

**INVITATION TO TENDER**

**An Approved Provider List for**

**‘Out of School’ Alternative Education Provision**

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1. **Introduction**
   1. **Background**
      1. Cornwall wants to work together with independent agencies as partners to provide the best available out of education provision and specialist placements for children and young people currently unable to access full-time, mainstream education.
      2. The Approved Provider List specification has been developed through dialogue with representatives of independent third sector providers. It sets out our approach to working collaboratively with our trusted providers, based on a shared responsibility to ensure a variety of provision to support children and young people’s educational needs, improving their outcomes, fulfilling their potential and giving them a chance of a brighter future.
      3. Currently Cornwall Council spot purchase individual placements and bespoke provision for young people. The aim of the Approved Provider List is

to ensure that children and young people accessing the alternative provision are safe and are fully supported to reach their agreed outcomes whilst attending high quality provision.

* + 1. Cornwall Council are looking for providers to apply a person-centred approach to support young people’s educational needs to deliver the intended outcomes of their personalised Education, Health and Care Plans (EHC Plan)(if applicable), or outcomes made in agreement with the Local Authority and/or base school, thereby making a tangible contribution to all aspects of an individual’s progress.
    2. The approved provider list will be the only way that children and young people will be placed in ‘Out of School’ alternative education provision, by Cornwall Council after 31st August 2024.

* + 1. The Council therefore intends to identify potential providers who are already established in the local community and have the expertise and skills in their area to continue or start providing ‘Out of School’ alternative education provision.

* 1. **Overview**
     1. This Tender Process is being conducted to comply with the Contract Procedure Rules and Public Contract Regulations.
     2. This ‘Invitation to Tender’ is issued to potential Applicants on the ‘Supplying the South West’ system as part of the Council’s Tender Process under which the Council is seeking a number of acceptable applicants. It contains information about the Tender Process and conditions, and the Specification for the new Approved Provider List.
     3. A glossary of defined terms used in this Invitation to Tender are set out in Appendix 1.
     4. Applicants are invited to submit a Tender by completing all sections of Applicant’s Tender Submission, **in Section 3**.
     5. Applicants are required to submit their completed Tender electronically using the Council’s e-Procurement System Pro-Contract (formerly known as Due North) by midday 26th April 2024.
  2. **The Services and the Council’s Contract**

* + 1. The Services required are set out in the Specification in Appendix 2 of this Invitation to Tender.

The Applicants that are identified as ‘approved’ will be required to sign the Council’s ‘Out of School’ Alternative Education Approved Provider List

* + 1. Contract is set out in Appendix 4 of this Invitation to Tender.
    2. The Council’s APL Contract shall commence on 1st September 2024, and end on 31st August 2029 with potential for a further 2-year extension. Acceptance onto the Approved Provider List is not a guarantee of a volume of work.
  1. Documentation
     1. This Invitation to Tender includes the following documents that are embedded in the table below and included as zip files in the Council’s e-Procurement System:

|  |  |  |
| --- | --- | --- |
| **Doc No.** | **Document** | **Provider Information** |
|  | Invitation to Tender | This document |
| 1 | Glossary of Terms | Appendix 1 |
| 2 | ‘Out of School’ Alternative Education Outcomes Specification | Appendix 2 |
| 3 | ‘Out of School’ Alternative Education Quality Standards | Appendix 3 |
| 4 | Council’s APL Contract which includes 3 documents:  APL Terms & Conditions  APL Service Agreement  IPA Terms & Conditions | Appendix 4 |
| 5 | Evaluation of Tender | Appendix 5 |
| 6 | Social Value | Appendix 6 |

* + 1. The Applicant should carefully study the documentation to ensure they are comfortable with all obligations under it before completing the Applicants Tender Submission set out in Section 3 of this Invitation to Tender.

1. The Tender Conditions and Process
   1. **Tender Timetable** 
      1. Cornwall Council intends that this procurement will follow a clear, structured and transparent process at all times and that all Applicants will be treated equally.
      2. A provisional timetable for the Tender Process is set out below.

|  |  |
| --- | --- |
| **Indicative Tender Timetable** | |
| **Event** | **Date** |
| Invitation to Tender published to Applicants | 21 March 2024 |
| Deadline for receipt of clarifications | 12 April 2024 |
| Return Date / deadline for Applicants Tender | Midday 26 April 2024 |
| Evaluation of Tenders | 29 April – 10 June 2024 |
| Acceptable Bidders identified | 24 June 2024 |
| Onboarding onto Approved Provider List | July – August 2024 |
| Service commencement date | 1 September 2024 |

