

TORBAY COUNCIL

Part 4B Lot Two Method Statement Response Document

Contract Reference

TCS1720

Contract Title

Residential Placements Partner

Maximum Period of Contract

Ten Years

Return Date

27 July 2020

Return Time

12:00 Noon

Return To

www.supplyingthesouthwest.org.uk

Applicant Name

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Section C. Method Statements

Only those Applicant bidding for Lot One are required to complete and submit this document.

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Section C1. Method Statements Applicable to Lot One

Method Statement 1. Implementation and Mobilisation	Weighting 4	Threshold (Weighted) 12
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Please provide your implementation plan including specific mobilisation plan from award to Day One of the Service being fully operational. As a minimum your response must evidence the effectiveness of your approach/proposals and fully address the following:

- a) Specific staffing and other resources to be allocated, detailing roles and skills;
- b) Any resources you will need the Authority to provide;
- c) OFSTED Registration;
- d) Workforce – to include recruitment and selection, DBS checks, induction training;
- e) Implications of property fit out and decoration on service start date;
- f) Communication – to include all, key stakeholders, publicity and how you will manage the relationship with the Authority and TDA;
- g) Any challenges you anticipate and the steps you will take to address them.

Page Limit: 2 Pages

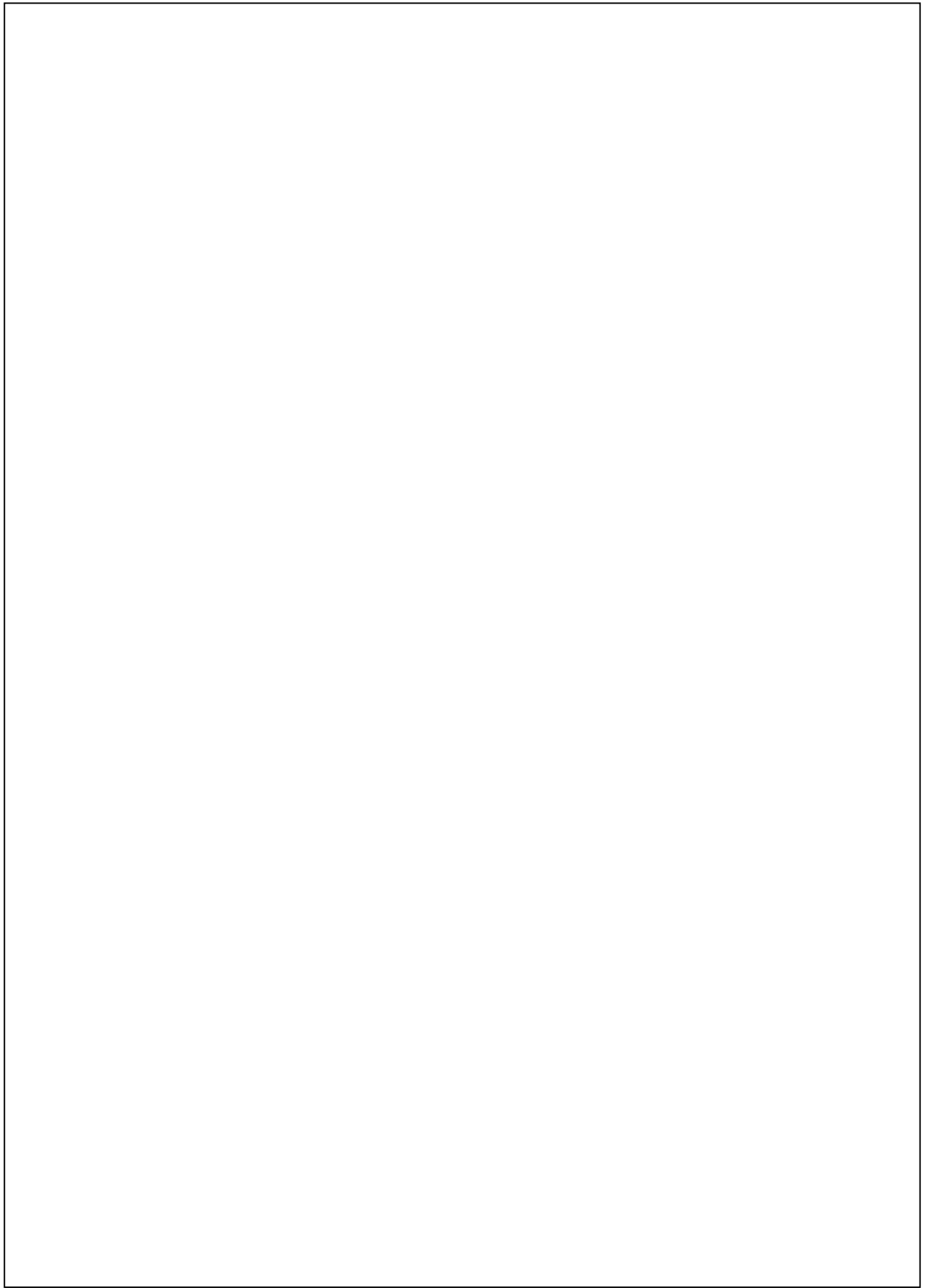
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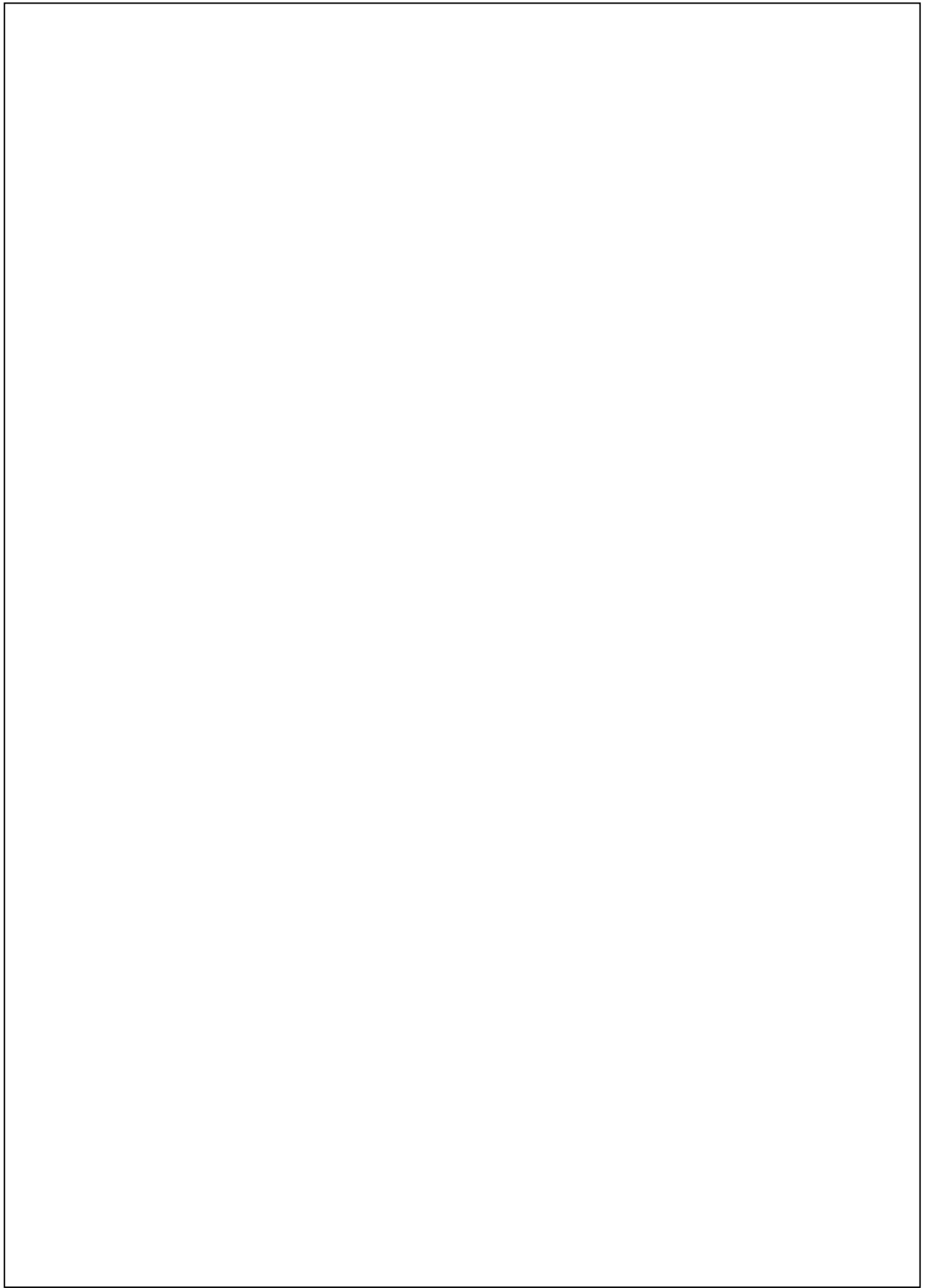
Please Note: Applicants are required to provide the mobilisation plan as an appendix to their response and provide a narrative to support the plan in the box the following page – when you have completed a page your response will automatically flow to the next page

