

BLACKBURN WITH DARWEN BOROUGH COUNCIL

**INVITATION TO QUOTE**

**LEARNING DISABILITY AND AUTISM PARTNERSHIP BOARDS**

Blackburn with Darwen Borough Council (The Council) is looking to award a Contract for the Provision of Learning Disability and Autism Partnership Boards

## **It is anticipated that this contract will commence on 1st April 2022.**

## **The Contract period is 3 years with the option to extend for a further 1 year+ 1 year**

## The standard terms and conditions of the Council together with special conditions (if any) will apply to all orders placed as a consequence of this process. Any special conditions will be set out in the Specification

## It is essential to comply with the following instructions in the preparation and submission of your quotation. The Council reserves the right to reject a quotation that is not fully completed or does not fully comply with these instructions.

## Any quotation submitted will be deemed to remain open for acceptance or non-acceptance for not less than 90 days from the closing date stipulated above. The Council may accept the quotation at any time within this prescribed period. The Council shall, however, not be bound to accept the lowest or any quotation

Your quotation must be completed in English and must be submitted **no later than 12 noon on Friday 7th January 2022.** All quotations mustbe **submitted via The Chest system.**

**Clarification questions should be submitted via the ‘Discussions’ area within The Chest system by 12pm on Wednesday 15th December 2021. Answers to clarification questions will be sent to all interested suppliers.**

## **If for any reason you are unable to submit a quotation then you should use the ‘Opt-Out’ function from the RFQ Summary Screen.**

### Please ensure your responses are completed fully - **within** this template and **within** the relevant sections only.



**CONTRACTS & PROCUREMENT TEAM (CAPS)**

**SERVICE SPECIFICATION**

The service specification is a document that quantifies the minimum acceptable (technical) standard of service required by the customer and will form a part of the contract with the service provider. The production of the service specification is a pre-requisite in the negotiation and drafting of the contract. This document is to be completed by the lead commissioner prior to consultation with the relevant service providers.

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| Contract No & Service Name | **Learning Disability & Autism Partnership Boards** |
| Programme Area | **Adult Social Care** |
| Commissioner Lead | **Rosemary Molyneux** |
| Provider Lead | **TBC** |
| Period | **1st April 2022 to 31 March 2025- 3 years with an option to extend 1 + 1 year depending on service delivery and available finance** |
| Contract Value | **£15, 000 per annum** |
| Notice Period | **3 Months** |

