

**PRICING SCHEDULE FOR FAMILY GROUP CONFERENCE COORDINATORS DN323115**

In order to be considered for a Family Group Conference, you must quote an hourly rate. Please note, the council operate maximum ceiling rates (see below) which must not be exceeded.

The council will favour the lowest rates, therefore the lowest quotes will score maximum marks. The hourly rates you quote are worth 40% of the price score and will remain fixed for 12 months of being accepted onto the DPS.

N.B: We have included maximum celling rates for Family Group Conferences, therefore if you submit rates above the ceiling the council reserves the right to exclude your bid from further inclusion in the evaluation and quotation process.

|  |  |
| --- | --- |
| ***Supplier Name:*** |  |
| ***Supplier Address:*** |  |
| ***Tel:*** |  |
| ***Email:*** |  |
| ***Price per hour:*** |  |

**2019/2020 – SOUTHWARK CEILING RATES**

|  |  |
| --- | --- |
| Professional hours | £26 per hour |
| Travel hours | £13 per hour |
| Mileage | 45p per mile |
| Refreshments | £5 per person |

The council **will** cover the following expenses:

* Payment of standard (*not 1st class*) public transport rate travel expenses on production of a receipt, ticket or Oyster Card printout.
* Mileage
* Refreshments

The council will **not** cover the following expenses:

* + Phone calls
  + Postage
  + Stationery
  + Parking

**INVOICES**

There is a requirement for individuals to complete a standard time sheet to attach to their invoice showing a breakdown of input and travel time etc. All expenses incurred should be detailed on the timesheet sheet together with receipts or other evidence of actual expenditure. Failure to provide supporting documentation may result in delays in processing the payments or payments not being made.

It is expected that invoices will be submitted on completion of the FGC referral. However when a lengthy (over two months) referral is envisaged, the Council will accept staged payments.

The Council will pay each invoice within 30 days of receipt, subject to receipt of all required information and supporting documents.

The above costs must include all travelling expenses applicable to this Contract.

I/We hereby offer to provide the services as specified in this Price Schedule in accordance with the Council’s conditions of Contract contained in this enquiry.

|  |  |
| --- | --- |
| ***Signature*** |  |
| ***Name*** |  |
| ***Job title*** |  |
| ***Date*** |  |

The order will be subject to the contract documents which consist of any other documents attached to our specification, your response to our specification, completed Direct Invitation to Quote form and the Council’s terms and conditions of contract.

The council does not undertake to accept any quotation and reserves the right to accept any part of any quotation.

Your quotation must be submitted on this form as an irrevocable offer (in consideration of you being invited to quote) and returned via Pro Contract <https://procontract.due-north.com/> by **12.00 noon** on the **13 September 2019** and must remain open for acceptance for 120 days.