



Bristol City Council

Area Based Targeted Youth Support

Area Based Contracts

Invitation to Tender

ProContract ID: DN285697

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FOREWORD

Bristol City Council is a unitary authority with an elected Mayor; it has a population of 437,500 and is the seventh largest English city outside London. It is a rapidly growing city, with a young and diverse population, a successful economy and a commitment to protecting the environment.

The Council spends around £300million per annum on various works, goods and services to bring benefits to the City and its residents. Many of these are provided by external providers, all of whom must commit to upholding the standards that the Council expects.

These include:

1. Standards of work – work must be carried out to the highest standards by suitably qualified and competent personnel.
2. Health and safety – organisations must have relevant and effective health and safety systems and policies in place. They must comply with relevant legislation, codes of practice and safe working systems.
3. Business Continuity – organisations providing essential services must be able to maintain service in the event of a major emergency.
4. Social Value – the Council is committed to maximising the impact of public expenditure to get the best possible outcomes, and recognising that people who live in Bristol are central to helping us to achieve our aims. Therefore the Council is looking for additional social value benefits through the commitments you make within this tender.
5. Equalities – providers must work to the principles of the Equality Act 2010, in particular the s.149 public sector equality duty. The provider must have due regard to the need to:
 - a. Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act;
 - b. Advance equality of opportunity between persons who share a relevant characteristic and persons who do not share it; and
 - c. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
6. Safeguarding – providers must provide the service in such a manner that complies with national and Council requirements with regards to safeguarding the service users.

SECTION ONE: BACKGROUND AND OVERVIEW

1 Introduction

- 1.1 The Council wishes to appoint provider(s) for Area Based Targeted Youth Support.
- 1.2 The Council is wishing to procure Area Based Targeted Youth Support services. These are services for children and young people aged 11 to 19 years living in Bristol, with the aim of achieving positive outcomes around health and wellbeing, education, employment and training, personal and social development. Services are targeted to vulnerable young people using methods of outreach, group work, open access and 1:1 work.
- 1.3 This document contains details of the bidding process.
- 1.4 The Council is subject to the Public Contracts Regulations 2015, and will be carrying out this procurement in accordance with the Light Touch Regime which applies to social services.

2 Proposed Contract

- 2.1 The contracts will be for 3 years with the option to extend for up to a further 2 years, subject to agreement with the Council and the provider.

3 Lots

- 3.1 The Council intends to split the contract into the following lots:

3.1.1 Lot 1: Local Area Targeted Youth Services – North

This contract will be aligned with the North Early Help team. Services are targeted to vulnerable young people using methods of outreach, group work, open access and 1:1 work. This contract will accept referrals from other services such as Early Help, Social Care, as well as notification of NEET and Not Known young people who need following up with an offer of support.

3.1.2 Lot 2: Local Area Targeted Youth Services – South

This contract will be aligned with the South Early Help team. Services are targeted to vulnerable young people using methods of outreach, group work, open access and 1:1 work. This contract will accept referrals from other services such as Early Help, Social Care, as well as notification of NEET and Not Known young people who need following up with an offer of support.

3.1.3 Lot 3: Local Area Targeted Youth Services – East Central

This contract will be aligned with the East Central Early Help team. Services are targeted to vulnerable young people using methods of outreach, group work, open access and 1:1 work. This contract will accept referrals from other

services such as Early Help, Social Care, as well as notification of NEET and Not Known young people who need following up with an offer of support.

- 3.2 Bidders are entitled to bid for one or more of the above lots. Dependent on the outcome of tender evaluation the 3 Local Area Targeted Youth Services contracts may be awarded to the same provider or different providers.
- 3.3 Bidders should note that the Council also intends to go out to tender for a Youth Sector Support contract in early September 2017. Any Bidders successful in being awarded one of the Local Area Targeted Youth Services contracts will not also be able to deliver the Youth Sector Support contract. This is to ensure there is no conflict of interest when managing the multi-agency panel, ensuring decisions are transparent throughout the process, and maintaining a neutral position within the process as a facilitator of the funds rather than deliverer of services.
- 3.4 Bidders who wish to apply for both the Youth Sector Support Contract and any of the Local Area Services will need to state their preference, in the event that they are the preferred bidder for both.

SECTION TWO: INSTRUCTIONS FOR SUBMISSION OF BID

4 General

4.1 Tenderers are invited to submit a bid for the provision of Area Based Targeted Youth Support

4.2 The Council is utilising the ProContract e-Tendering System to manage this procurement and communication with tenderers are as outlined below. You should not refer to general promotional literature or policies. Nor should you include these unless the Council has specifically asked you for them.

4.3 The instructions in this document are designed to ensure that all tenderers are given equal and fair consideration. It is important therefore that tenderers provide all the information asked for in the format and order specified.

4.4 Tenderers should read these instructions carefully before completing the bid documentation. Failure to comply with these requirements for completion and submission of the bid response may result in the rejection of the bid. Tenderers are advised therefore to acquaint themselves fully with the extent and nature of the contractual requirements and obligations.

4.5 These instructions constitute the Conditions of tenderers. Participation in the bidding process automatically signals that the tenderer accepts these conditions.

4.6 Bids must not be qualified and tenderers should not make unauthorised changes to the bid documentation. Bids must not be accompanied by statements that could be construed as rendering the bid equivocal or placing it on a different footing from other bids. Nor should tenderers approach the Council during the bid process to suggest alterations in the bid documents. Where a bid submission does not comply with this paragraph, the Council's decision as to whether or not your bid is acceptable and how it will treat an unacceptable bid will be final and the Council will not regard itself as under any obligation to consult tenderers on this.

4.7 All bid documents and submissions must be completed in their entirety. The tenderer who is awarded the Contract will be required to sign the contract documents:

4.7.1 Where the tenderer is an individual, by that individual;

4.7.2 Where the tenderer is a partnership, by at least two duly authorised partners; or

4.7.3 Where the tenderer is a company, by two Directors or by a Director and the Company Secretary.

- 4.8 If you are a company you must satisfy yourself that carrying out the contract in the way this contract is structured will be within your objects and powers and demonstrate this to the Council.
- 4.9 All documentation supplied by the Council shall remain its property and confidential to it. Tenderers may not without the Council's written consent at any time use for your own purposes or disclose to any other person (except as may be required by law) the bid or contract documents or any information or material which the Council may make available to tenderers all of which shall remain confidential to the Council.
- 4.10 The Council may reject non-compliant bid responses. Bid responses that are deemed by the Council to be fully compliant will proceed to evaluation.
- 4.11 The Council does not warrant that it will place any particular orders or any level of business with the provider it selects. The Council does not bind itself to accept the lowest priced or any bid. The Council shall not be liable for any loss or expense incurred by any tenderer as a result of its decision not to award the contract to any tenderer.
- 4.12 The winning tenderer will receive a standstill notification letter advising the successful outcome and the Council's intention to contract award on expiry of the standstill period. The remaining tenderers will receive an unsuccessful notification letter.
- 4.13 Where Candidates choose to submit all or any part of the European Single Procurement Document (ESPD) in place of a module required in the Suitability Assessment Questionnaire this must be clearly identified and referenced by the Tenderer.
- 4.14 The European Single Procurement Document (ESPD) is as detailed under Regulation 59 of the UK Public Contract Regulations 2015 and EU Implementing Regulation 2016/7. Available at http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=OJ:JOL_2016_003_R_0004&from=EN

5 Timescales

- 5.1 Set out below is the proposed timetable. This is intended as a guide and whilst the Council does not intend to depart from the timetable it reserves the right to do so at any stage.
- 5.2 The Council reserves the right to cancel the whole or part of the bid process at any point and is not liable for any costs resulting from any cancellation.

