

The **acc** Liverpool Group

TENDER REF: TT000107

DOCUMENT 1
INVITATION TO TENDER FOR THE PROVISION OF
Insurance Services

Briefing Document

Documents prepared by:

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Butterworth Spengler Insurance Brokers in partnership with Value Match Services On behalf of

The ACC Liverpool Group

Kings Dock

Liverpool Waterfront

L3 4FP

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1. Introduction

We are The ACC Liverpool Group – operators of a world-class event campus located on the banks of Liverpool's world heritage waterfront, home to M&S Bank Arena, ACC Liverpool, Exhibition Centre Liverpool and ticketing agency Ticket Quarter. The ACC Liverpool Group campus is a family of venues, experiences and services for the local, national and international events market. We play a leading role in shining a spotlight on Liverpool and we have successfully staged a wide array of national and international events, from shows and conventions, business gatherings to showcase exhibitions, developing our offer over the last decade to that of a world class provider of venue and event services.

The versatile The ACC Liverpool Group convention centre facilities include a 1,350-seat auditorium, 18 breakout rooms, 3,725m² of exhibition space and a range of sustainable credentials having been designed to produce half the CO₂ emissions it would without any environmentally-friendly measures.

Sister venue M&S Bank Arena is an 11,000-seat arena with 22 hospitality VIP Boxes and The Liverpool Collection Lounge hosting a packed programme of entertainment and sporting events throughout the year.

In September 2015, The ACC Liverpool Group expanded its offering with the opening of Exhibition Centre Liverpool, adjacent to The ACC Liverpool Group and M&S Bank Arena, providing an additional 8,100m² exhibition facility, taking the total to 15,225m² of interlinked and flexible event space.

A pedestrian link bridge connects the venues making it the only purpose-built interconnected arena, convention centre and exhibition facility in Europe. A 216-bedroom Pullman hotel, which forms part of the development, opened in February 2016.

Ticket Quarter is a ticketing agency created in 2012. We have since expanded the services we provide to include support for event promoters and venues such as online ticketing, contact centre, marketing and promotional support, customer service support and account management. We have grown our portfolio and now sell tickets for music, comedy, theatre and arts, family entertainment, exhibitions and sporting events for a variety of regional venues and more than 200 events across the North West including St George's Hall, Farmaggedon and Liverpool International Music Festival (LIMF).

The ACC Liverpool Group works closely with clients helping to ensure the success of their events and delivering the best possible service. Our vision is to be a world class arena, convention centre, exhibition centre and ticketing agency for the North West that serves its customers to the highest of standards and attracts visitors to Liverpool, thereby contributing to the long-term growth and prosperity of our enterprise, our city and its people.

2. Vision

The unique skill of what The ACC Liverpool Group does is in the complexity of bringing together many diverse individual groups of people with different expertise to create seamless, coherent and impactful events that deliver a unique experience for clients and visitors. This has inspired the brand idea we have created for The ACC Liverpool Group as both a corporate group and destination venue.

The awarded Contractor(s) must be a true partner(s) and work closely with The ACC Liverpool Group to promote continuous improvement and help The ACC Liverpool Group enhance their brand and service quality through the provision of high quality, pro-active and innovative products and services.

3. Our Values

What We Do

Who We Are – a sustainable company that is passionate about doing the right thing.

What We Do – Deliver great events and services to bring people together.

Why We Do It – Proud to enhance our outstanding city region.

How We Work

Straightforward - We say how it is. We are transparent, honest and trustworthy. We are easy to work for and do business with.

Ambitious - We always strive for better for our clients, our visitors and for us. We never settle for second best.

Versatile - We are adaptable and dynamic, ready for anything and prepared to tackle every challenge head on.

Engaging - We are inclusive to all. We are confident and respectful in our approach. We listen and consider others' views and opinions.

4. Aims and Objectives

Due to the confidential nature of the commercial insurance claims and risk information of this requirement this briefing document has only been released following the signed Confidentiality Non-disclosure Agreement.

The overall aim of this tender is to appoint insurance provider(s), excluding brokerage services for The ACC Liverpool Group (the Contracting Authority). Property, commercial and other specific insurance as required by The ACC Liverpool Group are required to meet their requirements, respond to any change to the risk profile and appetite as required to amend from time to time. This will be managed by Butterworth Spengler Insurance Brokers as the contracting authorities appointed insurance brokers and advisors.

