

PROCEDURES FOR VALUE BASED SELECTION OF CONSULTANTS

SEPTEMBER 2021



LANARKSHIRE
HOUSING ASSOCIATION LTD



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PROCEDURES FOR VALUE BASED SELECTION OF CONSULTANTS

The Policy for Appointment of Consultants and Contractors outlines options for quality based selection and appointment. In normal circumstances a balance of quality and price procedure as described below will be used to establish the most economically advantageous tender. It is expected that the other processes (restricted procedures aimed at establishing the lowest price, and negotiations without prior notification) will only be used to select consultants in limited circumstances and as permitted by procurement legislation. The process is summarised in the Policy for Appointment of Consultants and Contractors.

1.0 SELECTION AND APPOINTMENT PROCEDURES

- 1.1 When a need for a consultant appointment is identified a tender board will normally be formed by the relevant Sub Committee; typically consisting of 2 Association staff, 2 Committee members, and an appropriately qualified independent person. Board reserves may also be agreed. Organisation of the tender board shall include appointment of a chair. Arrangements for a tender board may be abbreviated so as to remain proportionate with the scale of the procurement.
- 1.2 Any lay members will separately and additionally be briefed by staff on the role of consultant, if required (e.g. if they are inexperienced in participating in such exercises).
- 1.3 It is important that Award criteria and criteria for selection to the second stage of the bid process are established by the relevant Sub Committee, or delegated to the tender board and agreed during the initial stages: specifically, the quality/price ratio (scoring methodologies to be used during each stage of the bid process may be determined in detail separately). It is important to clearly differentiate between: (1) selection criteria (which relate to the bidder and are used to assess the bidder's ability to perform the proposed contract, e.g. in terms of technical and professional capabilities), which may only be applied at the pre-qualification stage; and (2) award criteria relating to the tender and which are used to identify the tender that is the most economically advantageous, e.g. in terms of price, technical specifications and project management proposals.
- 1.4 The contract notice or invitation to tender is to be issued, usually on the Public Contracts Scotland web portal, after the agreement/establishment of selection and award criteria (criteria, weightings and scoring should be disclosed to interested parties as early as practicable in the procurement process). Refer to Section 2.0 below regarding operation

of the Public Contracts Scotland web portal (including use of Quickquotes).

- 1.5 Information from interested parties should be returned in envelopes issued by the Association as below, and not opened until after the formal deadline; alternatively information may be required electronically, e.g. to comply with statutory requirements.
- 1.6 After first stage submissions are received tender board members shall assess and score them individually on the basis of quality.
- 1.7 Unsuccessful practices subsequently excluded before tender stage must be notified accordingly (this may be done through the Public Contracts Scotland web portal at the appropriate stage).
- 1.8 The tender list should be drafted, usually comprising of the 3 or 5 highest scoring parties as appropriate, from whom to invite priced tenders (note that this must be determined during the initial stage, along with selection criteria)..
- 1.9 Tender documents are to be prepared and issued in order to obtain a price along with any previously identified additional information required for a quality assessment of the award criteria; normally requested by means of an award criteria questionnaire. Parties are to be given a defined period to price the tender documents and notified of the time and date for return.
- 1.10 If considered to be relevant and proportionate (and only if identified so at the start of the bid process), prospective tenderers will be interviewed. Interviews will take place prior to the date for receipt of priced documents. Scores from the interviews may form part of the award criteria score. Interviews may be timed to take place in parallel with issue of tender documents.
- 1.11 Tender documents shall be accompanied by a suitable envelope for their return by post or by hand; clearly marked to indicate that enclosed is a tender and for what purpose. The envelope shall be addressed to the Chief Executive, Lanarkshire Housing Association Limited, 191 Brandon Street, Motherwell, ML1 1RS. In addition, the date and time for return of tenders shall be indicated on the envelope. All tender return envelopes shall be marked with the date and time received and kept in a safe place until formally opened. When delivered by hand, a receipt shall be issued. Alternatively information may be required electronically, e.g. to comply with statutory requirements.
- 1.12 Whether received in hard copy or electronically, tenders will be recorded in the Association's formal Register of Tenders. Tender documents shall specify the date and time of return, the place of return, the period for acceptance of the contract, together with an intimation of the Association's right to accept any tender received or none of them. A

Committee member, the Chief Executive and/or another senior staff member shall be present at the tender opening.

