REQUEST FOR QUOTATION FOR

**Practice Education Professional Standards (PEPS2) in SOcial Work.**



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# Appendices

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| Appendix Number | Document Name | Document Location |
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| 3 | Response Questions | ProContract |
| 4 | Pricing schedule | ProContract |
| 4 | Draft Terms & Conditions | ProContract |

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# INTRODUCTION

## GENERAL REQUIREMENTS

The Council invites quotations for the provision of training for Practice Education in Social Work. This is for a two -year contract with the option to extend for an additional one year (2+1).

The Council’s detailed requirements are defined in Part 2 - Specification.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the buyer via the method stated below.

The Council reserves the right to:

* carry out due diligence checks on the awarded bidder, including but not limited to credit checks such as Dun & Bradstreet, valid and sufficient insurances as required;
* credit checks
* amend the conditions of Contract attached in Appendix 1;
* abandon the procurement process at any stage without any liability to the Council; and/or
* require the bidder(s) to clarify its quotation in writing and if the bidder(s) fails to respond satisfactorily, this may result in the bidder(s) not being selected.
* Review any bids that appear to be abnormally low or unsustainably high in cost and reserve the right to reject such bid(s) without further evaluation or clarification.

For technical support when using the Procurement Portal, please contact the Proactis support desk:

* Email: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)
* Telephone: 0330 005 0352

This facility is available Monday to Friday, 09:00 to 17:30

Alternatively, you may use the electronic ticket logging system which can be found [here](https://proactisservicedesk.com/CherwellPortal/Proactis%20Support%20System?_=6eed96cc#1).

## BACKGROUND

The Council provides county-wide services to all its citizens, has numerous statutory responsibilities, including in respect of the provision of education, and supports blue light services, the health sector, charities, and other local Authorities.

The Council’s strategic objectives are to provide a good quality of life for everyone living in the county, creating thriving places for people to live and give the best start for Cambridgeshire’s children.

Please see website [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk)

## Overall Purpose/Outcome

For all learners to be able to undertake their role effectively and to meet the highest standards of professional practice as a Social Worker Practice Educator. With reference to BASW PEPS refresh 2022 (weblink: [Layout 1 (basw.co.uk)](https://www.basw.co.uk/system/files/resources/peps-review.pdf) it is for the learning provider to develop suitable ways of enabling Trainee Practice Educators to meet and demonstrate the BASW Practice Education Values Statements and PEPS Domains in an integrated way. Given that all qualified social workers will have at least an undergraduate degree, it is expected that PEPS courses will build on this learning and encourage the critical reflection and analysis associated with post-graduate learning and not necessarily, but preferably, be formally accredited as such.

## Value and Term of project

* 1. The contract will run for a period of two years from the date of the commencement of the delivery of the training with an option to extend for a period of one year.
  2. To be clear: this will be a two year + one year term contract.
  3. The implementation period will not be included in this term, and the Council will only start paying for the programme from the commencement of the contract.

## PROCUREMENT TIMETABLE

## The timetable below is Indicative and its subject to change

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 16th May 2023 |
| **Deadline for Clarification Questions** | 29th May 2023 |
| **Deadline for Quotation Responses**  **deadline will be at 12:00** | 6th June 2023 |
| **Quotation Evaluation – week commencing** | 12th June 2023 |
| **Contract Award (estimated) – week commencing** | 19th June 2023 |
| **Contract Commencement (estimated)** | 1st August 2023 |
| **Contract End Date (estimated)** | 31st Aug 2025 |
| **Extension commencement (estimated)** | 1st Sep 2025 |
| **Extension End date (estimated)** | 31st Aug 2026 |

## QUTOTATION CLARIFICATION AND RESPONSES

Any queries about this document, the procurement process, or the proposed contract itself, should be submitted via the [ProContract](https://procontract.due-north.com/) messaging area.

Should you wish to take part in the procurement process please complete this the response document and Pricing Sheet and return via [ProContract](https://procontract.due-north.com/) messaging area by the deadline stated in the Procurement Timetable.

All compliant bid submissions will be considered held OPEN for the duration of ninety (90)days from the date of close of this Request to Quote opportunity.