The objectives of the appointment of the preferred supplier includes: -

- To provide The ACC Liverpool Group with a professional, cost effective and quality service
- To provide The ACC Liverpool Group with an Insurance Provider that meets the requirements as outlined in the briefing document.
- To support The ACC Liverpool Groups mission, brand and values.

5. Scope

The insurance cover needed by The ACC Liverpool Group will comprise of 8 items, separated into 8 Lots. Insurers must be classed as an A-rated , UK based, insurer to be able to bid on the Lots to provide the insurance services to ACC Liverpool

The tender will comprise of the following Lots:

- Lot 1 - Property Owners Combined (The ACC Liverpool Group), Property Owners Combined (Hotel), Commercial Combined (The ACC Liverpool Group) and Commercial Combined (Hotel)
- Lot 2 - Management Liability
- Lot 3 - Group Personal Accident
- Lot 4 - Engineering Inspection
- Lot 5 - Engineering (Plant and Computer)
- Lot 6 - Crime
- Lot 7 - Excess Public Liability
- Lot 8 - Motor Fleet

It is the ACC Liverpool's intention to award one supplier per Lot.

The Services have been divided into Lots and Tenderers are invited to bid for all or any of the Lots outlined. It is The ACC Liverpool Group's intention to award one supplier per Lot, with each Lot pricing being evaluated separately and combined with the quality questions score

The total sum to be insured as part of this contract is £350M in total cover required for the contracting authority.

TUPE

The ACC Liverpool Group is of the view that TUPE does **not** apply to this Contract. Tenderer's attention is drawn to the provision regarding the safeguarding of employees' rights in the event of transfer of undertakings, (business or parts of businesses), the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended ("TUPE"). 4.2.

It is the Tenderer's responsibility to seek your own legal advice as to the applicability of the TUPE Regulations, if any bidder believes that TUPE is applicable detailed information on the current workforce, as provided by the current supplier of the services, must be specifically requested along with the completion, and signing a Confidentiality Agreement (NDA)

6. Requirement

The supplier risk presentations outline the risk, history, risk factors, insurance size and the financials relating to each Lot to allow you to submit your costs.

**DUE TO THE SENSITIVE NATURE OF THE RISK PRESENTATIONS, ALL BIDDERS MUST SIGN AND RETURN THE NDA IMMEDIATELY TO Tenders@Value-Match.Co.UK. UPON RECEIPT, THE RISK PRESENTATION WILL BE ISSUED DIRECTLY TO YOU VIA EMAIL.
PLEASE EMAIL YOUR COMPLETED NDA TO Tenders@Value-Match.Co.UK**

Please refer to the relevant Appendix folder relating to specific Lots requirements being tendered, these are outlined as:

Lot 1 - Commercial Combined and Property Owners Appendices

(840494752) ECL and Pullman reinstatement report_final_2019
ACC Property Owner & Commercial Combined Presentation 2022 V1
ACC Property Owner & Commercial Combined Presentation 2022 V1
CCE-100599845CCI-5yr - ACC Combined
CCE-100652221CPO-5yr - ACC Liverpool CPO
CCE-100652222CCI-5yr - ACC Hotel
CCE-100652225CPO-5yr - ACC Hotel CPO 2
CCE-100734351CPO-5yr - ACC POL
ECL Brochure copy
glazing and cladding spec ECL

Lot 2-Management Liability Appendices

ACC - MLP Claims History
ACC MLP Presentation 2022 V1

Lot 3 - Group Travel Appendix

ACC Travel Presentation V1

Lot 4 - Engineering Inspection Appendices

ACC Engineering Inspection Presentation 2022 V1
ACC Hotel Engineering Inspection Presentation 2022 V1
ACC LIVERPOOL HOTEL LTD - NZ27271427 - Plant Schedule - 2022 01 21
THE ACC LIVERPOOL GROUP L - NZ26677928 - Plant Schedule - 2022 01 21

Lot 5 - Engineering (Plant and Computer) Appendices

ACC Engineering Plant & Computer Presentation 2022 V1
ACC Hotel Engineering Plant Presentation 2022 V2
The ACC Liverpool Group Ltd - CCE

Lot 6 - Crime Appendices

ACC Crime Presentation 2022 V1
ACC Hotel Crime Presentation 2022 V1

Lot 7 - Public Liability Excess Appendix

ACC XOL Presentation 2022 V1

Lot 8 - Motor Fleet Appendices

ACC Motor Fleet Presentation 2022 V1
The ACC Liverpool Group CCE 20.1.22
The ACC Liverpool Group Claims list 20.1.22

7. Approach

This Invitation to Tender (“ITT”) has been published electronically on the UK Government’s Find a Tender (“FTS”) websites. The procurement process will be conducted in accordance with the requirements of the Public Contracts Regulations 2015. Specifically, the Contracting Authority will be using the Open Procedure.

