**Cheshire East Borough Council and Cheshire West and Chester Council**

**INVITATION TO TENDER**

### OPEN PROCEDURE RESPONSE DOCUMENT

**CONTRACT FOR THE PROVISION OF STATUTORY ADVOCACY SERVICE**

**PERIOD: 1st September 2022 – 31st August 2026**

**With 3 x 12 months option to extend**

**CHEST REF: DN568640**

**Procurement Ref.: 21 066**

|  |  |
| --- | --- |
| Name of Tenderer: |  |

**© 2022**

###### Copyright – Cheshire East Council - All rights reserved

**No part of this publication may be reproduced,**

**stored in a retrieval system or transmitted**

**in any form or by any means electronic,**

**mechanical, photocopying, recording or**

**otherwise without the prior written permission**

**of the Council**

**Version 30**

**CHECKLIST FOR TENDERERS**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in Tender?** |
|  | Form of Tender | [ ]  |
|  | Certificate of non-collusion and non-canvassing | [ ]  |
|  | SQ - Selection Questionnaire | [ ]  |
|  | ITT Pricing Schedule | [ ]  |
|  | ITT Qualitative Evaluation Questions | [ ]  |
|  | Compliance with Specification & Scope of requirements | [ ]  |
|  | IAQ and ICO checklists (per **APPENDIX C)** | [ ]  |
|  | Safeguarding policy | [ ]  |

**Cheshire East Borough Council and Cheshire West and Chester Council**

Provision of Statutory Advocacy Service

**Period: 1st September 2022 – 31st August 2026 with 3 x 12 months option to extend**

**SCHEDULE 1 - FORM OF TENDER**

**CONTRACT FOR THE PROVISION OF STATUTORY ADVOCACY SERVICE (the “Contract”)**

To: Cheshire East Borough Council and Cheshire West and Chester Council

(Via ‘The Chest’)

For the Attention of **Emma Harris**

Date:

Dear Sir/Madam,

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe ITT.
2. The completed Pricing Schedule.
3. A signed Certificate of Non-Collusive Tendering and non-Canvassing.
4. A signed Information Assurance Questionnaire, including ICO checklists.

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the hourly rate of £ (excluding VAT) submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Councils reserve the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by

Name(s)

Position

for and on behalf of [ Insert Company Name ]

Full registered business / name and registered company address of the Tenderer

 .

 .

 .

**Cheshire East Borough Council and Cheshire West and Chester Council**

Provision of Statutory Advocacy Service

**Period: 1st September 2022 – 31st August 2026 with 3 x 12 months option to extend**

**SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND**

**NON-CANVASSING**

**CONTRACT FOR THE PROVISION OF STATUTORY ADVOCACY SERVICE (the “Contract”)**

To: Cheshire East Borough Council and Cheshire West and Chester Council

(Via ‘The Chest’)

Date:

For the Attention of: **Emma Harris**

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Councils in connection with the proposed award of the Contract by the Councils, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Councils in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Councils shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* + - * 1. communicate to a person other than the Councils, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
				2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
				3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission; or
				4. committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

I/we agree that there is a requirement to disclose and declare any direct or indirect financial or non financial interest in an organisation, company, or other body that is doing business with, or has dealings with, the councils and where this may affect and/or could bring about a conflict with the Council’s interest.

I/we should notify this to the Councils and that failure to disclose or declare such an interest could result in the contract being terminated.

I/we agree that the Councils may, in their consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed

Name:

Position

For and on behalf of **[Tenderer]**

*(End of Schedule 2)*

**Cheshire East Borough Council and Cheshire West and Chester Council**

Provision of Statutory Advocacy Service

**Period: 1st September 2022 – 31st August 2026 with 3 x 12 months option to extend**

# Schedule 3 - Standard Selection Questionnaire

|  |
| --- |
| **NOTE TO ORGANISATION:**Section **14** of Schedule **3** (Standard Selection Questionnaire) will be scored out of a possible 100%.Applicants will fail on incomplete responses and / or doesn’t meet the **minimum pass score of 60%.** Tenders that fail Schedule 3 will not be evaluated any further.Questions marked ‘for information only’ will not be assessed however they must still be answered in full.Tenderers are therefore strongly advised to ensure they answer all questions within each section. **Cross Referencing an answer; from a questions response to another, will not be taken into consideration and will result in a score of zero for that question.****Failure to answer a question which is scored will result in a score of zero for that question.** Failure to provide an **acceptable explanation** with any **Fail** Questions answered will fail on Schedule **3** as a result.**Consortia Bids**If the potential supplier is bidding on behalf of a group, for example, a consortium, or intends to use sub-contractors, there are different actions required for completion of Part 3 of the standard Selection Questionnaire compared to Part 1 and Part 2. The consortium lead should complete all of the questions on behalf of the consortium and/or any sub-contractors. The consortium lead should make it clear who the lead member of the group is, and who will be contractually responsible for delivery of the contract.All members of the group are required to provide the information required in Part 3 of the standard Selection Questionnaire or procurement documents, as part of a single composite response (unless the question specifically directs otherwise). We may require members of the group to assume a specific legal form if awarded the contract, if considered necessary for the satisfactory performance of the contract. Where the group is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV) or consortium, they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity. They should also provide the name for the new entity and details of its legal and operational structure. An SPV is a legal entity that is formed to perform a specific contract. Consortium arrangements may be subject to future changes and any updates to the bidding model should be provided to the authority so that a furtherassessment can be carried out (by applying the selection criteria to the newinformation provided). The authority reserves the right to deselect theSupplier prior to any award of contract, based on an assessment of the updatedinformation. |

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-2). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Cheshire East Borough Council and Cheshire West and Chester Council**

Provision of Statutory Advocacy Service

**Period: 1st September 2022 – 31st August 2026 with 3 x 12 months option to extend**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authorities recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authorities will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authorities confirm that they will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authorities are under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential supplier Information**

 ***This Section is for Information Only***

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |
| --- | --- |
| Section 1 | Potential supplier information |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number  |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes [ ] No [ ] N/A [ ]  |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes [ ] No [ ]  |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
 |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[2]](#footnote-3)? | Yes ☐No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:[[3]](#footnote-4) - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.[[4]](#footnote-5)(Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |
| --- | --- |
| Section 1 | Bidding model |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes [ ] No [ ]  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes [ ] No [ ]  |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |
| Registered address |  |  |  |  |  |
| Trading status |  |  |  |  |  |
| Company registration number |  |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |  |
| Registered VAT number |  |  |  |  |  |
| Type of organisation |  |  |  |  |  |
| SME (Yes/No) |  |  |  |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  |

 |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authorities may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| Section 1 | Contact details and declaration |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address  |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |
| --- | --- |
| Section 2 | Grounds for mandatory exclusion*(This question is to be scored on a pass/fail basis.)* |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)** The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
|  | Participation in a criminal organisation  | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Corruption  | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes [ ] No [ ] If Yes please provide details at 2.1(b)  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details:Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction;Identity of who has been convicted;If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes [ ] No [ ]  |
| 2.3(a) | **Regulation 57(3)**Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes [ ] No [ ]  |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authorities reserve the right to use their discretion to exclude a potential supplier where they can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |
| --- | --- |
| Section 3 | Grounds for discretionary exclusion *(This question is to be scored on a pass/fail basis.)* |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| 3.1(a) | Breach of environmental obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(j)3.1(j) - (i)3.1(j) - (ii)3.1(j) –(iii)3.1(j)-(iv) | Please answer the following statements:The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.The organisation has withheld such information. The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 3: Selection Questions**

|  |  |
| --- | --- |
| **Section 4** | **Economic and Financial Standing** *(This question is to be scored on a pass/fail basis.)* |
|  | Question | Response |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes [ ] No [ ]  |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes [ ] No [ ]  |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes [ ] No [ ]  |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes [ ] No [ ]  |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes [ ] No [ ]  |

