Appendix D: Method Statements and Evaluation Criteria

**Process for: - The Provision of a Universal Primary Resilience Programme**

The Council wish to appoint a single Contractor who can clearly demonstrate the ability to meet our requirements and who offers the most economically advantageous bid.

Submissions will be assessed on the basis of a 10%price and 90%quality and bidders will be subject to a reality check i.e. this may involve (but not limited to): financial viability/ risk checks, a site visit, checking references, checking capability and track record and, where appropriate, speaking to organisations who will be involved in supporting the Contractor e.g. sub-contractors, regulatory agencies, etc.

The Council will select the company offering the **Most Economically Advantageous Bid** and the evaluation process will be carried out as follows:

Pricing 10%
Qualitative 90%

**Evaluation Process**

Tenders will be evaluated by an evaluation panel on a consensus scoring basis, and will be evaluated in accordance with the evaluation criteria, scoring and weightings as set out in this Section. The evaluation panel will comprise of members of the.

**How we will evaluate Quality:** Each of your responses to the following Method Statements will be evaluated using scores that reflect the extent to which the responses have addressed the published criteria. These scores will then have the published weightings applied to them and will be added together to give an overall Quality Score. Contractors must respond to the Method Statements in full and avoid making unsubstantiated reference to company policies, statements or other documents.

**How we will evaluate Price**: Bidders must complete the ‘Pricing Schedule’ which will be evaluated in respect of price (cost). The lowest price submitted will receive the full allocation of marks available. All other price bids will be assessed on the basis of how far in excess of this price they are on a percentage basis. This percentage difference will then be deducted from the full allocation of marks available for price – in this case 30%.

Sliding Scale - The percentage of the available allocation that will be received by each bidder will be calculated on the following basis

The percentage difference between your submitted price and the lowest submitted price calculated as follows:-

$$\% of the available allocation received=1-\left(\frac{Your submitted price-lowest submitted price}{Your submitted price}\right)X 100$$

The Price and Quality scores will then be added together to give your company an overall score. The top two scoring applicants on price and quality will be invited to attend a presentation/interview

**PLEASE NOTE ANY BID SUBMISSION THAT DOES NOT ACHIEVE A COMBINED (TOTAL) QUALITY AND PRICE (COST) SCORE OF 60% OR ABOVE WILL RESULT IN A FAILED SUBMISSION.**

 **METHOD STATEMENTS**

To help us judge your capability to meet our requirements you **must provide a number of Method Statements**. Each response to these statements should be **no more than the indicated page limit or word count.** Responses should be submittedin **Calibri font size 11**, **no more than 1 A4 sheet in total** **(2 sides)** per statement/response. Each statement/response must be set out in a clear and concise manner and evidence how you will deliver the requirements in the Specification. Your responses must clearly identify the Method Statement number to which it relates.

**Your Policy documents / catalogues / attachments must only be provided as supporting information and will not be considered as part of your answer, if these are submitted as an answer with little or no narrative you will be automatically awarded a zero score.** Any Method Statement that is not answered or is not clearly identified by the Method Statement number to which it relates will also automatically be awarded a zero mark. Your response will be scored as part of the evaluation process. The Council reserves the right to ask for additional information.

**Pricing schedule (10% of the total evaluation score)**
Please complete the pricing schedule below for your proposed charges for the provision of the Universal Primary Resilience Programme.

This should represent the charges payable by Blackpool Council for the three years of the contract

The evaluated price will be the total amount payable case excluding VAT.

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| 1. **Please complete your proposed overall pricing schedule (All prices exclusive of VAT)**
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**Qualitative evaluation questions (50% of the total evaluation score)**

**Scoring Criteria**

Method Statements are required for the following. Each statement will be scored to establish the quality score (0 to 5), which will be weighted to reflect level of importance.

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| 0 | No response provided/ does not address any of the issues |
| 1 | Very poor response with minimal issues addressed |
| 2 | Poor response with few issues addressed |
| 3 | Satisfactory response with majority of issues addressed |
| 4 | Good response with all issues satisfactorily addressed |
| 5 | Outstanding innovative response |

Please noteIt is only by addressing these requirements in full that you will be able to obtain the highest marks as below:

* Each response must satisfactorily detail and address how your organisation will fulfil and comply with **all** the requirements of this service as detailed in the specification and any associated documentation
* Each response clearly answering the method statement question and addressing each scoring criteria.
* Each response must demonstrate how your approach will deliver the expected outcomes and objectives of the service.
* You are required to evidence your responses to the method statements, therefore, please substantiate **all** answers with relevant examples.

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| 1. Please provide evidence of (no more than 3) previous commissions and / or grant funded projects of a similar nature.All examples must include the following information: -* Name of organisation provided to and a contact name.
* Value of the contract
* Description of the services provided along with evidence of the positive outcomes realised and delivered and successful completion.
* Appropriate expertise demonstrated.

