

## **Part 5 Mandatory Criteria**

**Contract Reference**

**TCCCS5122**

**Contract Title**

**Mentors in Violence Prevention**

**Maximum Period of Contract**

**2 years and 2 months**

**Return Date**

**Monday 28 November 2022**

**Return Time**

**No later than 12:00 Noon**

**Return To**

**[www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)  
(ProContract)**

**Applicant Name**

# Contents

Stage Two Award – Mandatory Pass / Fail Criteria.....	3
Section A. Not Used.....	3
Section B. Not Used.....	3
Section C. Safer Recruitment.....	3
Section D. Data Protection, Information Sharing and Information Security .....	4
Section E. Climate Emergency .....	6
Section F. Not Used.....	7
Section G. Health and Safety .....	7
Section H. Invoicing .....	7
Section I. Not Used.....	8
Section J. Disaster Recovery and/or Business Continuity Plans.....	8
Section K. Exit Planning.....	9
Section L. Council Branding .....	9
Section M. Contract Specific Requirements.....	10

# Stage Two Award – Mandatory Pass / Fail Criteria

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

**Please Note:** Where you are required to provide a narrative response your response should be written in English, in sentences with spaces between the words. Symbols or any other characters inserted between words instead of spaces is not acceptable. Any information that exceeds the word limits stated or that is not provided in the correct format will be redacted from your response and will be excluded from the evaluation.

**Section A. Not Used**

**Section B. Not Used**

**Section C. Safer Recruitment**

These questions relate to section B2 Safer Recruitment of Part 2 Specification.

Question Number	Questions	Response
C1.	<p>Please confirm whether you will comply with the requirements set out in section B2 of Part 2 Specification.</p> <p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.</p>	<p><b>Choose an item.</b></p>

## Section D. Data Protection, Information Sharing and Information Security

These questions relate to section B3 Data Protection, Information Sharing and Information Security of Part 2 Specification.

Question Number	Questions	Response
D1.	<p><b>Data Collection and Data Processing / Not Used</b></p> <p>Please confirm whether you will comply with the requirements set out in section B3.1 of Part 2 Specification. Your response should be supported by completion of the table set out in the Response Evidence box below.</p>	<p><b>Choose an item.</b></p>
	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement, an assessment of your submitted Data Protection Policy and completion of the table set out in the Response Evidence box below.</p> <p><b>Evidencing Compliance</b></p> <p>You must complete the table in the Response Evidence box below and submit your Data Protection Policy as part of your response</p>	
<b>Response Evidence:</b>		
The means of processing the data		
<p>Approved sub-processors and in each case:</p> <ul style="list-style-type: none"> <li>Nature and purpose of processing</li> <li>Location of processing</li> </ul>		
Details of approved international transfers of Contract Personal Data together with details of approved transfer mechanisms		

Details of the technical and organisational measures in place to protect contract personal data		
D2.	<p><b>Protection for the Rights and Freedoms of Data Subjects / Not Used</b></p> <p>Please confirm whether your proposed system complies with the requirements set out in section B3.2 of Part 2 Specification.</p>	Choose an item.
	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>Evidence of compliance must be provided in the Response Evidence box below.</p> <p><b>Word / Page Limit: Maximum half page A4 in Arial 12 (row height set at 13cm)</b></p>	
Response Evidence:		
D3.	<p><b>Security / Not Used</b></p> <p>Please confirm whether your proposed system complies with the requirements set out in section B3.3 of Part 2 Specification.</p>	Choose an item.
	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>Evidence of compliance must be provided in the Response Evidence box below.</p>	

**Word / Page Limit:** Maximum half page A4 in Arial 12 (row height set at 13cm)

**Response Evidence:**

**D4.**

**CESG Cloud Information Security Questionnaire / Not Used**

If your organisation is offering a Cloud-based service, please confirm whether you have completed Appendix G – CESG Cloud Information Security Questionnaire and submit this as part of your Tender response.

**Choose an item.**

**Minimum Requirement**

That the Applicant provides a response to this question.

**Evaluation Criteria**

This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail. Where the requirement does not apply, a N/A response will be deemed a Pass.