|  |  |
| --- | --- |
| Section 5 | **If you have indicated in the Selection Questionnaire question 1.1(o) and/or 1.1(p) that you are part of a wider group, please provide further details below:***(This question is to be scored on a pass/fail basis.)* |
| **Name of organisation** |  |
| **Relationship to the Supplier completing these questions** |  |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes [ ] No [ ]  |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes [ ] No [ ]  |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Yes [ ] No [ ]  |

|  |  |
| --- | --- |
| **Section 6** | **Technical and Professional Ability***(This section will be scored on a pass/fail basis)*  |
| **6.1** | **Relevant experience and contract examples**Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.If you cannot provide examples see question 6.3. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract**  |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

|  |  |
| --- | --- |
| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries). |
|  |  |

|  |  |
| --- | --- |
| **6.3**  | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  |  |
| **Evaluation Methodology of Question 6.1**Question 6.1 is a Pass/Fail test in relation to demonstrating minimum standards of Technical and Professional Ability for: Statutory Advocacy ServiceThe Councils reserve the right to reject Tenderers which fail to satisfy the minimum relevant experience requirements.In order to pass, the Tenderer must demonstrate: * At least one contract performed in the past 3 years for Statutory Advocacy Service which includes all of the following characteristics:
	+ Understanding and applying legislation
	+ Appropriate communication to ensure service users understand and can participate in decisions which may affect them
	+ A range of regular reporting methods i.e. financial, outcomes
* or demonstrate equivalent experience or capability within your organisation in your response to Question 6.3.
 |

|  |  |
| --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015[[5]](#footnote-6)*****This question is to be scored on a pass/fail basis.*** |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes [ ] N/A [ ]  |
| **7.2** | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes [ ] Please provide relevant the url …No [ ] Please provide an explanation |

**Additional SQ modules**

**Project specific questions to assess Technical and Professional Ability**

*Schedule 3, Section* ***8 - 16*** *will be marked on* ***both pass/fail and scoring*** *basis and weightings are identified individually for each question where applicable.*

**Schedule 3, Section 14 carries a 100% TOTAL weighting of the SQ scoring**. **Bidders must obtain an overall minimum score of 60% - this is the threshold required to enable bidders to progress to the evaluation of the award stage.**

**Introduction**

Cross Referencing is not deemed a valid response by the Council.

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage.

Please indicate your answer by marking ‘X’ in the relevant boxes where necessary and enter responses to questions in the fields provided.

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions**  |
| **8.1** | **Insurance*****(This question is to be scored on a pass/fail basis.)*** |
| **8.1** | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:1. **Employer’s Liability Insurance\*** = £10million.  Is required in respect of each and every claim.
2. **Public Liability Insurance** = £10million. Is required in respect of each and every claim with no abuse exclusion/inner limit.
3. **Professional Indemnity Insurance** = £2million. Is required in respect of each and every claim.
4. **Cyber Insurance** = £5 million

*\* It is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders* | **Yes** [ ] **No** [ ]  |
| **Section 9** | **Compliance with equality legislation** (This question is to be scored on a pass/fail basis.) |
| **For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.**  |
| **9.1** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court ( or in comparable proceedings in any jurisdiction other than the UK)? | Yes [ ] No [ ]  |
| **9.2** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors ( or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? | Yes [ ] No [ ]  |
| If you have answered “YES” to one or both of the questions in this module, please provide a summary using the field below to confirm the nature of the investigation and an explanation of the outcome of the investigation to date.If the investigation upheld the complaint against your organisation, again, please use the field below to explain what action (if any) you have taken to prevent unlawful Discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring, in relation to this section. |
| *If answered YES to question 8.2(a) or 8.2(b) please detail.*Response:  |
| **9.3** | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? | Yes [ ] No [ ] N/A [ ]  |