This ITT should provide sufficient information for tenderers to:

- Understand The ACC Liverpool Group’s requirements and proposed procurement approach

- Understand the scope and nature of the products and services that they will be contracted to provide
- Assess and confirm their ability and interest in tendering for the provision of this service
- Develop and price a proposed solution based on currently available information in the format specified.

The initial period of the Contract will be **3 years** with an option to extend, at the sole discretion of The ACC Liverpool Group, for a further **2 years**.

The Contract is anticipated to start from **1st April 2022 (01/04/2022)**

8. ITT Documents

The ITT consists of the following documents:

Document 1 – Briefing Document

This document is the one you are currently reading and provides details of The ACC Liverpool Group's vision and values, aims and objectives, guidance notes for tenderers, requirements for the proposed Contract and an indicative timetable. **Document 3 "ITT Submission Schedule"** specifies the information which your organisation should provide as part of your tender submission.

Document 2 – Contract Document: Form of Agreement

This is the Form of Agreement which will be made between The ACC Liverpool Group and the successful tenderer when the Contract is awarded.

You do not need to sign the document at this stage but please review it, and if you have any comments or queries, please include these as indicated under **Document 3 ITT Submission Schedules, Section 3**, as part of your tender submission.

Document 3 – ITT Submission Schedule

This document contains a number of schedules for completion. **Document 3 – ITT Submission Schedule** comprises of 5 sections;

Tendering Declaration
Section 1 SSQ
Section 2 FoA
Section 3 Pricing
Section 4 Financial Certainty
Section 5 Quality Cover
Section 6 Form of Tender

Your tender submission must comprise of the following documents:

A completed Document 3 – ITT Submission Schedule

A copy of your standard policy terms and conditions relating to each tendered Lot.

Failure to submit any or all of the documents will result in your submission being deemed null and void.

Document 4 – NDA

DUE TO THE SENSITIVE NATURE OF THE SUPPLIER RISK PRESENTATIONS, ALL BIDDERS MUST SIGN AND RETURN THE NDA IMMEDIATELY. UPON RECEIPT, THE SUPPLIER RISK PRESENTATION WILL BE ISSUED DIRECTLY TO YOU VIA EMAIL.

PLEASE EMAIL YOUR COMPLETED NDA TO Tenders@Value-Match.Co.UK

9. Responding to the ITT

By participating in the procurement process, organisations agree and accept that they are bound by all the terms of this ITT. The submission of a tender will imply the full acceptance of the provisions of this ITT by the relevant tenderer.

The ACC Liverpool Group reserves the right to reject any tender which fails to comply fully with the requirements set out or referred to in this ITT.

Failure to submit a tender, in whole or in part, may disqualify the tenderer from the procurement and The ACC Liverpool Group may undertake no further evaluation of that tender. Failure to submit the required information or supply documentation referred to as being required in the response, within the specified timescale, may also mean that an organisation may be excluded from the procurement process.

Tenderers should be aware that erroneous or incorrect responses may result in them being excluded from the procurement process. In the case where the error or mis-representation is not discovered until after the contract is awarded, The ACC Liverpool Group reserves the right to terminate the contract and all costs incurred by The ACC Liverpool Group as a result of the termination shall be recoverable from the tenderer accordingly.

The ACC Liverpool Group reserves the right to terminate the procurement process and does not undertake to award a contract to any organisation. In no circumstances shall The ACC Liverpool Group be liable for any costs incurred by an organisation in relation to the procurement process or entering a contract.

Any questions for clarification or further information in respect of the procurement should be submitted via the clarification section on the individual opportunity within <https://app.cimble.uk/login>. No approach of any kind in connection with this ITT or a tenderer's submission should be made to any other person within, or associated with, The ACC Liverpool Group.

If The ACC Liverpool Group considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all organisations that have expressed an interest in submitting a tender.