TARGET DATE	STAGE
24 th August 2017	Bid & clarification process opens

TARGET DATE	STAGE
12 noon 22 nd September 2017	Clarification period closes
12 noon 9 th October 2017	Closing date and time for receipt by the Council of completed tenderer responses via the ProContract tendering system.
Tuesday 10 th October 2017	Evaluation of bids commences
Mid-end November 2017	Notification to tenderers
Day of Notification to Tenderers	Commencement of 10 day Standstill Period
Contract award	January 2018
1 st April 2018	Commencement date for work/service/goods

6 Bid Validity

- 6.1 The bid is an unconditional offer and should remain open for acceptance for a period of 180 days. A bid valid for a shorter period may be rejected.

7 Preparation of Bid

- 7.1 Tenderers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of bids. Tenderers are solely responsible for the costs and expenses incurred in connection with the preparation and submission of their bids and all other stages of the selection and evaluation process. All material issued in connection with this bid process shall remain the property of the Council and shall be used only for the purpose of this procurement exercise. All due diligence information shall be either returned to the Council or securely destroyed by the tenderer (at the Council's option) at the conclusion of the procurement exercise or earlier if a tenderer withdraws or declines an interest.
- 7.2 Under no circumstances will the council, or any of its advisers, be liable for any costs or expenses borne by tenderers, sub-contractors, suppliers or advisers in this tendering process.
- 7.3 Tenderers should provide their response to the questions within the on-line questions section of ProContract rather than referring to one of their documents. Additional documents may be required this will be indicated within the question and the evaluation criteria. If additional documents are not specified these will not be evaluated.

- 7.4 The Council may make drafting changes to the bid documentation until six working days before the date for return of bids. Tenderers will be required to accept any such changes without reservation.
- 7.5 Tenderers should notify the Council promptly of any perceived ambiguity, inconsistency or omission in the bid documents, any of its associated documents and/or any other information issued to them during the procurement process. All queries, questions and requests for information regarding this bid should be made in writing via ProContract using the messages function.
- 7.6 Tenderers should make sure their answers are clearly written and unambiguous so that evaluators are able to understand and assess how well the answer meets the criteria. If the evaluators are unable to understand the answer, there is a risk that they will not be able to determine whether the answer satisfies the requirement.

8 The Bid Pack

Document	Information
Invitation To Tender Document (current document)	<ul style="list-style-type: none"> This includes details of the bidding process, award criteria, the background information and key requirements that need to be addressed to enable tenderers to submit a formal proposal for completing a particular piece for the provision of goods and/or services. No input required from tenderer, this document is for information and guidance only.
Specification (separate pdf document)	<ul style="list-style-type: none"> The specification or Scope of Services is an explicit set of requirements to ensure the right goods and/or services are provided. Tenderers need to understand what the requirements are and relate this to the input required in other parts of the bid document. No input required from tenderer, this document is for information and guidance only.
Suitability Questionnaire (These are embedded in ProContract)	<ul style="list-style-type: none"> There are a set of questions embedded in the ProContract system which the tenderer should submit their response on-line. These questions are designed to test if a tenderer meet the minimum levels of suitability.
Quality Questions (These are embedded in ProContract)	<ul style="list-style-type: none"> These questions are embedded in the ProContract system and the tenderer should submit their responses on-line. These questions are designed to test how a tenderer would undertake this individual project and any Social Value offer.
Pricing Questions (These are embedded in ProContract)	<ul style="list-style-type: none"> Tenderers should complete the Pricing Question(s) which are embedded in ProContract.

Document	Information
ProContract)	
Declarations (Separate word documents) <ul style="list-style-type: none"> - Non Collusive & Non-Canvassing Certificate 	<ul style="list-style-type: none"> The tenderer should complete the appropriate forms and upload them in responses to the questions on ProContract.
Terms & Conditions (separate pdf document)	<ul style="list-style-type: none"> The terms and conditions under which the contract must be delivered & adhered to. No input required from tenderer, this document is for information and guidance only
Parent Company Guarantee (separate pdf document)	<ul style="list-style-type: none"> This document requires no input by tenderers until the outcome is published, at which point it will be completed by successful provider(s) on award (if applicable).
TUPE Information (separate documents)	<ul style="list-style-type: none"> The Transfer of Undertakings (Protection of Employment) Regulations which the Tenderers must include within their proposition.
Tender Questions and Criteria (separate document) No input required, document is for information and guidance for tenderers.	<ul style="list-style-type: none"> This sets out the questions that tenderers need to respond to, along with the weightings, word counts and sub-criteria. The provider should submit their responses to these questions through ProContract, using the question sets.

9 Submission of Bid

- 9.1 The Council is utilising the ProContract e-Tendering System to manage this process and communicate with tenderers. Accordingly, there will be no hard copy documents issued to tenderers and all communications with the Council including the submission of bid responses will be conducted via ProContract.

Bid submission

- 9.2 Please note the 'Time Remaining Countdown' alerting you to the time available to final bid submission. Please note the ProContract system may let you submit after the deadline but the Council will not accept bids submitted after the deadline.
- 9.3 In the event that a tenderer does not wish to participate further in this procurement exercise, the tenderer should click on 'No Longer Wish to Respond'. If the tenderer declines after downloading the bid documents all data supplied should be destroyed.

- 9.4 **Please allow sufficient time to upload documentation and submit your bid.** It would be unwise to commence uploading documents less than four hours before the deadline. Also, remember after uploading your documents and answering all the on-line questions **to press the SUBMIT button** within ProContract. Until you have pressed the SUBMIT button you haven't sent your tender bid through to the Council.

If tenderers experience any technical difficulties relating to ProContract, please contact them on **0330 005 0352** Monday to Friday 8.30 am to 17.30 pm or email: ProContractSuppliers@proactis.com

- 9.5 It is the tenderer's responsibility to return completed documentation via the ProContract.
- 9.6 During the bid process, any communication between tenderers and the Council must be made via ProContract. After the closing date for receipt of bids the Council expects only to make contact with tenderers for the following purposes:

- 9.6.1 To clarify information contained in the bid documents;
- 9.6.2 To clarify anything relating to insurance, bonds and guarantees;
- 9.6.3 To inform tenderers of the award decision;
- 9.6.4 To give tenderers feedback about their bid;
- 9.6.5 To agree the commencement date;
- 9.6.6 To ask for evidence that the winning bidder meets the standard selection criteria.

- 9.7 If the winning bidder fails to supply the required evidence within the set timescale, or the evidence proves unsatisfactory, the award of the contract will not proceed to that bidder. The Council has the right to then choose to amend its award decision and award to the second placed bidder, provided that they have submitted a satisfactory bid. Alternatively the Council may terminate the procurement process.

10 **Clarification Questions**

- 10.1 All queries, questions and requests for information regarding this bid should be made via ProContract.
- 10.2 These should be submitted **no later than the clarification deadline**. It should be noted that such requests and the answers will be communicated to all other tenderers via ProContract. The identity of the organisation making such requests will remain confidential and anonymous.

11 **Freedom of Information Act and Environmental Information Regulations 2004**

- 11.1 The Freedom of Information Act 2000 and Environmental Information Regulations 2004 affects all information held by local authorities. It is a matter of law and local authorities cannot contract out of it. So far as procurement information is concerned, the Council currently expects the position as to what information may be accessible to the public, to be as set out in the table below. However, it can give no guarantee that this will continue to be the case, as the legislation develops and as the Information commissioner issues decisions in this area, thus these are working assumptions as opposed to absolutes. Nor can the Council give any commitment that it or other customers may not be required or feel obliged to make information available to the public or to withhold it on some other basis. By submitting your bid, tenderers are taken to accept this.