|  |  |
| --- | --- |
| **Section 10** | **DBS checking and Safeguarding***(This question is to be scored on a pass/fail basis)* |
| **10.1** | Please confirm that you regularly DBS screen staff, with enhanced checks (NOTE: this only applies to ‘front-line’ staff) & please do NOT send any evidence of checks | Yes [ ] No [ ]   |
| **10.2** | Please confirm that your organisation has safeguarding policies & procedures and confirm that you will attach a policy within your submission, state below your policy file name: | Yes [ ] No [ ]   |

|  |
| --- |
| **NOTE TO ORGANISATION:****This section is for Information Only and Pass/Fail – please do not leave blank, you may state ‘N/a’** |
| **Section 11** | **SUB CONTRACTORS** |
| **11.1** | Please provide details of any of the services which you intend to sub-contract to another party identifying the sub-contractor and the relevant services to be sub-contracted expressed both by value and proportion of contract sum, or proposed proportion (%). | **Information Only** |
| **Maximum Word Count – 500,12pt Arial** |
| **Response:** |
| **11.2** | Please confirm that any sub-contractor you have identified or intend to identify will comply with the standards set out in this ITT and the service specification? Please note the Council reserves the right at any time in the procurement process to seek evidence of this.*Suppliers will fail if they are unable to enforce the standards of the ITT in their supply chain.* | **Pass /Fail***A Fail will be scored for providers who do not confirm sub-contractor compliance with the ITT and specification*  |
| **Maximum Word Count – 500,12pt Arial** |
| **Response:** |
| **11.3** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy relationships with your sub-contractor(s)Evidence should include, but is not limited to, details of your sub-contractor management tracking systems to ensure performance of the contract. | **Pass /Fail***A Fail will be scored for providers who cannot demonstrate how their sub-contractors are managed.*  |
| **Maximum Word Count – 500,12pt Arial** |
| **Response:**  |

|  |  |
| --- | --- |
| **Section 12** | **Advocacy Quality Performance Mark*****(Questions to be marked on a pass/fail basis)*** |
| **12.1** | Please confirm if your organisation holds the advocacy quality performance mark | Yes [ ] No [ ]  |
| **12.2** | If you have answered no to the above question, please confirm if your organisation is willing to obtain the advocacy quality performance mark within 12 months of contract commencement | Yes [ ] No [ ] N/A [ ]  |

|  |  |
| --- | --- |
| **Section 13** | **BUSINESS CONTINUITY****Section to be evaluated on a pass/fail basis – (Failure to provide a business continuity plan will result in a fail)** |
| **13.1** | Do you have a formal Business Continuity and Disaster Recovery Plan? **If you do not have a business continuity plan, or your response does not sufficiently outline a robust plan, including how you will respond to critical incidents, this will result in a fail.** | Yes [ ] No [ ]  |
| If the answer is **yes**, please outline the key principles of your plan, clearly stating lines of management responsibility and frequency of testing. When was your last Business Continuity Plan test? What did you test and what was the outcome? |
| **Response:** |
| **13.2** | Within the last three years, have there been any occasions where your business operation has been disrupted?  | Yes [ ] No [ ]  |
| If the answer is **yes**, please state below the circumstances and what was the effect on your customers?**If your response does not detail a satisfactory course of action to recover from the disruption, this will result in a fail.** |
| **Response:** |

|  |  |
| --- | --- |
| **Section 14** | **Scored Selection Questions****This section will be scored; in order to ‘Pass’ bidders must obtain an overall minimum score of 60% - this is the threshold required to enable bidders to progress to the tender award stage.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Question** | **Criteria**  | **Weighting**  |
| **14.1** | Please provide one example of where your organisation has delivered an advocacy service within the last 3 years which includes statutory provision (such as Independent Mental Capacity Advocacy (IMCA), Independent Mental Health Advocacy (IMHA), Relevant Persons Representative (RPR), Care Act, and Continuing Healthcare)? Please note: It is acceptable to provide an example where your organisation was the main contractor, part of a consortium arrangement or employed as a subcontractor. | Your answer should include but not be limited to:* a description of what the service was and who commissioned it
* the contract value
* Contract start and end dates
* A description ofservice objectives and how these were successfully delivered

Maximum Word Count – 450,12pt Arial | 40% |
| Response… |
| **No.** | **Question** | **Criteria**  | **Weighting**  |
| **14.2** | Can you provide a specific example of how you met the needs of a service user under a contract similar to this?**Please do not include personal/identifiable information** | Your answer should detail but not be limited to:* The needs of the service user
* How your organisation supported the service user to achieve positive outcomes in relation to these needs
* How your organisation worked with other partners to achieve this?

