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**Invitation to Tender (ITT) for School Meals Framework Agreement**

## Document 7a: Tender Submission (Quality Response)

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Full instructions and details on completion of the Tender Questions & Provider Response is detailed in Document 4 “Instructions for Providers”

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| Name of Provider: |  |

Section 1: Ability to meet the Specification

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| **1.** Please confirm that your proposed School Meals proposal is able to meet all elements and aspects of the essential requirements of the Specification (Document 3a).  If not, please state very specifically where, how and why it does not meet the requirements.  Failure to comply with the specification may result in the bid being treated as non-compliant |
| Provider to complete: |

Method Statement Weighting 100%

Method Statement 1: Menus and Food Service (Weighting: 22%)

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| Detail in a Method Statement your proposal for a three week menu cycle and product range for:  Primary and Special schools, Secondary schools, Hospitality and functions.  As part of the statement detail those items that will be freshly produced and those items purchased in, pre­-prepared. Further detail how meals for dining centres will be transported.  State in your method statement how you will comply with the School Food Standards, and approach to achieving the Food for Life Silver Standard. |
| Provider to complete |

Method Statement 2: Marketing (**Weighting:** 5%)

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| Detail in a Method Statement how you propose to market the service, including a marketing plan and reference to Point of sale material and promotion of the service. |
| Provider to complete |

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# Method Statement 3: Framework Support (Weighting: 9%)

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| Detail in a Method Statement your proposed management structure and the operational support that will be provided as part of the response. Submit Profiles of key managers and, specifically, the Framework Manager and Area Managers. |
| Provider to complete |

# Method Statement 4: **Human Resources and Training (Weighting: 13%)**

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| Detail in a Method Statement how you propose to implement human resources policies, including job descriptions and equal opportunities. Making reference to the following:  Approach to recruitment and retention of staff of the appropriate calibre.  How cover will be provided for sickness and other unanticipated absence.  Policy on equal pay, the National Living Wage and the real Living Wage.  Training policy, approach to training and training plan.  Management of TUPE and pensions. |
| Provider to complete |

# Method Statement 5: **Quality (Weighting: 17%)**

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| Detail in a Method Statement your quality control system, making reference to the following:  Approach to, and delivery of, customer care.  Deliver a consistent standard of service.  Self-monitoring procedures.  Provision of emergency meals in the event of failure of equipment or utilities, industrial action, or adverse weather, etc. |
| Provider to complete |

# Method Statement 6: **Health, Safety and Hygiene (Weighting: 17%)**

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| Detail in a Method Statement:  Policies and operational systems to ensure the highest standard of health, safety and hygiene.  Approach to Hazard Analysis Critical Control Points.  Demonstrate due diligence in food hygiene matters.  Approach to waste and environmental issues, and how the impact on the environment will be minimised.  Management of COSHH.  Management of safety risks including risk assessments and provision of PPE. |
| Provider to complete |

# Method Statement 7: **Framework Mobilisation (Weighting: 2%)**

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| Detail in a Method Statement your proposed mobilisation plan, to ensure commencement of the framework agreement on 28th July 2022 and the service on 5th September 2022, including the minimum time required to mobilise the contract effectively. |
| Provider to complete |

# Method Statement 8: **Purchasing (Weighting: 8%)**

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| Detail in a Method Statement your approach to purchasing and managing the integrity of the food chain. Make reference to the percentage of supplies that will be locally sourced at the beginning of the contract. Further detail your plans for continuous improvement within the contract period, detailing a plan to increase the percentage of locally sourced foodstuffs and what percentage you hope to have achieved by the end of the contract period.  Further define your definition of "locally sourced". |
| Provider to complete |

# Method Statement 9: **Online Payment Systems (Weighting: 7%)**

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| Detail in a Method Statement the proposed system, its features and benefits, stating how data security will be managed, including how data will be uploaded from the school management information system. Include in the statement who will be able to access the system, and what facilities will be available to each and data will be produced in report form. Also state how data will be imported from the current system |
| Provider to complete |