

## APPENDIX D – TENDER EVALUATION MODEL

The following are evaluation award criteria questions in respect of this procurement exercise which have been built into the e-tender system for tenderers to submit their responses.

### Quality and price evaluation - Lot 1

#### Section 1: QUALITY

Section Weighting 45%

No	QUESTION TITLE	Weighting
1	<p><b>SERVICE DESCRIPTION AND DELIVERY (word limit 600)</b>            With regard to the requirements of Lot 1, provide a description of the service you provide and how your organisation will deliver the service. Describe how your organisation will ensure that the service specification requirements are met.</p> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• What your service offers and the timeframes it is delivered in</li> <li>• The theory of change which underpins your service delivery model</li> <li>• The culture of your organisation including how your organisation promotes inclusive practice, trust, high aspirations and contributes towards preparing children and young people for adulthood</li> <li>• How the service is delivered</li> <li>• How your organisation works with children and young people and their families</li> <li>• The outcomes achieved by children and young people through your service e.g., achievement, qualifications, progress, post 16</li> <li>• Your organisation’s approach to ensuring children and young people are in a safe environment and feel safe</li> <li>• Details of the key challenges in delivering this service and what your organisation will do to overcome these (including service delivery during disruptive events)</li> <li>• How your organisation will approach the proposed national changes for a SEND and alternative provision system</li> <li>• Provide a link to your organisation’s website or prospectus</li> </ul>	15%
<b>SUPPLIER HELP</b>		
<p><b>The word limit for the response to this question is 600</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p> <p><b>5 – Excellent</b> = Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.</p>		

**3 – Good** = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.

**1 – Basic** = Response addresses a limited range of issues and is basically developed. Provides only limited levels of confidence that the required service and delivery will be achieved. Demonstrates only a basic understanding of the specification and contract requirements.

**0 – Unacceptable** = No response or response fails to address issues and is poorly developed. Provides little or no confidence that the required service and delivery will be achieved. Demonstrates little or no understanding of the specification and contract requirements.

No	QUESTION TITLE	Weighting
2	<p><b>LOCAL PARTNERSHIP WORKING (word limit 500)</b>            With regard to the requirements of Lot 1 - following acceptance onto the framework describe the steps your organisation would take to ensure the service commences on 1<sup>st</sup> September 2022 within the identified locality/localities.</p> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Your organisations' approach to supporting children and young people in their localities and communities, which builds trust and a sense of belonging in their educational setting and community.</li> <li>• Reference specific key services and/or partners you will seek to work with</li> <li>• You preferred way of working with a referrer and other professionals involved with the child or young person</li> <li>• Recent examples of where joint working has enabled a young person to achieve or progress, and the outcome/s</li> <li>• How your organisation will be ready to work with the integrated locality team and other partners in your locality</li> </ul>	15%
<b>SUPPLIER HELP</b>		
<p><b>The word limit for the response to this question is 500</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p> <p><b>5 – Excellent</b> = Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.</p> <p><b>3 – Good</b> = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.</p> <p><b>1 – Basic</b> = Response addresses a limited range of issues and is basically developed. Provides only limited levels of confidence that the required service and delivery will be</p>		

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No	QUESTION TITLE	Weighting
3	<p><b>CHILD CENTRED PLANNING (word limit 700)</b>            With regard to the requirements of Lot 1 outline your organisations approach to developing and reviewing a plan for how you will support and work with a child or young person. Use an anonymised real-life example/s of working with a child or young person who has several/complex needs, relevant to the lot your organisation is tendering for.</p>	
	<p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• The theory and practice which underpins planning</li> <li>• The level of aspiration taken</li> <li>• How strengths-based practice is utilised</li> <li>• How your organisation gains the voice of the child or young person to understand their specific needs and barriers to attainment</li> <li>• How your organisation works with parents or carers</li> <li>• How your organisation works with the current setting of the child or young person/other partners</li> <li>• How targets are set, and these targets support outcomes relating to achievement, attainment, educational outcomes, progress and preparing for adulthood</li> <li>• The approach to closing the gap if a child or young person has fallen behind</li> <li>• How clear start and end arrangements are determined</li> <li>• How timelines for transition are determined</li> <li>• How impact is assessed</li> <li>• How the planning relates to the achievement of outcomes (as set out in section 31.1 – 3.3 of the specification)</li> </ul>	20%
	<p style="text-align: center;"><b>SUPPLIER HELP</b></p> <p><b>This is a Minimum Evaluation Score question.</b> Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an <u>average</u> score of 1. <b>The Council shall reject Tenders that do not meet the minimum score threshold for this question.</b></p> <p><b>The word limit for the response to this question is 700</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p>	

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No	QUESTION TITLE	Weighting
4	<p><b>ACHEIVEMENT, ATTAINMENT AND OUTCOMES FOR CHILDREN AND YOUNG PEOPLE (word limit 700)</b></p> <p>With regard to the requirements of Lot 1 provide a brief description of how your organisation has successfully achieved a number of the outcomes as described in the specification (para 3.1 – 3.3). Use an anonymised real-life example/s of working with a child or young person.</p>	
	<p style="text-align: center;"><b>DESCRIPTION</b></p>	
	<p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"><li>• The approach that your service takes</li><li>• The outcomes achieved by the child or young person – be specific e.g., achievements, qualifications (e.g., functional skills, GCSEs), progress (e.g., through Key Stages), employability as part of post 16 plans</li><li>• How your organisation works with the child or young person towards meeting their Preparation for Adulthood outcomes</li><li>• How these outcomes lead to the next transition for the child or young person</li><li>• How these outcomes contributed to the longer-term aspiration and plans of the child or young person</li><li>• How progress and outcomes for individual children and young people are tracked and recorded, and the frequency of review</li><li>• How your organisation evaluates the overall effectiveness of the service/s you provide including any assessment of longer term sustainable impacts for children and young people</li></ul>	20%
	<b>SUPPLIER HELP</b>	
	<p><b>This is a Minimum Evaluation Score question.</b> Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an</p>	

average score of 1. **The Council shall reject Tenders that do not meet the minimum score threshold for this question.**

**The word limit for the response to this question is 700**

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No	QUESTION TITLE	Weighting
5	<p><b>OVERCOMING CHALLENGES (word limit 500)</b> With regard to the requirements of Lot 1 provide an example of where a planned intervention (as part of alternative education provision) for a child or young person was not working, what your organisation did and the outcomes.</p> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• How your organisation identified that the intervention was not working</li> <li>• How you engaged the child and young person and their family in identifying and addressing the challenge</li> <li>• How the service response was adapted and who was engaged/involved in developing the response</li> <li>• The lessons learned</li> <li>• Any action taken as a result</li> <li>• The outcome for the child or young person</li> </ul>	15%
<b>SUPPLIER HELP</b>		
<p><b>The word limit for the response to this question is 500</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p>		

