

**TORBAY COUNCIL**

## **Part 4B Lots Two and Four Method Statement Response Document**

**Contract Reference**

**TCS2420**

**Contract Title**

**Accommodation and Support Services for 16 to  
25 year olds: Young People Looked After, Care  
Leavers, Young Homeless People and Young  
Parents**

**Maximum Period of Contract**

**5 Years (3 + 2 years)**

**Return Date**

**09 November 2020**

**Return Time**

**12:00 Noon**

**Return To**

**[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)**

**Applicant Name**

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## Section B. Information

Please complete the following this response document submission is for:

Please note that you are able to select more than one option.

Applicants are only required to submit a single response, this will be evaluated against all options that Applicants are bidding for.

Lot Two A Block Contract Provision	YES/NO
Lot Two B Block Contract Provision	YES/NO
Lot Four A Framework Agreement	YES/NO
Lot Four B Framework Agreement	YES/NO

## Section C. Method Statements

**Only those Applicant bidding for Lot Two A, Lot Two B, Lot Four A and Lot Four B 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 Two A, Lot Two B, Lot Four A and Lot Four B

Method Statement 1. Implementation and Mobilisation	Weighting 3	Threshold (Weighted) N/A
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Please provide your implementation and 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) Communication – to include all key stakeholders, publicity and how you will manage the relationship with the council
- c) Any challenges you anticipate and the steps you will take to address them

