

TORBAY COUNCIL

Part 4 Award Questionnaire

Contract Reference

TELS0821

Contract Title

Lot 1: Support for Torbay Governing Body Support Services.

Lot 2: Support for Torbay and Ethnic Minority and Traveller Support and English as an additional language.

Lot 3: Provision of an Adviser to Torbay Standing Advisory Council for Religious Education (SACRE).

Maximum Period of Contract

4 years

Return Date

Friday 14 May 2021

Return Time

12:00 Noon

Return To

www.supplyingthesouthwest.org.uk (ProContract)

Applicant Name

Contents

| | |
|--|----|
| Stage Two - Award | 3 |
| Applicants to confirm which Lots they are bidding for..... | 3 |
| Section A. Pass / Fail Criteria | 3 |
| Section B. Method Statements | 4 |
| Section C. Technical Questions..... | 8 |
| Section D. Social Value, Sustainability, Environmental Considerations..... | 11 |

Stage Two – Award

Please confirm which Lot(s) you are bidding for, in the boxes, below (please delete as applicable):

| | |
|--|--------|
| Lot 1 - Support for Torbay school's Governing Body Support services | Yes/No |
| Lot 2 - Support for Torbay Ethnic Minority and Traveller Support | Yes/No |
| Lot 3 - Adviser to Torbay SACRE | Yes/No |

Section A. Pass / Fail Criteria

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

| Question Number | Questions | Response |
|------------------|--|----------|
| 1 | <p>Please confirm you meet all of the Mandatory Requirements for Lots 1, 2 and 3 (as above), set out at within Part 2 Specification:</p> <p>Minimum Requirement</p> <p>That the Applicant meets all of the Mandatory Requirements of this Tender.</p> | Yes/No |
| Comments: | | |

Section B. 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.

| Method Statement Number | Method Statement - for Lot 1 - Support for Torbay school's Governing Body Support services | Score / Weighting |
|-------------------------|---|----------------------|
| 1 | <p>Contract Delivery – for Lot 1 - Support for Torbay school's Governing Body Support services:</p> <p>The Applicant shall provide a Method Statement of a <u>maximum</u> two thousand five hundred (2500) words. Please note that only the first two thousand five hundred (2500) words will be considered for evaluation purposes.</p> <p>Please describe how you are going to operate this Contract to ensure that it is set up and run efficiently and effectively which will result in meeting the required outcomes as detailed in Volume Three (3) – Specification.</p> <p>Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • What the training package will include • How the package will be made accessible to all Governors, Head Teachers/Principals, Clerks and Associate Members of maintained schools and academies within the Torbay area. • How it will be ensured a named Torbay school's Governing Body Support Officer will be able to book and cancel places on courses provided by the successful contractor. • How the successful contractor will provide advice on an ad hoc basis, to a named Torbay school's Governing Body Support Officer. <p>Topics to specifically include:</p> <ul style="list-style-type: none"> • The identification of your organisation's nominated Contract Manager for this Contract and Senior | <p>25.00%</p> |

| | | |
|-------------------------|--|--|
| | <p>Manager or Director to assist in the resolution of any Contractual issues, as required</p> <ul style="list-style-type: none"> • Behaviour and professionalism of your organisation’s personnel in carrying out the work under this Contract, on behalf of the Authority • Your Resource Management Plan - to address medium to long term staff absence during the life of this Contract; • Your Exit Management Plan – to address your full procedures at the end of this Contract; • How your organisation will fully comply with all of the requirements, within Volume Three (3) Specification. <p>You may provide copies of relevant policies, plans and procedures (as appendices) to support your response.</p> <p>Word Limit: 2500 (excluding permitted appendices)</p> | |
| <p>Response:</p> | | |