* + 1. The Applicant should note that this is an indicative timetable only and may be subject to change, as the Council reserves the right to amend the indicative timescale at its discretion. Any changes will be communicated to all Applicants as soon as possible via the Council’s e-Procurement System, Proactis (formerly known as Due North).
  1. **The Council’s e-Procurement System** 
     1. The Applicant is required to register on the e-Procurement System. <http://www.supplyingthesouthwest.org.uk>

The Applicant must ensure that the email address that has been used to register on the e-Procurement System is checked regularly, as the e-Procurement System will generate automatic notifications to the registered email address whenever there are updates, changes or messages relating to this Invitation to Tender. Applicants should also check that their organisation details are correct and up to date.

* + 1. All Tender queries relating to content of this Invitation to Tender or any other document forming part of the Invitation to Tender should be made using the secure messaging service in the e-Procurement System.
    2. It is the Council’s policy to publish responses to all Tender Clarification Questions via the e-Procurement messaging system on Proactis (formerly known as Due North). All Clarification Questions will be posted anonymously. Any Tender Queries deemed by the Applicant to be commercially confidential should therefore be clearly marked.
    3. The Applicant may withdraw their Tender at any time before the award of the Contract, providing such intention is expressed in writing through the e-Procurement system.
    4. If the Applicant experiences problems with the e-Procurement system, they should in the first instance use the “Help” button within the e-Procurement system or telephone the e-Portal’s helpdesk. The helpdesk can be contacted by telephone on 01670 597136. The Helpdesk is open from 08:30 to 17:30 British time, Monday to Friday, excluding bank holidays. If the Applicant experience technical difficulties with the e-Procurement system, please log a case on the e-Portal portal <https://www.proactis.com/uk/support>
  1. **The** **Applicant’s Tender**
     1. The Applicant is invited to submit a Tender by completing **all** sections of the Applicant’s Tender Submission of this Invitation to Tender.

* + 1. Applicants are required to submit their completed Tenders electronically by midday 26th April 2024, using the Council’s e-Procurement System:

<http://www.supplyingthesouthwest.org.uk>

* + 1. Any completed Tender received in hard copy or via email will be disqualified.
    2. Following receipt of an Applicant’s Tender, the Council will evaluate the Applicant’s Tender in accordance the process set out in Appendix 5 of this document.

2.4 sOCIAL VALUE

2.4.1 Cornwall Council is a major contributor to the local economy, buying a range

of goods, works and services including, children’s services, furniture, construction, utilities, vehicles, social care, buildings maintenance etc.

2.4.2 It is essential that the Council buys goods and services in a responsible

way. That means achieving value for money and generating benefits not

only to the Council, but also to society, the economy and the environment. Responsible Procurement refers to the approach we will take as a Council to maximise the additional benefits that can be created through our purchasing.

2.4.3 Social value is part of Cornwall Council’s Responsible Procurement Policy.

Social Value is the additional financial and non-financial value created by an organisation through its day-to-day activities, in terms of social and economic wellbeing of individuals and communities. It is a move from purely financial and cost-based measures of value, to a wider holistic consideration across economical, societal and environmental wellbeing of regions.

2.4.4 Social Value is supported by legislation and Central Government, and

Cornwall Council use a selection of National TOMs (Themes, Outcomes and Measures):

**Themes** – the components of an organisation’s “vision” for social value

**Outcomes** – the positive changes that the organisation wants to see. In effect, what “good” looks like to that organisation

**Measures** – what objective indicators will be used to measure whether these outcomes are being met

2.4.5 As the resultant total value of contract for many providers will be under

£100K, there is no requirement to evaluate social value during the sourcing/tender process.

2.4.6 However, if the total value of Individual Placements under the Out of School

Alternative Education APL contract reaches £100K for a single provider, the provider will at that point be asked to complete and submit the Social Value TOMs.

2.4.7 **For more information see Appendix 6**, which contains all the TOMs

Information, guidance and spreadsheet. Please note: there is no requirement to complete the Social value TOMs spreadsheet and submit it as part of this tender process.

