

# Provider Engagement Event – Information Pack



The contents of this pack relate to information that was shared at our provider engagement event that was held at our Community Vision Children and Family Centre on the 2<sup>nd</sup> August 2022, 10am to 2pm.

This event was openly advertised via the following routes:

- Email
- Advertised on our social media pages
- Posters in our Children and Family Centres
- Advertised on ProContract
- The Community Links twitter page
- Bromley website
- Bromley Education Matters website

The event provided an opportunity for providers who have expertise in early intervention focused services to find out what we do and what it takes to deliver an activity/service from one of our 6 Children and Family Centres and central Bromley site.

All commissioned activities that run from our Children and Family Centres are awarded following a competitive tendering process run through the London Tenders Portal. We recommend that you sign up to register on the London Tenders Portal (operated by Proactis) here: <https://procontract.due-north.com/register>

Signing up is free and easy, and you will be able to receive notifications about relevant opportunities not only from Bromley, but also a number of other London Boroughs who use the Portal. We recommend that all organisations interested in doing business with us sign up to the Portal, and a guide on how to do so can be found here: <https://www.bromley.gov.uk/procurement/business-us>

Unfortunately, we can only deliver activities that have gone through the full tendering process via the London Tenders Portal and to those suppliers who have made a successful bid. The next anticipated window for tenders to run activities in the Children & Family Centres will go live on **Monday 5<sup>th</sup> September 2022**, we encourage all suppliers to bid, including small local businesses.



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# **London Borough of Bromley People Services Bromley Children Project**

## **Instructions to bidders**

**Invitation to quote for the provision of a range  
of early intervention and family support  
services within the Children and Family  
Centres and other related venues**

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# PART I – Main Instructions for Bidders

*This PART includes the main instructions for bidders and an overview of what is required.*

## 1. Overview of the opportunity and indicative timetable

- 1.1 The London Borough of Bromley (the Council) is inviting quotations for the provision of a range of early intervention and family support services within the [Children and Family Centres](#) and other related venues.
- 1.2 The Council is seeking bidders who will be able to fulfil the following individual requirements:

Core Principle	Course/ Activity strand	Estimated annual value	Potential and estimated total value of opportunity (including extension options, at the discretion of the Council)
Family Support & Parenting	Ante/ Perinatal	£3,500	£10,500
	Breastfeeding Support	£4,000	£12,000
	Improving Attachment (baby massage)	£6,000	£18,000
	Engaging Fathers	£14,000	£42,000
	Parent & Baby Exercise	£7,000	£21,000
	Pregnancy	£3,500	£10,500
	Young Mums	£4,000	£12,000
Child Development & School Readiness	Sports	£14,000	£42,000
	Music	£12,000	£36,000
Health & Wellbeing	Counselling	£15,000	£45,000
	Exercise	£7,500	£22,500
	First Aid	£7,500	£22,500

	Nutrition/ Dietetic Advice/ Food	£27,000	£81,000
	Safeguarding	£4,500	£13,500
Skills Acquisition	ESOL	£15,000	£45,000
	Job Skills	£4,000	£12,000
	Literacy / Numeracy for Adults	£4,500	£13,500
	Skills development	£25,000	£75,000

- 1.3 Bidders can submit a response for any number of course/ activity strands. If you intend to submit more than one quotation or a variant of your quotation for the same activity strand, please complete and submit a separate '*D. Response Document*' for your service or activity and upload it to the correct project on the Council's e-procurement portal, ProContract.
- 1.4 The Contract is anticipated to commence on 1 April 2023 and will be for a period of 1 year, with an option to extend for a further period up to 1 year and then another further period of up to 1 year, at the sole discretion of the Council.
- 1.5 These opportunities are being openly advertised. These documents and the response document are specifically intended for use in procurements with a financial value beneath applicable thresholds set out in the Public Contracts Regulations 2015.
- 1.6 This procurement process will be run electronically using the ProContract e-tendering system. Bidders shall ensure they adhere to the instructions for submitting their response contained in this document, the 'Request for Quotation guidance pack' and the help guidance notes provided by ProContract.
- 1.7 The fully completed '*D. Response Document*' shall be submitted via ProContract no later than **12.00 noon on Monday 10<sup>th</sup> October 2022**, or any revised date if such is granted.

1.8 The indicative timetable for this process is:

Indicative Timetable	
Documents made available from	Monday 5 <sup>th</sup> September 2022
Closing date for return of Bid including ' <i>D. Response Document</i> '	12 Noon on Monday 10 <sup>th</sup> October 2022
Evaluation of submitted responses	October/November 2022
Clarification interviews (if required)	November 2022
Anticipated date to advise outcome	Monday 9 <sup>th</sup> January 2022
Anticipated Contract Commencement Date	1 <sup>st</sup> April 2023

## 2. Communicating with the Council during the procurement process

- 2.1 Please direct all queries through ProContract using the messaging function. If you have queries regarding the ProContract Portal, please refer to the information contained in the help guides contained within the Portal or contact Proactis on [procontractsuppliers@proactis.com](mailto:procontractsuppliers@proactis.com)
- 2.2 Please do not sign or include any identifying marks on your queries as these and the Council's responses may be made available to other bidders via ProContract.
- 2.3 No verbal clarifications will be given. Any unauthorised communication with Council staff may lead to disqualification of your response.
- 2.4 The Council will endeavour to answer all enquiries received through ProContract up until five working days before the final submission date.

## 3. Document submission checklist

- 3.1 The following table shows the documents enclosed with this invitation, and the documents that you must return as your response.
- 3.2 In order to simplify the application process, you do not need to provide supporting documents (for example certificate, policies, accounts) initially. You should ensure these documents are readily available so that you can provide these to the Council *at any time* during the procurement process. If you are successful, you must provide all of the documents necessary to support your response prior to any award of contract.

**TABLE A – Document Checklist**

<b>Document Title</b>	<b>Document Description</b>	<b>Enclosed</b>	<b>For return?</b>
<b>A. Instructions to Bidders (this document)</b>	This document sets out what we want bidders to do during the bidding process and how the evaluation will be conducted.	Yes	No
<b>B. Specification</b>	This document sets out what the Council wants the successful bidder to deliver under the contract	Yes	No
<b>B.1 Activity or Course Evaluation Form</b>	This document must be completed by course attendees and helps the Council to evaluate the success of the training.	Yes	No
<b>B.2 BCP Registration Form</b>	This document must be used by the supplier to record the details of attendees who are registering attendance.	Yes	No
<b>C. Conditions of Contract</b>	These are the terms and conditions the successful supplier(s) will be bound by.	Yes	No
<b>D. Response Document</b>	Bidders must provide their response on this document and upload it correctly to the ProContract portal. All sections must be answered.	Yes	Yes
<b>E. Response Document Guidance</b>	This document provides guidance for each question within the response document	Yes	No
<b>F. Reference Form</b>	Bidders must forward this form to their nominated referees and ensure that they return the completed form via email directly to the London of Bromley by the deadline date.	Yes	Yes

<b>Thresholds of Need Guidance</b>	Document produced by Bromley Safeguarding Children Board (BSCB) to assist in identifying children who have additional needs, explaining how to provide support to those by using the Common Assessment Framework and/or making a referral for Early Help.	Available from the BSCP website ( <a href="http://www.bromley.safeguarding.org">www.bromley.safeguarding.org</a> ), or directly by <a href="#">clicking here</a> .	No
<b>G. Early Intervention &amp; Family Support Service &amp; H. Rainbow Strands document</b>	These documents are to support you with your response and give some background information on what we do overall as a Service.	Yes	No
<b>Documents in support of your application</b>	Your health and safety policy. Your equality policy. Your child protection policy. Insurance certificates evidencing the required level of cover for the duration of the contract period. Up to date and valid enhanced Disclosure and Barring Services (DBS) checks for the relevant staff. Any other relevant supporting documents.	No	Not at this stage, but if successful you must provide these documents prior to award.

## PART II – Further Instructions for Bidders

*This PART contains further instructions for bidders.*

### 4. Legal and contracting arrangements of the Council

- 4.1 For more information on public procurement, please visit the Crown Commercial Service website (<https://www.gov.uk/guidance/public-sector-procurement-policy>).
- 4.2 Bidders shall ensure that all information supplied to the Council in support of their Bid is accurate to the best of their knowledge at the time of submitting their Bid. The Council may seek further clarification on any relevant points but is not obliged to do so.
- 4.3 Every Bid received by the Council shall be deemed to be subject to the terms of all Invitation to Quote Documents.

- 4.4 On 25<sup>th</sup> May 2018 the General Data Protection Regulation 2016 came into force. In addition, a new Data Protection Act 2018 also came into force on the same date. The Services to be provided as a result of this procurement will be subject to both these pieces of new Data Protection Legislation, which relate to Personal Data
- 4.5 The Invitation to Quote Documents supplied to Bidders through ProContract are and shall remain the intellectual property of the Council. If no Bid is submitted, any documents downloaded must be deleted.
- 4.6 The Council may reproduce the whole or any portion of submitted Bids for the purposes of evaluation.
- 4.7 The Council may, at its absolute discretion, extend the closing date and time by amending the project on ProContract. Prospective Bidders will receive notification of the change of return date and time. Unless any such extension has been granted, Bids submitted after the return date and time will not be considered.
- 4.8 The Council may, at its sole discretion, terminate the procedure at any time. If such action is taken, Prospective Bidders will be notified via ProContract.
- 4.9 The Council is not bound to make any award of Contract. It may award the Contract to the most economically advantageous offer and does not bind itself to accept the lowest offer.
- 4.10 The Council will not be responsible for, nor will they pay for, any expense or loss which may be incurred by Bidders in the preparation of their Bids, or any other aspect of the process.

## **5. Amendments to the procurement documents**

- 5.1 In the event that changes to the Invitation to Quote Documents are required they will be posted to ProContract by the Council and notification will be sent to all Prospective Bidders that the document has been amended.
- 5.2 The Bidder will be informed by the Council of any mathematical errors found in the examination of the submitted Bid. The Bidder may then:
  - 5.2.1 confirm submitted prices without amendment; or
  - 5.2.2 withdraw the Bid; or
  - 5.2.3 amend the Bid to correct any genuine arithmetic errors apparent on the face of the document, providing that in this case, apart from these genuine errors no other adjustment, revision or qualification is made.

## **6. Rejection of responses**

### **6.1 The Council may reject a Bid if:**

- 6.1.1 It is qualified in any way; unless the qualification has been previously agreed with the Council;
- 6.1.2 It is not submitted in accordance with the instructions set out in this document or if anything is omitted;
- 6.1.3 It is not submitted on the forms provided or in the format requested;
- 6.1.4 the Bidder acts in any way improperly, including but not limited to canvassing, price fixing or inducements (which relate to offences under the Bribery Act 2010, Section 117 of the Local Government Act 1972 or any future legislation);
- 6.1.5 the Bidder alters the Invitation to Quote Documents in any way.

## **7. Response method**

- 7.1 Bidders are requested to use plain English and avoid using abbreviations or acronyms when submitting their responses.
- 7.2 Bidders shall be explicit and comprehensive in their responses as this will be the source of information on which responses will be scored. Bidders are advised neither to make any assumptions about their past or current supplier relationships with the Council nor to assume that such prior business relationships will be taken into account in the evaluation procedure.
- 7.3 Bidders shall submit all documentation electronically through ProContract and ensure all questions are completed.
- 7.4 Documents submitted through ProContract will be deemed to have been signed electronically within the meaning of the Electronic Communications Act 2000.
- 7.5 The documents indicated in the Document Checklist in Table A of Section 3 above must be completed, signed and submitted as part of the Bidder's response through ProContract.
- 7.6 Where indicated, the documents shall be signed where the Bidder is:
  - 7.6.1 an individual sole trader, by that individual sole trader;
  - 7.6.2 a partnership, by two duly authorised partners;
  - 7.6.3 a company, by two directors or director and the secretary of the company, such persons being duly authorised for that purpose;

- 7.6.4 a charity or voluntary organisation, by two duly authorised representatives of that organisation;
- 7.7 The documents that require a signature can be submitted in the following manner:
  - 7.7.1 by inserting a scanned signature onto the documents and submitting them through ProContract as part of the response.
  - 7.7.2 by printing off the documents, signing them and then scanning the signed form and adding this as an attachment to the submitted response through ProContract.

## **8. Instructions for completing responses**

- 8.1 Please refer to the 'Request for Quotation guidance pack' for in depth instructions for completing the response document – Request for Quotation.
- 8.2 All elements of the Invitation to Quote Documents including the Specification shall be considered when completing the Bid.
- 8.3 Before submitting their Bids, Bidders shall have satisfied themselves as to the accuracy of the prices detailed in their Bid which shall cover all their obligations to provide the Service under the terms of the Contract. All prices submitted shall be exclusive of VAT.
- 8.4 The Council reserves the right to undertake detailed financial checks on potential providers and a report from the Council's business/credit analysts may be obtained as part of the Council's financial assessment of risk. The information requested will be used to assess whether an organisation has sufficient financial standing and capacity, and is a sufficiently low risk, to undertake the service.

## **9. Evaluation methodology**

- 9.1 Bids will be evaluated based on 60% Price and 40% Quality. The overall weightings for this contract evaluation have been set to identify the Most Economically Advantageous Bid and deliver the best possible combination of whole-life cost and quality to meet the Council's requirements.

