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**Invitation to Tender Return (ITT) (open procedure)**

**1718-0066 Supported Accommodation for Young People**



Islington Council

01 December 2017

Dear Tenderer

**RE: 1718-0066 Supported Accommodation for Young People**

You are invited by Islington Council to tender for the above contract. The information that you need to complete this tender exercise will be found in this document and any additional documents that have been uploaded to the London Tenders Portal (LTP), including the Advert.

The contract period for all Lots will be for 24 (twenty-four) months from an estimated start date 01 April 2018 with an option to extend up to a further 24 (twenty-four) months plus up to 24 (twenty-four) months (a maximum of up to 48 months extension). The maximum length of the contracts will be up to 72 (seventy-two) months subject to satisfactory performance and available funding.

The estimated total value for all 16 Lots is £7,796,862 over the maximum 72 months’ term of the contract. This is based on an estimated annual budget of up to £1,299,477 for all 16 Lots. The indicative values for all Lots will be subject to regular funding reviews over the lifetime of the contract. Any bids over the amount allocated for each Lot will be disqualified. Further details are in Section 2: Pricing schedule of this document.

The housing support service will be provided in 16 Lots under 4 different levels of support; Support level 1: Assessment only, Support level 2: Mixed assessment and progression, Support level 3: Progression (with on-site support) and Support level 4: Progression (with visiting support).

Organisations may apply for any number of Lots. Tenders will be considered from a single provider, however, we would also encourage providers to consider joint bids in order to deliver the required number of units within a particular Lot. Any joint bid for a Lot must meet the total minimum capacity required for that Lot.

For more information on the expected required capacity, cover arrangements, locations and weekly support for each Lot, see ‘ITT 05: Lots Information’ and ‘ITT 06: Breakdown of Location’

The procurement is subject to the light-touch regime and is being procured using the open procedure. Under the open procedure, any organisation may submit a tender. This invitation to tender is in four parts. Parts one to three test the selection criteria for this contract to assess whether your organisation has the capacity and capability to deliver the contract. Part four tests the award criteria for the contract, to determine which bidder has the best proposal. Only those organisations which meet the minimum requirements in parts one to three will have part four of their tender evaluated. Organisations are required to meet the minimum requirements per Lot in order to be awarded a contract.

All tender submissions must be returned via the LTP by the date stated in the timetable in this document. It is your responsibility to ensure that you have enough time to upload any submissions to the LTP. Any submissions that arrive late will not be accepted. Responses returned in any other format will not be accepted.

Yours faithfully

The Strategic Procurement Team

On behalf of the Evaluation Panel

**Instructions**

Please ensure you read the document entitled “Open Tender Instructions” before completing this document.

**Timetable**

The provisional timetable that Islington Council plans to follow in the awarding of this contract is set out below. The Council reserves the right to change this timetable.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Closing date for questions | 12 Noon 10/01/2018 |
| Closing date for submission of ITT | 12 Noon 23/01/2018  |
| Site visits/interviews and/or presentations | TBC |
| Anticipated contract start date | 01/04/2018 |

\*NB: Organisations need to note the dates identified for site visits/interviews/presentations in the above timetable and ensure the appropriate representatives are available to attend.

**List of supporting documents**

This ITT comprises of the following supporting documents:

* ITT 01 1718-0066 Invitation to Tender Instructions
* ITT 02 1718-0066 Open Tender Return (this document)
* ITT 03 Specification
* ITT 04 Terms and conditions
* ITT 05 Lots Information
* ITT 06 Breakdown of Locations
* ITT 07 Pricing Schedule (complete and return one per Lot)
* ITT 08a TUPE Information
* ITT 08b 11012018 TUPE Information
* ITT 09 Safeguarding and Joint Working Protocol
* ITT 10 Family Mosaic - Redundancy entitlements

**TUPE**

**You are advised to seek independent professional advice regarding TUPE implications for this contract.**

Islington Council understands that the terms of the European Acquired Rights Directive 77/187 and/or Transfer of Undertakings (protection of Employment) regulations 2006 (“TUPE”) (as amended by The Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014) could potentially apply to staff undertaking work provided by current providers. We are issuing a TUPE Schedule and, where possible, terms and conditions as part of the tender documentation.

It is Islington Council’s preliminary view that the regulations may apply, and the Council expects that tenderers will act in accordance with the Regulations. Tenderers should take the following requirements into account:

* the need to consult with a recognised trade union
* the need to maintain existing rates of pay and conditions of employment of employees and a broadly comparable pension
* the need for the successful tenderer to accept liability in respect of all claims for redundancy, unfair dismissal and all other claims related to the transferred employees.

TUPE Staffing Schedule – NB: this document is password protected. You will be sent the password on receipt of a signed Confidentiality Agreement. Please see Appendix 4 ‘Confidentiality Agreement’. Please return your signed confidentiality agreement via the messaging facility on the LTP for this contract.

You will not be sent the password for the TUPE information until this signed agreement has been received.

**Supported accommodation for young people**

**1718-0066**

**Open procedure**

**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 authority 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 authority 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. *All sub-contractors are required to complete Part 1 and Part 2[[1]](#footnote-1).*
7. 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 authority confirms that it 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 authority is under a legal or regulatory obligation to make such a disclosure.

**Part 1: Potential supplier Information**

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 1.1** | **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-2)? | Yes ☐No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[3]](#footnote-3) * 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-4)

(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:

|  |  |
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| **Section 1.2** | **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 |  |  |  |  |  |

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| **Section 1.3** | **Contact details**  |
| **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.

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| **Section 2** | **Grounds for mandatory exclusion** |
| **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 [webpage](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) |
|  | Fraud | 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 authority reserves the right to use its discretion to exclude a potential supplier where it 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.

