

**TORBAY COUNCIL**

**Part 2 Specification**

**Contract Reference**

**TELS0821**

**Contract Title**

**Lot 1: Support for Torbay Governing Body Support Services.**

**Lot 2: Support for Torbay and Ethnic Minority and Traveller Support and English as an additional language.**

**Lot 3: Provision of an Adviser to Torbay Standing Advisory Council for Religious Education (SACRE).**

# Contents

1.	Overall Scope and Nature of the Requirement.....	3
2.	Minimum and Mandatory Requirements.....	5
3.	Specific Requirements .....	6
4.	Contract and Performance Review Requirements .....	8
5.	Staffing .....	9
6.	Data Protection, Information Sharing and Information Security.....	10
7.	Health & Safety .....	11
8.	Invoicing .....	12
9.	Added Value.....	13
10.	Scope and Nature of Possible Modifications or Options.....	14
11.	Awarding the Contract on Behalf of Other Contracting Authorities.....	15

# 1. Overall Scope and Nature of the Requirement

1.1 This Contract is for support to the Torbay Ethnic Minority and Traveller Service and Governing Body Support Services for up to 42 schools within Torbay.

## 1.1.1 Division of Contract into Lots

This contract is being awarded in three Lots:

- Lot 1 - Support for Torbay school's Governing Body Support services - This body provides courses, offers advice and information to subscribing schools within Torbay;
- Lot 2 - Support for Torbay Ethnic Minority and Traveller Support and English as an additional Language
- Lot 3 – Provision of an Adviser to Torbay Standing Advisory Council for Religious Education (SACRE).

Applicants may submit Tenders, for Lot 1 and/or Lot 2 and /or Lot 3. Applicants are not limited to the number of Lots they apply for or the number of Lots they may be awarded. Each Lot will be evaluated separately. A separate Contract will be awarded for each Lot. Should Lots One (1) and Two (2) be awarded to a single Applicant, the Authority reserves the right to issue a single Contract.

The Contract requirements are as follows:

### **Lot 1- Support for Torbay Governing Body Support Services:**

- To provide a comprehensive training package accessible to all Governors, Head Teachers/Principals, Clerks and Associate Members of maintained schools and academies;
- Ensure a named Torbay school's Governing Body Support Officer is able to book and cancel places on courses provided by the successful contractor;
- The successful contractor must be able to provide advice on an ad hoc basis, to a named Torbay school's Governing Body Support Officer.

### **Lot 2 - Support for Torbay Ethnic Minority and Traveller Support and English as an additional Language:**

- To provide 10 individual days support, as and when required within school term time, for Gypsy Romany Traveller families arriving in Torbay.
- To provide an ad hoc pay as you go support service to maintained schools on the request of Torbay Council.

**Lot 3 - Provision of an Adviser to attend 3 Torbay Standing Advisory Council for Religious Education (SACRE) meetings:**

- This person must be able to action any requests from the meeting and provide the annual report;
- Attendance at 3 meetings per annum.

1.2 The Contract will provide support services as requested (and detailed above), to schools (within the Torbay area), for an initial period of 2 years, from 01 September 2021 to 31 August 2023, with the option to extend up to a period of 2 years if required.

## 2 Minimum and Mandatory Requirements

This section sets out the Authority's minimum / mandatory requirements for this Contract.

Applicants are required to establish within any variant bid how they will meet these requirements, in order for the Authority to be able to appropriately assess their offer.

In order to achieve any threshold set in relation to award evaluation criteria Applicants are required to establish within the relevant responses how they will meet these requirements.

### 2.1 Mandatory Requirements – applicable to Lots 1, 2 and 3 (as above)

The Authority has set out a number of Mandatory Requirements within this Specification, these are identified with the inclusion of the wording (**Mandatory Requirement**) against whole sections or individual requirements. Applicants will be required to confirm their compliance with these Mandatory Requirements within their Stage Two Tender Submission (within Part 4 Award Questionnaire).