## **10. Award criteria and scoring**

- 10.1 Evaluation will be based on a Bidder's responses to service specific questions relating to the Bidder's technical capabilities and also evaluation of the Bidder's pricing information.
- 10.2 All questions requiring text responses which will be scored in accordance with the weightings shown in Table B at paragraph 10.5.

- 10.3 Any clarification sought by the Evaluation Panel will be made through ProContract. Bidders' responses will be used to inform the score in the evaluation process.
- 10.4 The order of evaluation of the returned '*D. Response Document*' will be as set out below. If Bidders do not successfully pass a section, the Council reserves the right to discount any further evaluation of the Bid.
- Section 1 – provided for information only i.e. not scored.
  - Section 2 – pass/fail.
  - Section 3A – scored on a qualitative basis in line with 10.8 below.
  - Section 3B – pass/fail.
  - Section 4/5/6 – scored in line with 10.10 below.
  - Section 9 – pass/fail.
- 10.5 The percentage for each quality question is detailed in Table B below:

<b>Table B –Award Criteria</b>	
<b>Question</b>	<b>% of Total Score</b>
Price	60%
Quality Total	40%
<b>Comprised of:</b>	
1 Financial Resources and contract affordability	(10%)
2 Course/ Activity content	(20%)
3 Course/ Delivery specifics	(15%)
4 Attendee Information	(10%)
5 Staffing/ Delivery	(10%)
6 Current Delivery	(5%)
7 Aims, Outcomes and Measuring success	(15%)
8 Quality Assurance	(15%)

- 10.6 If requested by the Council during the procurement process, Bidders may be required to provide the Council with the relevant details for completing a bank reference and any accounts or further evidence to support the economic and financial standing of the Bidder. These may be considered as part of the 'Financial Resources and Contract Affordability' (10%) criterion.
- 10.7 The scoring for quality questions will be in accordance with the methodology illustrated in Table C below:

**Table C Scoring Methodology**

Rating	Score	Level	Comment	Summary
FAIL	0	Non-existent	Insufficient information provided or does not meet the Council's requirements	Not acceptable
	1	Extremely poor	An extremely poor, well below expectation response: there is a lack of content / explanation in addressing each of the requirements; AND/OR most proposals are unrealistic / unjustified / unsupported or lack significant content / explanation; AND/OR a very significant proportion of proposals are unacceptable from a risk perspective; AND/OR a significant degree of failure to demonstrate technical and commercial aspects.	Much less than acceptable, major areas of weakness
	2	Very poor	A very poor, below expectation response: there is a lack of content / explanation in addressing each of the requirements; AND/OR some proposals are unjustified / unsupported or lack significant content / explanation; AND/OR a significant proportion of proposals are unacceptable from a risk perspective; AND/OR a degree of failure to demonstrate technical and commercial aspects.	Less than acceptable, more weaknesses than strengths
	3	Poor	A poor, below expectation response: Not many requirements are addressed; AND/OR proposals lack significant content / explanation; AND/OR many proposals are unacceptable from a risk perspective; AND/OR many proposals lack an acceptable approach to technical and commercial aspects.	
	4	Weak	A weak, below expectation response: Very few requirements are addressed; AND/OR proposals lack significant content / explanation; AND/OR some proposals are unacceptable from a risk perspective; AND/OR some proposals lack an acceptable approach to technical and commercial aspects	
PASS	5	Adequate	An adequate response that barely meets expectation: A few requirements are addressed; AND/OR proposals have a reasonable level of content / justification and explanation; AND/OR proposals should be acceptable from a risk perspective; AND/OR an acceptable approach to technical and commercial aspects.	Acceptable, but with some minor areas of weakness
	6	Quite good	Quite a good response that meets expectation: Some requirements are addressed; AND/OR proposals have a reasonable level of content / justification and explanation; AND/OR proposals should be acceptable from a risk perspective; AND/OR an acceptable approach to technical and commercial aspects.	
	7	Good	A good, above expectation response: Many requirements are addressed; AND/OR proposals have a good level of content / justification, explanation and risk perspective; AND/OR a good / sound approach to technical and commercial aspects.	Highly acceptable, strong with few weaker areas
	8	Very good	A very good, above expectation response: Most requirements are addressed; AND/OR proposals have a very good level of content / justification, explanation and risk perspective; AND/OR a good / sound approach to technical and commercial aspects.	
	9	Excellent	An excellent response: Vast majority of requirements are addressed and most of the bidder's proposals include sound, innovative suggestions; AND/OR proposals are quite detailed in content / justification and explanation; AND/OR proposals are highly acceptable from a risk perspective; AND/OR an outstanding approach to technical and commercial aspects which delivers more than expectations supported by evidence.	Extremely acceptable, many strengths, no weaknesses
	10	Exceptional	An exceptional response: All requirements are addressed and all of the bidder's proposals include sound, innovative suggestions; AND/OR proposals are very detailed in content / justification and explanation; AND/OR proposals are highly acceptable from a risk perspective; AND/OR an outstanding approach to technical and commercial aspects which delivers more than expectations supported by evidence.	

10.8 Applicants must score a **minimum of 5** for each Qualitative Question. For the avoidance of doubt, a failure to meet this minimum scoring threshold score may result in a Bid submission being rejected by the Council.

**10.9 The score for Qualitative Questions will be calculated as follows:**

10.9.1 Scores out of 10 will be given in accordance with Table C in paragraph 10.7 for Questions 3.1 to 3.8.

10.9.2 The weightings listed in Table B in paragraph 10.5 will then be applied to these scores to give an overall score for Quality.

**10.10 The score for Price will be calculated as follows:** The Council will evaluate Bid submissions using the Chartered Institute of Public Finance & Accountancy (CIPFA) Evaluation Model which calculates all prices received from individual bidders and produces an overall mean price value, i.e. the arithmetic average value bid across all Bids received.

10.10.1 Each Bidder is automatically allocated an initial 30 points (i.e. half of total weighting points allocated to price available (i.e. 60).

10.10.2 Individual scores are then allocated for each 1% the bidder's submitted value was **above** or **below** the mean price received for all bids, as detailed below:

<b>Table D – Allocation of Price Scoring (Above/Below Mean Bid Value)</b>			
<b>Tendered Value Above/Below Mean Price</b>	<b>% Bidder tendered Value Above/Below Mean Price</b>	<b>Point Allocation</b>	<b>Maximum / Minimum Score</b>
<b>Below</b>	For each 1% a bid value <i><b>falls below</b></i> the mean price	1.2 points are <i><b>added</b></i> to the 30 points allocated	Maximum Possible Score Available = 60
<b>Above</b>	For every 1% a bid value submitted <i><b>exceeds</b></i> the mean price	1.2 points are <i><b>deducted</b></i> from the 30 points allocated	Minimum Possible Points Available = 0

10.11 The price taken for the evaluation will be the cost per hour per person to allow the Council to compare activities/ courses of varying hours and numbers of attendees. The Council reserves the right to consider the total number of people impacted, beyond those directly attending a course in its calculations.

10.12 The Council reserves the right to take in to account other Costs as appropriate to establish the Most Economically Advantageous Bid received. In establishing these Costs the Council uses, as appropriate, Guidance

Documents and Practice Notes issued by the Chartered Institute of Public Finance and Accountancy and in particular and where relevant, "The Standing Guide to the Commissioning of Local Authority Works and Services" in the completion of its Bid Evaluation procedures and processes.

10.13 Additionally, the Council may exclude bids assessed to be (a) too low to be credible or, (b) any bid received that has been priced *above 25% of the mean price* of all bids received.

10.14 The scores for Quality and Price will be added together to give a total score out of 100.

## **11. Clarification Interviews**

11.1 As part of the evaluation process, Bidders may be invited to attend interviews with the Evaluation Panel to discuss their Bid.

11.2 The interviews will be to clarify issues identified in the received Bid only and, where undertaken, will also inform the score in the evaluation.

## **12. Award of Contract**

12.1 The overall score will be calculated by adding together the weighted scores awarded for each specific criterion of the Quality/Technical element and the Financial score to give an overall score. The successful Bid will be that with the highest overall score.

12.2 Unsuccessful Bidders will be provided with evaluation information formatted as required within the appropriate regulatory guidance and may request further feedback on why their Bid was unsuccessful.

12.3 The Council reserves the right to award contracts to more than one Supplier for any one activity strand, or not to award any contract(s) at all.

12.4 Due to limitations placed on the Council in regard to availability of space in the Children and Family Centres, we may only be able to award a contract for a reduced number of hours than those submitted.

## **13. Confidentiality**

13.1 All documentation issued by the Council relating to the Service shall be treated by the Bidder as confidential for use only in connection with this process and any resulting Contract. The documentation shall not be disclosed in whole or in part to any third party without prior written consent of the Council, except for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the Quotation.

**London Borough of Bromley**

**People Services**

**Bromley Children Project**

**Specification**

**Invitation to quote for the provision of a range of early intervention and prevention services within the Children and Family Centres and other related venues**

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## **Introduction**

The Council is inviting suppliers to quote for a range of early intervention and family support services.

These services will be delivered in the Council's Children and Family Centres. More information on these centres can be found on the Council's website, or via this link: <https://www.bromley.gov.uk/parental-support/bromley-children-project/5>

Your bid should be for early intervention and not designed to replace statutory interventions. The general focus for activities in the Children and Family Centres is for the age range 0 – 5 and their parents and carers, although some activities for parents with children and young people of a higher age range will be considered if they are early intervention and do not duplicate existing provision in Bromley.

Whilst Children and Family Centres offer universal services, they also provide services that are designed to engage families who need additional support and those families that services struggle to engage in the Borough.

## Section 1 - Glossary of Terms

Term	Description
Activity Areas	A list of activities that meet the core principles, that we will be commissioning organisations/groups to provide (see Appendix 1).
Authority	London Borough of Bromley, often referred to as Bromley Council.
BCP	Bromley Children Project (BCP) is a department within Children and Young People Service, London Borough of Bromley. The BCP has overall responsibility for Children and Family Centres, Parent Partnership (including Moving on to Secondary School and CHOICE) and early intervention family support and parenting.
BPS	British Psychological Society.
Bid	The documents submitted by the Bidder in response to the Council's Invitation to Quote document, in particular the content of the submitted ' <i>D. Response Document</i> '.
Bidder	Any company and/ or individual submitting a response to the Council's Invitation to Quote.
BME	Black and/or Minority Ethnic origin.
BSCP	Bromley Safeguarding Children Partnership.
Children and Family Centres	Children and Family Centres are facilities that provide the core principles below.
Core Principles	The DfE require the following core principles; Health and Wellbeing; Skills Acquisition; Family Support and Parenting; Child Development and School Readiness, to be delivered in respect of Children and Family Centres

CP	Child Protection
DBS	Disclosure & Barring Services – more guidance on <a href="http://www.homeoffice.gov.uk/dba">www.homeoffice.gov.uk/dba</a> . (Previously Criminal Records Bureau (CRB))
DfE	Department for Education (previously DfES)
ECHS	Education, Care and Health Services
Invitation to Quote or ITQ	The process by which providers are invited to provide a bid against one or more of the Activity Areas at a specified cost or rate.
Invitation to Quote Documents or ITQ Documents	The documentation sent out by the Council as part of the Invitation to Quote process, including the following documents and any revisions:
The Council	London Borough of Bromley, often referred to as Bromley Council.

## Section 2 - Activity Area Detail

Detail:		
Activity Area	Core Principles	Preference in all areas will be given to those organisations able to clearly demonstrate that their service: - <ul style="list-style-type: none"> <li>• is targeting specific and identified need in specific areas within Bromley; and</li> <li>• is not duplicating statutory provision but is providing additionality.</li> </ul>
Ante/Peri course	Family Support & Parenting	<p>Structured sessions to support new and expecting parents to improve the early experiences of their children in an affordable and sustainable way. Examples of topics that parents have requested are listed below, but should not be considered as the only options:-</p> <ul style="list-style-type: none"> <li>• Birth experience</li> <li>• Attachment &amp; Development</li> <li>• Weaning &amp; dental</li> <li>• Potty training</li> <li>• Sleep strategies</li> <li>• Maternal mood</li> <li>• Safety and minor ailments</li> <li>• Returning to work</li> <li>• Relationships</li> </ul> <p>We require a programme of up to six sessions of Sessions should be at least 60mins but not exceed 1hr 30mins, and be accessible as 'stand-alone' sessions.</p> <p>No duplication of existing statutory midwifery / Health visitor services, or any of the parenting programmes offered within Bromley's Children and Family Centres.</p>

Detail:		
Activity Area	Core Principles	<p>Preference in all areas will be given to those organisations able to clearly demonstrate that their service: -</p> <ul style="list-style-type: none"> <li>• is targeting specific and identified need in specific areas within Bromley; and</li> <li>• is not duplicating statutory provision but is providing additionality.</li> </ul>
Improving Attachment (Baby Massage)	Family Support & Parenting	<p>Sessions for parents with their babies to support parental understanding of the importance of attachment for their child, the impact on healthy physical and mental growth and including speech and language development and to increase and improve the bond between parent and child.</p> <p>We require a programme of up to six sessions of no longer than 60mins.</p> <p>The provider will need to bring with them suitable equipment to run this activity. Parents can be asked to bring a suitable lubricant if advice is provided in advance to be given to the parents at least two weeks before the first session.</p>
Baby Feeding Options	Family Support & Parenting	<p>Activity to encourage new mothers to explore all options in relation to their child's early nutritional needs with a focus on 'responsive feeding' e.g. structured sessions, drop-in support for breastfeeding, advice for those unable to breastfeed, training volunteers to run support groups in the Children and Family Centres, ... other low cost sustainable ideas welcomed.</p> <p>No duplication of existing statutory midwifery / Health visitor services, or any of the parenting programmes offered within Bromley's Children and Family Centres.</p>
Counselling for Families	Health & Wellbeing	<p>Early intervention counselling for families; this will be family units including the children (who could be any age). This is early intervention counselling therefore a model of no more than 8 sessions excluding the initial and final assessment should be sufficient.</p> <p>The focus is to reduce family breakdown, improve family relationships and increase emotional/mental wellbeing for all family members.</p>

