

TORBAY COUNCIL

Part 4 Award Questionnaire

Contract Reference

TCS1320

Contract Title

**Zero to Five (0-5) Years Childcare / Nursery
Provision 2021**

Maximum Period of Contract

8 years

Return Date

Tuesday 06 April 2021

Return Time

No later than 12:00 Noon

Return To

**www.supplyingthesouthwest.org.uk
(ProContract)**

Applicant Name

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Stage Two – Award

Section A. Pass / Fail Criteria

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

Question Number	Questions	Response
1	<p>Please confirm that your organisation has a minimum of five (5) years' experience of running a childcare centre/Nursery, as per 3.1.3 of Part 2 Specification.</p> <p>Minimum requirement: The Authority's minimum requirement in relation to this mandatory criterion is for the Applicant to declare 'Yes' and provide evidence of said experience.</p>	Yes / No
Comments:		
2	<p>Please confirm the name and relevant childcare qualification of the manager/owner or supervisor in your organisation, who has a minimum of five (5) years' experience working in childcare, plus provide proof of their qualification, as per 3.1.4 of Part 2 Specification.</p> <p>Minimum requirement: The Authority's minimum requirement in relation to this mandatory criterion is for the Applicant to declare the relevant name and provide proof of their qualification.</p>	Yes / No
Comments:		
3	<p>Please confirm who the Ofsted 'registered person' in your organisation is, which is the person with the ultimate responsibility, as per 3.1.6 of Part 2 Specification.</p> <p>Minimum requirement: The Authority's minimum requirement in relation to this mandatory criterion is for the Applicant to declare the relevant name.</p>	Yes / No
Comments:		
4	To comply with the EYFS statutory requirements, please confirm that your organisation has the following policies and	Yes / No

	<p>procedures in place and that they are adhered to, as per 3.1.11 of Part 2 Specification:</p> <ul style="list-style-type: none"> • Safeguarding / Child Protection policies and procedures; • Staff recruitment / induction policy / safer recruitment policies and procedures; • Procedure for dealing with allegations against employees and/or volunteers; • Enhanced DBS disclosure policy and process (and details of how often they are renewed and process for dealing with a positive disclosure, etc.); • Employee handbook; • Complaints and Whistleblowing; • Risk Assessment. <p>Minimum requirement: The Authority's minimum requirement in relation to these mandatory criteria are that the Applicant can evidence that they have these policies and procedures in place, that they are adhered to and that the policies themselves meet, as a minimum, the Authority's own policies and procedures on such issues (where they exist).</p>	
Comments:		
5	<p>Please confirm your commitment to ensuring that all employees working within / on behalf of the Nursery provision, have a new Enhanced Disclosure and Barring Service (DBS) check prior to commencement on this Contract / in post and that this is renewed as required, for the duration of this Contract, as per 3.1.11 of this Part 2 Specification.</p> <p>Minimum requirement: The Authority's minimum requirement in relation to this mandatory criterion is for the Applicant to declare 'Yes' to their compliance to all of these requirements.</p>	Yes / No
Comments:		
6	<p>If successfully awarded the Contract, please confirm that the Contract will be fully operational from 07 June 2021, subject to Ofsted registration and that your organisation will work with</p>	Yes / No