Information	How it is treated
Bid submissions	Will be treated as publicly inaccessible at least until the notification of successful tenderer.
Identity and amount of bids	The total bid price of successful tenderer will become accessible between notification of successful tenderer and contract signature.
Contract Documents as completed by the successful tenderer	Accessible during the advertisement period under the Council's auditing regime.
Amounts spent on purchases etc.	Accessible
Trade secrets and other information that is genuinely commercially confidential	Under European Law the Council is obliged not to disclose information that is genuinely confidential (such as the formula for making a particular product). However, the Information Commissioner has made it clear that this cannot be used as a blanket justification for refusing access, and that the Council may not agree to treat information as confidential unless there is a really strong justification for doing so.

12 **Bribery Act 2010 & Whistleblowing**

- 12.1 Council contracts include provisions under which the contract will be terminated if the service provider or anyone on its behalf bribes or tries to bribe anyone in connection with any contract, or has committed an offence under the Prevention of Corruption Acts 1889-1916 or has committed or commits an offence under the Bribery Act 2010.

- 12.2 There are stringent similar provisions under both UK and European law in respect of money laundering and misconduct in respect of European funding.
- 12.3 The Council also requires of tenderers that they sign non-collusion agreements to the effect that they will not collude with other tenderers in submitting bids, except where they are consortiums.
- 12.4 The Council encourages all tenderers or for that matter anyone else, to contact the Council if any Councillor, employee or other service provider, tenderer or potential tenderer approaches them and either attempts to engage them in any such activity or hints that they could do so. If so, they should contact the Council's Chief Internal Auditor.
- 12.5 If so, or for that matter in respect of any concerns a supplier may raise about any other sort of irregularity, it will treat their information in confidence in comparable fashion as the protection offered to employees under the Council's Whistle Blowing Policy. This can be found on the Council's publicly accessible website.

13 Fraud Act 2006 (Enforced 15th Jan 2007)

- 13.1 In responding to this bid documentation your attention is drawn to the Fraud Act which now includes offences of:
 - 13.1.1 Dishonestly making a false representation; and
 - 13.1.2 Dishonestly failing to disclose information which a person is under legal duty to disclose.
- 13.2 In both cases with the intention of making a gain for oneself or causing a loss or exposing another to a risk of loss.
- 13.3 When returning your bid you are confirming that your bid contains accurate information which will not mislead the Council in the bid evaluation process.
- 13.4 In the event that the Council finds that any bid contains a false representation, or which fails to disclose information relevant to the bid selection process, that bid will be disqualified and the Council will consider referring the matter to the police.
- 13.5 If your bid is successful and the Council finds during the period of the Contract that either of the above applies, the Council reserves the right to immediate termination and to a full indemnity for any loss or damage caused.

14 Data Protection

- 14.1 The Council requires the tenderer to comply with the terms and conditions of the 1988 Data Protection Act (as amended) and any other provisions that revoke or amend that Act, including but not limited to the General Data

Protection Regulation (when it comes into force) and take appropriate data security measures when processing personal data. Any personal data processed by the tenderer may only be disclosed in line with instructions from Council and not disclosed to any third party unless permitted to do so. If the service provided does require the tenderer to be a data processor for the Council then the tenderer may be asked to sign a Data Processing Agreement. It will ensure that its employees, sub-contractors and suppliers do not divulge customers' confidential information as a part of the bidding process.

15 Bristol Pound - link <https://bristolpound.org/>

15.1 The Council is keen to deliver economic, social and environmental value through its spending. Paying suppliers and giving grants to those who are prepared to accept their fees or grant in Bristol Pounds is a very visible way to demonstrate that the local economy and communities are receiving additional benefit from that spending and more sustainable supply chains are being created.

15.2 The Bristol Pound '£B' is the UK's first city wide local currency. The £B is run as a not-for-profit partnership between the Bristol Pound Community Interest Company and Bristol Credit Union.

15.3 The £B can be spent at participating businesses using either paper £B or electronically from a £B account.

15.4 Business accounts are available to independent traders that are based in or around Bristol. The Council is able to pay suppliers in £B and will offer this option to any successful supplier who meets the criteria.

16 Living Wage - link <http://www.livingwage.org.uk/>

16.1 Bristol City Council became a Living Wage Foundation (LWF) employer in October 2014 further details of the Living Wage Foundation can be found in the link above. The payment of the recommended LWF rate supports Bristol City Council in meeting many of its social, economic and environmental objectives e.g. ensuring that wages in the City can sustain families and individuals.

16.2 In accordance with the Council's aspirations and objectives and its obligations under the Public Services (Social Value Act) 2012 we recommend the adoption of the Living Wage Foundation rate to our providers and suppliers.

16.3 To assist in our understanding of the market place in relation to this invitation to bid you are requested to provide responses to the Living Wage Foundation questions found on ProContract. This question is for information only and is not scored or considered as part of the evaluation criteria and will not be taken into consideration in the award of the Contract.

17 Social Value

- 17.1 In response to the Public Services (social Value) Act 2012 BCC wish to encourage the provision of additional Social Value in its contracts.
- 17.2 Focus your response to the social value question on what you will do during this contract to deliver social value. Your response should focus on the future actions you will take and not historic examples.
- 17.3 The question is testing what you will do to contribute to social value over and above the specific contract requirements. Please therefore focus on activities that you will do that will deliver social value but that are not included within the specification.
- 17.4 Examples of potential activities have been included as guidance only. The council welcomes a creative approach to adding social value, so these are some examples to guide your thinking but you are not required to address these in your response.
- 17.5 Additional social value could be economic, social or environmental. Examples have been provided for each but you are not required to cover all three areas in your response, if your organisation's activities will focus on one area only.
- 17.6 Further details on Bristol City Council's Social Value commitments are available here:
<https://www.bristol.gov.uk/documents/20182/239382/Creating+Social+Value+-+Social+Value+Toolkit+-+approved+March+2016-1.pdf/a596f490-ab73-4827-9274-5025ca5a4f1b>

18 General

- 18.1 Tenderers should not attempt to canvass any Member or Officer of the Council about their bid or try and obtain confidential information relating to the services or the bidding process from anyone associated with the Council or from any other past or present service provider to the Council. If tenderers do so their bid is likely to be rejected.
- 18.2 The Council cannot and does not propose to commit itself as to
- 18.2.1 Its requirements after this contract has expired;
 - 18.2.2 What arrangements it may propose to make to procure the services; or
 - 18.2.3 What the legislative regime will be at that time as to the procurement of goods/services/works or transfer of staff after this contract has expired.
- 18.3 Tenderers should not try and recruit any Council employee who has during the year prior to the closing date for the submission of bids been employed on work relating to the contract. If you do so, your bid is likely to be rejected.
- 18.4 Pre-market engagement has taken place and the information relating to this is available on the following website: **<https://www.bristol.gov.uk/tenders-contracts/recommissioning-bristol-youth-links>**
- 18.5 The Young Commissioners are a diverse and dedicated group of young individuals who have been supporting Bristol City Council to commission Targeted Youth Services. They have been involved since November 2016, during which time they have met on a regular basis and helped co-produce the commissioning plan, consultation process and service specifications for Targeted Youth Services. They have undergone interview training and practice, and will be utilising these skills and their experience of youth services to ask questions with potential providers as part of the tender process. The questions will focus on service user involvement in service design/delivery as well as broader social participation (such as democratic processes or community engagement).
- 18.6 The panel will take place during week beginning 16th October 2017.