**Maximum number of A4 sides: 2** | **Weighting15%** |
| Response |
| Assessment criteria* Details of similar commissions and / or grant funded projects detailed and all requested information provided for each example.
* Assessment of the extent to which bidders have demonstrated and evidenced a sound track record in delivering a service of a similar nature
* Evidence of relevant experience and successful delivery consistently demonstrated through the examples provided.
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| 2. Please provide details of how you will ensure that the contract is managed in a professional, effective and timely manner. Your answer should include how the contract will be managed in the mobilisation stage, throughout the life of the contract and at the end of the contract to ensure that the contract is delivered in full adherence of the specification.Please include confirmation of contract start date 01 Nov 2016 and a service start date of 01 Jan 2017.**Maximum number of A4 sides: 2** | **Weighting10%** |
| Response |
| Assessment criteria* Robust, effective and deliverable methodology for implementation and delivery
* Appropriate and adequate monitoring procedures proposed.
* Timescales and milestones quoted.
* Awareness of a need for exit strategy with suitable strategy proposed.
* Confirmation of contract start date being met 01.11.16 and a service start date of 1.1.17.
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| 3. Please provide information about the service infrastructure to meet the requirements of this contract.Your response must demonstrate appropriate skill level, knowledge and experience of staff resource.**Maximum number of A4 sides: 2** | **Weighting10%** |
| Response |
| Assessment criteria* Management arrangements
* Appropriate & robust recruitment processes and criteria for recruiting to deliver the service.
* Company personnel resources, structure & organisation of proposed team.
* Resource availability, commitment and skill level of staff.
* Evidence of contingency planning/ business continuity.
* Commitment to continuity of service.
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| 4. Please detail how you will build and maintain robust, positive relationships with schools **Maximum number of A4 sides: 2** | **Weighting5%** |
| Response |
| * Evidence of experience of effective partnership working with schools
* A clear framework for how your organisation will develop a delivery model within the school setting
* Evidence of the knowledge of school policies and procedures and culture of working.
* evidence of a clear structure for collaborating with schools to develop the highest quality programme
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| 5. Explain how you have involved young people and parents/carers in the development of your programme and how you will continue to develop the programme to ensure young people and parents/carers are at the heart of everything you do**Maximum number of A4 sides: 2** | **Weighting15%** |
| Response |
| Assessment criteria* Evidence of co-production, consultation, YP feedback already taken place
* Evidence of knowledge of good practice regarding co-production
* Evidence of future plans for co-production
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|  6. Please describe your approach to building resilience in young people and families **Maximum number of A4 sides: 2** | **Weighting10%** |
| Response |
| Assessment criteria* Provide a clear articulation on the approach you are promoting for building resilience, clearly stating the research and evidence that supports this approach. Reference how your approach relates to the Boingboing Resilience Framework
* Demonstrate a clear knowledge and understanding of the research and latest thinking in developing resilience in young people and families, how have you applied this to your approach?
* Clearly articulate the programme you propose to deliver, the format, delivery method and description of sessions provided with intended outcomes and learning
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| 7. Demonstrate an understanding of issues faced by young people and families living in Blackpool, describe your experience of working in the town and any particular issues you may face in delivering a successful universal school based resilience programme. Please reference in your response particular issues around the transition from primary to secondary school.**Maximum number of A4 sides: 2** | **Weighting10%** |
| Response |
| Assessment criteria* Understanding of the needs and issues of the Blackpool population
* Understanding some of the issues relating to young people aged 10-16 and their families
* Understanding of the particular needs of disadvantaged young people and families
* Clearly articulate your organisations commitment to addressing health in equalities
* Demonstrate the additional value your organisation would bring to Blackpool, with particular reference to addressing the inequalities agenda
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| 8. Please give details of how you propose to meet the key requirements of the Service Specification. Also include in your response answers to the following:* How will you ensure that your service meets the needs of Blackpool’s population with specific reference to the transition from primary to secondary schools?

**Maximum number of A4 sides: 2** | **Weighting10%** |
| Response |
| * Demonstrated and evidenced understanding of the key requirements of the service specification
* Evidence of Service user involvement and satisfaction
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|  9. How will you ensure quality of service delivery through robust monitoring procedures, including how will you ensure outcomes are achieved and how will you demonstrate the outcomes of your work? **Maximum number of A4 sides: 2** | **Weighting10%** |
| Response |
| * Evidenced understanding of the required outcomes
* Robust monitoring methodology, process and procedure
* Demonstrate an understanding of the link to Blackpool’s strategic outcomes
* Evidence of appropriate data collection system
* Demonstrated effective systems to measure and improve quality
* Evidence of working with the Authority to address issues as and when they arise
* Evidence of commitment to continuous improvement
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| 10. Please provide details of any specialist services/resources/ways of working your organisation offers which set your organisation apart from others and which this Service could draw upon to enhance its performance.**Maximum number of A4 sides: 2** | **Weighting10%** |
| Response |
| * Assessment of the extent to which the proposals add innovation and genuine, measurable value to the delivery of this Contract for its entire duration.
* Consideration to the local area (Blackpool)
* Demonstrable quantifiable social value
* Evidences creativity
* Evidences flexibility
* Evidences sustainability
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