* 1. Disclaimers regarding the Tender Process
     1. The Applicant is advised that they are solely responsible for bearing their costs and expenses incurred in connection with the preparation and submission of their Tender and all future stages of the selection and evaluation process.
     2. Under no circumstances will the Council, or any of its advisers, be liable for any costs or expenses borne by an Applicant in this Tender.
     3. Please note that if any of the information supplied in the Tender regarding your organisation changes in the ensuing evaluation period, the Applicant is required to notify the Council in writing via the Proactis messenger system in the first instance giving details of the changes.
     4. The Council reserves the right to reject or disqualify an Applicant where:
        1. The Tender is submitted later than the Return Date, is completed incorrectly, is incomplete or fails to meet the requirements and set out in this Invitation to Tender,
        2. The Applicant is guilty of serious misrepresentation in relation to its application and/or the Tender,
        3. There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Applicant, and/or
        4. There is a conflict of interest arising between the Council and the Applicant.
     5. The Council reserves the right to:
        1. Cancel the Invitation to Tender at any stage,
        2. Require an Applicant to clarify its response in writing and/or provide additional information, and/or
        3. Amend the terms, conditions and/or requirements of the Invitation to Tender including the Tender Process. Any amendments will be communicated at the Council’s earliest opportunity to all Applicants through the e-Procurement system.
     6. No information contained in this Invitation to Tender, any other documents issued with the Invitation to Tender or in any communication made between the Council and any Applicant in connection with this Tender shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this Application Process.
     7. The Council reserves the right, subject to PCR2015, to change without notice the basis of, or the procedures for, or to terminate this Invitation to Tender at any time. Under no circumstances shall the Council incur any liability in respect of this Tender Process or any supporting documentation.
     8. Direct or indirect canvassing of any Councillor, public sector employee or agent by any Applicant concerning this Tender Process, or any attempt to procure information from any Councillor, public sector employee or agent concerning this Tender Process may result in the disqualification of the relevant Applicant from the Tender process.
     9. It is the responsibility of the Applicant to consider whether or not Transfer of Undertakings (Protection of Employment) Regulations 2006" as amended by the Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014 (TUPE) is likely to apply in the particular circumstances of this Invitation to Tender and to act accordingly. Applicants should therefore take their own advice and make their own enquiries regarding the likelihood of TUPE applying. If the Council has chosen to share any TUPE information as part of the Invitation to Tender this will be contained in the Specification.

**Section 3 – Applicant’s Tender Submission**

To apply for the APL, providers need to complete the embedded Application for APL Tender submission (which is in the embedded link below).



The Applicant Tender submission is in two parts:

* Part 1 - Supplier Selection Criteria, and
* Part 2 - Award Criteria.

Both Part 1 and Part 2 need to be completed.

The first part the Council will evaluate is Part 1 - Supplier Selection Criteria.

Any Applicant not satisfying the Part 1 - Supplier Selection Criteria will, at the discretion of the Council, be excluded from the remainder of the evaluation process and their Tender shall not be considered further. Therefore it is essential to complete Part 1.

The Council will then evaluate the Part 2 - Award Criteria for those Applicants that were not excluded after evaluating Part 1 - Supplier Selection Criteria.

The Applicant Tender submission needs to be completed and returned by midday on 26th April 2024, using the Council’s e-Procurement System:

[Supplying the South West Portal](https://www.supplyingthesouthwest.org.uk/)

**Appendix 1 – Glossary of Defined Terms**

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| **Defined Term** | **Meaning** |
| Acceptable Bidder | An Applicant whose Tender has:   * Passed all sections in Part 1 – Supplier Selection Criteria, * Completed Section 7 of Part 2 – Award Criteria, and * Been allocated a score of 2 for each of the questions in Section 8 of Part 2 – Award Criteria. |
| Applicant | An Applicant that has signed a confidentiality agreement with the Council and is seeking to submit a Tender Submission as part of the Council’s Tender Process to identify a number of Acceptable Bidders. |
| Contract | The Contract entered into between the Council and the Service Provider. |
| Council | Cornwall Council. |
| e-Procurement System | The Council’s e-Procurement System as accessed through [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) |
| Invitation to Tender | The Invitation to Tender document and all documentation issued by the Council in respect of the Tender. |
| PCR2015 | The Public Contract Regulations 2015 (as amended by the Public Procurement (Amendment etc.) (EU Exit) Regulations 2020 No 1319). |
| Return Date | The deadline for the Applicant’s Tender submission. |
| Services | The Services (and any part or parts of those services) described in the Specification and/or as otherwise provided by the Service Provider under and in accordance with the Contract. |
| Service Provider | The providers that have signed the Council’s Contract. |
| Specification | The Specification that sets out the Council’s requirements for the provision of the Services issued with the Invitation to Tender and more particularly described in the documentation. |
| Tender | The form set out in Section 3 of this Invitation to Tender. |
| Tender Process | The process by which the Council identifies which Applicant should be appointed to the Council’s Contract, as detailed in this Invitation to Tender. |
| Tender Queries | Any query relating to content of this Invitation to Tender or any other document forming part of the Invitation to Tender. |

**Appendix 2 – Out of School Alternative Education Outcomes Specification**

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**Appendix 3 – Out of School Alternative Education Quality Standards**

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**Appendix 4 – Approved Provider List Contract**

**Including**

* APL Terms & Conditions
* APL Service Agreement
* IPA Terms & Conditions

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**Appendix 5 – Evaluation of Tenders**

This section sets out the evaluation that will be carried out for each Tender submitted.

