

Strategic Commissioning

Kent County Council

County Hall

Sessions House

County Road

Maidstone

Kent

ME14 1XQ

Date: August 2022

To whom it may concern,

**Invitation to Tender for Regulation 44**

Kent County Council is inviting you to bid for the above contract and accordingly has enclosed a Low Value Invitation to Tender (ITT).

The attached document is in three parts as follows:

**Part A Information**

Section 1 Scope and Context

Section 2 Requirement

Section 3 Evaluation Criteria

Section 4 Scoring Methodology

**Part B Evaluation**

Section 5 Provider Response

Section 6 Evaluation Questions

Section 7 Pricing

Section 8 Exclusion Criteria

**Part C Contract Conditions**

Your response should be submitted via the Kent Business Portal no later than 12pm on

6 September 2022.

You are advised to read all sections carefully before Bidding. Should you have any difficulty with the ITT, please get in contact via the Kent Business Portal.

Yours faithfully

Steve Lusk

Kent County Council

# Part A – Information

# Scope and Context

Kent County Council is the largest local authority in England covering an area of 3,500 square kilometres. It has an annual expenditure of over £1bn on goods and services and a population of 1.6m. The Council provides a wide range of personal and strategic services on behalf of its residents, operating in partnership with the NHS Kent and Medway Clinical Commissioning Group, 12 district councils, and 289 parish/town councils.

The Council consists of four directorates:

* + Adult Social Core and Health
  + Children, Young People and Education
  + Growth, Environment and Transport
  + Strategic and Corporate Services

This service is being commissioned on behalf of Children, Young People and Education .

Kent County Council’s strategic outcomes for the Children, Young People and Education directorate is Disabled Children and Young People Services.

**Children and young people in Kent get the best start in life.**

Kent County Council wishes to select and appoint a suitable provider to fulfil the statutory requirements set out under Regulations 43 and 44 in the supply of an independent visitor service to overnight short break children’s homes in Kent.

Kent County Council own and manage 6 Overnight Short Break Units for disabled children & young people up to the age of 18. To comply with the Children’s Home (England) Regulations (2015) and maintain their registration with Ofsted, KCC are required to employ Independent Visitors. A new service is required to be commissioned and in place by 1 October 2022.

The six inhouse overnight stay units are:

• Fairlawn, Ashford

• The Den, Sunrise Centre, Southborough

• Tree Tops, Dartford

• Blue Bells, Detling

• The Beach Hut, Windchimes, Herne Bay

• The NEST, Ashford

A seventh unit, The Nest two, is currently under the early stages of development and will have the same inspection requirements. The estimated timeline for the seventh unit to expected to open towards the end of 2023.

# Requirement

## 2.1 Overview of Requirement

Kent County Council is inviting tenders from a suitably experienced contractor who can deliver an independent visitor service to 6 children’s homes (increasing to 7 in 2023) in Kent that provide residential short breaks for disabled children, in accordance with Regulation 43 and 44 of the Children’s Homes (England) Regulations 2015.

[The Children’s Homes (England) Regulations 2015](https://www.legislation.gov.uk/uksi/2015/541/regulation/43/made)

**Regulation 43**

(1) The registered provider must appoint, at the registered provider's expense, a person (“the independent person”) to visit and report on the children's home carried on by the registered provider.

(2) If the registered provider carries on more than one home, the registered provider may appoint the same person as the independent person for all or any of those homes.

(3) Subject to paragraphs (4) and (5), the registered provider may not appoint the following as an independent person—

(a) if the registered provider is a local authority, a person who is employed by that local authority in connection with the carrying on of the authority's social services functions (as defined by section 1A of the Local Authority Social Services Act 1970 F40) relating to children

(b) if the registered provider is not a local authority, a person who is employed for payment by the registered provider

(c) a person involved in preparing the care plan of any child placed at the home, or a person responsible for managing or supervising that person

(d) a person responsible for commissioning or financing services provided by the home

(e) a person with a financial interest in the home

(f)the responsible individual (if one is nominated) or

(g) a person who has, or has had, a connection with

(i) the registered person

(ii) a person working at the home or

(iii) a child, who the registered provider considers giving rise to doubts about that person's impartiality (for the purposes of producing the independent person's report – see regulation 44).