**Page Limit: 5 Pages**

**Font Size: Arial 11**

**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*





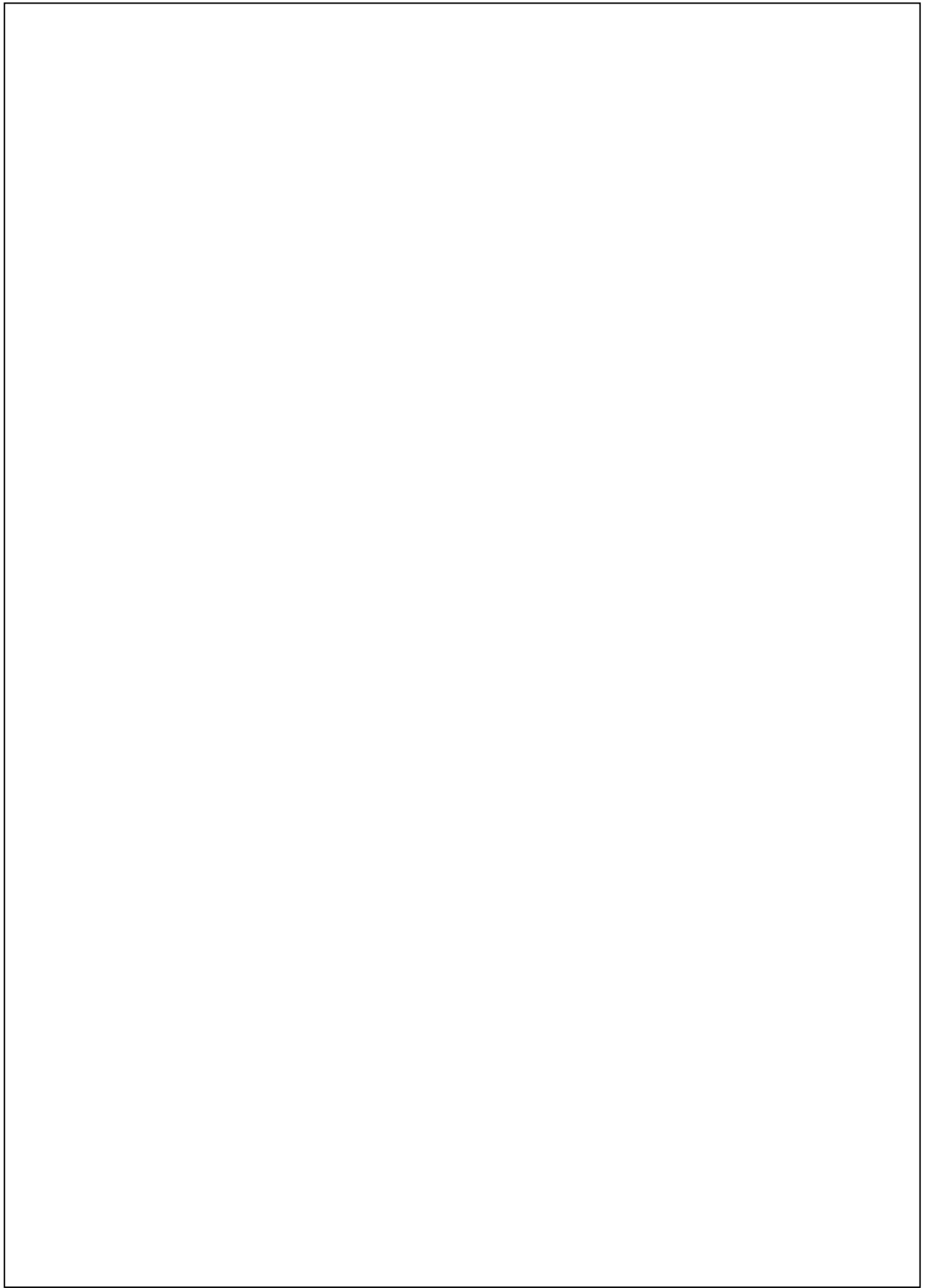


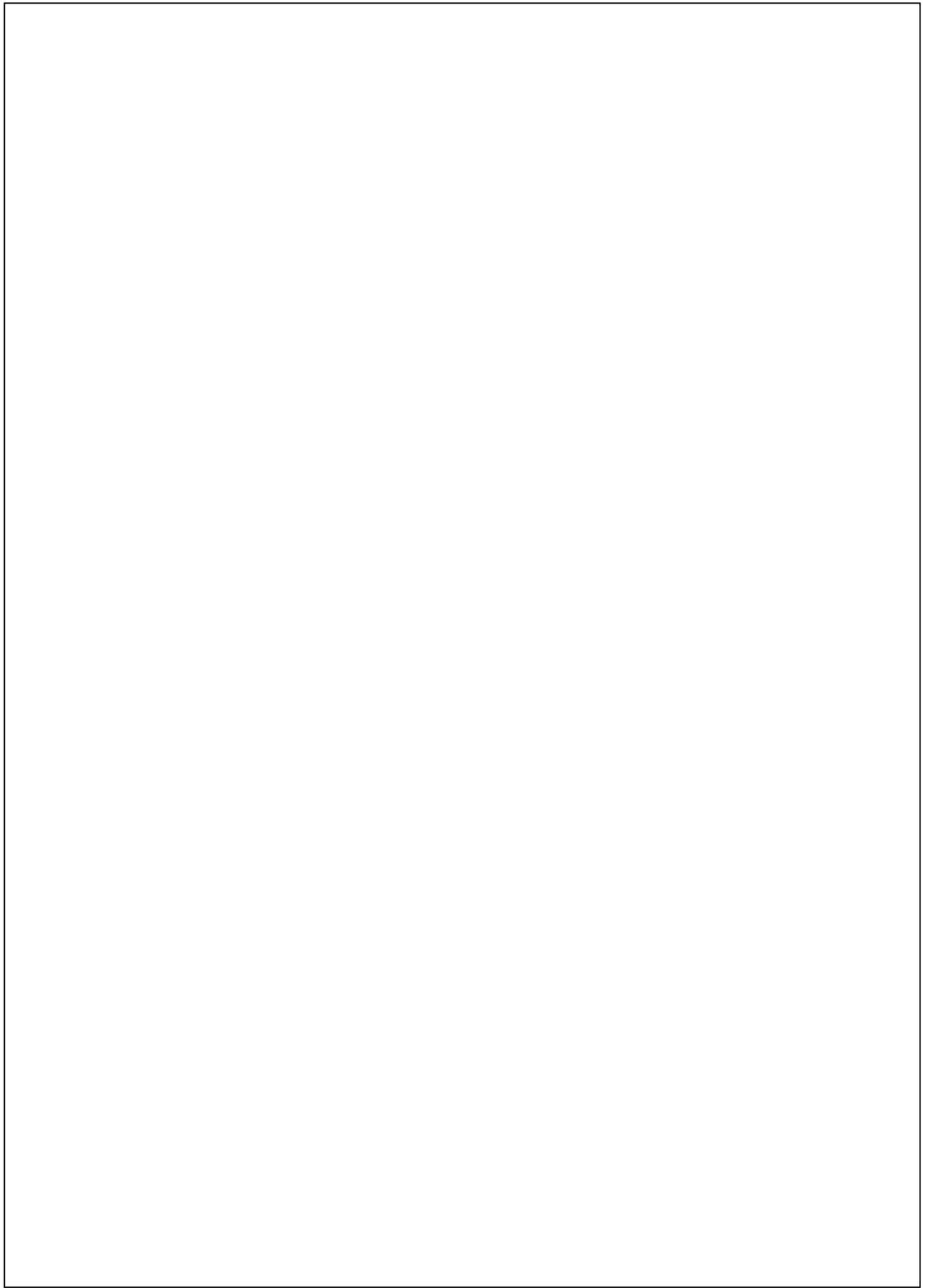




Method Statement 2. Service Delivery Model	Weighting 5	Threshold (Weighted) 15
<p>Please describe your service model and plans to implement this. As a minimum your response must fully address the following sections within the Part 2 Specification:</p> <ul style="list-style-type: none"> <li>a) Section B Requirements Applicable to All Lots;</li> <li>b) Section D Requirements for the Provision of Semi-Independent Accommodation for young People;</li> </ul> <p><b>Page Limit: 9 Pages</b></p> <p><b>Font Size: Arial 11</b></p> <p>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</p>		

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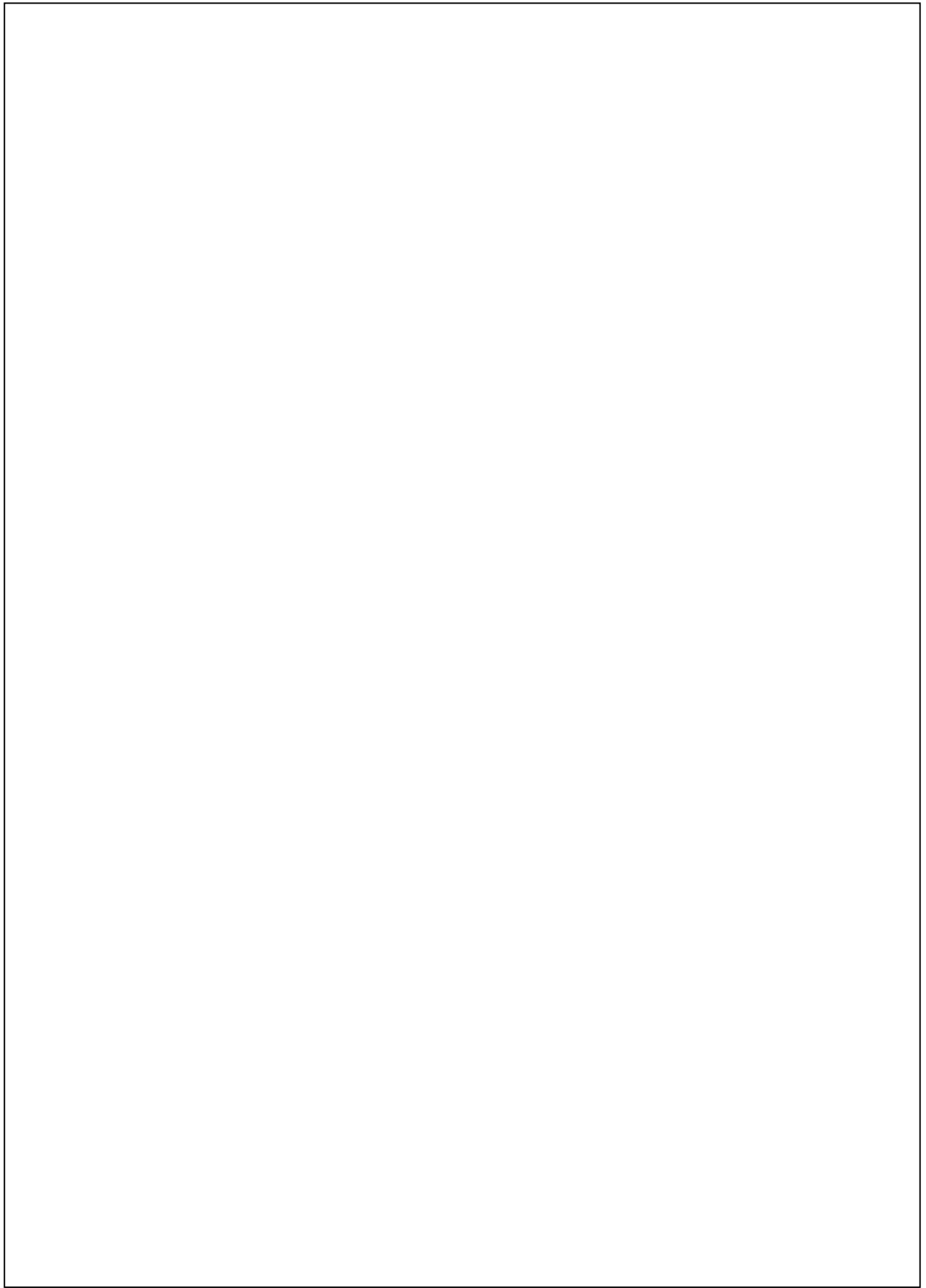




