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| torbaycouncil |
| **Volume Four (4) – Evaluation** |
| **Contract Reference**  **T23614CS** |
| **Contract Title**  **Two to Five Childcare** |
| **Maximum Period of Contract**  **Eight (8) Years** |
| **Return Date** |
| **23 October 2014** |
| **Return Time**  **12:00 Noon** |
| **Return To**  [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) |
| **Applicant Name** |
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1. Award

## Mandatory Pass / Fail Requirements

The questions within this section shall be assessed on the basis of pass or fail and applies to those questions that are able to be answered either as a Yes or No.

The Authority’s minumum requirement is for the Applicant to respond Yes to each question and to support this response with comments where this requirement is stated within the question.

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| **Question Number** | **Questions** | **Response** |
| **1** | The Contractor must have a minimum of five (5) years’ experience of running a childcare centre/Nursery, as per 2.1.4 of Volume Three (3) Specification.  **Minimum expectation:** The Authority’s minimum requirement in relation to this mandatory criterion is for the Applicant to declare ‘Yes’ and provide evidence of said experience. | **Yes / No\*** |
| **Comments:** | | |
| **2** | **Requirement:** The Contractor must be able to advise the name and relevant childcare qualification of the manager/owner or supervisor in your organisation who has a minimum of five (5) years’ experience working in childcare, plus provide proof of their qualification, as per 2.1.5 of Volume Three (3) Specification.  **Minimum expectation:** The Authority’s minimum requirement in relation to this mandatory criterion is for the Applicant to declare the relevant name and provide proof of their qualification. | **Yes / No\*** |
| **Comments:** | | |
| **3** | **Requirement:** The Contractor must be able to advise who the Ofsted ‘registered person’ in your organisation is, which is the person with the ultimate responsibility, as per 2.1.7 of Volume Three (3) Specification.  **Minimum expectation:** The Authority’s minimum requirement in relation to this mandatory criterion is for the Applicant to declare the relevant name. | **Yes / No\*** |
| **Comments** | | |
| **4** | * 1. Requirement: The Applicant must ensure that they have the following policies and procedures in place and that they are adhered to, as per 2.1.11 of Volume Three (3) Specification: * safeguarding / child protection; * staff recruitment / induction policy / safer recruitment; * employee handbook (including Equal Opportunities Policy); * procedure for dealing with allegations against employees and/or volunteers; * enhanced DBS disclosure process (and details of how often they are renewed and process for dealing with a positive disclosure, etc.); * learning and development; * complaints and whistle blowing; * risk assessment; * Lost child policy; * Complaints procedure; * Managing behaviour policy.   **Minimum expectation:** The Authority’s minimum expectation in relation to these mandatory criteria are that the Applicant can evidence that they have these policies and procedures in place, that they are adhered to and that the policies themselves meet, as a minimum, the Authority’s own policies and procedures on such issues (where they exist). | **Yes / No\*** |
| **Comments** | | |
| **5** | **Requirement:** The Applicant must be willing to submit to an inspection by Ofsted and demonstrate a commitment to achieving an Ofsted grade of good or better, as per 2.2.1 of Volume Three (3) Specification.  **Minimum expectation:** The Authority’s minimum requirement in relation to this mandatory criterion is for the Applicant to declare ‘Yes’. | **Yes / No\*** |
| **Comments** | | |
| **6** | **Requirement:** The Applicant must be committed to ensuring that all employees working within / on behalf of the Children’s Centre have a new Enhanced Criminal Records Bureau (or new Disclosure and Barring Service (DBS)) check prior to commencement on the Contract / in post and that this is renewed every three (3) years as a minimum, a per 4.3.16 of Volume Three (3) Specification.  **Minimum expectation:** The Authority’s minimum requirement in relation to this mandatory criterion is for the Applicant to declare ‘Yes’. | **Yes / No\*** |
| **Comments** | | |
| **7** | **Requirement:** The provision must be operational from 01 June 2015, subject to Ofsted registration, as per 4.5.6 of Volume Three (3) Specification.  **Minimum expectation:** The Authority’s minimum requirement in relation to this mandatory criterion is for the Applicant to declare ‘Yes’. | **Yes / No\*** |
| **Comments** | | |
| **8** | **Requirement:** The Contractor must deliver new early years spaces. The Contractor will not be able to use this space to replace early year spaces that are being delivered in alternative venues in Torbay, as per 2.1.3 of Volume Three (3) Specification.  **Minimum expectation:** The Authority’s minimum requirement in relation to this mandatory criterion is for the Applicant to declare ‘Yes’. | **Yes / No\*** |
| **Comments** | | |