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| **Section 3** | **Grounds for discretionary exclusion**  |
| **Question number** | **Question** | **Response** |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](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 ☐ f 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) | Please answer the following statements |
| 3.1(j) - (i) | 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. | Yes ☐No ☐If Yes please provide details at 3.2 |
| 3.1(j) - (ii) | The organisation has withheld such information. | Yes ☐No ☐If Yes please provide details at 3.2 |
| 3.1(j) –(iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. | Yes ☐No ☐If Yes please provide details at 3.2 |
| 3.1(j)-(iv) | 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 3.2 |
| 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**

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| **Section 4** | **Economic and Financial Standing**  |
| **Question number** | **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.Islington Council requires your organisation to be financially stable before awarding any contract. Please self-certify by answering ‘Yes’ or ‘No’ that you meet this requirement. | Yes ☐No ☐ |

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| **Section 5** | **If you have indicated in question 1.2 that you are part of a wider group, please provide further details below:**  |
| **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 ☐ |

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| **Section 6** | **Technical and Professional Ability**  |
| **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 |
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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** |
| **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 ☐No ☐ |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐Please provide the relevant url to view the statementNo ☐Please provide an explanation |

**8. Additional Questions**

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

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| **Section 8** | **Additional Questions**  |
| **8.1** | **Insurance** |
| **a** | 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: |
| Employer’s (Compulsory) Liability Insurance = £5,000,000 | Yes ☐No ☐ |
| Professional Indemnity Insurance = N/A | Yes ☐No ☐ |
| Public Liability Insurance = £5,000,000 | Yes ☐No ☐ |
| Product Liability Insurance = N/A | Yes ☐No ☐ |
| \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

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| **8.2** | **Skills and Apprentices[[5]](#footnote-5) – (please refer to supplier selection guidance)** |
| **a.** | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.Please confirm if you will be supporting apprenticeships and skills development through this contract. | Yes ☐No ☐ |
| **b.** | If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | Yes ☐No ☐ |
| **c.** | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Yes ☐No ☐ |

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| **8.3** | **NOT USED**  |

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| **8.4** | **NOT USED - APPLIES TO CENTRAL GOVERNMENT ONLY** |

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| **8.5** | **Grave professional misconduct – additional questions****Please answer the following questions in relation to blacklisting**In relation to the questions set out in 8.5 below the authority may exclude any Supplier who answers ‘No’ in any of the following situations set out in paragraphs (a) to (d); |
| 8.5(a) | Do you certify that your organisation has not done any act contrary to the Employment Relations Act 1999 (Blacklisting) Regulations 2010, s137 of the Trade Union and Labour Relations (Consolidation) Act 2002 and/or the Data Protection Act 1998 at any time in relation to: * the recruitment of prospective employees (e.g. seeking references, vetting);
* the dismissal of an employee;
* the treatment of existing employees (including through the provision of names for inclusion in any blacklist, or through the imposition of other detriment for any related reason);
* the use of a blacklist for any reason
 | Yes ☐No ☐ |
| 8.5(b) | Do you undertake, on behalf of your organisation, to not do any act contrary to the Employment Relations Act 1999 (Blacklisting) Regulations 2010, s137 of the Trade Union and Labour Relations (Consolidation) Act 2002 and/or the Data Protection Act 1998 at any time in relation to:* the recruitment of prospective employees (e.g. seeking references, vetting);
* the dismissal of an employee;
* the treatment of existing employees (including through the provision of names for inclusion in any blacklist, or through the imposition of other detriment for any related reason);
* the use of a blacklist for any reason
 | Yes ☐No ☐ |
| 8.5(c) | Do you certify that the principles contained in the Employment Relations Act 1999 (Blacklisting) Regulations 2010 and the Data Protection Act 1998 have been, or will be, brought to the attention of all your employees as well as all your sub-contractors, suppliers, employment/recruitment agencies and associated companies providing services, information or materials connected with the tender and any contract entered into with such sub-contractors, suppliers, employment/recruitment agencies or associated companies will be made on the basis of compliance with the above principles by all parties | Yes ☐No ☐ |
| 8.5(d) | Do you certify that any organisation with which you are legally related (through any parent/subsidiary or group structure) has not done any act contrary to the Employment Relations Act 1999 (Blacklisting) Regulations 2010, s.137 of the Trade Union and Labour Relations (Consolidation) Act 2002 and/or the Data Protection Act 1998 in relation to:* the recruitment of prospective employees (e.g. seeking references, vetting);
* the dismissal of an employee;
* the treatment of existing employees (including through the provision of names for inclusion in any blacklist, or through the imposition of other detriment for any related reason);
* the use of a blacklist for any reason
 | Yes ☐No ☐ |
| Note: In the event that you are unable to provide the certification required in this section please inform the council accordingly providing details relating to the circumstances as to why you are not able to provide the certification. The council will then review the details provided and carry out any necessary investigation to form a view as to whether the facts giving rise to the non-certification amount to an act of grave misconduct in the course of business or profession for purposes of Public Contracts Regulations 2015, Regulation 57(8)(c) such as to disqualify you from tendering for this contract. In order to make this assessment it would be of assistance to the council if you could provide the following information: F* A description of the scope and nature of the blacklisting activities that have been carried out;
* A description of the steps taken to repair the damage done by such blacklisting activities;
* A description of any personnel changes that have been made to address the problem of blacklisting;
* A description of any organisational / structural changes that have been made to prevent blacklisting occurring in the future.