Maximum word count: 450, 12pt arial | 30% |
| Response… |
| **No.** | **Question** | **Criteria**  | **Weighting**  |
| **14.3** | Can you please provide an example of where your organisation delivered a flexible and responsive service? | Your answer should detail: * Fluctuation in demand
* How your organisation met the demand for different types of advocacy

Maximum word count: 450, 12pt arial | 30% |
| Response… |

**Section 15**

**TUPE Declaration – note this section will be scored on a pass/fail basis**

The Councils have provided employee liability information for some of the services covered in this contract (namely those provided by a third-party provider Age UK Cheshire and Disability Positive) but cannot warrant the accuracy or completeness of the Age UK Cheshire and Disability Positive information as the Council has had to rely on the information supplied to the Council by this provider.  It is the responsibility of each individual provider to ensure that they are satisfied that they have all of the relevant information required to compile their bid. Please do not approach Age UK Cheshire or Disability Positive directly to verify and complete this information, please direct all enquiries through the Chest and The Councils will seek clarification.

Cheshire East Council and Cheshire West and Chester Council suggest that you take your own legal advice in respect of TUPE and other liability matters.

Employee liability information spreadsheets have been included at APPENDIX D.1 (for Age UK Cheshire) and APPENDIX D.2 (for Disability Positive).

**Please ensure all clarifications regarding TUPE are directed through the messaging area of The Chest.**

Transfer of Undertakings (Protection of Employment) Regulations 2006

Confirmation that TUPE applies to this Quotation

The attention of Bidders is drawn to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) Amendment Regulations 2014. In some cases, where work awarded to a contractor is subsequently awarded to another organisation, such a transfer of work may also constitute a "transfer of an undertaking" for the purposes of TUPE.

Cheshire East Council and Cheshire West and Chester Council considers that TUPE may apply to the Age UK Cheshire and Disability Positive employees and would ask organisations submitting a quotation to sign the attached statement to indicate their agreement. Organisations should take their own legal advice on whether TUPE will apply or not.

Please note this document will form part of the contract.

Having considered the nature of the services already provided by the current third-party provider Age UK Cheshire and Disability Positive the nature of the services to be provided under the Statutory Advocacy tender and contract we are satisfied that the Transfer of Undertakings (Protection of Employment) Regulations 2006 Amendment Regulations 2014 apply to Age UK Cheshire and Disability Positive and to the contract.

Signature by duly authorised Officer on behalf of the Organisation:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name(s) of Signatory in full (Block Capitals)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| **NOTE TO ORGANISATION:*****(This section will be scored on a pass/fail basis)*** |
| **Section 16** | **DATA SECURITY** |
| Bidders are required to complete the questionnaire **APPENDIX C** + ICO checklistPlease confirm completion of **Appendix C** and that you have attached the checklist*Please note that if you plan to sub-contract or partner with another organisation to deliver any part of your data security requirements then it may be necessary for sub-contract or partner organisation(s) to also complete the ICT security questions at* ***Appendix C.*** | Yes [ ] No [ ]  |

**17 Declaration**

|  |  |  |
| --- | --- | --- |
| **17** | I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of...................... **(Insert name of supplier).**I understand that the authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.I also declare that there is no conflict of interest in relation to the authority’s requirement.The following appendices form part of our submission: | Yes [ ] No [ ]  |
| **Section ref of SQ** | **Supplier Appendix number** |
| *Enter here if necessary…* | *Enter here if necessary…* |
|  |  |
| **SQ completed by:** |
| **17.1** | Name |  |
| **17.2** | Role in Organisation |  |
| **17.3** | Date |  |
| **17.4** | Signature |  |