Information given by The ACC Liverpool Group ("The ACC Liverpool Group Information") is provided in good faith. Technical information may be incomplete, or even contradictory, where it relates to different time periods or methods of information gathering. The ACC Liverpool Group Information is intended only as an explanation of The ACC Liverpool Group's requirements and is not intended to form the basis of an organisation's decision as to whether to enter into a relationship with The ACC Liverpool Group. Organisations will be expected to test and verify any information that has a bearing on their proposals.

The ACC Liverpool Group Information does not purport to be all-inclusive or to contain all the information that a prospective Contractor may require. Organisations must take their own steps to verify any information which they use and must make an independent assessment of the opportunities described in The ACC Liverpool Group Information after making such investigation and taking such advice as they think necessary.

Neither The ACC Liverpool Group nor its members, directors, officers, employees, agents, or advisers make any representation or give any warranty as to the adequacy, accuracy, reasonableness, or completeness of The ACC Liverpool Group Information. Organisations considering entering into a relationship with The ACC Liverpool Group should make their own enquiries and investigations of The ACC Liverpool Group 's requirements.

Neither The ACC Liverpool Group nor its professional advisers shall be liable for any loss or damage arising because of reliance on The ACC Liverpool Group Information nor for any expenses incurred by organisations at any time in connection with the procurement process.

Any advisers appointed by The ACC Liverpool Group, whether legal, financial, technical, or otherwise, will not be responsible to anyone other than The ACC Liverpool Group for providing advice in connection with this procurement process.

Where an organisation intends to use sub-contractors, it will be its responsibility to provide such sub-contractor with all necessary information. Where information about the organisation is requested in negotiations or any procurement documentation, such information must be provided for the principal contractor and all sub-contractors.

Tenderers remain responsible for all costs and expenses incurred by them or by any third party acting under instructions from the organisation in connection with their tender, at any time, and whether incurred directly by them or their advisors or sub-contractors and regardless of whether such costs arise as a consequence, direct or indirect, of any amendments made to this ITT by The ACC Liverpool Group at any time.

Any attempt by any organisation or its appointed advisers to influence the procurement process in any way will result in the relevant tender being disqualified. Specifically, organisations shall not directly or indirectly at any time:

- fix or adjust the amount or content of any tender in accordance with any agreement or arrangement with any other person, other than in good faith where such other person is a proposed provider of finance;
- communicate to any person other than The ACC Liverpool Group (other than in order to obtain quotations for supplies, services or finance) or seek to obtain information about the amount or content of any other tender;
- enter into any agreement or arrangement with any other person that will result in such a person refraining from submitting a tender;
- enter into any agreement or arrangement with any other person as to the form, content or amount of this bid or any other tender;
- offer or pay a sum of money, incentive or valuable consideration to any person proposing to effect changes in or omissions from any other tender; nor
- contravene any provisions of the Bribery Act 2010.
- direct or indirect canvassing by an organisation or its appointed advisors in relation to the procurement or any attempt to obtain information from any of the officers, employees, or agents

of The ACC Liverpool Group or their appointed advisors concerning another organisation or another tender will result in disqualification.

The ACC Liverpool Group must be notified in writing of any change in the control, composition, or membership of an organisation that has taken place or takes place at any time prior to execution of any contract.

The ACC Liverpool Group can give no guarantee as to the volume of business as this will vary depending on current requirements. Any guidance given is based on historical information.

10. Your ITT Submission

The ACC Liverpool Group's Vision, Values and Objectives, along with our requirements, have been detailed in the Procurement Documents listed in section 6 Requirements of this Briefing document.

ITT submission must be completed and submitted to <https://app.cimple.uk/login>

Your submission must include:

1. A full response to All questions outlined within Document 3 ITT Submission Schedule
2. A copy of your standard policy terms and conditions relating to each tendered Lot

The Contracting Authority will not be liable for any bid costs, expenditure, work or effort incurred by a Tenderer in proceeding with or participating in this procurement, including if the procurement process is terminated or amended by the Contracting Authority.

Please ensure you allow sufficient time to upload your response.

Consortium Bids

In the case of a consortium tender, only one submission covering all of the partners is required. We expect the bidder to indicate who in the consortium will be the lead contact for this project, and the organisation and governance associated with the consortia.

Tenderers must provide details as to how they will manage any sub-contractors engaged to deliver this tender.

If a consortium is not proposing to form a corporate entity, full details of alternative proposed arrangements should be provided in the ITT submission Schedule. However, please note that the contracting authority reserves the right to require a successful consortium to form a single legal entity in accordance with Regulation 28 of the Public Contracts Regulations 2006.