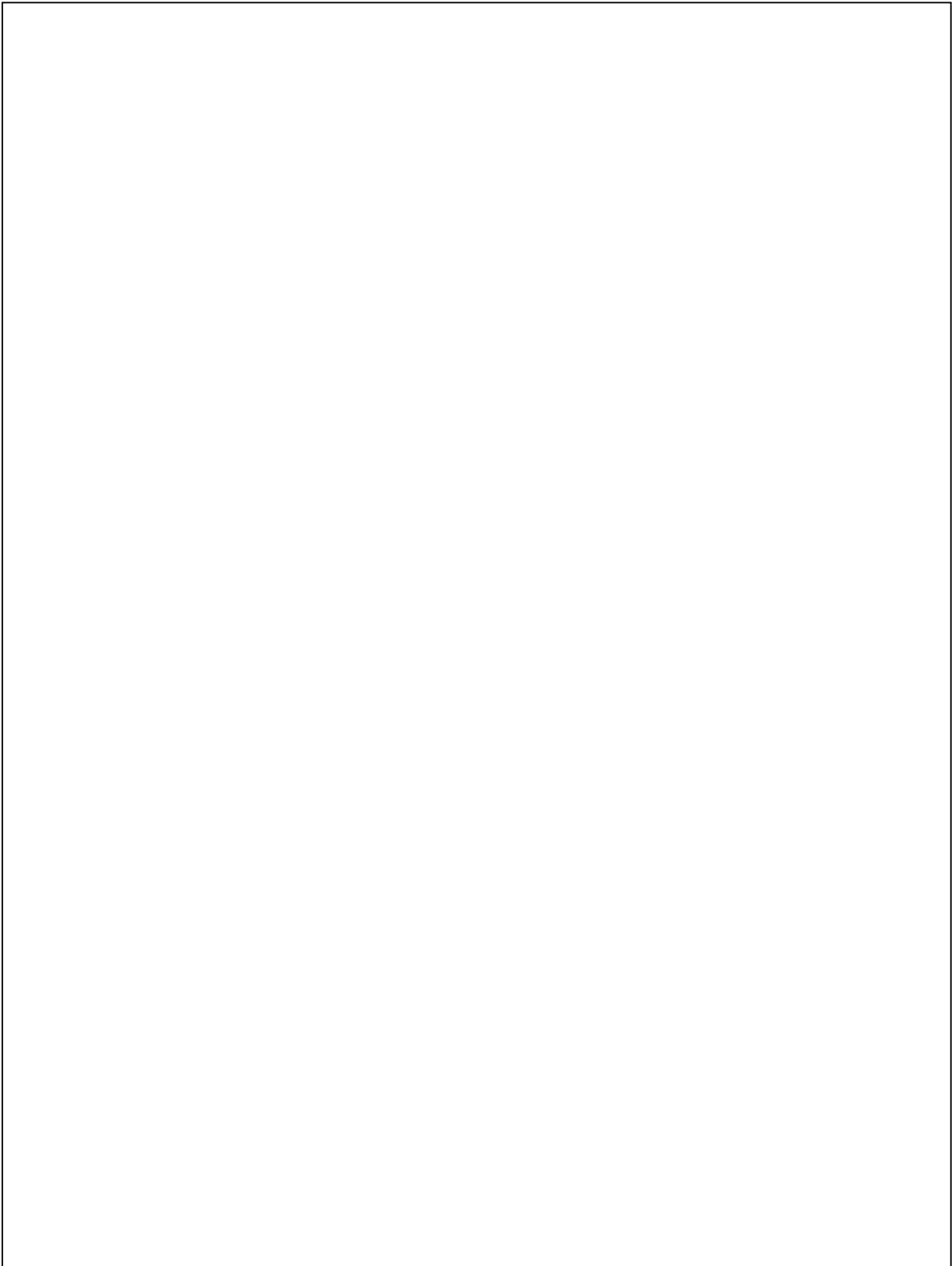


Method Statement 3. Staffing	Weighting 4	Threshold (Weighted) 12
<p>Please evidence how you will ensure all staff working on this Contract and within the Service will be:</p> <ul style="list-style-type: none"> <li>a) Recruited, trained and supervised</li> <li>b) Undertake Induction and Core Training and Development programme</li> <li>c) Supported, Supervised and Performance Managed</li> <li>d) Matched to the individual needs of the Young people</li> </ul> <p>As minimum your response must full address the requirements of Section F Staffing of Part 2 Specification</p> <p><b>Page Limit: 8 Pages</b></p> <p><b>Font Size: Arial 11</b></p> <p>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</p>		