Detail:		
Activity Area	Core Principles	<p>Preference in all areas will be given to those organisations able to clearly demonstrate that their service: -</p> <ul style="list-style-type: none"> <li>• is targeting specific and identified need in specific areas within Bromley; and</li> <li>• is not duplicating statutory provision but is providing additionality.</li> </ul>
		<p>There is a requirement for any successful organisations to commit to referring any families/parents/children onto appropriate statutory emotional wellbeing and mental health services if they are deemed at assessment to be beyond early intervention, and to advise the referrer of their decision not to take the case and confirming the action they have taken instead.</p> <p>A contract for a maximum number of families will be awarded and the flow of families will be managed through the Early Intervention and Family Support Service via a single point of referral. A formalised referral process will be agreed upon award of the contract.</p>
Engaging Fathers	Family Support & Parenting	<p>Innovative creative ideas for interactions and sessions for fathers ideally with their children – Dads have told us they do <i>not</i> want “Dads’ football”.</p> <p>Sessions should help fathers engage with their children’s development, be active and positive male role models, and increase their confidence in their role as a parent.</p> <p>Suggestions should be affordable and sustainable and easy for fathers to duplicate at no/low cost at home with their children.</p> <p>Some suggestions by Dads have included: -</p> <ul style="list-style-type: none"> <li>• Science / experiments activities</li> <li>• Discovery / exploration activities</li> <li>• Construction activities</li> <li>• Sport activities</li> <li>• Ways to engage with their daughters and sons on a personal level e.g. hair braiding</li> </ul>

Detail:		
Activity Area	Core Principles	<p>Preference in all areas will be given to those organisations able to clearly demonstrate that their service: -</p> <ul style="list-style-type: none"> <li>• is targeting specific and identified need in specific areas within Bromley; and</li> <li>• is not duplicating statutory provision but is providing additionality.</li> </ul>
		<p>Sessions that run during the day or early evenings Monday to Friday as well as Saturday mornings, ideally with but also without their children, will be considered.</p> <p>No duplication of existing statutory midwifery / Health visitor services, or any of the parenting programmes offered within Bromley's Children and Family Centres</p> <p>Sessions should be at least 60mins but not exceed 1hr 45mins, and work effectively as 'stand-alone' sessions.</p>
Exercise	Health & Wellbeing	<p>Sessions to increase physical exercise across the whole family and increase parental understanding of the importance of fitness in terms of general health and emotional wellbeing.</p> <p>Ideally these should be parents with their children however activities for parents only will also be considered.</p> <p>Activities should be affordable and easy for parents to safely duplicate at no/low cost at home with their families.</p> <p>Sessions that run during the day or early evenings Monday to Friday as well as Saturday mornings will be considered.</p> <p>Sessions should be at least 60mins but not exceed 1hr 45mins, and work effectively as 'stand-alone' sessions.</p>
Nutrition/ Dietetic Advice/ Food	Health & Wellbeing	<p>Submissions are welcomed that approach this topic from a dietetic advice perspective where the advice is provided to families either in a group activity or individual drop-in environment to supporting healthy weight, managing sensory related food issues, and understanding the nutritional value of food and how this impacts on physical development and positive emotional wellbeing.</p> <p>Sessions should be at least 60mins but not exceed 1hr 45mins, and work effectively as 'stand-alone' sessions.</p>
Job Seeking Skills	Skills Acquisition	<p>A range of activities to support adults to gain entry into the workforce. These activities should focus on the best ways to prepare for and enter into the workforce.</p>

Detail:		
Activity Area	Core Principles	<p>Preference in all areas will be given to those organisations able to clearly demonstrate that their service: -</p> <ul style="list-style-type: none"> <li>• is targeting specific and identified need in specific areas within Bromley; and</li> <li>• is not duplicating statutory provision but is providing additionality.</li> </ul>
		<p>This should be proactive and parents should leave with a range of tools and skills, and have been appropriately signposted to enable immediate job seeking. It is essential that the participants leave this activity with an updated / new CV, a personal email address to enable on-line applications, a clear understanding of how to access childcare if required, and a 'checklist' to use when applying for a job.</p> <p>As a course this should not exceed 6 sessions (although some sessions such as preparing a CV should also work as 'stand-alone' session) and each session should be at least 60mins but not exceed 1hr 45mins.</p>
Literacy/ Numeracy for Adults (to support their children)	Skills Acquisition	<p>Courses to improve parents confidence to: -</p> <ul style="list-style-type: none"> <li>• support their children's readiness for school by exploring appropriate ways to introduce their child to               <ul style="list-style-type: none"> <li>○ working with numbers</li> <li>○ phonics</li> <li>○ increasing the words in their vocabulary and reading</li> <li>○ making 'marks' (precursor to writing)</li> <li>○ exploring the world around them</li> </ul> </li> <li>and / or</li> <li>• support their children in Key Stage 1 by exploring appropriate ways to support them with homework across               <ul style="list-style-type: none"> <li>○ Maths</li> <li>○ English</li> <li>○ Science</li> </ul> </li> </ul> <p>Activities should be affordable and easy for parents to duplicate at no/low cost at home with their children.</p> <p>We require a programme of up to six sessions of Sessions should be at least 60mins but not exceed 1hr 30mins, and be accessible as 'stand-alone' sessions.</p>

Detail:		
Activity Area	Core Principles	<p>Preference in all areas will be given to those organisations able to clearly demonstrate that their service: -</p> <ul style="list-style-type: none"> <li>• <b>is targeting specific and identified need in specific areas within Bromley; and</b></li> <li>• <b>is not duplicating statutory provision but is providing additionality.</b></li> </ul>
Young Mums	Family Support & Parenting	<p>Innovative creative ideas that will engage young mums with young children (mums up to the age of 24 with children under the age of 5) to access this session and encourage attendance at other sessions within the Children and Family Centre with their children.</p> <p>Sessions should help mothers: -</p> <ul style="list-style-type: none"> <li>• engage with their children's development,</li> <li>• be active and positive female role models,</li> <li>• increase their confidence in their role as a parent</li> <li>• recognising the importance of positive relationships in the family home</li> <li>• to find ways for their child's dad to bond with their child whether living together or not</li> </ul> <p>Suggestions should be affordable and sustainable and easy for mothers and fathers to duplicate at no/low cost at home with their children.</p> <p>We require a programme of up to six sessions of Sessions should be at least 60mins but not exceed 1hr 30mins, and be accessible as 'stand-alone' sessions.</p> <p>No duplication of existing statutory midwifery / Health visitor services / Family Nurse Partnership service or any of the parenting programmes offered within Bromley's Children and Family Centres.</p>
Music	Child Development & School Readiness	<p>Activities for parents with their children, involving music to enrich and stimulate their children's early brain development and to improve their readiness for school. Incorporating other skills such as use of basic signing / rhyming would be welcomed.</p>

Detail:		
Activity Area	Core Principles	<p>Preference in all areas will be given to those organisations able to clearly demonstrate that their service: -</p> <ul style="list-style-type: none"> <li>• is targeting specific and identified need in specific areas within Bromley; and</li> <li>• is not duplicating statutory provision but is providing additionality.</li> </ul>
		<p>Sessions should target families with children in different age / stage abilities e.g. baby, or toddler, or pre-school. Back to back sessions with a short 'reset' period between them could be programmed.</p> <p>Activities should be affordable and easy for parents to duplicate at no/low cost at home with their children.</p> <p>We require a programme of up to six sessions of Sessions should not exceed 60mins and be accessible as 'stand-alone' sessions.</p>
Pregnancy	Family Support & Parenting	<p>A suite of standalone structured sessions on relevant topics to help expectant parents/carers prepare for the arrival of their baby for example: healthy eating, preparing the home, effects on relationships.</p> <p>We require a programme of up to six sessions of Sessions should be at least 60mins but not exceed 1hr 30mins, and be accessible as 'stand-alone' sessions.</p> <p>No duplication of existing statutory midwifery / Health visitor services, or any of the parenting programmes offered within Bromley's Children and Family Centres.</p>
Safeguarding	Health & Wellbeing	<p>An innovate approach to increasing parents' understanding of safeguarding their children.</p> <p>Parents should leave knowing:-</p> <ul style="list-style-type: none"> <li>• what <i>safeguarding their children</i> means, and why it is important</li> <li>• the role of children's social care and child protection – squash the 'myths' and reduce the fear</li> <li>• the importance of working with agencies for the benefit of their children – encourage information sharing e.g. CAF</li> <li>• how to recognise and understand the implications of all types of 'child abuse'</li> <li>• what to do if they suspect a child is at risk of harm / being abused.</li> </ul> <p>We require a single session which should not exceed 2hours but which must be interactive and Bromley specific.</p>

Detail:		
Activity Area	Core Principles	<p>Preference in all areas will be given to those organisations able to clearly demonstrate that their service: -</p> <ul style="list-style-type: none"> <li>• is targeting specific and identified need in specific areas within Bromley; and</li> <li>• is not duplicating statutory provision but is providing additionality.</li> </ul>
Skills development	Skills Acquisition	<p>Activities to support adults to gain a range of skills that will support entry into the workforce; voluntary or paid.</p> <p>These activities could focus on either a specific skills set or a more general a range of skills. This should be proactive and parents should leave with identifiable new skills and have been signposted to relevant further/higher education or skills development courses as appropriate.</p> <p>In the past we have run courses on a range of topics such as; Personal Development, Volunteer Training, Job Skills, Working with Children. Innovative ideas are welcomed if there is evidence to show that they work!</p> <p>We require a programme of between one and six sessions per course/topic. Sessions should be at least 60mins but no longer than 1hr 45mins.</p>
Sports	Child Development & School Readiness	<p>Activities for parents with their children, to support the development of motor skills in young children and stimulate their children's early brain development and to improve their readiness for school.</p> <p>Activities should be affordable and easy for parents to duplicate at no/low cost at home with their children.</p> <p>Activities should be able to be adapted to be delivered both inside and outside, in a small or large environment, with one or more children so that families can benefit from the session and repeat the activity with their wider family in their own home or local area.</p> <p>We require a programme of up to six sessions. Sessions should not exceed 60mins and be accessible as 'stand-alone' sessions.</p> <p>We would welcome this for day, evening or weekend delivery.</p>

### Section 3 - Monitoring and Evaluation Requirements for activities/ services

All agencies invited to bid in the Request for Quotation for the activity areas listed below will be required to ensure, if successful and commissioned to deliver a service on behalf of BCP, that they: -

1. Ensure all children, young people, parents, carers and any other participants accessing the commissioned services complete the BCP Children and Family Centre Registration Form (included as '*B.2 BCP Registration Form*'). The form must be shared with BCP and the information will be recorded on our database.
2. Keep a register for all sessions delivered to accurately record all participants accessing the session and share these with BCP. This data will also be recorded on the database. This will result in the onus for data collation and analysis sitting with the BCP in terms of user demographics (age, gender, ethnicity, disability, language etc.), general quantitative data (frequency, addition centre contact, etc.), so reducing the burden on commissioned agencies. This data will be shared with the relevant commissioned agency on written request, quarterly or as otherwise agreed.
3. Use the Feedback form provided by the BCP Children and Family Centres, in addition to any other feedback form the commissioned agency suggests would be necessary. The completed BCP Children and Family Centre feedback forms must be shared with the BCP within one week of the final session. Any service specific feedback forms used must also be shared with BCP and an analysis of the information contained therein provided to BCP by the commissioned agency quarterly or as otherwise agreed.
4. Collect data to support their service which clearly demonstrates outcomes identified for the users their progress and if they have achieved;
  - a. A form of goal setting for each participant - a form will be provided if the agency requires one.
  - b. The use of a before/after measure - where the service has a clinical aspect (e.g. counselling) we have indicated below a range of measures. If the commissioned agency wishes to use an alternative, any approved by BPS can be used so long as it is relevant to the service they are providing and is age appropriate. Any other proposed alternative measure must be approved in writing by the BCP Manager in advance of use.
  - c. The provision of an agreed number/frequency of case studies - a format for completion will be provided.
5. Provide a short End of Project report – the format will be provided.
6. Take responsibility for ensuring all monitoring and evaluation, as described above (or any other additional data), is collected, collated, and shared.
7. Inform the BCP in writing, providing a list of all data collected by the commissioned service. Participants must not be asked to provide additional data if there is no clear rationale for it or of the data collected is not being used. In the event that BCP can not be persuaded of the use of this data, the commissioned service must stop collecting it.

