

Thank you for your interest in the Southwark Works Employment Support Framework procurement opportunity.

This procurement will establish a framework of employment support providers and award initial two year call-off contracts (with an option to extend for a further two years) for lots 1-9 (all lots) with intended start dates of 1st July 2023.

The Standard Questionnaire (SQ) will be used to create a shortlist of potential suppliers, shortlisted providers will be invited to progress to the Invitation to Tender (ITT). At ITT stage, potential suppliers will be invited to bid for appointment to the framework for the lots they have passed at SQ and simultaneously bid for initial call-off contracts for the lots that they have passed SQ.

Notice of the appointments to all framework lots and notice of initial contract awards for lots will be given simultaneously.

Potential suppliers should be aware that although the Invitation to Tender (ITT) documents have been uploaded to the authority's portal as required by law, these are provided for information purposes only and may be subject to change.

Potential suppliers are not required to complete any part of the ITT Documents at the first stage of the procurement and only the Standard Questionnaire (SQ) and associated appendix/appendices should be completed now and submitted to the authority within the timescales set out. Potential suppliers should refer to the Supplier Selection Guidance (SSG) which will assist them in completing the SQ. Please note the final date for submission of the SQ is **5pm 27th February 2023**.

Please note that those suppliers who are shortlisted following the SQ stage to submit a full tender will be required to return Section 7d – Confidentiality of Undertaking as soon as practically possible. Upon receipt of this information, the council will release stage 1 TUPE information.

A full list of all documents required at ITT stage can be found in Section 2 – Conditions of Tendering.

For assistance, a full list of documents uploaded to the portal is shown below.

Procurement documents

- 0 Opening letter

SQ stage

- A Supplier Selection Guidance
- B Standard Questionnaire (SQ)
- C SQ Appendix 1 – 6.4 Response Document

ITT stage

- 1 Tender Information
- 2 Conditions of Tendering
- 3a Framework Agreement
- 3b Collaboration Agreement
- 4 Specification
- 5 Pricing Schedule
- 6 Evaluation Methodology
- 7a Form of Tender
- 7b Certificate of Non-collusion and Non-canvassing
- 7c Offences Certificate
- 7d Confidentiality of Undertaking
- 7e NOT USED
- 7f Parent Company Guarantee Undertaking
- 8a Framework Appointment Tender Response - Lots 1-8
- 8b Framework Appointment Tender Response - Lot 9
- 9 Call-off Contract Tender Response - Lots 1-9
- 10 Information Sharing Agreement
- 11 Market Warming Summary
- 12 Current Service Evaluation