**CHESHIRE EAST BOROUGH COUNCIL**

**FURTHER COMPETITION RESPONSE DOCUMENT**

**CONTRACT FOR THE PROVISION OF ADULT RESPITE SUPPORT (RESIDENTIAL) SERVICE**

**FURTHER COMPETITION – ACCOMODATION WITH CARE (AWC) DPS**

**PERIOD: 01/12/2023 – 30/11/2024**

**With 1 x 6 months option to extend**

**Procurement Ref: 23 074/C2074**

|  |  |
| --- | --- |
| Name of Tenderer: |  |

**© 2023**

###### Copyright – Cheshire East Council - All rights reserved

**No part of this publication may be reproduced,**

**stored in a retrieval system or transmitted**

**in any form or by any means electronic,**

**mechanical, photocopying, recording or**

**otherwise without the prior written permission**

**of the Council**

**Version 33**

**CHECKLIST FOR TENDERERS**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in Tender?** |
|  | Form of Tender |[ ]
|  | Certificate of Non-Collusion and Non-Canvassing |[ ]
|  | SQ - Selection Questionnaire  |[ ]
|  | Pricing Schedule |[ ]
|  | Qualitative Evaluation Questions |[ ]
|  | ICO Data Security Questionnaire & Checklist |[ ]
|  | Compliance with Specification & Scope of Requirements |[ ]

**Please refer to Appendix A: Service Specification for Requirement location.**

**Check the selected category for the requirement(s) that you are tendering for:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement #** | **Requirement Description** | **Number of beds required**  | **Selected Category** |
| 1 | Residential - Older People (65+) | 1 |  [ ]  |
| 2 | Residential Dementia - (North) Older People (65+) | 1 | [ ]   |
| 3 | Residential Dementia - (South) Older People (65+) | 1 | [ ]   |
| 4 | Nursing - Older People (65+) | 1 | [ ]  |
| 5 | Nursing/Dementia - Older People (65+) | 1 | [ ]  |
| 6 | Residential - Emergency Bed - Older People (65+) | 1 | [ ]  |
| 7 | Residential/Nursing/Dementia - Emergency Bed - Older People (65+) | 1 | [ ]   |
| 8 | Residential - Physical Disability Support (18-65 and 65+) | 1 | [ ]  |

**Cheshire East Borough Council**

Provision of Adult Respite Support Service

**Period: 01.12.2023 – 30.11.2024 with 1 x 6 months option to extend**

**SCHEDULE 1 - FORM OF TENDER**

**Provision of Adult Respite Support Service (the “Contract”)**

To: Cheshire East Borough Council

For the Attention of **Emma Harris**

Date:

Dear Sir/Madam,

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe ITT.
2. The completed Pricing Schedule.
3. A signed Certificate of Non-Collusive Tendering and non-Canvassing.

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the weekly charge £\_\_\_\_\_\_\_\_\_\_\_\_\_\_(excluding VAT) as submitted within the Pricing Schedule herein for requirement number ­­­­­­\_\_\_\_\_ (Please repeat this paragraph if tendering for more than 1 requirement. Noting the requirement numbers as relevant).

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by

Name(s)

Position

for and on behalf of [ Insert Company Name ]

Full registered business / name and registered company address of the Tenderer

 .

 .

 .

**Cheshire East Borough Council**

Provision of Adult Respite Support Service

**Period: 01.12.2023 – 30.11.2024 with 1 x 6 months option to extend**

**SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND**

**NON-CANVASSING**

**Provision of Adult Respite Support Service (the “Contract”)**

To: Cheshire East Borough Council

Date:

For the Attention of: **Emma Harris**

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* + - * 1. communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
				2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
				3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission; or
				4. committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

I/we agree that there is a requirement to disclose and declare any direct or indirect financial or non-financial interest in an organisation, company, or other body that is doing business with, or has dealings with, the council and where this may affect and/or could bring about a conflict with the Council’s interest.