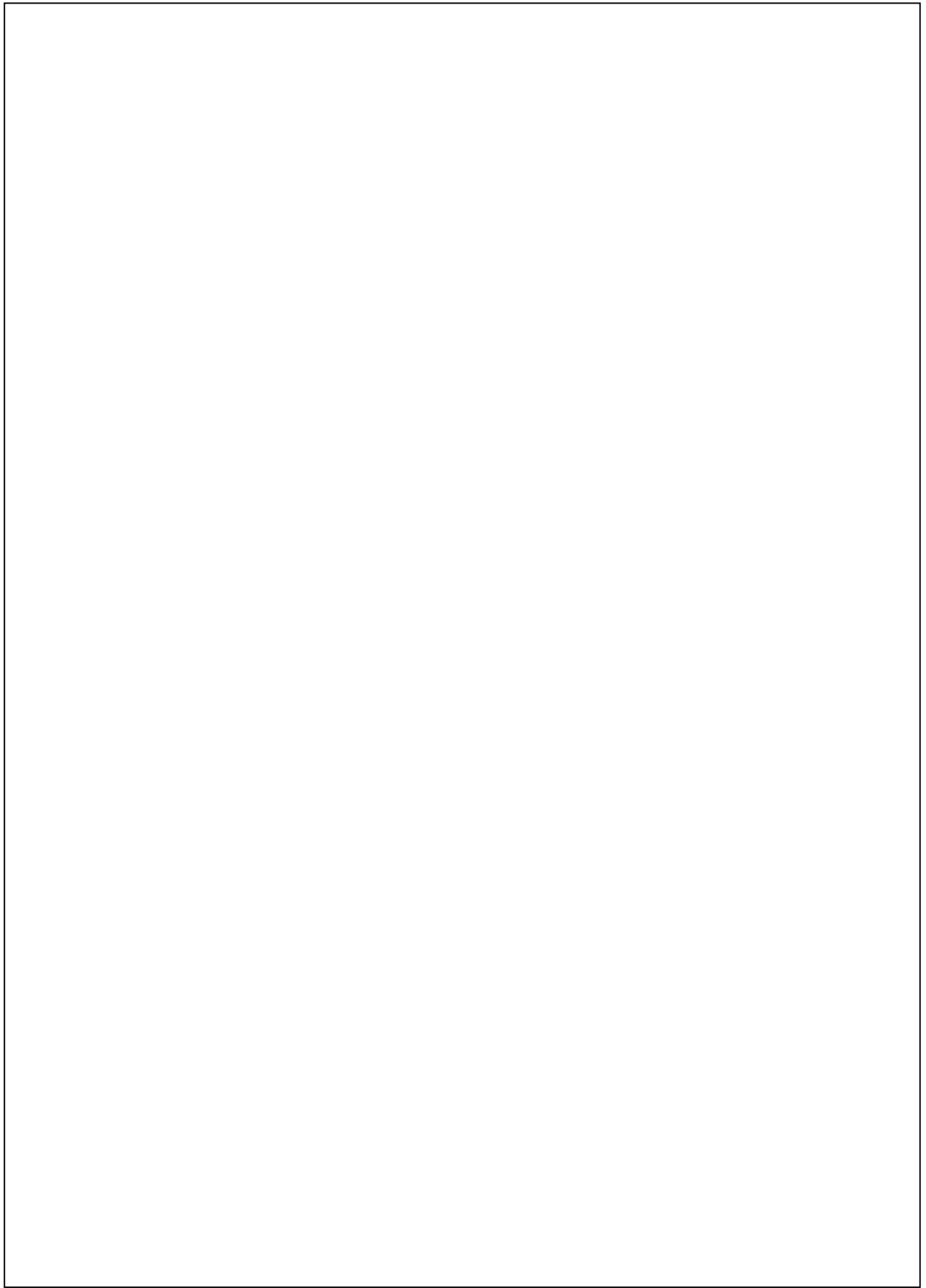
Please insert your response here

Method Statement 2. Service Delivery Model	Weighting 5	Threshold (Weighted) 15
Please describe your service model and plans to implement this. As a minimum your response must fully address the following sections within the Part 2 Specification: a) Section A Requirements Applicable to All Lots; b) Section B Requirements for the Provision of Care in a Residential Setting for Children and Young People on the Edge of Care; Page Limit: 6 Pages Font Size: Arial 11 Please enter your response in the box on the following page – when you have completed a page your response will automatically flow to the next page		

