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| torbay council logo |
| **Part 5 Award Questionnaire** |
| **Contract Reference**  **TCSC1424** |
| **Contract Title**  **Torbay Safeguarding Children Foundation and Refresher Training** |
| **Maximum Period of Contract**  **3 years (2 + 1)** |
| **Return Date** |
| **18 March 2024** |
| **Return Time**  **12:00 Noon** |
| **Return To**  [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) |
| **Applicant Name** |
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| Stage Two – Award Criteria | | | |
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| 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 detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.  Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it 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. | | | |
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| **Method Statement Number** | **Method Statement** | **% Score** | |
| **B1** | **Safeguarding Children Foundation Course Lesson Plans and Case Studies**  Please detail how your attached Safeguarding Children Foundation training lesson plan and planned case studies, to be delivered by the theatre group, meets all the relevant requirements within Part 2 Specification, Sections B2 and B3. | **8.00%** | |
| **Minimum Requirement**  That the Applicant provides a response to this question.  This question has a minimum non-weighted score of 3. The Applicant must satisfactorily demonstrate the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the requirements, with evidence to support the response.  **Evaluation Criteria**  Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:   * How the training will be engaging for a range of practitioners * The training will cover the age range (0-18 years) of children and young people across the case scenarios and how the online world plays a role. * The four different areas of abuse are covered within the training, including the impact of domestic abuse/violence, mental health, and substance misuse on parenting capacity. * How the learning outcomes in Part 2 Specification, Section B2.2 will be achieved and how the required 3 main scenarios will link to those learning outcomes.   **Page / Word Limit:** Maximum 1,500 words in Arial 12  **Permitted Appendices and Supplementary Information**  You must provide a lesson plan and planned case studies as part of your response. | | |
| **Response:** | | | |
| **B2** | **Theatre Company**  Please detail the process you have undertaken to engage a theatre company and how you are satisfied that they will provide a high-quality service to learners attending the Safeguarding Children Foundation Course.  Please detail the contract management process you will undertake. | | **6.00%** |
| **Minimum Requirement**  That the Applicant provides a response to this question.  This question has a minimum non-weighted score of 2. The Applicant must demonstrate relevant ability, understanding, experience, skills, resource & quality measures required to deliver the majority of the requirements with evidence to support the response.  **Evaluation Criteria**  Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:   * How you have selected the theatre company * Steps you have taken to ensure that they are capable of delivering the sessions, such as their experience in delivering similar scenarios * How you will contract manage the theatre company, including, but not limited to:   + Debriefs to maintain quality   + Developing new material   + Regular meetings and monitoring   **Page / Word Limit:** Maximum 1,500 words in Arial 12  **Permitted Appendices and Supplementary Information**  The inclusion of Appendices and Supplementary Information is not permitted. | | |
| **Response:** | | | |
| **B3** | **Updating and Adapting Courses**  Please detail how you will expect to adapt the courses (Safeguarding Children Foundation and Safeguarding Children Refresher) over three years to ensure you remain current.  Considering local and national information, policy, guidance, multi-agency case audits and serious case reviews/ learner reviews. | | **5.00%** |
| **Minimum Requirement**  That the Applicant provides a response to this question.  This question has a minimum non-weighted score of 2. The Applicant must demonstrate relevant ability, understanding, experience, skills, resource & quality measures required to deliver the majority of the requirements with evidence to support the response.  **Evaluation Criteria**  Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:   * Steps that you will take to ensure that the courses reflect local and national information, policy, guidance, multi-agency case audits and serious case reviews/ learner reviews. * How you will ensure the continuous improvement of course delivery * What methods you will use to obtain and evaluate learner feedback   **Page / Word Limit:** Maximum 1,500 words in Arial 12  **Permitted Appendices and Supplementary Information**  The inclusion of Appendices and Supplementary Information is not permitted. | | |
| **Response:** | | | |
| **B4** | **Live Online Training**  Please detail how you will deliver Live Online training.  Considering how will you ensure the learning outcomes are covered for the course, learners are engaged through this style of delivery, this should include your experience of course development and delivery through this style of delivery and any expectations you have of the Learning Academy. | | **5.00%** |
