

Crewe Town Council

**Demographic Mapping Project**

Request for Quotation

Please ensure that you read this document carefully and fully

This document is the property of Crewe Town Council. All rights reserved. This document contains confidential information, which is not to be copied or discussed without express authority from Crewe Town Council.

Your quotation must be returned no later than **10am** on **Tuesday 30 May 2023**

Table of Contents

[1. Introduction & Background 3](#_Toc103691138)

[2. The Procurement Process 6](#_Toc103691139)

[3. How to Make a Bid 7](#_Toc103691140)

[4. Tender Queries 8](#_Toc103691141)

[5. Tender Timescales 9](#_Toc103691142)

[6. Tender Evaluation & Selection 10](#_Toc103691143)

[7. Terms & Conditions 16](#_Toc103691144)

##### Appendices

*Appendix A – Cost Response Template*

*Appendix B – Crewe Town Council Template contract and terms and conditions.*

*Appendix C – Crewe Town Council Map & Ward Boundaries*

# Introduction & Background

1.1 About Crewe Town Council

Crewe Town Council was formed in 2013 as the result of a referendum, with a role to provide a strong voice for Crewe. The parish of Crewe is broken into six wards. The Council is made up of twenty elected members (Town Councillors) and a small team of Officers work to deliver local services and activities.

1.2 RFQ Background

Crewe Town Council is seeking to ensure we hold up to date and accurate management data associated with the demographic spread relating to Crewe, over and above the base information. This information will provide, as well as standard data, information related to representation of protected characteristics within Crewe, enabling Crewe Town Council to better support the diverse community of Crewe.

Based on the IMD, all the wards within Crewe are are amongst the most deprived in Cheshire East, with three (Central, South and St Barnabas) being designated “priority wards” at the Cheshire and Mersey geography based on their level of deprivation.

The information will be supported by analysis of the VCSFE sector and services within the parish town boundary, specifically identifying delivery and highlighting unmet need within the matrix of delivery. Broad and detailed engagement and consultation with the VCSFE sector will be required. The project will enable policymakers to make informed decisions, identifying potential areas for improvement, and assist the Council in developing policies that are tailored to the local community's needs. The project's findings can be disseminated widely to ensure that the local community is aware of the issues identified and the steps being taken to address them.

**Details:**

Crewe Town Council wishes to work with an individual or organisation which is suitably skilled, experienced, and qualified to provide up to date demographic mapping service.

The successful applicant will have the capacity to research the population demographics of Crewe, focusing on its six wards, and produce a report to share findings. Additional VCFSE mapping and consultation should be completed to build on the initial mapping.

The project will provide core demographic mapping, additional VCFSE mapping, and consultation with the sector.

1. **Demographic Mapping, with detailed analysis, management data (including all protected characteristics, diversity and inclusion aspects). Provided as an excel file(s) as well as detailed mapping (that can be fully interrogated, reviewed and revised as required)**
2. **VCFSE Organisation Mapping of organisations and services. Provided in excel file(s) as well as detailed mapping (that can be fully interrogated, reviewed and revised as required)**
3. **VCFSE Consultation sector to assess support services available in Crewe and identify gaps in service provision.**

**Requirements:**

The submission should include:

* An outline of the process and details of how the project would be delivered.
* How you would identify the relevant details.
* Evidence of relevant experience
* Evidence of insurance and indemnities
* Availability / Timescales

**When:**

At an agreed earliest opportunity – please include expected project start and project timeline.

# Procurement Process

The Council has elected to utilise a Request for Quotation (RFQ) procurement process to select an appropriate partner for this requirement and has invited several providers to submit their costs.

*Attached Cost Response Template at Appendix A*

Experience relevant to the brief and evidence of previous projects of a similar scale, scope and complexity will also form part of the decision.

# How to Submit a Quotation

3.1 Submission Requirements

Providers interested in this opportunity are required to submit a formal expression of interest by the deadline stated above.

3.2 Submission Format & Deadline

Electronic submissions should be submitted to community@crewetowncouncil.gov.uk by 10am on Tuesday 30th May 2023.

Issue: Thursday 18th May 2023

Deadline: on Tuesday 30th May 2023 at 10am.

Evaluation: Wednesday 31st May 2023

Notification: Week commencing Monday 5th June 2023

Contract signed: By Friday 9th June 2023

Contract Complete: within 8 weeks of issue

*This timetable is indicative only. Crewe Town Council reserves the right to change it at its discretion.*

# RFQ Queries

Any questions or clarification requests with regard to the tender should be addressed via email to *community@crewetowncouncil.gov.uk*

Wherever possible, the Council will aim to answer all queries within three working days. Bidders should note that where practicable, all queries and responses will be shared anonymously with all respondents to ensure a fair and transparent process.

# Evaluation & Selection

5.1 Pricing Guidance

Provide a detailed quotation and completed Cost Response Template at Appendix A

5.2 Pricing Evaluation & Award

Quotations received will be evaluated in the first instance to ascertain if all the Council’s requirements have been included. Where it is deemed that quotations are incomplete, the Council reserves the right to seek clarifications or to model anticipated costs for any missing items. Similarly, the Council reserves the right to model third party and associated costs to arrive at a total modelled cost for comparison.

It is anticipated that the respondent with the lowest modelled cost will be selected, subject to any other due diligence and quality checks that the Council deems necessary.

The selected respondent may be required to sign the Council’s standard form of contract, and any award following the conclusion of this RFQ is deemed to be provisional subject to final agreement.

The Council reserves the right, entirely at its own discretion to disqualify quotes which it feels are unsustainably low.

# Terms & Conditions

6.1 Contract Term & Form

*The contract will be for the period agreed for completed delivery.*

*The form of contract will be as the standard contract and terms and conditions of the council, as seen at Appendix B*

6.2 Disclaimers

Any information provided in connection with the procurement of the proposed requirement in this RFQ or the documents accompanying is provided for information only. Whilst the documentation has been prepared in good faith, it does not purport to be comprehensive or to have been independently verified.

6.3 Confidentiality

All information contained in this document is considered to be of a confidential nature. You are reminded of your obligation not to disclose information contained herein to any third party without prior agreement. The Council in turn assures confidentiality to all respondents of this RFQ.

6.4 Right of Rejection & Appointment

The Council reserves the right not to appoint a provider following this procurement process.

6.5 Costs

The Council shall not be liable for any costs incurred by you in the preparation of your proposal or any other associated costs related to participating in this procurement process.