I/we should notify this to the Council and that failure to disclose or declare such an interest could result in the contract being terminated.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed

Name:

Position

For and on behalf of **[Tenderer]**

*(End of Schedule 2)*

**Cheshire East Borough Council**

Provision of Adult Respite Support Service

**Period: 01.12.2023 – 30.11.2024 with 1 x 6 months option to extend**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 2 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**Schedule 3 Part 1: Potential supplier Information**

 ***[This Section is for Information Only]***

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 self-declaration.

|  |  |
| --- | --- |
| **Section 1** | **Your information** |
| **Question** **number** | **Question** | **Response** |
| 1.1(a) | Name (if registered, please give the registered name) |  |
| 1.1(b) – (i) | Registered address (if applicable) or head office address |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading statusa) - public limited companyb) - private limited companyc) - limited liability partnershipd) - other partnershipe) - sole traderf) - third sectorg) - other (please specify your trading status) |  |
| 1.1(d) | Date of registration (if applicable) or date of formation. |  |
| 1.1(e) | Registration number (company, partnership, charity, etc if applicable). |  |
| 1.1(f) | Registered VAT number. |  |
| 1.1(g) - (i) | Are you registered with the appropriate professional or trade register(s) specified for this procurement in the Member State where your organisation is established? | Yes [ ] No [ ] N/A [ ]  |
| 1.1(g) - (ii) | If you responded yes to 1.1(h) - (i), please provide the relevant details, including the name of the register and registration number(s), and if evidence of registration is available electronically, please provide- the website address,- issuing body- reference number. |  |
| 1.1(h) - (i) | For procurements for services only, is it a legal requirement in the country where you are established for you to:a) possess a particular authorisation, orb) be a member of a particular organisation,to provide the requirements specified in this procurement? | Yes [ ] No [ ]  |
| 1.1(h) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required, confirmation that you have complied with this and, if evidence of compliance is available electronically, please give the website address, issuing body and reference number. |  |
| 1.1(i) | Relevant classifications (state whether you fall within one of these, and if so which one)a) Voluntary Community Social Enterprise (VCSE).b) Sheltered Workshop.c) Public Service Mutual. |  |
| 1.1(j) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-2)? | Yes [ ] No [ ]  |
| 1.1 (k) | Details of Persons with Significant Control (PSC)[[2]](#footnote-3), where appropriate[[3]](#footnote-4):- Name- Date of birth- Nationality- Country, state or part of the UK where the PSC usually lives- Service address- The date he or she became a PSC in relation to the company;- Which conditions for being a PSC are met:- Over 25% up to (and including) 50%- More than 50% and less than 75%- 75% or more(Please enter N/A if not applicable) |  |
| 1.1(l) | Details of your immediate parent company:- Full name of immediate parent company,- Registered or head office address,- Registration number (if applicable),- VAT number (if applicable),Please enter N/A if not applicable) |  |
| 1.1(m) | Details of ultimate parent company:- Full name of ultimate parent company,- Registered or head office address,- Registration number (if applicable),- VAT number (if applicable),(Please enter N/A if not applicable) |  |
| Please note: A criminal record check for relevant convictions may be undertaken for the preferred supplier and all relevant persons and entities (as described above). |

|  |
| --- |
| **Please provide the following information about your approach to this procurement:** |
| **Section 1 (cont.)** | **Bidding model** |  |
| **Question****number** | **Question** | **Response** |
| 1.2 | Please indicate if you are bidding as a single supplier or as part of a group or consortium?*If you are bidding as a single supplier, please go to Q 1.3.*If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract, or you are a subcontractor), please tell us:1. The name of the group/consortium.
2. The proposed structure of the group/consortium, including the legal structure where applicable.
3. The name of the lead member in the group/consortium.
4. Your role in the group/consortium (e.g. lead member, consortium member, subcontractor).
5. If you are the lead member in the group/consortium, whether you are relying on other consortium members to meet the selection criteria (i.e. are you relying on other consortium members for economic and technical standing and/or technical and professional ability?) and, if so, which criteria you are relying on them for
 |  |
| 1.3 | If you are proposing to use subcontractors, please provide the details for each subcontractor[[4]](#footnote-5).- Name- Registration number- Registered or head office address,- Trading status1. Public limited company
2. Private limited company
3. Limited liability partnership
4. Other partnership
5. Sole trader
6. Third sector
7. Other (please specify your trading status)

- Registered VAT number- SME (Yes/No)- The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables - if known- The approximate % of contractual obligations assigned to each subcontractor, if known- Is the subcontractor being relied upon to meet the selection criteria (i.e. are you relying on the subcontractor for economic and technical standing and/or technical and professional ability?) and, if so, which criteria are you relying on them for? |  |

**Schedule 3 Part 2 - Additional SQ modules**

Please indicate your answer by marking ‘X’ in the relevant box and attach the completed questionnaire and checklist with your tender submission.