| Method Statement Number | Method Statement - for Lot 2 - Support for Torbay Ethnic Minority and Traveller Support and English as an additional language | Score / Weighting |
|--------------------------------|--|--------------------------|
| 2 | <p>Contract Delivery – for Lot 2 - Support for Torbay Ethnic Minority and Traveller Support and English as an additional language:</p> <p>The Applicant shall provide a Method Statement of a <u>maximum</u> two thousand five hundred (2500) words. Please note that only the first two thousand five hundred (2500) words will be considered for evaluation purposes.</p> <p>Please describe how you are going to operate this Contract to ensure that it is set up and run efficiently and effectively which will result in meeting the required outcomes as detailed in Volume Three (3) – Specification.</p> <p>Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • How they can ensure that they provide 10 individual days support, as and when required within school term | <p>25.00%</p> |

| | | |
|-------------------------|---|--|
| | <p>time, for Gypsy Romany Traveller families arriving in Torbay.</p> <ul style="list-style-type: none"> • Which languages can they offer to translate • Type of assessments used to benchmark ability of new pupils with English as an additional language • An example of an intervention programme based on the initial assessment <p>Topics to specifically include:</p> <ul style="list-style-type: none"> • The identification of your organisation’s nominated Contract Manager for this Contract and Senior Manager or Director to assist in the resolution of any Contractual issues, as required • Behaviour and professionalism of your organisation’s personnel in carrying out the work under this Contract, on behalf of the Authority • Your Resource Management Plan - to address medium to long term staff absence during the life of this Contract; • Your Exit Management Plan – to address your full procedures at the end of this Contract; • How your organisation will fully comply with all of the requirements, within Volume Three (3) Specification. <p>You may provide copies of relevant policies, plans and procedures (as appendices) to support your response.</p> <p>Word Limit: 2500 (excluding permitted appendices)</p> | |
| <p>Response:</p> | | |

| Method Statement Number | Method Statement - for Lot 3 - Provision of an Adviser to Torbay Standing Advisory Committee for Religious Education (SACRE) | Score / Weighting |
|-------------------------|---|-------------------|
| 3 | <p>Contract Delivery – for Lot 3 - Provision of an Adviser to Torbay Standing Advisory Committee for Religious Education (SACRE):</p> <p>The Applicant shall provide a Method Statement of a <u>maximum</u> two thousand five hundred (2500) words. Please note that only the first two thousand five hundred (2500) words will be considered for evaluation purposes.</p> | 30.00% |

| | | |
|-------------------------|--|--|
| | <p>Please describe how you are going to operate this Contract to ensure that it is set up and run efficiently and effectively which will result in meeting the required outcomes as detailed in Volume Three (3) – Specification.</p> <p>Topics to specifically include:</p> <ul style="list-style-type: none"> • The experience and qualifications of likely advisers <p>Applicants should cover the following within this section:</p> <ul style="list-style-type: none"> • The identification of your organisation’s nominated Contract Manager for this Contract and Senior Manager or Director to assist in the resolution of any Contractual issues, as required • Behaviour and professionalism of your organisation’s personnel in carrying out the work under this Contract, on behalf of the Authority • Your Resource Management Plan - to address medium to long term staff absence during the life of this Contract; • Your Exit Management Plan – to address your full procedures at the end of this Contract; • How your organisation will fully comply with all of the requirements, within Volume Three (3) Specification. <p>You may provide copies of relevant policies, plans and procedures (as appendices) to support your response.</p> <p>Word Limit: 2500 (excluding permitted appendices)</p> | |
| <p>Response:</p> | | |

You may provide copies of relevant policies, plans and procedures (as appendices) to support your response.

Section C. Technical Questions

Applicants are required to submit their responses to the following Technical Questions. 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 clearly 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.

Applicants should please note that the Technical Questions below are applicable to either:

Lots 1, 2 and 3.

Or

Lot 1 - Support for Torbay school's Governing Body Support services;

Or

Lot 2 - Support for Torbay Ethnic Minority and Traveller Support;

Or

Lot 3 – Provision of an Adviser to Torbay Standing Advisory Committee for Religious Education (SACRE)

Applicants must answer all questions which are applicable to the Lots which they are bidding for. The percentage weighting scores for Lots 1, 2 and 3 will both include the percentage weighting scores for the questions applicable to all 3 Lots.

