**Cheshire East Borough Council**

**INVITATION TO TENDER**

### OPEN PROCEDURE RESPONSE DOCUMENT

**CONTRACT FOR THE PROVISION OF INTEGRATED LIFESTYLE SERVICES (ONE YOU CHESHIRE EAST)**

**PERIOD: 1ST NOVEMBER 2019 – 31ST OCTOBER 2022**

**[With 2 x 12 months options to extend]**

**CHEST REF: DN 411004**

**Procurement Ref: 19 094**

|  |  |
| --- | --- |
| Name of Tenderer: |  |

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**of the Council**

**Version 17**

**CHECKLIST FOR TENDERERS**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

|  |  |  |
| --- | --- | --- |
| **Schedule** | **Item** | **Included in Tender?** |
|  | Form of Tender | [ ]  |
|  | Certificate of non-collusion and non-canvassing | [ ]  |
|  | SQ - Selection Questionnaire | [ ]  |
|  | ITT Pricing Schedule | [ ]  |
|  | ITT Quality Response | [ ]  |

**Cheshire East Borough Council**

**CONTRACT FOR THE PROVISION OF INTEGRATED LIFESTYLE SERVICES (ONE YOU CHESHIRE EAST)**

**PERIOD: 1ST NOVEMBER 2019 – 31ST OCTOBER 2022**

**[With 2 x 12 months options to extend]**

**SCHEDULE 1 - FORM OF TENDER**

**Contract for the provision of INTEGRATED LIFESTYLE SERVICES (ONE YOU CHESHIRE EAST)**

FORM OF TENDER

To: Cheshire East Borough Council

(Via ‘The Chest’)

For the Attention of Andrew Elliott

Date:

Dear Sir/Madam,

**TENDER FOR THE Provision of INTEGRATED LIFESTYLE SERVICES (ONE YOU CHESHIRE EAST)**

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements ofthe ITT.
2. The completed Pricing Schedule .
3. A signed Certificate of Non Collusive Tendering and non-Canvassing.

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the total costs of (excluding VAT) submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by

Name(s)

Position

for and on behalf of [ Insert Company Name ]

Full registered business / name and registered company address of the Tenderer

 .

 .

 .

**Cheshire East Borough Council**

**PROVISION OF INTEGRATED LIFESTYLE SERVICES (ONE YOU CHESHIRE EAST)**

**PERIOD: 1ST NOVEMBER 2019 – 31ST OCTOBER 2022**

**[With 2 x 12 months options to extend]**

**SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND**

**NON-CANVASSING**

**CONTRACT FOR THE Provision of INTEGRATED LIFESTYLE SERVICES (ONE YOU CHESHIRE EAST)**

To: Cheshire East Borough Council

(Via ‘The Chest’)

Date:

For the Attention of: Andrew Elliott

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* + - * 1. communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
				2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
				3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.
				4. committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

http://www.legislation.gov.uk/ukpga/2010/23/contents

I/we agree that there is a requirement to disclose and declare any direct or indirect

financial or non financial interest in an organisation, company, or other body that is

doing business with, or has dealings with, the council and where this may affect

and/or could bring about a conflict with the Council’s interest.

I/we should notify this to the Council and that failure to disclose or declare such an

interest could result in the contract being terminated.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed

Name:

Position

For and on behalf of **[Tenderer]**

*(End of Schedule 2)*

# Schedule 3 - Standard Selection Questionnaire

|  |
| --- |
| **NOTE TO ORGANISATION:**Section **8** of Schedule **3** (Standard Selection Questionnaire) will be Scored out of a possible 100%.Applicants will fail on incomplete responses and / or doesn’t meet the **minimum pass score of 60%.** Tenders that fail Schedule 3 will not be evaluated any further.Questions marked ‘for information only’ will not be assessed however they must still be answered in full.Tenderers are therefore strongly advised to ensure they answer all questions within each section. **Cross Referencing an answer; from a questions response to another, will not be taken into consideration and will result in a score of zero for that question.****Failure to answer a question which is scored will result in a score of zero for that question.** Failure to provide an **acceptable explanation** with any **Fail** Questions answered will fail on Schedule **3** as a result.**Consortia Bids**If the potential supplier is bidding on behalf of a group, for example, a consortium, or intends to use sub-contractors, there are different actions required for completion of Part 3 of the standard Selection Questionnaire compared to Part 1 and Part 2. The consortium lead should complete all of the questions on behalf of the consortium and/or any sub-contractors. The consortium lead should make it clear who the lead member of the group is, and who will be contractually responsible for delivery of the contract.All members of the group are required to provide the information required in Part 3 of the standard Selection Questionnaire or procurement documents, as part of a single composite response (unless the question specifically directs otherwise). We may require members of the group to assume a specific legal form if awarded the contract, if considered necessary for the satisfactory performance of the contract. Where the group is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV) or consortium, they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity. They should also provide the name for the new entity and details of its legal and operational structure. An SPV is a legal entity that is formed to perform a specific contract. Consortium arrangements may be subject to future changes and any updates to thebidding model should be provided to the contracting authority so that a furtherassessment can be carried out (by applying the selection criteria to the newinformation provided). The contracting authority reserves the right to deselect theSupplier prior to any award of contract, based on an assessment of the updatedinformation. |

**Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.**

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion[[1]](#footnote-1). If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

**Supplier Selection Questions: Part 3**

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

**Consequences of misrepresentation**

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

**Cheshire East Borough Council**

**PROVISION OF INTEGRATED LIFESTYLE SERVICES (ONE YOU CHESHIRE EAST)**

**PERIOD: 1ST NOVEMBER 2019 – 31ST OCTOBER 2022**

**[With 2 x 12 months options to extend]**

**Notes for completion**

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. *All sub-contractors are required to complete Part 1 and Part 2[[2]](#footnote-2).*
7. For answers to Part 3 -If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |
| --- | --- |
| Section 1 | Potential supplier information |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status 1. public limited company
2. limited company
3. limited liability partnership
4. other partnership
5. sole trader
6. third sector
7. other (please specify your trading status)
 |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number  |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes [ ] No [ ] N/A [ ]  |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes [ ] No [ ]  |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
 |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[3]](#footnote-3)? | Yes ☐No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[4]](#footnote-4) - Name; - Date of birth; - Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[5]](#footnote-5)(Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company: - Full name of the immediate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:- Full name of the ultimate parent company- Registered office address (if applicable)- Registration number (if applicable)- Head office DUNS number (if applicable)- Head office VAT number (if applicable)(Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant control of them.Please provide the following information about your approach to this procurement:

|  |  |
| --- | --- |
| Section 1 | Bidding model |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes [ ] No [ ]  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes [ ] No [ ]  |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |
| Registered address |  |  |  |  |  |
| Trading status |  |  |  |  |  |
| Company registration number |  |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |  |
| Registered VAT number |  |  |  |  |  |
| Type of organisation |  |  |  |  |  |
| SME (Yes/No) |  |  |  |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  |

 |

The council will accept any commercial combination of bids but lead bidders are responsible for undertaking appropriate due diligence in relation to this.

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| Section 1 | Contact details and declaration |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address  |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |
| --- | --- |
| Section 2 | Grounds for mandatory exclusion |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)** The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
|  | Participation in a criminal organisation.  | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Corruption.  | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Fraud.  | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes [ ] No [ ] If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes [ ] No [ ] If Yes please provide details at 2.1(b)  |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes [ ] No [ ]  |
| 2.3(a) | **Regulation 57(3)**Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes [ ] No [ ]  |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |
| --- | --- |
| Section 3 | Grounds for discretionary exclusion  |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| 3.1(a) | Breach of environmental obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations?  | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes [ ] No [ ] If yes please provide details at 3.2 |
| 3.1(j)3.1(j) - (i)3.1(j) - (ii)3.1(j) –(iii)3.1(j)-(iv) | Please answer the following statementsThe organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.The organisation has withheld such information. The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2Yes [ ] No [ ] If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 3: Selection Questions**[[6]](#footnote-6)

|  |  |
| --- | --- |
| **Section 4** | **Economic and Financial Standing**  |
|  | Question | Response |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes [ ] No [ ]  |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes [ ] No [ ]  |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes [ ] No [ ]  |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes [ ] No [ ]  |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | Yes [ ] No [x]  |

|  |  |
| --- | --- |
| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.1(o) and/or 1.1(p) that you are part of a wider group, please provide further details below:** |
| **Name of organisation** |  |
| **Relationship to the Supplier completing these questions** |  |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes [ ] No [ ]  |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes [ ] No [ ]  |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Yes [ ] No [ ]  |

|  |  |
| --- | --- |
| **Section 6** | **Technical and Professional Ability**  |
| **6.1** | **Relevant experience and contract examples**Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.If you cannot provide examples see question 6.3 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract**  |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

|  |  |
| --- | --- |
| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
|  |  |

|  |  |
| --- | --- |
| **6.3**  | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
|  |  |

|  |  |
| --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015[[7]](#footnote-7)** |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes [ ] N/A [ ]  |
| **7.2** | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes [ ] Please provide relevant the url …No [ ] Please provide an explanation |

**8 Additional SQ modules**

*Section* ***8*** *will be marked on* ***[both pass/fail and scoring]*** *basis and weightings are identified individually for each question where applicable.*

**Project specific questions to assess Technical and Professional Ability**

**Schedule 3, Section 8.5 carries a 100% TOTAL weighting of the SQ scoring.**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

**Introduction**

These are further project specific questions relating to the technical and professional ability of the supplier. Please ensure you responses are in line with the questions page limit and 12pt Arial. Anything beyond the page limit will not be taken into consideration by the Council.