The evaluation of each Tender submitted will be in two parts:

* Part 1 - Supplier Selection Criteria, and
* Part 2 - Award Criteria.

The first part the Council will evaluate is Part 1 - Supplier Selection Criteria. Any Applicant not satisfying the Part 1 - Supplier Selection Criteria will, at the discretion of the Council, be excluded from the remainder of the evaluation process and their Tender shall not be considered further.

The Council will then evaluate the Part 2 - Award Criteria for those Applicants that were not excluded after evaluating Part 1 - Supplier Selection Criteria.



**Part 1** **- Supplier Selection Criteria**

Each section within the Part 1 - Supplier Selection Criteria will be evaluated as set out below:

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| **Part 1 - Supplier Selection Criteria- Evaluation Methodology** | |
| **Section** | **Evaluation Methodology** |
| Section 1.1 – Potential Applicants Information  Section 1.2 – Bidding Model  Section 1.3 – Contact Details and Declaration | For information only |
| Section 2 – Required Certification and Minimum Standards | Pass / Fail |
| Section 3 – Economic and Financial Standing | Pass / Fail |
| Section 4 – Grounds for Mandatory Exclusion | Pass / Fail |
| Section 5 – Grounds for Discretionary Exclusion | Pass / Fail |
| Section 6 – Insurances | Pass / Fail |

The detailed evaluation and method of assessment the Council will use for each section of Part 1 – Supplier Selection Criteria follows:

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| --- |
| **Section 1**  **1.1 - Potential Applicants Information**  **1.2 - Bidding Model**  **1.3 - Contact details and declaration** |
| **Method of assessment – For information only**  While Section 1 is for information only and will not be scored, **the Applicant must complete all three parts of Section 1.** Failure to complete all parts of Section 1 may result in an incomplete Tender leaving the Applicant’s Tender subject to rejection at the Council’s discretion. |

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| **Section 2 - Required Certification and Minimum Standards** |
| **Method of assessment – Pass / Fail**  The Applicant is required to pass Section 2 for their Tender to be further considered by the Council.  In order to pass Section 2, the Applicant must be able to commit and meet the following minimum standards which will be conditional on the award of a Contract:   * Question 2.1 – If the applicant is providing more than 15 hours education per week, to an individual student, to confirm that the Applicant holds a current Ofsted registration <https://www.gov.uk/government/organisations/ofsted> * Question 2.2, self-certify that the Applicant will commit to and meet the minimum standards set out in the Quality Standards Appendix 3:   Any Applicant that fails to pass any part of Section 2 shall be allocated a fail and the Applicant’s Tender shall be excluded from the remainder of the detailed evaluation. |