Activity Area	Core Principles	Detail	Evaluation Methodology
Ante/Peri course	Family Support & Parenting	Sessions to support new and expecting parents to understand how their child develops to improve the early experiences of their children.	Any appropriate as described above
Improving Attachment (Baby Massage)	Family Support & Parenting	Sessions for new mothers and their babies to increase parental understanding of attachment issues and how this can prevent poor behaviour in later childhood	Any appropriate as described above
Baby Feeding Options	Family Support & Parenting	Sessions to encourage new mothers to explore all options in relation to their child's early nutritional needs and potential development of a peer group	Any appropriate as described above
Counselling for families	Health & Wellbeing	Counselling for children, young people and adults to reduce family breakdown, increase emotional/mental wellbeing, and reduce referrals to children's social care.	Any appropriate as described above
Engaging Fathers	Family Support & Parenting	Interventions and sessions to encourage fathers to engage with their children's development and be active and positive male role model.	Any appropriate as described above
Food / Dietetic Advice	Health & Wellbeing	Activities to improve nutrition and parents' understanding of healthy eating e.g. on a budget and the links to obesity and performance in school.	Any appropriate as described above
Job Seeking Skills	Skills Acquisition	Activities to support adults to gain entry into the workforce.	Any appropriate as described above
Literacy & Numeracy for Adults	Skills Acquisition	Courses to improve parents confidence to support their children's readiness for school.	Any appropriate as described above
Music	Child Development & School Readiness	Activities involving music to enrich and stimulate children's early brain development and to improve their readiness for school.	Any appropriate as described above

Exercise	Health & Wellbeing	Sessions to increase physical exercise across the whole family.	Any appropriate as described above
Pregnancy	Family Support & Parenting	Sessions to support expecting parent/carer preparing for the arrival of their baby.	Any appropriate as described above
Safeguarding	Health & Wellbeing	Sessions to increase parents understanding of safeguarding their children.	Any appropriate as described above
Skills Development	Skills Acquisition	Interventions and sessions to increase the skills of parents and staff (e.g. crèche workers).	Any appropriate as described above
Sports	Child Development & School Readiness	Sessions to support the development of motor skills in young children.	Any appropriate as described above
Young mums	Family Support & Parenting	Sessions to engage young mums with young children to help mothers engage with their child's development.	Any appropriate as described above

## Section 4 – Additional documents

It is recommended that you also refer to the following additional documents in preparation of your response:

Document Title	Document Location	Document Purpose
B.1 Activity or Course Evaluation Form	Appended on ProContract	<p>This document must be completed by course attendees and helps the Council to evaluate the success of the training.</p> <p>Activity/ Course participants should <b>not</b> be asked to complete additional registration paperwork for individual commissioned agencies. Demographic data will be recorded on our database and provided to you on request.</p>
B.2 BCP Registration Form	Appended on ProContract	<p>This document must be used by the supplier to record the details of attendees who are registering attendance.</p> <p>Activity/ Course participants should <b>not</b> be asked to complete additional registration paperwork for individual commissioned agencies. Demographic data will be recorded on our database and provided to you on request.</p>
Thresholds of Need Guidance	Available from the Bromley Safeguarding Children Partnership website ( <a href="http://www.bromleysafeguarding.org">www.bromleysafeguarding.org</a> ), or directly by <a href="#">clicking this hyperlink</a> .	<p>Document produced by Bromley Safeguarding Children Board (BSCB) to assist in identifying children who have additional needs, explaining how to provide support to those by using the Common Assessment Framework and/or making a referral for Early Help.</p>

Document B.1 – Activity or Course Evaluation Form

## Activity/Course Evaluation Form

Bromley Children Project, Central Library, Bromley High Street, BR1 1EX  
Tel: 020 8461 7259 Fax: 020 8466 0587 Email: [bcpadmin@bromley.gov.uk](mailto:bcpadmin@bromley.gov.uk)



First Name:		Last Name:		Today's Date:	
Service Provider:		Tutor's Name:		Attendance	<input type="text"/> of <input type="text"/> sessions attended
CFC Name:	<input type="text"/>	Activity Name:	<input type="text"/>		

Please mark the circle that matches your response.



1 Overall, how much did this activity/ course improve your confidence?

☐ 1

☐ 2

☐ 3

☐ 4

2 This activity/course has had a positive impact on my family.

☐ 1

☐ 2

☐ 3

☐ 4

How would you describe this positive impact?

3 I have enjoyed this activity and would recommend it to a friend.

☐ 1

☐ 2

☐ 3

☐ 4

4 I have learnt skills that I can take away and use.

☐ 1

☐ 2

☐ 3

☐ 4

How do you plan to use these new skills?

5 Can you give an example of how this activity/course has helped you already?

6 How could this activity/course be improved?  
Any other comments?

If you are happy for us to contact you regarding any information on this form, please provide your preferred contact method below:

Telephone

Email

House No.  
and  
Postcode

By completing this form you are giving your consent for your information to be stored in our secure database and for us to contact you regarding Bromley Children Project events and services which may be of interest to you. We will not disclose your information to third parties outside of the Bromley Children & Young People Partnership unless required by law. A copy of our Data Protection Policy is available upon request.

## Document B.2 – BCP Registration Form

Ethnicity: Indian| Pakistani| Bangladeshi| Any other Asian background| Black – Caribbean| Black – African| Any other Black Background| Chinese|

<b>BROMLEY CHILDREN PROJECT</b> <b>REGISTRATION FORM</b>										
Please use <b>CAPITAL</b> letters - this form helps us promote appropriate services to our local community. By completing this registration form you are consenting to your information being stored on our secure database & for us to contact you regarding our services, events & activities. Your information will not be shared with any third parties outside of the BCP unless required by law. Further details on Bromley's Data Protection Policy can be found overleaf. <b>Please turn over to sign and complete.</b>										
<b>Person 1 (Parent or Carer)</b>										
First Name				Last Name						
Date of Birth		Gender		Ethnicity		Please refer to options on the side				
Main Contact No.		Email								
Address				Postcode						
<b>Person 2 (Parent or Child)</b>			<b>Person 3 (Adult or Child)</b>			<b>Person 4 (Adult or Child)</b>				
First Name			First Name			First Name				
Last Name			Last Name			Last Name				
Date of Birth			Date of Birth			Date of Birth				
Gender			Gender			Gender				
Ethnicity			Ethnicity			Ethnicity				
Relationship to P1			Relationship to P1			Relationship to P1				
Relationship to P3			Relationship to P2			Relationship to P2				
Relationship to P4			Relationship to P4			Relationship to P3				
Telephone no. <i>(if different)</i>			Telephone no. <i>(if different)</i>			Telephone no. <i>(if different)</i>				
Address <i>(if different)</i>			Address <i>(if different)</i>			Address <i>(if different)</i>				
What's your main language?			Please tick any benefits/allowances you receive							
			Carer's		Incapacity		ESA		JSA	
Does anyone have any additional or medical needs?			Disability		Income Support		Universal Credit			
Which services are you interested in? (Please tick)			Play Session		Breastfeeding Support		First Aid Training		English for Speakers of Other Languages (ESOL)	
			Parenting Courses		Healthy Lifestyle		Adult Learning			
			Ante/ Postnatal Help		Volunteering		Literacy & Numeracy		<b>PLEASE TURN OVER</b>	

Ethnicity: White – British| White – Irish| Any other white background| White and Black Caribbean| White and Black African| White and Asian| Any other mixed background|

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*Document D – Response Document (Request for Quotation)*  
*(\*subject to change)*

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## REQUEST FOR QUOTATION

### For Early Intervention & Family Support Service's Children and Family Centres' Annual Activity Programme

**APPLICATION ON BEHALF OF:**  
**(Name of group or organisation)**

[Click here to enter text.](#)

#### INSTRUCTIONS / NOTE TO SUPPLIERS

Please refer to the Information documentation for this tender. We strongly recommend you read all the accompanying paperwork to support you to complete this bid.

The documents include:-

- Request for Quotation Guidance Pack
- Guidance on Scoring
- Rainbow Strands explanation
- Referee Form
- Background information on Early Intervention and Family Support Services in Bromley

**SECTION 1****BASIC DETAILS OF YOUR ORGANISATION***You must provide this for information only***1. Basic details of your organisation****1.1 Name of Organisation**

Click here to enter text.

**1.2 Names of the main contact in the organisation (the person we should write to)**  
**This must be the same person who signs the application at Section 11.**

<b>Title</b>	<b>First Name</b>	<b>Surname</b>
Click here to enter text.	Click here to enter text.	Click here to enter text.

**1.3 Position/Job Title**

Click here to enter text.

**1.4 Address including FULL postcode**

Click here to enter text.	
Click here to enter text.	
Click here to enter text.	
Click here to enter text.	<b>Post Code</b> Click here to enter text.

**1.5 Contact Details**

		<b>Preferred</b>
<b>Daytime</b>	Click here to enter text.	<input type="checkbox"/>
<b>Evening</b>	Click here to enter text.	<input type="checkbox"/>
<b>Mobile</b>	Click here to enter text.	<input type="checkbox"/>
<b>Email</b>	Click here to enter text.	<input type="checkbox"/>
<b>Website</b>	Click here to enter text.	<input type="checkbox"/>

**1.6 Is this address ("X" one box only)**

<b>Your Organisation's Office</b>	<input type="checkbox"/>	<b>Your Home Address</b>	<input type="checkbox"/>	<b>Other</b>	<input type="checkbox"/>
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### 1.7 Please tick the boxes that apply to your group or organisation

Is your organisation or group?	Limited Company <input type="checkbox"/>	Registered Charity <input type="checkbox"/>
	Not for Profit <input type="checkbox"/>	Self Employed <input type="checkbox"/>
	Partnership <input type="checkbox"/>	Sole Trader <input type="checkbox"/>
	Public Limited Company <input type="checkbox"/>	Statutory <input type="checkbox"/>
	Registered Charity <input type="checkbox"/>	

### If applicable, please provide the following:

<b>1.7.1</b> Registered Charity Number & Date registered	Click here to enter text.
<b>1.7.2</b> Company Registration Number & Date registered. A copy of the Certificate of Incorporation from Companies House required.	Click here to enter text.
<b>1.7.3</b> VAT Registration Number & Date registered. A copy of your VAT Registration Certificate must be provided.	Click here to enter text.

### 1.8 Registered address if different from 1.4

Click here to enter text.	
Click here to enter text.	
Click here to enter text.	<b>Post Code</b> Click here to enter text.

### 1.9 Name of (ultimate) parent company (if this applies)

Click here to enter text.
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### 1.10 Companies House Registration number of parent company and a copy the Certificate of Incorporation must be provided (if this applies)

Click here to enter text.
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### 1.11 If you are sponsored or supported by a Registered Charity, please provide the name and address of the Registered Charity that is your sponsor or supporter:

<b>Name</b> Click here to enter text.
<b>Address</b> Click here to enter text.

<b>Registered Charity number</b> Click here to enter text.	
Click here to enter text.	<b>Post Code</b> Click here to enter text.

- 1.12** If your organisation is faith or culturally based please confirm people of other faiths and cultures are able to access the activity you are tendering for? Yes ☐ No ☐
- 1.13** If you are already commissioned by LBB, please provide the contract details for the service, the value of the contract and the number of years you have been funded for and the name of the person who commissioned you/your contact for your contract.

Click here to enter text.

*This information is scored on a pass/ fail basis.*

**If your bid is shortlisted, you will be required to provide the information and documents detailed in the Guidance Pack in order for your bid to be deemed compliant. If you are unable to provide satisfactory information / documents / evidence your bid will not proceed further.**

## **2.1 Safeguarding and child protection**

**2.1.1** Explain how you apply your Child Protection policy referring to how you will deal with any child protection concerns raised by yourself or your staff whilst delivering a session in our premises.

You must detail the referral routes that would be used if a member of your staff delivering a course/ activity, while in one of our Children and Family centres, had a safeguarding concern about a family, individual or child. This should encompass early help options (where applicable) and Bromley's Thresholds of Needs guidance

<https://www.bromleysafeguarding.org/news.php?id=548>

(max: 700 words)

Click here to enter text.

## SECTION 3A

## QUALITY QUESTIONS

*This section is scored on a qualitative basis and represents the 40% Quality score versus the 60% Price score.*

### 3.1 Financial Resources and contract affordability (10%)

**3.1.1** Explain how your organisation's financial resources and fiscal structure demonstrates adequate financial provision to implement and deliver the service requirements stated in the service specification throughout the life of the contract.

Please refer to the following in your answer if appropriate/relevant: staffing, IT systems, assets/infrastructure, finances/accounts, credit rating, contracts, years established as a company, experience, suppliers, managing risks.

You must make reference to:-

- any funding you currently receive from other groups for delivery of this or a similar requirement,
- whether you would be reliant on this funding in order to deliver your proposed course/ activity and, if you would, if that funding were to cease how that would impact on your service delivery,
- to the fact that this contract will be paid in arrears following agreed delivery.

Click here to enter text.

(max: 500 words)

**3.1.2** In the event that you are unable or unwilling to complete the contract would you send a substitute to perform your duties?  
*If yes, you / your organisation would be responsible for ensuring and evidencing that the substitute meets all terms of the contract including verification checks e.g. financial, insurance, safeguarding, health and safety, DBS etc.*

Yes ☐ No ☐

### 3.2 Course/ Activity content (20%)

**This Section is scored in the context of the overall criterion as outlined in Guidance on Scoring. We have broken it down into a number of questions to support us by giving us a better understanding of your proposal.**

**3.2.1** Which of our rainbow strand(s) does your activity sit in and why?

<b>(max: 500 words)</b>
Click here to enter text.

**3.2.2** Thinking about the rainbow strand, what will a family say they gained from attending your course/activity?

<b>(max: 500 words)</b>
Click here to enter text.