- 18.7 The Panel will consist of approximately 5 Young Commissioner members. They will be supported on the day by the Commissioning Team, but the scoring and moderation will be conducted solely by the Young Commissioners according to the 0-4 scoring matrix (Table 2). Providers will not be expected to do a presentation, but to answer the 4 advertised questions in the tender. The process is not expected to last for longer than 45 minutes and the panel will question up to 3 individuals from the provider/consortium.

19 Transfer of Undertakings (Protection of Employment) Regulations (TUPE)

- 19.1 It is the Council's view that TUPE may apply with respect to the services currently provided. **Tenderers should however seek their own professional advice in order to form their views on the question of TUPE and should specify the view that they have taken together with the reasons for that view in the tenderers submission.**
- 19.2 However, to assist with this tender process details of the staff employed by existing contractor(s) on the services or works including details of grade, hours of work, terms and conditions of employment, age, length of service etc. has been provided as an attachment on ProContract. While this information is believed to be correct at the time of issue, the Council will not accept any liability in any circumstances for its accuracy, adequacy or completeness, nor is any express or implied warranty given. However, it is for each tenderer to reach its own view on the application of TUPE and if necessary to make enquiries of the present contractor(s) and make appropriate allowances for this in any tender submission.
- 19.3 If your organisation requires further information in addition to that which the Council has provided please contact the relevant contractor on the below details:

Organisation	Contact Name	Email Address
Learning Partnership West	Adam Carter	acarter@lpw.org.uk
Creative Youth Network	Kate Gough	Kate.Gough@creativyouthnetwork.org.uk
Watershed	Hannah Higginson	hannah.h@watershed.co.uk
Bristol Drugs	Kathryn Talboys	kathryn.talboys@bdp.org.uk

Project		
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20 Collaboration Arrangements

- 20.1 The resources, range and depth of skills needed to deliver this project to the Council are such that organisations may wish to collaborate. The possible methods for such collaboration are considered below.
- 19.2 Collectively, each entity that wishes to bid (whether it is a single entity, the lead partner or a joint and several liability consortium) is referred to as a “Tenderer”. The tenderer is responsible for ensuring that the bid submission is fully completed and the required information provided in respect of consortium members (as appropriate).
- 19.3 A consortia proposal requires either a clear lead organisation with whom the Council will contract or evidence of a consortia structure where all members are joint and severally responsible for the performance of the contract, in which case all consortia members will sign the contract.
- 19.4 The following models of collaborative arrangements are indicative of possible collaborative working arrangements:

19.4.1 Lead partner consortium;

19.4.21 Joint and several liability consortiums;

Lead partner consortium

- 19.5 A lead partner consortium is a consortium of organisations who are working together to bid for, and if successful, deliver a contract. One partner, will contract with the Council, on behalf of the other consortium members, and will be the conduit by which the contract is delivered by the consortium members. Accordingly, in this scenario, the lead partner is solely liable for the delivery of the contract. The other consortium members are effectively sub-contractors to the lead organisation.
- 19.6 The technical capability of a consortium will be an amalgamation of the capability of individual members. In this approach, the lead organisation will need to have the financial capacity to deliver the entire contract.
- 19.7 Consortia members should consider various issues early on in the commissioning and procurement process to identify if a consortium route is the appropriate way forward and whether they are prepared to meet the various requirements.
- 19.8 It is for the consortium members to assess whether their proposed partners have the capacity and capability likely to be able to deliver the contract. This is not the responsibility of the Council.

Joint and several liability consortia

- 19.9 The Council will have a contractual relationship with all members of the consortium. It is usual for one consortium member to be nominated to co-ordinate the consortium bid – which may be referred to as the lead organisation. However, in these circumstances, the lead is for administrative purposes only and all members of the consortium are equally responsible for the delivery of the contract.
- 19.10 The cumulative strength of both the financial and technical capability is assessed at this stage.
- 19.11 Whilst there is a lead/administrative partner for bid co-ordination purposes, this organisation is not solely liable as the Council signs the contract with all the members of the consortium; thus all members are jointly and severally liable. As such, if one of the members of the consortium defaults, it is possible for the Council to take action against the other member/s of the consortium for recovery of that default.

20 Sub-contracting

- 20.1 This is where the Council contracts with one provider (the lead provider) and the relationship in respect of contract delivery is with that provider only. The provider then enters into sub-contracting arrangements with various suppliers for which the provider is then responsible in respect of contract delivery. The provider is responsible for the delivery of the contract whether or not they are providing the service themselves or if they have sub-contracted it out.
- 20.2 It should be noted that the ultimate responsibility for any sub-contracted obligations would always rest with the tenderer. It is recognised that arrangements in relation to sub-contracting may be subject to future change. However, tenderers should be aware that where, in the opinion of the Council, sub-contractors are to play a significant role, any changes to those sub-contracting arrangements may constitute a material change for the purposes of procurement law, and therefore may affect the ability of the tenderer to proceed with the procurement process and/or to perform the contract. For the avoidance of doubt, in the event that the Council considers that such a change constitutes a material change for the purposes of procurement law, then the Council reserves the right to disqualify the tenderer from the procurement process.
- 20.3 There is an expectation with this model that only minor and / or specialist elements of the service will be sub-contracted; i.e. the lead provider will deliver the core elements of the service.
- 20.4 The Council will make payments to the provider; that provider is responsible for payments to its sub-contractors. However, the Council would expect payments to sub-contractors to mirror the payment conditions to the provider.

The Council would not usually expect to see evidence of the administrative arrangements between the provider and sub-contractor, however, may wish to see evidence of performance monitoring, due diligence and subcontractor agreements and/or policies.

- 20.5 Whilst the Council does not have a contractual arrangement with the sub-contractors, it does reserve the right to veto a choice of sub-contractor, if they are deemed to be unacceptable or inappropriate.

21 Other information – Multiple Bids

- 21.1 It is possible for an organisation to bid as a member of more than one consortium; or as part of a consortium, as an individual organisation, or as a sub-contractor to another tenderer. It is advisable for such organisations to seek independent legal advice as the Council cannot offer this. In this instance, the relevant organisation/s are also required to submit a certificate 'regarding involvement in other bids' with their bid. This certificate will form part of the bid documentation. The purpose of this certificate is to protect the Council from any claims regarding contravention of competition law. It also forms part of the Council's due diligence regarding each bidding group's awareness of their members potential conflicts of interest. The relevant consortia will need to confirm that they are aware that an organisation is a party to more than one bid.