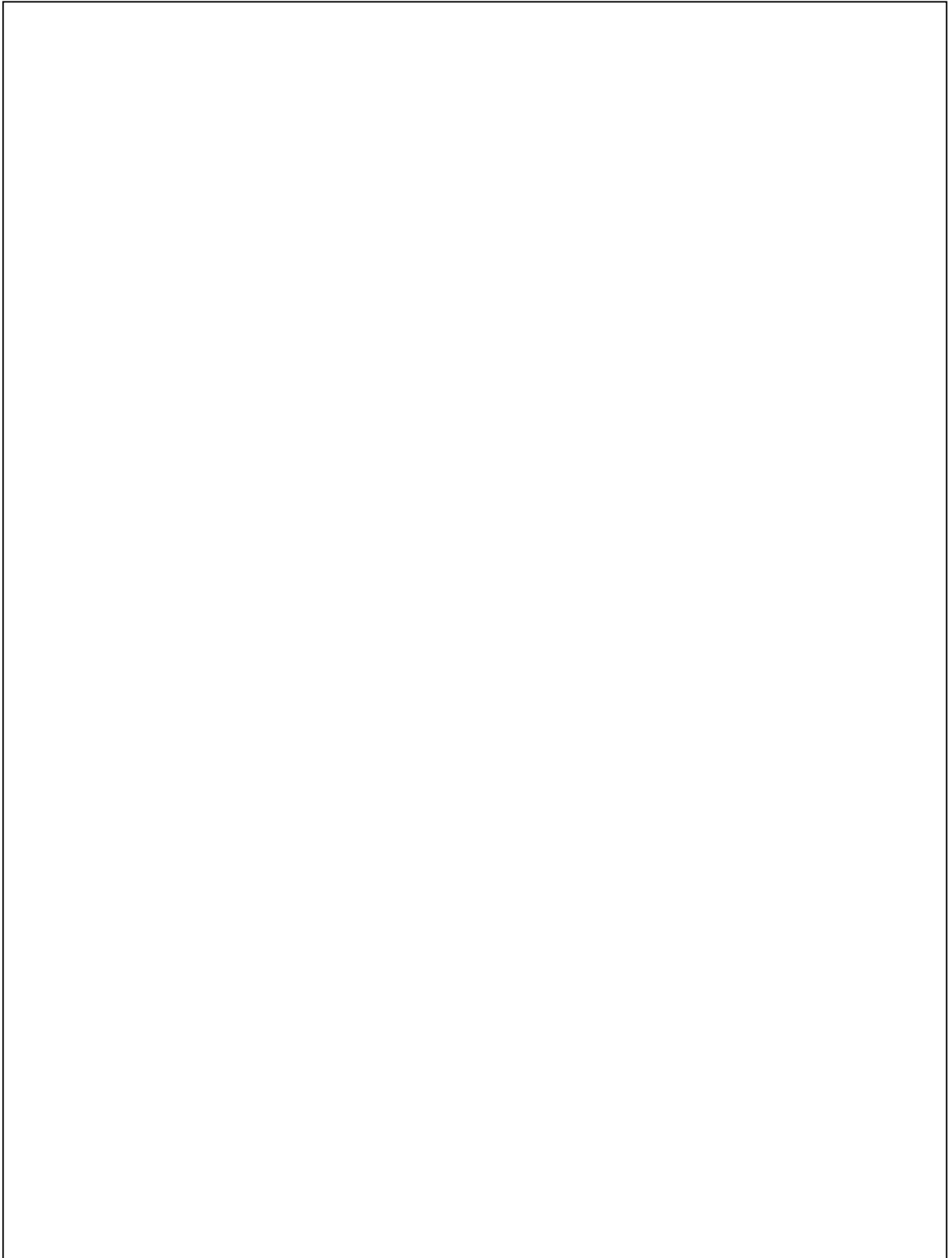
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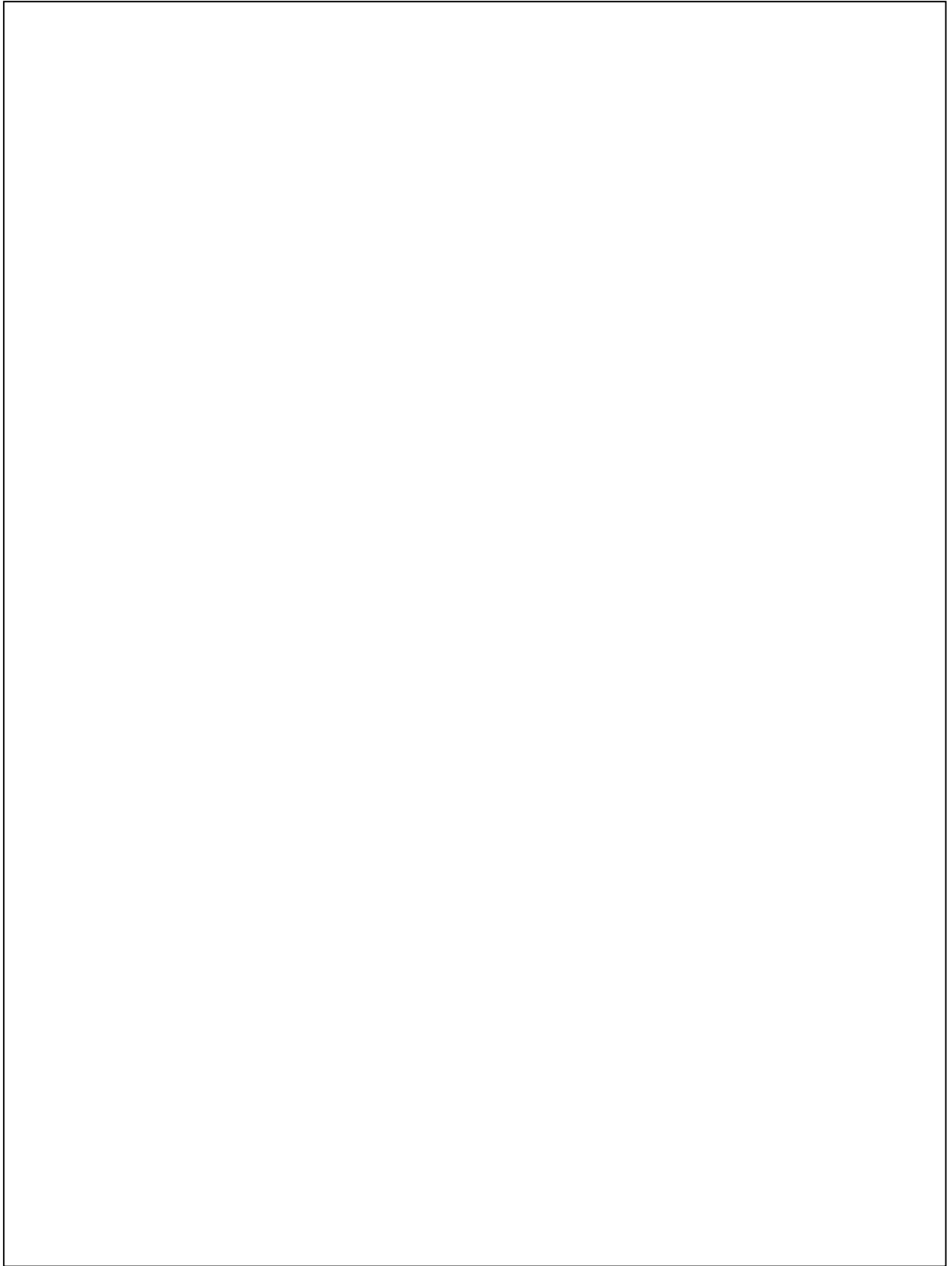