If you are not able to provide the certification in respect of any related company, please provide details as is required of any blacklisting by your organisation (see above). In addition, please provide details of any matters that demonstrate that the offending behaviour cannot be attributed also to your organisation. In this respect, you may consider it relevant to include details of the ownership, management, control and power exercised by the related company and by any common parent company (if different) over your own. |

**8.6 Project Specific Questions**

|  |  |  |
| --- | --- | --- |
| **Lots and Details** | **Please tick which Lot(s) you are applying for:****✓** | **Indicate the number of Lots you wish to be awarded**  |
| Lot 1A | Assessment – Capacity 10  |  |  |
| Lot 2A  | Mixed – Assessment and Progression – Capacity 8  |  |  |
| Lot 2B  | Mixed – Assessment and Progression – Capacity 6  |  |  |
| Lot 2C/2D /2E  | Mixed – Assessment and Progression – Capacity 5 The requirements for Lots 2C to 2E are identical although each Lot is stand alone. In order to maximise the award of these Lots, should a provider apply for one they will automatically be considered for Lots 2C to 2E.Award will be based on the highest scoring organisation for these Lots. An organisation applying for Lot 2C to 2E can be awarded all 3 Lots if they are the highest scoring organisation. Should the highest scoring organisation for Lots 2C to 2E wish to be awarded fewer than 3 Lots, the remaining Lots will be offered to the second highest scoring organisation that meets the minimum requirements. If the second highest scoring organisation wishes to be awarded fewer than 2 Lots, the remaining Lot will be awarded to the third highest scoring organisation.  |  |  |
| Lot 3A  | Progression with on-site Support – Capacity 6  |  |  |
| Lot 3B  | Progression with on-site Support – Capacity 6 |  |  |
| Lot 3C  | Progression with on-site Support – Capacity 7 |  |  |
| Lot 4A / 4B/ 4C / 4D/ 4E/ 4F | Progression with Visiting Support – Capacity 6 The requirements for Lots 4A to 4F are identical although each Lot is stand alone. In order to maximise the award of these Lots, should a provider apply for one they will automatically be considered for Lots 4A to 4F.Award will be based on the highest scoring organisation for these Lots. An organisation applying for 4A to 4F can be awarded all 6 Lots if they are the highest scoring organisation. Should the highest scoring organisation for Lots 4A to 4F wish to be awarded fewer than 6 Lots, the remaining Lots will be offered to the second highest scoring organisation that meets the minimum requirements. If the second highest scoring organisation wishes to be awarded fewer than 5 Lots, the remaining Lots will be awarded to the third highest scoring organisation that meets the minimum requirements. If the third highest scoring organisation wishes to be awarded fewer than 4 Lots, the remaining Lots will be awarded to the fourth highest scoring organisation that meets the minimum requirements. If the fourth highest scoring organisation wishes to be awarded fewer than 3 Lots, the remaining Lots will be awarded to the fifth highest scoring organisation that meets the minimum requirements. If the fifth highest scoring organisation wishes to be awarded fewer than 2 Lots, the remaining Lot will be awarded to the sixth highest scoring organisation that meets the minimum requirements. |  |  |
| Lot 4G  | Progression with Visiting Support – Capacity – 11 |  |  |

**Suitability Assessment**

**Pass/Fail section – This section applies to All Lots**

Bidders who Pass section 8.6(a) will have their responses to section 8.6(b) evaluated.

|  |  |  |
| --- | --- | --- |
| **8.6(a)** | **The following will be taken into account for a pass:*** No safeguarding alerts have been raised in the last five years; or
* If safeguarding alerts have been raised in the last five years, your organisation has responded to this question in a satisfactory way in regard to safeguarding young people in the context of this service; and
* The remedial actions taken are robust enough to evidence that future similar incidents have not/will not occur.

The following will be taken into account for a fail:* If safeguarding alerts have been raised in the last five years; and
* Your organisation has not responded to this question in a satisfactory way in regards to safeguarding young people in the context of this service; and/or
* If your response does not evidence that your organisation has clear processes and implemented remedial actions to prevent similar incidents in the future.

Question – will be marked on a pass / fail basis and the explanation is above; Has your organisation been subject to an investigation by a local authority, the police, or any other agency or regulatory body, as a result of safeguarding concerns or any other major incidents?If yes, please explain below what appropriate remedial action has been taken to prevent similar incidents from reoccurring.Please provide your response below: | Yes☐ No☐ |
|  | *There is no word count for this section.* |  |

|  |  |
| --- | --- |
| **8.6(b)** | **Please answer ‘Yes’ or ‘No’ to questions A1 to A7 below.****The questions in this section apply to All Lots** Note: If you answer ‘No’ to any question you do not need to complete the rest of this open tender as your organisation will fail to meet the minimum requirements. The authority shall exclude any Supplier who answers ‘No’ to any of the questions set out below (A1 to A7); |
| A1 | Can your organisation either on its own or in partnership provide accommodation in shared housing with an on-site office suitable for supporting vulnerable adults aged 16-21 years in North London or Greater London (for detailed map showing LBI preference as to location of services see ‘ITT 06 Breakdown of Location’).And will this accommodation be available by April 2018?If you have ticked yes, please provide individual addresses for these properties, state the number of units available, and the landlord of the property for Young People.Address:Number of units:Landlord: | Yes☐ No☐ |
| A2 | *Does your organisation have sufficient staff who have cleared Disclosure Barring Service enhanced checks, are competent and capable in the specialist skills, attributes and abilities to deliver support for this service?* | Yes☐ No☐ |
| A3 | *Does your organisation have at least three (3) years’ experience of delivering housing management and support services to vulnerable young people aged 16-21 years with a variety of support needs, and who require 24hr supervision and/or visiting support?* | Yes☐ No☐ |
| A4 | *Does your organisation have at least three (3) years’ experience of building partnerships with your local statutory and non-statutory sectors to ensure continuity and effectiveness of support?* | Yes☐ No☐ |
| A5 | *Does your organisation have at least three (3) years’ experience of supporting service users to successfully move on to live independently?* | Yes☐ No☐ |
| A6 | *If you are not a registered landlord, does your organisation have experience of working in partnership with a registered provider to deliver housing management and support services to tenants with support needs?* | Yes ☐ No ☐ N/A (Registered Provider) ☐ |
| A7 | *Is your organisation able to provide direct senior manager support to services in the borough where the provision is located?* | Yes ☐ No ☐ |