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No	QUESTION TITLE	Weighting
6	<p><b>STAFFING AND TRAINING (word limit 700)</b> With regard to the requirements of Lot 1 outline how your organisation will ensure the service is resourced with sufficient high-quality employees to deliver the service in the lot your organisation is tendering for.</p>	
	<p style="text-align: center;"><b>DESCRIPTION</b></p>	
	<p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"><li>• How your organisation will ensure that its employees have the appropriate qualifications, skills and training to work effectively with children and young people, with particular reference to the outcomes required of the service (para 3.1 – 3.3 of the specification)</li><li>• How your organisation access specialist knowledge and expertise if needed</li><li>• Staffing ratio to each child or young person your services work with and the rationale</li><li>• Details of the minimum level and range of staff qualifications, training and experience that will be required by your organisation and the rationale</li><li>• Frequency that employee qualifications, skills and training are reviewed to ensure they remain valid/live and relevant</li><li>• How your organisation will support continuous professional development</li><li>• Details on staff performance management measures including induction, personal supervision, case supervision and management</li><li>• Details of how unsatisfactory performance is dealt with</li><li>• Explanation on how your organisation ensures compliance with the Pan-Dorset Safeguarding Children Partnership Safer Recruitment guidance</li></ul>	15%

- Submit (upload) the proposed Organisational Structure for this service with high level information about skills and qualifications held/required for each role

#### SUPPLIER HELP

**This is a Minimum Evaluation Score question.** Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an average score of 1. **The Council shall reject Tenders that do not meet the minimum score threshold for this question.**

**The word limit for the response to this question is 700**

**Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).**

**Scoring:**

**5 – Excellent** = Comprehensive and detailed response against all points in the descriptor that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.

**3 – Good** = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.

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## Section 2: SOCIAL VALUE

**Section Weighting 5%**

No	QUESTION	Weighting
1	<p><b>Buy Local (word limit 500)</b></p> <p>Describe how your organisation proposes to support the Council in delivering the following “Buy Local” outcome which states:</p> <ul style="list-style-type: none"> <li>• Support the local economy by choosing suppliers close to the point of service delivery where possible, building the local economy by supporting local businesses and building your organisation’s supply chain locally. In particular, by opening up procurement opportunities to the local market.</li> </ul> <p>Your response should detail how you can contribute to this outcome and include where possible, but not limited to, the outputs listed below:</p> <p>Output:</p>	100%

<ul style="list-style-type: none"> <li>Any measure that you have as an organisation that demonstrates your commitment to supporting the local economy in Dorset</li> </ul> <p>For example</p> <ul style="list-style-type: none"> <li>What estimated percentage of your organisation's spend will be suppliers located in Dorset?</li> <li>What estimated percentage of your organisation's spend will be with small and medium sized enterprises (less than 205 employees) located in Dorset?</li> <li>What estimated percentage of your total spend will be with third sector organisations (social enterprises, charities, etc) located in Dorset?</li> <li>Any other examples of how your organisation will support Dorset's economy and businesses</li> </ul>	
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**SUPPLIER HELP**

**The word limit for the response to this question is 500 words**

**Scoring:**

**5 – Excellent** = Comprehensive and detailed response that provides high levels of confidence that the required social value and delivery will be achieved. Demonstrates excellent understanding of social value.

**3 – Good** = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required social value and delivery will be achieved. Demonstrates good understanding of social value.

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**Section 3: Price Evaluation**

**Section Weighting 50%**

No	Information Required	Weighting
1	<p>Tenderers are required to complete the pricing schedule template for the relevant Lot they are tendering for, failure to provide all mandatory information will result in your organisation's tender being disqualified.</p> <p>The template requires an inclusive rate to be provided. Tenders for Lot 1 will be evaluated on the all inclusive full time weekly rate of the service compared to the lowest cost tendered for services within the Lot</p> <p>The price must be in tailored to the specific service within the lot your organisation is tendering for.</p>	100%



Tenderers are required to provide a breakdown of costs as set out in the template, this is not for tender evaluation purposes but will be considered at the point of call off.

Tenderers are also being asked to set out any discounts available for block purchases, this is not for tender evaluation purposes but will be considered at the point of call off.

#### **SUPPLIER HELP**

Further guidance on the information required can be found on the first tab of the template.

At the point of call off from the framework expressions of interest from providers are considered against best value and how well the needs of the child or young person can be met.

**Quality and price evaluation - Lot 2**

**Section 1: QUALITY**

**Section Weighting 45%**

Word limits are set for each quality question. No supporting documents can be provided, unless directly requested (as set out in the description section under each question).

No	QUESTION TITLE	Weighting
1	<p><b>SERVICE DESCRIPTION AND DELIVERY (word limit 600)</b>                      With regard to the requirements of Lot 2, provide a description of the service you provide and how your organisation will deliver the service. Describe how your organisation will ensure that the service specification requirements are met.</p> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• What your service offers and the timeframes it is delivered in</li> <li>• The theory of change which underpins your service delivery model</li> <li>• The culture of your organisation including how your organisation promotes inclusive practice, trust, high aspirations and contributes towards preparing children and young people for adulthood</li> <li>• How the service is delivered</li> <li>• How your organisation works with children and young people and their families</li> <li>• The outcomes achieved by children and young people through your service e.g., achievement, qualifications, progress, post 16</li> <li>• Your organisation’s approach to ensuring children and young people are in a safe environment and feel safe</li> <li>• Details of the key challenges in delivering this service and what your organisation will do to overcome these (including service delivery during disruptive events)</li> <li>• How your organisation will approach the proposed national changes for a SEND and alternative provision system</li> <li>• Provide a link to your organisation’s website or prospectus</li> </ul>	15%
<b>SUPPLIER HELP</b>		
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No	QUESTION TITLE	Weighting
2	<p><b>LOCAL PARTNERSHIP WORKING (word limit 500)</b>            With regard to the requirements of Lot 2 - following acceptance onto the framework describe the steps your organisation would take to ensure the service commences on 1<sup>st</sup> September 2022 within the identified locality/localities.</p>	
	<b>DESCRIPTION</b>	
	<p>Response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Your organisations' approach to supporting children and young people in their localities and communities, which builds trust and a sense of belonging in their educational setting and community.</li> <li>• Reference specific key services and/or partners you will seek to work with</li> <li>• Your preferred way of working with a referrer and other professionals involved with the child or young person</li> <li>• Recent examples of where joint working has enabled a young person to achieve or progress, and the outcome/s</li> <li>• How your organisation will be ready to work with the integrated locality team and other partners in your locality</li> </ul>	15%
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	<p><b>The word limit for the response to this question is 500</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p> <p><b>5 – Excellent</b> = Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.</p> <p><b>3 – Good</b> = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.</p> <p><b>1 – Basic</b> = Response addresses a limited range of issues and is basically developed. Provides only limited levels of confidence that the required service and delivery will be achieved. Demonstrates only a basic understanding of the specification and contract requirements.</p> <p><b>0 – Unacceptable</b> = No response or response fails to address issues and is poorly developed. Provides little or no confidence that the required service and delivery will</p>	