Cross Referencing is not deemed a valid response by the Council.

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage.

Please indicate your answer by marking ‘X’ in the relevant boxes where necessary and enter responses to questions in the fields provided.

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions**  |
| **8.1** | **Insurance*****(This question is to be scored on a pass/fail basis.)*** |
| **8.1.A** | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:1. **Employer’s Liability Insurance\*** = £10million.  Is required in respect of each and every claim.
2. **Public Liability Insurance** = £10million. Is required in respect of each and every claim with no abuse exclusion/inner limit.
3. **Professional Indemnity Insurance** = £2million.
4. *or as an alternative* to *(b)* and *(c)* above, a specialist tailor made policy for the Emotionally Healthy School project which includes the full cover for *public liability insurance* with no efficacy exclusion including *professional indemnity insurance* with a minimum limit of indemnity as stated in *(b) and (c)* above.
5. **Medical Malpractice Insurance** Is required in respect of each and every claim with no abuse exclusion/inner limit.= £5million

*\* It is a legal requirement that all companies hold Employer’s Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders* | **Yes** [ ] **No** [ ]  |
| **8.1.B** | Please confirm that your Professional Indemnity Insurance covers data breach, data loss and reputational damage. If your answer is ‘yes’, skip questions 8.1.C & 8.1.D. | **Yes** [ ] **No** [ ]  |
| **8.1.C** | If your Professional Indemnity Insurance does not cover data breach, data loss and reputational damage, Cheshire East Council recommends that you obtain Cyber Insurance at £5m. Please confirm you have Cyber Insurance of £5m or are willing to obtain it.  If you answer is ‘yes’ skip question 8.1.D. | **Yes** [ ] **No** [ ]  |
| **8.1.D** | If answered no to both 8.2.B & 8.2.C, please state what your intentions and procedures would be in the event of any instance of data breach, data loss or reputational damage and how you would manage the potential impact on your company/organisation | **Yes** [ ] **No** [ ]  |
| *Enter details here if necessary for 8.2.D…* |
| Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/NEmployer’s (Compulsory) Liability Insurance = £10 millionPublic Liability Insurance = £ 10 millionProfessional Indemnity Insurance = £ 2 millionMedical Malpractice Insurance = £ 5 million\*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions**  |
| **8.2** | **Skills and Apprentices[[8]](#footnote-8) – (please refer to supplier selection guidance)** |
| **8.2.A** | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.Please confirm if you will be supporting apprenticeships and skills development through this contract. | Yes [ ] No [ ]  |
| **8.2.B** | If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | Yes [ ] No [x]  |
| **8.2.C** | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Yes [ ] No [ ]  |

|  |  |
| --- | --- |
| **8.3** | **Compliance with Equality Legislation**  |

1. Please indicate the number of directly employed persons in the box below – companies employing less than 5 are not required to answer the following questions, however must provide written assurance that the appropriate level of the Standard will be achieved following any recruitment which increases the size of the company to 5 or more employees.

|  |
| --- |
| Number of direct employees: |

For organisations employing less than 5 employees:

**I confirm that the appropriate level of the Equality Standard as set out at Appendix [?] will be achieved following any recruitment, including transfer of staff under this Contract, which increases the size of the company to 5 or more employees.**

Signed

Name:

Position

For and on behalf of **[Tenderer]**

For organisations employing 5 or more employees:

**Please complete the following questionnaire:**

|  |
| --- |
| ***NOTE TO ORGANISATION:******This section will be evaluated on a pass /fail basis.******If ‘PASS’ is not achieved on all questions within this section then it will result in a ‘FAIL’.******In respect of questions where further details are required and responses are deemed unsatisfactory then this will result in a ‘FAIL’.*** |

Organisations need to demonstrate compliance with equality in employment legislation through their answers to the following questions and by providing supporting evidence.