22 Not Used

SECTION THREE: GUIDANCE FOR SUBMISSION

23 Guidance for the Tenderer's Submission

- 23.1 Complete the on-line questions in English and ensure that any supporting documents are also in English for example financial accounts.
- 23.2 Please note that whenever used in this submission, the term organisation refers to a sole practitioner, partnership, incorporated company, co-operatives, charity or analogous entity operating outside the UK, as appropriate, and the term 'officer' refers to any director, company secretary, partner, associate, trustee or other person occupying a position of authority or responsibility within the organisation.
- 23.3 Answer the questions specifically for your organisation, not for the group if you are part of a group of companies. Where, however, group policies, statements, etc. are normally used in your organisation, please answer accordingly.
- 23.4 Where a question requests a YES/NO answer please make it clear which answer is indicated. The Council is entitled to interpret any ambiguous replies in its favour.
- 23.5 The submission must be fully completed even if you have previously submitted a submission to the Council. It is not acceptable to cross reference earlier or other submissions.
- 23.6 Tenderers should note that they may be asked to clarify or provide additional information before the Council is able to determine the successful tenderer, and that the provision of false information may disqualify a tenderer from inclusion. Also, that in accord with the provisions of the Data Protection Act 1998 as amended, the name of a person dealing with an application will be a matter of record.
- 23.7 Before submitting your completed bid on ProContract, please ensure that:
- 23.7.1 All questions have been completed in full, there are no disclaimers, assumptions, nor exclusions and the submission is legible and in the format requested. Failure to do so may result in your submission being disqualified.
- 23.7.2 All relevant/requested documents have been uploaded.
- 23.7.3 The named person above is an individual with the authority to make these statements on behalf of the tenderer. Completion of the template on ProContract will be taken to mean that this application has been made on behalf of and has been authorised by, the organisation.
- 23.7.4 All acronyms are adequately defined.

23.7.5 Answers do not use non-committal or aspirational language. Answers should provide positive commitment to the subject matter.

23.7.6 Answers to each question are self-contained, and do not cross-refer to responses to other questions.

Consortium Bids

23.8 The lead partner will register on ProContract and make a tender submission on behalf of the all consortia members.

23.9 The lead partner will collate a response from all consortia members, to include the following:

- Selection Questionnaire (using attached Word template)

- Responses to 4.1, 5.1 and 6.1 of the Selection Questionnaire regarding Equalities, Safeguarding and Information Security.

23.10 The collated responses for all consortia members (other than the lead) should be attached to the Consortia Applications question on ProContract.

23.10 If a single member of the consortium fails to achieve any minimum requirements, the consortium will be asked to withdraw their bid or replace the failing consortia member.

23.11 Bristol City Council will verify whether any proposed new consortia members meet the required selection criteria.

23.12 Please note only the lead partner is required to register on ProContract.

Sub-contracting

23.10 Only the tenderer (i.e. the lead provider) should complete the submission.

23.11 Please note sub-contractors do not need to register on ProContract or complete any part of the submission.

24 Evaluation of the Tenderer's Submission

24.1 The Council will evaluate on the basis of what is the most economically advantageous bid. Bids will be evaluated on a split of 10% price and 90% quality.

24.2 Tenderers will also be assessed against minimum levels of suitability. Should a tenderer fail to meet the minimum levels of suitability they may not be considered for the pricing and quality evaluation.

25 Pricing

25.1 Pricing will be evaluated against the cost to provide the goods and/or services in the specification.

25.2 The pricing submission will be evaluated by the method specified within the Award Criteria.

25.4 The pricing must include and allow for everything that might be required under the contract, whether collection, delivery, materials, clothing, transport, plant, fuel, travel and subsistence, training, marketing, contact management, customer surveys, monitoring, management reports, disposal and recycling of materials, third party's charges or whatever. All rates and prices must be quoted in pounds sterling (GBP).

25.5 VAT should not be included in the bid rates and prices. Any VAT will be paid to the provider as a separate item from any payments for work undertaken. There are provisions in the Conditions relating to this.

25.6 The Council proposes to check the submitted Pricing Document for errors in computation. If it finds any such errors, it will tell tenderers about them and give them the opportunity to amend the errors or withdraw their bid.

25.7 The minimum marks for a lump sum price will be zero. Therefore, if a tenderer submitted lump sum price that is over 100% higher than the lowest submitted lump sum price this tenderer will receive a score of zero for that section of the overall price award criteria.

26 Quality

26.1 Tenderer's quality submissions will be assessed in accordance with the criteria set out in the Award Criteria.

SECTION FOUR: QUALITY SECTION

27 Quality Questions – General

- 27.1 It is important that tenderer's demonstrate relevant experience when answering any 'Quality Questions' within this section of the Invitation to Tender document.
- 27.2 Bristol City Council welcomes the use of evidence-based answers and 'Bullet Points' wherever possible within tenderer's answers.
- 27.3 Please ensure each question is answered fully and individually and do not refer to another reply. To do so may lead to you losing marks in your submission.

28 Page/Word Limit

- 28.1 Please keep your written responses to the limit stated in individual Quality questions and the Award Criteria Document. The evaluation panel will stop reading any Quality reply that exceeds the stated limit.
- 28.2 If a question states a maximum number of sides of A4 size paper for a reply within the Invitation to Tender document and/or on-line Questionnaire the tenderer must not exceed such a limit. This restriction is strictly adhered to by the Council's evaluation panel. The Council's evaluation panel will stop reading at the end of the stated page limit. The tenderer's total stated page limit response may include words (minimum font size 12), pictures, flow charts, embedded tables, etc. The tenderer is not allowed any appendices, other attachments or directions to other web sites etc.
- 28.3 The response must be in Arial font, font size 12 with 1.5 line spacing and normal margin settings (2.54 cm top, bottom, left and right).

29 Quality Criteria

- 29.1 The answers provided by the tenderers will be used to score the quality section of the award criteria (Stage 2).

30 Responses

- 30.1 Tenderer's replies to the Quality Questions will form a part of the successful tenderer's Contract Documents.
- 30.2 The document entitled 'Tender Questions & Criteria' is an overview of the quality questions for each lot. This details all the questions, along with the sub-criteria, weightings and page limits for each question.

- 30.3 The template for responding to these questions is accessed through ProContract, once a bidder has clicked on the green 'Start my Response' button.
- 30.4 When your response is evaluated the evaluators look to see whether it addresses the sub criteria and each sub criteria is scored using the scoring matrix (Table 2) published in this document. Therefore it is important that your response covers all of the sub criteria.
- 30.5 You should respond to each question by attaching a Word document. This is accessed by clicking on the 'Answer Question' link.
- 30.6 The sub-criteria for each question will be listed under the question in the system and will say next to them that they are 'for internal use only'. See below screen shot for clarity. You are not required/or able to attach anything to these sub criteria – your response should be entered next to the question itself, ensuring that it sufficiently covers the sub-criteria listed.
- 30.7 In preparing your responses to the questions please refer to the 'Tender Questions & Criteria' document as it details word/page limits, sub-criteria by which your response will be assessed and the weightings that will be applied to each question.

The screenshot displays a web interface for evaluating tender responses. The main table lists questions and their sub-criteria with associated weights and status. A 'Key' section on the right explains the status icons, and a 'Public attachments' section lists available documents.

Title	Weight: %	Section status	Status	Flag
1 Quality Assurance	Incomplete section	Section weight: 14.00%		
1.1 How does your organisation	Incomplete section	Section weight: 58.00%		
1.1.1 How does your organisation identify and address problems in your homes and deliver service improvement?	0.00%	Answer question		
1.1.2 Sub Criteria 1 - QA Systems: Demonstrate how your organisation uses quality assurance systems and processes to identify and address problems and improve service quality.	25.00%	For internal use only		
1.1.3 Sub Criteria 2 - Staff: Demonstrate how your organisational structures, training and culture support staff to identify, report and address problems and improve service quality.	25.00%	For internal use only		
1.1.4 Sub Criteria 3 - Stakeholders: Describe how your organisation works with other stakeholders (e.g. residents, family, CQC, commissioners) to identify and address problems and improve service quality.	25.00%	For internal use only		
1.1.5 Sub Criteria 4 - Whistleblowing: Describe how your organisation would deal with whistleblowing. This should include reference to; how you encourage this, what action you would take and the outcomes for the whistleblower and the whistleblowing process across the organisation.	25.00%	For internal use only		

Key

- The answer provided is valid and complete.
- The answer has been automatically populated from a previous answer but it must be reviewed before submission.
- Mandatory elements of this question have not been provided.
- The question has been flagged for review.

