**Documents to be returned**

Quality Questionnaire

**TC1067 – The Provision of the Under 18’s Physical Activity on Referral Service (PARS)**

|  |  |
| --- | --- |
| **Contact Name** |  |
| **Name of Organisation** |  |
| **Role in Organisation** |  |
| **Phone Number** |  |
| **E-mail address** |  |
| **Postal address** |  |
| **Signature (electronic is acceptable)** |  |
| **Date** |  |

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Part 1

Off Line Quality Questions

Technical

**Identity of Applicant**

|  |  |  |
| --- | --- | --- |
| **Questions** | **Please give details in space below** | |
| Please give the name of the Applicant |  | |
| Contact Name: |  | |
| Address: |  | |
| Telephone Number: |  | |
| Contact Email Address: |  | |
| Please confirm the applicant’s status | **Please tick all that apply** | **Please enter the registered number in this column**  **(if applicable)** |
| Sole trader |  |  |
| Partnership |  | Please provide a copy of your partnership agreement |
| Private limited company |  |  |
| Public Limited Company |  |  |
| Company limited by guarantee |  |  |
| Registered charity |  |  |
| Industrial and Provident society |  |  |
| Friendly Society |  |  |
| Unincorporated association/society |  |  |
| Franchisee |  |  |
| Other.  (Please provide further details below) |  |  |
| **Further details:** | |  |

**Technical Ability**

**Responses to be placed in space provided under or next to question**

In responding to these questions providers are encouraged to use a range of evidence, including data, diagrams and narrative. Where bids include partners, the responses given should include examples and evidence from these partners.

Maximum word counts are given for each question. Providers should not exceed these as any evidence submitted over and above the stipulated word count may be discounted.

|  |  |  |
| --- | --- | --- |
| **Questions** | | |
| **Q1.1**  **Not scored** | Please provide a copy of your company’s quality assurance certificate or signed and dated quality policy that shows this is regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for quality management throughout the organisation. | Please upload copy into Chest |
| **Q1.2**  **Not scored** | Please provide a copy of your company’s environmental management certificate or signed and dated environmental management policy that shows this is regularly reviewed. The policy should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organisation. | Please upload copy into Chest |
| **Q1.3 10%** | **Experience**  Please describe your experience working as a partner in a whole system, integrated or pathway approach to supporting children and young people to improve health and wellbeing  **(Maximum 2000 words)** | |
|  | **Response:** | |
| **Q1.4 30%** | **Implementation**  Please demonstrate how your organisation would implement the service, including methodology and a costed model of appropriately qualified staff, describing the outcomes the model would seek to achieve.  **(Maximum 2000 words)** | |
|  | **Response:** | |
| **Q1.5 30%** | **Method Statement**  Please provide a Method Statement / Project Plan, outlining how your organisation will ensure that the requirements / outcomes as detailed in the Service Specification are delivered. Please include in your response;                  Staffing details (Inc. number of staff required, attitude to risk, appropriate safeguarding, knowledge, skills and experience for management and delivery personnel;                  Use of technology and service infrastructure to manage referral, triage and case management;                  How you intend to evidence that the work is making a difference;                  How your organisation will engage with Manchester’s Integrated Neighbourhoods and Local Offer to support referrals;                  Key milestones and a detailed timeline.  **(Maximum 1000 words)** | |
|  | **Response:** | |
| **Q1.6 20%** | **Delivery Plan / Process.**  Please describe the systems and processes you will implement to ensure effective delivery of the service and that the required outcomes are achieved.    This should include how you will:                    receive self-referrals and referrals from a variety of health and care professionals;                  collect and review baseline data from all participants and measure the outcomes as detailed in the “Outcomes Framework and Quality Standards”;                  develop a local community offer across neighbourhoods;                  track individual participation and retention.    **(Maximum 1000 words)** | |
|  | **Response:** | |
| **Q1.7 10%** | **Promoting the Service**    Please outline how you will:                    Determine how you will communicate with individuals – partners and wider stakeholders.                    Determine what marketing techniques to use to achieve the outcomes and the rationale for these techniques.                    Bring in additional/alternative resources from a wider range of funding streams to increase business development, improve value for money and mitigate against the risk of a potential reduction in MCC funding going forward.  **(Maximum 1000 words)** | |
|  | **Response:** | |
| **Q1.8**  **Not scored** | **Business Continuity**  The Civil Contingencies Act 2004 requires Local Authorities to ensure, through their procurement contracts, that all suppliers have Business Continuity Plans in place to ensure that they can deliver their critical services and products in the event of an emergency or business continuity incident.  Business Continuity Management is a holistic process that identifies potential threats to an organisation and the impacts to business operations those threats, if realised, might cause and which provides a framework for building organisational resilience with the capability for an effective response.   * + Please provide a copy of your proposed Continuity Plan for this contract. | | |