Please insert your response here





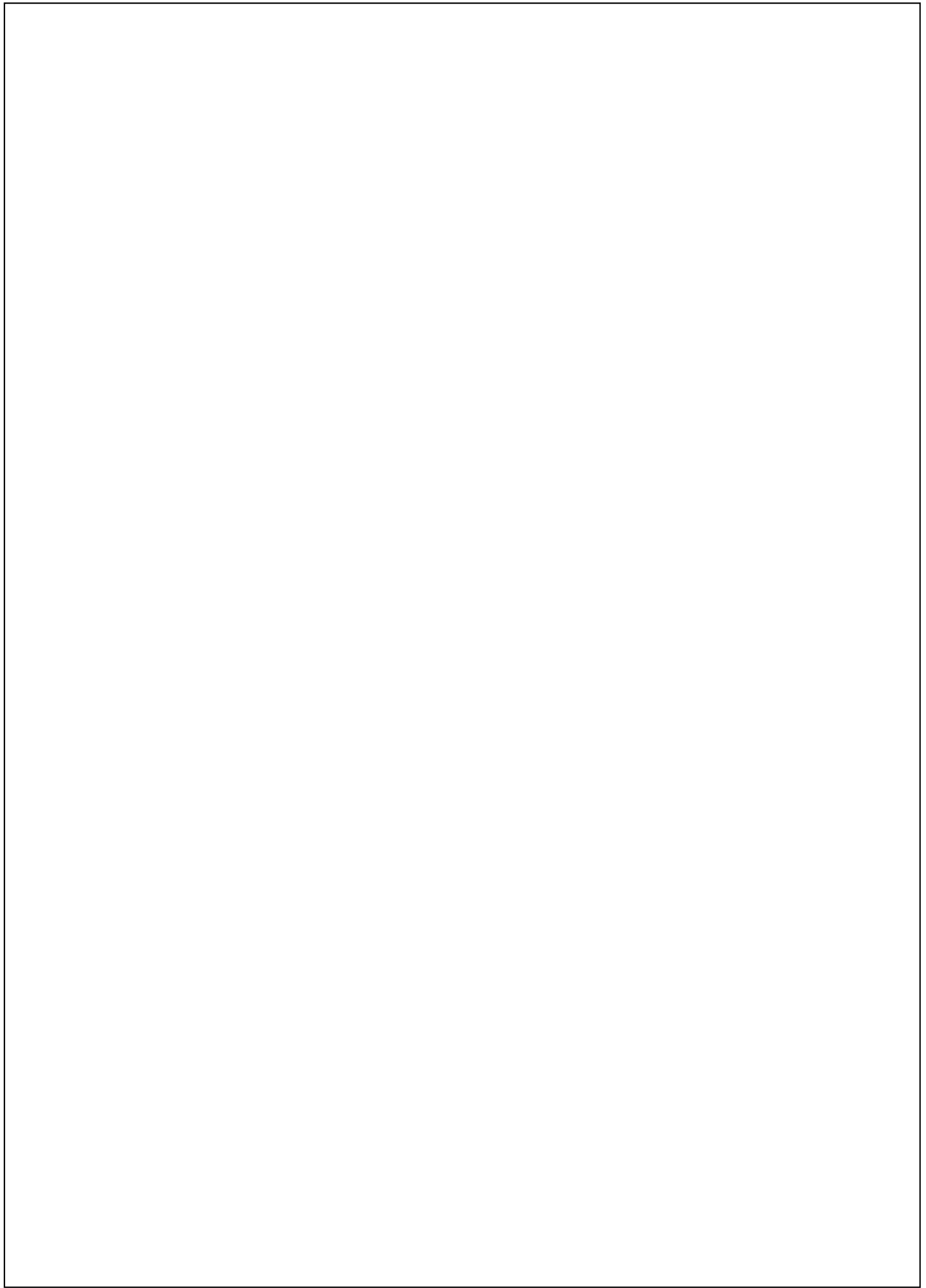


Method Statement 3. Staffing	Weighting 4	Threshold (Weighted) 12
Please evidence how you will ensure all staff working on this Contract and within the Service will be appropriately recruited, trained and supervised. As minimum your response must full address the requirements of section D Staffing of Part 2 Specification. Page Limit: 4 Pages Font Size: Arial 11 Please enter your response in the box on the following page – when you have completed a page your response will automatically flow to the next page		

Please insert your response here

Method Statement 4. Restorative and Trauma Informed Approach	Weighting 3	Threshold (Weighted) N/A
How will you use system based approaches to support children, young people and families with complexity including parental substance misuse, mental health, domestic abuse and other risk factors? As a minimum your response must fully address the following: a) Restorative and trauma informed approaches; b) Transition or integration with other services; c) Relevant to local circumstance and demands; d) Staff skills, qualifications and competences; e) Trauma; f) Resilience; g) Special Educational Needs and Disability (SEND). Page Limit: 4 Pages Font Size: Arial 11 Please enter your response in the box on the following page – when you have completed a page your response will automatically flow to the next page		

Please insert your response here



Method Statement 5. Transition	Weighting 3	Threshold (Weighted) N/A
Please describe how you will improve the experience of key transition points to support outcomes for service users. As a minimum your response must fully address the following: a) Information sharing; b) Confidentiality; c) Trusted relationships; d) Return home and/or moving on to other placements; e) Continuity. Page Limit: 2 Pages Font Size: Arial 11 Please enter your response in the box on the following page – when you have completed a page your response will automatically flow to the next page		