**Is it your policy as an employer to comply with your statutory obligations and to consider and promote non mandatory requirements to staff and applicants for employment under the equality and non-discrimination laws as listed under the Acts” namely Equality Act 2010 and The Human Rights Act 1998.**

|  |
| --- |
| *Yes/No. If ‘No’ please provide details of why not.* ***-*** *If a satisfactory explanation is received this will not result in a fail.* |

**In the last three years has any finding of unlawful discrimination or other breach of these laws been made against the Organisation by any court or industrial tribunal?**

|  |
| --- |
| *Yes/No. If ‘yes’ please provide details*  |

**3.**

**In the last three years has the Organisation been the subject of formal investigation by the Equality and Human Rights Commission (EHRC) on grounds of alleged unlawful discrimination?**

|  |
| --- |
| *Yes/No. If ‘yes’ please provide details*  |

**4.**

**If you answered yes to question 2, or, in relation to question 3 a commission made a finding adverse to the Organisation, what steps did you take to address that finding?**

**5.**

|  |
| --- |
| *Please provide details - . If a satisfactory explanation is received this will not result in a fail.* |

**Are your policies on *equality and Inclusion at work* set out in all of the below:**

**(a)** In instructions to those concerned with recruitment, training and promotion?

**(b)** In documents available to employees, recognised trade unions or other representative group of employees?

**(c)** In recruitment advertisements or other literature?

|  |
| --- |
| *Yes/No. If ‘Yes’ Please provide details.**If ‘No’ please provide details of why not.* ***-*** *If a satisfactory explanation is received this will not result in a fail.* |

**6.**

**How do you promote and/or consider reducing socio-economic disadvantage through employment?**

*Please provide details.*

*If you ‘do not’ please provide details of why not.* ***-*** *If a satisfactory explanation is received this will not result in a fail.*

**Do you observe as far as possible the equalities and non-discrimination as detailed in the Acts*”?***

|  |
| --- |
| *Please provide details.**If you do not abide by the above please provide details of why not - If a satisfactory explanation is received this will not result in a fail.* |

**Do you carry out ‘Equality Impact Assessments’ of your main employment and services policies, if so how do you report your findings, and what positive impacts can you report in terms of employing a diverse and inclusive workforce?**

|  |
| --- |
| *Yes/No. If ‘Yes’ Please provide details.**If ‘No’ please provide details of why not.* ***-*** *If a satisfactory explanation is received this will not result in a fail.* |

|  |  |
| --- | --- |
| **8.4** | **Health & Safety Policies and Procedures** |

Does your organisation have a written Health and Safety Policy (covering General Policy, Organisation and Arrangement) issuing codes of safe working practices to workforce, as required by Regulation 37 Section 2(3) of the Health and Safety at Work Act 1974 etc.

 <http://www.legislation.gov.uk/ukpga/1974/37/section/2>?

|  |  |
| --- | --- |
| *(Delete as appropriate)* | **YES/NO** |

If the answer is **‘YES’** please provide a copy of your Policy **and** confirm a copy of the policy is enclosed, using the field below:

|  |  |
| --- | --- |
| *(Delete as appropriate)* | **YES/NO** |

If the answer is **‘NO’** and your organisation does not have a written Health and Safety Policy please give the reason why, using the field below:

|  |
| --- |
|  |

Please state how health and safety policies and procedures are communicated to your workforce and administered within your organisation?

|  |
| --- |
|  |

Does your organisation have a procedure for the reporting and recording of accidents and dangerous occurrences in accordance with RIDDOR?

|  |  |
| --- | --- |
| *(Delete as appropriate)* | **YES/NO** |

If the answer is **‘YES’**, provide a copy of your procedure for accident reporting, recording and investigation **and** confirm a copy of the procedure is enclosed, by using field below:

|  |  |
| --- | --- |
| *(Delete as appropriate)* | **YES/NO** |

Please complete the following table in respect of accidents and dangerous occurrences as set out below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Fatal** | **Major Injury or “Over 7-Day”** | **Non-Reportable** | **Dangerous Occurrences** | **Reportable ill-health** | **Near Misses** |
| **This year** |  |  |  |  |  |  |
| **Last year** |  |  |  |  |  |  |
| **Year before last** |  |  |  |  |  |  |

During the last five years, has the organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the Health and Safety at Work Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract?

 <http://www.legislation.gov.uk/ukpga/1974/37/section/2>

|  |  |
| --- | --- |
| *(Delete as appropriate)* | **YES/NO** |

If the answer is **‘YES’**, please provide full details and explain corrective action taken to prevent re-occurrence using the field below:

|  |
| --- |
|  |

Does your organisation have Risk Assessment Procedures in place for all work activities as required by the Management of Health and Safety at Work Regulations 1999 and associated legislation?

|  |  |
| --- | --- |
| *(Delete as appropriate)* | **YES/NO** |

If the answer is **‘YES’**, please supply 2 examples of risk assessments and safety method statements for work activity undertaken within the last 12 months. This should include manual handling, COSHH or others that are relevant to your work activities and confirm a copy of any examples are enclosed, by using the field below:

|  |  |
| --- | --- |
| *(Delete as appropriate)* | **YES/NO** |

Does your organisation have a health and safety training programme for your workforce to ensure that they are competent for their duties?

