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**Appendix 6**

**Method Statement Response Document**

**Lot 3**

**English as an Additional Language (EAL)**

**Alternative Education Provision**

1. **METHOD STATEMENT Response/DELIVERY PROPOSALS Lot 3 (35%)**

**INTRODUCTION**

* 1. Tenderers are required to submit method statements demonstrating how specific elements of the service, as defined in the Service Specification and Terms and Conditions, will be delivered.
  2. Tenderers are required to submit a response to all questions using this response template. Failure to do this may result in a response not being taken into account.
  3. Before submitting the method statements, Tenderers should ensure that they have:
     1. Answered all questions in the space provided within the Method Statement Response Template. If it is not clear to which method statement any part of their response relates to, a score may not be awarded.
     2. Ensured that they have answered questions within the maximum word limit allocation stated for each method statement. Tenderers may make use of supporting documents (appendices to questions etc.) only where truly relevant and appropriate. Any appendix that is judged to be essentially the continuation of a question, and therefore a circumvention of the word limit, will be rejected and ignored.
     3. Enclosed all relevant documents and clearly referenced them to correspond with the method statement(s) and any sub-section(s) to which they relate.
  4. Tenderers may make use of supporting documents (appendices to questions etc.) only where truly relevant and appropriate. Any appendix that the Commissioner judges to be essentially the continuation of a question response, and therefore a circumvention of the word limit, will be rejected and ignored.
  5. Each method statement response will be scored between 0 and 5 as follows:

**Table 1: Method Statements Scoring Matrix**

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Interpretation** |
| Excellent response | 5 | A response which shows how the service can comprehensively be taken to the next level in terms of exceeding our requirements as detailed in the tender documents and service specification and/or offering significant added value to the Council’s overall strategic requirements and objectives. |
| Very Good response | 4 | A response which shows that the Tenderer demonstrates an understanding of our requirements as detailed in the tender documents and service specification and has a credible methodology to deliver the service alongside a clear process and plan to deliver additional benefits and deliver value. |
| Good response | 3 | A response which shows that the Tenderer demonstrates an understanding of our requirements as detailed in the tender documents and service specification has a credible methodology to deliver the service and could evolve into additional benefits. |
| Satisfactory response | 2 | A response which is capable of meeting our requirements as detailed in the tender documents and service specification but is unlikely to go beyond this. |
| Unsatisfactory response | 1 | Although the Tenderer does demonstrate an understanding of our requirements as detailed in the tender documents and service specification there are some major risks or omissions in relation to the proposed solution to deliver the service and we would not be confident of our requirements being met. |
| Cannot be scored | 0 | No information provided or incapable of being taken forward either because the Tenderer does not demonstrate an understanding of our requirements as detailed in the tender documents and service specification or because the solution is incapable of meeting our requirements. |

**Table 2: Qualitative Evaluation Tender – Method Statements (MS)**

**Lot 3 - English as an Additional Language (EAL)**

|  |  |  |
| --- | --- | --- |
| **Method Statement: Lot Specific** | **Sub Weighting** | **Maximum Word Count** |
| 1. Service Delivery MS3a | 14% | 1500 |
| 1. Service Delivery MS3b | 14% | 1500 |
| 1. Service Delivery MS3c | 7% | 1000 |
| **Total Weighting: Lot 3** | **35%** |  |

LOT 3 METHOD STATEMENT RESPONSES

|  |  |  |
| --- | --- | --- |
| **No. 3a.** | **Method Statement** | **Word Count** |
| **MS3a** | Please describe how you will use specially trained EAL teachers to support learners new to the country to develop English speaking, listening, reading and writing skills?  Your response should include but not be limited to:   * Resources you intend to deploy to support the needs of young people needing EAL * Supporting the integration of young people new to the country into the wider society * The range of accreditations offered, appropriate to the assessed need of each individual child | **1500** |
| **Response: MS3a** | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **Method Statement** | **Word Count** |
| **MS3b** | Describe how you will support and be considerate to the sensitivities of young people where there is limited background information who may have experienced serious, undisclosed emotional and physical trauma?  Your response should include but not be limited to:   * Strategies and interventions to support learners of this nature to integrate and become part of the wider society | **1000** |
| **Response: MS3b** | | |

|  |  |  |
| --- | --- | --- |
| **No.** | **Method Statement** | **Word Count** |
| **MS3c** | How will you ensure that the information communicated is accessible to the learner/parent/guardian in terms of content and method of communication? | **1000** |
| **Response: MS3c** | | |