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3	<p><b>CHILD CENTRED PLANNING (word limit 700)</b>            With regard to the requirements of Lot 2 outline your organisations approach to developing and reviewing a plan for how you will support and work with a child or young person. Use an anonymised real-life example/s of working with a child or young person who has several/complex needs, relevant to the lot your organisation is tendering for.</p>	
	<p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• The theory and practice which underpins planning</li> <li>• The level of aspiration taken</li> <li>• How strengths-based practice is utilised</li> <li>• How your organisation gains the voice of the child or young person to understand their specific needs and barriers to attainment</li> <li>• How your organisation works with parents or carers</li> <li>• How your organisation works with the current setting of the child or young person/other partners</li> <li>• How targets are set, and these targets support outcomes relating to achievement, attainment, educational outcomes, progress and preparing for adulthood</li> <li>• The approach to closing the gap if a child or young person has fallen behind</li> <li>• How clear start and end arrangements are determined</li> <li>• How timelines for transition are determined</li> <li>• How impact is assessed</li> <li>• How the planning relates to the achievement of outcomes (as set out in section 31.1 – 3.3 of the specification)</li> </ul>	20%
	<p style="text-align: center;"><b>SUPPLIER HELP</b></p> <p><b>This is a Minimum Evaluation Score question.</b> Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an <u>average</u> score of 1. <b>The Council shall reject Tenders that do not meet the minimum score threshold for this question.</b></p> <p><b>The word limit for the response to this question is 700</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p>	

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No	QUESTION TITLE	Weighting
4	<p><b>ACHEIVEMENT, ATTAINMENT AND OUTCOMES FOR CHILDREN AND YOUNG PEOPLE (word limit 700)</b>            With regard to the requirements of Lot 2 provide a brief description of how your organisation has successfully achieved a number of the outcomes as described in the specification (para 3.1 – 3.3). Use an anonymised real-life example/s of working with a child or young person.</p> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• The approach that your service takes</li> <li>• The outcomes achieved by the child or young person – be specific e.g., achievements, qualifications (e.g., functional skills, GCSEs), progress (e.g., through Key Stages), employability as part of post 16 plans</li> <li>• How your organisation works with the child or young person towards meeting their Preparation for Adulthood outcomes</li> <li>• How these outcomes lead to the next transition for the child or young person</li> <li>• How these outcomes contributed to the longer-term aspiration and plans of the child or young person</li> <li>• How progress and outcomes for individual children and young people are tracked and recorded, and the frequency of review</li> <li>• How your organisation evaluates the overall effectiveness of the service/s you provide including any assessment of longer term sustainable impacts for children and young people</li> </ul>	20%
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No	QUESTION TITLE	Weighting
5	<p><b>OVERCOMING CHALLENGES (word limit 500)</b>            With regard to the requirements of Lot 2 provide an example of where a planned intervention (as part of alternative education provision) for a child or young person was not working, what your organisation did and the outcomes.</p>	
	<b>DESCRIPTION</b>	
	<p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• How your organisation identified that the intervention was not working</li> <li>• How you engaged the child and young person and their family in identifying and addressing the challenge</li> <li>• How the service response was adapted and who was engaged/involved in developing the response</li> <li>• The lessons learned</li> <li>• Any action taken as a result</li> <li>• The outcome for the child or young person</li> </ul>	15%
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No	QUESTION TITLE	Weighting
6	<p><b>STAFFING AND TRAINING (word limit 700)</b>            With regard to the requirements of Lot 2 outline how your organisation will ensure the service is resourced with sufficient high-quality employees to deliver the service in the lot your organisation is tendering for.</p>	
	<p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• How your organisation will ensure that its employees have the appropriate qualifications, skills and training to work effectively with children and young people, with particular reference to the outcomes required of the service (para 3.1 – 3.3 of the specification)</li> <li>• How your organisation access specialist knowledge and expertise if needed</li> <li>• Staffing ratio to each child or young person your services work with and the rationale</li> <li>• Details of the minimum level and range of staff qualifications, training and experience that will be required by your organisation and the rationale</li> <li>• Frequency that employee qualifications, skills and training are reviewed to ensure they remain valid/live and relevant</li> <li>• How your organisation will support continuous professional development</li> <li>• Details on staff performance management measures including induction, personal supervision, case supervision and management</li> <li>• Details of how unsatisfactory performance is dealt with</li> <li>• Explanation on how your organisation ensures compliance with the Pan-Dorset Safeguarding Children Partnership Safer Recruitment guidance</li> </ul>	15%

- Submit (upload) the proposed Organisational Structure for this service with high level information about skills and qualifications held/required for each role

#### SUPPLIER HELP

**This is a Minimum Evaluation Score question.** Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an average score of 1. **The Council shall reject Tenders that do not meet the minimum score threshold for this question.**

**The word limit for the response to this question is 700**

**Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).**

**Scoring:**

**5 – Excellent** = Comprehensive and detailed response against all points in the descriptor that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.

**3 – Good** = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.

**1 – Basic** = Response addresses a limited range of issues and is basically developed. Provides only limited levels of confidence that the required service and delivery will be achieved. Demonstrates only a basic understanding of the specification and contract requirements.

**0 – Unacceptable** = No response or response fails to address issues and is poorly developed. Provides little or no confidence that the required service and delivery will be achieved. Demonstrates little or no understanding of the specification and contract requirements.

## Section 2: SOCIAL VALUE

**Section Weighting 5%**

No	QUESTION	Weighting
1	<p><b>Buy Local (word limit 500)</b></p> <p>Describe how your organisation proposes to support the Council in delivering the following “Buy Local” outcome which states:</p> <ul style="list-style-type: none"> <li>• Support the local economy by choosing suppliers close to the point of service delivery where possible, building the local economy by supporting local businesses and building your organisation’s supply chain locally. In particular, by opening up procurement opportunities to the local market.</li> </ul> <p>Your response should detail how you can contribute to this outcome and include where possible, but not limited to, the outputs listed below:</p> <p>Output:</p>	100%



Any measure that you have as an organisation that demonstrates your commitment to supporting the local economy in Dorset  
For example

- What estimated percentage of your organisation's spend will be suppliers located in Dorset?
- What estimated percentage of your organisation's spend will be with small and medium sized enterprises (less than 205 employees) located in Dorset?
- What estimated percentage of your total spend will be with third sector organisations (social enterprises, charities, etc) located in Dorset?
- Any other examples of how your organisation will support Dorset's economy and businesses

#### SUPPLIER HELP

**The word limit for the response to this question is 500 words**

#### Scoring:

**5 – Excellent** = Comprehensive and detailed response that provides high levels of confidence that the required social value and delivery will be achieved. Demonstrates excellent understanding of social value.

**3 – Good** = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required social value and delivery will be achieved. Demonstrates good understanding of social value.

**1 – Basic** = Response addresses a limited range and is basically developed. Provides only limited levels of confidence that the required social value and delivery will be achieved. Demonstrates only a basic understanding of social value.

**0 – Unacceptable** = No response or response fails to address issues and is poorly developed. Provides little or no confidence that the required social value and delivery will be achieved. Demonstrates little or no understanding of social value.

### Section 3: Price Evaluation

**Section Weighting 50%**

No	Information Required	Weighting
1	<p>Tenderers are required to complete the pricing schedule template for the relevant Lot they are tendering for, failure to provide all mandatory information will result in your organisation's tender being disqualified.</p> <p>The template requires an inclusive rate to be provided. Tenders for Lot 2 will be evaluated on the all inclusive hourly rate of the service compared to the lowest cost tendered for services within the relevant Lot</p> <p>The price must be in tailored to the specific service within the lot your organisation is tendering for.</p>	100%

Tenderers are required to provide a breakdown of costs as set out in the template, this is not for tender evaluation purposes but will be considered at the point of call off.