The Contracting Authority recognises that arrangements in relation to consortia may (within limits) be subject to future change. Potential providers should therefore respond in the light of the arrangements as currently envisaged. Potential providers are reminded that any future proposed change in relation to consortia must be notified to the contracting authority.

11. Guidance for Tender Scoring

Overview

The scoring methodology and weightings against which tender submissions will be assessed are set out below with each Section assessed individually.

The methodology and weightings are:

Section 1	Standard Selection Questionnaire	Pass/Fail
Section 2	FoA	Pass/Fail
Section 3	Pricing	60%
Section 4	Financial Certainty	5%
Section 5	Quality (Cover)	35%
Section 6	Form of Tender	Pass/Fail

Initial Screening - Each bid will be subject to an initial screening assessment to confirm that the response has been submitted on time, completed correctly and is materially complete. Responses that are non-compliant with the requirements may be rejected at this stage.

**Stage 1 – Standard Selection Questionnaire
Document 3 – Submission Schedule – Section 1**

Standard Selection Questionnaire (SSQ) stage, that will form the first stage of the evaluation process. Bidders failing to meet specified required minimum standards at selection (SSQ) stage, outlined below, will be rejected.

Questions	Scoring methodology	Pass or Fail
Part 1 – Section 1 Company Information	NA	<i>for information purposes only.</i>
Part 1 – Section 2 Self-Declaration	NA	<i>for information purposes only.</i>
Part 2 – Section 2 Grounds for Mandatory Exclusion	Any response of Yes, to this criteria will indicate a failure. A failure to this question will result in your submission being disqualified.	Pass / Fail
Part 2– Section 3 Grounds for Discretionary Exclusion	Any response of Yes, to this criteria will indicate a failure. A failure to this question will result in your submission being disqualified.	Pass / Fail
	Exception of 3.1h and 3.2 which is for information only	<i>for information purposes only</i>
Part 3 – Section 4 Economic and Financial Standing	Any response of No, to this criteria will indicate a failure. A failure to this question will result in your submission being disqualified.	Pass / Fail
	Exception of 4.2a and 4.3 which is for information only	<i>for information purposes only</i>
Part 3 – Section 5 - Relationship to Supplier	Any response of No, to this criteria will indicate a failure. A failure to this question will result in your submission being disqualified.	Pass / Fail
Part 3 – Section 6 Technical and Professional Ability	Any response of No, to this criteria will indicate a failure. A failure to this question will result in your submission being disqualified.	Pass / Fail
	Exception of 6.2 which is for information only	<i>for information purposes only</i>
Part 3 – Section 7	7.1 is for information only	<i>for information purposes only</i>

Questions	Scoring methodology	Pass or Fail
<i>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015</i>	<i>7.2 Any response of No, to this criteria will indicate a failure. A failure to this question will result in your submission being disqualified.</i>	Pass / Fail
<i>Part 3 – Section 8</i>	<i>Any response of No, to this criteria will indicate a failure. A failure to this question will result in your submission being disqualified.</i>	Pass / Fail
	<i>8.3 is for information only</i>	for information purposes only

Stage 2 – Form of Agreement

Document 3 - ITT Submission Schedule - Section 2

Tenderers are asked to confirm compliance with the proposed terms of the Contract sent out in Document 2 Form of Agreement.

This section will not be scored however tenderers should note that any partially Acceptable or Not Acceptable clause that are indicated further details including a proposed amendment are required and that a minor amendment may be acceptable, but a major amendment may render the tender response as non-compliant.

Stage 3 – Quality Cover

Document 3 – ITT Submission Schedule - Section 5

The cover will be evaluated based on the quality of cover provided against the required within the specification. It will be scored in accordance with the below matrix based on the cover you propose, or detailed in your policy wordings, to ensure it cover the cover required.