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| 1. Purpose | | | | | | | |
| **1.1 General Overview**  Learning Disability Partnership Board (LDPB) and the Autism Partnership Board (APB).  The Provider will develop the agendas / content of each meeting, arrange for speakers and lead on the respective board i.e. co-chair. They will also support and develop the membership of their respective board and will make links with partner agencies. The provider will undertake all administrative duties in the delivery of the boards. The boards will support the collection of local information and data when required for the Department of Health.  **1.2 Aims**  **LDPB** - To provide ongoing support for the further development of the board so that the local Learning Disability/Autism communities have an opportunity to meet and discuss issues affecting them and also to ensure that a collective voice for these communities is heard and delivered to key decision makers.   * To lead the board in completing the 5 year Strategy Implementation Plan for Learning Disability and Autism * To deliver the objectives agreed in the Strategy Implementation Plan through priority groups * To review and refresh both the Strategy and the Strategy Implementation Plan. * Work in accordance with the Board Terms of Reference both attached.   **APB** - To provide ongoing support for the further development of the board so that the local Autistic community have an opportunity to meet and discuss issues affecting them and also to ensure that a collective voice for this community is heard by key decision makers.   * To lead the board in completing the 5 year Strategy Implementation Plan for Learning Disability and Autism * To deliver the objectives agreed in the Strategy Implementation Plan through priority groups * To review and refresh both the Strategy and the Strategy Implementation Plan. * Work in accordance with the Board Terms of Reference (attached)   **1.3 Objectives**  The boards are where people with a learning disability and/or Autism can meet together to receive information about the things that are important to them and to discuss issues with all the board members. Agreements are made about what are the most important points for everyone to look at and to share their opinions. The board will endeavour to influence local developments by identifying actions for members to carry out, in order to improve the lives of local people who have a learning disability and/or autism. The meetings will be co-chaired by members of the Board which must include people with learning disability and autism.  The Boards will support a stronger voice for self-advocates, increasing peoples’ ability to have their voices heard alongside decision makers and in particular, within the specific priority groups, set up by the boards.  **1.4 Expected Outcomes**   * Members will become more aware of the issues affecting them and they will have the opportunity to come together to discuss an agreed way forward on behalf of the wider Learning Disability/Autism communities. * To facilitate the implementation and delivery of the Strategy Implementation Plan and agreed actions. * Increase member representation from BwD citizens who have a learning disability and/or autism; increase wider representation from partners involved in Learning Disabilities and/or Autism initiatives across surrounding areas with a view to working in partnership.   1. **Evidence Base**   This service is a continuation of previous delivery by a Third Sector Organisation. Care Network took on the delivery of the LDPB on January 1st 2017 and has successfully been delivering the contract until its end on March 31st 2022 Building on the work that Care Network has previously undertaken with Resolve, (Peer Group Disabled People) and the Disability Hate Crime Reporting group, the provider has continued to raise the profile and promotion of learning disability and autism.  Care Network has established a number of priority groups that focus on the implementation and delivery of the strategy. | | | | | | | |
| 1. Scope | | | | | | | |
| * 1. **Service Description**   The LDPB and Autism boards are a place where people with a learning disability can meet together to receive information about the things that are important to them and to discuss issues with all the board members. The board will endeavour to influence developments in the Borough by identifying actions for members to carry out, in order to improve the lives of local people who have a learning disability and/or Autism.  The boards will continue to develop and review the 5 year strategy and will look to consult with all members and partners annually.  Current Terms of Reference for the group have been agreed by the members (See attached)    **2.2 Accessibility, fairness and equity of provision**  The service will promote the interests of the local LD/Autism community. The service will comply with the Equality Act 2010 and will be non-stigmatising and non-discriminatory, providing fair and equitable access for all.  It will also work in a way that it does not discriminate against individuals on the grounds of gender, race, disability, sexual orientation, sexual practices, gender reassignment, age, pregnancy or maternity, marriage/civil partnership or belief system and will ensure that all applicable legislation is adhered to.  **2.3 Essential links to other services / care pathways**  The service will ensure that it keeps close links with other local service areas and develop closer working links with the wider Lancashire Learning Disability and Autism Partnership Boards.  **2.4 Interdependency with other contracts**  Where appropriate it will work closely with other Public Sector bodies such but not exhaustive, as the Local Authority, NHS, Police, Probation, and alongside the private and third sector organisations.  **2.5 National, statutory or local service standards applicable to this service**   * Care Act 2014 * Valuing People Now * Think Autism 2014 strategy * Autism Act 2009 * The National strategy for Autistic Children, Young People and Adults 2021 to 2026 * National Disability Strategy and Long Tern Plan * Special Educational Needs & Disability (SEND) Review. | | | | | | | |