Tenderers are also being asked to set out any discounts available for block purchases, this is not for tender evaluation purposes but will be considered at the point of call off.

#### **SUPPLIER HELP**

Further guidance on the information required can be found on the first tab of the template.

At the point of call off from the framework expressions of interest from providers are considered against best value and how well the needs of the child or young person can be met.

## Quality and price evaluation - Lot 3

### Section 1: QUALITY

Section Weighting 45%

Word limits are set for each quality question. No supporting documents can be provided, unless directly requested (as set out in the description section under each question).

No	QUESTION TITLE	Weighting
1	<p><b>SERVICE DESCRIPTION AND DELIVERY (word limit 600)</b>            With regard to the requirements of Lot 3, provide a description of the service you provide and how your organisation will deliver the service. Describe how your organisation will ensure that the service specification requirements are met.</p>	
	<b>DESCRIPTION</b>	
	<p>Response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• What your service offers and the timeframes it is delivered in</li> <li>• The theory of change which underpins your service delivery model</li> <li>• The culture of your organisation including how your organisation promotes inclusive practice, trust, high aspirations and contributes towards preparing children and young people for adulthood</li> <li>• How the service is delivered</li> <li>• How your organisation works with children and young people and their families</li> <li>• The outcomes achieved by children and young people through your service e.g., achievement, qualifications, progress, post 16</li> <li>• Your organisation's approach to ensuring children and young people are in a safe environment and feel safe</li> <li>• Details of the key challenges in delivering this service and what your organisation will do to overcome these (including service delivery during disruptive events)</li> <li>• How your organisation will approach the proposed national changes for a SEND and alternative provision system</li> <li>• Provide a link to your organisation's website or prospectus</li> </ul>	15%
	<b>SUPPLIER HELP</b>	
	<p><b>The word limit for the response to this question is 600</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p> <p><b>5 – Excellent</b> = Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.</p> <p><b>3 – Good</b> = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.</p>	

**1 – Basic** = Response addresses a limited range of issues and is basically developed. Provides only limited levels of confidence that the required service and delivery will be achieved. Demonstrates only a basic understanding of the specification and contract requirements.

**0 – Unacceptable** = No response or response fails to address issues and is poorly developed. Provides little or no confidence that the required service and delivery will be achieved. Demonstrates little or no understanding of the specification and contract requirements.

No	QUESTION TITLE	Weighting
2	<p><b>LOCAL PARTNERSHIP WORKING (word limit 500)</b> With regard to the requirements of Lot 3 - following acceptance onto the framework describe the steps your organisation would take to ensure the service commences on 1<sup>st</sup> September 2022 within the identified locality/localities.</p> <hr/> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Your organisations' approach to supporting children and young people in their localities and communities, which builds trust and a sense of belonging in their educational setting and community.</li> <li>• Reference specific key services and/or partners you will seek to work with</li> <li>• You preferred way of working with a referrer and other professionals involved with the child or young person</li> <li>• Recent examples of where joint working has enabled a young person to achieve or progress, and the outcome/s</li> <li>• How your organisation will be ready to work with the integrated locality team and other partners in your locality</li> </ul>	15%
<b>SUPPLIER HELP</b>		
<p><b>The word limit for the response to this question is 500</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p> <p><b>5 – Excellent</b> = Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.</p> <p><b>3 – Good</b> = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.</p> <p><b>1 – Basic</b> = Response addresses a limited range of issues and is basically developed. Provides only limited levels of confidence that the required service and delivery will be achieved. Demonstrates only a basic understanding of the specification and contract requirements.</p>		

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No	QUESTION TITLE	Weighting
3	<p><b>CHILD CENTRED PLANNING (word limit 700)</b>            With regard to the requirements of Lot 3 outline your organisations approach to developing and reviewing a plan for how you will support and work with a child or young person. Use an anonymised real-life example/s of working with a child or young person who has several/complex needs, relevant to the lot your organisation is tendering for.</p> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• The theory and practice which underpins planning</li> <li>• The level of aspiration taken</li> <li>• How strengths-based practice is utilised</li> <li>• How your organisation gains the voice of the child or young person to understand their specific needs and barriers to attainment</li> <li>• How your organisation works with parents or carers</li> <li>• How your organisation works with the current setting of the child or young person/other partners</li> <li>• How targets are set, and these targets support outcomes relating to achievement, attainment, educational outcomes, progress and preparing for adulthood</li> <li>• The approach to closing the gap if a child or young person has fallen behind</li> <li>• How clear start and end arrangements are determined</li> <li>• How timelines for transition are determined</li> <li>• How impact is assessed</li> <li>• How the planning relates to the achievement of outcomes (as set out in section 31.1 – 3.3 of the specification)</li> </ul>	20%
<b>SUPPLIER HELP</b>		
<p><b>This is a Minimum Evaluation Score question.</b> Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an <u>average</u> score of 1. <b>The Council shall reject Tenders that do not meet the minimum score threshold for this question.</b></p> <p><b>The word limit for the response to this question is 700</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p>		

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No	QUESTION TITLE	Weighting
4	<p><b>ACHEIVEMENT, ATTAINMENT AND OUTCOMES FOR CHILDREN AND YOUNG PEOPLE (word limit 700)</b>            With regard to the requirements of Lot 3 provide a brief description of how your organisation has successfully achieved a number of the outcomes as described in the specification (para 3.1 – 3.3). Use an anonymised real-life example/s of working with a child or young person.</p> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• The approach that your service takes</li> <li>• The outcomes achieved by the child or young person – be specific e.g., achievements, qualifications (e.g., functional skills, GCSEs), progress (e.g., through Key Stages), employability as part of post 16 plans</li> <li>• How your organisation works with the child or young person towards meeting their Preparation for Adulthood outcomes</li> <li>• How these outcomes lead to the next transition for the child or young person</li> <li>• How these outcomes contributed to the longer-term aspiration and plans of the child or young person</li> <li>• How progress and outcomes for individual children and young people are tracked and recorded, and the frequency of review</li> <li>• How your organisation evaluates the overall effectiveness of the service/s you provide including any assessment of longer term sustainable impacts for children and young people</li> </ul>	20%
<b>SUPPLIER HELP</b>		
<p><b>This is a Minimum Evaluation Score question.</b> Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an <u>average</u> score of 1. <b>The Council shall reject Tenders that do not meet the minimum score threshold for this question.</b></p>		

**The word limit for the response to this question is 700**

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No	QUESTION TITLE	Weighting
5	<p><b>OVERCOMING CHALLENGES (word limit 500)</b>            With regard to the requirements of Lot 3 provide an example of where a planned intervention (as part of alternative education provision) for a child or young person was not working, what your organisation did and the outcomes.</p>	
	<b>DESCRIPTION</b>	
	<p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• How your organisation identified that the intervention was not working</li> <li>• How you engaged the child and young person and their family in identifying and addressing the challenge</li> <li>• How the service response was adapted and who was engaged/involved in developing the response</li> <li>• The lessons learned</li> <li>• Any action taken as a result</li> <li>• The outcome for the child or young person</li> </ul>	15%
	<b>SUPPLIER HELP</b>	
	<p><b>The word limit for the response to this question is 500</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p>	