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| **Section 3 - Economic and Financial Standing** |
| **Method of assessment – Pass / Fail**  The Applicant is required to pass Section 3 for their Tender to be further considered by the Council. Any Applicant that fails to pass Section 3 shall be allocated a fail, and the Applicant’s Tender shall be excluded from the remainder of the detailed evaluation.  The Council will, where possible, obtain an independent financial assessment of the Applicant and its relevant parent company from a reputable credit rating organisation.  The Applicant will be awarded an overall pass or fail mark dependent on the score awarded from the assessment process below.  **Group structures**  If the Applicant is a subsidiary, the financial information is required for both the subsidiary and the relevant parent organisation. A financial assessment will also be performed on the relevant parent company based on the criteria outlined below. For purposes of assessment relevant parent company will be taken as the ultimate unless otherwise stated, and the assessment will be on the relevant parent company accounts not the consolidated group accounts. Information must be provided that enables the criteria outlined below to be assessed.  **Additional information**  Credit rating report: credit rating reports will be obtained for both the Applicant and relevant parent company. These will be used to provide the Council with an independent check of financial information supplied by the Applicant. Where the Applicant or parent company receives a “Nil” credit rating this could lead to an unsatisfactory financial assessment, but further investigation will be carried out based on the financial accounts supplied with the Application Form.  Litigation: outstanding claims or litigation to the value of 25% or more of the last financial year’s profits that are not covered by appropriate insurance could lead to an unsatisfactory financial assessment. This applies to the Applicant and their relevant parent.  Scoring mechanism: up to 100 marks are awarded taking into the performance of the company in question measured by using standard accounting ratios. The scoring model is therefore as follows.  **Where the Applicant is a subsidiary**  The assessment process will be applied to the financial information obtained for both the Applicant and its ultimate parent organisation and assessed as follows:  For Applicants who have a parent organisation, the ultimate parent organisation will also be assessed on the same financial standards as follows:   |  |  |  |  | | --- | --- | --- | --- | | **Applicant** | **Parent company** | **Ultimate result** | **Notes** | | Pass | Pass | Pass |  | | Fail | Fail | Fail |  | | Fail | Pass | Pass | Only if ultimate parent organisation confirms that it is willing to give financial support to the subsidiary organisation (the Applicant) in the form of a parent company guarantee (PCG), or other form of suitable security as required by the Council. | | Pass | Fail | Pass | If the relevant parent organisation is a non-trading Holding Company. | | Pass | Fail | Fail | If the relevant parent organisation is a trading organisation. |   **Consortium bids**  The assessment process will be applied to the financial information obtained for each relevant organisation that is a member of the consortium.  All other elements of the financial assessment (profit, liquidity, gearing) will be based on the individual performance of each member of the consortium.  Where any member of the consortium cannot demonstrate that it meets the Council’s minimum standard then a fail may be awarded to the consortium.  **Scoring criteria calculations**  Scores will be calculated as follows:   |  |  | | --- | --- | | **Criteria** | **Maximum Score** | | (a) Liquidity (Acid Test Ratio) | 30 | | (b) Gearing | 20 | | (c) Net Profit Margin | 20 | | Total Score | 70 |  1. Liquidity (Acid Test Ratio): 30 marks   This criterion assesses whether or not the Applicant can demonstrate they have sufficient resources to pay its debts by comparing [current assets](http://en.wikipedia.org/wiki/Current_asset) minus stock to [current liabilities](http://en.wikipedia.org/wiki/Current_liabilities). It is expressed as follows:  (Current assets – Stock)  = Acid Test   Current liabilities  This will be measured on the average of the two years accounts. Stock will include stock, inventories and work in progress.  The minimum standard for this criterion is that the Applicant must have a current liquidity ratio of at least 1.0.  Scores will be awarded as follows:   |  |  | | --- | --- | | **Current Ratio** | **Score** | | Equal to or greater than 1.0 | 30 | | Less than 1.0 (minimum standard) | 0 |  1. Gearing: 20 marks   This criterion assesses whether or not the Applicant can demonstrate it has sufficient equity (or capital) to borrowed funds. Gearing is a measure of financial leverage, demonstrating the degree to which a firm's activities are funded by owner's (shareholders) funds versus creditor's funds. This will be measured on the latest annual accounts only.  It is expressed as follows:  (Debt greater than 1 year + Debt less than a year + Overdrafts – Cash)  Net worth (or equity)  The Council will calculate the gearing ratio. The minimum standard for this criterion is that the Applicant must have a gearing ratio lower than 90%.  Scores will be awarded as follows:   |  |  | | --- | --- | | **Gearing Ratio %** | **Score** | | Less than 90% | 20 | | Equal to or greater than 90% | 0 |  1. Net Profit Margin: 20 marks   Marks will be awarded if the average profit margin for the last two years is above 0.  Net Profit margin percentage will be calculated as follows:  (Net Profit after interest but before tax / Turnover)  Scores will be awarded as follows:   |  |  | | --- | --- | | **Mean profit margin percentage (%)** | **Score** | | Greater than 0 | 20 | | Less than or equal to 0 (minimum standard) | 0 |   This section will be scored out of 70. Applicants that score 40 marks or above will receive a pass for the purposes of this Invitation to Tender.  Any Applicant scoring less than 40 will be deemed not to have met the Council's minimum standards for economic and financial standing shall be allocated a fail and the Applicant’s Tender shall be excluded from the remainder of the detailed evaluation. |

