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| **Contract for Communication and Interaction Support for Educators**  **AWARD QUESTIONNAIRE** |

Please complete all sections of the questionnaire, using Arial 11 font and limit your response to the word limit in each section, the boxes will expand as you type. If you include diagrams they will be included in the word count. Please do not attach appendices as they will not be considered unless specifically requested.

If you are submitting this questionnaire as a consortium then only the lead member need answer on behalf of the entire consortium.

Only tenders submitted on this questionnaire will be evaluated and any tenders not submitted on this questionnaire will be discounted.

**A Organisation profile**

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| **Note to Organisation**  The Council needs this section for information purposes only. |

**A.1** Please provide the following details.

Business name (or consortium name)

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**A.2** Registered or trading name if different

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| --- |
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**A.3** Type of organisation (for example, private limited company, partnership, sole trader, registered charity (including registered charity number), or non-profit making organisation)

|  |
| --- |
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**A.4** Registered address

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**A.5** Correspondence address if different from the above.

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**A.6** Address from which the contract will be provided if different from the above.

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**A.7** Year established

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**A.8** VAT number

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**A.9** Please tell us the principal areas of business activity of your organisation.

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**A.10** Please tell us your contact details for the purposes of this submission

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| --- | --- |
| Contact name |  |
| Contact's position |  |
| Contact's phone number |  |
| Contact’s email address |  |

**B Insurance**

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| **Note to organisation**  The Council will evaluate this section on a pass or fail basis.  In order to pass this Section, you must confirm that you have or if successful will buy the required levels of insurance. Answering No will result in a fail and your quotation will not be considered. |

**B.1** Please give confirmation that you have or if successful, will obtain the following minimum levels of insurance.

|  |  |
| --- | --- |
|  | **Please select one box for each** |
| Public liability £ 5 million | Yes  No |
| Employers liability £5 million | Yes  No |
| Professional indemnity £2 million | Yes  No |

**C Health and safety**

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| **Note to organisation**  This section will be evaluated on a pass/fail basis. In order to pass this Section, you must confirm your organisation’s commitment to the health and safety as listed below and sign the declaration. |

**C.1 The Council requires Organisations to make the following commitments to health and safety by signing the undertaking below:**

* To provide adequate control of the health, safety and welfare risks arising from the Organisation’s work activities which may affect workforce or others.
* To consult with the workforce on matters affecting health and safety.
* To provide and maintain safe plant and equipment.
* To make sure of safe handling and use of substances.
* To give information, instruction and supervision for workforce.
* To make sure all workforce are competent to do their tasks and to give them adequate training.
* To prevent accidents and cases of work related ill health.
* To maintain safe and healthy working conditions.
* To make sure enough funds are available to implement this statement.
* To review and revise this statement as necessary at regular intervals not exceeding 12 months.

Further, whilst your organisation carries out any work on the Council’s behalf you agree to:

* make sure that your entire workforce will keep to all relevant health and safety legislation; and
* keep to any instructions from our supervising or safety officers.

|  |  |
| --- | --- |
| Signed for and on behalf of the organisation: |  |
| Signed: |  |
| Position or status in the organisation: |  |
| Organisation’s name: |  |
| Organisation’s address: |  |
| Date: |  |

**D GDPR - data Protection Schedule**

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| **Note to Organisation**  The Council need this section for information purposes only. |

D1. The Contractor shall comply with any further written instructions with respect to processing by the Customer.

D2. Any such further instructions shall be incorporated into this Schedule and this Schedule may be amended at any time during the Contract Period by agreement in writing between the Customer and the Contractor to ensure that the description and detail set out in this Schedule with regard to the processing of personal data reflects the arrangements between the Parties, is accurate and is compliant against the Data Protection Legislation.

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| --- | --- | --- |
| **No** | **Description** | **Details** |
| 1 | Subject matter of the processing | *Personal details of teachers and children* |
| 2 | Duration of the processing | *Following referral from the council to the completion of the activity/assessment, including the collection of feedback.* |
| 3 | Nature and purposes of the processing | *Collection of names, addresses, dates of birth and contact details of teachers, children and their families in order to provide training and assessment in order to carry out the contract.* |
| 4 | Type of Personal Data | *Name, address, date of birth, telephone number, details of the issues of individual children in relation to their communication and interaction needs.* |
| 5 | Categories of Data Subject | *clients, pupils.* |
| 6 | Plan for return and destruction of the data once the processing is complete UNLESS requirement under union or member state law to preserve that type of data | *The data shall be kept for no longer than the duration of the contract.* |

**E References**

**E.1** Please give details of one referee to whom you have provided comparable services as those looked for through this request for quotation, who we may contact for further information and to verify your responses.