The answers to the questions in section **8.6(c) Suitability assessment questions** will be marked using the following 0-5 scale:

|  |  |
| --- | --- |
| **Score** | **Meaning** |
| 0 | There is no response to the question |
| 1 | An attempt has been made to respond, but has not met minimum requirements / experience (has not covered any essential points) |
| 2 | The response/experience has partially met minimum requirements (has covered some essential points) |
| 3 | The response/experience has met minimum requirements (has covered all essential points, may have included clear examples) |
| 4 | The response/experience has exceeded minimum requirements (covered more than the essential points, gave clear examples) |
| 5 | The response/experience has added significant value. Examples are given which clearly illustrate this (covered more than the essential points, gave clear thorough examples that evidence where value has been added) |

|  |  |
| --- | --- |
| **8.6(c)** | **Suitability assessment questions (D1 to D7) – These questions apply to All Lots, therefore you are required to provide only 1 answer per question.** Please answer the questions below within the specified word limit. Do not provide additional appendices or supporting documents in response to the questions unless specifically asked to do so.Do not include any pictures, diagrams, tables, charts, etc. within your response unless specifically asked to do so. Your response should be text only.Only those organisations who score at least a satisfactory score of three (3) in each question in this section will meet the minimum requirements for this tender and the remainder of your tender return will be evaluated. *Do not exceed 500 words for each question. Any words above the specified limit will be disregarded in the Council's evaluation of your answer. Please include a word count after your response.* |

|  |  |
| --- | --- |
| *D1* | Please describe your experience of providing housing support services in a supported housing environment to vulnerable young people aged 16-21, including Looked After Children, Care Leavers and 16-17-year-old young homeless people.Please include:* Types and/or examples of service(s) provided
* Value of contract and range of needs
* Evidence of achieving outcomes
 |
| *Answer* |  |
| *Word count* |  |

|  |  |
| --- | --- |
| *D2* | Please describe your experience of success in moving young people from short stay supported accommodation to more independent accommodation.Please include:* How you worked with young people to identify appropriate housing options
* Successful outcomes achieved
* Resources and partnerships that generated successful and stable move-on
* Types of accommodation
 |
| *Answer* |  |
| *Word count* |  |

|  |  |
| --- | --- |
| *D3* | Please describe your experience in working with clients with multiple needs, who may have chaotic lifestyles. Give example of how you have successfully engaged and supported this group of people. If applicable, please refer to Psychologically Informed Environments (PIEs) in your response. |
| *Answer* |  |
| *Word count* |  |

|  |  |
| --- | --- |
| *D4* | Please describe your experience of supporting young people to engage in meaningful occupation, work, education and training. |
| *Answer* |  |
| *Word count* |  |

|  |  |
| --- | --- |
| *D5* | Please outline your experience of partnership working with a range of stakeholders and demonstrate how this has been used to ensure that planned outcomes for the service has been met. |
| *Answer* |  |
| *Word count* |  |

|  |  |
| --- | --- |
| *D6* | **Housing Support with access to accommodation:**Please outline your experience of partnership working with a registered provider (housing association) to provide housing management and housing support services to service users and demonstrate how this has contributed to successful outcomes for the service.**Or;****Landlord/owner who is also able to provide Housing Support:**Please describe your experience of providing a housing management and support service to service users and demonstrate how this has contributed to successful outcomes for the service. |
| *Answer* |  |
| *Word count* |  |

|  |  |
| --- | --- |
| *D7* | How does your organisation ensure a highly skilled, motivated workforce and how do you ensure staff retention? How do you maximise staff performance via training, staff incentives and co-production of HR policies and general procedures? How do you evidence this to commissioners? |
| *Answer* |  |
| *Word count* |  |

|  |  |
| --- | --- |
| **8.6(f)** | **Compliance With Equality Legislation** |
| E1 | 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 ☐ |
| E2 | 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? If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of 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, please use the Appendix 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. | Yes☐ No ☐ |
| E3 | 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 ☐ |

|  |  |
| --- | --- |
| **8.6(g)** | **Environmental Management** |
| F1 | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?If your answer to the this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches. | Yes☐ No ☐ |
| F2 | If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation? | Yes☐ No ☐ |

|  |  |
| --- | --- |
| **8.6(h)** | **Health and Safety** |
| G1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements. | Yes☐ No ☐ |
| G2 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.The Authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.  | Yes☐ No ☐ |
| G3 | 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 ☐ |

**For information only**

The following questions are not being assessed (i.e. your answers to these two questions will have no impact on the Council’s assessment of your suitability that is conducted at this selection stage).

|  |
| --- |
| 1. **London Living Wage – to be completed for all contracts**

Does your organisation pay the London Living Wage (LLW) to its staff who are involved in the provision of the type of services that are the subject of this procurement?Yes ☐ No ☐ Not known ☐ Prefer not to say ☐ If you were to be awarded this contract for Islington Council, would you be prepared to pay the London Living Wage\* or above?Yes ☐ No ☐ Not known ☐ Prefer not to say ☐ \*London Living Wage as defined by Citizens UK: [www.livingwage.org.uk](http://www.livingwage.org.uk) (Please note this figure is updated from time to time.) |

|  |
| --- |
| 1. **Heavy Goods Vehicles (HGV) - only to be completed where HGVs will be used in the provision of the contract**

From Spring 2014, the Council will, when procuring any new, major, council-let contract that involves the use of HGVs in the borough, require that the drivers of these vehicles complete the Safe Urban Driving training course (or equivalent) within a reasonable timeframe at no additional cost to the Council. Definition of HGV: <http://www.hmrc.gov.uk>"...a mechanically propelled road vehicle that is:* of a construction primarily suited for the carriage of goods or burden of any kind and
* designed or adapted to have a maximum weight exceeding 3,500 kilograms when in normal use and travelling on a road laden."