**3.2.3** What is the name of your course/activity?

Click here to enter text.
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**3.2.4** Please tell us how to describe your course/activity to a parent, in no more than 5 bullet points.

<b>(max: 150 words)</b>
Click here to enter text.

**3.2.5** Please tick how your activity is delivered. There is no right/wrong answer to this question. This is to help us better understand your delivery model.

Course <input type="checkbox"/>	Sessional model for Group <input type="checkbox"/>	Sessional model for 1-2-1 <input type="checkbox"/>
If a 'course', how many sessions are there?		

### 3.2.6 Please detail the content of each session(s) in the style of a lesson plan

Click here to enter text.

(max: 500 words)

### 3.3 Course/ Delivery specifics (15%)

**This Section is scored in the context of the overall criterion as outlined in Guidance on Scoring. We have broken it down into a number of questions to support us by giving us a better understanding of your proposal.**

**3.3.1** How long is each session for the participants? Click here to enter text. Hrs:  
Click here to enter text. Mins

**3.3.2** What is the minimum number of participants for a session? Click here to enter text.

**3.3.3** What is the maximum number of participants for a session? Click here to enter text.

**3.3.4** How long is your set up and clear away time? Click here to enter text.

**3.3.5** Is your course an accredited course? Yes ☐ No ☐

**3.3.6** If you have ticked 'yes' to 3.3.5, please confirm the details of this accreditation.

Click here to enter text.

**3.3.7** Do you provide a certificate of attendance to participants? Yes ☐ No ☐

### 3.4 Attendee Information (10%)

**This Section is scored in the context of the overall criterion as outlined in Guidance on Scoring. We have broken it down into a number of questions to support us by giving us a better understanding of your proposal.**

**3.4.1** Who can attend? Adults & children ☐ Adults only ☐

**3.4.2** What ages can attend?

0-5 <input type="checkbox"/>	5-11 <input type="checkbox"/>	11-19 <input type="checkbox"/>	N/A <input type="checkbox"/>
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**3.4.3** Please describe how you enable participants with different needs and abilities to access this activity.

**(max: 300 words)**

Click here to enter text.

**3.4.4** If your activity is targeted to any specific cohort please provide details of whom and why

**(max: 300 words)**

Click here to enter text.

### **3.5 Staffing/ Delivery (10%)**

**This Section is scored in the context of the overall criterion as outlined in Guidance on Scoring. We have broken it down into a number of questions to support us by giving us a better understanding of your proposal.**

**3.5.1** Does the activity require space to move around? Yes ☐ No ☐

**If you have answered Yes to 3.5.1, please use this box to describe the space required.**

**(max: 300 words)**

Click here to enter text.

**3.5.2** How many of your staff do you need to deliver the activity? [Click here to enter text.](#)

**3.5.3** Please describe how you will ensure the service is delivered in the event of sickness or other absence.

**(max: 500 words)**

Click here to enter text.

**3.5.4** Please tick any days you are unable to deliver.

Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>
---------------------------------	----------------------------------	------------------------------------	-----------------------------------	---------------------------------	-----------------------------------

### 3.6 Current delivery (5%)

<b>3.6.1</b> Do you already deliver this activity / service to other groups?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If “Yes” please detail who provides current funding and on what basis. <span style="float: right;">(max: 300 words)</span> <a href="#">Click here to enter text.</a>	

### 3.7 Aims, Outcomes and Measuring success (15%)

**This Section is scored in the context of the overall criterion as outlined in Guidance on Scoring. We have broken it down into a number of questions to support us by giving us a better understanding of your proposal.**

**3.7.1** How will your activity/service make a difference to the lives of those who take part?  
Please list the intended outcomes for both children and/or adults from attending this activity / service in SMART format.

(max: 500 words)

Click here to enter text.

### 3.7.2 Measuring your success - describe how you will measure your success;

(a) describe the 'impact' that you expect this activity to have on the participant and/or their family.

[Click here to enter text.](#)

(b) How you will evaluate what outcomes and impact have been achieved. If you plan to use a specific measuring / evaluation tool, please explain your rationale for using it and how you will implement its use.

(max: 500 words)

Click here to enter text.

**3.7.3** We will include key performance indicators in any contract awarded. Please suggest up to 5 key performance indicators that you feel would demonstrate your activity has achieved the expected outcomes, impact and value for money. These will be considered when contracts are written.

Click here to enter text.

(max: 500 words)

### **3.8 Quality Assurance (15%)**

Please briefly describe your quality assurance processes including all elements of your bid (bullet point style is acceptable).

Click here to enter text.

(max: 500 words)

## **SECTION 3B**

## **DELIVERY PASS FAIL QUESTION**

*This information is scored on a pass/ fail basis.*

**3.9** If your organisation is successful, please confirm you can comply with the requirement to deliver your activity from all/any of our premises.

Yes ☐

There are examples in the guidance to help you complete this section. Please read this carefully as some costs are ineligible or capped e.g., management overheads, promotional materials.

Please refer to section 3.2.5 and also section 4, 5 & 6 in the guidance pack to confirm the different types of delivery method.

If you are delivering a course, please complete section 4 and leave section 5 & 6 blank.

If you are delivering a group session, please complete section 5 and leave section 4 & 6 blank.

If you are delivering a one-to-one session, please complete section 6 and leave section 4 & 5 blank.

#### SECTION 4 – Delivery of Course

#### 4. How much money will you need to deliver your activity / service?

4.1 Please provide an itemised breakdown of your total costs to deliver 'one course' of the service or activity that you are proposing, please be specific e.g., salaries, one-off costs, materials etc.; (**exclude** VAT where applicable). All training materials must be provided by your organisation. Please see the guidance.

Please tick the items provided below that are centralised costs.

Description	Centralised cost	Cost
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
<b>Total Cost (A)</b>		£Click here to enter text.

*A further breakdown of your costs is required as prescribed below.*

<b>4.1.1</b> How many sessions will be delivered for the <b>total cost (A)</b> ?	Click here to enter text.
<b>4.1.2</b> How many weeks will the course run for?	Click here to enter text.
<b>4.1.3</b> How many hours/minutes will each session last?	Click here to enter text.
<b>4.1.4</b> What is the maximum number of people that can attend each session with the staffing you have priced for?	Click here to enter text.

**4.1.5** Does a discount apply for a greater number of courses? Yes ☐ No ☐

**4.1.6** If “Yes”, please provide details below how your discount can be applied.

Click here to enter text.

## SECTION 5 – Delivery of one-off repeated sessions or series of sessions consisting of different topics for a group of participants

### 5. How much money will you need to deliver your activity / service?

**5.1** Please provide an itemised breakdown of your total costs to deliver the service or activity that you are proposing, please be specific e.g., salaries, one-off costs, materials etc.; (**exclude** VAT where applicable). All training materials must be provided by your organisation. Please see the guidance.

**Please tick the items provided below that are centralised costs.**

Description	Centralised cost	Cost
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
<b>Total Cost (A)</b>		£Click here to enter text.

*A further breakdown of your costs is required as prescribed below.*

<b>5.1.1</b> How many sessions will be delivered for the <b>total cost (A)?</b>	Click here to enter text.
<b>5.1.2</b> How many hours/minutes will each session in last?	Click here to enter text.
<b>5.1.3</b> What is the maximum number of people that can attend each session in with the staffing you have priced for?	Click here to enter text.
<b>5.1.4</b> What is the minimum number of sessions that you are prepared to provide?	Click here to enter text.

**5.1.5** Does a discount apply for a greater number of sessions? Yes ☐ No ☐

**5.1.6** If “Yes”, please provide details below how your discount can be applied.

Click here to enter text.

## SECTION 6 – Delivery of one-to-one session

### 6. How much money will you need to deliver your activity / service?

**6.1** Please provide an itemised breakdown of your total costs to deliver the service or activity that you are proposing, please be specific e.g., salaries, one-off costs, materials etc.; (**exclude** VAT where applicable). All training materials must be provided by your organisation. Please see the guidance.

**Please tick the items provided below that are centralised costs.**

Description	Centralised cost	Cost
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
Click here to enter text.	<input type="checkbox"/>	£Click here to enter text.
<b>Total Cost (A)</b>		£Click here to enter text.

*A further breakdown of your costs is required as prescribed below.*

<b>6.1.1</b> How many sessions will be delivered for the <b>total cost (A)?</b>	Click here to enter text.
<b>6.1.2</b> How many hours/minutes will each session last?	Click here to enter text.
<b>6.1.3</b> How many minutes would a typical slot be within the session?	Click here to enter text.
<b>6.1.4</b> What is the minimum number of sessions that you are prepared to provide?	Click here to enter text.

**6.1.5** Does a discount apply for a greater number of sessions? Yes ☐ No ☐

**6.1.6** If “Yes”, please provide details below how your discount can be applied.

Click here to enter text.
---------------------------

**7. Experience and References**

**7.1** Please provide details of at **one and no more than three different contracts** public or private, in the last three years that are relevant to the Authority's requirement in relation to this tender. The customer contact should be prepared to speak to the purchasing organisation if we wish to contact them. Please indicate whether this was as an employee of another organisation or in your current capacity. If you are submitting multiple tenders please ensure you pick relevant contracts for each of your submissions.

**7.2 CONTRACT 1****7.2.1 Contact Details**

Previous Employed Role	Click here to enter text.
Current Capacity	Click here to enter text.
Name of Organisation	Click here to enter text.
Website (if applicable)	Click here to enter text.
Date Contract awarded	Click here to enter text.
Date Contract completed	Click here to enter text.
Brief Description	Click here to enter text.

**7.2.2 Contact Details**

Title	First Name	Surname
Click here to enter text.	Click here to enter text.	Click here to enter text.

**7.2.3 Position this person holds**

Click here to enter text.
---------------------------

**7.2.4**

Name	Click here to enter text.
Address	Click here to enter text.
Postcode	Click here to enter text.

**7.2.5 Contact Details**

		Preferred
Daytime Telephone	Click here to enter text.	<input type="checkbox"/>
Evening Telephone	Click here to enter text.	<input type="checkbox"/>

Email	Click here to enter text.	<input type="checkbox"/>
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## 7.3 CONTRACT 2

### 7.3.1 Contact Details

Previous Employed Role	Click here to enter text.
Current Capacity	Click here to enter text.

Name of Organisation	Click here to enter text.
Website (if applicable)	Click here to enter text.
Date Contract awarded	Click here to enter text.
Date Contract completed	Click here to enter text.
Brief Description	Click here to enter text.

### 7.3.2 Contact Details

Title	First Name	Surname
Click here to enter text.	Click here to enter text.	Click here to enter text.

### 7.3.3 Position this person holds

Click here to enter text.
---------------------------

### 7.3.4

Name	Click here to enter text.
Address	Click here to enter text.
Postcode	Click here to enter text.

### 7.3.5 Contact Details

		Preferred
Daytime Telephone	Click here to enter text.	<input type="checkbox"/>
Evening Telephone	Click here to enter text.	<input type="checkbox"/>
Email	Click here to enter text.	<input type="checkbox"/>

## 7.4 CONTRACT 3

### 7.4.1 Contact Details 3

Previous Employed Role	Click here to enter text.
Current Capacity	Click here to enter text.

Name of Organisation	Click here to enter text.
----------------------	---------------------------

Website (if applicable)	Click here to enter text.
Date Contract awarded	Click here to enter text.
Date Contract completed	Click here to enter text.
Brief Description	Click here to enter text.

#### 7.4.2 Contact Details

Title	First Name	Surname
Click here to enter text.	Click here to enter text.	Click here to enter text.

#### 7.4.3 Position this person holds

Click here to enter text.
---------------------------

#### 7.4.4

Name	Click here to enter text.
Address	Click here to enter text.
Postcode	Click here to enter text.

#### 7.4.5 Contact Details

		Preferred
Daytime Telephone	Click here to enter text.	<input type="checkbox"/>
Evening Telephone	Click here to enter text.	<input type="checkbox"/>
Email	Click here to enter text.	<input type="checkbox"/>

**8.1 Declaration and Signature** - This must be completed by the contact named in Section 1.

- I confirm that the organisation, named in Section 1, has authorised me to sign this application agreement on their behalf
- If this application is successful, our organisation will keep to the Approved List rules and the London Borough of Bromley’s standard Terms and Conditions.
- Our organisation will comply with any relevant legislation affecting the way we carry out our activity.
- I understand that you may ask for additional information at any stage of the application process.
- I confirm that I hold up to date copies of my company’s policies on equality, child protection and health and safety, which will may be requested by the London borough of Bromley at any time during the tendering process and will be required for any award of contract.
- I understand that I will need to provide the required insurance certification on request from the London Borough of Bromley.
- I confirm all staff involved in the provision of this service and who will come into contact with children and vulnerable adults (for the avoidance of doubt, any adult accessing the Children and Family Centres could be vulnerable and therefore this requirement covers all activity including ‘adult only’) have an up to date and valid enhanced Disclosure & Barring Services (DBS) check which is less than 3 years old, and understand that the London borough of Bromley will require evidence of this should we be successful in this tendering process.