|  |  |
| --- | --- |
| Name |  |
| Title |  |
| Company/Business Name |  |
| Address |  |
| Phone number |  |
| Fax number |  |
| Email address |  |

**Part 1 – Quality**

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| **Criteria 1. Geographic Location** | | |
| Evaluation Criteria Weighting | | **Pass/Fail** |
| **Question:**  To enable our teaching staff to take advantage of opportunity to learn through observation of specialist teaching within constraints of time and cost, you must have a suitable educational base within the Stockton-on-Tees area or will have before the contract start date. Please confirm you can meet this requirement. | | |
| Responses to the evaluation criteria above will be marked using the following scoring profile: | | |
| Score | Classification | |
| **Pass** | **Pass –** confirmation you can meet this requirement, including address of your suitable educational base and planned opening date if not already open. | |
| **Fail** | **Fail** – unable to meet this requirement. | |
| **Please note:** If you Fail this Criteria you will not be eligible to be awarded this contract and your submission will not be scored further.  **Please limit your response to a max of 100 words.** Any information provided over the word limit will be rejected and not considered within the evaluation and scoring process. | | |
| Type your response here; the box will expand automatically as you start to type. | | |

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| **Criteria 2. Technical Experience** | | |
| Evaluation Criteria Weighting | | **Maximum of 35% available** |
| **Question:**  Please provide specific details of your organisation’s recent and relevant experience of providing the services, which should be a specialist educator led interaction/ ASD Needs service for educators. In your answer please describe how you will provide this service within Stockton-on-Tees. | | |
| Responses to the evaluation criteria above will be marked using the following scoring profile: | | |
| Score | Classification | |
| **4** | **Excellent** – an excellent response to the requirements and provides detailed evidence on each point. | |
| **3** | **Good** – a good response to the requirements which provides evidence which covers most of the key points and offers some detail. | |
| **2** | **Fair** – the information submitted is limited and several key points are missing with little or no detail. | |
| **1** | **Poor** – the information submitted is very limited, inconsistent and misses key points. | |
| **0** | **Unacceptable –** unanswered or failed to relate to the question. | |
| **Please limit your response to a max of 500 words**. Any information provided over the word limit will be rejected and not considered within the evaluation and scoring process. | | |
| Type your response here; the box will expand automatically as you start to type. | | |

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| **Criteria 3. Service Delivery** | | |
| Evaluation Criteria Weighting | | **Maximum of 35% available** |
| **Question:**  Please explain how you will be able to deliver the work required. Please detail in your response the processes you will apply to ensure that you are able to meet the requirements of the Council within the budget available.  In addition to your answer please use appendices 1, 2, 3 and 4 to provide details about what you will deliver for each of the activities. These are not scored and do not count towards the word limit but will be used as a basis on which contract performance will be agreed and measured. | | |
| Responses to the evaluation criteria above will be marked using the following scoring profile: | | |
| Score | Classification | |
| **4** | **Excellent** – an excellent response to the requirements and provides detailed evidence on each point. | |
| **3** | **Good** – a good response to the requirements which provides evidence which covers most of the key points and offers some detail. | |
| **2** | **Fair** – the information submitted is limited and several key points are missing with little or no detail. | |
| **1** | **Poor** – the information submitted is very limited, inconsistent and misses key points. | |
| **0** | **Unacceptable –** unanswered or failed to relate to the question. | |
| **Please limit your response to a max of 1,000 words**. Any information provided over the word limit will be rejected and not considered within the evaluation and scoring process. | | |
| Type your response here; the box will expand automatically as you start to type. | | |

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| **Criteria 4. Safeguarding** | | |
| Evaluation Criteria Weighting | | **Maximum of 5% available** |
| **Question:**  Please explain how you meet Stockton Council’s existing Safeguarding framework within your service provision? | | |
| Responses to the evaluation criteria above will be marked using the following scoring profile: | | |
| Score | Classification | |
| **4** | **Excellent** – an excellent response to the requirements and provides detailed evidence on each point. | |
| **3** | **Good** – a good response to the requirements which provides evidence which covers most of the key points and offers some detail. | |
| **2** | **Fair** – the information submitted is limited and several key points are missing with little or no detail. | |
| **1** | **Poor** – the information submitted is very limited, inconsistent and misses key points. | |
| **0** | **Unacceptable –** unanswered or failed to relate to the question. | |
| **Please limit your response to a max of 300 words**. Any information provided over the word limit will be rejected and not considered within the evaluation and scoring process. | | |
| Type your response here; the box will expand automatically as you start to type. | | |