|  |
| --- |
| **NOTE TO ORGANISATION:*****(This section will be scored on a pass/fail basis)*** |
| **2.1 DATA SECURITY** |
| Bidders are required to complete the questionnaire **APPENDIX B** + ICO checklistsPlease confirm completion of **Appendix B** and that you have attached both checklist*Please note that if you plan to sub-contract or partner with another organisation to deliver any part of your data security requirements then it may be necessary for sub-contract or partner organisation(s) to also complete the ICT security questions at* ***Appendix B.*** | **Yes** [ ] **No** [ ]  |

|  |  |  |
| --- | --- | --- |
| 2.2 | Please detail Care Provision location(s): [by requirement if applicable] | Address: |

**DECLARATION**

I declare that to the best of my knowledge the answers submitted, and information contained in this complete document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates and/or documentary evidence referred to in this document except where this documentation can be accessed by the contracting authority via a national database free of charge or the contracting authority already possesses the documentation.

I understand that the information will be used in the selection process to assess my suitability to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Signature (electronic is acceptable):

Date:

|  |
| --- |
| **Contact details of those making the declaration** |
|  | **Response** |
| Contact name |  |
| Name of organisation |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address |  |
| Postal address |  |

*(End of Schedule 3 SQ)*

**Cheshire East Borough Council**

Provision of Adult Respite Support Service

**Period: 01.12.2023 – 30.11.2024 with 1 x 6 months option to extend**

**SCHEDULE 4 – PRICING SCHEDULE**

**Pricing Schedule – 40% of total evaluation score**

Please complete the green highlighted column of the **Pricing Schedule below** with your proposed weekly charge for each requirement that you are bidding, this should represent the full weekly charge payable by Cheshire East Council - **No claim for additional payment will be considered.** Please enter N/A for requirements that you are not bidding for.

**Please note the maximum weekly charge, per requirement,** **bids exceeding the maximum weekly charge will fail and will not be evaluated further**.

Each Requirement will be evaluated separately, bids including contingent pricing will be rejected.

This pricing schedule will remain fixed for the full length of the contract.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirement #** | **Requirement Description** | **Maximum Weekly Charge (£)** | **Number of beds required** | **Weekly Charge (£)** |
| 1 | Residential - Older People (65+) | £750.00 | 1 |  |
| 2 | Residential Dementia - (North) Older People (65+) | £850.00 | 1 |  |
| 3 | Residential Dementia - (South) Older People (65+) | £775.00 | 1 |  |
| 4 | Nursing - Older People (65+) | £1,100.00 | 1 |  |
| 5 | Nursing/Dementia - Older People (65+) | £1,400.00 | 1 |  |
| 6 | Residential - Emergency Bed - Older People (65+) | £850.00 | 1 |  |
| 7 | Residential/Nursing/Dementia - Emergency Bed - Older People (65+) | £1,295.00 | 1 |  |
| 8 | Residential - Physical Disability Support (18-65 and 65+) | £1,295.00 | 1 |  |

*(End of Schedule 4)*

**Cheshire East Borough Council**

Provision of Adult Respite Support Service

**Period: 01.12.2023 – 30.11.2024 with 1 x 6 months option to extend**

**SCHEDULE 5**

**ITT QUALITATIVE EVALUATION QUESTIONS**

**Quality Questions – 60% of total evaluation score**

**Introduction**

These are the Qualitative questions, which are contract specific and relate to the technical and professional ability of the supplier.

Please ensure you responses are in line with the questions word limit and 12pt Arial. Anything beyond the word limit will not be taken into consideration by the Council.

Additional supporting documents are not permitted including diagrams/images. Cross Referencing information is not deemed a valid form of response by the Council.

**Any Supplier who fails to answer one of these questions or whose answer scores less than 2 out of the maximum possible score of 5, the Council reserves the right to reject that Supplier from participating any further in this procurement.**