*I declare that to the best of my knowledge the answers submitted in this RFQ are correct. I understand that the information will be used in the process to assess my organisation’s suitability to be invited to tender for the Authority’s requirement. I understand that the Contracting Authority may reject this RFQ if there is a failure to answer all relevant questions fully or if I provide false/misleading information.*

<b>Name</b>	<div>Click here to enter text.</div>	<b>Position</b>	<div>Click here to enter text.</div>
<b>Signature</b>	<div></div>	<b>Date</b>	<div>Click here to enter text.</div>

**SECTION 9****SUPPORTING DOCUMENTATION IF YOU ARE SHORTLISTED**

*This information is scored on a pass/ fail basis*

You will need to provide the mandatory supporting documentation below if you are successful in the evaluation process – failure to provide satisfactorily robust policies, procedures and / or evidence will result in your bid being eliminated. Information on how your policies will be reviewed is contained in the Guidance on scoring for RFQs document:

- The levels of insurance cover indicated below obtained at your own cost, prior to the commencement of the contract
  - Employer's (Compulsory) Liability Insurance = £5M
  - Public Liability Insurance = £2M
  - Professional Indemnity Insurance = £1M
- Health and Safety at Work policy – compliant with the Health and Safety at Work Act, 1974
- Child Protection and Safeguarding policy – compliant with London Child Protection Procedures 2022 (<https://www.londonsafeguardingchildrenprocedures.co.uk/> & Bromley Safeguarding Children Partnership Thresholds of Need (November 2021) <https://www.bromleysafeguarding.org/news.php?id=548>
- Equality policy – compliant with The Equality Act 2010
- Information Governance and Data Security policy and procedure – compliant with The Data Protection Act 2018, UK General Data Protection Regulation 2016 and Data Protection (Processing of Sensitive Personal data) order 2000
- Provide evidence that those delivering your service are suitably qualified and have ongoing CPD and the relevant qualifications.
- Staff involved in the provision of this service and who will come into contact with children and vulnerable adults (for the avoidance of doubt, any adult accessing the Children and Family Centres could be vulnerable and therefore this requirement covers all activity including 'adult only') have an up to date and valid Disclosure & Barring Services (DBS) check which is less than 3 years old.

# REQUEST FOR QUOTATION GUIDANCE PACK

***We recommend you read through this guidance before completing the application as well as the other supporting documents provided with this Request for Quotation***

The purpose of this application is to invite suppliers to quote for a range of early intervention and preventative services for the Early Intervention and Family Support Services (EIFS), as detailed in the covering notes.

This application is specifically intended for use in procurements with a financial value beneath applicable thresholds set out in the Public Contracts Regulations 2015. For more information on these thresholds, please visit the Crown Commercial Service website.

<http://www.gov.uk/guidance/public-sector-procurement-policy>

You may also be asked to clarify your answers or provide more details about certain issues during this process.

In order to simplify this process, you do not need to provide supporting documents with this application. However, the purchasing organisation will ask to see these documents at a later stage; you will need to provide the mandatory supporting documentation below if you are successful in the evaluation process – failure to provide satisfactorily robust policies, procedures and / or evidence will result in your bid being eliminated.

Information on how your policies will be reviewed is contained in the Guidance on scoring for RFQs document:

- The levels of insurance cover indicated below obtained at your own cost, prior to the commencement of the contract
  - Employer's (Compulsory) Liability Insurance = £5M
  - Public Liability Insurance = £2M
  - Professional Indemnity Insurance = £1M
- Health and Safety at Work policy – compliant with the Health and Safety at Work Act, 1974
- Child Protection and Safeguarding policy – compliant with London Child Protection Procedures 2022 (<https://www.londonsafeguardingchildrenprocedures.co.uk/> &

- Equality policy – compliant with The Equality Act 2010
- Information Governance and Data Security policy and procedure – compliant with The Data Protection Act 2018, UK General Data Protection Regulation 2016 and Data Protection (Processing of Sensitive Personal data) order 2000
- Provide evidence that those delivering your service are suitably qualified and have ongoing CPD and the relevant qualifications.
- Staff involved in the provision of this service and who will come into contact with children and vulnerable adults (for the avoidance of doubt, any adult accessing the Children and Family Centres could be vulnerable and therefore this requirement covers all activity including 'adult only') have an up to date and valid enhanced Disclosure & Barring Services (DBS) check which is less than 3 years old.

Please answer every question fully.

Quotes generate a great deal of interest from suppliers, so please ensure that you complete the questionnaire as requested. We will not be able to take into account anything that is not expressly outlined in your documentation, so you cannot rely on any information you feel that the Authority may already have.

Please ensure that any acronyms used are defined.

Failure to fully complete the document may result in your application being disqualified.

- If you feel that the question does not apply to you, please write 'N/A'.
- If you do not know the answer, please write 'N/K'.

Please note, where 'parent' is written in any of the paperwork, this refers to parents and carers of children and young people from pre-birth to 18, and up to 25 where the young person has SEND.

We remind you that for any activity that you provide, where you require additional resources to deliver e.g., equipment/handouts, the provision of these resources are your responsibility.

There is a word limit for each question which will be applied. Where the word count is exceeded, we will not read anything over the maximum number of words. You will need to be concise, and to support you, 'bullet points' style responses are acceptable.

With reference to particular questions in the application, please see specific guidance below.

## **Section 1**

### **Question 1.1 – 1.13**

Basic details about you and your organisation.

## **Section 2**

### **Question 2.1.1**

This is a pass or fail question. It is essential that you are able to reassure us that you / your organisation has a robust and safe approach and practice to child protection. Your response needs to be tailored to delivery of services whilst in our premises and the actions that will be followed, why, and in line with what guidance.

There is a separate and further requirement in relation to safeguarding should your bid be shortlisted by the Evaluation Panel. See the Guidance on Scoring for RFQs document.

## **Section 3A**

**Section 3A is scored in the context of the overall criterion as outlined in Guidance on Scoring. We have broken it down into a number of questions to support you to help us gain the clearest understanding of your proposal.**

### **Question 3.1.1**

This question has a word limited of 500 words. Please be concise and use bullet points to provide clarity.

### **Question 3.1.2**

Please tick the relevant response.

### **Question 3.2.1;**

Our activities are driven by what the families tell us they need and must fit into our Rainbow Strands model. Please refer to 'Document H' which explains the Rainbow Strands. Higher scoring answers will clearly explain the link between the proposed activity and the relevant Rainbow Strand(s).

### **Question 3.2.2**

This is from the families' perspective and important for our KPI modelling. Higher scoring answers will clearly show the impact of the activity from the lived experience of the family, whilst demonstrating how needs have been met.

### **Question 3.2.3**

This is what you would normally call your course/activity. Please be advised that, if successful, this may change to suit our service model e.g., we will not use the name of the provider commissioned to deliver the service on our behalf.

### **Question 3.2.4**

Do not exceed 5 bullet points.

### **Question 3.2.5**

For the purposes of this bid, a course is an activity delivered over a number of weeks, where the participants are the same group of people each week. You complete the course by attending all the sessions.

For the purposes of this bid, a sessional model for a group is an activity delivered to a group of participants over a number of weeks, where the participants are not necessarily the same group of people. This could be a planned repeated single session, a planned series of sessions each covering a different topic, but repeated, or responsive sessions which react to the participant/s' needs. You complete the sessional activity by attending the single session.

For the purposes of this bid, a one-to-one sessional model is an activity delivered to an individual on a one-to-one basis. This could be a planned repeated single session, a planned series of sessions each covering a different topic, or responsive sessions which react to the participant's needs. You complete the sessional activity by attending the single session.

### **Question 3.2.6**

Each different session will require its own description, in the style of a lesson plan.

### **Question 3.3.1**

Session time for participant does not include set up and clear away time. Sessions cannot last longer than 2hrs. Sessions of a shorter duration, but at least 45mins, are also welcomed. Please note, if your session requires a creche to run alongside for the parents to access it, the session cannot run for more than 1hr 45mins (except for exceptional circumstances – please discuss this with us).

### **Question 3.3.2**

This is about the viability of the session rather than the cost e.g., Could your activity successfully run with 1 participant or are more required e.g., if a discussion forms part of the session?

### **Question 3.3.3**

This is about the viability of the session rather than the cost e.g., Could your activity successfully run with more than 16 participants without reducing the learning experience for those present?

**Question 3.3.4**

The set up and/or clear away time must not exceed 10mins either side of the session.

**Question 3.3.5 & Question 3.3.6**

Please provide the name of the accreditation, the awarding body, and the accreditation process for the participants.

**Question 3.3.7**

If the activity is sessional, we would expect the certificate of attendance to reflect the actual sessions attended, rather than a general certificate e.g., a course of 10 weeks where the participant attended 5 sessions, the certificate would reflect 5 of 10 sessions attended.

**Question 3.4.1**

This is important in terms of meeting our targets for reaching our communities e.g., if your activities include children of school age, you will need to ensure your bid is clear that this can only run during school holiday periods.

**Question 3.4.2**

Please tick all that apply.

**Question 3.4.3**

Please consider both adults and children who might have different accessibility needs e.g., language spoken, mobility, neuro-diversity, sensory impairment (this is not an exhaustive list).

**Question 3.4.4**

We operate an inclusive approach to supporting families. Please ensure your explanation has details about specific cohorts where applicable, and a strong rationale for choosing a targeted approach. You must ensure this rationale is clear throughout the entire submission.

**Question 3.5.1**

Please be specific about the space needed if more than a standard delivery space (a single training room) is required.

**Question 3.5.2**

Please ensure this is clear in your bid, and matches the information provided in Sections 4,5, and 6.

**Question 3.5.3**

Please explain how you will manage to provide this activity in the event of sickness or other absence to ensure the activity runs as planned, with the number of staff stated in 3.5.2.

#### **Question 3.5.4**

Tick all that apply.

#### **Question 3.6.1**

Tick whichever applies, and where your reply is Yes, please provide the details requested, including the name of the person of who you liaise with about that contract and their contact details.

#### **Question 3.7.1**

This needs to be written in a SMART format; Specific, Measurable, Achievable, Realistic and Timely. Bullet points would be helpful. Please be specific if the outcomes are for the child, adult, or wider family. Higher scoring answers will be concise and demonstrate real-life application.

#### **Question 3.7.2(a)**

This needs to be written in a style that demonstrates the 'so what?' factor for the child, adult, and wider family. Higher scoring answers will be concise and demonstrate real-life application.

#### **Question 3.7.2(b)**

To help us understand your rationale for using a specific measuring / evaluation tool please provide a copy of the measuring / evaluation tools you will be using alongside the explanation of how you will turn the data collected into meaningful information.

#### **Question 3.7.3**

We welcome your suggestions with regard to suitable Key Performance Indicators (KPIs) but reserve the right to use different KPIs to those suggested. For successful bids we will confirm the KPIs within the contract. Higher scoring answers will be concise and demonstrate real-life, an understanding of the application of data to support our accountability as a service within the local authority and be challenging to achieve.

#### **Question 3.8**

When considering quality assurance please cover the content, the delivery style, the impacts achieved, and core basics behaviours, e.g., your communications with us about your service. High scoring answers will demonstrate a clear understanding of the importance of the need for and existing embedded quality assurance practices across the provider organisation.

#### **Section 3B**

This is a pass or fail question.

#### **Question 3.9**

For any bid submitted; the provider needs to be able to deliver out of any of our named sites. Our model of delivery is that there is no 'postcode lottery' for families in Bromley.

Core delivery times are 9.30am to 5pm Monday to Friday, and Saturdays 10am to 1pm.

Please see list of sites below.

### **Delivery Sites**

---

1. Biggin Hill Children and Family Centre  
Sunningvale Avenue  
TN16 3TN

4. Castlecombe Children and Family Centre  
Castlecombe Road  
SE9 4AT

2. Blenheim Children and Family Centre  
Blenheim Road  
BR6 9BH

5. Community Vision Children and Family  
Centre  
Woodbine Grove  
SE20 8UX

3. Burnt Ash Children and Family Centre  
Rangefield Road  
BR1 4QX

6. Cotmandene Children and Family Centre  
Cotmandene Crescent  
BR5 2RB

7. 3<sup>rd</sup> Floor Central Library  
High Street  
Bromley  
BR1 1EX

### **Section 4, 5 & 6**

The answers provided will help us work out a base price per head system. Please provide the cost of the activity you are proposing. We will use this information in the way described below to work out a 'value for money' statement based on the cost per head. This will form part of the evaluation process.

#### **Question 4.1 & 5.1 & 6.1**

It is important that you are able to clearly explain the costs for the delivery of your service in these sections.

You will not be required to publicise this activity, as this is done by our Service.

You will not be able to include your organisation's identify in the delivery or naming of the activity.

You will not be able to claim for additional expenses beyond those agreed in the cost of your bid e.g., additional travelling expenses.

Each activity must be separately bid for, and therefore it is important to ensure any centralised costs are clearly identified.

If your organisation makes multiple bids, we will require centralised costs to be adjusted to prevent duplication e.g., management support/oversight, purchase of non-consumables used for the delivery of multiple bids can only be claimed for once but need to be included in each bid in case only one bid is successful.

### Question 4.1.1

E.g., If your activity is a course of six weeks, the response is '6'.

### Question 4.1.2

E.g., If your course requires 6 weeks of delivery plus an induction and feedback session, your course is 8 weeks, not 6 weeks.

### Question 4.1.3

E.g., This does not include set-up and tidy away time. This is the time the participants are in the activity.

*Example below*

*A course lasting 1hr 30mins, with 10mins set-up and 10mins tidy away, is, for the purposes of question 4.1.3, 1h 30mins and not 1h 50mins.*

### Question 4.1.4

Please provide the maximum number of people that can attend a session regardless of their age. This is important in terms of our value for money calculations, whilst ensuring the experience for the participants is not negatively impacted.