	<p>the Authority to ensure the opening date is met, as per sections 3.1.22 and 3.9.5 of Part 2 Specification.</p> <p>Minimum requirement: The Authority's minimum requirement in relation to this mandatory criterion is for the Applicant to declare 'Yes'.</p>	
Comments:		
7	<p>Please confirm that your organisation is willing to submit to an inspection by Ofsted and demonstrate a commitment to achieving an Ofsted grade of 'good' or better, as per 3.2.1 of Part 2 Specification.</p> <p>Minimum requirement: The Authority's minimum requirement in relation to this mandatory criterion is for the Applicant to declare 'Yes'.</p>	Yes / No
Comments:		
8	<p>As per 3.2.3 (and 3.2.2) of Part 2 Specification, please confirm that your organisation will demonstrate progress (via a mutually agreed robust development and improvement plan) and commitment to continuous improvement at regular intervals and work with the Authority through bi-annual Quality Monitoring (QM) visits, contract monitoring meetings and engagement with Early Years Childcare Advisory Service (EYCAS) service e.g. visits and training including attendance at termly EYCAS forums. Please also confirm your acceptance, that where the successful Applicant does not meet this, the Council will follow the procedure laid out within section 3.11 Non-Compliance of Contract Requirements, within Part 2 Specification.</p> <p>Minimum requirement: The Authority's minimum requirement in relation to this mandatory criterion is for the Applicant to declare 'Yes' to their compliance to all of these requirements.</p>	Yes / No
Comments:		
9	<p>As per 3.7.1.5 of Part 2 Specification, please confirm that if successfully awarded the Contract, your organisation will purchase and provide any additional equipment, as necessary, to facilitate the Nursery delivery. Applicants should</p>	Yes / No

	<p>please refer to Please refer to Appendix E – (Current) Equipment List.</p> <p>Minimum requirement: The Authority’s minimum requirement in relation to this mandatory criterion is for the Applicant to declare ‘Yes’.</p>	
Comments:		
10	<p>As per 3.8.9 of Part 2 Specification, the Authority will charge a rent of £8,750 per annum for a lease of the Nursery building. If successfully awarded the Contract, please confirm that if requested, you will provide a rent deposit deed or guarantor for the on-going annual rental charge, before the commencement of the Contract. Please also confirm that you fully comply with the requirement that you will be responsible for paying any charges that arise during the Contract as a result of your use of the building and facilities associated with it (for example, utility bills or repairs and maintenance costs).</p> <p>Minimum requirement: The Authority’s minimum requirement in relation to this mandatory criterion is for the Applicant to declare ‘Yes’ to their compliance to all of these requirements.</p>	Yes / No
Comments:		
11	<p>Please confirm that you fully comply with all with all of the Safer Recruitment requirements, within section 5.2 of Part 2 Specification, for the duration of the Contract including any extension periods.</p> <p>Minimum requirement: The Authority’s minimum requirement in relation to this mandatory criterion is for the Applicant to declare ‘Yes’.</p>	Yes / No
Comments:		

Section B. Method Statements

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient of detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and be appropriate in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it clearly relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Method Statement Number	Method Statement	% Score / Weighting
1	<p>Service Requirements of the Contract.</p> <p>Please provide a Method Statement on your approach to covering all of the service requirements as detailed at section 3.1 of Part 2 Specification.</p> <p>Proposal for delivery of Service: Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • Proposals for delivery; • Benefits of proposals; • How the proposals set the Applicant apart from other potential Applicants; • Future developments for the Service area; <p>Deliverability: Applicants should provide the following within this section:</p> <ul style="list-style-type: none"> • A summary statement on the outcomes met by virtue of the proposed service • A statement demonstrating to the Authority that the Method Statement is deliverable <p>Topics to specifically cover:</p> <p>Please explain what services you could provide over and above the detail given within Part 2 Specification, which you feel could help the Service to evolve and improve.</p> <p>Please describe how you will promote equal opportunities and anti-discriminatory practice.</p> <p>Please detail the planned places and opening hours your organisation will be providing, taking into account the minimum thresholds for opening hours and days and the maximum places allowed under the Ofsted registration. Please explain why you think this plan is most suitable for the Nursery.</p>	<p>5.00%</p>