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| **Section 4 - Grounds for Mandatory Exclusion** |
| **Method of assessment – Pass / Fail**  The Applicant is required to pass Section 4 for their Tender to be further considered by the Council.  Any Applicant that fails to pass Section 4 shall be allocated a fail and the Applicant’s Tender shall be excluded from the remainder of the evaluation.  Question 4.1(a) Regulation 57(1) and (2)  The Council may ordinarily exclude an Applicant if there is evidence of convictions relating to specific criminal offences listed in the webpage save for if the Council consider that it is appropriate, in their sole discretion, to apply regulation 57(14) of PCR2015 (Self-cleaning).  Question 4.2 (Self-cleaning)  If the Applicant has answered “Yes” to question 4.1(a), then in addition to the further details in question 4.1(b), the Applicant shall set out full details of the relevant incident and the measures taken subsequently to demonstrate the reliability of the Applicant (Self-cleaning).  Should the Applicant provide sufficient evidence that robust remedial action has taken place subsequently which prevents a re-occurrence of the offence or misdeed, then the Council will consider this evidence before making a decision on whether to exclude the Applicant’s Tender from the remainder of the evaluation.  If the Applicant has answered “No” to question 4.2(a) to indicate that it has not taken measures to demonstrate the reliability of the Applicant despite the existence of a relevant ground for mandatory exclusion, then the Council shall be excluded Applicant’s Tender from the remainder of the evaluation.  Question 4.3(a) Regulation 57(3) of PCR2015  The Applicant is required to answer “Yes” or “No” to Question 4.3(a).  Question 4.3(b)  An Applicant that answers “Yes” to question 4.3(a) is required to provide further details of the judicial or administrative decision that it is in breach of obligations to relation to the payment of tax or social security contributions.  The Applicant is also required to confirm whether it has paid or has entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.  The Council reserve the right to exclude an Applicant where it determines that the Applicant is in breach of its obligations relating to the non-payment of taxes or social security contributions or any accrued interest and/or fines. The Applicant may avoid exclusion if only minor tax or social security contributions are unpaid or if the Applicant has not yet had time to fulfil its obligations since learning of the exact amount due. If the Applicant is in that position, please provide details in the Application Form. |

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| **Section 5 - Grounds for Discretionary Exclusion** |
| **Method of assessment – Pass / Fail**  The Applicant is required to pass Section 5 for their Tender to be further considered by the Council.  The Council may exclude an Applicant if the Applicant answers ‘Yes’ to any question 5.1(a) and the rejection event has occurred in the last three years but may decide, having considered all the relevant circumstances, to allow the Applicant to proceed further.  If an Applicant answers ‘Yes’ to question 5.1(a) the Applicant should set out full details of the relevant incident and any and the measures taken subsequently to demonstrate the reliability of the Applicant in 5.2 (Self-cleaning). Should an Applicant provide sufficient evidence that robust remedial action has taken place subsequently which prevents a re-occurrence of the offence or misdeed, then the Council will evaluate this evidence before making a decision on whether to exclude the Applicant. |

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| **Section 6 – Insurance** |
| **Method of assessment – Pass / Fail**  The Applicant is required to pass Section 6 for their Tender to be further considered by the Council. In order to pass Section 6, the Applicant must self-certify that:   * They already have and can provide evidence that their insurance meets the minimum levels of insurance indicated in Section 6, or * Can commit to obtain, prior to the commencement of the Contract, the minimum levels of insurance indicated in Section 6.   Any Applicant that fails to pass Section 6 shall be allocated a fail and the Applicant’s Tender shall be excluded from the remainder of the detailed evaluation. |

**Part 2 – Award Criteria**

All Applicants are invited to complete Part 2 – Award Criteria.

The Council will only evaluate those Applicants’ Tender submissions that have completed and passed all sections in Part 1 – Supplier Selection Criteria.

The purpose of Part 2 – Award Criteria is to evaluate Tender submissions and identify Acceptable providers.

The award criteria, method of assessment and the percentage weightings for the scored questions the Council will use to evaluate this Invitation to Tender are set out below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Part 2 – Award Criteria - Evaluation Methodology** | | | |
| **Section** | **Question** | **Method of assessment** | **Percentage Weighting** |
| 7 – Activity and Fee Proposal | Question 7 – Activity and Fee Proposal | Non-Scored | 0% |
| 8- Method Statements | Question 8.1 - Safeguarding | Scored | 35% |
| Question 8.2 – Outcomes for individuals | Scored | 65% |
| **Total weighting** | | | **100%** |

The method of assessment the Council will use for each section/ question of Part 2 – Award Criteria follows:

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| **Section 7 – Activity and Fee Proposal** |
| **Method of assessment – Not Scored**  Section 7 includes one (1) question, with two (2) parts and will be used for information and to populate an in-house directory but will not be scored. |

