A picture containing logo

Description automatically generated

**Invitation To Tender Quality Questions**

**v2c25028 – legal services**

Contents

[Section G – Lot Selection 3](#_Toc212010494)

[Section H – Previous Contract Experience 4](#_Toc212010495)

[Section I – Contract Delivery 7](#_Toc212010496)

[Section J – Environmental Sustainability 9](#_Toc212010497)

# Section G – Lot Selection

Please note: **All Tenderers are required to answer this question.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Question No.** | **Description of Question** | **Answer** | |
| **Yes** | **No** |
| **G – 1.** | **Lot Selection**  Bidders must clearly indicate which lot(s) they are submitting a tender for by ticking the appropriate boxes below. Failure to do so may result in the bid being deemed non-compliant or excluded from evaluation for the relevant lot(s). | | |
| **Lot 1:** Gas/Electrical Injunctions |  |  |
| **Lot 2:** Housing Disrepair |  |  |
| **Lot 3:** Anti-Social Behaviour Injunctions |  |  |

# Section H – Previous Contract Experience

Please note: **All Tenderers are required to answer this question.**

**Section H is Weighted as per ITT.**

|  |
| --- |
| **Description of Question** |
|
| **Previous Contract Experience**  Please provide examples of two similar contracts, that you have carried out in the housing sector, for three different organisations in the last three years. Private sector examples may also be considered where relevant.  If your organisation is newly established and unable to provide two completed contracts from different clients, you may instead submit examples of current or ongoing contracts that demonstrate your capacity and capability to deliver the required services.  Your response will be assessed on:   * Relevance and similarity to the services set out in this tender. * Demonstrated quality of service delivery. * Evidence of collaboration with the client organisation. * Contract outcomes and any lessons learned.   Each example will be evaluated and scored individually in accordance with the scoring methodology outlined in the ITT.  **Note:** Examples that are not relevant to the scope of this procurement, or lack sufficient detail, may receive low scores. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question No.** | **Question** | | **Answer** | | |
| **Previous Contract Experience Example One** | | | | | |
| **H – 1**  Weighted  7.5% of Total Tender Evaluation | **Project Name:** | |  | | |
| **Client Name:** | |  | | |
| **Type of Goods/Service:** | |  | | |
| **Client Address:** | |  | | |
| **Client Contact:** | |  | | |
| **Client Email:** | |  | | |
| Description of Contract **(Maximum 300 words)**: | | | | |
| **Contract Period:** |  | | **Contract Value:** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question No.** | **Question** | | **Answer** | | |
| **Previous Contract Experience Example Two** | | | | | |
| **H – 2**  Weighted  7.5% of Total Tender Evaluation | **Project Name:** | |  | | |
| **Client Name:** | |  | | |
| **Type of Goods/Service** | |  | | |
| **Client Address:** | |  | | |
| **Client Contact:** | |  | | |
| **Client Email:** | |  | | |
| Description of Contract **(Maximum 300 words)**: | | | | |
| **Contract Period:** |  | | **Contract Value:** |  |

# Section I – Contract Delivery

Please note: **All Tenderers are required to answer this question.**

**Section I is Weighted as per ITT.**

|  |  |
| --- | --- |
| **Question No.** | **Description of Question** |
|
| **I – 1.**  Weighted  7.5% of Total Tender Evaluation | **Organisation & Delivery Team**  Please provide an overview of your organisation and the key staff who will be delivering on this contract, this should include:   * A summary of your organisation, your relevant experience, and your base of operations. * Your proposed delivery team structure and resourcing plan, including subcontractors if relevant. * The proposed Contract manager and key personnel to be allocated (are they dedicated staff members).   **(Maximum 600 words)** |
| **Response:** |
| **I – 2.**  Weighted  7.5% of Total Tender Evaluation | **Contract Delivery**  Please provide an overview of how your organisation will deliver the services required under this contract, including:   * How you will ensure timely and high-quality delivery of cases. * Your approach to partnership working with Valleys to Coast, including communication, performance monitoring, and responsiveness to tenant needs.   **(Maximum 600 words)** |
| **Response:** |

# Section J – Environmental Sustainability

Please note: **All Tenderers are required to answer this question.**

**Section J is Weighted as per ITT.**

|  |  |
| --- | --- |
| **Question No.** | **Description of Question** |
|
| **J – 1.**  Information Only | **Environmental Sustainability**  **Valleys to Coast** is moving towards supporting sustainability across all the services it provides:   * Focusing on the project itself and the type of works it involves please describe what measures you will put in place to promote sustainability.   + How will you reduce your carbon footprint?   + Are there materials you can reuse?   + Looking at your waste procedures, how will you recycle materials?   + Have you considered your supply chain? * Give details on how you can evidence any improvements you can undertake on this Contract.   **(Maximum 600 words)** |
| **Response:** |