## INSURANCE LEVELS

The successful bidder will be required to have in place by the commencement date of the contract, the following levels of insurances:

* + 1. **Public Liability** insurance with a limit of indemnity of not less than two Million Pounds [£2,000,000] in relation to any one claim or series of claims.
    2. **Employer's Liability** insurance with a limit of indemnity of not less than Five Million Pounds [£5,000,000] in relation to any one claim or series of claims (not applicable to sole traders)
    3. **Professional Indemnity** insurance with a limit of indemnity of not less than One Million Pounds [£1,000,000] in relation to any one claim or series of claims and shall ensure that all professional consultants or Sub-Contractors involved in the provision of the Services hold and maintain appropriate cover.

## EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded. Based on the information provided by bidders, each compliant submission will be evaluated based on the following criteria:

|  |
| --- |
| **Award Criteria Questionnaire Weightings** |

The Award Criteria Questionnaire carries a total weight of 100%. This is split between the following sections:

* + 1. Price (30%)
    2. Quality (70%)

For the questions/sub-questions with a Pass/fail criteria, the Council may reject the bid in its entirety if it scores a fail on anyone of these.

**Pricing**

The Bidder with the lowest overall compliant price will be awarded the full score of 30%. All other bids will be scored in accordance with the following calculation:

For example, if the price evaluation carries 30% of the overall marks and there are three tenders priced at £35,000, £32,500, and £30,000 scores would be as in the following table.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Bid Price** | **Price Calculation** | **Price score** |
| Bidder 1 | £30,000.00 | =30% (lowest compliant price) | 30 |
| Bidder 2 | £32,500 | =30-((32,500-30,000)/32,500)\*100 | 22.30 |
| Bidder 3 | 35,000.00 | =30-((35,000-30,000)/35,000)\*100 | 15.71 |

This example is based on a 30% price weighting where the lowest compliant price is £30,000.

The above example is for illustrative purposes only and all scores have been rounded to two (2) decimal places.

Bidders who receive a minus score will be given a ‘ZERO’ (‘0’) score for the purpose of this procurement process.

In the event of a tie between two or more bids, the Council will award the contract to the bid with the Highest Quality score.

## Evaluation Method (Award Criteria Questionnaire)

An initial examination will be made to establish the completeness of submitted quotes reserving the right to disqualify any quotes which is incomplete. Information submitted by Bidder in response to this document may be subject to further clarification questions by the Council.

All quality questions will be scored independently by Evaluators.

The Bidder’s response to each question will be evaluated and scored a maximum of 10 marks as per the table below unless otherwise stated in the response document:

The Quality Questions will be scored using the following scale:

**Quality Responses**

Bidders’ responses to each question will be scored out of a maximum of ten (10) marks as per the table below:

|  |  |
| --- | --- |
| Score | Commentary |
| 0 | Very weak or no answer |
| 2 | Poor |
| 4 | Satisfactory |
| 6 | Good |
| 8 | Very good |
| 10 | Exceptional |

The evaluators will score using the marks as described above, with **NO ODD** marks being used.

The evaluated mark will be divided by 10 and multiplied by the sub weighting (%) of the question, to give a final score (%) for each question.

For example, if the sub weighting for the question is 20% and the bidder is marked a ‘2’, their final score (%) for that question will be:

2/10 X 20 = 4%

Bidders should note that each score will be based on the information provided in response to that specific question, evaluators will consider whether all parts of the question have been answered in sufficient detail to give a clear understanding of how well the contract will be delivered

Please note the word limit for each question, and this is the total word limit for the entire question not where there are individual sub questions.

Specification

1. Scope

The PEPS curriculum may be delivered by an HEI or any other learning provider, including an employer, experienced in delivering this training but must provide the following (*BASW 2022):*

i. Trainee Practice Educators should develop a self-managed portfolio of ‘evidence’ in stages 1 and 2.

ii. By completion of PEPS 2 Trainee Practice Educators will have been supported to undertake 70 hours of learning (which may include direct teaching, supervision and self-directed learning associated with the course).

iii. Trainee Practice Educators must be supported to complete their assessment tasks outside of these 70 hours.

iv. If the course is being accredited by an HEI, for every 10 credits achieved there is an expectation of 100 hours study, for example a 30-credit course requires 300 hours’ study in total. This is in line with any other HEI delivered courses and includes the time spent supporting and supervising the learner.

vi. Learning providers may wish to combine the delivery of stage 1 and stage 2 teaching and assessment of the Values Statements and PEPS Domains into an integrated course to maximise flexibility. However, the requirement remains that at stage 2 the trainee should have completed a minimum of 70 hours of blended learning as above and worked with at least 2 learners (at least one pre-qualification), and at least one for the duration of their relevant placement/course.