The quality Cover criteria make up 35% of the total evaluation score

Method for calculating Quality Cover Score

(score/marks available) * weighting

Scoring level	Scoring Guidance	Score
Unsatisfactory	The bid does not meet the requirements laid out in the ITT supplier risk presentation documents, for the applicable tendered Lot, within the tender requirement with exclusions or conditions significantly limiting the cover applied to a degree that is unacceptable to the Contracting Authority.	0
Poor	The bid provides cover to a minor requirement laid out in the ITT supplier risk presentation documents, for the applicable tendered Lot, within the tender requirement with exclusions or conditions limit the cover applied. These are not market norm and they may deem to render cover ineffective.	2

Weak	The bid provides cover too few of the laid out in the ITT supplier risk presentation documents, for the applicable tendered Lot, within the tender requirements with exclusions or conditions limit the cover applied. These are not market norm and have a significant impact on coverage	4
Satisfactory	The bid provides cover to some of the requirements laid out in the ITT supplier risk presentation documents, for the applicable tendered Lot, within the tender requirement with exclusions or conditions that have an impact on coverage above market norm	6
Good	The bid provides cover to most of the laid out in the ITT supplier risk presentation documents, for the applicable tendered Lot, within the tender requirement with exclusions or conditions that are market norm but have minimal impact on coverage	8
Excellent	The bid provides cover to all of the requirements laid out in the ITT supplier risk presentation documents, for the applicable tendered Lot, within the tender requirement with exclusions or conditions that do not limit coverage	10

Moderation

Following independent evaluation, the members of the evaluation panel conduct a moderation session and will moderate these scores if deemed necessary. The evaluation panel will discuss and collectively agree on a single moderated score for the quality cover criteria.

Stage 4 – Pricing and Financial Certainty

Document 3 - ITT Submission Schedule - Section 3 and Section 4

All costs should be quoted Ex VAT and excluding Insurance Premium Tax (IPT) where stated.
All tenders should include commission at the standard rates payable to Butterworth Spengler.

For the purposes of the evaluation the Cost to be used will be the total Premium over the period of the contract period plus any optional extension requested

The Services have been divided into Lots and Tenderers are invited to bid for all or any of the Lots.

Method for calculating Price Score:

For the purpose of the evaluation the scoring will be calculated as:

(Lowest Total Contract premium / Tenderers contract Premium fee) *60

<i>Cover</i>	<i>Scoring methodology</i>	<i>Score</i>
Lot 1 - Property Owners Combined (The ACC Liverpool Group)	Total Contract Premium Annual Premium x 5 years	<i>Maximum Score 60%</i>

<i>Cover</i>	<i>Scoring methodology</i>	<i>Score</i>
Property Owners Combined (Hotel) Commercial Combined (The ACC Liverpool Group) Commercial Combined –(Hotel)		
Lot 2 - Management Liability	Total Contract Premium Annual Premium x 5 years	
Lot 3 - Group Personal Accident	Total Contract Premium Annual Premium x 5 years	
Lot 4 - Engineering Inspection	Total Contract Premium Annual Premium x 5 years	
Lot 5 – Engineering (Plant and Computer)	Total Contract Premium Annual Premium x 5 years	
Lot 6 – Crime	Total Contract Premium Annual Premium x 5 years	
Lot 7 - Excess Public Liability	Total Contract Premium Annual Premium x 5 years	
Lot 8 - Motor Fleet	Total Contract Premium Annual Premium x 5 years	

It is imperative that each element of the pricing schedule is priced to enable your tender response to be fully evaluated.

Section 4 - Financial Certainty

Financial Certainty makes up 5% of the total score available. This allows tenders to reflect the degree of financial certainty provided by the insurer's proposals over the contract period.

Method for calculating Financial Certainty Score

A rate guarantee for the full potential contract period will earn full 5% of the percentage criteria available if applicable to the entire length of the agreement. The percentage scores will be proportionately reduced, as accordingly to the below criteria:

Financial Certainty Provided	Score (%)
Annual pricing with no Rate Guarantee for the following years	1
Rate Guarantee for only 1st renewal of initial three-year Long-Term Agreement	2
Rate Guarantee up to 2nd renewal of initial three-year Long-Term Agreement	3
Rate Guarantee for the duration of initial three-year Long-Term Agreement	4
Rate Guarantee for the duration of initial three-year Long-Term Agreement, and including the optional 2 years	5

Tenderers must also ensure that any financial security provided is applicable to all Lots that are tendered for.

Award Criteria

The Services have been divided into Lots and Tenderers are invited to bid for all or any of the

Lots outlined. It is The ACC Liverpool Group's intention to award one supplier per Lot, with each Lot pricing being evaluated separately and combined with the quality question score.

The quality and pricing evaluation results will be combined with the tenderer that achieves the highest score in each Lot will be awarded the Contract for that Lot. In the event that two tenderers are given the same score, following clarifications if required, The ACC Liverpool Group reserves the right to award to the lowest priced tender response.