| **Minimum Requirement**  That the Applicant provides a response to this question.  This question has a minimum non-weighted score of 2. The Applicant must demonstrate relevant ability, understanding, experience, skills, resource & quality measures required to deliver the majority of the requirements with evidence to support the response.  **Evaluation Criteria**  Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:   * How you will ensure that the learners remain engaged with online delivery. * Confirmation that the features of the platform proposed to be used for the online delivery has the required attributes as listed in Part 2 Specification, Section B1.3 and how they will be utilised to enhance delivery. * How you will ensure that the learning outcomes in B2.2 for the Safeguarding Children Refresher Training will be achieved. * In the event that the Safeguarding Children Foundation Training needs to be moved to an online platform, how you will ensure that:   + The learning outcomes in B2.2 for the respective course will be achieved in an online environment; and   + Case scenarios are brought to life online with or without the Theatre Group.   **Page / Word Limit:** Maximum 1,500 words in Arial 12  **Permitted Appendices and Supplementary Information**  A draft lesson plan specific to live online training may be included as an appendix to support the response. | | |
| **Response:** | | | |
| **B5** | **Safeguarding and Child Protection Experience**  Please detail the first-hand experience of the trainer(s) which evidences their knowledge and understanding of the processed involved in safeguarding and child protection | | **7.00%** |
| **Minimum Requirement**  That the Applicant provides a response to this question.  This question has a minimum non-weighted score of 3. The Applicant must satisfactorily demonstrate the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the requirements, with evidence to support the response.  **Evaluation Criteria**  Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:   * Recording and sharing of information regarding concerns * Effectively advocating for children and young people * Making a children’s safeguarding referral – either to Level 4 Safeguarding (MASH) or to complete an Early Help Assessment * Multi-agency roles and statutory responsibilities in working together to identify, assess and meet the needs of children within a multi-agency plan. * Working with complex family dynamics * Communicating effectively with children and young people * Contributing to the escalation of cases * How threshold decisions are made.   **Page / Word Limit:** Maximum 1,500 words in Arial 12  **Permitted Appendices and Supplementary Information**  As part of the response to this Method Statement, you must provide copies of CVS of those who will be delivering the training. | | |
| **Response:** | | | |
| **B6** | **Training Delivery Approach**  Please detail what your overall training delivery approach. | | **7.00%** |
| **Minimum Requirement**  That the Applicant provides a response to this question.  This question has a minimum non-weighted score of 2. The Applicant must demonstrate relevant ability, understanding, experience, skills, resource & quality measures required to deliver the majority of the requirements with evidence to support the response.  **Evaluation Criteria**  Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:   * Ensuring the training reflects individual learning styles. * Encouraging the transfer of learning into practice as part of your training sessions. * Explain your professional practice standards as a trainer. * Your experience in delivering to a wide audience base as this contract will require delivery of training to practitioners and professionals within all areas of the Children and Young People’s Workforce in Torbay, who have a role in safeguarding children. * How you will confidently challenge prejudice, discrimination, and stereotyping as it occurs. This includes the stereotyping of families and areas of Torbay.   If all the core requirements listed above have been sufficiently evidenced, then a higher score may be achievable by demonstrating and evidencing that the following additional contract specific requirements can be delivered within the contract:   * Mentoring and/or delivering brief training input for those colleagues in Torbay’s children and young people’s workforce who contribute to internal ‘train the trainer’ programmes with respect to developing their training and presentation skills.   **Page / Word Limit:** Maximum 1,500 words in Arial 12  **Permitted Appendices and Supplementary Information**  As part of the response to this Method Statement, you must provide copies of CVS of those who will be delivering the training. | | |
| **Response:** | | | |
| **B7** | **Back-up Course Delivery**  If, at short notice due to emergency, i.e. serious weather warnings, the theatre company are unable to attend; your organisation will be required to deliver a back-up course which covers the stated learning outcomes. Please describe how you will deliver this and ensure this happens effectively.  This does not refer to a Live Online course. | | **5.00%** |