|  |  |
| --- | --- |
| *(Delete as appropriate)* | **YES/NO** |

If the answer is **‘YES’**, please enclose brief details of training courses or programmes undertaken by managers and workforce, using the field below:

|  |
| --- |
|  |

Does your organisation have arrangements in place for consultation with workforce on health and safety matters?

|  |  |
| --- | --- |
| *(Delete as appropriate)* | **YES/NO** |

Where appropriate, does your organisation undertake health monitoring of workforce?

|  |  |
| --- | --- |
| *(Delete as appropriate)* | **YES/NO** |

If the answer is **‘YES’**, please provide details using the field below:

|  |
| --- |
|  |

If your organisation uses sub-contractors, do you have a system in place for assessing their competence and the ongoing monitoring and review of their Health and Safety performance?

|  |  |
| --- | --- |
| *(Delete as appropriate)* | **YES/NO** |

If the answer is **‘YES’**, please provide details using the field below:

|  |
| --- |
|  |

Do you have a system in place for monitoring your Health and Safety arrangements including auditing them at periodic intervals and for reviewing them on an ongoing basis?

|  |  |
| --- | --- |
| *(Delete as appropriate)* | **YES/NO** |

If the answer is **‘YES’**, please provide details using the field below, including examples.

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Name of Person completing this form |  |
| Position in Organisation |  |
| Contact Tel No |  |
| Email Address |  |
| Date |  |
| Signature |  |

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions**  |
| **8.4** | **Prior Experience Questions (Pass/Fail) – 60% required overall for a pass**Please provide a written response to each question in this section in the spaces provided. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Question** | **Responses should**  | **Score**  |
| 8.4.A | Please describe your experience of delivering lifestyle programmes * Physical activity
* Weight management
* Falls prevention
* Smoking cessation
	+ Community (aimed at anyone)
	+ Specialist (mental health conditions and pregnant women)

Or service(s) with equivalent demands over the last 3 years. Please specify which lifestyle programmes your organisation has provided? | * Demonstrate how you were successful in delivering lifestyle programmes (or equivalent services)
* Demonstrate how you achieved outcomes for service users or reduced barriers that they were encountering
* Demonstrate an effective approach for engaging and encouraging participation for service users
* Demonstrate your approach to service improvement (including service user feedback)
 | 30% weightingUp to 750 words |
| Response:  |
| 8.4.B | Please describe your experience of successfully launching, implementing and delivering a marketing strategy for the provision of a range of services? | * Demonstrate good and effective understanding of marketing and approaches undertaken
 | 20% weightingUp to 500 words |
| Response: |
| 8.4.C | Please describe your experience of working in partnership with a range of stakeholders including provider organisations? | * The response should describe partnership working with at least 2 organisations. This should be in addition to any signposting
* The response should reference skills required for partnership working
* The response should illustrate what outcomes, achievements have been realised as a result
 | 25% weightingUp to 750 words |
| Response  |
| 8.4.D  | Please describe your experience of supporting service users to access lifestyle programmes and the barriers which you have encountered and how these were overcome?  | * Demonstrate a good understanding of the barriers and strategies and solutions required to overcome barriers these
 | 25% weightingUp to 500 words |
| Response: |

**9 Declaration**

|  |  |  |
| --- | --- | --- |
| **9** | I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of...................... **(Insert name of supplier).**I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.I also declare that there is no conflict of interest in relation to the Authority’s requirement.The following appendices form part of our submission; | Yes [ ] No [ ]  |
| **Section ref of SQ** | **Supplier Appendix number** |
| *Enter here if necessary…* | *Enter here if necessary…* |
|  |  |
| **SQ completed by:** |
| **9.1** | Name |  |
| **9.2** | Role in Organisation |  |
| **9.3** | Date |  |
| **9.4** | Signature |  |

*(End of Schedule 3 SQ)*

**Cheshire East Borough Council**

**PROVISION OF INTEGRATED LIFESTYLE SERVICES (ONE YOU CHESHIRE EAST)**

**PERIOD: 1ST NOVEMBER 2019 – 31ST OCTOBER 2022**

**[With 2 x 12 months options to extend]**

**SCHEDULE 4 – PRICING SCHEDULE**

**Pricing Schedule – 40% of total evaluation score**

Please complete the **Pricing Schedule** attached below foryour proposed charges for the provision of Integrated Lifestyle Services.

This should represent the full charges payable by Cheshire East Council for the **full term** available under the contract - **No claim for additional payment will be considered for items that have not been specified.**

Please note that the evaluated price will be the **Total Amount Payable** (excluding VAT) which must include **ALL** charges in respect of the term of the contract.