| 1. Service Delivery | | | | | | | |
| * 1. **Service model**   The LDPB takes place every 2 months and involves people with learning disabilities, partners across the Council, providers of learning disability services and parents/carers.  It will:   * Book / arrange these meetings (providing lunch, inviting members and guest speakers etc.) * Coordinate meeting dates, organise refreshments. * Agenda and minutes of the previous meeting will be distributed 5 days before the Board meetings. * Prepare and distribute the easy read minutes electronically and through the post. * Key actions agreed at the boards will be distributed within 2 weeks of the main partnership board meetings. * Arrange pre-meeting with LA lead contact before each board meeting. * Liaise with any guest speakers. Respond to any questions / queries as link between Board and Chair. * Prepare the meeting with Co-Chairs a few days before meeting. * Ensure the post meeting check of minutes that are initially drafted by admin support, ensuring easy read. * Distribution of all correspondence to members in between meetings, electronically and posting where necessary. * Highlight actions and forward actions to individuals. * Follow up of random emails from partners, requests to send out information to board members for circulation purposes. * Priority Groups requirements – to organise and co-ordinate agreed priority group meetings from both boards, send invites. * Distribute notes/actions for all priority groups, once received from the group leads.   .  The Autism Partnership Board will follow the above format.    **3.2 Competencies and Training**  The service will ensure all staff are appropriately experienced and supported in their work so that we can most effectively support members from the local Learning Disability/Autism community. We will also work positively with people with Learning Disabilities/Autism and their carer’s and positively promote the service.  All staff will be supported to continuously update skills and techniques relevant to their work.  It is expected that all staff receive training in Health and Safety, and Safeguarding.  **3.3 Insurance**  The provider can confirm that we have the following levels of cover: Public liability insurance with a limit of indemnity of not less than £10 million£10,000,000 in relation to any one claim or series of claimsEmployer's liability insurance with a limit of indemnity of not less than £10,000,000Professional indemnity insurance with a limit of indemnity of not less than £5,000,000 in relation to any one claim or series of claims and shall ensure that all professional consultants and sub-contractors involved in the provision of the Services hold and maintain appropriate cover; **3.4 Business Continuity**  The provider will ensure that sufficient staffing is available for the effective running of this service, including contingency planning for times of sickness, absences or any other occurrence that may jeopardise the delivery of the service to individuals at levels sufficient to meet the performance objectives and service standards of the service as outlined in this agreement.  **3.5 Buildings and Accommodation**  N/A  **3.6 Additional Costs**  Blackburn with Darwen will not accept any additional costs.  **3.7 Communication and Marketing**  It will have the responsibility for ensuring interpreter services are available when required.  All costs in relation to communication and marketing will be met by the provider.  **3.8 Consulting with users**  Both Boards will continue to regularly consult with people with Learning Disabilities/Autism (as per the LDPB Strategy).  **Health & Wellbeing**  **Foresight (2008). Mental Capital and Wellbeing Project Report.**  The service will encourage the promotion of wellbeing in the workplace. | | | | | | | |
| 1. Referral, Access and Acceptance Criteria | | | | | | | |
| * 1. **Geographic coverage / boundaries**   Within the footprint of Blackburn with Darwen   * 1. **Location(s) of service delivery**  1. At various locations across BwD for the board meetings and priority groups   **4.3 Days / hours of operation**  Both boards will meet on a bi-monthly basis and each of the priority groups will meet at least once between each of these meetings and will report back findings / developments to the wider board.  **4.4 Priority Groups**  People with learning disability /autism | | | | | | | |
| 1. Discharge Criteria and Planning | | | | | | | |
| N/A | | | | | | | |
| 1. Service Improvement Requirements | | | | | | | |
| N/A | | | | | | | |
| 1. Baseline Performance Targets – Quality, Performance & Productivity | | | | | | | |
| Performance Indicator | | Threshold | | Method of Measurement | | Frequency of Monitoring | |
| Quality - Key Performance Indicators and Outcome Indicators | |  | |  | |  | |
| Continue to develop and deliver the Strategy Implementation Plan | | Ongoing | | Group discussion/agreement  Completed strategy document | | | Bi-monthly, through both Boards |
| Review and refresh Terms of Reference for the LDPB and APB that will be agreed by the members and commissioning lead. | | Ongoing | | Group discussion/agreement  Completed TOR documents | | | Annually |
| Annual customer survey of board attendees in collaboration with lead commissioner | |  | | Survey | | | Annually |
| Identify priority group leads and co-ordinate sub groups to implement and monitor agreed actions. | | Ongoing | | Priority group action plans | | | Each Board meeting |
| 1. Activity | | | | | | | |
| * 1. **Activity**   Key Performance Indicators | | | | | | | |
| Service Area: | | | | | | | |
| Type | Threshold | | Method of Measurement | | Frequency of Monitoring | | |
| Summary Progress/Exception Report | 6 Monthly | | Report | | Bi Annually | | |