Public attachments

Tender Questions & Criteria - FINAL v2.pdf	181 KB
--------------------------------------------	--------

31 Young Commissioners

- 31.1 The Participation question (question 6) will take the form of a Young Commissioners Panel. Bidders will be expected to respond to this question at the panel. Bidders applying for more than 1 of the 3 Local Area Targeted Youth Services contracts will only make 1 presentation, and the scores awarded for the presentation will be carried across all relevant lots.
- 31.2 It is anticipated that the presentations will take place week beginning 16th October 2017. You will be contacted by the team shortly after the tender deadline to confirm your presentation slot. Presentations will take place at City Hall, College Green, Bristol, BS1 5TR.
- 31.3 The panel will consist of approximately 5 Young Commissioner members. They will be supported on the day by the Commissioning Team, but the scoring and moderation will be conducted solely by the Young Commissioners according to the 0-4 scoring matrix (Table 2). Providers will not be expected to do a presentation, but to answer the 4 advertised questions in the tender. The process is not expected to last for longer than 45 minutes and the panel will question up to 3 individuals from the provider/consortium.

SECTION FIVE: PRICING SECTION

32 Price Question

32.1 Tenders are required to insert their annual prices for delivering the service into the Price Question on ProContract.

32.2 The maximum funding available for each lot is as follows:

	Year 1	Year 2	Year 3
Lot 1	£565,257	£536,994	£510,144
Lot 2	£996,266	£946,452	£899,130
Lot 3	£793,715	£754,030	£716,328

32.3 Tenders submissions that exceed the above figures will be disqualified from further consideration.

32.4 The total price will be calculated by adding together the year 1, 2 and 3 prices. The total price will be used to make the standard differential calculations as per Appendix 1.

33 Abnormally Low Tenders

33.1 Bristol City Council shall require tenderers to explain the price or costs proposed in the tender where tenders appear to be abnormally low in relation to the works, supplies or services.

APPENDIX 1: AWARD CRITERIA

Area Based Targeted Youth Support Contract

Evaluation and Award Criteria

In accordance with Crown Commercial Service, Procurement Note: Standard Selection Questionnaire (SQ); Action Note 8/9.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf

Stage 1:

1. Part 1 – Supplier Information
2. Part 2 – Exclusion Grounds
3. Part 3 – Supplier Selection Questions

Stage 2

4. Part 4 – Quality Questions
5. Part 5 - Price

The first stage consists of several minimum levels and/or standards that the tenderer must pass. The second stage of the award will consist of 10% price and 90% quality.

Unless otherwise stated, evidence will be assessed by a panel against the criteria set in the Standard Selection Questionnaire and minimum requirements as stated below 'Stage 1 – Minimum Award Criteria'. Only the information provided within each on-line answer will be considered.

Tenderers failing any element will be excluded from the rest of the assessment process.

Tie Break Question

This will only be applied where two or more winning Tenderers have achieved the same score in the evaluation of the price and quality bids. In these circumstances, the tie breaker question (Service Delivery question) will be evaluated and awarded the respective additional unweighted marks in accordance with the Evaluation Scoring Matrix to the Quality score.

Where a tiebreaker is required, it will be applied to the scores of all Tenderers with winning equal scores.

The application of the tie-breaker will be as follows.

- a) If a winner is identified, they will be appointed as the successful Tenderer.
- b) the unweighted marks for the tie breaker question will be added to the quality section and then the overall final score.
- c) Example, if your quality section scores a mark of 35 and the tie breaker question scores a mark of 3, then we will add $3 + 35 = 38$
- d) All percentage and weighted marks are round up (0.006 / 0.009) or down (0.001 / 0.005) to two decimal points.

Stage 1 - Minimum Award Criteria

All tenderers must pass the minimum Stage 1 criteria, in accordance with the Standard Selection Questionnaire and the Council's requirements as stated within Table 1 below, before the Council is able to consider Stage 2 of the evaluation process.

The consortium as a whole must achieve the minimum technical and financial criteria to be considered for the second stage of the evaluation process. If one member of the consortium fails any section where it states that all individual consortium members must pass the criteria, then the whole consortium will fail the 'Minimum Award Criteria' stage.

Table 1

Section	Specified Level / Status For Individual Bidders or Consortium
Grounds for mandatory exclusion	Individual bidders and all individual members of a consortium must be able to confirm that none of the grounds for mandatory exclusion apply to them. Bristol City Council shall exclude individuals organisations who answer 'yes'.
Grounds for discretionary exclusion	Individual bidders and all individual members of a consortium must be able to confirm that none of the grounds for discretionary exclusion apply to them. Bristol City Council may exclude individuals organisations who answer 'yes'.
Economic & Financial Standing	To pass this criterion the individual bidders, the lead partner (in a lead partner consortium) or all individual members of a consortium (in a joint & several consortium) must not be an unacceptable risk to the Bristol City Council as assessed using the Financial Evaluation Method below Framework Lots Lot 1: Local Area Targeted Youth Services – North - estimated annual value £565,257 Lot 2: Local Area Targeted Youth Services – South - estimated annual value £996,266 Lot 3: Local Area Targeted Youth Services – East Central - estimated annual value £793,715
Parent Company Guarantee/ Performance Bond	To pass this criterion the individual bidders or consortium must be willing to provide a UK Parent Company Guarantee (if applicable). The guarantee (if applicable) must be signed and provided by the successful tenderer within 4 weeks of Award. If a tenderer has answered NO, the tenderer must explain why.
Insurances	To pass this criterion the individual bidders or individual members of a consortium must be willing or have in place the following levels of insurances prior to the commencement of the contract. The applicant will be required to provide this information supported with evidence, within

Section	Specified Level / Status For Individual Bidders or Consortium				
	<p>four weeks of contract award.</p> <p>The minimum level of cover required is not less than the following levels for each and every occurrence or incident:</p> <table border="1" data-bbox="427 392 1407 526"> <tr> <td data-bbox="427 392 911 456">Employers Liability</td><td data-bbox="911 392 1407 456">£10 million</td></tr> <tr> <td data-bbox="427 456 911 526">Public Liability</td><td data-bbox="911 456 1407 526">£5 million</td></tr> </table>	Employers Liability	£10 million	Public Liability	£5 million
Employers Liability	£10 million				
Public Liability	£5 million				
Blacklists	<p>To pass this criterion the individual bidder or the legal entity that has expressed an interest in this tender must not be an unacceptable risk to the Bristol City Council.</p> <p>The Council regards the use of Blacklists in the recruitment and/or treatment of workers as grave misconduct in the course of business and as being a discretionary ground for exclusion under Regulation 57(8)(c) of the Public Contracts Regulations 2015.</p>				
Blacklist Self-Cleaning	<p>The Council reserves the right to exclude an individual bidder or the whole of the consortium (includes USA, Non-EU entities etc) from this procurement process, if an individual bidder or an individual member of a consortium has used 'Blacklists' and the Council is not satisfied that adequate self-cleaning has been carried out by the individual tenderer following:</p> <ul style="list-style-type: none"> a an adverse finding by a court or tribunal or other public body exercising similar functions regarding the use of a Blacklist by or on behalf of the individual tenderer; and/or b an admission by the Tenderer of the use of a Blacklist by or on behalf of the Tenderer. <p>The Council expects self-cleaning by the individual tenderer to have involved the following four stages:</p> <ul style="list-style-type: none"> 1 Clarification of the relevant facts and circumstances to determine: what were the facts and circumstances of the wrongdoing? When did the wrongdoing take place? Was there any subsequent wrongdoing? 2 Effective repair of the damage caused: What has your organisation done to repair the damage caused by the wrongdoing? 3 HR measures: Have any staffing/HR measures been put in place to prevent a recurrence? 4 Structural and organisational measures: What structural and organisational measures have been put in place to prevent a recurrence? 				
Health & Safety	<p>To pass this criterion the individual bidder or individual members of a consortium must confirm that their organisation has Health and Safety policies that comply with current legislation and provide copies within 4 weeks of the contract commencement date.</p>				
Non Canvassing &	<p>Failure to supply satisfactory completed forms will be deemed an</p>				