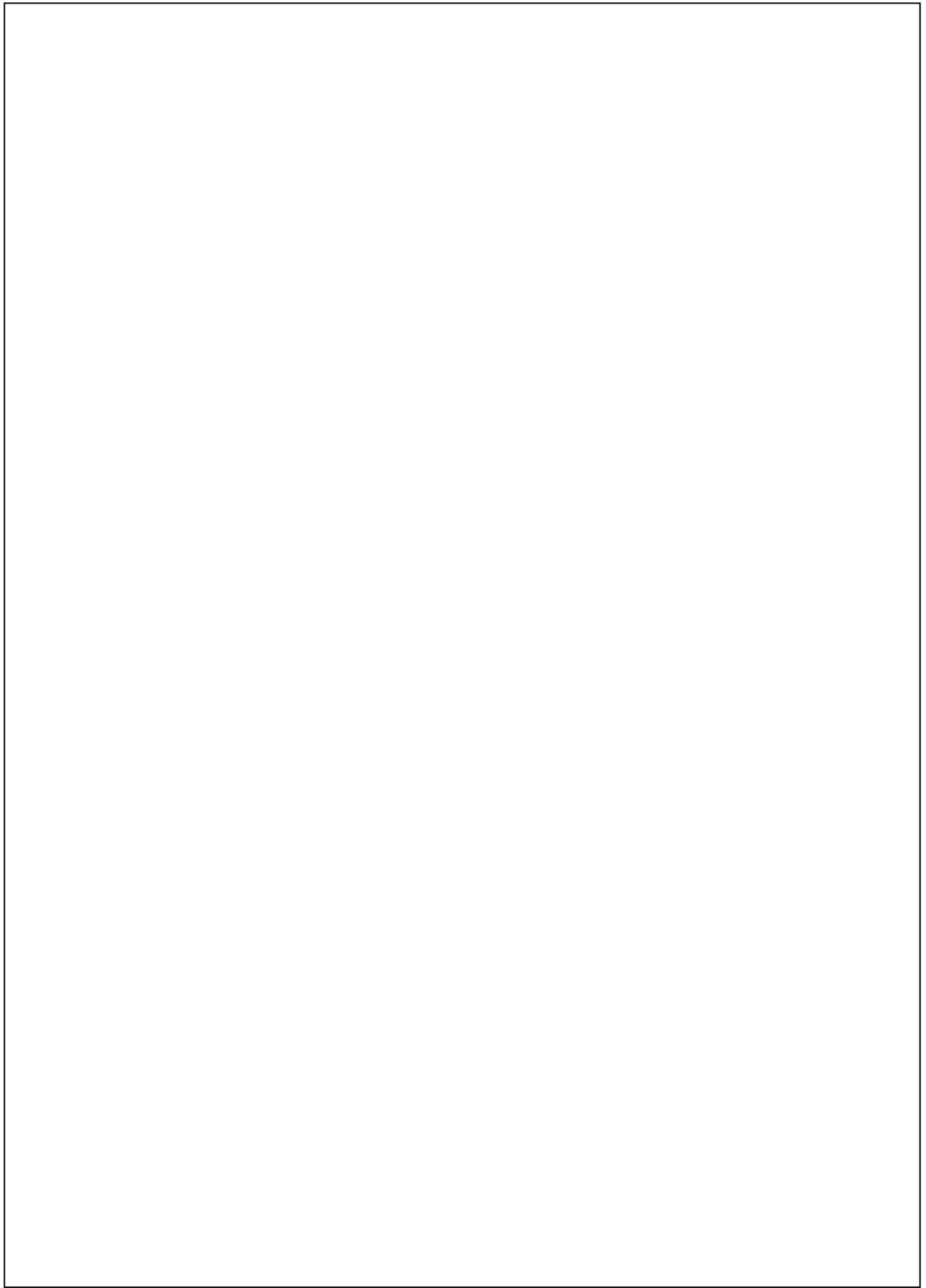
Please insert your response here

Method Statement 6. Partnership with Community	Weighting 1	Threshold (Weighted) N/A
Please evidence how you will improve outcomes for children, young people and families by working in partnership with the local community and voluntary sector. As a minimum your response must fully address the following: a) Peer support; b) Volunteering; c) Partnership working, e.g. schools, colleges, police etc. d) Service and community development. Page Limit: 1 Page Font Size: Arial 11 Please enter your response in the box on the following page		

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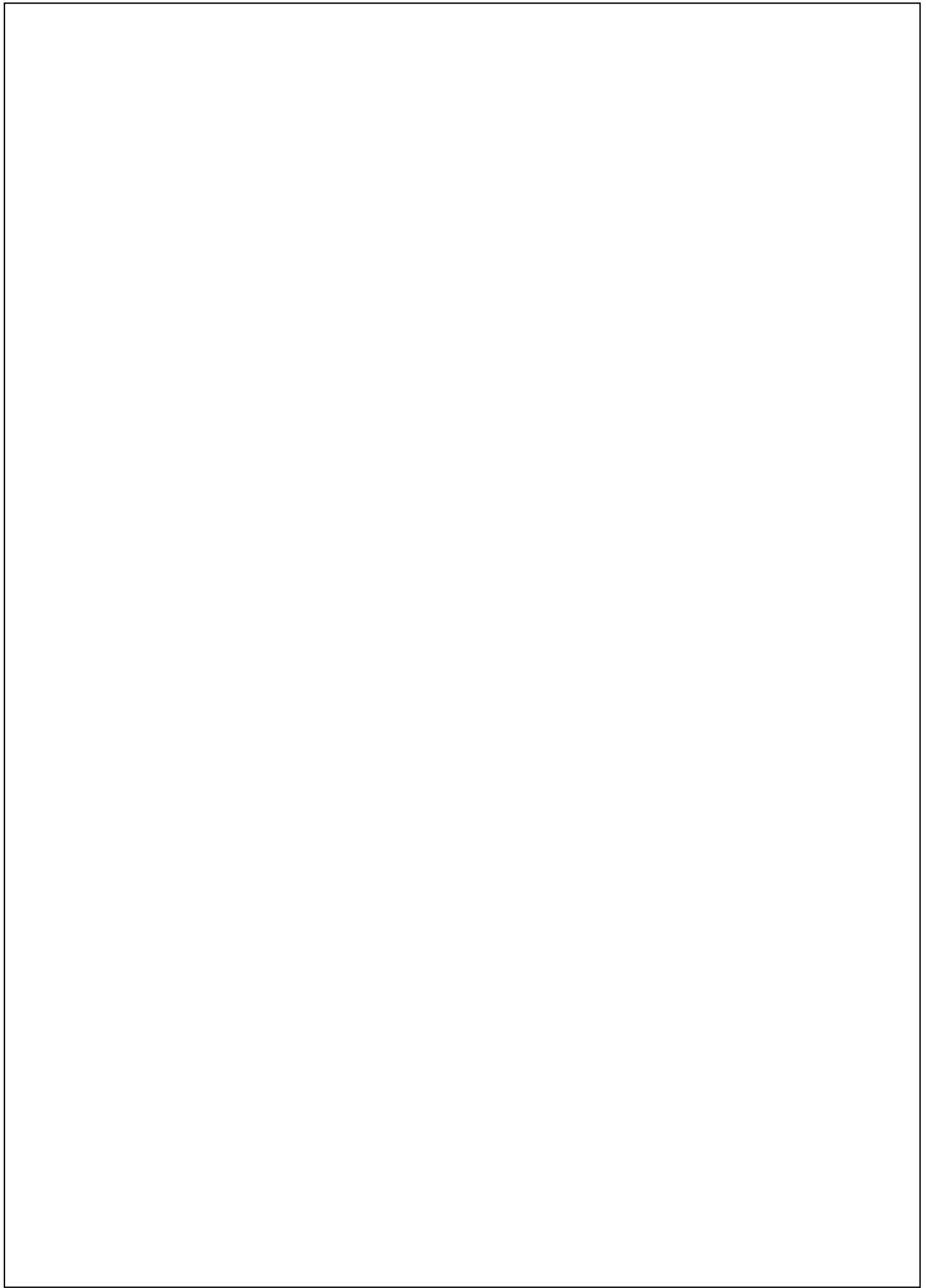
Method Statement 7. Leadership and Governance	Weighting 3	Threshold (Weighted) N/A
Please explain how your organisational structures and processes will ensure timely and effective responses and management of the Service. As a minimum your response should reference sections F Contract and Performance Review Requirements and H Health and Safety must fully address the following: a) Safety, including Health and Safety; b) Safeguarding; c) Effectiveness; d) Quality oversight; e) Performance monitoring and management. Page Limit: 3 Pages Font Size: Arial 11 Please enter your response in the box on the following page –		