Tenders will be awarded based on the scores relating to each Lot. For Example:

Supplier A can bid for Lot 1 and 2.

Supplier A will be given a score by; (total price percentage score for Lot 1) + (Financial Certainty Percentage Score) + (Quality question percentage score) + (Quality cover percentage score) = Total score for Lot 1

Supplier A will be given a score by; (total price percentage score for Lot 2) + (Financial Certainty Percentage Score) + (Quality question percentage score) + (Quality cover percentage score) = Total score for Lot 2

12. Timetable

Please see below an indicative project timetable (*these times may be subject to change*): -

25 January 2022 - publication of contract notice and availability of procurement documents

The publication of the contract notice and access to the tender documents has been facilitated.

To obtain the commercial insurance information to be read alongside this document please first submit a signed NDA to tenders@value-match.co.uk.

Once signed the risk presentations will be provided by return.

10 February 2022 – Site Visit

Organisations interested in tendering have an opportunity to attend a site visit at The ACC Liverpool Group. Whilst attendance is not mandatory to participate in the tender process, organisations are strongly advised to attend as the site visit will provide a significant opportunity to familiarise yourselves with the site and services required.

Please confirm whether your organisation will be sending representatives to the site visit. Please include the names and contact details of the representatives via email to tenders@value-match.co.uk no later than **4th February 2022**. A maximum of two representative is requested per organisation.

Responses to all questions asked during the site visit shall be confirmed in writing and issued to all suppliers.

16 February 2022– Clarification Questions Close

Organisations can raise questions regarding the ITT until **12:00 16 February 2022**

Questions must be submitted via the clarification questions section within the opportunity on the website. Please log in to view <https://app.cimble.uk/login>

In order to ensure equality of treatment of Tenderers it is our intention to issue the questions and clarifications raised by Tenderers together with the responses to all participants that have submitted an

expression of Interest. (Clarifications on risk profiles will only be sent to those who have submitted a completed NDA)

Please do not email submissions. Email will only be used for NDA's and Risk profiles to be issued directly to individual bidders.

01 March 2022– Submission Deadline

Please submit your ITT response **by 17:00 01 March 2022**

Any tender submission made after the submission deadline will not be accepted and your tender will be null and void.

Submission must be submitted to <https://app.cimble.uk/login>

Submission must include:

Document 3 – ITT Submission Schedule

A copy of your standard policy terms and conditions relating to each tendered Lot

7 March 2022– Tenderers Evaluated

Tender submissions will be evaluated.

The internal award recommendation procedure will be undertaken.

17 March 2022 – Preferred Provider announced

Tenderers will be informed of the outcome. A contract notification letter will be issued to all short-listed tenderers and the stand still period will commence for 10 calendar days.

31 March 2022 - Stand still period concludes

The award of the Contract will be confirmed, and contract documentation issued.

01 April 2022

Contract commences.

34. Confidentiality and freedom of information

The Contracting Authority is subject to the provisions of the Freedom of Information Act 2000 ("the Act") and the Environmental Information Regulations 2004 ("the Regulations"). As part of their duties under the Act and the Regulations, they may disclose information forming part of your bid or any subsequent contract to anyone who makes a request for such information. The Contracting Authority may also publish information given in your bid in their Publication Schemes if required under the Act.

It is hereby declared that the content of this contract is not confidential information and may therefore be disclosed to the public whether in whole or in part in response to a request for disclosure from the public or a unilateral decision by the Contracting Authority to disclose provided that no such disclosure shall be permissible should it fall in to any of the categories of exempt information defined as such within the Freedom of Information Act 2000.

You shall be solely responsible for determining in your absolute discretion whether any information contained within the contract falls within any of the categories of exempt information defined as such; within the Freedom of Information Act 2000 and in consequence thereof ought not to be disclosed.

Notwithstanding any other term or condition within this contract, it is hereby agreed and declared between the parties hereto that the Contracting Authority shall be entitled to publish to the public at large, or any part thereof, any information within this contract whether in whole or in part, including any variation or modification to the term and conditions of this contract, together with any documents incorporated by reference herein.

The Tenderer shall indemnify the Contracting Authority in respect of damages, losses, costs, fees and expenses incurred by them in the event of an appeal against a decision by the Information Commissioner that information supplied by or on behalf of the Tenderer and withheld by the Contracting Authority on any of the grounds given in Part II of the Act or Part 3 of the Regulations should be released to third parties.