Section	Specified Level / Status For Individual Bidders or Consortium
Non Collusion Certification	incomplete application.
Equalities	Individual bidders and all individual members of a consortium must meet the required minimum level. If a bidder scores less than 2 for this question (following application of weightings to each sub criteria) the Council reserves the right to exclude that bidder from further consideration.
Safeguarding	Individual bidders and all individual members of a consortium must meet the required minimum level. If a bidder scores less than 2 for this question (following application of weightings to each sub criteria) the Council reserves the right to exclude that bidder from further consideration.
Information Security	Individual bidders and all individual members of a consortium must meet the required minimum level. If a bidder scores less than 2 for this question (following application of weightings to each sub criteria) the Council reserves the right to exclude that bidder from further consideration.

FINANCIAL EVALUATION METHOD

The key objective of financial appraisal is to analyse a Tenderers' financial position and determine the risk that it would represent to the Council. A range of factors needs to be considered as part of the appraisal and various financial statistics, ratios and figures analysed. Once the appropriate data has been obtained a professional judgement must then be applied to the issues.

When undertaking the financial vetting the Council looks at the Tenderers' most recent accounts along with those of any ultimate parent company (if applicable). These would be checked for general audit issues and then analysed to give an indication of profitability, liquidity, net worth, asset/debt position, capacity and general stability.

The Council recognises that the accounts submitted often relate to an accounting period that finished several months earlier. Where appropriate it will consider other information that it considers reasonable to use in determining the risk represented by a Tenderer.

The Council will also consider any additional information submitted by the Tenderer should the Tenderer consider this necessary for the Council to have a fuller understanding of its financial position. This may be appropriate, for example, to obtain a fuller understanding of a Tenderer's financial structure or funding arrangements. The Council would expect any such information to be verified by an independent source, for example, the Tenderer's auditors.

Initially basic checks are made on a Tenderers' title and any relevant registration details (e.g. registered number at Companies House). The Council would check whether the Tenderer is trading or dormant and whether it has a parent company.

The status of the accounts is also determined to check whether accounts submitted are for the last accounting period for which statements have been filed and whether there are later accounts that are overdue.

When considering profitability the Council looks at the gross profit margin and operating profit margin. These ratios indicate the efficiency of the organisation. A loss in the year would be looked at in conjunction with the balance sheet resources available to cover this loss.

When looking at liquidity the Council uses the current ratio and the acid test ratio. The current ratio is a measure of financial strength and addresses the question of whether the Tenderer has enough current assets to meet the payment schedule of its current debts with a margin of safety for possible losses in current assets. The Acid Test ratio measures liquidity and excludes stock to just really include liquid assets.

The Council would look at the Tenderers' balance sheet and determine the net worth of the organisation and that element that can be mobilised in a financial crisis. The Council would look at the net assets and also the net tangible worth (excluding intangible assets). The Council would also look at the proportion of total debts against total assets.

Contract limit is the size of contract that is considered 'safe' to award to a Tenderer, based on a simple comparison of the annual contract value to the annual turnover of the organisation. This gives the Council an idea of financial strength to ensure that the Tenderer can cope financially with this size of contract. The Council assesses the capacity issue of whether the Tenderer has the resources to carry out the work. The Council also considers whether the Tenderer will become over-dependant on the contract in question.

The Council would consider all of the above in relation to the Tenderer and that of any ultimate parent company and then a judgement would be made as to the risk that the organisation would represent to the Council. The final decision regarding the acceptability of the Tenderers' financial standing relies on a degree of professional judgement from the Council. If the Council decides that the financial standing of the Tenderer represents an unacceptable risk to the Council then the Tenderer will be excluded from further consideration in this process.

Stage 2 - Award Criteria

Only tenderers that met the Minimum Technical and Financial Criteria in Stage 1 will be considered for the second stage of the evaluation process.

The second stage will comprise of evaluation of

1. Quality Questions in accordance with Section Four;
2. Price

Price and Quality calculations are allocated using the Standard Differential Evaluation Model as described in Appendix 1 and with a split of 10% price and 90% quality.

Evaluation & Scoring Matrix

The scoring matrix below will apply to the Quality Questions referred to within Section Four of this document and ProContract on-line questionnaire.

Tender Marking Guidance:

- Only the responses to the Quality Questions submitted on-line within ProContract will be evaluated.
- Each Quality Question response will be reviewed by appropriately qualified members of the Project Evaluation Team.
- Scores will be awarded in accordance with the Scoring Matrix (Table 2) below to which weightings and sub weightings will be applied.
- The relevant mark shown in the Scoring Matrix will be allocated where the tenderer's response complies with one or more of the bulleted descriptions.
- The score awarded for each question will be summed up to produce an overall score.
- All responses submitted should be specific to this tender.
- Low marks are likely to be awarded if a tenderer submits generic information instead of fully answering the Quality Questions.
- If the tenderer receives a score of either 0 (very poor) or 1 (poor) on any question (following application of weightings to each sub criteria), the Council reserves the right to exclude that bidder from further consideration.

Table 2

Scoring Matrix		
Assessment	Scores 0-4	Reason to award this score based on evidence provided against the criteria included
Very Poor	0	<ul style="list-style-type: none"> • Fails to demonstrate relevant ability, understanding and experience. • Response does not address elements of the requirement.
Poor	1	<ul style="list-style-type: none"> • Reservations of the bidder's relevant ability, understanding and experience. • The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
Acceptable	2	<ul style="list-style-type: none"> • Acceptable demonstration by the bidder of the relevant ability, understanding and experience. • The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
Good	3	<ul style="list-style-type: none"> • Good demonstration by the bidder of the relevant ability, understanding, experience. • The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
Excellent	4	<ul style="list-style-type: none"> • Excellent, clear and convincing demonstration by the bidder of the relevant ability, understanding, experience. • The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full. • Includes improvement through innovation/added value.

The Social Value question will be evaluated using the following scoring matrix:

Social Value Scoring Matrix		
Assessment	Scores 0-4	Reason to award this score based on evidence

		provided against the criteria included
No Commitment	0	<ul style="list-style-type: none"> • Tenderer demonstrates no commitment to added social value
Little Commitment	1	<ul style="list-style-type: none"> • Tenderer demonstrates little commitment to added social value
Not Used	2	<ul style="list-style-type: none"> • Not Used
Reasonable & Proportionate	3	<ul style="list-style-type: none"> • Tenderer demonstrates reasonable and proportionate added social value
Significant	4	<ul style="list-style-type: none"> • Tenderer demonstrates creativity and/or commits to delivering significant added social value

APPENDIX 1

Standard Differential Example

Marks for Quality

Each tenderer will receive 100% of the available marks less the percentage by which their bid is scored below the highest scoring bid. This means that 90 marks will be awarded to the bid that achieves the highest raw quality score against the published criteria (weighted quality score).