Please insert your response here



Method Statement 8. Data Protection, Information Sharing and Information Security	Weighting 3	Threshold (Weighted) N/A
Please provide details of how you are proposing to meet the requirements set out in Section E Data Protection, Information Sharing and Information Security of Part 2 Specification, taking into consideration all current relevant legislation and regulations. Applicants are required to provide copies of their Data Protection, Information Sharing and Information Security policies as part of their response to this Method Statement. Page Limit: 2 Pages Font Size: Arial 11		

Please insert your response here



Method Statement 9. Social Value	Weighting 2	Threshold (Weighted) N/A
Please provide details of how your organisation will provide additional community benefits and support the Council's ambitions for a prosperous and healthy Torbay. Applicants should refer to Appendix F Draft Community and Corporate Plan. As a minimum your response must fully address supporting young people and care leavers in particular to build their confidence and experience of working life, plus one of the following additional areas: a) Creating employment b) Promoting healthy lifestyles and reducing health inequalities c) Supporting the provision of attractive and safe open spaces and encouraging communities to make the most of where they live d) Energy and resource use efficiency Page Limit: 2 Pages Font Size: Arial 11 Please enter your response in the box on the following page – when you have completed a page your response will automatically flow to the next page		

Please insert your response here

Method Statement 10. Property Considerations	Weighting 1	Threshold (Weighted) N/A
Please provide details of how you propose to maintain and develop relationships with the landlord / property management agents to ensure the property is properly maintained and managed. As a minimum your response should take into consideration the requirements set out in section G Lease Arrangements, Building Maintenance and Property Management. Page Limit: 2 Pages Font Size: Arial 11 Please enter your response in the box on the following page – when you have completed a page your response will automatically flow to the next page		

Please insert your response here.

Method Statement 11. Added Value	Weighting 1	Threshold (Weighted) N/A
Please describe what added value through skills, networks, specialist knowledge and partnerships will your bid bring to the contract. Page Limit: 2 Pages Font Size: Arial 11 Please enter your response in the box on the following page – when you have completed a page your response will automatically flow to the next page		

Please insert your response here.