**(Please also refer to section 5.1 Safer Recruitment and section 7.2 Health & Safety, below).**

- 2.1.1 **Mandatory Requirement:** All services and support shall be met by appropriately experienced, qualified and trained staff, with qualified teacher status.
- 2.1.2 **Mandatory Requirement:** Any changes to this Contract Agreement will not be effective unless they are agreed in writing by both Parties.
- 2.1.3 **Mandatory Requirement:** A request from Torbay school's Governing Body Support must be responded to, within 24 hours, during the working week, in term time. (Monday to Friday).
- 2.1.4 **Mandatory Requirement:** In the event that the consultant(s) contracted to provide either Service (Lots 1 and 2) is unavailable for any reason, the successful contractor will endeavour to offer an alternative consultant, within the time scales (as stated above).
- 2.1.5 **Mandatory Requirement:** If this is not possible, or if the proposed consultant is unacceptable to the Client, the Service shall be reviewed in line with Contract Monitoring requirements, with an expectation that the successful contractor will performance manage their own consultant(s).
- 2.1.6 **Mandatory Requirement:** Both the Authority and the successful Applicant shall treat all information, deemed confidential (regarding either Party, or individual Clients) as confidential and safeguard it accordingly, not disclosing to third Parties.

## 3 Specific Requirements

### 3.1 Lot 1- Support for Torbay Governing Body Support

The successful Applicant will be required to:

- Provide a minimum of 10 courses per year, to Torbay school's Governing Body delegates;
- These course must include; Clerk training, New Induction training and Performance Management and Data Analysis;
- Venues for courses must be offered within a 20 mile radius of Torbay, to ensure easy accessibility by Torbay (based) delegates;
- Provide Torbay school's Governing Body Support with a termly Management Information update on uptake of courses and cancellations received;
- Provide Torbay school's Governing Body Support with evaluations from participants of courses held;
- Offer confidential advice and support on legal and other governance matters, by telephone and e mail (or face to face) as appropriate to Torbay Officers.

### 3.2 Lot 2 - Support for Torbay Ethnic Minority and Traveller Support and English as an additional Language

The successful Applicant will be required to:

- Support pupils face to face on traveller sites within Torbay or in school, if appropriate, during the school week, during term time (Monday to Friday);
- Provide Torbay Council with a list of the dates visits took place, the names and ages of children seen and any support given. This must be provided in December, April and July of each year;
- Work with schools to help them make places available for Gypsy Romany Traveller pupils, as and when required by the families;
- Provide translator, assessment and intervention support as requested by Torbay Council for pupils with English as an additional Language paid at a daily rate.

### 3.3 Lot 3 - Provide an Adviser to attend 3 Torbay Standing Advisory Council for Religious Education (SACRE) meetings

The successful Applicant will be required to:

- Attend all 3 meetings (per annum) in an advisory capacity or send a representative;
- Be able to action any requests from the meeting;
- Contribute to the agenda setting;

- Write the annual report.

# 4 Contract and Performance Review Requirements

## 4.1 Contractor Requirements

The successful contractor must attend 6 monthly Contract Management meetings. They must publish all courses 3 months in advance of delivery and provide evidence of qualifications of all employees involved in the delivery of services to Torbay Council.

## 4.2 Contract and Performance Review Requirements

Torbay Council will request the schools to evaluate the service and produce an impact report for the Authority. This will be used to collate a report for discussion at the Contract Management meetings, between the Authority and the successful contractor(s).

Torbay Council and the successful contractor (The Parties) shall negotiate a settlement to any dispute between them (in relation to either Lot 1 or Lot 2 of the Contract) within 30 days of either Party notifying the other of the dispute.