\* Delete as applicable

## Financial Model

Applicants are required to complete Volume Four A (4A) Financial Model to provide a full breakdown of:

* Revenue Costs
* Capital Costs
* Income Details
* Affordability

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| **Financial Model Completed in Volume Four (4) a** |
| Yes / No\* |

\* Delete as applicable

## 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 as defined within Volume Three (3) Specification will be deliverable.

**Method Statement Template**

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| **(a) Proposal for delivery of Service:**  Applicants should cover the following within this section:   * Proposals for delivery * Benefits of proposals * How the proposals set the Applicant apart from other potential Applicants * Future developments for the Service area |
| **(b) Deliverability:**  Applicants should provide the following within this section:   * A summary statement on the outcomes met by virtue of the proposed service * A statement demonstrating to the Authority that the Method Statement is deliverable |
| **(c) Topics to Specifically Cover**  Applicants should also respond (where asked) to specific questions asked that are relevant to the particular topic being assessed under the Method Statement. |

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| **Method Statement Number** | **Method Statements** | **Weighting / % Score** |
| **1** | **Service Requirements of the Contract**  The Applicant shall provide a Method Statement in accordance with the information and template as laid above. It shall refer specifically to 2.1 Service Requirements of the Contract in Volume Three (3) Specification.  (c) Topics to specifically cover:  Please detail the planned opening hours and planned place structure (numbers of places available for different ages) your organisation will be providing, taking into account the minimum thresholds for opening hours and days, the maximum places allowed under the Ofsted registration, and the school nursery provision. Please explain why you think this plan is most suitable for the Nursery.  Please explain what services you could provide over and above the detail given within Volume Three (3) Specification, which you feel could help the Service to evolve and improve.  Please provide a transition plan that illustrates how you will develop the Nursery during the first twelve (12) months of operating it (up to January 2016). This can include how you are going to ensure it has the required number, mix and flexibility of places as well as how you intend to improve / consolidate working practices within the Nursery. | **12.5%** |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |
| **2** | **Quality Requirements of the Contract**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out above. It shall refer specifically to 2.2 Quality Requirements of the Contract in Volume Three (3) Specification.  (c) Topics to specifically cover:  Please describe how your organisation will ensure that when the Nursery is inspected by Ofsted it would achieve a minimum of ‘Good’. | **12.5%** |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |
| **3** | **Child Requirements of the Contract**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out above. It shall refer specifically to 2.3 Child Requirements of the Contract in Volume Three (3) Specification.  (c) Topics to specifically cover:  What pedagogical approach will be adopted by the nursery in the delivery of the seven areas of learning within the Early Years Foundation Stage? | **3%** |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |
| **4** | **Parent/Carer Requirements of the Contract**  The Applicant shall provide a Method Statement in accordance with the information and template as laid above. It shall refer specifically to 2.4 Parent / Carer Requirements of the Contract in Volume Three (3) Specification.  (c) Topics to specifically cover:  How you will seek the views of parents and carers and use this information to inform your service delivery and curriculum approach? | **3%** |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |
| **5** | **Fees and Financial Requirements of the Contract**  The Applicant shall provide a Method Statement in accordance with the information and template as laid above. It shall refer specifically to 2.5 Fees and Financial Requirements in Volume Three (3) Specification.  (c) Topics to specifically cover:  Justification of your Financial Model. It shall refer specifically to the Applicant’s Volume Four A (4A) Financial Model.  Please describe your system for financial monitoring and how you will implement this in the nursery.  Please explain how you have arrived at the parental fee structure set out in Volume Four (4a) Financial Model by providing information about anticipated occupancy rates and levels of fee income.  Please provide details of the staffing structure you propose to deliver this childcare operation. Include any trainees or voluntary staff. | **22%** |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |
