach a copy of your letter of compliance. Note - If you are CHAS registered or equivalent you do not need to complete any further questions. Please go to section 14.</p> <p>Information on CHAS is available on www.chas.gov.uk . Information on equivalent mutually recognised health and safety pre-qualification schemes is available at http://www.ssip.org.uk/</p>	Yes/No	

3. Policy statement

Yes/No

Enclose a copy of your health and safety policy statement signed and dated within the last two years by the most senior manager within your organisation.

How is this brought to the attention of your employees?

.....

.....

4. Organisation

Enclose a copy of your organisational structure for dealing with health and safety management, stating the health and safety responsibilities for the staff identified.

Yes/No

<p>5. Health and safety assistance</p> <p>Provide details of the competence of the person(s) providing health and safety advice and assistance as required by the Management of Health and Safety at Work Regulations.</p> <p>Name.....</p> <p>Qualifications, training and experience</p> <p>.....</p> <p>.....</p>	<p>Yes/No</p>	
	<p>Information enclosed</p> <p>(please circle)</p>	<p>Page and Reference number in policy</p>

6. Training

Provide details of the following:

- Health and safety training for all employees
- Induction for new employees.
- CSCS certification (applicable only to construction work)

*Evidence such as examples of training records and training certificates issued **are** required.*

Yes/No
Yes/No
Yes/No

<p>7. Monitoring, auditing and review</p> <p>Provide details of your monitoring, auditing and review procedures and identify below the person responsible for carrying them out.</p> <p>.....</p> <p><i>Please provide an example of a completed health and safety audit undertaken within the last 2 years.</i></p>	<p>Yes/No</p>	
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<p>8. Consultation</p> <p>Provide details of how you consult on matters of health and safety with your employees, referring to either or both of the following:</p> <ul style="list-style-type: none"> • The Health and Safety (Consultation with Employees) Regulations • Safety Committee and Safety Representative Regulations <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Yes/No</p> <p>Yes/No</p>	
	<p>Information enclosed</p> <p>(please circle)</p>	<p>Page and Reference number in policy/ documents</p>

9. Risk assessment

Identify below the post-holder nominated to carry out risk assessments in accordance with the Management of Health and Safety at Work Regulations and any other relevant regulations.

.....

Please supply a representative sample (minimum 2) of current risk assessments used by your company **appropriate** to the contract works applied for.

Yes/No

10. Accident and incident reporting

Provide details of your accident/incident reporting and recording procedures and how you deal with incidents and investigations.

How many RIDDOR reportable accidents have you had within the last three years? Give details below.

.....
.....
.....

Yes/No

<p>11. Prosecutions/notices</p> <p>In the past five years has your firm been prosecuted for contravention of the Health and Safety at Work Act or been issued with any prohibition or improvement notices? If yes please provide details.</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>Yes/No</p>	
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	<p>Information enclosed</p> <p>(please circle)</p>	<p>Page and Reference number in policy/ documents</p>
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<p>12. Sub contractor</p> <p>If you use sub-contractors, identify below the post holder responsible for assessing the health and safety competency of contractors before they start work. Provide a blank copy of your contractor assessment form.</p> <p>.....</p> <p>.....</p> <p>Provide details of how subcontractors are made aware of the following:</p> <ul style="list-style-type: none"> • Site safety rules • The company’s health and safety policy • Identified hazards 	<p>Yes/No/ Not applicable</p> <p>Yes/No/ Not applicable</p>	
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13. Health and safety arrangements

Please provide details of your current arrangements (to include depot, office and site based activities) for the following: Please delete any that are not applicable

If answering 'Yes' you will need to provide supporting information.

- Compliance with the CDM Regulations
- Management of asbestos
- Manual lifting and handling
- Prevention of falls from height
- Fire and emergency procedures
- First aid
- Health surveillance
- Welfare facilities

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

Yes/No

		Information enclosed (please circle)	Page and Reference number in policy/ documents
14. Health and safety arrangements (continued)			
<ul style="list-style-type: none"> • Control of hazardous substances • Management of hand-arm vibration • Electrical safety (inc. PAT testing) • Inspection and maintenance of work equipment • Personal protective equipment • Display screen equipment • Waste disposal • Environmental issues 		<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>	
Please note this list is not exhaustive depending on the contract work you are applying for.			
14. Additional comments:			
15. Signature:	Date:	Address:	

Office note – the results of this form to be used in conjunction with form **HS 22a**