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## 5 Staffing

**5.1 Safer Recruitment** – The following are all **Mandatory Requirements** – applicable to both Lots 1, 2 and 3 (as above)

5.1.1 To ensure the Service creates a safer recruitment culture for clients and staff, the following are **Mandatory Requirements:**

- At least one member of each interview panel must have undertaken safer recruitment training;
- The successful Applicant must have effective procedures in place, that are regularly updated and communicated to staff;
- The successful Applicant must set a code for acceptable standards of behaviour for all staff and ensure this is effectively communicated to staff;
- The successful Applicant must take seriously all concerns that are raised;
- The successful Applicant must, on an ongoing basis, increase awareness and commitment to safeguarding across its organisation.

## 6 Data Protection, Information Sharing and Information Security

- 6.1** The successful Applicant should have established a Data Protection policy/policies in place, which are suitable for the requirements of this Contract (for all three Lots). The Council will expect the successful Applicant's organisation to evidence of their own Data Protection policy/policies, whether or not this is specifically requested within Part 4 Award Questionnaire.
- 6.2** For all schools within Torbay who may use the Contract (for any or all of the three Lots), the successful Applicant must ensure that they adhere to each school's data sharing policies.

## 7 Health & Safety

- 7.1 The Council's Health & Safety Policy Statement can be found at Appendix B.
- 7.2 **Mandatory Requirement:** For Lot 2 - Support for Torbay Ethnic Minority and Traveller Support and English as an additional Language, the Council will expect the successful Applicant's organisation to evidence of their own Health & Safety protocols, whether or not this is specifically requested within Part 4 Award Questionnaire.

## 8 Invoicing

- 8.1** The successful Applicant must make all invoices payable by Torbay Council with Torbay Council's name and address and marked with senders name and address.
- 8.2** All Invoicing for all services under the three Lots detailed above, must contain a full breakdown of costs on each individual invoice submitted and must be sent to Torbay Council for payment on a monthly basis (as appropriate).
- 8.3** The Authority's settlement terms are 30 days from receipt of the goods and services or the invoice, whichever is the later.
- 8.4** The successful Applicant must always obtain an official Torbay Council Purchase Order and quote the corresponding number on all invoices.
- 8.5** Invoices must be emailed to the Payments Section directly (Email: [payments.section@torbay.gov.uk](mailto:payments.section@torbay.gov.uk) and also a copy must be emailed to: [Debbie.Horn@torbay.gov.uk](mailto:Debbie.Horn@torbay.gov.uk)
- 8.6** Disputed parts of invoices and invoices not bearing Torbay Council purchase order numbers will not be paid and a corrected invoice will be requested.
- 8.7** Payment will be by BACS and remittance advices will be transmitted to the successful Tenderer by email or fax if email addresses and/or fax numbers are provided.

# 9 Added Value

## 9.1 Further Services Offered

The Applicant will be expected to suggest as part of its response to the Evaluation Questions any additional products or services that they may be able to offer as part of this Contract or any other added value that their offer might be able to bring to the Authority. Applicants are expected to build any such offers into their submissions regardless of whether specific questions are asked along these lines or not.

## 9.2 Social Value, Sustainability, Environmental Considerations

9.2.1 The Authority is seeking a Provider who will add value to the Contract by providing additional community benefits which support the Council's ambitions for a prosperous and healthy Torbay, as identified in the Corporate Plan 2015-19:

<http://www.torbay.gov.uk/council/policies/corporate/corporate-plan/>

9.2.2 Applicants should take into account the following key areas in formulating their response:

- 9.2.2.1 Jobs: Promote local skills and employment;
- 9.2.2.2 Growth: supporting growth of responsible regional business;
- 9.2.2.3 Social: Healthier, safer and more resilient communities;
- 9.2.2.4 Environment: protecting and improving our environment;
- 9.2.2.5 Innovation: promoting social innovation.

## 10 Scope and Nature of Possible Modifications or Options

- 10.1 If statutory functions/duties change in the future, in line with Government guidelines.
- 10.2 As per 2.1.2 (above) it is a *Mandatory Requirement* that any changes to this Contract Agreement, will not be effective unless they are agreed in writing by both Parties.

# 11 Awarding the Contract on Behalf of Other Contracting Authorities

**11.1** The Authority is not purchasing on behalf of other contracting authorities.