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| **Section 8 – Method Statements** |
| **Method of assessment – Scored with threshold**  Section 8 includes two (2) questions and will be scored using a two-step process comprising of:   * Independent evaluation, and * Consensus scoring.   Each question will be allocated a score in accordance with the scoring approach below:   |  |  |  | | --- | --- | --- | | Score | Definition | Description | | 5 | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the Services. Full evidence provided where required to support the response. | | 4 | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the Services. Majority evidence provided to support the response. | | 3 | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the Services, with some evidence to support the response. | | 2 | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the Services, with little or no evidence to support the response. | | 1  Fail | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the Services, with little or no evidence to support the response. | | 0  Fail | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the Services, with little or no evidence to support the response. |   During independent evaluation, the defined evaluator(s) will separately (i.e.without conferring with other evaluators) review the Applicant’s response and allocate a score between 0 and 5 for each question in Section 8 and provide comments to justify the scores allocated.  When the independent evaluation has been completed, the evaluation panel will meet, and the defined evaluator(s) will reach a consensus score and justification for each of the questions in Section 8.  The Applicant must note that each question in Section 8 has a threshold score of 2 (Minor Reservations). Any Applicant that receives a score of 1 or less (i.e., 1- Serious Reservations or 0 – Unacceptable) at the consensus scoring step for any of the questions in Section 8 shall be allocated a fail, and the Applicant’s Tender will be disqualified and excluded from any further participation in this Tender Process.  Where the scores allocated to all questions in Section 8 meets the threshold score, the scores allocated to each question in Section 8 at the consensus scoring step will then be weighted (using the formula below) to determine a total weighted score for Section 8:  Consensus score allocated  x Weighting % = Weighted score  5 |

Appendix 6- Social Value Table

Cornwall Council is a major contributor to the local economy, buying a range of goods, works and services including, children’s services, furniture, construction, utilities, vehicles, social care, buildings maintenance etc.

It is essential that the Council buys goods and services in a responsible way. That means achieving value for money and generating benefits not only to the Council, but also to society, the economy and the environment. Responsible Procurement refers to the approach we will take as a Council to maximise the additional benefits that can be created through our purchasing.

Social value is part of Cornwall Council’s Responsible Procurement Policy. Social Value is the additional financial and non-financial value created by an organisation through its day-to-day activities, in terms of social and economic wellbeing of individuals and communities. It is a move from purely financial and cost-based measures of value, to a wider holistic consideration across economical, societal and environmental wellbeing of regions.

Social Value is supported by legislation and Central Government, and Cornwall Council use a selection of National TOMs (Themes, Outcomes and Measures):

* Themes – the components of an organisation’s “vision” for social value
* Outcomes – the positive changes that the organisation wants to see. In effect, what “good” looks like to that organisation
* Measures – what objective indicators will be used to measure whether these outcomes are being met

As the resultant total value of contract for many providers will be under £100K, there is no requirement to evaluate social value during the sourcing/tender process.

However, if the total value of Individual Placements under the Out of School Alternative Education APL contract reaches £100K for a single provider, the provider will at that point be asked to complete and submit the Social Value TOMs.