## 2.2 Key Details

The annual budget is £25,000 and the service contract will be for three years with a one-year (12 month) extension option.

For Kent this will be 72 visits per year increasing to 84 when the 7th unit is in operation.

Guidance on the supplier responsibilities for what the Independent Visitor is required to inspect/consider is given in section 44 of the Regulations (see below).

Independent visitors are required to carry out regular unannounced visits.

## 2.3 Supplier Responsibilities

**Regulation 44**

(1) The registered person must ensure that an independent person visits the children's home at least once each month.

(2) When the independent person is carrying out a visit, the registered person must help the independent person—

(a) if they consent, to interview in private such of the children, their parents, relatives, and persons working at the home as the independent person requires; and

(b) to inspect the premises of the home and such of the home's records (except for a child's case records unless the child and the child's placing authority consent) as the independent person requires.

(3) A visit by the independent person to the home may be unannounced.

(4) The independent person must produce a report about a visit (“the independent person's report”) which sets out the independent person's opinion as to whether

(a) children are effectively safeguarded; and

(b) the conduct of the home promotes children's well-being.

(5) The independent person's report may recommend actions that the registered person may take in relation to the home and timescales within which the registered person must consider whether or not to take those actions.

(6) If the independent person becomes aware of a potential conflict of interest (whether under regulation 43(3) or otherwise) after a visit to the home, the independent person must include in the independent person's report

(a)details of the conflict of interest; and

(b)the reasons why the independent person did not notify the registered provider of the conflict of interest before the visit.

(7) The independent person must provide a copy of the independent person's report to—

(a) HMCI

(b) upon request, the local authority for the area in which the home is located

(c) the placing authorities of children

(d) the registered provider and, if applicable, the registered manager; and

(e) the responsible individual (if one is nominated).

**Provider requirements and responsibilities**

The delivery of the regulation 43 and 44 requirements represents the complete function of the services being procured under this contract. The provider will be responsible for ensuring the following:

**Principles:**

* The welfare of the child is paramount, and this principle underpins all aspects of the visit.
* The focus of the visit must always remain child focussed and should consider how each individual child’s needs are being met and safeguarded.
* This is the child/young person’s home, as such the visit should be conducted with courtesy, respect and not be intrusive or interfere with the normal running of the home or the plans for children and young people.
* All children and young people will be treated with respect and equal concern having regard for race; disability; religion / belief; age; gender; gender identity or sexual orientation and be afforded the opportunity and supported to be involved in the visit and to give their views of the home.
* The home’s commitment to equality, diversity and anti-oppressive practice will be considered in all aspects of the visit.
* Every reasonable effort should be made to ascertain the views and experiences of children and young people at each visit, via interviews and observations as appropriate.
* The Visit Report will be balanced, fair and evidence-based, be analytical and report strengths as well as areas of weakness and in need of improvement.

**Good Practice**

* + - * Wherever possible, the provider will appoint the same visitor over a period as such continuity will build rapport and trust with children, young people and staff, and give continuity to the follow up of any issues for improvement.
      * Visits should be undertaken at varying times of the day when children and young people are most likely to be at home and a minimum of 50% of visits should be unannounced.
      * The length of visit may vary, as a minimum of 3 hours to a full day, having regard to the size of the home; its statement of purpose; the complexity and extent of any known issues which will need to be addressed / followed up. A visitor’s first visit may take longer than subsequent visits, allowing time to build rapport with children and staff and generally get to know the home.
      * Any safeguarding concerns arising during a visit will be brought to the attention of the registered manager/provider immediately and each home has procedures in place to facilitate the visitor’s contact with the registered persons if they are not present at the time of the visit.
      * The provider will inform the visitor of arrangements for escalating any immediate safeguarding concerns, including arrangements, should neither of the registered persons be available – i.e., the visitor may make a direct referral to the local children’s services safeguarding team or the police, in accordance with inter-agency safeguarding procedures.
      * The visit will triangulate evidence from different sources. such interviews with children, young people, parents/relatives, staff and professional visitors, as well as observations and evidence from records to inform its findings.