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| 1. Finance |
| * 1. **Finance** |
| £15,000 PER ANNUM |

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| 1. Reviews/Monitoring |
| **Reviews will be held on the following dates: (please list)**   |  |  | | --- | --- | | Date and Time | Venue | | Implementation Meeting - Covering | March 2022 | | 1st April 2022 – 30th September 2022 | October 2022 TBC | | 1st October 2022- 31st March 2023 | April 2023 TBC | | 1st April 2023 – 30th September 2023 | October 2023 TBC | | 1st October 2023- 31st March 2024 | April 2024 TBC | | 1st April 2024 – 30th September 2024 | October 2024 TBC | | 1st October 2024- 31st March 2025 | April 2025 TBC | | YEAR 4 Delivery TBC |  | | YEAR 5 Delivery TBC |  | |

Evaluation

## **Quotations will be evaluated as follows:**

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| **Criteria** | **Scoring %** |
| Price | 20% |
| Quality | 80% |
| **TOTAL** | 100% |

## Price evaluation

* The quotation with the lowest cost will receive 100% of the “Price” score above.
* Other quotes will receive a pro-rata score of 100% based on how much they exceed the lowest cost.
* Minimum score is collared at 0%.

The Council reserves the right to scrutinise and, if appropriate, reject any offers that appear to be abnormally low.

## Quality evaluation

The Quality criteria are to be evaluated based on the Method Statement Questions below.

Each Method Statement will be scored 0-4 as below:

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| **0** | **Major non-compliance with requirements.**  Evidence is unacceptable or non-existent. There is a failure to properly address issues or meet any of the requirements or no information is provided. |
| **1** | **Does not meet requirements.**  Partially compliant response with major deficiencies or concerns in critical areas or where the lack of detail and relevance requires the reviewer to make assumptions. This indicates there would be serious difficulties in delivery. |
| **2** | **Meets requirements.**  Minor deficiencies or shortfall in information provided in non-critical areas. Slight modification may be required in delivery but not seen as overly detrimental. |
| **3** | **Meets requirements.**  Adequate relevant detail provides a comprehensive response demonstrating fully how requirements will be met. |
| **4** | **Meets requirements.**  A comprehensive response which fully meets all requirements and clearly demonstrates how added value will be offered. |

Each Method Statement carries a weighting depending upon their importance. The scores and weightings combine to make up the overall score.

* Method Statement, Question 1 20%
* Method Statement, Question 2 20%
* Method Statement, Question 3 15%
* Method Statement, Question 4 10%
* Method Statement, Question 5 15%

Financial Standing

The Council will conduct a check on the organisations finances using an online tool. If that check is unsatisfactory or inconclusive the Council may require additional evidence or guarantees before awarding a contract.

References

Please provide details of [three] customers who you have undertaken similar contracts for who the Council can contact for a reference.

Method Statements **(80% of total evaluation criteria)**

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| **1.** | **Please explain your agency’s experience in working with Adults with Learning Disabilities and People with Autism in achieving identified outcomes?**  **(500 words) 20%** |
| **2.** | **What relevant expertise and experience can you / your agency offer to achieve the outcomes as stated on the service specification?**  **(500 words) 20%** |
| **3.** | **Are there any specific approaches you would use in order to achieve the outcomes?**  **(500 words) 15%** |
| **4.** | **How do you see the Learning Disability and Autism partnership boards benefiting the residents of Blackburn with Darwen Borough Council and what additionally would you be able to bring to both boards.**  **(500 words) 10%** |
| **5** | **Are there any particular challenges for service providers that you can identify, given the experiences of people with Learning Disabilities and People with Autism over the past two years?**  **(500 words) 15%** |

**BLACKBURN WITH DARWEN BOROUGH COUNCIL**

**Provision of Learning Disability and Autism Partnership Boards**

Schedule of Prices 80% of the total evaluation criteria)

I/We the undersigned hereby offer to provide the goods and/or services described or referred to in the invitation to quote documentation for the following costs, exclusive of value added tax: (all costs to be quoted in pounds sterling and exclusive of V.A.T.)