Where relevant, if you were to be awarded this contract for Islington council, would you be prepared to ensure all HGV drivers complete the Safe Urban Driving training course (or equivalent)?Yes ☐ No ☐ Not Applicable to this contract ☐  |

|  |
| --- |
| **Questionnaire monitoring information**You do not have to fill in this section. We will use this information for statistical purposes only. |
| The Commission for Racial Equality defines an ethnic minority as anyone who defines themselves as being in any of the Census 2001 categories other than ‘White British’. An ethnic-minority business is defined as ‘a business at least 51% owned, controlled and operated by members of one or more ethnic-minority group’. |
| Is your organisation owned by an ethnic-minority group according to the above definition? | Yes ☐ No ☐Not known ☐Do not want to answer☐ |

**Part 4:**

**Section 1: Method Statements**

The Council’s award decision will be made on the basis of the most economically advantageous tender (MEAT). MEAT will be identified using 40% cost and 60% quality.

The written submission ‘Method Statements’ will be scored to give a total quality score. Details of how Cost will be evaluated is in Section 2 of this document. The contract/s will be awarded to the tenderer/s who achieve the highest combined Cost and Quality score.

The Method Statements are your opportunity to present your proposal in a convincing and evidenced manner relevant to the requirements of the service. Please refer to the specification and the award criteria.

If you are applying as part of a consortium, or a lead organisation with sub-contractors, please clearly indicate which aspects of your response relate to each participating organisation.

By referring to partners/consortium members/sub-contractors in your submission, you agree that the Council may contact those partners/consortium members/sub-contractors at any stage of this process, in order to obtain further details concerning your bid. You also agree that the Council may supply any information you have provided in your bid to such partners/consortium members/sub-contractors.

In order to be awarded a contract, the winning tenderers must score a minimum of 3 points for each question

Your answers to the Method Statements will be marked using the following 0 – 5 scale:

|  |  |
| --- | --- |
| Score |  |
| 0 | There is no response to the question |
| 1 | An attempt has been made to respond, but does not meet requirements/solution does not cover any essential points |
| 2 | The response/solution partially meets requirements (covers some essential points) |
| 3 | The response/solution meets requirements (covers all essential points, may have included clear examples) |
| 4 | The response/solution exceeds requirements (covers more than the essential points, giving clear examples) |
| 5 | The response/solution will add significant value (covers more than the essential points, giving clear thorough examples to illustrate how value will be added) |

**QUESTIONS (1.1– 1.9)**

Do not exceed the word limit for each question. Any words above the specified limit will be disregarded in the Council's evaluation of your answer. Please include a word count after your response.

Do not provide additional appendices or supporting documents in response to the questions unless specifically asked to do so.

Do not include any pictures, diagrams, tables, charts, etc. within your response unless specifically asked to do so. Your response should be text only.

**NB: If bidders apply for multiple Lots, only one Quality submission is required. The same score will be applied to each Lot you have applied for. Each Lot is stand alone and will be allocated an individual score.**

Bidders applying for any Lot in Support Level 1: Assessment and/or any Lot in Support Level 2: Assessment and Progression, please respond to Q1.1a.

Bidders applying for any Lot in Support Level 3: Progression (with on-site support) and/or any Lot in Support Level 4: Progression (with visiting support) please respond to Q1.1b.

Questions 1.2 to 1.8 are applicable to all Lots.

Question 1.9 is applicable to all Lots. Bidders may wish to provide a separate response per Lot for this question.

**Design and delivery of service to achieve desired outcomes, timescales, and objectives for each client types accessing the service - (20%)**

Bidders applying for any Lot in Support Level 1: Assessment and/or any Lot in Support Level 2: Assessment and Progression, please respond to Q1.1a.

|  |  |
| --- | --- |
| **1.1a** | In regards to Support Level 1 and/or Support Level 2; Please state your proposed approach to achieving outcomes for the vulnerable groups of young people outlined in the specification. Please include the following in your response:* How young people will be able to successfully move on to independent living.
* How young people will be able to manage a tenancy.
* How your organisation will maintain and increase numbers of young people in education, training and employment.
* Please provide your approach for assessing needs, and evidence-based tools used for these purposes.
* Please provide your approach for providing supported accommodation and assessment to young people who are not necessarily known to Social Services upon referral.

**(10%)** |
| **Answer** | *Insert your answer here* |
| **Word count** | *Insert your word count here* |
| **Do not exceed 1000 words**Any words above the specified limit will be disregarded in the Council's evaluation of your answer. |

Bidders applying for any Lot in Support Level 3: Progression (with on-site support) and/or any Lot in Support Level 4: Progression (with visiting support) please respond to Q1.1b.

|  |  |
| --- | --- |
| **1.1b** | In regards to Support Level 3 and/or Support Level 4; Please state your proposed approach to achieving outcomes for the vulnerable groups of young people outlined in the specification. Please include the following in your response:* How young people will be able to successfully move on to independent living.
* How young people will be able to manage a tenancy.
* How your organisation will maintain and increase numbers of young people in education, training and employment.

**(10%)** |
| **Answer** | **Insert your answer here** |
| **Word count** | **Insert your word count here** |
| **Do not exceed 1000 words**Any words above the specified limit will be disregarded in the Council's evaluation of your answer. |

Questions 1.2 to 1.9 are applicable to all Lots.

|  |  |
| --- | --- |
| **1.2** | Please state your approach to ensuring the delivery of high quality service delivery and support to the vulnerable groups outlined in the specification.Please include the following in your response:* How you will provide high quality, safe and suitable accommodation.
* How you will manage voids to ensure quick turnarounds and referrals into the service.
* How you will measure and review the quality of services delivered.
* How you will deliver a flexible and responsive service, including

same day placements.**(5%)** |
| **Answer** | *Insert your answer here* |
| **Word count** | *Insert your word count here* |
| **Do not exceed 750 words**Any words above the specified limit will be disregarded in the Council's evaluation of your answer. |

|  |  |
| --- | --- |
| **1.3** | Please provide your understanding of Psychologically Informed Environments (PIE) and outline how you would incorporate the principles and practices of PIE into service design and delivery.**(5%)** |
| **Answer** | *Insert your answer here* |
| **Word count** | *Insert your word count here* |
| **Do not exceed 750 words**Any words above the specified limit will be disregarded in the Council's evaluation of your answer. |