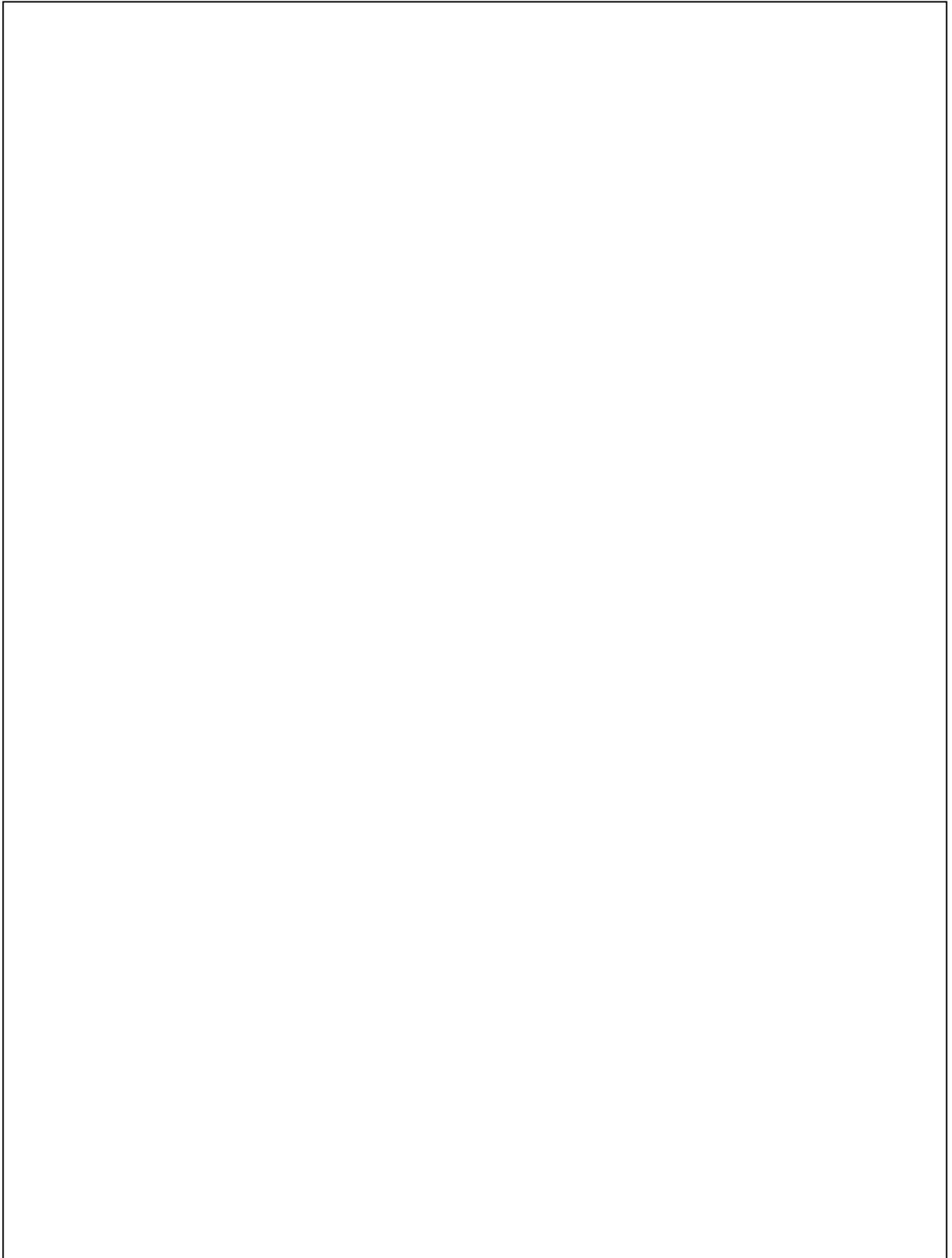








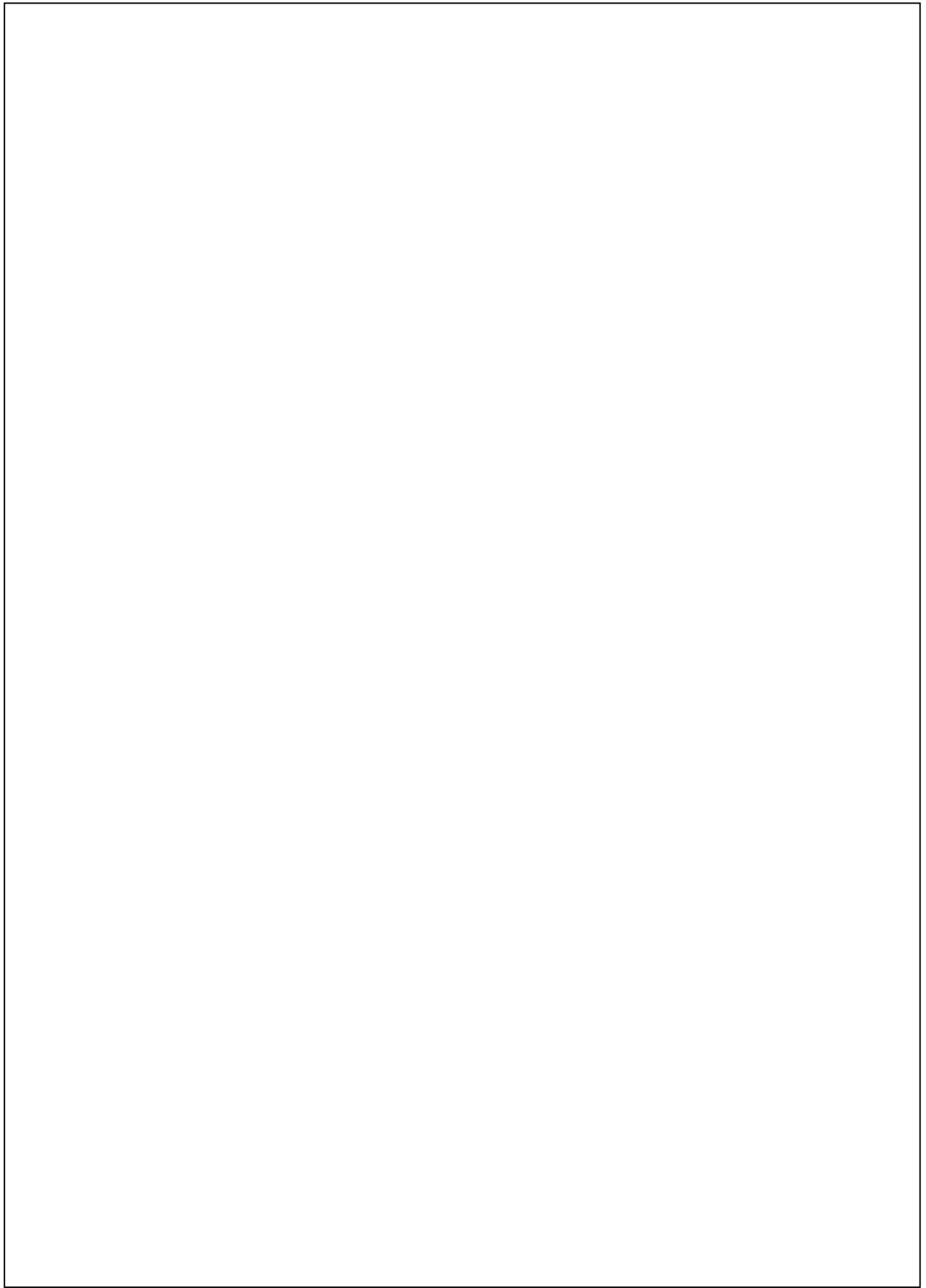




Method Statement 4. Restorative and Trauma Informed Approach	Weighting 2	Threshold (Weighted) N/A
<p>How will you use system based approaches to support young people who have experienced Adverse Childhood Experiences including parental substance misuse, mental health, domestic abuse and other risk factors including at risk of exploitation. As a minimum your response must fully address the following:</p> <ul style="list-style-type: none"> <li>a) A