| **6** | **Partnership Working**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out at above. It shall refer specifically to 3 Partnership Working in Volume Three (3) Specification.  (c) topics to specifically cover  Please describe the approach you will take in working with Torbay Children’s Centres.  Please explain what services you could provide over and above the detail given within Volume Three (3) Specification, which could enhance the Torbay Children Centre offer. | **3%** |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |
| **7** | **Staffing Requirements. (Worth 2%)**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out above. It shall refer specifically to 4.2 Staffing Requirements and the sections therein in Volume Three (3) Specification.  (c) Topics to specifically cover:  Please demonstrate that you are able to meet the needs of the Service for the duration of the Contract. If, for example, you are you planning to expand your provision in to other areas, provide details and explain how you will still continue to meet the needs of this Contract.  Please demonstrate how you would ensure that staff feel well inducted, knowledgeable of their roles and that you have a committed, coherent workforce in the first year of the contract.  What will your organisation’s strategy be for staff training and development, for the purposes of ensuring that the staff meet the requirements of Volume Three (3) Specification?  What will your organisation’s induction process be for new staff, including any support and probationary periods and processes?  How will your organisation manage the performance of staff working in the nursery?  How will your organisation maintain service levels in times of temporary or protracted staff shortages? | **2%** |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |
| **8** | **Safeguarding Requirements**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out above. It shall refer specifically to 4.3 Safeguarding Requirements and the sections therein in Volume Three (3) Specification.  (c) Topics to specifically cover:  How will your organisation ensure that childcare staff are suitable to work with children?  How will your organisation ensure all staff and volunteers are familiar with and follow the South West Child Protection Procedures?  How will your organisation vet volunteers and visitors, and how will they be supervised?  How will your organisation ensure that all members of staff understand your own Safeguarding Policy and Procedure?  Please set out the procedure your organisation would follow and your organisation’s communication strategy following an allegation of abuse against a member of staff. | **5%** |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |
| **9** | **Asset and Facility Management Requirements**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out above. It shall refer specifically to 4.4 Asset and Facility Management Requirements and the sections therein in Volume Three (3) Specification.  (c) Topics to Specifically Cover:  How will your organisation approach risk assessment and management?  How will you assess, monitor and document risks to the health and safety of children?  How will you assess, monitor and document risks to the health and safety of staff, volunteers, parents / carers and visitors?  Please explain how the Nursery will be appropriately equipped and the facilities set up to ensure that it is welcoming, accessible and inclusive.  Please explain how your organisation plans to ensure that children and their parents / carers can access a range of outside activities.  Please describe how your organisation will ensure that the hand back conditions associated with the Building/s, Facilities and Equipment will be met at the end of the Contract. | **2%** |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |
| **10** | **Implementation & Contract Management**  The Applicant shall provide a Method Statement in accordance with the information and template as laid out above. It shall refer specifically to 4 Operational Requirements and the sections therein in Volume Three (3) Specification.  (c) Topics to Specifically Cover:  Please give details of your organisation’s implementation plan. Please ensure that your response covers such areas as the project team that might be involved in implementation and their roles and responsibilities and the timescales involved in implementing the Service. You may wish to include a project plan prepared in the Microsoft Project environment or similar for ease of conveying the latter information.  Describe what your approach will be to contract management and how this will ensure you manage the Contract effectively.  What resources or information would you expect to be provided by the Authority to support the implementation which will ensure you are operational in June 2015? | **5%** |
| **Response (a):** | | |
| **Response (b):** | | |
| **Response (c):** | | |