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No	QUESTION TITLE	Weighting
6	<p><b>STAFFING AND TRAINING (word limit 700)</b>            With regard to the requirements of Lot 3 outline how your organisation will ensure the service is resourced with sufficient high-quality employees to deliver the service in the lot your organisation is tendering for.</p>	
	<p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• How your organisation will ensure that its employees have the appropriate qualifications, skills and training to work effectively with children and young people, with particular reference to the outcomes required of the service (para 3.1 – 3.3 of the specification)</li> <li>• How your organisation access specialist knowledge and expertise if needed</li> <li>• Staffing ratio to each child or young person your services work with and the rationale</li> <li>• Details of the minimum level and range of staff qualifications, training and experience that will be required by your organisation and the rationale</li> <li>• Frequency that employee qualifications, skills and training are reviewed to ensure they remain valid/live and relevant</li> <li>• How your organisation will support continuous professional development</li> <li>• Details on staff performance management measures including induction, personal supervision, case supervision and management</li> <li>• Details of how unsatisfactory performance is dealt with</li> <li>• Explanation on how your organisation ensures compliance with the Pan-Dorset Safeguarding Children Partnership Safer Recruitment guidance</li> </ul>	15%



- Submit (upload) the proposed Organisational Structure for this service with high level information about skills and qualifications held/required for each role

#### SUPPLIER HELP

**This is a Minimum Evaluation Score question.** Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an average score of 1. **The Council shall reject Tenders that do not meet the minimum score threshold for this question.**

**The word limit for the response to this question is 700**

**Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).**

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## Section 2: SOCIAL VALUE

Section Weighting 5%

No	QUESTION	Weighting
1	<p><b>Buy Local (word limit 500)</b></p> <p>Describe how your organisation proposes to support the Council in delivering the following “Buy Local” outcome which states:</p> <ul style="list-style-type: none"> <li>• Support the local economy by choosing suppliers close to the point of service delivery where possible, building the local economy by supporting local businesses and building your organisation’s supply chain locally. In particular, by opening up procurement opportunities to the local market.</li> </ul> <p>Your response should detail how you can contribute to this outcome and include where possible, but not limited to, the outputs listed below:</p>	100%

Output:

- Any measure that you have as an organisation that demonstrates your commitment to supporting the local economy in Dorset

For example

- What estimated percentage of your organisation's spend will be suppliers located in Dorset?
- What estimated percentage of your organisation's spend will be with small and medium sized enterprises (less than 205 employees) located in Dorset?
- What estimated percentage of your total spend will be with third sector organisations (social enterprises, charities, etc) located in Dorset?
- Any other examples of how your organisation will support Dorset's economy and businesses

#### SUPPLIER HELP

**The word limit for the response to this question is 500 words**

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**5 – Excellent** = Comprehensive and detailed response that provides high levels of confidence that the required social value and delivery will be achieved. Demonstrates excellent understanding of social value.

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### Section 3: Price Evaluation

**Section Weighting 50%**

No	Information Required	Weighting
1	<p>Tenderers are required to complete the pricing schedule template for the relevant Lot they are tendering for, failure to provide all mandatory information will result in your organisation's tender being disqualified.</p> <p>The template requires an inclusive rate to be provided. Tenders for Lots 3 will be evaluated on the all inclusive hourly rate of the service compared to the lowest cost tendered for services within the relevant Lot</p>	100%

The price must be tailored to the specific service within the lot your organisation is tendering for.

Tenderers are required to provide a breakdown of costs as set out in the template, this is not for tender evaluation purposes but will be considered at the point of call off.

Tenderers are also being asked to set out any discounts available for block purchases, this is not for tender evaluation purposes but will be considered at the point of call off.

#### **SUPPLIER HELP**

Further guidance on the information required can be found on the first tab of the template.

At the point of call off from the framework expressions of interest from providers are considered against best value and how well the needs of the child or young person can be met.

**Quality and price evaluation - Lot 4**

**Section 1: QUALITY**

**Section Weighting 45%**

Word limits are set for each quality question. No supporting documents can be provided, unless directly requested (as set out in the description section under each question).

No	QUESTION TITLE	Weighting
1	<p><b>SERVICE DESCRIPTION AND DELIVERY (word limit 600)</b>                      With regard to the requirements of Lot 4, provide a description of the service you provide and how your organisation will deliver the service. Describe how your organisation will ensure that the service specification requirements are met.</p> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• What your service offers and the timeframes it is delivered in</li> <li>• The theory of change which underpins your service delivery model</li> <li>• The culture of your organisation including how your organisation promotes inclusive practice, trust, high aspirations and contributes towards preparing children and young people for adulthood</li> <li>• How the service is delivered</li> <li>• How your organisation works with children and young people and their families</li> <li>• The outcomes achieved by children and young people through your service e.g., achievement, qualifications, progress, post 16</li> <li>• Your organisation’s approach to ensuring children and young people are in a safe environment and feel safe</li> <li>• Details of the key challenges in delivering this service and what your organisation will do to overcome these (including service delivery during disruptive events)</li> <li>• How your organisation will approach the proposed national changes for a SEND and alternative provision system</li> <li>• Provide a link to your organisation’s website or prospectus</li> </ul>	15%
<b>SUPPLIER HELP</b>		
<p><b>The word limit for the response to this question is 600</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p> <p><b>5 – Excellent</b> = Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.</p> <p><b>3 – Good</b> = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.</p>		

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No	QUESTION TITLE	Weighting
2	<p><b>LOCAL PARTNERSHIP WORKING (word limit 500)</b> With regard to the requirements of Lot 4 - following acceptance onto the framework describe the steps your organisation would take to ensure the service commences on 1<sup>st</sup> September 2022 within the identified locality/localities.</p> <hr/> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Your organisations' approach to supporting children and young people in their localities and communities, which builds trust and a sense of belonging in their educational setting and community.</li> <li>• Reference specific key services and/or partners you will seek to work with</li> <li>• You preferred way of working with a referrer and other professionals involved with the child or young person</li> <li>• Recent examples of where joint working has enabled a young person to achieve or progress, and the outcome/s</li> <li>• How your organisation will be ready to work with the integrated locality team and other partners in your locality</li> </ul>	15%
<b>SUPPLIER HELP</b>		
<p><b>The word limit for the response to this question is 500</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p> <p><b>5 – Excellent</b> = Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.</p> <p><b>3 – Good</b> = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.</p> <p><b>1 – Basic</b> = Response addresses a limited range of issues and is basically developed. Provides only limited levels of confidence that the required service and delivery will be achieved. Demonstrates only a basic understanding of the specification and contract requirements.</p>		