Failure to quote for all aspects of the project listed will result in a score of zero for this section. If no separate charge is made for any of the areas listed please indicate the charge is “nil” rather than leave the box blank.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year 1** | **Year 2** | **Year 3** |
| **ICT** |
| ICT equipment + software  |  |  |  |
| **Marketing/Outreach** |
| Marketing Staff |  |  |  |
| Marketing / Promotional Activity/ Advertising |  |  |  |
| Outreach Staff |  |  |  |
| **Programmes** |
| Programme Delivery Staff(all programmes including smoking cessation) |  |  |  |
| Additional Programme Delivery Costs(all programmes including smoking cessation) |  |  |  |
| Premises |  |  |  |
| **Innovation** |
| Innovation Fund (note: this is a set amount) | £50,000 | £60,000**\*** | £65,000**\*** |
| **Other** |
| Management Costs |  |  |  |
| Training |  |  |  |
| General Admin |  |  |  |
| Travel Costs |  |  |  |
| Additional Premises Costs |  |  |  |
| Any Additional Costs not Included  |  |  |  |
|  |  |  |  |
| **TOTAL CONTRACT PRICE** | £ | £ | £ |
| NRT (this is paid on a tariff basis via invoices to the Council) | £180,000 |  |  |

**\*** Please note this figure will be finalised through the contract management process with the appointed provider

Note: price should fully cover the Service Specification and the Performance Management Framework including programme capacity figures.

In addition to this we would like to understand the resource allocated for each programme. This will be required for our returns to Public Health England. These figures will derive from the costings above, but will not be assessed as part of this process. Figures should include venue/administration costs etc.

|  |  |  |  |
| --- | --- | --- | --- |
| **Programme**  |  |  |  |
| Funds allocated for Smoking Cessation under Sub-Contracted or Partnership Arrangements |  |  |  |
| Total Allocated Funds for Smoking Cessation |  |  |  |
| Total Allocated Funds for Falls Prevention |  |  |  |
| Total Allocated Funds for Weight Management |  |  |  |
| Total Allocated Funds for Physical Activity |  |  |  |

Note: price should fully cover the Service Specification and the Performance Management Framework including programme capacity figures.

*(End of Schedule 4)*

**Cheshire East Borough Council**

**PROVISION OF INTEGRATED LIFESTYLE SERVICES (ONE YOU CHESHIRE EAST)**

**PERIOD: 1ST NOVEMBER 2019 – 31ST OCTOBER 2022**

**[With 2 x 12 months options to extend]**

**SCHEDULE 5**

**ITT QUALITATIVE EVALUATION QUESTIONS**

**Quality Questions – 60% of total evaluation score)**

**Introduction**

These are the ITT Qualitative questions, which are contract specific and relate to the technical and professional ability of the supplier. Please ensure you responses are in line with the questions page limit and 12pt Arial. Anything beyond the page limit will not be taken into consideration by the Council. Cross Referencing information is not deemed a valid form of response by the Council.

**Quality Questions – 60% quality / 40% price**

**Introduction**

These are the ITT Qualitative questions, which are contract specific and relate to the technical and professional ability of the supplier. Please ensure your responses are in line with the questions word limit and 12pt Arial. Anything beyond the word limit will not be taken into consideration by the Council. Cross Referencing information is not deemed a valid form of response by the Council.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Question** | **Responses should** | **Score** |
|  | **Marketing** |  |  |
| **1.** | Please describe the methods and approach your organisation will take to the marketing of the One You Cheshire East Service. This should include:* Overall approach, plus any specific measures for lifestyle programmes
* Targeting of population segments (e.g. BME, areas of deprivation)
* Any marketing tools/ practice that would be used as part of this work

Note: the response should encompass marketing of programmes and general health promotion.(up to 1200 words)  | * Demonstrate an effective and credible approach to how the service (and healthy lifestyles) will be marketed including use of a range of channels.
* Demonstrate an effective approach to reaching relevant population segments
* Demonstrate a thorough understanding of the marketing tools required to ensure effective delivery
* Demonstrate a credible explanation of how the marketing function would be delivered effectively on a day to day basis
 | **8%** |
| Response  |
| **2.** | **Screening**  |  |  |
|  | Please detail your approach to delivering outreach, screening, information & advice, and signposting (including for programme entry)? (up to 800 words) | Give an credible account of how the following services would be carried out effectively:* Outreach in the community.
* Screening
* Information and Advice provision (during the screening process)
* Signposting
* Linking of individuals to One You Cheshire East programmes following screening.