*(End of Schedule 3 SQ)*

**Cheshire East Borough Council and Cheshire West and Chester Council**

Provision of Statutory Advocacy Service

**Period: 1st September 2022 – 31st August 2026 with 3 x 12 months option to extend**

**SCHEDULE 4 – PRICING SCHEDULE**

**Pricing Schedule – 30% of total evaluation score**

Please complete the pricing schedule appended below for your proposed hourly charge for the provision of **Statutory Advocacy Service.**

The price submitted shall be deemed inclusive of all costs and expenses relating to the provision of the Services. Unless identified and specified in the Pricing Schedule, no further amounts shall be payable by the Council.

Information detailing Statutory Advocacy hours delivered over the previous three years, for both Cheshire East Council and Cheshire West and Chester Council, has been provided at appendix 2 “activity data” of the service specification

The financial evaluation will be based on the single hourly charge as quoted within the pricing schedule below.

Please provide a single one hourly rate to cover the provision of the following advocacy interventions:

* 1. Independent Mental Capacity Advocacy (IMCA), including Deprivation of Liberty Safeguards (DoLS)
	2. Paid Relevant Persons Representative (RPR) role under DoLS
	3. Care Act Independent Advocacy under the Care Act 2014 and including Independent Advocacy for Prisoners under the Care Act 2014
	4. Independent Mental Health Advocacy (IMHA)
	5. Continuing Healthcare Advocacy (CHC)
	6. 'Exception Advocacy' - Cheshire West and Chester only

|  |  |
| --- | --- |
| **Pricing Schedule - Statutory Advocacy Costs** | **£** |
| Hourly Charge (rate) |   |

Please complete the below table with your estimated annual costs for delivering this service, per the specification (i.e. this detail should relate to the work delivered for the 2 Councils only).

**For Information Purposes only – this table will not be scored and does not form any part of the contract price**

|  |  |  |
| --- | --- | --- |
|  | **Annual Costs (£)** | **Additional comments** |
| Staff salaries  |  |  |
| Management Fee |  |  |
| Training |  |  |
| Professional Services (e.g., Legal, Audit, Tax, Payroll, HR) |  |  |
| Premises |  |  |
| Utilities  |  |  |
| Telephony/Broadband/Mobile |  |  |
| ICT Hardware, Software, Licenses & Maintenance |  |  |
| Transport |  |  |
| Office Consumables |  |  |
| Marketing & Advertising |  |  |
| Miscellaneous (please detail below)  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total** |  |   |

*(End of Schedule 4)*

**Cheshire East Borough Council and Cheshire West and Chester Council**

Provision of Statutory Advocacy Service

**Period: 1st September 2022 – 31st August 2026 with 3 x 12 months option to extend**

**SCHEDULE 5**

**ITT QUALITATIVE EVALUATION QUESTIONS**

**Quality Questions – 70% of total evaluation score**

**Introduction**

These are the ITT Qualitative award questions, which are contract specific and relate to the technical and professional ability of the supplier.

|  |  |  |  |
| --- | --- | --- | --- |
| **Question** | **Service Delivery and Outcomes** | **Criteria** | **Weighting** |
| **1.** | Please describe your proposed service delivery model for the Integrated Statutory Advocacy Service for the range of advocacy interventions:* Independent Mental Health Advocacy (IMHA)
* Independent Mental Capacity Advocacy (IMCA)
* Relevant Persons Representative (RPR)
* Care Act
* Continuing Healthcare Advocacy (CHC)
 | The response should include:* How you will ensure the service delivery model offers a single point of access, including triage and prioritisation across the range of statutory advocacy interventions
* In terms of the delivery model, how will you ensure parity and equality of offer across each Local Authority place geography
* How you will deliver each type of advocacy intervention
* How your service delivery model will include:
	+ the use of digital technology
	+ promote independence
	+ strength and asset-based approaches
* Describe how you will provide qualitative and quantitative feedback (specifically to service users and referrers)

