**Essex County Council**

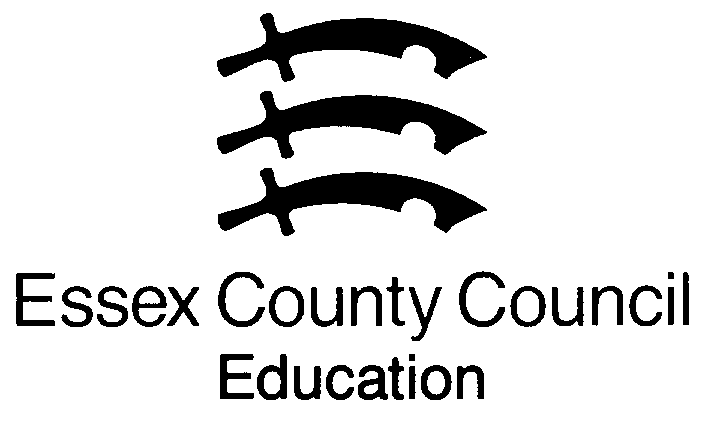
**Total Facilities Management**

**Market Engagement**

**Request for Information**

**January 2025**

**Please respond by 7th February noon 12pm**



**Background**

Essex County Council (ECC) is continuing to seek input from the market to inform the design of a procurement opportunity concerning its future Facilities Management solution. ECC has had a Total Facilities Management Contract in place since 2011, expiring in 2026, encompassing a very broad range of facilities management services across a vast estate. We are keen to get further insight from the market into the areas in this RFI to help with the design and specification of our contract documents.

More information about the Procurement and previously published resources can be found on the Essex Provider Hub <https://www.essexproviderhub.org/facilities-management-and-property-re-procurement/introduction/>.

**How to respond to this RFI**

For this RFI we are seeking to engage with suppliers with the ability to deliver a Total Facilities Management contract consisting of Hard and Soft FM services as well as project and programme work.

Please respond to the questions in this document and return it to us using the message portal in Proactis ProContract. The Pro Contract reference for this project is: **DN710367.**

The page limit for the response to each question is 2 A4 pages in Arial 11 font.

Please include your company name in the filename for your returned document, as this will help us to manage responses.

Please complete and **return this RFI by 7th February noon 12pm.**

This market engagement exercise is no guarantee of future tender activity.

**Suppliers who do not respond will not be precluded from any future tender opportunity**.

**Information about the respondent:**

Company / organisation name:

Contact name and role in the organisation:

Contact email address:

Contact telephone number:

**Q1 – Local Government Reform (LGR) and contract duration**

As you may be aware, Essex County Council is exploring the options related to Local Government Reform (LGR) with our partnering authorities across Essex . It is likely to result in the creation of 3 or 4 Unitary Authorities (UA) that will begin to deliver services in April 2028.

ECC properties, in scope for the future Facilities Management contract(s), should be transferred to the newly created UA’s to form part of their portfolio. However, it is anticipated that a transition period will be required for the new councils to run their operations. Therefore, ECC is looking at the optimal duration and contract arrangements for the new Facilities Management contract(s) in order to support the implementation of LGR and operational transition to the UA’s.

More background on Devolution and LGR can be found in the link below and in the slides on the Provider Hub Live Surveys and current resources page:

[Devolution and Local Government Reorganisation: Latest news | Essex County Council](https://www.essex.gov.uk/about-council/plans-and-strategies/our-vision-essex/devolution-and-local-government-reorganisation)

The future contract(s) are due to start in October 2026, that is 17 months before the new UA’s are planned to begin service delivery. We are currently considering 3

options for the duration of an Essex wide TFM contract:

1. An initial term of 5 years with provision to novate the contract to the new UA’s either individually or to a single body to deliver services on behalf of all. An optional extension period of 5 additional years will be provided for;
2. A longer fixed term, i.e. 10 years with provision to novate the contract to the new UA’s either individually or to a single body to deliver services on behalf of all. We would incorporate a break clause to allow the UA’s to terminate the contract after 5 years;
3. A short-term contract of 17 months terminating as the new UA’s take over responsibilities.

**Question:**

Please tell us:

* the risks and opportunities that you foresee in each of the option described above
* how could those risks be mitigated
* what your preferred option would be why
* whether you would find useful to have a session where ECC explains what LGR might mean for Essex

**Answer:**

**Q2 – Weighting for tender evaluation**

For many years, ECC FM budgets have been under a lot of scrutiny and cost pressures. Services have been reduced or stopped to cut costs.

As we are looking at how to evaluate bids for a TFM contracts, we would like to hear your views on how to achieve Best Value at tender stage. Please assume that the pricing model would be a mix of fixed price and schedule of rates.

**Question:**

Please tell us:

* what you think the balance between Price and Quality should be to obtain a quality service at a competitive price
* at what point could quality be compromised if the price criteria had a high weighting

**Answer:**

**Q3 – Project work procurement**

ECC has a large spend on capital / project work that is currently delivered by the TFM contract. In recent years, the spend has been £20m+ with circa 500 projects per year. The majority of the projects are low value and only 10% to 15% have a value of +£100k.

ECC wants to ensure that Best Value is achieved when procuring these projects through a single TFM provider. The intention is to request the TFM provider to replicate ECC sourcing and evaluation processes for project work. The sourcing process is described below.

Sourcing Process per project value (projects can be aggregated where relevant):

A.  < £10k single source quote – to be scrutinised and ensure VFM and benchmarked. Fixed Price

B.   £10k >£100k Request for Quotation (RFQ) – at least 3 quotes from Contractor Supply Chain

C.  > £100k Invitation to tender (ITT) - at least 3 Tenders Electronic Tender

D. Any sourcing that does not comply with the above process will be subject to a waiver process before the contract is awarded. The waiver documents will as a minimum describe the number of providers invited, number of bids received and an analysis of the reasons for no bid. The provider will submit waiver to ECC contract manager and for approval or rejection through ECC governance process.

Evaluation process of the bids received:

RFQ: ability to meet minimum requirement, evaluation 100% price

ITT: - Price / quality split agreed on a project by project basis

* Social Value to be included in all ITTs with a minimum weighting of 5% (use of ECC TOMs calculator)
* Carbon Reduction Plan required in all ITTs
* Recommendation presented to ECC with evaluation table showing criteria and scores for each bidders

**Question:**

Please tell us:

* Whether this process would present some challenges for your teams or supply chain and how they could be overcome
* What other approach could be taken to ensure Best Value is achieved on Project work
* How you would measure your own performance in sourcing and delivering these projects

**Answer:**

All communications, enquiries, questions or requests for clarification by suppliers should be addressed in writing using the secure messaging system in ECC’s procurement portal, Proactis Source-to-Contract under **DN710367**. Suppliers should note that the Authority will not respond to any enquiry, question or request not submitted in this manner.

Any queries pertaining to access to, or registration with, the Proactis sourcing portal should be addressed to Proactis in the first instance:

<https://www.proactis.com/uk/support-login/support/>

If access or registration issues remain unresolved by Proactis, please inform:

[callum.brooks@essex.gov.uk](mailto:callum.brooks@essex.gov.uk)