

TORBAY COUNCIL

Part 5 Mandatory Criteria

Contract Reference

TCSC6222

Contract Title

Standing List of Providers of Children's Direct Payments (Payroll/Managed Account) Service

Maximum Period of Contract

4 years

Return Date

Tuesday 08 November 2022

Return Time

12:00 Noon

Return To

**www.supplyingthesouthwest.org.uk
(ProContract)**

Applicant Name

[Applicant to Complete]

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Stage Two Award – Mandatory Pass / Fail Criteria

The questions within this section shall be assessed on the basis of pass or fail.

Please Note: Where you are required to provide a narrative response your response should be written in English, in sentences with spaces between the words. Symbols or any other characters inserted between words instead of spaces is not acceptable. Any information that exceeds the word limits stated or that is not provided in the correct format will be redacted from your response and will be excluded from the evaluation.

Section A. Not Used

Section B. Safer Recruitment

These questions relate to section B2 Safer Recruitment of Part 2 Specification.

Question Number	Questions	Response
B1.	Please confirm whether you will comply with the requirements set out in section B2 of Part 2 Specification.	Choose an item.
	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.</p>	

Section C. Data Protection, Information Sharing and Information Security

These questions relate to section B3 Data Protection, Information Sharing and Information Security of Part 2 Specification.

Question Number	Questions	Response				
C1.	<p>Data Collection and Data Processing</p> <p>Please confirm whether you will comply with the requirements set out in section B3 of Part 2 Specification. Your response should be supported by completion of the table set out in the Response Evidence box below.</p>	<p>Choose an item.</p>				
	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement and the evidence provided in the response box to support your assessment. Your response evidence will be evaluated using the zero to five scoring matrix (section C4.3 of Part 1 Information). A score of three (3) or more will be considered a Pass and a response of two (2) or less will be considered a Fail.</p> <p>Evidencing Compliance</p> <p>You must complete the table in the Response Evidence box below and submit your Data Protection Policy and Information Security Policy as part of your response.</p>					
<p>Response Evidence:</p> <table border="1"> <tbody> <tr> <td>The means of processing the data</td> <td></td> </tr> <tr> <td>Details of the technical and organisational measures in place to protect contract personal data</td> <td></td> </tr> </tbody> </table>			The means of processing the data		Details of the technical and organisational measures in place to protect contract personal data	
The means of processing the data						
Details of the technical and organisational measures in place to protect contract personal data						
C2.	<p>Protection for the Rights and Freedoms of Data Subjects</p> <p>Please confirm whether your proposed system complies with the requirements set out in section B3.2 of Part 2 Specification.</p>	<p>Choose an item.</p>				

Minimum Requirement

That the Applicant provides a response to this question.

Evaluation Criteria

This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement and the evidence provided in the response box to support your assessment. Your written response will be evaluated using the zero to five scoring matrix (section C4.3 of Part 1 Information). A score of three (3) or more will be considered a Pass and a response of two (2) or less will be considered a Fail. You will be evaluated against your ability to demonstrate and evidence:

- What systems, processes, and procedures you have in place to prevent:
 - Unauthorised or unlawful processing of personal data
 - Accidental loss or destruction of or damage to, personal data
- How you will ensure all client information is kept secure at all times
- How you will ensure that you will, at all times, uphold accurate and up to date record keeping
- What safeguards you have in place to protect the personal data that is being processed on behalf of the authority

Evidencing Compliance

Evidence of compliance must be provided in the Response Evidence box below.

Word Limit: Maximum 700 words

Response Evidence:

Section D. Climate Emergency

These questions relate to section B4 Climate Emergency of Part 2 Specification.

Question Number	Questions	Response
D1.	Please confirm that your organisation can satisfy all of the requirements set out in section B4.1 of Part 2 Specification.	Choose an item.

	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.</p>
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Section E. Not Used

Section F. Health and Safety
 These questions relate to section B6 Health and Safety of Part 2 Specification.

Question Number	Questions	Response
F1.	Please confirm whether you will comply with the requirements set out in sections B6.1 and B6.2 of Part 2 Specification and the requirements of Appendix F Council Health and Safety Policy Statement.	Yes / No
	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.</p>	

Section G. Invoicing

These questions relate to section B7 Invoicing of Part 2 Specification.

Question Number	Questions	Response
G1.	Please confirm whether you will comply with the requirements set out in section B7 of Part 2 Specification.	Choose an item.
	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant may be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	

Section H. Not Used

Section I. Disaster Recovery and Business Continuity Plans

These questions relate to section B9 Disaster Recovery and Business Continuity Plans of Part 2 Specification.

Question Number	Questions	Response
I1.	Please confirm that you will comply with the requirements set out in section B9 of Part 2 Specification.	Choose an item.

	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated. Evidence required will consist of a Disaster Recovery Plan.</p>
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Section J. Exit Planning

These questions relate to section B10 Exit Planning of Part 2 Specification.

Question Number	Questions	Response
J1.	Please confirm whether you will comply with the requirements set out in section B10 of Part 2 Specification.	Choose an item.
	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated. Evidence required will consist of an Exit Management Plan.</p>	

Section K. Not Used

Question Number	Questions	Response

Section L. Contract Specific Requirements

These questions relate to sections B12 to B12 Contract Specific Requirements of Part 2 Specification.

Question Number	Questions	Response
L1.	<p>Please confirm that you will comply with the requirements set out in section B12 HMRC Financial Regulations of Part 2 Specification.</p> <p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>Evidence of compliance must be provided in the Response Evidence box below.</p> <p>Please describe in the Response Evidence box how you will ensure compliance with the HMRC Financial Regulations.</p> <p>Word Limit: Maximum 100 words</p>	<p>Choose an item.</p>
<p>Response Evidence:</p>		
L2.	<p>Please confirm that you will comply with the requirements set out in section B13 Complaints Policy and Procedures of Part 2 Specification.</p> <p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p>Evidencing Compliance</p> <p>You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant will be required to provide</p>	<p>Choose an item.</p>

	<p>written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated. Evidence required will consist of providing your Complaints Policy and Procedures.</p>
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