| **Minimum Requirement**  That the Applicant provides a response to this question.  This question has a minimum non-weighted score of 2. The Applicant must demonstrate relevant ability, understanding, experience, skills, resource & quality measures required to deliver the majority of the requirements with evidence to support the response.  **Evaluation Criteria**  Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:   * The effectiveness of your business continuity plan * How you will ensure that the planned learning outcomes would still be achieved * How you would ensure that learners are engaged in a similar fashion and case scenarios are brought to life.   **Page / Word Limit:** Maximum 1,500 words in Arial 12  **Permitted Appendices and Supplementary Information**  As part of the response to this Method Statement, you must provide copies of CVS of those who will be delivering the training. | | |
| **Response:** | | | |

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| Not Used | | |
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| Showcase and Presentation | |
| The Authority intends to invite all Applicants who have passed Stage 1 Selection and met all of the mandatory criteria within Stage 2 Award of the tender process to attend a showcase, presentation and interview.  **Please Note:** You are not required to provide any information in respect of your proposed showcase, presentation, and interview at this stage of the process. You will be notified as soon as possible after the closing date for submission of the date, time, and any other requirements for the presentation(s) they are required to attend. Applicants should note that it will not be possible to amend the dates and times of the presentations.  You must be available for the timescales indicated within the procurement timetable in Part 1 Information. Invitations, detailing the date and time of the showcase, presentation, and interview, will be sent to Applicants through the Messaging Facility during the evaluation period.  The showcase and presentation will be hosted through Microsoft Teams, the share function will be enabled for you to utilise. A link to the Teams meeting will be shared in your showcase, presentation, and interview invitation letter.  For the Showcase, this can be delivered by YouTube. Invited Applicants must ensure that it is sent it through the messaging facility of the e-tendering portal in good time ahead of the showcase, presentation, and interview date. It is not expected that the Applicant’s intended Theatre Company attend this Showcase.  Applicants are requested that no more than 3 people (which may include staff) from the organisation attend each presentation. At least one attendee must be a member of staff directly involved in frontline service delivery.  Applicants should be mindful of the purpose and content of the showcase, presentation, and interview, when selecting the individual attendees.  The duration and required content, including any specific questions/topics to be covered are detailed below. | |
| **Timetable** | **Duration** |
| Housekeeping and Introductions | 5 minutes |
| **Showcase** of the Theatre group’s work. Please introduce this by explaining the aims behind the example.  This can be delivered by YouTube.  As above, invited Applicants must please ensure that it is sent it through the messaging facility of the e-tendering portal in good time ahead of the Showcase date. | 15 minutes |
| **Presentation** of a Safeguarding Children Refresher lesson plan  Please ensure that a copy of the lesson plan is provided via the messaging facility on the e-tendering portal ahead of the presentation. | 15 minutes |
| Evaluation (Applicants will be asked to leave the room at this stage) | 10 minutes |
| Clarification Questions (reserved only for clarifications on the Showcase and the Presentation) | 15 minutes |
| Total | 1 hour |

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| **Showcase Requirements** | | |
| Applicants will be required to deliver a showcase of the theatre groups work. Please introduce this by explaining the aims behind the example.  **Evaluation Criteria**  Your showcase will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:   * A clear set of outcomes/aims behind the showcase * The content was relevant to the chosen scenario, safeguarding and child protection * How this bite-sized showcase would fit into the overall learning programme. | | |
| **Evaluation Criteria** | | **% Score** |
| **1** | **Theatre Group Work Showcase** | **15.00%** |

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| **Presentation Requirements** | | |
| Applicants will be expected to present a Safeguarding Children Refresher lesson plan.  **Evaluation Criteria**  Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:   * How the lesson plan will be engaging for a range of practitioners * The lesson plan will cover the age range (0-18 years) of children and young people across the case scenarios and how the online world plays a role. * How the lesson plan covers the four different areas of abuse, including the impact of domestic abuse/violence, mental health, and substance misuse on parenting capacity. * How the learning outcomes in Part 2 Specification, Section B2.2, B4.3 and B4.4 will be achieved | | |
| **1** | **Safeguarding Children Refresher Lesson Plan Presentation** | **12.00%** |