Restorative and trauma informed approaches;</li> <li>b) Transition and integration with other services;</li> <li>c) Meeting Young People's individual needs and circumstances;</li> <li>d) Staff skills, qualifications and competences;</li> <li>e) Resilience;</li> <li>f) Special Educational Needs and Disability (SEND).</li> </ul> <p><b>Page Limit: 3 Pages</b></p> <p><b>Font Size: Arial 11</b></p> <p>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</p>		

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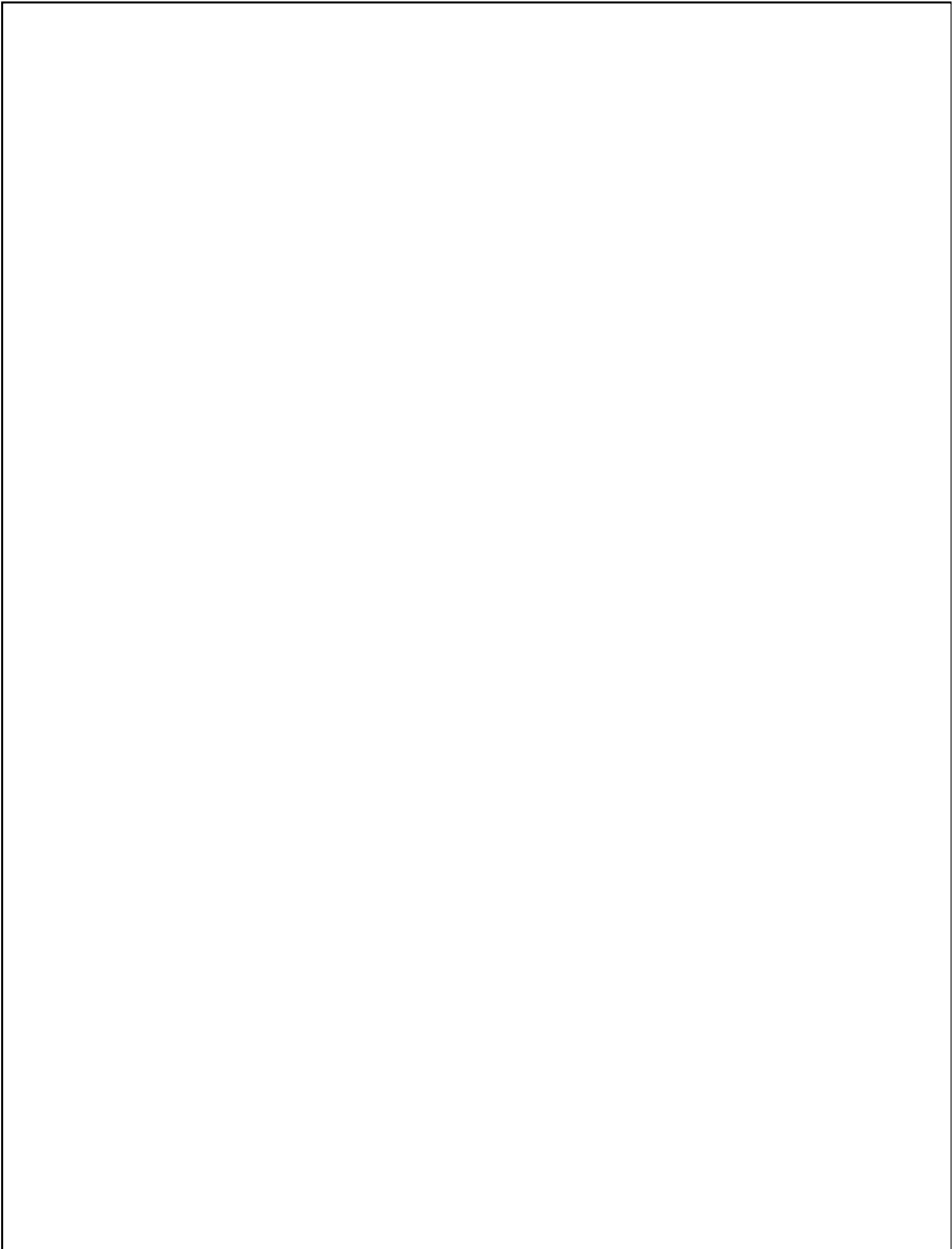