Costs include all travelling/subsistence, expenses and disbursements.

**ALL invoices must contain the BwDBC Official Purchase Order Number (these are currently prefixed with BWD via the Civica Purchasing system).**

Invoices issued without the correct official purchase order number and/or for a higher value than the PO for that month cannot be processed for payment.

**No hard copies of invoices are to be provided.**

The Supplier will supply goods on demand, as and when required, to each of the participating Departments of the Council at the contract price.

**Purchasing Cards**

The Authority may at any point change its preferred payment and ordering method to purchasing cards and it is expected that the successful contractor is purchasing card enabled to ‘level 3 line item detail’.

The contractor must also be able to provide electronic invoices in BASDA XML or CSV format and the layout stipulated by the Authority.

**Payments**

The Authority will make payment to the Contractor via BACS in line with the Authority’s standard payment terms or via payment card.

**Prices are to be fixed for the full period of the Contract which is 3 years 1st April 2022 – 31s March 2025**

**Insert appropriate pricing structure below for what is required, breaking down price elements if required (consider whether need to use whole life costing, total estimated price, fixed pricing, basket of goods etc)**

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|  |  |  |  |
| **Total Cost** | | | **£** |

**BLACKBURN WITH DARWEN BOROUGH COUNCIL**

**Provision of Learning Disability and Autism Partnership Boards**

Signatures

I/We hereby offer to supply the above mentioned goods and/or services on the Council’s Standard Conditions of Contract and Special Conditions (if any) and confirm that we have read, understood and agree to be bound by the Council’s Standard Terms and Conditions and Special Conditions for all orders placed as a result of this process.

I/we confirm that in the last 5 years I/we have not committed any of the acts or offences listed at <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf> which could result in mandatory or discretionary exclusion. If you have committed such acts or offences please provide details.

I/we confirm that we shall comply and ensure our supply chain complies with the following Ethical and Modern Slavery Standards and will provide the Council with evidence of such upon reasonable request:

* Afford our employees the freedom to choose to work for them. Employees should be free to leave the supplier after reasonable notice is served. Suppliers should not use forced, bonded or non-voluntary prison labour;
* Establish recognised employment relationships with our employees that are in accordance with their national law and good practice. Suppliers should not seek to avoid providing employees with their legal or contractual rights;
* Can demonstrate a commitment to equality of opportunity for individuals and groups enabling them to live their lives free from discrimination and oppression;
* Impose working hours on our staff which are compliant with national laws or industry standards;
* Under no circumstances abuse or intimidate, in any fashion, employees and have appropriate disciplinary, grievance and appeal procedures in place;
* Work within the laws of their country
* Take appropriate measures to ensure the health and safety of their workforce and the wider public;
* Support the view that the long-term elimination of child labour is ultimately in the best interests of children, and have taken measures to ensure that child labour is not utilised in our operations;
* Do not support, encourage or facilitate the trade in drugs, arms, tobacco, slavery or prostitution;
* Offer wages and benefits that at least meet relevant industry benchmarks or national legal standards; and
* Do not commit or contribute to any gross abuses of human rights.

e-Signatures are acceptable on this document, any signatures must be made by a person who is authorised to commit the bidder to the Contract.

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| **Signed** |  |
| Name (Block Capitals) |  |
| Job Title |  |
| For and on behalf of |  |

|  |  |
| --- | --- |
| **Company Name** |  |
| Address Line 1 |  |
| Address Line 2 |  |
| Address Line 3 |  |
| Company Registration Number |  |
| e-mail Address |  |
| Telephone Number |  |

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