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No	QUESTION TITLE	Weighting
3	<p><b>CHILD CENTRED PLANNING (word limit 700)</b>            With regard to the requirements of Lot 4 outline your organisations approach to developing and reviewing a plan for how you will support and work with a child or young person. Use an anonymised real-life example/s of working with a child or young person who has several/complex needs, relevant to the lot your organisation is tendering for.</p>	
	<p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• The theory and practice which underpins planning</li> <li>• The level of aspiration taken</li> <li>• How strengths-based practice is utilised</li> <li>• How your organisation gains the voice of the child or young person to understand their specific needs and barriers to attainment</li> <li>• How your organisation works with parents or carers</li> <li>• How your organisation works with the current setting of the child or young person/other partners</li> <li>• How targets are set, and these targets support outcomes relating to achievement, attainment, educational outcomes, progress and preparing for adulthood</li> <li>• The approach to closing the gap if a child or young person has fallen behind</li> <li>• How clear start and end arrangements are determined</li> <li>• How timelines for transition are determined</li> <li>• How impact is assessed</li> <li>• How the planning relates to the achievement of outcomes (as set out in section 31.1 – 3.3 of the specification)</li> </ul>	20%
	<b>SUPPLIER HELP</b>	
	<p><b>This is a Minimum Evaluation Score question.</b> Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an <u>average</u> score of 1. <b>The Council shall reject Tenders that do not meet the minimum score threshold for this question.</b></p> <p><b>The word limit for the response to this question is 700</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p>	

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**0 – Unacceptable** = No response or response fails to address issues and is poorly developed. Provides little or no confidence that the required service and delivery will be achieved. Demonstrates little or no understanding of the specification and contract requirements.

No	QUESTION TITLE	Weighting
4	<p><b>ACHEIVEMENT, ATTAINMENT AND OUTCOMES FOR CHILDREN AND YOUNG PEOPLE (word limit 700)</b>            With regard to the requirements of Lot 4 provide a brief description of how your organisation has successfully achieved a number of the outcomes as described in the specification (para 3.1 – 3.3). Use an anonymised real-life example/s of working with a child or young person.</p> <hr/> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• The approach that your service takes</li> <li>• The outcomes achieved by the child or young person – be specific e.g., achievements, qualifications (e.g., functional skills, GCSEs), progress (e.g., through Key Stages), employability as part of post 16 plans</li> <li>• How your organisation works with the child or young person towards meeting their Preparation for Adulthood outcomes</li> <li>• How these outcomes lead to the next transition for the child or young person</li> <li>• How these outcomes contributed to the longer-term aspiration and plans of the child or young person</li> <li>• How progress and outcomes for individual children and young people are tracked and recorded, and the frequency of review</li> <li>• How your organisation evaluates the overall effectiveness of the service/s you provide including any assessment of longer term sustainable impacts for children and young people</li> </ul>	20%
<b>SUPPLIER HELP</b>		
<p><b>This is a Minimum Evaluation Score question.</b> Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an <u>average</u> score of 1. <b>The Council shall reject Tenders that do not meet the minimum score threshold for this question.</b></p>		

**The word limit for the response to this question is 700**

**Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).**

**Scoring:**

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No	QUESTION TITLE	Weighting
5	<p><b>OVERCOMING CHALLENGES (word limit 500)</b>            With regard to the requirements of Lot 4 provide an example of where a planned intervention (as part of alternative education provision) for a child or young person was not working, what your organisation did and the outcomes.</p>	
	<b>DESCRIPTION</b>	
	<p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• How your organisation identified that the intervention was not working</li> <li>• How you engaged the child and young person and their family in identifying and addressing the challenge</li> <li>• How the service response was adapted and who was engaged/involved in developing the response</li> <li>• The lessons learned</li> <li>• Any action taken as a result</li> <li>• The outcome for the child or young person</li> </ul>	15%
	<b>SUPPLIER HELP</b>	
	<p><b>The word limit for the response to this question is 500</b>  <b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p>	



**5 – Excellent** = Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.

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No	QUESTION TITLE	Weighting
6	<p><b>STAFFING AND TRAINING (word limit 700)</b>            With regard to the requirements of Lot 4 outline how your organisation will ensure the service is resourced with sufficient high-quality employees to deliver the service in the lot your organisation is tendering for.</p> <hr/> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• How your organisation will ensure that its employees have the appropriate qualifications, skills and training to work effectively with children and young people, with particular reference to the outcomes required of the service (para 3.1 – 3.3 of the specification)</li> <li>• How your organisation access specialist knowledge and expertise if needed</li> <li>• Staffing ratio to each child or young person your services work with and the rationale</li> <li>• Details of the minimum level and range of staff qualifications, training and experience that will be required by your organisation and the rationale</li> <li>• Frequency that employee qualifications, skills and training are reviewed to ensure they remain valid/live and relevant</li> <li>• How your organisation will support continuous professional development</li> <li>• Details on staff performance management measures including induction, personal supervision, case supervision and management</li> <li>• Details of how unsatisfactory performance is dealt with</li> <li>• Explanation on how your organisation ensures compliance with the Pan-Dorset Safeguarding Children Partnership Safer Recruitment guidance</li> </ul>	15%

- Submit (upload) the proposed Organisational Structure for this service with high level information about skills and qualifications held/required for each role

#### SUPPLIER HELP

**This is a Minimum Evaluation Score question.** Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an average score of 1. **The Council shall reject Tenders that do not meet the minimum score threshold for this question.**

**The word limit for the response to this question is 700**

**Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).**

**Scoring:**

**5 – Excellent** = Comprehensive and detailed response against all points in the descriptor that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.

**3 – Good** = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.

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## Section 2: SOCIAL VALUE

Section Weighting 5%

No	QUESTION	Weighting
1	<p><b>Buy Local (word limit 500)</b></p> <p>Describe how your organisation proposes to support the Council in delivering the following “Buy Local” outcome which states:</p> <ul style="list-style-type: none"> <li>• Support the local economy by choosing suppliers close to the point of service delivery where possible, building the local economy by supporting local businesses and building your organisation’s supply chain locally. In particular, by opening up procurement opportunities to the local market.</li> </ul> <p>Your response should detail how you can contribute to this outcome and include where possible, but not limited to, the outputs listed below:</p>	100%

Output:

- Any measure that you have as an organisation that demonstrates your commitment to supporting the local economy in Dorset

For example

- What estimated percentage of your organisation's spend will be suppliers located in Dorset?
- What estimated percentage of your organisation's spend will be with small and medium sized enterprises (less than 205 employees) located in Dorset?
- What estimated percentage of your total spend will be with third sector organisations (social enterprises, charities, etc) located in Dorset?
- Any other examples of how your organisation will support Dorset's economy and businesses

#### SUPPLIER HELP

**The word limit for the response to this question is 500 words**

**Scoring:**

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### Section 3: Price Evaluation

**Section Weighting 50%**

No	Information Required	Weighting
1	<p>Tenderers are required to complete the pricing schedule template for the relevant Lot they are tendering for, failure to provide all mandatory information will result in your organisation's tender being disqualified.</p> <p>The template requires an inclusive rate to be provided. Tenders for Lot 4 will be evaluated on the all inclusive hourly rate of the service compared to the lowest cost tendered for services within the relevant Lot</p>	100%

The price must be tailored to the specific service within the lot your organisation is tendering for.

Tenderers are required to provide a breakdown of costs as set out in the template, this is not for tender evaluation purposes but will be considered at the point of call off.

Tenderers are also being asked to set out any discounts available for block purchases, this is not for tender evaluation purposes but will be considered at the point of call off.

#### **SUPPLIER HELP**

Further guidance on the information required can be found on the first tab of the template.