Please refer to the Award Evaluation details at section 3.3.1 of Part 1 Information.

| Technical Question Number | Technical Question – <u>Applicable to Lots 1, 2 and 3 (ALL Lots)</u> | 20% Score / Weighting |
|---------------------------|---|-----------------------|
| 1 | How many staff are available to carry out this roles required of each Lot, which you are bidding for? (applicable to all 3 Lots). Word Limit: 300 words | 5.00% Score |
| Response: | | |

| | | |
|------------------|---|------------------------|
| 2 | Please explain how quickly you can respond to a request from the Authority, including your preferred methods of communication, to aid in a prompt response (applicable to all 3 Lots). Word Limit: 300 words | 5.00% Score |
| Response: | | |
| 3 | Please explain what would happen in the event that the consultant(s) contracted to provide the Service(s), is unavailable for any reason (applicable to all 3 Lots). Word Limit: 300 words | 5.00% Score |
| Response: | | |
| 4 | How will you ensure that all information, marked as confidential, or by its nature being deemed confidential, will be safeguarded by your organisation? (applicable to all 3 Lots). Word Limit: 300 Words | 5.00% Score |
| Response: | | |

| Technical Question Number | Technical Question – <u>applicable to Lot 1 only</u> | 10.00% Score / Weighting |
|----------------------------------|---|---|
| 1 | Please list all the courses Governors would have access to, within a term? Would any of these be repeated through the year? (applicable to Lot 1 only). Word Limit: 300 words | 4.00% Score |
| Response: | | |

| | | |
|------------------|---|------------------------|
| 2 | Are these courses targeted to Academies and/or maintained Schools? (applicable to Lot 1 only). Word Limit: 300 words | 3.00% Score |
| Response: | | |
| 3 | Please provide Torbay Council with an example of evaluations from participants of courses – similar to those required for this Contract (applicable to Lot 1 only)? Word Limit: 300 words | 3.00% Score |
| Response: | | |

| Technical Question Number | Technical Question – <u>applicable to Lot 2 only</u> | 10.00% Score / Weighting |
|----------------------------------|--|---|
| 1 | How will you undertake provision of support for Gypsy, Romany Traveller (GRT) families arriving in Torbay, or to schools in need? (applicable to Lot 2 only) Word Limit: 300 words | 3.00% |
| Response: | | |
| 2 | How will you support the teacher(s), to enable a GRT child to access the curriculum, as quickly as possible? (applicable to Lot 2 only) Word Limit: 300 words | 3.00% |
| Response: | | |
| 3 | What types of support can you offer to a pupil with English as an additional support | 4.00% Score |

| | | |
|------------------|------------------------------|--|
| | Word Limit: 300 words | |
| Response: | | |

| Technical Question Number | Technical Question – <u>applicable to Lot 3 only</u> | 10.00% Score / Weighting |
|----------------------------------|--|---------------------------------|
| 1 | <p>Do you have staff who currently carry out this role (in either your organisation or another) with similar requirements to this Contract? Please provide details including the types of reports written and provided. (applicable to Lot 3 only)</p> <p>Word Limit: 250 words</p> | 10.00% |
| Response: | | |

Section D. Social Value, Sustainability, Environmental Considerations – applicable to Lots 1 and 2 only

| | | |
|----------|---|--------------|
| 1 | <p>Social Value:</p> <p>Please detail any added Social Value that your submission offer might be able to bring to the Authority’s Contract. Applicants should take into account the key areas detailed at section 9.2 of Part 2 Specification, in formulating their response. This could include ways in which you can use virtual platforms to deliver services/training.</p> <p>Word Limit: 300 words</p> | 5.00% |
|----------|---|--------------|