# The Cornwall TOMs

#### **Table 1 - Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OUTCOMES** | **NT Ref** | **Gyllyn Warbarth Priority** | **Decision Wheel**  **Segment** | **MEASURES**  **For measures guidance see final tab.** |
| **Improved skills** | **NT9** | **Education** | **Education** | No. of weeks of training opportunities on the contract (BTEC, City & Guilds, NVQ, HNC) that have either been completed during the year, or that will be supported by the organisation until completion in the following years – Level 2,3 or 4+ |
| **Improved skills** | **NT10** | **Education** | **Education** | No. of weeks of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation until completion in the following years - Level 2,3, or 4+ |
| **Improved staff wellbeing and mental health** | **NT21** | **Equality** | **Equality** | Equality, diversity and inclusion training provided both for staff and supply chain staff |
| **Crime is reduced** | **NT24** | **Safety** | **Crime** | Initiatives aimed at reducing crime (e.g. support for local youth groups, lighting for public spaces, etc.) |
| **Creating a healthier community** | **NT25** | **Housing** | **Homes** | Initiatives to be taken to tackle homelessness (supporting temporary housing schemes, etc.) |
| **Creating a healthier community** | **NT26** | **Health** | **Health** | Initiatives taken or supported to engage people in health interventions (e.g. stop smoking, obesity, alcoholism, drugs, etc.) or wellbeing initiatives in the community, including physical activities for adults and children |
| **Vulnerable people are helped to live independently** | **NT27** | **Social Networks** | **Community and Culture** | Initiatives to be taken to support older, disabled and vulnerable people to build stronger community networks (e.g. befriending schemes, digital inclusion clubs) |
| **More working with the Community** | **CC1** | **Connectivity** | **Connectivity** | Donations or in-kind contributions to local community projects in relation to connectivity (£ & materials) |
| **More working with the Community** | **CC2** | **Food** | **Food** | Donations or in-kind contributions to local community projects in relation to food poverty (£ & materials) |
| **More working with the Community** | **CC3** | **Fuel Poverty** | **Fuel Poverty** | Donations or in-kind contributions to local community projects in relation to fuel poverty (£ & materials) |
| **More working with the Community** | **NT30** | **Political Voice** | **Community and Culture** | Support provided to help local community draw up their own Community Charter or Stakeholder Plan |
| **Air pollution is reduced** | **NT33** | **Air Pollution** | **Air Quality** | Car miles driven using low or no emission staff vehicles included on project as a result of a green transport programme |
| **Safeguarding the natural environment** | **NT67** | **Ocean Health** | **Biodiversity / Ocean**  **Health** | Donations or investments towards initiatives aimed at environmental and biodiversity conservations and sustainable management projects for both marine and terrestrial ecosystems |
| **Safeguarding the natural environment** | **NT47** | **Land Use Change** | **Land Use /**  **Greenhouse**  **Gas**  **Emissions** | Donations or investments towards expert designed sustainable reforestation or afforestation initiatives |
| **Safeguarding the natural environment** | **RE48a** | **Biodiversity** | **Biodiversity** | Volunteering with initiatives working on environmental conservation and sustainable ecosystem management - resources invested including time, funds and in-kind contributions |
| **Safeguarding the natural environment** | **NT68** | **Chemical Pollution** | **Materials**  **Economy /**  **Pollution** | Plastic recycling rate on the contract (to e.g. reduce microplastics) |
| **Resource efficiency and circular economy solutions are promoted** | **NT71** | **Waste** | **Materials**  **Economy** | Value of service provided by local partnerships that implement circular economy solutions |
| **Resource efficiency and circular economy solutions are promoted** | **RE41** | **Water Resources** | **Water Resources** | WATER: Percentage of buildings meeting good practice benchmark (e.g. REEB) |
| **Social innovation to create local skills and employment** | **NT50** | **Income** | **Wealth** | Innovative measures to promote local skills and employment to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc. |
| **Social innovation to support responsible business** | **NT51** | **Depends on specifics** | **Depends on specifics** | Innovative measures to promote and support responsible business to be delivered on the contract - these could be e.g. co-designed with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc. |
| **Social innovation to enable healthier safer and more resilient communities** | **NT52** | **Political Voice / Social Networks** | **Community and Culture**  **/ Local**  **Environment** | Innovative measures to enable healthier, safer and more resilient communities to be delivered on the contract - these could be e.g. codesigned with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc. |
| **Social innovation to safeguard the environment and respond to the climate emergency** | **NT53** | **Climate Change** | **Climate**  **Change**  **Adaptation** | Innovative measures to safeguard the environment and respond to the climate emergency to be delivered on the contract - these could be e.g. codesigned with stakeholders or communities, or aiming at delivering benefits while minimising carbon footprint from initiatives, etc. |

#### **Table 2 – Information Gathering**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OUTCOMES** | **NT Ref** | **Gyllyn Warbarth Priority** | **Decision Wheel**  **Segment** | **MEASURES**  **For measures guidance see final tab.** |
| **More local people in employment** | **NT1** | **Work** | **Wealth** | No. of local direct employees (FTE) hired or retained (for retendered contracts) on contract for one year or the whole duration of the contract, whichever is shorter |
| **More local people in employment** | **NT1c** | **Work** | **Wealth** | No. of local people (FTE) on contract for one year or the whole duration of the contract, whichever is shorter, employed through the supply chain as a result of your procurement requirements |
| **More opportunities for local MSMEs and VCSEs** | **NT18** | **Income** | **Wealth** | Total amount (£) spent in local supply chain through the contract |
| **More opportunities for local**  **MSMEs and VCSEs** | **NT19** | **Income** | **Wealth** | Total amount (£) spent through contract with local micro, small and medium enterprises (MSMEs) |
| **Carbon emissions are reduced** | **NT31** | **Climate Change** | **Greenhouse**  **Gas**  **Emissions** | Savings in CO2 emissions on contract achieved through de-carbonisation (specify how these are to be achieved) |