	<p>Please describe how you will contribute to the Local Authority's overall aims and outcomes.</p> <p>Word Limit 2 sides of A4 (in Arial 12 font)</p>	
<p>Response:</p>		
<p>2</p>	<p>Quality Requirements of the Contract.</p> <p>Please provide a Method Statement on your approach to covering all of the quality requirements of the Contract, as detailed section 3.2 of Part 2 Specification.</p> <p>Proposal for delivery of Service: Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • Proposals for delivery; • Benefits of proposals; • How the proposals set the Applicant apart from other potential Applicants; • Future developments for the Service area; <p>Deliverability: Applicants should provide the following within this section:</p> <ul style="list-style-type: none"> • A summary statement on the outcomes met by virtue of the proposed service • A statement demonstrating to the Authority that the Method Statement is deliverable <p>Topics to specifically cover:</p> <p>Please describe how your organisation will ensure that when the Nursery is inspected by Ofsted it would achieve a minimum of good and is working towards outstanding.</p> <p>Word Limit 3 sides of A4 (in Arial 12 font)</p>	<p>10.00%</p>
<p>Response:</p>		
<p>3</p>	<p>Child Requirements of the Contract.</p>	

	<p>Please provide a Method Statement on your approach to covering all of the child requirements of the Contract, as detailed at section 3.3 of Part 2 Specification.</p> <p>Proposal for delivery of Service: Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • Proposals for delivery; • Benefits of proposals; • How the proposals set the Applicant apart from other potential Applicants; • Future developments for the Service area; <p>Deliverability: Applicants should provide the following within this section:</p> <ul style="list-style-type: none"> • A summary statement on the outcomes met by virtue of the proposed service; • A statement demonstrating to the Authority that the Method Statement is deliverable. <p>Topics to specifically cover:</p> <p>Please explain your approach to the learning and development requirements and how you will provide a broad and balanced curriculum</p> <p>Please describe how you will meet the needs of all children – in particular, support for children with SEND and those who need to catch up quickly</p> <p>Please detail your monitoring of children’s progress</p> <p>Please explain how you ensure staff have a thorough knowledge of children and families, including the experiences they have beyond the setting.</p> <p>How you will improve children’s outcomes and help to close the word gap</p> <p>Word Limit 3 sides of A4 (in Arial 12 font)</p>	<p>10.00%</p>
<p>Response:</p>		

4	<p>Parent/Carer Requirements of the Contract.</p> <p>Please provide a Method Statement on your approach to covering all of the parent/carers requirements of the Contract, as detailed at section 3.4 of Part 2 Specification.</p> <p>Proposal for delivery of Service: Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • Proposals for delivery; • Benefits of proposals; • How the proposals set the Applicant apart from other potential Applicants; • Future developments for the Service area; <p>Deliverability: Applicants should provide the following within this section:</p> <ul style="list-style-type: none"> • A summary statement on the outcomes met by virtue of the proposed service; • A statement demonstrating to the Authority that the Method Statement is deliverable. <p>Topics to specifically cover:</p> <p>Please describe how you will build links between the home and setting, and support parents to understand the importance of the Home Learning Environment (HLE)</p> <p>Please explain how you will share your settings vision and aims with families and value and act upon parental feedback</p> <p>Please detail how you will promote available services to families</p> <p>Word Limit 3 sides of A4 (in Arial 12 font)</p>	10.00%
Response:		
5	<p>Fees and Financial Requirements of the Contract.</p> <p>Please provide a Method Statement on your approach to covering all of the fees and financial requirements of the Contract, as detailed at section 3.5 of Part 2 Specification. Applicants must be able to fully demonstrate that they have</p>	

	<p>costed the delivery of the provision and accounted for all possible eventualities in an ever-changing market.</p> <p>Proposal for delivery of Service: Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • Proposals for delivery; • Benefits of proposals; • How the proposals set the Applicant apart from other potential Applicants; • Future developments for the Service area; <p>Deliverability: Applicants should provide the following within this section:</p> <ul style="list-style-type: none"> • A summary statement on the outcomes met by virtue of the proposed service; • A statement demonstrating to the Authority that the Method Statement is deliverable. <p>Topics to specifically cover:</p> <p>Please describe your system for financial monitoring and how you will implement this in the nursery.</p> <p>Please explain how you have arrived at the parental fee structure set out in Part 5 Financial Model and provide information about anticipated occupancy rates and levels of fee income.</p> <p>Please provide information on how families will be able to access their free entitlement.</p> <p>Please provide detailed information about if and how you will charge additional extras to families in receipt of entitlement funding and any exclusions from these charges.</p> <p>Please provide financial details of the staffing structure you propose to deliver this childcare operation. Include any trainees or voluntary staff.</p> <p>Word Limit 3 sides of A4 (in Arial 12 font)</p>	<p>10.00%</p>
<p>Response:</p>		