At the point of call off from the framework expressions of interest from providers are considered against best value and how well the needs of the child or young person can be met.

**Quality and price evaluation - Lot 5**

**Section 1: QUALITY**

**Section Weighting 45%**

Word limits are set for each quality question. No supporting documents can be provided, unless directly requested (as set out in the description section under each question).

No	QUESTION TITLE	Weighting
1	<p><b>SERVICE DESCRIPTION AND DELIVERY (word limit 600)</b>                      With regard to the requirements of Lot 5, provide a description of the service you provide and how your organisation will deliver the service. Describe how your organisation will ensure that the service specification requirements are met.</p> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• What your service offers and the timeframes it is delivered in</li> <li>• The theory of change which underpins your service delivery model</li> <li>• The culture of your organisation including how your organisation promotes inclusive practice, trust, high aspirations and contributes towards preparing young people for adulthood</li> <li>• How the service is delivered</li> <li>• How your organisation works with young people and their families</li> <li>• The outcomes achieved by young people through your service e.g., achievement, qualifications, progress, post 16</li> <li>• Your organisation’s approach to ensuring young people are in a safe environment and feel safe</li> <li>• Details of the key challenges in delivering this service and what your organisation will do to overcome these (including service delivery during disruptive events)</li> <li>• How your organisation will approach the proposed national changes for a SEND and alternative provision system</li> <li>• Provide a link to your organisation’s website or prospectus</li> </ul>	15%
<b>SUPPLIER HELP</b>		
<p><b>The word limit for the response to this question is 600</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p> <p><b>5 – Excellent</b> = Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.</p> <p><b>3 – Good</b> = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.</p> <p><b>1 – Basic</b> = Response addresses a limited range of issues and is basically developed. Provides only limited levels of confidence that the required service and delivery will be</p>		

achieved. Demonstrates only a basic understanding of the specification and contract requirements.

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No	QUESTION TITLE	Weighting
2	<p><b>LOCAL PARTNERSHIP WORKING (word limit 500)</b>            With regard to the requirements of Lot 5 - following acceptance onto the framework describe the steps your organisation would take to ensure the service commences on 1<sup>st</sup> September 2022 within the identified locality/localities.</p>	
	<b>DESCRIPTION</b>	
	<p>Response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Your organisations' approach to supporting young people in their localities and communities, which builds trust and a sense of belonging in their educational setting and community.</li> <li>• Reference specific key services and/or partners you will seek to work with</li> <li>• Your preferred way of working with a referrer and other professionals involved with the child or young person</li> <li>• Recent examples of where joint working has enabled a young person to achieve or progress, and the outcome/s</li> <li>• How your organisation will be ready to work with the integrated locality team and other partners in your locality</li> </ul>	15%
	<b>SUPPLIER HELP</b>	
	<p><b>The word limit for the response to this question is 500</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p> <p><b>5 – Excellent</b> = Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.</p> <p><b>3 – Good</b> = Response addresses key issues and is adequately developed. Provides good levels of confidence that the required service and delivery will be achieved. Demonstrates good understanding of the specification and contract requirements.</p> <p><b>1 – Basic</b> = Response addresses a limited range of issues and is basically developed. Provides only limited levels of confidence that the required service and delivery will be achieved. Demonstrates only a basic understanding of the specification and contract requirements.</p> <p><b>0 – Unacceptable</b> = No response or response fails to address issues and is poorly developed. Provides little or no confidence that the required service and delivery will</p>	

be achieved. Demonstrates little or no understanding of the specification and contract requirements.

No	QUESTION TITLE	Weighting
3	<p><b>CHILD CENTRED PLANNING (word limit 700)</b>            With regard to the requirements of Lot 5 outline your organisations approach to developing and reviewing a plan for how you will support and work with a young person. Use an anonymised real-life example/s of working with a young person who has several/complex needs, relevant to the lot your organisation is tendering for.</p>	
	<p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• The theory and practice which underpins planning</li> <li>• The level of aspiration taken</li> <li>• How strengths-based practice is utilised</li> <li>• How your organisation gains the voice of the young person to understand their specific needs and barriers to attainment</li> <li>• How your organisation works with parents or carers</li> <li>• How your organisation works with the current setting of the young person/other partners</li> <li>• How targets are set, and these targets support outcomes relating to achievement, attainment, educational outcomes, progress and preparing for adulthood</li> <li>• The approach to closing the gap if a young person has fallen behind</li> <li>• How clear start and end arrangements are determined</li> <li>• How timelines for transition are determined</li> <li>• How impact is assessed</li> <li>• How the planning relates to the achievement of outcomes (as set out in section 31.1 – 3.3 of the specification)</li> </ul>	20%
	<p style="text-align: center;"><b>SUPPLIER HELP</b></p> <p><b>This is a Minimum Evaluation Score question.</b> Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an <u>average</u> score of 1. <b>The Council shall reject Tenders that do not meet the minimum score threshold for this question.</b></p> <p><b>The word limit for the response to this question is 700</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p> <p><b>5 – Excellent</b> = Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.</p>	

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No	QUESTION TITLE	Weighting
4	<p><b>ACHEIVEMENT, ATTAINMENT AND OUTCOMES FOR CHILDREN AND YOUNG PEOPLE (word limit 700)</b>            With regard to the requirements of Lot 5 provide a brief description of how your organisation has successfully achieved a number of the outcomes as described in the specification (para 3.1 – 3.3). Use an anonymised real-life example/s of working with a young person.</p> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• The approach that your service takes</li> <li>• The outcomes achieved by the young person – be specific e.g., achievements, qualifications (e.g., functional skills, post 16 qualifications), progress, employability as part of post 16 plans</li> <li>• How your organisation works with the young person towards meeting their Preparation for Adulthood outcomes</li> <li>• How these outcomes lead to the next transition for the young person</li> <li>• How these outcomes contributed to the longer-term aspiration and plans of the young person</li> <li>• How progress and outcomes for individual young people are tracked and recorded, and the frequency of review</li> <li>• How your organisation evaluates the overall effectiveness of the service/s you provide including any assessment of longer term sustainable impacts for young people</li> </ul>	20%
<b>SUPPLIER HELP</b>		
<p><b>This is a Minimum Evaluation Score question.</b> Tenderers must achieve the relevant minimum score threshold for this question, which for this question is an <u>average</u> score of 1. <b>The Council shall reject Tenders that do not meet the minimum score threshold for this question.</b></p> <p><b>The word limit for the response to this question is 700</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p>		



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No	QUESTION TITLE	Weighting
5	<p><b>OVERCOMING CHALLENGES (word limit 500)</b> With regard to the requirements of Lot 5 provide an example of where a planned intervention (as part of alternative education provision) for a young person was not working, what your organisation did and the outcomes.</p>	
	<p style="text-align: center;"><b>DESCRIPTION</b></p>	
	<p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"><li>• How your organisation identified that the intervention was not working</li><li>• How you engaged the young person and their family in identifying and addressing the challenge</li><li>• How the service response was adapted and who was engaged/involved in developing the response</li><li>• The lessons learned</li><li>• Any action taken as a result</li><li>• The outcome for the young person</li></ul>	15%
	<b>SUPPLIER HELP</b>	
	<p><b>The word limit for the response to this question is 500</b></p> <p><b>Answers must be tailored to the lot the organisation is tendering for (as summarised in table 1 of the specification).</b></p> <p><b>Scoring:</b></p> <p><b>5 – Excellent</b> = Comprehensive and detailed response that provides high levels of confidence that the required service and delivery will be achieved. Demonstrates excellent understanding of the specification and contract requirements.</p>	