**Evidencing Compliance**

OR If your response to this question is Yes, you will be required to submit a completed (Appendix G) CESG Cloud Information Security Questionnaire with your tender submission.

## Section E. Climate Emergency

These questions relate to section B4 Climate Emergency of Part 2 Specification.

Question Number	Questions	Response
E1.	Please confirm that your organisation can satisfy all of the requirements set out in section B4.1 of Part 2 Specification.	<b>Choose an item.</b>

	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>You do not need to provide evidence of compliance at this stage. Prior to Contract commencement the successful Applicant will be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Contract may be withdrawn or terminated.</p>
--	--

**Section F. Not Used**

**Section G. Health and Safety**  
 These questions relate to section B6 Health and Safety of Part 2 Specification.

Question Number	Questions	Response
<b>G1.</b>	Please confirm whether you will comply with the requirements set out in sections B6.1 and B6.2 of Part 2 Specification and the requirements of Appendix F Council Health and Safety Policy Statement.	<b>Yes / No</b>
	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p>	

**Section H. Invoicing**  
 These questions relate to section B7 Invoicing of Part 2 Specification.

Question Number	Questions	Response
<b>H1.</b>	Please confirm whether you will comply with the requirements set out in section B7 of Part 2 Specification.	<b>Choose an item.</b>

	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>You do not need to provide evidence of compliance at this stage. Prior to Service commencement the successful Applicant may be required to provide written evidence to demonstrate compliance with this requirement. Where compliance is not evidenced the Service Contract may be withdrawn or terminated.</p>	
<p><b>Section I. Not Used</b></p>		
<p><b>Section J. Disaster Recovery and/or Business Continuity Plans</b></p> <p>These questions relate to section B9 Business Continuity Plans of Part 2 Specification.</p>		
<b>Question Number</b>	<b>Questions</b>	<b>Response</b>
<b>J1.</b>	<p>Please confirm that you will comply with the requirements set out in section B9 of Part 2 Specification.</p>	<b>Choose an item.</b>
	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p>	



## Section K. Exit Planning

These questions relate to section B10 Exit Management of Part 2 Specification.

Question Number	Questions	Response
K1.	Please confirm whether you will comply with the requirements set out in section B10 of Part 2 Specification.	<b>Choose an item.</b>
	<b>Minimum Requirement</b> That the Applicant provides a response to this question. <b>Evaluation Criteria</b> This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.	

## Section L. Council Branding

These questions relate to section B11 Use of Council Branding of Part 2 Specification.

Question Number	Questions	Response
L1.	Please confirm that you will comply with the requirements set out in section B11 Use of Council Branding of Part 2 Specification.	<b>Choose an item.</b>
	<b>Minimum Requirement</b> That the Applicant provides a response to this question. <b>Evaluation Criteria</b> This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.} <b>Evidencing Compliance</b> Evidence of compliance must be provided in the Response Evidence box below. <b>Word / Page Limit: Maximum half page A4 in Arial 12 (row height set at 13cm)</b>	

**Response Evidence:**

## Section M. Contract Specific Requirements

These questions relate to sections B12.1 to B12.7 Contract Specific Requirements of Part 2 Specification.

Question Number	Questions	Response
M1.	Please confirm as per section B12.1 of Part 2 Specification your organisation has up to date safeguarding policies in place and will keep them updated for the duration of the Contract.	<b>Choose an item.</b>
	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>Evidence of compliance must be provided in the Response Evidence box below.</p> <p><b>Word / Page Limit: Maximum half page A4 in Arial 12 (row height set at 13cm)</b></p>	
<b>Response Evidence:</b>		
M2.	Please confirm that all of your staff delivering or working on the Contract, will have completed or be prepared to complete within 3 months of the start of the Contract, the Torbay Children's Safeguarding Training, as per section B12.2 of Part 2 Specification.	<b>Choose an item.</b>