Method Statement 5. Preparing for Independent Living	Weighting 5	Threshold (Weighted) 15
<p>Please describe how you will support Young people to successfully prepare for and evidence successful transition to independent living. As a minimum your response must fully address the following:</p> <ul style="list-style-type: none"> <li>a) Assessment, planning and review</li> <li>b) Independent Living Tools and interventions</li> <li>c) Measuring and recording Outcomes</li> <li>d) Community Engagement</li> <li>e) Effective and timely 'Step-down' to less support provision</li> <li>f) Ensuring successful Transition to independent Living</li> <li>g) Outcome Framework, Section D4, Specification</li> </ul> <p><b>Page Limit: 9 Pages</b></p> <p><b>Font Size: Arial 11</b></p> <p>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</p>		

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Method Statement 6. Voice and Participation of Young People	Weighting 4	Threshold (Weighted) 12
<p><b>Young Person Question :</b></p> <p>Please tell us how you will listen to our views and opinions about the service we receive and how you will respond to our feedback</p> <p>Can you give us an example of how Young People's views have made a difference</p> <p><b>Page Limit: 4 Pages</b></p> <p><b>Font Size: Arial 11</b></p> <p>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</p>		

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Method Statement 7. Partnership with Stakeholders	Weighting 4	Threshold (Weighted) 12
<p>Please evidence how you will improve outcomes for young people by working in partnership with key stakeholders and the local community. As a minimum your response must fully address the following:</p> <ul style="list-style-type: none"> <li>a) Partnership approach</li> <li>b) Information sharing</li> <li>c) Confidentiality</li> <li>d) Advocacy and challenge</li> <li>e) Peer support;</li> <li>f) Service and community development</li> </ul> <p><b>Page Limit: 6 Page</b></p> <p><b>Font Size: Arial 11</b></p> <p>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</p>		



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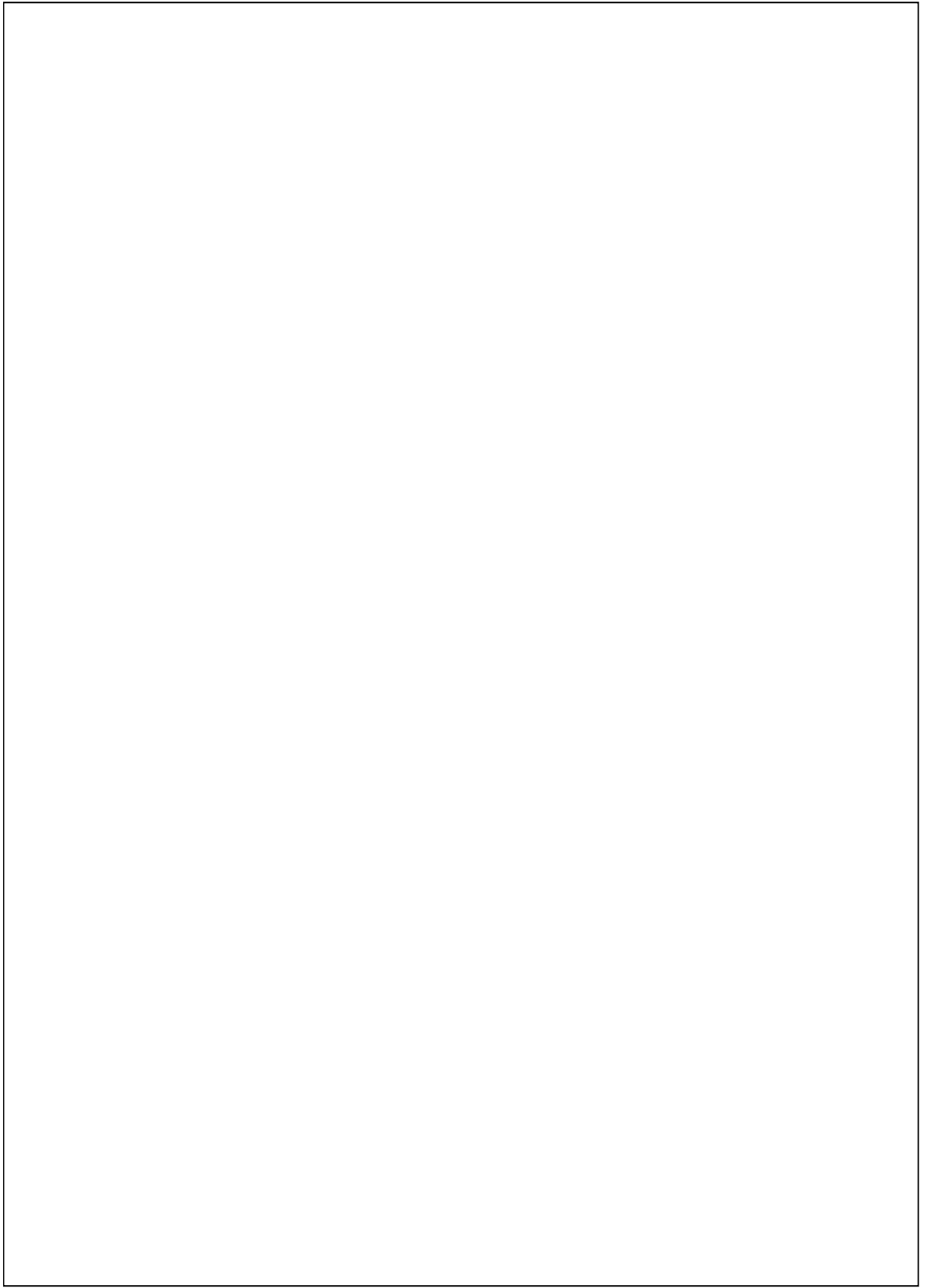