6	<p>Partnership Working.</p> <p>Please provide a Method Statement on your approach to partnership working, as detailed at section 3.6 of Part 2 Specification and in line with all relevant requirements within Part 2 Specification.</p> <p>Proposal for delivery of Service: Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • Proposals for delivery; • Benefits of proposals; • How the proposals set the Applicant apart from other potential Applicants; • Future developments for the Service area; <p>Deliverability: Applicants should provide the following within this section:</p> <ul style="list-style-type: none"> • A summary statement on the outcomes met by virtue of the proposed service; • A statement demonstrating to the Authority that the Method Statement is deliverable. <p>Topics to specifically cover:</p> <p>Please describe how you will create links with the local community, be a hub for work with families in the local community and to foster involvement in the education and development of local children.</p> <p>Please detail how you will work in partnership with local schools, in particular the on-site Primary school</p> <p>Please explain the different ways you will link to the appropriate services within the LA</p> <p>Word Limit 2 sides of A4 (in Arial 12 font)</p>	5.00%
Response:		
7	<p>Staffing Requirements.</p> <p>Please provide a Method Statement on your approach to covering all of the staffing requirements of the Contract.</p>	

	<p>Proposal for delivery of Service: Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • Proposals for delivery; • Benefits of proposals; • How the proposals set the Applicant apart from other potential Applicants; • Future developments for the Service area; <p>Deliverability: Applicants should provide the following within this section:</p> <ul style="list-style-type: none"> • A summary statement on the outcomes met by virtue of the proposed service; • A statement demonstrating to the Authority that the Method Statement is deliverable. <p>Topics to specifically cover:</p> <p>Please demonstrate that you are able to meet the needs of the Service for the duration of the Contract. If, for example, you are you planning to expand your provision in to other areas, provide details and explain how you will still continue to meet the needs of this Contract.</p> <p>Please demonstrate how you would ensure that staff feel well supported in during the transfer of service and that you have a committed, coherent workforce in the first year of the contract.</p> <p>What will your organisation’s strategy be for staff training and development, for the purposes of ensuring that the staff meet the requirements of Part 2 Specification?</p> <p>What will your organisation’s induction process be for new staff, including any support and probationary periods and processes?</p> <p>How will your organisation manage the performance of staff working in the childcare setting</p> <p>How will your organisation maintain service levels in times of temporary or protracted staff shortages?</p> <p>Word Limit 3 sides of A4 (in Arial 12 font)</p>	<p>10.00%</p>
<p>Response:</p>		

8	<p>Safeguarding Requirements.</p> <p>Please provide a Method Statement on your approach to covering all of the safeguarding requirements of the Contract, as detailed within section 5.2 of Part 2 Specification (and within other areas of the Specification).</p> <p>Proposal for delivery of Service: Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • Proposals for delivery; • Benefits of proposals; • How the proposals set the Applicant apart from other potential Applicants; • Future developments for the Service area; <p>Deliverability: Applicants should provide the following within this section:</p> <ul style="list-style-type: none"> • A summary statement on the outcomes met by virtue of the proposed service; • A statement demonstrating to the Authority that the Method Statement is deliverable. <p>Topics to specifically cover:</p> <p>How will your organisation ensure that childcare staff are suitable to work with children?</p> <p>How will your organisation vet volunteers and visitors, and how will they be supervised?</p> <p>How will your organisation ensure that all members of staff understand your own Safeguarding Policy and Procedure?</p> <p>Please set out the procedure your organisation would follow and your organisation’s communication strategy following an allegation of abuse against a member of staff.</p> <p>Word Limit 3 sides of A4 (in Arial 12 font)</p>	10.00%
9	Asset and Facility Management Requirements	

