

TORBAY COUNCIL

Part 6 Award Questionnaire

Contract Reference

TCSC6222

Contract Title

Standing List of Providers of Children's Direct Payments (Payroll/Managed Account) Service

Maximum Period of Contract

4 years

Return Date

Tuesday 08 November 2022

Return Time

12:00 Noon

Return To

**www.supplyingthesouthwest.org.uk
(ProContract)**

Applicant Name

[Applicant to Complete]

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Stage Two – Award

Section A. Method Statements / Not Used

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	%Score
A1.	Implementation Plan Applicants are required to provide a draft Implementation Plan and provide a response to the following: <ul style="list-style-type: none">• What tasks will be involved along with who will be responsible to action them (please note the job title of the individual(s))• What resources will be required to support those tasks identified• What the timescale for delivery is likely to be• How you will ensure the setup of the System to support service users and the Authority	15.00%
	Minimum Requirement That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion. Evaluation Criteria Your response will be evaluated against your ability to demonstrate and evidence:	

	<ul style="list-style-type: none"> • The provision of a comprehensive draft implementation plan which covers all key areas (provides detail to support), including but not limited to: <ul style="list-style-type: none"> • Objectives • Resource plan • Risk analysis • Timeline • Key milestones • Team roles and responsibilities <p>Page / Word Limit: Maximum 800 words in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>Applicants must include a draft implementation plan, this will not count towards the 800 word limit.</p>				
<p>Response:</p>					
<p>A2.</p>	<table border="1"> <tr> <td data-bbox="341 936 1267 1198"> <p>Service Delivery</p> <p>Please describe how you are going to support this Contract to ensure that it is set up and run effectively and efficiently, including reporting to the Direct Payments Officer on any issues.</p> </td> <td data-bbox="1267 936 1476 1198"> <p>35.00%</p> </td> </tr> <tr> <td colspan="2" data-bbox="341 1198 1476 1915"> <p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • What experience you have had previously of providing services of this nature and how it will be used to support the provision of this service • Your proposals for delivery of payroll/managed account service and how it will comply with relevant regulations • Compliance in Service Area to include Pension Auto Enrolment and GDPR • Approach to keeping information secure and information back up arrangements </td> </tr> </table>	<p>Service Delivery</p> <p>Please describe how you are going to support this Contract to ensure that it is set up and run effectively and efficiently, including reporting to the Direct Payments Officer on any issues.</p>	<p>35.00%</p>	<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • What experience you have had previously of providing services of this nature and how it will be used to support the provision of this service • Your proposals for delivery of payroll/managed account service and how it will comply with relevant regulations • Compliance in Service Area to include Pension Auto Enrolment and GDPR • Approach to keeping information secure and information back up arrangements 	
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- How you will report to the Children with Disabilities Team (Direct Payments Officer)
- What your approach to the mobilisation of the Contract is
- What help and support you require during Contract Mobilisation
- Your Business Continuity Plan, including how you would continue to deliver the service during adverse and unforeseen conditions (snow, flood, etc.)
- How you will work in partnership with the Children with Disabilities Team
- What your approach to Account Management will be
- Details of Management Information you will provide covering your service provision, including what format this will be made available to the Council and how frequently.

Page / Word Limit: Maximum 1,000 words in Arial 12

Permitted Appendices and Supplementary Information

The inclusion of Appendices and Supplementary Information is not permitted

Response:

Section B. 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.

Technical Question Number	Technical Question	% Score
B1.	<p>Point of Contact</p> <p>Please describe how you will ensure you have the capacity to act as the first point of contact for the Local Authority and that there will be sufficient personnel in place to cover this.</p> <p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • How you will ensure that your organisation will have the capacity throughout the contract to act as the first point of contact for all payroll queries relating to the Direct Payments Service. <p>Page / Word Limit: Maximum 400 words in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted.</p>	15.00%
<p>Response:</p>		

B2.	<p>Insolvency Avoidance</p> <p>Please describe your approach and planning for the avoidance of insolvency.</p>	5.00%
<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • What your insolvency avoidance approach is to ensure that monies held by you for service users are secure <p>Page / Word Limit: Maximum 400 words in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>You may provide the following in support of your response:</p> <ul style="list-style-type: none"> • Risk Assessments • Indemnity Insurance • Reserves Policy 		
<p>Response:</p>		

Section C. Not Used