**Safeguarding and minimising risk (20%).**

|  |  |
| --- | --- |
| **1.4** | How will your organisation ensure the safety and welfare of children placed within your service and within the broader community?Please outline clear processes that you will adopt to be taken to prevent safeguarding incidents.**(10%)** |
| **Answer** | *Insert your answer here* |
| **Word count** | *Insert your word count here* |
| **Do not exceed 1000 words**Any words above the specified limit will be disregarded in the Council's evaluation of your answer. |

|  |  |
| --- | --- |
| **1.5** | Please evidence how you will approach safeguarding prior to admissions, the placement itself, exit planning and move-on.**(10%)** |
| **Answer** | *Insert your answer here* |
| **Word count** | *Insert your word count here* |
| **Do not exceed 1000 words**Any words above the specified limit will be disregarded in the Council's evaluation of your answer. |

|  |  |
| --- | --- |
| **1.6** | Please describe how your organisation will ensure that staff are suitably qualified, inducted, trained, supervised, motivated and deployed for maximum service delivery.Please consider in your response:* Incentives for highly skilled and motivated staff
* Employment checks
* Qualifications
* Legal requirements (e.g. safer recruitment)
* Remuneration/Benefits
* Staffing retention levels and incentives
* Resources to be invested in training
* Reviewing processes

**(5%)** |
| **Answer** | *Insert your answer here* |
| **Word count** | *Insert your word count here* |
| **Do not exceed 750 words**Any words above the specified limit will be disregarded in the Council's evaluation of your answer. |

**Performance and outcomes data (5%).**

|  |  |
| --- | --- |
| **1.7** | Please describe how you will meet the key issues described below.* A description of the risks to the performance of the contract and how you will work to mitigate these.
* How you will manage turnaround and utilisation.
* How you will manage move-on into independent accommodation, other supported accommodation or a return home.
* How you will ensure a good relationship with relevant Council departments.
* How you will use performance and outcomes data to improve and develop services, and how evaluation will be undertaken.

**(5%)** |
| **Answer** | *Insert your answer here* |
| **Word count** | *Insert your word count here* |
| **Do not exceed 500 words**Any words above the specified limit will be disregarded in the Council's evaluation of your answer. |

**Engagement with young people (5%)**

|  |  |
| --- | --- |
| **1.8** | Please state your proposed approach to participation by young people in service delivery, to engagement, and to gathering and using feedback from young people.Please include the following in your response:* Communication and engagement with young people
* Involving young people in shaping your organisation
* Evidencing meaningful change in service delivery as a result of engagement with young people
* Involving young people in decisions that affect them

**(5%)** |
| **Answer** | *Insert your answer here* |
| **Word count** | *Insert your word count here* |
| **Do not exceed 500 words**Any words above the specified limit will be disregarded in the Council's evaluation of your answer. |

**Implementation and mobilisation (10%)**

Question 1.9 – Bidders may wish to provide a separate response per Lot for this question.

|  |  |
| --- | --- |
| **1.9** | This is a re-procured service that will aim to increase the range and number of units by April 2018.How will you ensure that you will be ready to start the service at the point of handover, including managing any other delays.Please ensure you refer to the following in your response:* Accommodation
* TUPE

Please attach an implementation plan (to be included in the word count).Bidders may wish to provide extra units, if available, at a discount or at no cost to demonstrate added value. In which case, bidders should include this information in this response in order the Council is able to evaluate the added value offered.**(10%)** |
| **Answer** | *Insert your answer here* |
| **Word count** | *Insert your word count here* |
| **Do not exceed 1000 words**Any words above the specified limit will be disregarded in the Council's evaluation of your answer. |

Section 2: Pricing Schedule

The cost element will be assessed by evaluating Cost 40% as submitted in the pricing schedule, made up of the following sub-criteria:

20% Contract cost

15% Unit cost

5% Direct / Indirect costs

Scores will be assigned to each sub-criteria within Cost, 40%.

Contract costs and Unit costs will be scored by evaluating each cost against the lowest sustainable cost submitted. The provider with the lowest cost will receive the highest score for each sub-criterion. Any bids above the lowest will be allocated a proportionate weighted score for each sub-criteria.

Direct/indirect costs will be evaluated on the basis of the lowest % of indirect cost based on the Contract cost. The provider with the lowest % indirect cost will receive the highest score. Any bids above the lowest % indirect costs will be allocated a proportionate weighted score.

The evaluation will be based on the total cost per Lot for the required number of units per Lot only. Costs for extra units offered will not be taken into consideration. This is to enable the Council to evaluate on a like for like basis and in a fair and transparent manner.

In the event that the Council would require extra units and if the awarded bidder has the capacity, the payment for extra unit/s will be costed no greater than the unit cost for that Lot/s.

Our budget is finite and we are required to work within funding constraints.

**List of Lots and Contract Values**

The estimated total value for all **16** Lots is £7,796,862 over the maximum 72 months’ term of the contract. This is based on an estimated annual budget of up to £1,299,477 for all **16** Lots. The indicative values for all Lots will be subject to regular funding reviews over the lifetime of the contract.