Please note that we are not asking for a 'minimum number of participants' as we will expect the activity to run unless we cancel or postpone the session.

### Question 4.1.5, 4.1.6

If you are able to offer a discount for the purchase of a greater number of courses, this will be considered where we know we require a fixed number of a specific activity and need to scale up all the relevant bids where multiple organisations bid for the same activity, in order to compare prices on a like for like basis.

Example

*Price per session in red before discount and in green after discount.*

	Supplier X	Workings	Supplier Y	Workings	Supplier Z	Workings
Activity	Same as supplier Y & Z		Same as supplier X & Z		Same as supplier X & Y	
Price per course	£1,000.00		£600.00		£1,200.00	
No. of sessions per course	6		4		6	
Price per session	£166.67	(1,000/6)	£150.00	(600/4)	£200.00	(1,200/6)
Discount?	Every 6 courses purchased, there will be a 10% discount applied to the total		No discount		Every 4 courses purchased, there will be a 10% discount applied to the total	
Total cost before discount	£6,000.00	(6 courses)	-		£4,800.00	(4 courses)
Minus discount	-£600.00	(10% of 6,000)	-		-£480.00	(10% of 4,800)
Total	£5,400.00		£600.00		£4,320.00	
Total number of sessions	36	(6 x 6)	4		24	(6 x 4)
Total cost per session	£150.00	(5,400/36)	£150.00	(600/4)	£180.00	(4,320/24)

### Question 5.1.1

If your activity is a sessional group model, this is the number of sessions included in the price. It does not relate to the frequency of delivery as we may wish to purchase this activity as daily, weekly, or monthly, based on our needs.

### Question 5.1.2

This does not include set-up and tidy away time. This is the time the participants are in the activity.

*Example below*

*A session, for a group of participants, lasting 1hr 30mins, with 10mins set-up and 10mins tidy away, is, for the purposes of question 5.1.2, 1h 30mins and not 1h 50mins.*

### **Question 5.1.3**

Please provide the maximum number of people that can attend a session regardless of their age. This is important in terms of our VFM calculations, whilst ensuring the experience for the participants is not negatively impacted.

### **Question 5.1.4**

Please provide the minimum number of sessions you are prepared to provide should be the number of sessions that you have costed your bid at in 5.1.

Please note that we are not asking for a 'minimum number of participants' as we will expect the activity to run unless we cancel or postpone the session.

### **Question 5.1.5, 5.1.6**

If you are able to offer a discount for the purchase of a greater number of courses, this will be considered where we know we require a fixed number of a specific activity and need to scale up all the relevant bids where multiple organisations bid for the same activity, in order to compare prices on a like for like basis.

### **Question 6.1.1**

If your activity is a sessional model with individuals rather than a group, this is the number of sessions included in the price. It does not relate to the frequency of delivery as we may wish to purchase this activity as daily, weekly, or monthly, based on our needs.

### **Question 6.1.2**

This does not include initial set-up and final tidy away time. This is the time allocated to participant during the activity.

*Example below*

*A session, with individual slots of 20mins, where the allocated window is 3h, will be set up as 9 sessions on the day, with 10mins initial set-up and 10mins final tidy away. For the purposes of question 6.1.1, the answer is 3h and not 3h 20min.*

### **Question 6.1.3**

This is the length of time you would allocate to each participant on a one-to-one basis. This does not include set-up and tidy away time. This is the time the participants are in the activity.

*Example below*

*Using the example above in 6.1.2, for the purposes of question 6.1.3, the answer is 20 mins.*

#### Question 6.1.4

Please provide the minimum number of sessions you are prepared to provide should be the number of sessions that you have costed your bid at in 6.1.

Please note that we are not asking for a 'minimum number of participants' as we will expect the activity to run unless we cancel or postpone the session.

#### Question 6.1.5, 6.1.6

If you are able to offer a discount for the purchase of a greater number of courses, this will be considered where we know we require a fixed number of a specific activity and need to scale up all the relevant bids where multiple organisations bid for the same activity, in order to compare prices on a like for like basis.

**Please see some examples below.**

#### Section 4 Example

**Total Cost (A) = £1,140**

4.1.1 How many sessions will be delivered for the <b>total cost (A)</b> ?	6
4.1.2 How many weeks will the course run for?	6
4.1.3 How many hours/minutes will each session last?	2 hours
4.1.4 What is the maximum number of people that can attend each session with the staffing you have priced for?	15

**Guided Learning hours for a single participant is 6 sessions of 2 hours = 6 x 2 = 12glh.**

Cost per head = (**£1,140** ÷ 12 ÷ 15) = £6.33 per person per hour

## Section 5 Example

**Total Cost (A) = £800**

5.1.1 How many sessions will be delivered for the <b>total cost (A)</b> ?	4
5.1.2 How many hours/minutes will each session/drop in last?	1 hour 30 mins
5.1.3 What is the maximum number of people that can attend each session/drop in with the staffing you have priced for?	15
5.1.4 What is the minimum number of drop-in/sessions that you are prepared to provide?	10

**Price of 1 session = £800 ÷ 4 = £200**

**Guided Learning hours for a single participant is 1 session of 1.5 hrs = 1 x 1.5 = 1.5glh**

**Cost per head = (£200 ÷ 1.5 ÷ 15) = £8.89 per person per hour**

## Section 6 Example

**6.1.3** An individual 1-2-1 sessional activity which might be for 20mins, but if the allocated window is 3h, i.e., 9 sessions on the day, with 10mins set-up and 10mins tidy away, is, for the purposes of question 6.1.1, 3h and not 3h 20min.

**Total Cost (A) = £1,200**

6.1.1 How many sessions will be delivered for the <b>total cost (A)</b> ?	6
6.1.2 How many hours/minutes will each session/drop in last?	3 hours
6.1.3 How many minutes would a typical slot be within the drop in/session?	20 mins
6.1.4 What is the minimum number of drop-in/sessions that you are prepared to provide?	12

**Price of 1 session = £1,200 ÷ 6 = £200 (3 hours = 1 session)**

**Cost per head = £200 ÷ 9 (3hrs, with each hour having 3 slots of 20mins = 9) = £22.22 per person (per slot)**

## **Section 7**

### **Question 7.1**

Seeking references.... Included in the Pack are blank reference forms. It is your responsibility to approach your referees and ask them to complete this and return it directly to the Procurement Team at the London Borough Bromley via email to [procurement@bromley.gov.uk](mailto:procurement@bromley.gov.uk) by the 21<sup>st</sup> October 2022.

You are still required to complete Section 7. This will be used to cross-reference the references received and to chase your referees if we have not received these by the date of the Evaluation Panel.

## GENERAL INFORMATION

Please complete your application within the specified timeframe by uploading to the London Tenders Portal.

A signed copy of Section 11 (Declaration & Signature) must be scanned in and posted on Due North/ProContract with your bid.

Award decisions will be made by: **Monday 9<sup>th</sup> January 2023**

(Please note that you can only tender for activities that you have been invited to) Any questions relating to this RFQ must be made through the London Tenders Portal and if appropriate, responses to questions will be published to all suppliers.

“**Authority**” means the purchasing organisation that is seeking to award a contract

### Multiple Tenders

You must complete the whole form for each tender. Please ensure that your tender is specific to the activity you are tendering for.

### Preparation of Quotations

The Authority will not be responsible, nor will they pay for any expense or loss which may be incurred by Suppliers in the preparation of their Quotes, or any other aspect of this process. Suppliers must present their proposals in the format specified in these Instructions in order to facilitate a prompt and fair evaluation.

Suppliers may be invited to an interview prior to completion of the evaluation process.

Your bid should be for **early intervention** and not designed to replace statutory interventions. The general focus for activities in the Children and Family Centres is for the age range 0 – 5 and their parents and carers, although some activities for parents with children and young people of a higher age range will be considered if they are early intervention and do not duplicate existing provision in Bromley.

Whilst Children and Family Centres offer universal services, we also provide services that are designed to engage families who need additional support and those families that services struggle to engage in the borough.

**Rejection of Quotations**

The Authority reserves the right not to accept any “conditional quotations” from the Supplier.

The Authority reserves the right not to accept the cheapest or any quote whatsoever.

**Confidentiality**

All information supplied by the Authority in connection with these Instructions must be treated as confidential by all Suppliers except that such information may be disclosed as far as is necessary for the purpose of obtaining sureties, guarantees and quotations necessary for the preparation and submission of the Quotation.

**Contract Award**

The Authority is not bound to make any award of contract. The Authority will award the contract to the most economically advantageous offer and does not bind itself to accept the lowest or any offer.

Subject to the above, the Authority will award the Contract to the Supplier, whose quotation has been determined by the Authority to demonstrate the best value, having taken into account price and technical ability and service quality.

The Authority will be seeking evidence of the Potential Supplier’s suitability to perform the services in terms of economic and financial standing.

The Authority may award contracts to more than one Supplier for any one activity strand.



**London Borough Bromley**  
**Reference Form**  
**Early Intervention and Family Support Service**

**Tenderer:** Please forward this reference form to your nominated referees and ensure that they return the completed form via email directly to the London Borough Bromley by the deadline date.

**Referee:** Please complete the form below and return directly to the Procurement Team at the London Borough Bromley via email to: [procurement@bromley.gov.uk](mailto:procurement@bromley.gov.uk)

**Please Note:** The deadline for the return of the completed reference form is shown at the end of this form. References submitted by Tenderers themselves will **not** be accepted.

**Name of Tenderer:**

The above Provider has applied to the London Borough Bromley to tender for the provision of early intervention and preventative services for the Early Intervention and Family Support Service (EIFS).

**Can you please confirm the type of Services currently provided to your organisation by the Provider named above:**

[Insert details]

**Service Provision:** *[Add additional service specific questions where relevant]*

<b>Service Provision: Please place an 'X' in the relevant box.</b>	Excellent	Above Average	Satisfactory	Below Average	Not Applicable
Professional & general competence					
Ability to meet the needs of users in line with their assessed needs & relevant legislation					
Compliance with performance criteria as set out in the Service Specification					
Quality & Sufficiency of Staff					

Quality of Service					
General Overall Rating					

Have you had to deal with any serious issues or concerns in respect of their contractual performance or delivery of the Service	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	------------------------------	-----------------------------

**If 'yes' please provide details in respect of the issues and indicate how these have not been resolved:**

[insert details]

**Additional Information:**

Please give any additional information that you consider would be of value in our assessment of this Provider:

[insert details]

**Referee Details:**

Completed by:	
Name:	
Job Title:	
Signature:	
Name of Organisation:	
Telephone Number:	
E-Mail address:	
Date:	

I would like to thank you in advance for your co-operation. If you have any queries, please contact: Sophie Garner on 020 8461 7822

Please email the completed form to: [procurement@bromley.gov.uk](mailto:procurement@bromley.gov.uk) by no later than: **12 pm on 21/10/2022**



# **Bromley Children Project**

## **Early Intervention and Family Support Service**

We're a borough wide service supporting Bromley families to create a safe, secure, and happy environment for all children, by reaching out to expectant parents, current parents/carers and young people aged up to 18 years; especially those who are struggling and need a little extra help.

**6 Children and Family Centres open to all, offering support and activities for parents/carers with children of any age as well as a range of activities for children**

**Non-judgemental friendly 1:1 family support**

**Our 'parenting hotline' is for general advice (Monday to Friday 9:30 – 16:30) + Free parenting courses and webinars**

**IASS (Information, Advice and Support Service) offering free impartial info and advice for people with SEN or disabilities aged 0-25**

**2 Children's Contact Centres**

**The Common Assessment Framework (CAF), an assessment to address issues affecting the family with a monitored action plan, this is entirely voluntary, consent based**


## Children and Family Centres

Our Children and Family Centres offer a range of services to meet the needs of children under five and support their families. There are six children and family centres in Bromley and the services provided are designed around the needs of the surrounding area.

The centres are places where children can make friends and learn as they play. Parents and carers can access professional advice on health and family matters, learn about training and job opportunities or just socialise with other people. The types of activities and support that may be running at our children and family centres are:

### **We already provide....**

- Universal services such as baby clinics, developmental health checks, speech and language drop ins
- Targeted services including Domestic Violence programmes
- Family support and parenting from Family Support and Parenting Practitioners, Health Visitors, Midwives and young mum groups
- Information and advice on housing, childminding support and breastfeeding support
- Quality play sessions



**What we do not want you to do is duplicate the offer outlined above. So, we need your help in enhancing our offer in these areas....**

- A range of courses and drop in sessions for parents and their children aged from 0 to 5 years designed around child development, school readiness, health and wellbeing and acquiring new skills
- Additional provision for parents with children of primary school age

## Family support

We have a team of dedicated family support and parenting practitioners who offer one to one family support focussing on the issues that the family say they need the most help with. These could be issues around employment, housing, finances, family and friendships and health and wellbeing. The main aim of the practitioners is to support parents to protect and develop their children aged up to 18 years by helping to ensure that every child resides in a safe, supportive and happy family.

The practitioners will help to support a family through the problems they are facing and will assist them for as long as the help is required.

The practitioners will help families understand all the support and assistance that is available to them and will try to relieve some of the pressures the family may be facing.