**The Appointed Visitors**

* Persons appointed to the undertake visits must have the skills and understanding necessary to:
* Relate to children in a home’s care
* Assess all relevant information; and
* Form an impartial judgement about the quality of the home’s care.

In addition, ICHA guidance for best practice suggests that persons appointed to undertake the visits will possess the following:

**Experience:**

* In-depth and successful residential childcare experience working with children and young people.
* Successful management experience within or working with residential childcare services.
* Experience of working within the OFSTED inspection frameworks and sector standards and delivering improved outcomes for children.
* Experience of implementing quality assurance methodologies, including effective Regulation 44 and/or 45 monitoring and action planning.
* Experience of handling conflict and change, managing sensitive issues to achieve positive outcomes, managing performance driven settings and raising standards to agreed targets.
* Experience of working within established policies and procedures and of developing and implementing new policies, practices, and procedures.
* Substantial experience of managing care planning practice in children’s homes; identifying, assessing, planning, delivering, monitoring, and evaluating outcomes.
* Successful experience of core children’s homes practice: managing child protection and safeguarding, supporting resilience, managing risk, maximising care and welfare, health and safety issues, etc.

**Knowledge**

* Knowledge of current evidence-based theory and practice relating to Looked After Children and children’s residential services.
* Up-to-date knowledge of relevant childcare legislation and government guidance relevant to children’s residential services.
* Extensive working knowledge of child protection policies and procedures, causal factors and Social Work methodologies.
* Comprehensive understanding of child development and strategies for managing challenging behaviour.
* Understanding of the complexities of group living.

**Skills and abilities**

* Strong communication skills to build rapport, based on trust and respect with children and young people, including specific modes of communication as used by the children and young people in the setting, e.g., British sign language, Makaton etc.
* Ability to analyse a range of evidence, including children’s views, observations, staff feedback and records etc. to make sound judgements.
* Ability to manage the task of Regulation 44 preparation, undertaking, reporting and monitoring.
* Excellent verbal and written communication skills, including report writing and using IT, and the ability to feed into and influence continuous improvement cycles.
* Skills to write confident and succinct, coherent, grammatically correct, and well formatted reports.
* Ability to write child friendly reports.
* Ability to make difficult decisions in a timely fashion.
* Ability to analyse complex information and explain complex issues succinctly.
* Ability to make sound assessments of risk.
* A commitment to high standards of professional practice.
* A commitment to providing effective services.
* A commitment to user and carer involvement in the regulation 44 process.
* Ability to understand and respond appropriately to the needs of children and young people and adults, having regard for their race; age; gender; gender assignment; disability; sexual orientation; faith or belief.

**Education Training Qualifications**

* A relevant professional qualification
* Registration with the relevant professional body, as applicable
* Relevant training in GDPR and Safeguarding.

Where possible the independent visits will be conducted in the first 20 days of the calendar month, suitable notification should be made to the registered manager if this is not possible, and the report is expected to be received no later than 5 working days after a visit.

Contract management meetings will be held quarterly and expected to be held primarily as virtual meetings, but if required the provider is expected to attend face to face meetings in the Kent Area. These meetings will focus on achievement of above requirements and discuss any themes arising from the visits.

## 2.4Payment Terms

See attached Terms and Conditions.

# 3 Evaluation Criteria

The quality of the bid and ability to meet the requirement will be measured using the evaluation questions in Section 6 – Evaluation Questions, against the scoring methodology detailed in Section 4 – Scoring Methodology.

## 3.1 Price Per Quality Point

It is incredibly important to the Council that the contract procured via this opportunity is good value for money. Therefore, the Council will evaluate the bids received from Tenderers based on the price per quality point evaluation method.

The quality of the quotation will be measured using the quality questions in Section 6 – Evaluation Questions, against the scoring methodology detailed in Section 4 – Scoring Methodology. Taking into account the weightings applied, Tenderers must a minimum score of 2 for each question and obtain a minimum overall quality score of 60 out of 100 to progress to be evaluated on Price.

Price per quality point will then be calculated from the following calculation. The lowest score that meets the minimum quality score will rank highest.

This cost will be divided by the quality score to calculate the Price per Quality Point. The tenderer that scores the lowest price per quality point will become the council’s Preferred Supplier.