  | **6%** |
| Response  |
| **3.** | **Mobilisation**  |  |  |
|  | Please provide a high level mobilisation plan for One You Cheshire East for ensuring that your organisation is able to provide the required level of service from the contract commencement date. Please attach a detailed mobilisation plan (the plan should be on no more than two A4 sheets of paper) | A mobilisation plan is provided which gives a detailed list of actions, including projected timescales and key milestones (including start and end dates):* Actions are described which align with the mobilisation section of the service specification
* As part of this, the mobilisation plan should capture:
	+ A description of which staff will be involved in the mobilisation / transition
	+ Approach to TUPE
	+ Risk management
	+ Approach to communication with Service Users, informal carers, and stakeholders
	+ Arrangements for securing premises (where applicable), equipment and IT to deliver the service
	+ Approach to data migration / data transfer
	+ How you will manage and mitigate risk
	+ Training Matrix / Recruitment
	+ Staffing structure
	+ Publicity and promotion
	+ Recruitment and training
	+ Timings and relevant targets
	+ Innovation
	+ Programme transfer

The plan should also feature any other elements required to ensure core service delivery can be in place from the contract start date. | **5%** |
| Response  |
| **4.** | **Programme Delivery**  |  |  |
|  | How would you deliver evidence based programmes which achieve health outcomes for participants?Note: the response should not cover smoking cessation which is discussed in a separate question.(up to 2500 words) | The response should detail an effective approach to: * Evidenced based service delivery for Falls Prevention (in order to achieve outcomes)
* Evidenced based service delivery for Physical Activity (in order to achieve outcomes)
* Evidenced based service delivery for Weight Management (in order to achieve outcomes)
* Case management
* Evidenced based support for behaviour change and prevention of relapse
* Person centred delivery
* Management of provider relationships (including any sub-contracting/ use of partners)
* Meeting of relevant targets
 | **13%** |
| Response  |
| **5** | **Smoking Cessation Programme Delivery** |  |  |
|  | How would you deliver evidence based smoking cessation programmes which achieve health outcomes for participants? (up to 1000 words) | The response should demonstrate an effective approach to the: * Management of the NRT voucher scheme
* Evidenced based delivery of specialist smoking services (including any sub-contracting/ use of partners)
* Evidenced based delivery of community smoking services (including any sub-contracting/ use of partners)
* Meeting of relevant targets
* Delivery of services in a person centred way
 | **6%** |
| Response  |
| **6.** | **Barriers**  |  |  |
|  | Please describe the approach you will undertake to help local people overcome barriers to positive lifestyle change?(up to 700 words) | The response should demonstrate an effective approach to:* Ensuring service delivery is flexible
* Putting strategies and solutions in place to help local people overcome barriers (for accessing services and living a healthy lifestyle)
 | **5%** |
| Response  |
| **7.** | **Innovation**  |  |  |
|  | Please describe how you would use the innovation funding to target relevant population segments within Cheshire East?(up to 600 words) | The response should include:* 2-3 examples of projects that might be used to complement lifestyle programmes in Cheshire East and the evidence base for them (in brief)
* A description of how these projects would be managed in order to achieve measurable health outcomes (including any sub-contracting/ use of partners)
 | **4%** |
| Response  |
| **8.** | **Social Value**  |  |  |
|  | Please describe how you will achieve and monitor Social Value in the delivery of this service, for one or more of the following objectives?* Promote employment and economic sustainability
* Raise the living standards of local residents
* Promote participation and citizen engagement - encourage resident participation and promote active citizenship.
* Build the capacity and sustainability of the voluntary and community sector - practical support for local voluntary and community groups.
* Promote equity and fairness target effort towards those in the greatest need or facing the greatest disadvantage and tackle deprivation across the borough.
* Promote environmental sustainability

(up to 400 words) | The response will demonstrate: * An effective approach to delivering a single social value outcome in order to achieve a ‘satisfactory’ rating. An effective approach to delivering two social value outcomes in order to achieve a ‘good’ rating.

An effective approach to delivering three or more social value outcomes in order to achieve an ‘excellent’ rating. | **3%** |
| **9. Provider Presentation**  |
|  | How would you manage and develop relationships with stakeholders to ensure there is good awareness of the service and effective referral processes?  | Provider Presentation to panel of professionals, will take place on 04/07/2019, at Westfields, Sandbach.Confirmation of attendance will be provided during the procurement period.The presentation will last a maximum of 20 minutes. | **10%** |

Note: any appendices or supporting documents (with the exception of the mobilisation plan) will not be considered as part of the evaluation scoring process

*End of Schedule 5 ITT Response*

**Cheshire East Borough Council**

**PROVISION OF INTEGRATED LIFESTYLE SERVICES (ONE YOU CHESHIRE EAST)**

**PERIOD: 1ST NOVEMBER 2019 – 31ST OCTOBER 2022**

**[With 2 x 12 months options to extend]**

**SCHEDULE 6**

**COMPLIANCE WITH SPECIFICATION & SCOPE OF REQUIREMENTS**

**This section will be evaluated on a pass / fail basis**

Please confirm you have complied with the stated specification included within this document, by entering an ‘X’ in the field below:

Yes [ ]

If ‘NO’ please advise areas of non compliance in the field below:

|  |
| --- |
|  |

Please also confirm that you accept and will comply with the terms and conditions of the contract that has been supplied with the tender documentation, as they will not be open to negotiation post award.