|  |  |
| --- | --- |
| **Question 1 – Advance Bookings** | **Weight** |
| Carers and service users often want reassurance that stays can be booked in advance. This can require providers to complete their own needs assessments on the service users, some time prior to a stay taking place. Please describe how you will manage this process, prior to service user admission.Maximum Word Count: 500font Arial 12 | 10% |
| Response:Word Count ……………… |
| **Question 2 – Managing Service User Turnover**  | **Weight** |
| In between each block booking, there is an expectation that the room used for the respite stay, will be vacated and ready for the next admission, sometimes within 24 hours.Please describe what mechanisms you have in place to deal with a high turnover of residents staying in the block booked bed(s)?Maximum Word Count: 500 font Arial 12 | 15% |
| Response:Word Count ……………… |
| **Question 3 – Carer Site Visits** | **Weight** |
| There will be occasions when people may want to visit your premises and have a look around the home prior to agreeing for their loved one to have a respite stay. Please describe how you would accommodate this, and the process involved.Maximum Word Count: 300 font Arial 12 | 10% |
| Response:Word Count……………. |
| **Question 4 – Promoting Safety** | **Weight** |
| Please describe how you promote the safety of vulnerable adults and protect people from abuse.Maximum Word Count: 500 font Arial 12 | 15% |
| Response:Word Count…………. |
| **Question 5A– Social Value Commitments** | **Weight** |
| How will you demonstrate and achieve Social Value through the delivery of the Adult Respite Support (Residential) Service and what performance indicators will you use to monitor progress in the achievement of Social Value for ***one*** or more of the following objectives: * Promote employment and economic sustainability – tackle unemployment and facilitate the development of skills.
* Raise the living standards of local residents – working towards the Living Wage, maximise employee access to entitlements such as childcare and encourage suppliers to source labour from within Cheshire East.
* Promote participation and citizen engagement – encourage resident participation and promote active citizenship.
* Build the capacity and sustainability of the voluntary and community sector – practical support for local voluntary and community groups.
* Promote equity and fairness – target effort towards those in the greatest need or facing the greatest disadvantage and tackle deprivation across the borough.
* Promote environmental sustainability – reduce wastage, limit energy consumption and produce materials from sustainable sources.

Maximum Word Count: 500 font Arial 12 | 8% |
| Response:Word Count……………. |
| **Question 5B– Social Value** | **Weight** |
| The newly developed Social Value Award has now been launched through the Cheshire and Merseyside Social Value Network, and can be accessed via the Social Value Business: [CM Award - socialvaluebusiness.com](https://socialvaluebusiness.com/social-value-award/) Cheshire East Council anticipates that all key suppliers should obtain (or should be willing to obtain within 12 months) this award. Please confirm that your organisation has been awarded the Social Value Award (quality mark).If your organisations have not yet been awarded the Social Value Award for Cheshire East, will there be an application and anticipated award within 12 months of being successful in this tender? | 2%Yes [ ] No [ ] Yes [ ] No [ ]  |

*End of Schedule 5 ITT Response*

**Cheshire East Borough Council**

Provision of Adult Respite Support Service

**Period: 01.12.2023 – 30.11.2024 with 1 x 6 months option to extend**

**SCHEDULE 6**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

**This section will be evaluated on a pass / fail basis.**

|  |
| --- |
| **Compliance with Specification & Scope** |
| Please confirm you have complied with the stated specification included within this ITT document, by entering yes in the field - | Yes [ ]  |
| Please confirm that you accept and will comply with the Call-off terms and conditions of the contract that has been supplied with the tender documentation, as they will not be open to negotiation post award. | Yes [ ]  |
| Please confirm that the proposed accommodation includes the below requirements – **Please note a site visit will be scheduled to verify your response between the dates shown in the timetable (page 3) of the Guidance Document.** **Bidders will fail, and be excluded from the opportunity, if any responses provided below are found to be inaccurate at site visit.** |
| Accessible toilet facilities | Yes [ ]  |
| Access to the communal area  | Yes [ ]  |
| Moving and Handling equipment and mobility aids | Yes [ ]  |
| Wheelchair accessible Lift (if lift is needed) | Yes [ ]  |
| Wide door frames – wheelchair accessible | Yes [ ]  |
| Good lighting in corridors  | Yes [ ]  |

*End of Schedule 6 ITT Response*

***End of ITT Response Document***

1. 3See definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
2. 4UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). Overseas bidders are required to provide equivalent information. [↑](#footnote-ref-3)
3. 5Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only. [↑](#footnote-ref-4)
4. 6This applies to all supply chain members and/or subcontractors, where their identity is known at this stage, irrespective of whether you are relying on them to meet the selection criteria. Where a supply chain member and/or subcontractor has been identified in response to this question, any resulting subcontract entered into with that subcontractor for that part of the works, services or supplies identified in response to that question will not be subject to the requirement for contracts to advertise the subcontracting opportunity, as set out in PPN 01/18. [↑](#footnote-ref-5)