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**Appendix 5**

**Method Statement Response Document - Generic Questions**

**Alternative Education Provision**

**METHOD STATEMENT Response/DELIVERY PROPOSALS – GENERIC QUESTIONS (65%)**

**INTRODUCTION**

* 1. Tenderers are required to submit method statements demonstrating how specific elements of the service, as defined in the Service Specification and Terms and Conditions, will be delivered.
  2. Tenderers are required to submit a response to all questions using this response template. Failure to do this may result in a response not being taken into account.
  3. Tenderers are required to complete only one Generic method statement regardless of the number of Lots they are bidding for.
  4. Before submitting the method statements, Tenderers should ensure that they have:
     1. Answered all questions in the space provided within the Method Statement Response Template. If it is not clear to which method statement any part of their response relates to, a score may not be awarded.
     2. Ensured that they have answered questions within the maximum word limit allocation stated for each method statement. Tenderers may make use of supporting documents (appendices to questions etc.) only where truly relevant and appropriate. Any appendix that is judged to be essentially the continuation of a question, and therefore a circumvention of the word limit, will be rejected and ignored.
     3. Enclosed all relevant documents and clearly referenced them to correspond with the method statement(s) and any sub-section(s) to which they relate.
  5. Tenderers may make use of supporting documents (appendices to questions etc.) only where truly relevant and appropriate. Any appendix that the Commissioner judges to be essentially the continuation of a question response, and therefore a circumvention of the word limit, will be rejected and ignored.
  6. Each method statement response will be scored between 0 and 5 as follows:

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Interpretation** |
| Excellent response | 5 | A response which shows how the service can comprehensively be taken to the next level in terms of exceeding our requirements as detailed in the tender documents and service specification and/or offering significant added value to the Council’s overall strategic requirements and objectives. |
| Very Good response | 4 | A response which shows that the Tenderer demonstrates an understanding of our requirements as detailed in the tender documents and service specification and has a credible methodology to deliver the service alongside a clear process and plan to deliver additional benefits and deliver value. |
| Good response | 3 | A response which shows that the Tenderer demonstrates an understanding of our requirements as detailed in the tender documents and service specification has a credible methodology to deliver the service and could evolve into additional benefits. |
| Satisfactory response | 2 | A response which is capable of meeting our requirements as detailed in the tender documents and service specification but is unlikely to go beyond this. |
| Unsatisfactory response | 1 | Although the Tenderer does demonstrate an understanding of our requirements as detailed in the tender documents and service specification there are some major risks or omissions in relation to the proposed solution to deliver the service and we would not be confident of our requirements being met. |
| Cannot be scored | 0 | No information provided or incapable of being taken forward either because the Tenderer does not demonstrate an understanding of our requirements as detailed in the tender documents and service specification or because the solution is incapable of meeting our requirements. |

**Table 1: Qualitative Evaluation Tender – Method Statements**

Tenderers method statement responses shall be evaluated in line with the following criteria:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method Statement: Generic** | **Sub Weighting** | **Minimum Score** | **Word Count** |
| 1. Workforce | 6% |  | 1000 |
| 1. Safeguarding | 10% | 3 | 1500 |
| 1. Equality and Diversity | 10% | 3 | 1500 |
| 1. Partnership Working | 8% |  | 1000 |
| 1. Social Value | 15% | 3 | 1500 |
| 1. Mobilisation | 6% |  | 1000 |
| 1. Continuity of Support | 10% | 3 | 1500 |
| **Total Weighting: Generic** | **65%** |  |  |

**N.B**. Tenderers are required to meet at least two of the minimum score of 3 as specified and/or the 50% threshold to be evaluated further.

GENERIC METHOD STATEMENT RESPONSES

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Method Statement** | **Sub Weighting** | **Minimum score** | **Word Count** |
| **MS1** | **Workforce:**  Please detail how staff are appropriately recruited, selected and are trained to ensure compliance with the Service Specification?  Your response should include, but not be limited to:   * Recruitment, retention and training techniques. * Management and maintaining the performance of a workforce including a remote workforce. | **6%** |  | **1000** |
| **Response: MS1 Workforce** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Method Statement** | **Sub Weighting** | **Minimum score** | **Word Count** |
| **MS2** | **Safeguarding**  Safeguarding of children is a key requirement of this contract and providers will be expected to demonstrate full compliance with the safeguarding policies and attendance protocol.  Please describe how you will ensure compliance with both safeguarding and child protection legislation, as well as your own safeguarding and child protection policy?  Your response should include, but not be limited to:   * Systems and structures and policies you have in place to ensure that safeguarding processes are monitored, implemented and reviewed. | **10%** | **3** | **1500** |
| **Response: MS2 Safeguarding** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Method Statement** | **Sub Weighting** | **Minimum score** | **Word Count** |
| **MS3** | **Equality and Diversity**  ‘Southwark Stands Together’, is a borough wide initiative. One of the key findings highlighted the challenges faced by children and young people in Southwark.  Please demonstrate how you will address these issues:  Your response should evidence:   * Your knowledge and understanding of the demographics of Southwark * Understanding of the challenges faced by Southwark children, taking into consideration the demographics of the borough * Responsiveness to all children irrespective of limitations, abilities and disabilities to ensure every child matters | **10%** | **3** | **1500** |
| **Response: MS3 Equality and Diversity** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Method Statement** | **Sub Weighting** | **Minimum score** | **Word Count** |
| **MS4** | **Partnership Working**  Please detail how your organisation will work in partnership with relevant stakeholders to ensure that all children are enabled to:   * Access high quality alternative education that supports positive outcomes, in a safe environment * Receive a holistic service * Achieve effective, appropriate and measureable outcomes including, but not limited to, a return to mainstream school * Feel more in control and able to engage with education * To gain appropriate skills/accreditations e.g. GCSE’s, Art awards, vocational skills. | **8%** |  | **1500** |
| **Response: MS4 Partnership Working** | | | | |
| **No.** | **Method Statement** | **Sub Weighting** | **Minimum score** | **Word Count** |
| **MS5** | **Social Value**  Describe the additional value you would bring to the Council to help us meet our duty under chapter 3 of the Public Services (Social Value) Act 2012, in particular:   * Providing local employment for residents of Southwark * Job opportunities for people with disabilities and/or are care leavers * Support for young people to access work * Work practice, including courses, to increase mental wellbeing * Provision of diversity training for any subcontractors * Initiatives aimed at reducing crime (e.g. support for local youth groups) * Mental health promotion initiatives * Work experience, paid internships or apprenticeships. * Building environmental and sustainability initiatives into the delivery of the service | **15%** |  | **1500** |
| **Response: MS5 Social Value** | | | | |
| **No.** | **Method Statement** | **Sub Weighting** | **Minimum score** | **Word Count** |
| **MS6** | **Mobilisation**  Please outline your mobilisation plan, referencing your infrastructure and capacity, as well as how you will mitigate any potential issues/challenges that may arise?  Your response should include, but not be limited to:   * Risk logs * Indicative timescales | **6%** |  | **1500** |
| **Response: MS6 Mobilisation** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Method Statement** | **Sub Weighting** | **Minimum score** | **Word Count** |
| **MS7** | **Continuity of Support**  How will you ensure continuity of support for Southwark children?  Your response should include, but not be limited to:   * Continuity of support in the event of a child being relocated inside or outside of the borough * Tutor cover for sickness absence and holidays | **10%** |  | **1500** |
| **Response: MS7 Continuity of Support** | | | | |