### **What support we can offer**

Debt  
Challenging behaviour  
Parenting strategies  
Unemployment  
Health  
Isolation  
Parenting courses  
Signposting  
Education  
Domestic Abuse / Crime / ASB  
Housing (limited)



### **Support we cannot offer that is offered by another service**

Family Therapy  
Clinical support  
Specialist support  
Securing housing  
Families out of borough  
No consent = no support

## Parenting courses

Our courses aim to build confidence and help participants learn positive parenting styles for all situations. The courses are based on practical techniques and look to improve communication and build healthy family relationships. They take place at one of our six Children and Family Centres across the borough, delivered by our own staff and are free to everyone although priority is given to Bromley residents.

## IASS Bromley

We provide impartial independent information, advice and guidance to parents and carers of children and young people with SEND and the children and young people themselves.

### What we do

- **Advice for parents and carers**  
Confidential support and advice for parents and carers, such as help with schools and finding the right service.
- **Advice for early years children**  
Help for children aged 5 and under including education, health, child development and much more
- **Advice for those aged 10 to 16**  
Help for primary aged children and secondary aged teenagers covering school, healthy minds and more
- **Advice for those aged 16 to 25**  
You can talk to us about support at school or college – and any extra help you need with your learning

## 2 Children's Contact Centres

Our contact centres provide a neutral space where children from separated families can enjoy contact with their non-resident parents and sometimes other family members, in a comfortable and safe environment.

### Common Assessment Framework (CAF)

Sometimes children and families may need extra support. One way of providing support to them is to use the Common Assessment Framework or CAF.

The Common Assessment Framework (CAF) is a tool to support early intervention, this means when used effectively it ensures families receive the right support at an early stage before a small need grows into a larger one.

It is intended to be used as an assessment that looks at the issues affecting the family with a strong focus on how to improve the situation and who are the best agencies to support them.

# Changing Lives

*For the better.....*

'You know when you don't believe in no one, hope is only 3%, the world shuts you down, then the angels... you see a haze, this person just wants to help you, didn't judge you, thank you for providing support for mums like me, to make us feel important, to know there is help.'

(FSPP)...because of your involvement, we are in a significantly better place this year than when you were working for us. I feel like I have my James back. You knew exactly where to send me & told me specifics that I should do to improve our situation & it worked. Your expertise & experience had a huge impact on us - C

(virtual coffee morning) I was apprehensive about doing the coffee morning call but I'm so glad I did as just talking to you has helped us more than anything! I feel so much better today & I know that seeing you is the reason! E

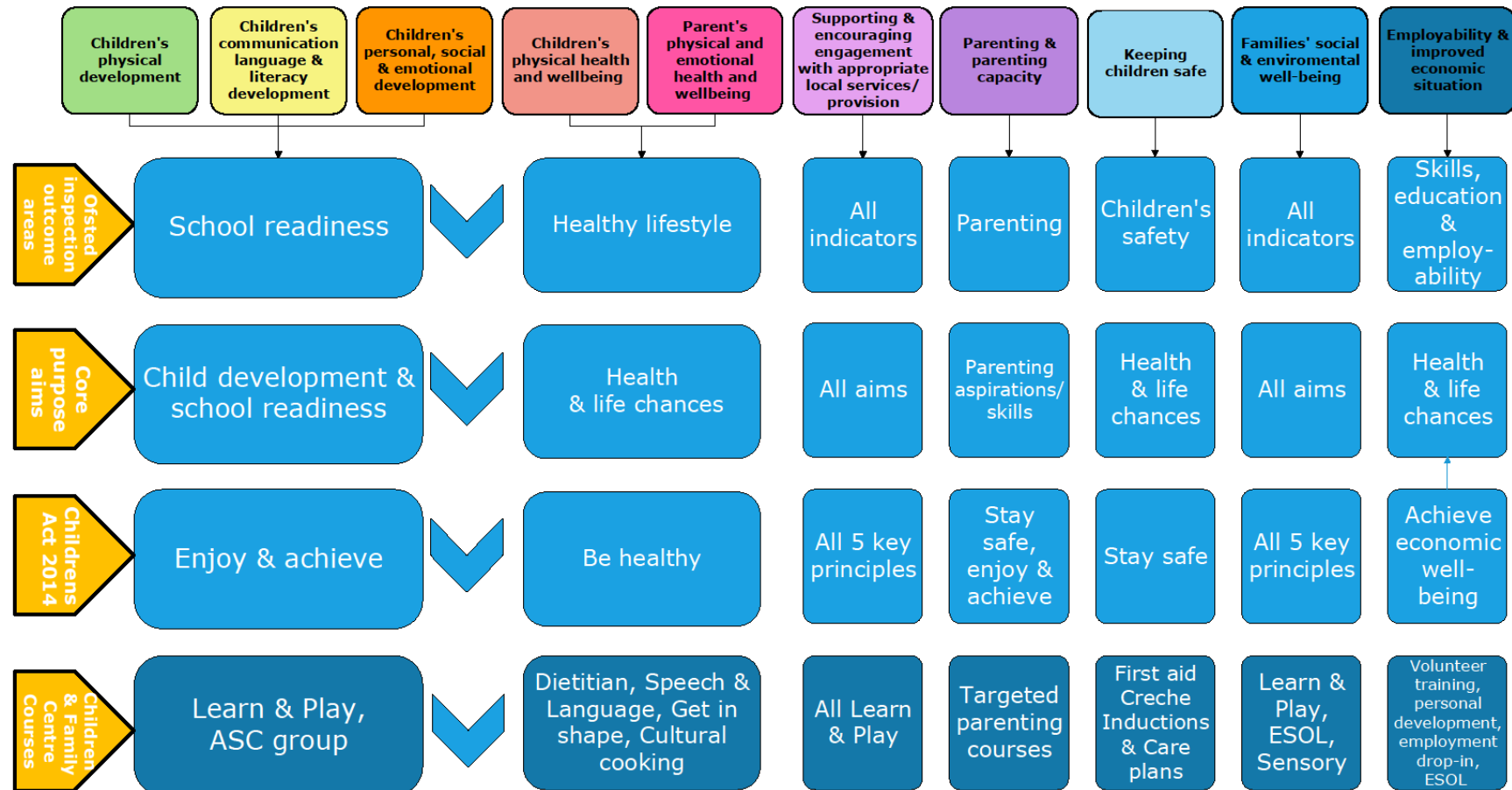
BCP website - [Bromley Children Project – London Borough of Bromley](#)



IASS website - [Bromley IASS — Bromley Information, Advice and Support Service \(IASS\)](#)

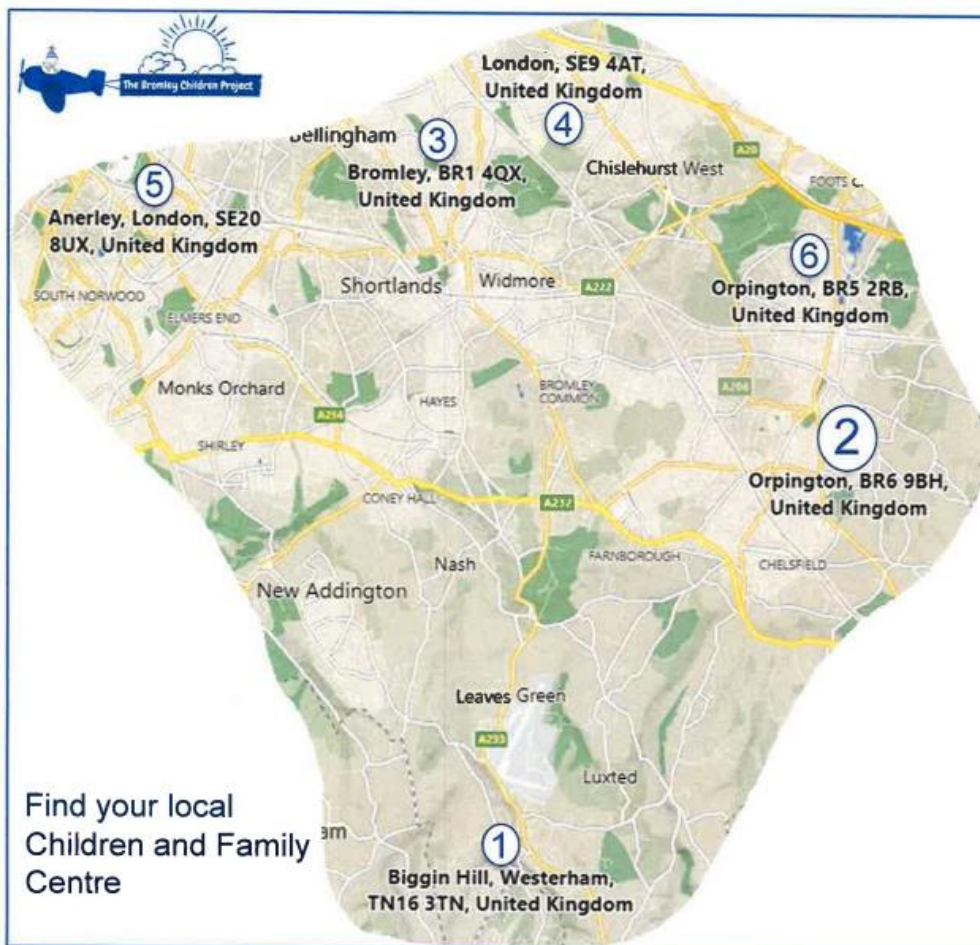


# Bromley Children & Family Centres Rainbow Strands



➤ The right to make a positive contribution ➤





1. Biggin Hill, Sunningvale Avenue, TN16 3TN  
01959 571 694  
[bigginhillcfc@bromley.gov.uk](mailto:bigginhillcfc@bromley.gov.uk)
2. Blenheim, Blenheim Road, BR6 9BH  
01689 831 193  
[blenheimcfc@bromley.gov.uk](mailto:blenheimcfc@bromley.gov.uk)
3. Burnt Ash, Rangefield Road, BR1 4QX  
020 8697 4503  
[burntashcfc@bromley.gov.uk](mailto:burntashcfc@bromley.gov.uk)
4. Castlecombe, Castlecombe Road, SE9 4AT  
020 8857 1185  
[castlecombe@bromley.gov.uk](mailto:castlecombe@bromley.gov.uk)
5. Community Vision, Woodbine Grove, SE20 8UX  
020 8778 2970  
[communityvisioncfc@bromley.gov.uk](mailto:communityvisioncfc@bromley.gov.uk)
6. Cotmandene, Cotmandene Crescent, BR5 2RB  
020 8300 2548  
[cotmandenecfc@bromley.gov.uk](mailto:cotmandenecfc@bromley.gov.uk)

Courses and drop-in sessions on Child Development, School Readiness, Family Support and Parenting, Health and Wellbeing, and Skills Acquisition as well as quality play sessions for 0 to 5s. For timetables of the services and activities run at each centre visit:  
[www.Bromley.gov.uk/bromleychildrenproject](http://www.Bromley.gov.uk/bromleychildrenproject)



*Biggin Hill's Entrance and Training Rooms*



*Blenheim's entrance and training rooms*



*Burnt Ash's Entrance and Training Rooms*



*Burnt Ash's Entrance and Training Rooms*



*Castlecombe's Entrance and Training Rooms*



*Community Vision's Entrance and Training Rooms*



*Cotmandene's Entrance and Training Rooms*



# Provider Engagement Event – Your Questions Answered



## 1. Can you bid in collaboration with another provider?

Yes, you can bid in partnership with another provider, but this needs to be done at the point of bidding. Both providers' details must be provided, and one provider must take the Lead role and therefore responsibility for the overall delivery of the bid throughout the contract period. Failure to deliver the bid by either partner provider will result in both being held responsible and risk issue of a Default of Contract notice.

## 2. Do you need to have a DBS check?

Staff involved in the provision of this service and who will come into contact with children and vulnerable adults (for the avoidance of doubt, any adult accessing the Children and Family Centres could be vulnerable and therefore, this requirement covers all activity including 'adult only') have an up to date and valid Disclosure & Barring Services (DBS) check which is less than 3 years old. Bromley will require evidence of this should you be successful in the tendering process.

Whether this needs to be Standard or Enhanced will depend on the service/activity being provided. Basic DBS is likely to be insufficient due to the delivery venue and targeted audience.

To find out more and apply, visit [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs).

## 3. Can we use references from another part of the London Borough of Bromley?

Please refer to the reference form within this pack. We require references from at least one and no more than three different referees (public or private) who you have/currently provide a service to in the last three years that are relevant to the Authority's requirement in relation to this tender. We accept references from other departments within the London Borough of Bromley.

If you are submitting multiple tenders, please ensure you pick relevant contracts for each of your submissions.

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4. What if we can be flexible in our service delivery – how can we demonstrate this?

Please explain how you can be flexible with your delivery in the relevant section of the RFQ for example

- if you can adapt your delivery for participants with addition or specific needs, describe this in 3.4.3
- if you can deliver in a range of spaces, small or large, inside, or outside, with or without a SMART Board, this should be described in 3.5.1

5. What if multiple activities/strands offered?

If you intend to submit more than one quotation for multiple activities/strands, please complete and submit a separate 'D': Request for Quotation document.

You need only complete Section 1 & 2 once, but the rest of the RFQ must be completed (and tailored throughout to the submission), for each different service or activity.

6. Is there anything you feel like you're missing at the moment?

All areas of provision that we are looking for will be outlined within the specification included as part of this tender. We are currently gathering feedback from parents/carers and professionals that support them to find out what they would like to see delivered at the 6 Children and Family Centres. The results will be incorporated into the specification.

7. Will TUPE apply?

TUPE is unlikely to apply, and we have never found it to apply in previous years operating these services. However, any move from provider to provider must be judged on a case-by-case basis.