Example:

This process is explained in the following example. Please note – the figures in this table are for illustrative purposes only.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder | Quality Score | Total Price | Price Per Quality Point | Ranking |
| Company A | 75% | £10,000 | 133 | 2 |
| Company B | 85% | £11,000 | 129 | 1 |
| Company C | 87% | £15,000 | 172 | 3 |
| Company D | 49% | £13,000 | Not Considered | Not Considered |

Company B had a higher total cost than Company A but the higher quality score led them to have a lower price per quality point. Company C did have the highest quality score of the bidders, but this was offset by their high total cost. Company D scored less than the 60% threshold and therefore was not considered.

The maximum price threshold that the Council is willing to pay for this contract is £25,000 per annum

## 4 Scoring Methodology

Each question in Section 5 – Evaluation Questions will be scored using the rating system that is detailed in the table below.

|  |  |
| --- | --- |
| **0 –Unacceptable** | Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. |
| **1 – Poor** | Response is partially relevant and poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled. |
| **2 – Acceptable** | Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas. |
| **3 – Good** | Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled. |
| **4 – Excellent** | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the Requirement will be met in full. |

# Part B – Request for Quotation Evaluation

# Provider Response

|  |  |  |
| --- | --- | --- |
|  | **Potential supplier information** | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information (This needs to be the registered company’s name or trading name.) |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? |  |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? |  |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? |  |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)  - Name:  - Date of birth:  - Nationality:  - Country, state or part of the UK where the PSC usually lives:  - Service address:  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used):  - Which conditions for being a PSC are met:  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[3]](#footnote-3)  (Please enter N/A if not applicable)  For more information relating to PSC please follow link:  <https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships> |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

|  |  |  |
| --- | --- | --- |
| **Section 1 (b)** | **Contact details and declaration** | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Stage 1: Exclusion Grounds**

This stage is made up of a pass/ fail question and providers who fail at this stage will not proceed to the next stage.

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

**Evaluation criteria for this section 2 Grounds for Discretionary Exclusion:**

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g., only minor amounts involved).

**Self-Cleaning**

Any supplier that answers ‘Yes’ to questions in this section should provide sufficient evidence, in a separate response, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The supplier must demonstrate it has taken such remedial action, to the satisfaction of the Authority in each case.

If such evidence is considered by the Authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process. In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, demonstrate that it has:

* paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct.
* clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
* taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

**Scoring Methodology for this Section:**

Pass or Fail (where ‘No’ or with satisfactory self-cleaning = Pass and ‘Yes’ with no satisfactory self-cleaning = Fail)

|  |  |  |
| --- | --- | --- |
| **Section 2** | **Grounds for discretionary exclusion** | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Choose an item.  If yes, please provide details at 2.1(b) |
|  | Corruption. | Choose an item.  If yes, please provide details at 2.1(b) |
|  | Fraud. | Choose an item.  If yes, please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Choose an item.  If yes, please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Choose an item.  If yes, please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Choose an item.  If yes, please provide details at 2.1(b) |
| 2.1(b) | If you have answered Yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents. | Click here to enter text. |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | Choose an item. |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1 (a) | Breach of social obligations? | Choose an item.  If yes, please provide details at 3.2 |
| 3.1(b) | Guilty of grave professional misconduct? | Choose an item.  If yes, please provide details at 3.2 |
| 3.1(c) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Choose an item.  If yes, please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | Click here to enter text. |

# Evaluation Questions

Tenderers should provide a full response to all questions in this section. Tenderers should ensure they fully understand the requirement before answering the following questions.

|  |
| --- |
| **Question 1: Word Count 2,000** |
| Please provide details of experiences your organisation has of delivering an Independent Visitor Regulation 44 service or similar.  **Evaluation criteria for this question:**   * Bidder clearly demonstrates examples of suitable relevant experiences. * Track record in delivering similar services or evidence of appropriate systems infrastructures demonstrating the Bidder’s capability and capacity to deliver the requirements. * Bidder demonstrates having suitably trained and qualified staff in place to deliver requirements. |
| **Question Weighting:** |
| *20%* |
| **Maximum Word Count:** |
| *2000* |
| **[Enter response here]** |
| **Score minimum of 2 required** |