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No	QUESTION TITLE	Weighting
6	<p><b>STAFFING AND TRAINING (word limit 700)</b>            With regard to the requirements of Lot 5 outline how your organisation will ensure the service is resourced with sufficient high-quality employees to deliver the service in the lot your organisation is tendering for.</p> <p style="text-align: center;"><b>DESCRIPTION</b></p> <p>Your response should include, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• How your organisation will ensure that its employees have the appropriate qualifications, skills and training to work effectively with young people, with particular reference to the outcomes required of the service (para 3.1 – 3.3 of the specification)</li> <li>• How your organisation access specialist knowledge and expertise if needed</li> <li>• Staffing ratio to each child or young person your services work with and the rationale</li> <li>• Details of the minimum level and range of staff qualifications, training and experience that will be required by your organisation and the rationale</li> <li>• Frequency that employee qualifications, skills and training are reviewed to ensure they remain valid/live and relevant</li> <li>• How your organisation will support continuous professional development</li> <li>• Details on staff performance management measures including induction, personal supervision, case supervision and management</li> <li>• Details of how unsatisfactory performance is dealt with</li> <li>• Explanation on how your organisation ensures compliance with the Pan-Dorset Safeguarding Children Partnership Safer Recruitment guidance</li> <li>• Submit (upload) the proposed Organisational Structure for this service with high level information about skills and qualifications held/required for each role</li> </ul>	15%

**SUPPLIER HELP**

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**Section 2: SOCIAL VALUE**

**Section Weighting 5%**

No	QUESTION	Weighting
1	<p><b>Buy Local (word limit 500)</b></p> <p>Describe how your organisation proposes to support the Council in delivering the following “Buy Local” outcome which states:</p> <ul style="list-style-type: none"> <li>Support the local economy by choosing suppliers close to the point of service delivery where possible, building the local economy by supporting local businesses and building your organisation’s supply chain locally. In particular, by opening up procurement opportunities to the local market.</li> </ul> <p>Your response should detail how you can contribute to this outcome and include where possible, but not limited to, the outputs listed below:</p> <p>Output:</p>	100%

<ul style="list-style-type: none"> <li>Any measure that you have as an organisation that demonstrates your commitment to supporting the local economy in Dorset</li> </ul> <p>For example</p> <ul style="list-style-type: none"> <li>What estimated percentage of your organisation's spend will be suppliers located in Dorset?</li> <li>What estimated percentage of your organisation's spend will be with small and medium sized enterprises (less than 205 employees) located in Dorset?</li> <li>What estimated percentage of your total spend will be with third sector organisations (social enterprises, charities, etc) located in Dorset?</li> <li>Any other examples of how your organisation will support Dorset's economy and businesses</li> </ul>	
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**SUPPLIER HELP**

**The word limit for the response to this question is 500 words**

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**Section 3: Price Evaluation**

**Section Weighting 50%**

No	Information Required	Weighting
1	<p>Tenderers are required to complete the pricing schedule template for the relevant Lot they are tendering for, failure to provide all mandatory information will result in your organisation's tender being disqualified.</p> <p>The template requires an inclusive rate to be provided. Tenders for Lot 5 will be evaluated on the all inclusive hourly rate of the service compared to the lowest cost tendered for services within the relevant Lot</p> <p>The price must be in tailored to the specific service within the lot your organisation is tendering for.</p>	100%

<p>Tenderers are required to provide a breakdown of costs as set out in the template, this is not for tender evaluation purposes but will be considered at the point of call off.</p> <p>Tenderers are also being asked to set out any discounts available for block purchases, this is not for tender evaluation purposes but will be considered at the point of call off.</p>	
<b>SUPPLIER HELP</b>	
<p>Further guidance on the information required can be found on the first tab of the template.</p> <p>At the point of call off from the framework expressions of interest from providers are considered against best value and how well the needs of the child or young person can be met.</p>	

The following are the pass / fail questions in respect of this procurement exercise which have been built into the e-tender system for tenderers to submit their responses. Applicable for all Lots.

#### **PASS / FAILS - SAFEGUARDING**

No.	Question	
8.1	Provide evidence (upload certificate or other evidence of attendance) that your organisation has a safeguarding children lead who has completed level 3 safeguarding training in the last 2 years	Pass / Fail
8.2	Upload a copy of your organisations policy or procedures for managing allegations against staff (or self if a sole trader)	Pass / Fail
8.3	Upload a copy of your organisations' safeguarding policy which was reviewed and updated in line with KCSiE 2021, which states the date it was reviewed and updated	Pass / Fail
8.4	Upload a copy of your organisations' safer recruitment policy	Pass / Fail
8.5	Upload your organisations anonymised single central record which is an up-to-date record of staff, trustees, governors, volunteers and agency staff, compliant with KCSiE 2021, including: valid and up-to-date relevant DBS checks enhanced DBS checks. Including with children's barred list information, for those who will be engaging in regulated activity with children	Pass / Fail
8.6	Are policies and procedures detailed in 7.1 - 7.5 in line with the PDSCP policies and procedures?	Pass / Fail

## PASS / FAILS – HEALTH & SAFETY

No.	Question	
9.1	Confirm the name(s) of your organisations' Health and Safety lead(s)	Pass / Fail
9.2	I confirm that a sufficient number of trained first aiders are on site at all times when children and young people are present	Pass / Fail
9.3	Upload first aid certificates for staff (unless not applicable, if so provide an explanation as to why e.g. teaching in a child's home)	Pass / Fail
9.4	I confirm that procedures are in place for recording and reporting accidents to staff, children, young people and visitors including RIDDOR - click for more information	Pass / Fail
9.5	Upload a current risk assessment for an off-site learning activity e.g., outings and activities (if applicable)	Pass / Fail
9.6	Upload an anonymised risk assessment currently/previoursly in place for an individual child or young person	Pass / Fail
9.7	Upload risk assessment and processes for transport used for children and young people, it must include processes to ensure that staff and vehicles are compliant with the law and all national requirement (if applicable) e.g., valid licences, MOT, insurance	Pass / Fail
9.8	Upload risk assessment(s) for all sites or other delivery methods e.g., online	Pass / Fail
9.9	Upload your organisations Health and Safety policy. It must state the date that it was reviewed and updated, which should occur at least every two years.	Pass / Fail
9.10	Upload your organisations' fire risk assessment which must state when it was last reviewed which should occur at least annually (unless this is not applicable as you operate from sites you are not responsible for e.g., public places, a school or a child's home)	Pass / Fail

## PASS / FAILS - BUSINESS

No.	Question	
10.1	Upload your organisations Business Continuity Plan	Pass / Fail
10.2	Provide the names and full dates of birth (day/month/year) of all officers of the company (as provided to Companies House) or if you are not registered with Companies House confirm the names and full dates of birth (day/month/year) of those who run the organisation	Pass / Fail