By way of example, if the highest raw quality score achieved by one of the tenderers is 70 points, the score for another tenderer achieving 50 points will be calculated as follows:

- Calculate the percentage difference between tenderer achieving the highest raw quality score and the points awarded to the other tenderer.
- $70 - 50 = 20$, a 28.57%, difference below the highest raw quality score i.e. $(20/70) \times 100$. This is the unweighted quality score
- The tenderer with the lower raw quality score (50 points) will therefore receive an unweighted score of 71.43% of the maximum weighted quality score, i.e. 71.43% of 30 quality marks. This is the winning tenderers score (100% minus this tenderers score 28.57%).
- The maximum mark available for quality (10) is multiplied by the above figure 71.43% to give a weighted quality score of 64.29 marks.

NOTE: All percentage and weighted marks are rounded up or down to two decimal points (1 to 5 down & 6 to 9 up).

Marks for Price

Each tenderer will receive 100% of the available marks less the percentage by which their bid is scored above the lowest lump sum price. This means that 10 marks will be awarded to the bid that submitted the lowest lump sum price.

By way of example, if the lowest submitted price is £4,300,000.00. This tenderer will receive 10 weight price marks, the score for another tenderer's price of £5,500,000.00 will be calculated as follows:

- Calculate the percentage difference between lowest tenderer's price of £4,300,000.00 and the other tenderer's price of £5,500,00.00
- $£5,500,000.00 - £4,300.000.00 = £1,200,000.00$, a 27.91% difference above the lowest submitted price i.e. $(£1,200,000.00 / £4,300,000.00) \times 100$.
- The tenderer with the higher price of £5,500,000.00 will therefore receive an unweighted score of 72.09% of the maximum weighted price score, i.e. 72.09% of 10 quality marks. This is the winning tenderers score (100% minus this tenderers score 27.91%).
- The maximum mark available for price (10) is multiplied by the above figure 72.09% to give a weighted quality score of 7.21 marks.

Another example

If the lowest submitted price is £4,300,000.00. This tenderer will receive 10 weight price marks, the score for another tenderer's price of £8,900,000.00 will be calculated as follows:

- Calculate the percentage difference between lowest tenderer's price of £4,300,000.00 and the other tenderer's price of £8,900,00.00
- $£8,900,000.00 - £4,300.000.00 = £4,600,000.00$, over 100% difference above the lowest submitted price.
- The tenderer with the higher price of £8,900,000.00 will therefore receive an unweighted score of 0% of the maximum weighted price score, i.e. 0% of 10 quality marks. This is the winning tenderers score (100% minus this tenderers score 100%).
- The maximum mark available for price (10) is multiplied by the above figure 0% to give a weighted quality score of 0 marks.

NOTE: All percentage and weighted marks are rounded up or down to two decimal points (1 to 5 down & 6 to 9 up).

NOTE: A negative percentage figure for a lump sum price that is over 100% higher than the lowest price bid will receive a price score of zero. Bristol City Council will not award a negative price score.

Total Score

The weighted price score (10) and weighted quality score (90) will be added together to give a total score of 100.

APPENDIX 2

Equalities Policy

In evaluation of the Equalities policy the following evidence will be sought.

Demonstrate a good understanding of the Equality Act 2010, including the Public Sector Equality Duty.

In order for the providers to score at least a 2 for this question, they need to have an accurate understanding of the legislation. In order to score at least a 2 the response they give to this question, needs to include at least 3 of the following:

- Accurate reference to the nine protected characteristics
- References the need to tackle discrimination, harassment and victimisation
- Reference to public sector equality duty
- Replacing previous equality legislation/no references to out of date legislation
- Reference to reasonable adjustments

Demonstrates as an employer that equality of opportunity integral to vacancy advertising, recruitment, retention, promotion, training and grievances

In order for the providers to score at least a 2 for this question, they need to have arrangement in place to protect job seekers and employees from harassment and discrimination. In order to score at least a 2 the response they give to this question, needs to include at least 3 of the following

- Advertise to ensure wide pool of applicants
- Job requirements do not contain discriminatory statements/reference to job descriptions
- Equality training for interview panels/fair transparent recruitment process
- A complaints and grievance procedure is in place
- There are arrangements for equality training, including a commitment to providing access to training for all employees.

APPENDIX 3

Childrens Safeguarding Policy

In evaluation of the Safeguarding Children Policy the following evidence will be sought:

- Confirmation that the welfare of the child is paramount and everyone's responsibility under Working Together to Safeguard Children HM Government 2015 and that all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs;
- A description of what child abuse is, and the procedures for how to respond to it where there are concerns about a child's safety or welfare or concerns about the actions of a trustee, staff member or volunteer. Relevant contact details for children's services, police, and health and NSPCC helplines should be available.
- The policy must be approved and endorsed by the board of trustees and include a code of behaviour with clear consequences for any breaches including disciplinary and grievance procedure links;
- The policy should link with and follow procedures from the Local Safeguarding Children's Board
- Specify who the policy applies to (i.e. all trustees, staff and volunteers);
- All children and parents are informed of the policy and procedures as appropriate;
- A named person (and deputy) with a clearly defined role and responsibilities in relation to child protection and safeguarding for Provider whose responsibilities include:
 - Ensuring safeguarding policies and procedures are in place and understood by all staff and volunteers;
 - Ensuring policies include the process for accurate, confidential recording, storing and sharing of information;
 - Managing allegations of abuse against people who work with children, under Appendix 5 of Working Together to Safeguard Children;
 - Maintaining a record of staff training and training plan in relation to child protection and safeguarding;
 - Ensuring effective measures are in place for safe recruitment and their working relationships with outside agencies.
- All concerns, complaints and allegations of abuse against or by staff are noted by a named Senior Manager within the Provider who will report this to the appropriate Local Authority Designated Officer of the Bristol Safeguarding Children Board (see process on www.swcpp.org.uk). Provider will investigate the allegation, include professional organisations or formal investigation by the police if necessary and update the named Allegations Officer of the final outcome.
- Safe recruitment, selection and vetting procedures that include checks into the eligibility and the suitability of all trustees, staff and volunteers who have direct or indirect (e.g. helpline, email) contact with children. In the case of trustees, all should be DBS checked and references pursued if in contact with children.
- All staff, trustees and volunteers receive suitable training in child protection, as a minimum attending an update every 3 years; this could include electronic or self learning as endorsed by the Bristol Safeguarding Children Board. BCC endorses multi-agency training offered by Bristol Safeguarding Children Board.

- Reference and compliance to principles, legislation and guidance that underpin the policy
- Regular policy and procedures review
- Reference to all associated policies and procedures which promote children's safety and welfare e.g. with regards to: health and safety
- A process for recording incidents, concerns and referrals and storing these securely in compliance with relevant legislation and kept for a time specified by your insurance company
- A policy around 'whistle blowing' which enables employees to see the importance of the safety of the child over and above organisational concerns and if in doubt should always contact the Local Authority Child Protection Team
- Guidance on confidentiality and information sharing (which should be in line with the Children and Young People's Partnership guidance on the sharing of information) should be legislation compliant and clearly state that the protection of the child is the most important consideration.
- A complaints procedure which is an open and well publicised way in which adults and children can voice concerns about unacceptable and/or abusive behaviour towards children.
- Systems to ensure that all staff and volunteers working with children are monitored and supervised and that they have opportunities to learn about child protection in accordance with their roles and responsibilities.