	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>Evidence of compliance must be provided in the Response Evidence box below.</p> <p><b>Word / Page Limit: Maximum half page A4 in Arial 12 (row height set at 13cm)</b></p>				
<p><b>Response Evidence:</b></p>					
<p><b>M3.</b></p>	<table border="1"> <tr> <td data-bbox="320 864 1270 1021"> <p>Please confirm that all of your staff delivering or working on the Contract, will have valid enhanced DBS checks in place, as per section B12.3 of Part 2 Specification.</p> </td> <td data-bbox="1270 864 1469 1021"> <p><b>Choose an item.</b></p> </td> </tr> <tr> <td colspan="2" data-bbox="320 1021 1469 1588"> <p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>Evidence of compliance must be provided in the Response Evidence box below.</p> <p><b>Word / Page Limit: Maximum half page A4 in Arial 12 (row height set at 13cm)</b></p> </td> </tr> </table>	<p>Please confirm that all of your staff delivering or working on the Contract, will have valid enhanced DBS checks in place, as per section B12.3 of Part 2 Specification.</p>	<p><b>Choose an item.</b></p>	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>Evidence of compliance must be provided in the Response Evidence box below.</p> <p><b>Word / Page Limit: Maximum half page A4 in Arial 12 (row height set at 13cm)</b></p>	
<p>Please confirm that all of your staff delivering or working on the Contract, will have valid enhanced DBS checks in place, as per section B12.3 of Part 2 Specification.</p>	<p><b>Choose an item.</b></p>				
<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>Evidence of compliance must be provided in the Response Evidence box below.</p> <p><b>Word / Page Limit: Maximum half page A4 in Arial 12 (row height set at 13cm)</b></p>					
<p><b>Response Evidence:</b></p>					
<p><b>M4.</b></p>	<table border="1"> <tr> <td data-bbox="320 1718 1270 1908"> <p>Please confirm as per section B12.4 of Part 2 Specification you have appropriate data protection policies and procedures in place and are fully compliant with data protection and information sharing legislation</p> </td> <td data-bbox="1270 1718 1469 1908"> <p><b>Choose an item.</b></p> </td> </tr> </table>	<p>Please confirm as per section B12.4 of Part 2 Specification you have appropriate data protection policies and procedures in place and are fully compliant with data protection and information sharing legislation</p>	<p><b>Choose an item.</b></p>		
<p>Please confirm as per section B12.4 of Part 2 Specification you have appropriate data protection policies and procedures in place and are fully compliant with data protection and information sharing legislation</p>	<p><b>Choose an item.</b></p>				

	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>Evidence of compliance must be provided in the Response Evidence box below.</p> <p><b>Word / Page Limit: Maximum half page A4 in Arial 12 (row height set at 13cm)</b></p>	
<p><b>Response Evidence:</b></p>		
<p><b>M5.</b></p>	<p>Please confirm as per section B12.5 of Part 2 Specification your organisation is appropriately trained in data protection, information sharing and information governance or will be prepared to complete this training within 3 months of the Contract start date</p>	<p><b>Choose an item.</b></p>
	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>Evidence of compliance must be provided in the Response Evidence box below.</p> <p><b>Word / Page Limit: Maximum half page A4 in Arial 12 (row height set at 13cm)</b></p>	
<p><b>Response Evidence:</b></p>		
<p><b>M6.</b></p>	<p>Please confirm as per section B12.6 of Part 2 Specification your organisation has proven experience of working within education</p>	<p><b>Choose an item.</b></p>

	settings, to develop and implement the Mentors in Violence Prevention programme	
	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>Evidence of compliance must be provided in the Response Evidence box below.</p> <p><b>Word / Page Limit: Maximum half page A4 in Arial 12 (row height set at 13cm)</b></p>	
<b>Response Evidence:</b>		
<b>M7.</b>	Please confirm as per section B12.7 of Part 2 Specification that the work (required in this Contract) will be led by practitioners trained in delivering the Mentors in Violence Prevention programme.	<b>Choose an item.</b>
	<p><b>Minimum Requirement</b></p> <p>That the Applicant provides a response to this question.</p> <p><b>Evaluation Criteria</b></p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass and a No response will be deemed a Fail.</p> <p><b>Evidencing Compliance</b></p> <p>Evidence of compliance must be provided in the Response Evidence box below.</p> <p><b>Word / Page Limit: Maximum half page A4 in Arial 12 (row height set at 13cm)</b></p>	
<b>Response Evidence:</b>		