**Support level:1 Assessment**

Lot 1A: Assessment – requirement of 10 units – 199hrs weekly support – estimated value £207,000 per annum

**Support level 2: Assessment and Progression**

Lot 2A: Assessment and Progression – requirement of 8 units – 131hrs weekly support – estimated value £122,250 per annum

Lot 2B: Assessment and Progression – requirement of 6 units – 98hrs weekly support – estimated value £91,688 per annum

Lot 2C: Assessment and Progression – requirement of 5 units – 82hrs weekly support – estimated value £76,407 per annum

Lot 2D: Assessment and Progression – requirement of 5 units – 82hrs weekly support – estimated value £76,407 per annum

Lot 2E: Assessment and Progression – requirement of 5 units – 82hrs weekly support – estimated value £76,407 per annum

**Support level 3: Progression (with On-site support)**

Lot 3A: requirement of 6 units – 109hrs weekly support – estimated value £102,000 per annum

Lot 3B: requirement of 6 units – 109hrs weekly support – estimated value £102,000 per annum

Lot 3C: requirement of 7 units – 127hrs weekly support – estimated value £119,000 per annum

**Support level 4: Progression (with visiting support)**

Lot 4A: requirement of 6 units – 47hrs weekly support – estimated value £44,053 per annum

Lot 4B: requirement of 6 units – 47hrs weekly support – estimated value £44,053 per annum

Lot 4C: requirement of 6 units – 47hrs weekly support – estimated value £44,053 per annum

Lot 4D: requirement of 6 units – 47hrs weekly support – estimated value £44,053 per annum

Lot 4E: requirement of 6 units – 47hrs weekly support – estimated value £44,053 per annum

Lot 4F: requirement of 6 units – 47hrs weekly support – estimated value £44,053 per annum

Lot 4G: requirement of 11 units – 66hrs weekly support – estimated value £62,000 per annum

See supporting document **“ITT 07 Pricing Schedule”** . Please complete a Pricing Schedule per Lot applied for.

Section 3: Please complete and sign the following appendices

**Appendix 1 - Form of Tender – Lot Number <insert Lot number>**

**Please note Appendix 1 should be completed for each Lot you are applying for. Please indicate in the title the ‘Lot number’.**

To be signed by someone authorised to act for your organisation

TO: THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF ISLINGTON

I/We the undersigned hereby offer to provide Islington Council the services that the Council is procuring. I/we undertake to do this in accordance with the Conditions of Contract and the procurement instructions to Tenderers issued by the Council in connection with this procurement at the prices that we have submitted in the enclosed Pricing Schedule.

If this Tender that we are submitting is accepted by the Council I/we agree to execute a contract on the terms issued by the Council. I/we agree that, until such a contract is executed the Conditions of Contract and instructions to Tenderers issued by the Council and the tender submitted by us including the prices stated in our Pricing Schedule together with the Council’s written acceptance shall form the Contract.

|  |  |
| --- | --- |
| **Contract price (words)** |  |
| **Contract price (figures)** |  |
| **Signature** |  |
| **Job title** |  |
| **Name and address of tenderer***(For a limited liability company, the address of the registered office should be given.)* |  |
| **Date** |  |

**Appendix 2 - Certificate of non-collusion and non-canvassing**

To be signed by someone authorised to act for your organisation.

Please sign the certificate below and also provide a certificate in the same format from each of your partners/consortium members/sub-contractors.

1718-0066 - Support Accommodation for Young People (the “Contract”)

**(i) Statement of non-canvassing**

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, 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 Council 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.

**(ii) Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council 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:

(a) communicate to a person other than the Council, 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

(b) 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

(c) 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.

In this certificate, the word ‘person’ includes any persons and any body or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, whether legally binding or not.

I/we agree that the Council may, in its consideration of the tender submitted by us and in any subsequent actions, rely upon the statements made in this Certificate of non-collusion, and non-canvassing.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of** |  |
| **Date** |  |

**Appendix 2a - Non-Collusive tendering certificate (where a partnership has been formed)**

To be signed by someone authorised to act for your organisation.

We certify that this is a bona fide tender. It is submitted on our behalf and on behalf of our partners who are <insert name(s) of organisation(s)>. We have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

Communicating to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;

Entering into agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;

Offering or paying or giving or agreeing to any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation of any tender or proposed tender for that said work or thing of any sort described above.

In this certificate, the word ‘person’ includes any persons and any body or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, whether legally binding or not.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of lead organisation** |  |
| **Date** |  |
|  |  |
| **Signature** |  |
| **Name** |  |
| **For and on behalf of partner organisation** |  |
| **Date** |  |

**Appendix 3 - Business continuity assessment**

To be signed by someone authorised to act for your organisation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General Assessment Questions** | **Yes** | **No** | **N/A** | **Don’t Know** |
| Do you have a Business Continuity Plan (BCP)? |  |  |  |  |
| Is the plan documented clearly and easily accessible? |  |  |  |  |
| Have you exercised your plan within the last 12 months? |  |  |  |  |
| Do you regularly review and update your plan? |  |  |  |  |
| Is there someone in your organisation who will have responsibility for looking after business continuity management? |  |  |  |  |

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of** |  |
| **Date** |  |

**Appendix 4 – Confidentiality agreement**

To be signed by someone authorised to act for your organisation.

1. Interpretation:

In this agreement, the following terms shall have the meaning ascribed to them below, unless the context otherwise requires:

‘**Confidential Information**’ Means all information which may come in to the possession of the recipient as a result of or in connection with the bidding for or negotiation of the Contract, whether oral or in writing, together with all such other information which relates to the business, affairs, developments, trade secrets, know-how, personnel, customers and providers of the Council or information which may reasonably be regarded as the confidential information of the Council, whether or not such information is reduced to tangible form or marked in writing as ‘confidential’.

**‘The Council’** means the London Borough of Islington

**‘The Parties’**  means ‘the Council’ and ‘the Recipient’

**‘Recipient’** means <insertname of organisation>

2. Confidentiality

2.1 The parties hereby undertake:

That the Recipient shall treat as confidential and not disclose or use other than in the bidding for and negotiation of a Contract (and ensure that all the Recipients employees, agents and sub-contractors do not disclose or use other than in the bidding for and negotiation of the Contract) any and all Confidential Information. However this undertaking will not apply to any information which:

1. Is in or enters the public domain other than by breach of this Agreement; or
2. Is obtained from a third party who is lawfully authorised to disclose such information; or
3. Is in the Recipients possession without restriction in relation to disclosure before the date of its receipt from the Council; or
4. Is authorised for release by the Council’s prior written consent; or
5. Is independently developed without access to the Confidential Information and other than in connection with the process of bidding for and negotiating a Contract;

That any written documents or other tangible materials supplied to or acquired by the Recipient which embodies the Confidential Information in whole or in part will remain the property of the Council and the Recipient will not obtain any right, title or interest therein. The recipient will promptly upon the Council’s request destroy or return to the Council all such materials, including any copies thereof, except as needed in order to meet legal or regulatory requirements; and

To comply with the requirements of the Data Protection Act 1998 and, in particular, not to disclose any personal data other than at the express direction of the Council.

