

APPENDIX 1

Proposed Procurement Route Stages

Council plan

1. The council shall publish one OJEU notice for this tender against which bidders will be asked to register their interest in the tender through the council's e-procurement portal, Procontract 3. Following this each bidder will need to complete a Standard Selection Questionnaire (SQ) and confirm the lot they would like to bid for. The SQ will be a standard document; however, for each lot there will be a requirement to respond to some additional lot specific questions in the final section of the document. The council will allow a reasonable timeline for bidders to complete the SQ.
2. The SQ will be evaluated by the council based on agreed criteria and the council will shortlist the bidders. Bidders will then be notified as to whether they have or have not been successful and an Initial Invitation to Tender (ITT) will be issued to each successful bidder for their relevant lot.
3. At the ITT stage the shortlisted bidders will be required to make a full tender submission (including a mark-up of the legal agreements) – following evaluation the council may at that stage decide to select a bidder (if their submission is sufficiently detailed and is acceptable) or opt to de-select bidders and invite the remaining bidders to participate in negotiations.
4. If negotiations are conducted (which is likely) then the selected bidders will be asked to sign and return a meeting protocol prior to the first meeting to manage the behaviour of those bidders and place the council in control of the process. The council can include one or more stages of negotiation as to how the service will be delivered prior to seeking final tenders. The main advantage of which is that the council, if it wishes to, will be able to undertake some negotiations with the bidders to clarify certain aspects of their initial bid and/or address elements which fall short of the council's objectives.
5. Tenderers invited to negotiations shall then be provided with the opportunity to submit a final ITT submission, incorporating all the aspects discussed/raised at the negotiation meetings. The final tender will be submitted by bidding providers for consideration by the tender evaluation panel from which the most economically advantageous tender(s) for each lot will be recommended for award.
6. The contract will be awarded in two separate lots, one for each Hub. The process will result in securing a Lead Provider for each of the Hubs (Older People and Disability) who will use a network of subcontracted providers to deliver information, advice, signposting and navigation service as well as a wide range of preventative services and support.