- 1.13 Prior to assessment by staff of the prices submitted, all qualitative assessment and scoring (i.e. of the award criteria other than price) shall have been completed by individual assessors, and the final quality score established.
- 1.14 Development staff shall report to Committee on the outcome of the tender process, with a recommendation on which offer to accept (normally the bidder with the highest price/award criteria score).

2.0 PUBLIC CONTRACTS SCOTLAND

- 2.1 The Public Contracts Scotland web portal gives free access to contract opportunities in Scotland, and publication of tenders on it is the usual means of ensuring that they are properly advertised.
- 2.2 Quickquotes is a facility on the Public Contracts Scotland web portal to create online requests for competitive quotes for low value services or works, and may be used as a simplified method of obtaining a shortlist for smaller projects. The facility sends a request for tenders to a selected list of suppliers who have already registered on the portal.

LANARKSHIRE HOUSING ASSOCIATION LTD



AWARD CRITERIA QUESTIONNAIRE

PROJECT/Framework APPLIED FOR:			
COMPANY:			
OFFICE CITY/TOWN:		FORM COMPLETED (date):	

Note that marks awarded in this assessment of this form will be used along with any price submitted, and scores awarded at any interview (if applicable) to establish the most economically advantageous tender. Any previously completed selection criteria questionnaire will not be taken account of at award stage.

COMPANY DECLARATION

I, the undersigned, confirm that the information contained in this response is correct at the time of completion. Any changes relevant to this requirement will be notified to the Association contact concerned without undue delay.

I also confirm that there has been no material change to the skills, experience and resources available to the tenderer since submitting the selection criteria questionnaire for this procurement.

Signed:		Date:	
Print Name:		Position:	
On behalf of:			Company Name

Question 1 (15 marks) : FUNCTIONAL REQUIREMENTS (e.g. specification, design, and aesthetics)

Relative to the extent that you will have responsibility for meeting the project's functional (including general operational) requirements; explain how you will address them.

Question 2 (15 marks) : QUALITY/TECHNICAL REQUIREMENTS

Explain how you will meet the project's anticipated quality assurance and technical requirements.

Question 3 (15 marks) : MANAGEMENT STRUCTURE

Describe the management structure that your organisation would put in place to deliver the project, identifying key management staff and their qualifications (there is no need to enclose/attach CVs).

Question 4 (15 marks) : NON MANAGEMENT STAFF

List the non-management staff who will be involved in project delivery, including their jobs/roles and qualifications (there is no need to enclose/attach CVs).

Question 5 (15 marks) : PROGRAMME DELIVERY PERIOD

Explain how you will meet any project requirements for completion within a set timescale.

Question 6 (15 marks) : DEFECTS, MAINTENANCE, AND ONGOING SUPPORT

Explain how you will provide any ongoing support required by the project, in particular including your approach to customer care where relevant.

Question 7 (5 marks) : INNOVATION

Describe how you envisage that innovation (e.g. use of ICT) may improve project processes.

Question 8 (5 marks) : SUSTAINABILITY

Describe your approach to sustainability (e.g. waste minimisation; energy efficiency) in relation to the project.

Lanarkshire Housing Association Limited processes personal data to assist in its legitimate aims and those of certain third parties. The Association's principal aims are to provide, manage and maintain social housing and low cost home ownership. Secondary aims will include property management services for owner-occupiers and commercial leaseholders, and associated functions will include administering enquiries and complaints, the prevention and detection of fraud or other criminal acts and the recovery of debts.

This information may be disclosed to other bodies in certain circumstances. For example, there may be disclosures to contractors (to attend a property), to the police (to assist in their investigations), to the Local Authority (to assist them in the administration of housing benefit/council tax) or to the Scottish Housing Regulator (for the purposes of inspection and regulation). Further details can be found by consulting the Scottish Information Commissioner's website (www.itspublicknowledge.info).

By providing us with this information you automatically give your consent for the purposes specified.