

**TORBAY COUNCIL**

## Part 5 Mandatory Criteria

**Contract Reference**

**TCES4921**

**Contract Title**

**Leadership and Management Training**

**Maximum Period of Contract**

**4 years (2-year initial period with an option to extend for 12 months + 12 months)**

**Return Date**

**10 January 2022**

**Return Time**

**12:00 Noon**

**Return To**

**[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)**

**Applicant Name**

# Contents

Stage Two Award – Mandatory Pass / Fail Criteria .....	3
Section A. Not Used .....	3
Section B. Safer Recruitment .....	3
Section C. Data Protection, Information Sharing and Information Security.....	4
Section D. Not Used .....	5
Section E. Health and Safety.....	5
Section F. Invoicing .....	6
Section G. Not Used .....	6
Section H. Business Continuity Plans .....	7
Section I. Not Used .....	7
Section J. Council Branding.....	8
Section K. Contract Specific Requirements .....	8

# Stage Two Award – Mandatory Pass / Fail Criteria

The questions within this section shall be assessed on the basis of pass or fail.

## Section A. Not Used

Question Number	Questions	Response
A1.	N/A	N/A
N/A		

## Section B. Safer Recruitment

These questions relate to section B2 Safer Recruitment of Part 2 Specification.

Question Number	Questions	Response
B1.	<p>Please confirm whether you will comply with the requirements set out in section B2 of Part 2 Specification.</p> <p><b>Minimum Requirement / Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p>	Yes / No
N/A		

## Section C. Data Protection, Information Sharing and Information Security

These questions relate to section B3 Data Protection, Information Sharing and Information Security of Part 2 Specification.

Question Number	Questions	Response				
C1.	<p><b>Data Collection and Data Processing</b></p> <p>Please confirm whether you will comply with the requirements set out in section B3.1 of Part 2 Specification.</p> <p><b>Minimum Requirement / Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>You do not need to provide copies of the policies at this stage. You will be required to submit evidence of compliance as part of the award due diligence process. You will receive notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided.</p>	Yes / No				
<p><b>Response Evidence:</b></p> <table border="1"> <tbody> <tr> <td>The means of processing the data</td><td></td></tr> <tr> <td>Details of the technical and organisational measures in place to protect contract personal data</td><td></td></tr> </tbody> </table>			The means of processing the data		Details of the technical and organisational measures in place to protect contract personal data	
The means of processing the data						
Details of the technical and organisational measures in place to protect contract personal data						

<b>C2.</b>	<p><b>Protection for the Rights and Freedoms of Data Subjects</b></p> <p>Please confirm whether your proposed system complies with the requirements set out in section B3.2 of Part 2 Specification.</p> <p><b>Minimum Requirement / Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>You do not need to provide copies of the policies at this stage. You will be required to submit evidence of compliance as part of the award due diligence process. You will receive notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided.</p>	<b>Yes / No</b>
------------	--	-----------------

## Section D. Not Used

Question Number	Questions	Response
<b>D1.</b>	N/A	N/A

## Section E. Health and Safety

These questions relate to section B5 Health and Safety of Part 2 Specification.

Question Number	Questions	Response
<b>E1.</b>	<p>Please confirm whether you will comply with the requirements set out in sections B5.1 and B5.2 of Part 2 Specification and the requirements of Appendix F Council Health and Safety Policy Statement.</p> <p><b>Minimum Requirement / Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p>	<b>Yes / No</b>

	<p><b>Evidencing Compliance</b></p> <p>You do not need to provide copies of the policies at this stage. You will be required to submit evidence of compliance as part of the award due diligence process. You will receive notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided.</p>	
N/A		

<b>Section F. Invoicing</b> <b>These questions relate to section B6 Invoicing of Part 2 Specification.</b>		
Question Number	Questions	Response
F1.	<p>Please confirm whether you will comply with the requirements set out in section B6 of Part 2 Specification.</p> <p><b>Minimum Requirement / Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant may be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	Yes / No

<b>Section G. Not Used</b>		
Question Number	Questions	Response
G1.	N/A	N/A
N/A		

<b>Section H. Business Continuity Plans</b> These questions relate to section B8 Disaster Recovery and/or Business Continuity Plans of Part 2 Specification.		
Question Number	Questions	Response
H1.	<p>Please confirm that you will comply with the requirements set out in section B8 of Part 2 Specification.</p> <p><b>Minimum Requirement / Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>You do not need to provide copies of the policies at this stage. You will be required to submit evidence of compliance as part of the award due diligence process. You will receive notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided.</p>	Yes / No
N/A		

<b>Section I. Not Used</b> These questions relate to section B9 Exit Planning of Part 2 Specification.		
Question Number	Questions	Response
I1.	N/A	N/A
N/A		

<b>Section J. Council Branding</b> These questions relate to section B10 Use of Council Branding of Part 2 Specification.		
Question Number	Questions	Response
J1.	<p>Please confirm that you will comply with the requirements set out in section 2.6 Use of Council Branding of Part 2 Specification. Please provide details in the response evidence section of how you intend to use the Council Branding under this Contract.</p> <p><b>Minimum Requirement / Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p>	Yes / No
<b>Response:</b>		

<b>Section K. Contract Specific Requirements</b> These questions relate to sections B11 to B12 Contract Specific Requirements of Part 2 Specification.		
Question Number	Questions	Response
K1.	<p>Please confirm that you will comply with the requirements set out in Section B11 of Part 2 Specification.</p> <p><b>Minimum Requirement / Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>You do not need to provide copies of the policies at this stage. You will be required to submit evidence of compliance as part of the award due diligence process. You will receive</p>	Yes / No



	notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided.	
N/A		
<b>K2.</b>	<p>Please confirm that you will comply with the requirements set out in Section B12 of Part 2 Specification.</p> <p><b>Minimum Requirement / Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>You do not need to provide copies of the certificates at this stage. You will be required to submit evidence of compliance as part of the award due diligence process. You will receive notification through the portal messaging facility during the tender evaluation period of the information required and the timescales in which it is to be provided.</p>	<b>Yes / No</b>
N/A		