Maximum word Count: 1,500 12pt arial | **15%** |
| Response: |
| **Question** | **Staff recruitment and organisational structure** | **Criteria** | **Weighting** |
| **2.**  | Please describe how you will ensure that all staff engaged in the delivery of the service -including subcontractors) have the necessary skills, competencies, and have undertaken appropriate training to meet the range of statutory advocacy interventions  | Your response should include but not be limited to:* How you will effectively recruit and train staff and/or volunteers to ensure there is an appropriate range of skills, knowledge, qualifications, competency and experience to deliver a flexible range of statutory advocacy interventions
* Governance/management arrangements for all staff and advocates, including management, non-advocacy support and sub-contractors (if applicable)
* Service capacity to deliver the advocacy provision.

This should include the provision of an organisational structure chart. The chart should also show the number of FTE in each role (and indicate where these posts are specific to this contract).Maximum word Count: 750 12pt arialThe organisational structure chart should be provided in a separate document, it should be no more than two A4 sheets of paper, 12pt Arial. **The organisational structure chart will not be included in the maximum word count.** The organisational structure plan will need to be saved with the title “ITT Q2 …” followed by your organisation name | **10%** |
| Response: |
| **Question** | **Liberty Protection Safeguards (LPS) – draft transition plan** | **Criteria** | **Weighting** |
| **3.**  | Please provide a draft LPS Transition Plan to illustrate how you will adapt the Integrated Statutory Advocacy Service to meet the pending publication of the Liberty Protection Safeguards Code of Practice and Regulations when they become effective.Note: we are looking for a written description rather than a project plan | Your response should provide sufficient information to inform future discussions and joint working with the Council on how you will work to commence delivery of LPS.The draft LPS Transition Plan should include the following and not be limited to:* Managing risk
	+ Planning, mitigation (increased waiting times, demand and reach/remit of LPS)
* Communication
	+ Engagement with stakeholders
* Recruitment and Training
	+ Staff and volunteers
	+ Training requirements
* Any other relevant actions
	+ Relevant to the transition to LPS this may also include any work your organisation has already undertaken in readiness for LPS
* The transition plan should also include an indicative hourly advocacy rate for illustrative purposes based on information known (to date) in view of LPS. **Please note this element is for illustrative purposes and will not be scored.**

Maximum word Count: 1000 12pt arial | **8%** |
| Indicative LPS hourly rate. £ | **Not Scored** |
| Response: |
| **Question** | **Implementation and mobilisation**  | **Criteria** | **Weighting** |
| **4.**  | Please provide a detailed mobilisation plan for the Integrated Statutory Advocacy Service which ensures that your organisation is able to provide the required level of service from the contract commencement date of 1st September 2022 | The mobilisation plan does not need to address Liberty Protection Safeguards (LPS) as this should be answered separately in question 3 (LPS transition plan above).The plan should include all elements of mobilising the service. It should be :* Clearly laid out
* Give a clear list of actions
* Give start and end dates for these actions

The plan should include the following but not be limited to: * Key milestones, responsibilities, risks and mitigation of risks
* TUPE
* Premises
* IT provision (incl. data security/GDPR)
* Continuity of service
* Communication (including interfaces with organisations)

The plan should be provided in a separate document, it should be no more than two A4 sheets of paper, 12pt ArialThe plan will need to be saved with the title ITT Q4 followed by your organisation name | **10%** |
| **Question** | **Communication Needs** | **Criteria** | **Weighting** |
| **5.**  | Please describe how you will ensure that service users are able to access and understand information about the service and how it affects them? This includes those service users with more complex needs and/or communication difficulties  | Your response should include but not be limited to:* Tools and methods that will be used to meet a diverse range of communication needs
* Instructed and non-instructed advocacy

Maximum word Count: 500 12pt arial | **5%** |
| Response: |
| **Question** | **Promotion and publicity** | **Criteria** | **Weighting** |
| **6.**  | Please describe how you will promote and publicise the service?  | Your response should include but not be limited to: * How you will promote and raise awareness of the service to professionals, service users, family and/or carers, and the wider community
* How will you ensure that the service has an identity that is independent of the local authorities and/or health partners
* How you will promote self-advocacy and peer support through a strength and asset-based approach