Method Statement 8. Leadership and Governance	Weighting 4	Threshold (Weighted) 12
<p>Please explain how your organisational structures and processes will ensure timely and effective responses and management of the Service. As a minimum your response should reference sections H Contract and Performance Review Requirements and I Health and Safety must fully address the following:</p> <ul style="list-style-type: none"> <li>a) Safety, including Health and Safety;</li> <li>b) Safeguarding;</li> <li>c) Effectiveness;</li> <li>d) Quality Assurance and oversight;</li> <li>e) Performance monitoring and management.</li> <li>f) Service development and improvement planning</li> </ul> <p><b>Page Limit: 6 Pages</b></p> <p><b>Font Size: Arial 11</b></p> <p>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</p>		

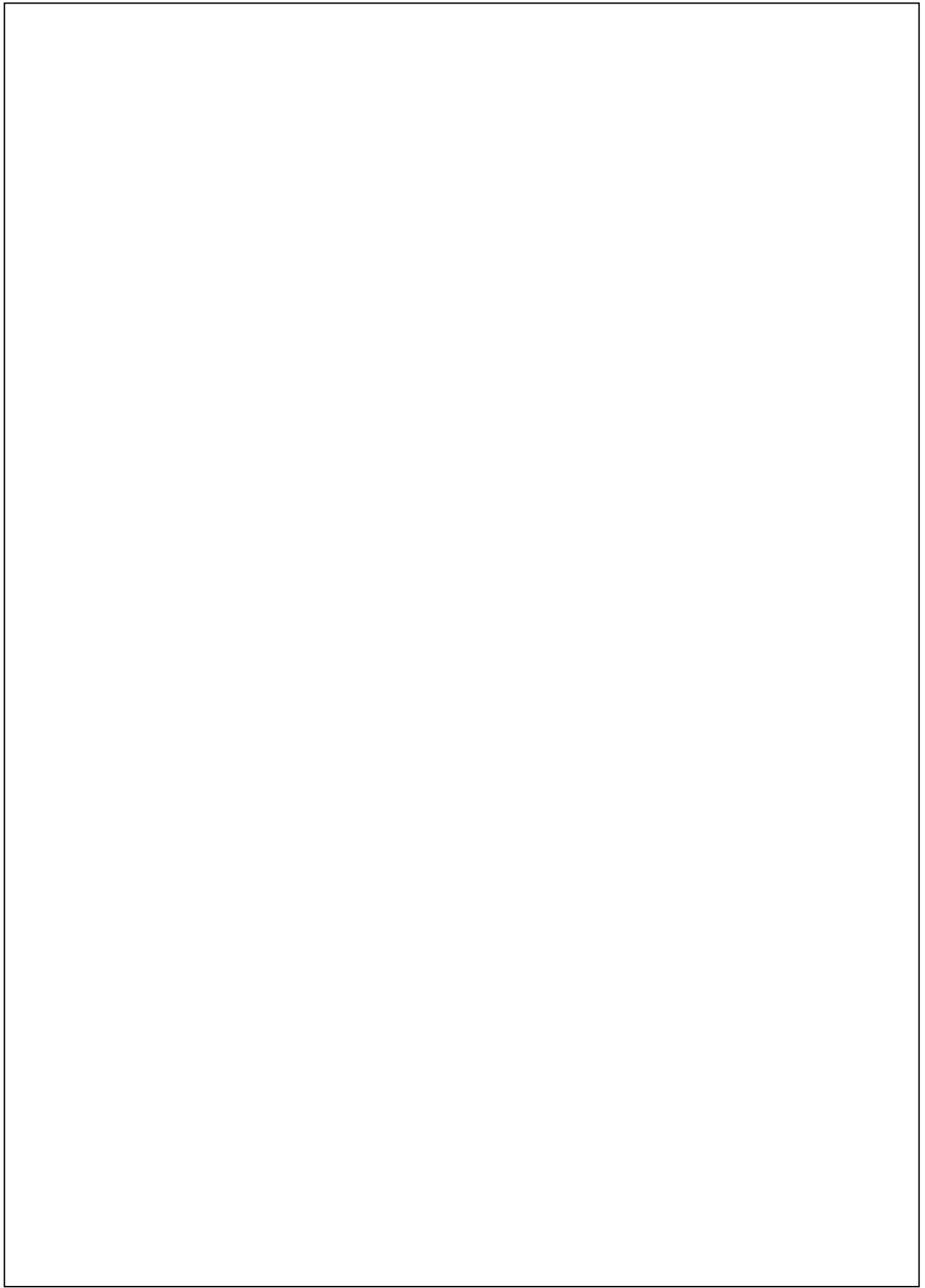
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<b>Method Statement 9. Data Protection, Information Sharing and Information Security</b>	<b>Weighting 3</b>	<b>Threshold (Weighted) N/A</b>
<p>Please provide details of how you are proposing to meet the requirements set out in Section G Data Protection, Information Sharing and Information Security of Part 2 Specification, taking into consideration all current relevant legislation and regulations.</p> <p>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.</p> <p><b>Page Limit: 2 Pages</b></p> <p><b>Font Size: Arial 11</b></p> <p>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</p>		

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Method Statement 10. Social Value	Weighting 2	Threshold (Weighted) N/A
<p>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 the <b>Community and Corporate Plan</b>.</p> <p>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:</p> <ul style="list-style-type: none"> <li>a) Creating employment and/or volunteering opportunities;</li> <li>b) Promoting healthy lifestyles and reducing health inequalities;</li> <li>c) Supporting the provision of attractive and safe open spaces and encouraging communities to make the most of where they live; and</li> <li>d) Energy and resource use efficiency.</li> </ul> <p><b>Page Limit: 3 Pages</b></p> <p><b>Font Size: Arial 11</b></p> <p>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</p>		

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Method Statement 11. Added Value	Weighting 1	Threshold (Weighted) N/A
<p>Please describe what added value through skills, networks, specialist knowledge and partnerships will your bid bring to the contract.</p> <p><b>Page Limit: 2 Pages</b></p> <p><b>Font Size: Arial 11</b></p> <p>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</p>		

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