Without prejudice to any rights and remedies the Parties to this agreement may have, the Parties acknowledge that since confidential information is valuable and that damages may not be an adequate remedy for a breach of clause 2.1, a Party shall be entitled without proof of special damages to the remedies of injunction or other equitable relief for any breach or threatened or continuing breach of this agreement by the other Party.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of** |  |
| **Date** |  |

**Appendix 5 - Schedule of confidential/commercially sensitive information**

To be completed by someone authorised to act for your organisation.

Please note it is in your interest to complete this Appendix in order to benefit from the protection for confidential information provided by Regulation 21 of the Public Contracts Regulations 2015.

As part of a commitment to transparency the Council is now publishing all spend over £500 each month. This includes spend on contracts, so the successful organisation should expect details of spend against the contract to appear on the Council website [**www.islington.gov.uk**](http://www.islington.gov.uk). The Council is also committed to publishing tender and contract documentation after contract award stage. Commercially sensitive information will be redacted from documentation.

Notwithstanding the provision of the Public Contracts Regulations 2015 if a request is received under the Freedom of Information Act 2000, or the Environmental Information Regulations 2004 Islington Council may be required to disclose any information contained in your proposal unless it falls within one of the exemptions in the legislation. Please confirm below if any part of your proposal contains commercially sensitive information, or is provided to the Council in confidence, and therefore considered to be exempt from disclosure. Note however that the Council retains absolute discretion for determining what information relating to a request for information is to be disclosed. In doing so the Council retains absolute discretion for determining what information it considers to be exempt from disclosure under the legislation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Description of Information** | **2. Commercially sensitive?****Yes/No** | **3. Duty of confidentiality** **exists?** **Yes/No** | **4. Reason information is considered commercially sensitive/confidential** | **5. Period during which information is considered commercially sensitive / confidential** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Appendix 6 - Charter for Fairness and Equality**

To be signed by someone authorised to act for your organisation

1. We recognise, respect and value Islington’s diverse community and are committed to making Islington a fairer place.

2. We shall promote good relationships between people of different backgrounds and lifestyles.

3. We are committed to creating a borough where children and adults are free from poverty, and are empowered to take responsibility and make a positive contribution.

4. We are committed to identifying, understanding and responding to the different needs and experiences of our community in order to narrow the gap in outcomes on the things that matter.

5. We shall work in a way that takes into account the fact that people may have multiple identities and complex needs which may compound the inequalities which they face.

6. We shall work in partnership to pool information and resources to ensure that there is equality of opportunity and access to services.

7. We are committed to tackling discrimination and inequality in all the service areas for which we are responsible, including in our role as employers.

8. We are committed to targeting our efforts to secure fairness and equitable outcomes in Islington.

I, the undersigned, do hereby declare that <insert name of organisation> supports the Islington Council Charter for Fairness and Equality.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of***(To be signed by someone authorised to act on behalf of your organisation, preferably head of organisation)* |  |
| **Date** |  |

Section 4: Partner/Consortium Member/Sub-Contractor Declaration

**This declaration must be completed and signed by each partner/consortium member/sub-contractor referred to in the ‘Technical and/or professional ability’ section or ‘Method Statements’.**

Declaration (to be signed by someone authorised to act for your organisation)

I confirm that, as far as I know, the answers given in this Tender Return (and any supporting modules) are correct. I understand that you will use the information to assess my organisation’s suitability to bid (alongside the lead organisation) for the contract.

I confirm that I have read the method statements submitted by the lead organisation in this Tender Return and they are a true statement to my company’s experience and capability*.*

As far as I know, the information in this Tender Return is accurate. I understand that giving false information could result in this Tender Returned being rejected.

I accept that it would be wrong to try to influence staff or councillors when they are awarding contracts.

By signing this declaration, you agree that you fully understand what this means.

If we find out that you (or someone acting for you, with or without your knowledge) have made any type of gift or promise (financial or otherwise) to get a contract or other agreement, or to prevent other people from getting a contract, we may cancel the contract and recover any costs from your company.

Please note that if you fill in the Tender Return electronically using the London Tenders Portal, we will consider that it has been signed electronically within the meaning of the Electronic Communications Act 2000.

By signing by hand or sending us this Tender Return electronically, you agree that you fully understand what this means. If we find out that you (or someone acting for you, with or without your knowledge) have made any type of gift or promise (financial or otherwise) to get a contract or other agreement, or to prevent other people from getting a contract, we may cancel the contract and recover any costs from your company.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of** |  |
| **Date** |  |

Section 5: Declaration

To be signed by someone authorised to act for your organisation.

I confirm that, as far as I know, the answers given in this Tender Return (and any supporting modules) are correct. I understand that you will use the information to assess my organisation’s suitability to bid for the contract.

As far as I know, the information in this Tender Return is accurate. I understand that giving false information could result in my organisation’s bid being excluded.

I accept that it would be wrong to try to influence staff or councillors when they are awarding this contract.

Please note that if you fill in the Tender Return electronically using the London Tenders Portal, we will consider that it has been signed electronically within the meaning of the Electronic Communications Act 2000.

By signing by hand or sending us this Tender Return electronically, you agree that you fully understand what this means. If we find out that you (or someone acting for you, with or without your knowledge) have made any type of gift or promise (financial or otherwise) to get a contract or other agreement, or to prevent other people from getting a contract, we may cancel the contract and recover any costs from your company.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job title** |  |
| **For and on behalf of** |  |
| **Date** |  |

1. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-1)
2. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
3. 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). [↑](#footnote-ref-3)
4. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-4)
5. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-5)