Maximum word Count: 500 12pt arial | **5%** |
| Response: |
| **Question** | **Social Value** | **Criteria** | **Weighting** |
| **7.**  | Please detail what your Social Value offer will be in relation to this contract as required by the Public Services (Social Value) Act 2012. Please refer to Cheshire East’s [Social Value policy and framework](https://www.cheshireeast.gov.uk/business/procurement/social-value.aspx) for further information.Please ensure that your response provides details on how you will measure the benefits, outputs, outcomes and impact of social value which is equitable on the communities of both Cheshire East and Cheshire West and Chester Councils.  Where the delivery of any of the Social Value is not equally split between the two councils, you need to provide a clear breakdown.  | This could include social, economic or environmental wellbeing or benefits and should demonstrate value to be delivered in addition to the requirements of the specification. This should be specific to this contract. Note: Targets should be SMART and will be incorporated into the service contract.Your response may include but not be limited to: **Social** * How will you use internal staff resource and expertise to support development of Voluntary Community Faith and Social Enterprise Sector (VCFSE) groups?
* How will you upskill volunteers recruited to addressing health and wellbeing needs in the community?

**Economic** * How will you provide opportunities for local people who have lived experience of advocacy support?
* Your approach to recruitment and retention of staff, focussing on local unemployment rates and recommendations from the Real Living Wage Foundation?

**Environmental*** Carbon reduction methods you will take as part of this contract
* Local initiatives you will instigate or join to create a positive impact on Cheshire East and Cheshire West and Chester greenspaces
* Measures you will take to minimise waste and increase recycling

Maximum word Count: 1,000 12pt arial | **10%** |
| Response: |
| **Question** | **Presentation** | **Criteria** | **Weighting** |
| **8.**  | How will your organisation ensure effective successful partnership working arrangements with key stakeholders? | Your presentation should include:* Communication
* Pathways
* Challenges and barriers
* How independence will be maintained
* How the views of service users will be obtained and used to influence how the service is continuously developed
 | **7%** |
| The presentation will last a maximum of 20 minutes. Additionally, a maximum of 15 minutes will also be allowed for questions. These questions may vary between providers but will be to clarify points made in the presentation.PowerPoint may be used as part of the presentation process. No other documents will be considered as part of the evaluation process. Please do not include a copy of your presentation as part of your tender submission. The evaluation panel for this question will be made up of professionals from adult social care and health. In addition, Commissioners and Contract Managers will be in attendance from an observational perspective and will not be part of the evaluation panel.Presentations will take place on the 23rd and 24th May 2022, via Microsoft Teams.***The presentation will take place via Teams, could you please provide written confirmation, below, that your organisation gives consent to the recording of your organisation’s presentation.*****I consent to the recording of the presentation** Yes [ ]  No [ ]   |

*End of Schedule 5 ITT Response*

**Cheshire East Borough Council and Cheshire West and Chester Council**

Provision of Statutory Advocacy Service

**Period: 1st September 2022 – 31st August 2026 with 3 x 12 months option to extend**

**SCHEDULE 6**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

**This section will be evaluated on a pass / fail basis**

|  |
| --- |
| **Compliance with Specification & Scope** |
| Please confirm you have complied with the stated specification included within this ITT documentation, by entering yes in the field - | Yes [ ]  |
| Please also confirm that you accept and will comply with the terms and conditions of the contract that has been supplied with the ITT tender documentation, as they will not be open to negotiation post award. | Yes [ ]  |

*End of Schedule 6 ITT Response*

1. For the list of exclusions please see: <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> [↑](#footnote-ref-2)
2. “SME” means an enterprise falling within the category of micro, small and medium-sized enterprises defined by Annex 1 to Regulation (EU) No 651/2014

 UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships).

 Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)
4. [↑](#footnote-ref-5)
5. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-6)