|  |
| --- |
| **Question 2**: **Word Count 1,000** |
| In relation to previous experience, please provide evidence to demonstrate how your organisation has delivered and embedded improvements through the Independent Visitor role or similar.  **Evaluation criteria for this question:**   * Bidder clearly demonstrates suitable relevant experience though examples of improvements that have embedded in relation to the independent visitor role or similar. * Bidder demonstrates evidence of professional relationship building and feedback. |
| **Question Weighting:** |
| 15% |
| **Maximum Word Count:** |
| 1000 |
| **[Enter response here]** |
| **Score minimum of 2 required** |

|  |
| --- |
| **Question 3: Word Count 1,000** |
| What do you consider to be the key criteria for assessing the quality of the care provided to children in considering the fitness for purpose of a short break children’s home?  **Evaluation criteria for this Question:**   * Bidder clearly demonstrates suitable relevant knowledge of best practice guidance. * Bidder demonstrating knowing of key areas in relation to short break children’s homes or similar. |
| **Question Weighting:** |
| *15%* |
| **Maximum Word Count:** |
| *1000* |
| **[Enter response here]** |
| **Score minimum of 2 required** |

|  |
| --- |
| **Question 4: Word Count 1,500** |
| How will you ensure visits remain child focussed and how will you consider each individual child’s needs are being met and safeguarded?  **Evaluation criteria for this Question:**   * Bidder clearly demonstrates suitable relevant knowledge of safeguarding. * Includes the ability to differentiate their communication style based on the needs of the individuals. * Bidder demonstrates an understanding of the importance of capturing the child’s voice. |
| **Question Weighting:** |
| *20%* |
| **Maximum Word Count:** |
| *1500* |
| **[Enter response here]** |
| **Score minimum of 2 required:** |

|  |
| --- |
| **Question 5: Word Count 1,000** |
| How will you ensure that the Visit Report is balanced, fair and evidence-based?  **Evaluation criteria for this Question:**   * Bidder clearly demonstrates suitable relevant knowledge of best practice guidance. * Bidder demonstrates through examples to ability to capture a balanced view. * Bidder gives examples of evidence-based impact. |
| **Question Weighting:** |
| *20%* |
| **Maximum Word Count:** |
| *1000* |
| **[Enter response here]** |
| **Score minimum of 2 required:** |

|  |
| --- |
| **Question 6: Word Count 1000** |
| In relation to previous contracts and experience, please provide evidence to demonstrate how your organisation has delivered improvements to the economic, social, or environmental wellbeing of a relevant area. How will you provide opportunities for all, including the most vulnerable, to make a valuable contribution?  **Evaluation criteria for this Question:**   * Bidder clearly demonstrates suitable relevant experience, showing a track record in delivering similar services and demonstrates how the Bidder’s delivery of these services improves the economic, social or environmental wellbeing of relevant areas. * Understands different methods of communication. * Understands the importance of capturing services user’s view. |
| **Question Weighting:** |
| *10%* |
| **Maximum Word Count:** |
| *1000* |
| **[Enter response here]** |
| **Score minimum of 2 required:** |

# 7. Pricing

In this section, Tenderers should detail the price that they can fulfil the requirement detailed in Section 2 – Requirement for. Tenderers must ensure that the price quoted is realistic and covers all aspects of the requirement. Please provide a full breakdown of costs. The maximum budget for this service is £25,000 per annum.

|  |  |  |
| --- | --- | --- |
| **Cost Type** | **Details/Description** | **Cost Total** |
| *[E.g., Staff, Training, Equipment, Products]* | *[E.g., Quantity, Duration, incl. or excl. VAT]* | E.g., £ |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Contract Value (£):** | Enter sum of cost totals | [incl. or excl. VAT] |

# Mandatory Criteria

|  |  |  |
| --- | --- | --- |
| **Mandatory Criteria Requirements** | **Tenderer Response** | **Pass/Fail** |
| Enhanced DBS checks for all staff delivering the contract |  |  |
| Safeguarding Children Policy |  |  |
| Training in GDPR |  |  |
| Three years of audited accounts starting with most recent. |  |  |

# Part C: Contract Conditions

See Terms and Conditions attached as separate document.

1. See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/ [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)