

Request for Quotation

Title: Human Resources Services Contract Reference Number: HRS 160809

Date of Issue: 12/08/16 Deadline Date: 01/09/16 Deadline Time: 16:00 GMT

CIoS Contact: Sean Parsons Phone: 07818515400

Email: [sparsons@scilly.gov.uk](mailto:sparsons@scilly.gov.uk) Duration of Contract: 12 months from award

Estimated Contract Value: £15,000 to £20,000

Requirement

Type: Services Number of providers to be appointed: 1

Description: The Council of the Isles of Scilly seek an experienced Human Resources professional/consultancy to implement part of the council’s savings plans, to review current terms and conditions of employment, consult with staff and draft final proposals for new terms of conditions to present to Councillors.

The provider will work closely with the Council’s Corporate Leadership Team and support decision making through the provision of high quality advice, guidance and information. This work will also include the review of contract terms and conditions. In delivering this element of the requirement the provider should include for 20 days support over a 12 month period.

As an additional work stream, and subject to confirmation by the Corporate Leadership Team post contract award, the provider should include for a further 10 days support over the same period for mentoring services to the Council’s Human Resources Officer.

To ensure that the service provision meets the requirements of the Council of the Isles of Scilly, the appointed provider’s team will need to demonstrate knowledge’s and skills in the following areas:

* Qualification to at least CIPD level 7
* Experience of policy development
* Experience of change management
* Conversant with workforce consultation
* Understanding of the Local Government NJC scheme

Providers should refer to the award criteria for this RFQ which sets out the response required from potential providers to meet the above required skills and knowledge’s.

The successful supplier’s team will have a flexible approach, with the ability to work at both strategic and detailed levels, ensuring appropriate resources are in place to deliver the Council’s requirements.

Response

In completing your quotation please provide the following:

1. A completed copy of the EoI Form (in the quotation pack) to [sparsons@scilly.gov.uk](mailto:sparsons@scilly.gov.uk%20)

2. A written response to the following quality criteria below

Quality Criteria 70%

**QC 1:** Provider to demonstrate the qualifications of the team identified to deliver the HR Services required in relation to this contract. **Value** **10%** **Limit:** 3 CV’s maximum

**QC 2:** Provider to demonstrate how the team identified to deliver the HR Services required has previous developed policies for clients and their successful adoption by the clients **Value** **20%** **Limit:** 1 and ½ A4 Sides maximum

**QC 3:** Provider to demonstrate how the team identified to deliver the HR Services required has taken a leading role in guiding change within a client organisation **Value** **20%** **Limit:** **:** 1 and ½ A4 Sides maximum

**QC 4:** Provider to demonstrate how the team identified to deliver the HR Services required has undertaken consultations with the workforce of a client organisation **Value** **10%** **Limit:** 1 and ½ A4 Sides maximum

**QC 5:** Provider to demonstrate previous experience in working with the Local Government NJC scheme **Value** **10%** **Limit:** 1 and ½ A4 Sides maximum

3. A price for delivering the Works Please set out your price in the following layout.

Price Criteria 30%

|  |  |  |
| --- | --- | --- |
| Description | Number of Days | Total Price (£) |
| Provision of HR Services to the Corporate Leadership Team | 20 |  |
| Provision of mentoring services for the Council’s HR Officer | 10 |  |
| Totals | 30 |  |

Prices should exclude flights and accommodation and VAT

\*Please note that only the Total Price is evaluated and that any breakdown is purely for budgetary/information purposes

4. The following information (required by the Authority to undertake due diligence checks).

* Full company name and registered/main address
* Company Registration Number
* VAT number (if applicable)
* A signed declaration by a director (or equivalent) of the company recognising that you are willing to be bound by the terms and conditions of this quote (see enclosed Terms & Conditions)
* References - References from 3 previous employers

All submissions are to be submitted in PDF format via email to the above named contact by the deadline date stated on page 1 of this form. Submissions should be written in Arial 11, be single line spaced and be submitted in English. Quotations are expected to be held for 2 months from the deadline date. The Council reserves the right to conduct a search with a credit reference agency to determine the financial status of the preferred bidder.

Award

Submissions will be assessed on the basis of the most economically advantageous quotation approach whereby both the quality and the price of the submission will be reviewed to determine the best overall offer. The evaluation team will consist of at least 3 people who will individually score the quality submission before coming to a consensus decision taking into account the perspectives of the evaluation team members. Price scores are determined by a formula.

Quality Criteria

Each of the criteria identified on page 2 of this form will be evaluated using the scoring system below with these percentages multiplied by the maximum score achievable for each question.

|  |  |
| --- | --- |
| Assessment | Score |
| Very Poor – Submission fails to demonstrate the required understanding/knowledge/information requested | Fail – Submission will not be considered further |
| Poor – Submission provides limited evidence of meeting the projects objectives, aims or the requirements of the Council. | 10-30% |
| Satisfactory – Submission demonstrates an adequate understanding of the project and/or the requirements of the Council | 40-60% |
| Good – Submission demonstrates considerable evidence of meeting or exceeding the project objectives, aims or requirements of the Council. | 70-80% |
| Very Good – Submission demonstrates clear evidence of significantly exceeding the project objectives, aims or requirements of the Council | 90-100% |

**Sample calculation** – If the overall quality criterion is 60% and quality criteria 1 (QC 1) is 5%, the maximum achievable score for QC1 is 3%. If the evaluators score the response to this question at 40% (lower satisfactory) then the contractor would be awarded 1.2% of the 3% available. Or (60 x5%) x 40% = 1.2%

Once each of the quality criteria have been assessed using the above scoring mechanism, the individual quality criteria scores will be summed to provide the overall quality score.

Price Criteria

The price scores are evaluated by assessing each of the submissions relative to the mean average of all the price submissions received. The mean average constitutes the middle point at which 50% of the total marks would be awarded. Prices that are greater than the mean receive lower price scores and prices that are lower than the mean receive higher percentage scores. These percentage scores are then multiplied by the weighting for the Price Criteria to give the overall price score.

**Sample calculation** – two submissions are received with a mean average price of £137.50. Submission A has a price of £100 whilst submission B has a price of £175. Submission A’s price score is calculated as 137.5/100 x 50 = 68.75 and submission B’s price score is calculated as 137.5/175 x 50 = 39.28. Both of these amounts are then weighted by the Price Criteria %. Assuming a 40% Price Criteria Submission A’s weighted score is 27.50% and Submission B’s is 15.71%.

Overall Score

For clarity, the contract will be awarded to the submission that has the highest overall score (the combination of the price and quality scores).