The provider will provide teaching/training for up to 40 PEPS trainees over the two years of the contract; and, if agreed, up to a further 20 places for an additional year.

1. Service Requirements

**Mode of delivery**

Flexible delivery methods such as blended learning (online and face to face) and access to appropriate literature to support depth of learning.

**Purpose and Objectives of the training**

For all learners to be able to undertake their role effectively and to meet the highest standards of professional practice as a Social Worker Practice Educator.

With reference to BASW PEPS refresh 2022  [(basw.co.uk)](https://www.basw.co.uk/system/files/resources/peps-review.pdf) it is for the learning provider to develop suitable ways of enabling Trainee Practice Educators to meet and demonstrate the BASW Practice Education Values Statements and PEPS Domains in an integrated way. Given that all qualified social workers will have at least an undergraduate degree, it is expected that PEPS courses will build on this learning and encourage the critical reflection and analysis associated with post-graduate learning and not necessarily, but preferably, be formally accredited as such.

**RESPONSIBILITIES**

* The Provider will be responsible for developing course materials, the distribution method will be agreed by the Cambridgeshire County Council Learning and Development Team. The provider will also be responsible for providing a laptop or other relevant equipment, if required to deliver the course.
* The Learning and Development team will be responsible for advertising the courses and management of booking attendees, the distribution of delegate materials and evaluations.
* The Provider will be provided with an attendance register to be completed by participants for each session. Attendance registers are to be returned to the Learning and Development Team within 48 hours of the session by a method agreed with the Learning and Development Team.
* The Provider will provide information to the Learning & Development Team regarding the trainee’s progression, including when extensions are requested, and the results of assessments and assignments.

1. Contract management

The Council will require the successful bidder to meet at a frequency agree by the Contract Manager at award of the contract.

* 1. This will be to monitor, discuss, but not limited to:

1. how the contract is performing
2. any issues that have arisen

2. Quality and Performance Standards

Cambridgeshire County Council Learning and Development Team will be the named course owner to work with the Provider for the purposes of ensuring successful delivery of this contract.

The contract will be monitored using the following methods:

* An evaluation on the day of delivery to be completed by the provider (to be returned with the attendance register within 48 hours of each session to the Cambridgeshire County Council Learning and Development Team.
* Follow up evaluation via survey at the end of each set of training (i.e., at six months.) This will be undertaken by the Cambridgeshire County Council Learning and Development Team.

1. Subcontracting Arrangements

The Council believes that this solution does not require the need for subcontracting arrangements.

1. Modern Slavery, Child Labour and Inhumane Treatment
   1. Tackling modern slavery requires everyone to be vigilant and active in addressing this issue effecting our communities. The Council will expect as a minimum, that all Bidders comply in full with the Morden Slavery Act where necessary, and have in place sufficient policies, procedures and systems.
2. Equality, Diversity and inclusion
   1. Ensuring that all in the UK have equal access, and can contribute, to society, The Council will expect as a minimum, that all Bidders comply in full with the Equality Act and all regulations relating to Equality, Diversity and inclusion, where necessary, and have in place sufficient policies, procedures and systems.
3. Data Protections and UK General Data Protection Regulations
   1. It is expected that personal data would be collected in the course of this contract. In the event that such data is captured, Cambridgeshire County Council expect all bidders to abide by UK GDPR legislation.
   2. Any breaches, suspected or otherwise, must be reported to the Council as immediately and in any event within 72 hours.
4. Payment schedule
   1. To ensure the payment process is smooth and simple for both parties, the Council operates a purchase order system.
   2. This will be issued by the Contract Manager at the start of the contract.
   3. No invoice will be paid without a valid and current purchase order.
   4. All invoices must state the purchase order number and be sent to [CCC.invoices@cambridgeshire.gov.uk](mailto:CCC.invoices@cambridgeshire.gov.uk).
   5. Where a clear payment schedule is not agreed based on milestones with the Contract Manager, all invoices will be paid in arrears and within a thirty (30) day period.
   6. Where a clear payment schedule based on agreed milestones with the Contract Manager, the Contractor must meet the milestones as agreed, and the quality to the satisfaction of the Contract Manager.
   7. Upon confirmation from the Contract Manager, the Contractor should issue an invoice against the issued purchase order for payment.
   8. Please Note and to be clear there will be no pre –payment or a form of a deposit made by the Council.