	<p>Please provide a Method Statement on your approach to covering all of the Asset and Facility Management requirements of the Contract, as detailed within section 3.8 of Part 2 Specification</p> <p>Proposal for delivery of Service: Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • Proposals for delivery; • Benefits of proposals; • How the proposals set the Applicant apart from other potential Applicants; <p>Deliverability: Applicants should provide the following within this section:</p> <ul style="list-style-type: none"> • A summary statement on the outcomes met by virtue of the proposed service; • A statement demonstrating to the Authority that the Method Statement is deliverable. <p>Topics to Specifically Cover:</p> <p>How will your organisation approach risk assessment and management?</p> <p>How will you assess, monitor and document risks to the health and safety of children?</p> <p>How will you assess, monitor and document risks to the health and safety of staff, volunteers, parents / carers and visitors?</p> <p>Please explain how the Nursery will be appropriately equipped and the facilities set up to ensure that it is welcoming, accessible and inclusive.</p> <p>Please explain how your organisation plans to ensure that children and their parents / carers can access a range of outside activities.</p> <p>Please describe how your organisation will ensure that the hand back conditions associated with the Building, Facilities and Equipment will be met at the end of the Contract.</p>	<p>5.00%</p>
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	Word Limit 2 sides of A4 (in Arial 12 font)	
Response:		

Section C. Technical Questions

Applicants are required to submit their response to the following Technical Question. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient of detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and be appropriate in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it clearly relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Technical Question Number	Technical Question	[% Score / Weighting]
1	<p>Please provide details of your organisation's implementation plan. Please ensure that your response covers such areas as:</p> <ul style="list-style-type: none"> • staff transfer; • your approach to communication regarding transferring staff; • the project team that might be involved in implementation and their roles and responsibilities • the timescales involved in implementing the Service. <p>Your implementation plan should include a section outlining how you intend to develop the nursery setting, during the first twelve (12) months of operating it. This can include how you are going to ensure it has the required number, mix and flexibility of places as well as how you intend to improve / consolidate working practices.</p> <p>Word Limit 1 sides of A4 (in Arial 12 font)</p>	2.00%
Response:		
2	<p>Please describe what your approach will be to contract management and how this will ensure you manage the Contract effectively. Please ensure you include details of financial monitoring.</p> <p>Word Limit 1 sides of A4 (in Arial 12 font)</p>	2.00%
Response:		

3	<p>Please provide the planned number of places and the opening hours your organisation will be providing, taking into account the minimum thresholds for opening hours and days and the maximum places allowed under the Ofsted registration. Please explain why you think this plan is most suitable for the Nursery and how it meets the needs of the local community.</p> <p>Word Limit 1 sides of A4 (in Arial 12 font)</p>	2.00%
Response:		
4	<p>Please provide details of your admissions policy, making specific references to the relevant age groups and the free entitlements. Please also include your procedure around waiting lists in the event that a family cannot be accommodated.</p> <p>Word Limit 1 sides of A4 (in Arial 12 font)</p>	2.00%
Response:		
5	<p>What resources or information would you expect to be provided by the Authority to support the implementation which will ensure you are operational in December 2020</p> <p>Word Limit 1 side of A4 (in Arial 12 font)</p>	1.00%
Response:		

Section D. Social Value, Sustainability and Environmental Considerations Question

Applicants are required to submit their response to the following Social Value Question. It should be drafted in such a manner so as to be able to form part of the Contract. It should be submitted containing sufficient of detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

The response must be relevant to the question and be appropriate in length. Supporting information may be submitted, provided that it is clearly referenced in the question to which it clearly relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Social Value Question Number	Social Value Question	% Score / Weighting
1	<p>With reference to section 9.2 of Part 2 Specification please detail any Social Value, Sustainability and Environmental Considerations that your submission offer might be able to bring to this Contract.</p> <p>Word Limit 1 side of A4 (in Arial 12 font)</p> <p><i>Supporting documentation is permitted. But where this is provided it must be clearly referenced within your response.</i></p>	1.00%
<p>Response:</p>		