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| **Social Value** | | |
| Evaluation Criteria Weighting | | **Maximum of 5% available** |
| **Question:**  Stockton on Tees Borough Council strives to ensure that all contracts for Goods, Services and Works deliver positive Social Value outcomes that benefit local people, the local economy and the environment.  Please describe how your organisation can help Stockton Council to achieve better Social Value outcomes throughout the contract.  Please consider but do not limit your response to;   * Any Social Value activities currently undertaken * Employment opportunities for local people * Training opportunities for local people * Spend in the local economy * Reducing energy consumption * Minimising transportation * Recycling throughout the supply chain * Reduction in use of plastics   To help report on Social Value Outcomes delivered as a result of the contract the Council may request information relating to the Social Value you propose to deliver in line with your response.  Your proposal must indicate outcomes that will be measurable in order that the Council can determine how effectively this element of the contract has been met. | | |
| Responses to the evaluation criteria above will be marked using the following scoring profile: | | |
| Score | Classification | |
| 4 | **Excellent** – The response is completely relevant, comprehensive and demonstrates a thorough and clear description of how Social Value can be delivered throughout the contract. The response provides a high degree of confidence to help assure the Council that through the contract the Bidder will help deliver positive Social Value outcomes throughout Stockton on Tees. | |
| 3 | **Good** – The response is relevant and demonstrates a good description of how Social Value outcomes may be delivered throughout the contract. The response is sufficiently detailed although is not fully comprehensive in that certain elements are not explicit or fully described. The response does provide the Council a good level of confidence that the bidders proposal will help to deliver positive Social Value outcomes throughout Stockton on Tees. | |
| 2 | **Satisfactory** – The response is relevant, fair and demonstrates the bidder understands Social Value. The Bidder proposes some Social Value that Stockton on Tees may benefit from however the response lacks the detail required to assure the Council that the bidder has the capability to succeed in delivering the proposed Social Value outcomes. | |
| 1 | **Poor** – The response is partially relevant and addresses Social Value broadly demonstrating the Bidder understands Social Value and delivers some Social Value. The response however fails to demonstrate how Stockton on Tees Borough Council will benefit from any Social Value outcomes as a result of the contract. | |
| 0 | **Unacceptable** – No response is provided, or the response fails to demonstrate any understanding of Social Value. | |
| **Please limit your response to a max of 200 words.** Any information provided over the word limit will be rejected and not considered within the evaluation and scoring process. | | |
| Type your response here; the box will expand automatically as you start to type. | | |

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| **Price** | |
| Evaluation Criteria Weighting | **Maximum of 20% available** |
| **Question:**  Stockton on Tees Borough Council strives to ensure that all contracts for Goods, Services and Works deliver value for money.  Please complete the table below to enter your standard price for the activities below, which are detailed within the Service Specification. A maximum of 5% will be awarded to the lowest price received for each individual activity, meaning a top score of 20% is available if a bidder enters the lowest price for all four activities. Higher prices will be scored based on their deviation from the lowest price submitted.  These prices should reflect the cost of your services as detailed in appendices 1 to 4. Bidders accept that if these services are amended following contract-award this may result in an adjusted price for the activity. | |
| |  |  | | --- | --- | | **Activity** | **Cost** | | Evidence-based specialist training sessions | £[X] per hour | | One to one support | £[X] per hour | | Observation of specialist teaching | £[X] per hour | | Bespoke Assessments | £[X] per hour | | |

**Appendix 1**

**IR35 and HMRC Deemed Employment Status Information and Indemnity Declaration**

Contract for Communication and Interaction Support for Educators

By completing this declaration, the successful Service Provider accepts it is the Councils responsibility to determine in its sole discretion whether the engagement of the Service Provider will mean that the IR35 legislation or HMRC rules on Employment Status will apply.

In the event the Council determines that the IR35 legislation applies or where the Council is satisfied that HMRC would deem there to be an employment relationship the Council is required by HMRC to make all payments through a payroll model to ensure that tax and NI contributions are deducted from the Price. All tax and NI deductions will be automatically forwarded to HMRC on behalf of the Service Provider.

Bidders are required to answer the following question by placing an ‘X’ in the box next to the answer which corresponds to their proposed approach to service delivery:

**How will you, (the Bidder) provide your services to the Council (end client)?**

|  |  |
| --- | --- |
| Limited Company   * where the individual / individuals providing the services can be substituted and are paid via the limited company’s payroll |  |
| Limited Company   * - where the individual is personally providing the services and they cannot be substituted |  |
| As a Partnership |  |
| As a sole Trader |  |
| Through another individual (not an Agency) |  |
| Through an Agency |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  | | Date: |  |
| Print Name: |  | | | |
| Position: |  | | | |
| For and on behalf of: | |  | | |