Yes [ ]

##  ICT Security Questions

This section will be scored on a **Pass/Fail** basis, to pass this section each question must score a ‘3’ i.e. meets expectations using the following matrix:

|  |  |
| --- | --- |
| **Score** | **Scoring Principle** |
| 5 | **Excellent-** Exceptional demonstration by the Organisation of the relevant ability, understanding, experience, skills, and resource and quality measures needed to meet this requirement, with evidence to support the response. |
| 4 | **Good-** Above average demonstration by the Organisation of the relevant ability, understanding, experience, skills, and resource & quality measures needed to meet this requirement, with evidence to support the response. |
| 3 | **Meets Expectations-** Demonstration by the Organisation of the relevant ability, understanding, experience, skills, and resource & quality measures needed to meet this requirement, with evidence to support the response.  |
| 2 | **Fair-** Some minor reservations of the Organisation’s relevant ability, understanding, experience, skills, and resource & quality measures needed to meet this requirement, with limited evidence to support the response. |
| 1 | **Poor-** Considerable reservations of the Organisation’s relevant ability, understanding, experience, skills, and resource & quality measures needed to meet this requirement, with little or no evidence to support the response. |
| 0 | **Very Poor-** Does not comply and/or insufficient information provided to demonstrate that the organisation has the ability, understanding, experience, skills, resource & quality measures needed to meet this requirement, with little or no evidence to support the response. |

As part of the selection process bidders must demonstrate compliance with the security criteria listed by responding in writing to every relevant statement and question. Validation of the answers provided by the bidder may be conducted during the review/audit process. Any erroneous information could limit the bidder's ability to finalise implementation of the proposed solution.

Bidders are expected to maintain an awareness of the laws and regulations applicable to the use of the proposed solution in a Local Authority environment.

Documentation

The bidder may be asked to provide security whitepapers, technical documents, or copies of policies as necessary to fully demonstrate compliance with the requirement. Failure to provide the necessary information to meet the requirements in this section could lead to disqualification. Considering the specification being bid for, please provide full responses to the following 6 questions in the boxes below:

1.01.01 - Does this solution store and/or transmit any PERSONAL or SENSITIVE data?

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1.01.02 - Do you or the provider(s) of the solution hold any recognised industry standards e.g. ISO27001, Cyber Essentials, ISO9001

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1.01.07 - Are all systems, including administrator passwords protected within your organisation?

Number of characters, upper and lower case with numbers and special characters, and how often they are changed.

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1.01.08 - Should a vulnerability or data breach occur can you describe the process for

staff to follow?

• A description (or policy document) of the process that staff follow if there has been a breach

in data security. For example the definition and examples of a data breach and the process

that staff need to follow e.g. who do they report the breach to internally? Reporting the

breach to the Council/ICO - Information Commissioners Office)

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1.02.08 - Are eligibility and security clearance checks made on employees prior to employment? How often are checks revisited?

• Does the organisation undertake DBS (Disclosure and Barring Service), security and reference checks? Does the organisation have suitable internal Recruitment policies?

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1.02.10 - Is hardware and media (including paper) securely disposed or destroyed when no longer in use?

• A description or policy describing the process for the disposal of hardware and media e.g. all confidential paper has to be cross shredded.

• Many companies are available that offer secure data erasure, to data privacy regulations and guidelines, and disposal of information and equipment. Any company used for undertaking secure erasure, removal/disposal of information and/or assets are to be WEEE Compliant in order to provide assurances to the assets disposal or destruction.

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The bidder represents and warrants that their responses to the questions are accurate and that the system configuration will continue to conform to these answers unless mutually agreed upon by Cheshire East Council and the Bidder. Bidder further agrees to work with Cheshire East Council in good faith to maintain compliance with new laws and regulations and/or to improve the security of the system as necessary.

Agreed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 2019

 Company Name:

 Signer's Name:

 Signer's Title:

End of ICT security questionnaire

*End of Schedule 6 ITT Response*

1. For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/551130/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf [↑](#footnote-ref-1)
2. See PCR 2015 regulations 71 (8)-(9) [↑](#footnote-ref-2)
3. See EU definition of SME: <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/> [↑](#footnote-ref-3)
4. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-4)
5. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-5)
6. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-6)
7. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-7)
8. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-8)