Part 2

Certificate of Bona Fide Tender

**Declaration**

**PLEASE READ AND SIGN THE DECLARATION BELOW**

I/We apply to be considered to provide the Under 18’s Physical Activity on Referral Service (PARS) for Manchester City Council.

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/We accept the conditions and undertakings requested in the tender. I/We understand that false information could result in my/our exclusion from consideration for this or any other contract or framework with the Council.

I/We also understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body and that any such action will empower the Council to cancel any contract or framework currently in force and will result in my/our exclusion from consideration for this or any other contract or framework with the Council.

I/We confirm that:

(i) I/We have not communicated and will not communicate to any person, under agreement or arrangement, the amount of this tender/quotation.

(ii) The amount of this tender/quotation has not been adjusted under any agreement or arrangement with any person.

**Signed for and on behalf of the organisation:**

|  |  |
| --- | --- |
| Contact details and declaration | |
| Question | Response |
| Contact Name |  |
| Name of Organisation |  |
| Role in Organisation |  |
| Phone Number |  |
| E-mail address |  |
| Postal address |  |
| Signature (electronic is acceptable) |  |
| Date |  |

**Anti-Collusion Certificate**

The essence of the public procurement process is that the Council shall receive bona fide competitive tenders from all Bidders. In recognition of this principle we hereby certify that this is a bona fide Bid, intended to be competitive, and that we have not fixed or adjusted the amount of the Bid or the rates or prices quoted by or under or in accordance with any agreement or arrangement with any other Bidder (other than a member of our own consortium). We have not and insofar as we are aware neither has any Bidder Party (as defined in the Invitation to Tender):

Entered into any agreement with any other person with the aim of preventing Bids being made or as to the fixing or adjusting of the amount of any Bid or the conditions on which any Bid is made; or

Informed any other person, other than the person calling for this Bid, of the amount or the approximate amount of the Bid, except where the disclosure, in confidence, of the amount of the Bid was necessary to obtain quotations necessary for the preparation of the Bid for insurance, for performance bonds and/or Contract guarantee bonds or for professional advice required for the preparation of the Bid;

or

Caused or induced any person to enter into such an agreement as is mentioned in Paragraph (1) and (2) above or to inform us of the amount or the approximate amount of any rival Bid for the Contract or Framework; or Committed any offence under the Prevention of Corruption Acts 1889 to 1916 nor under Section 117 of the Local Government Act 1972;

or

Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid for the Works any act or omission;

or

Canvassed any other persons referred to in Paragraph (1) above in connection with the Contract or Framework;

or

Contacted any officer of the Council about any aspect of the Contract or Framework including (but without limitation) for the purposes of discussing the possible transfer to the employment of the Bidder of such officer for the purpose of the Contract or Framework or for soliciting information in connection with the Contract or Framework.

We also undertake that we shall not procure the doing of any of the acts mentioned in Paragraphs (1) to (7) above before the hour and date specified for the return of the Bid nor (in the event of the Bid being accepted) shall we do so while the resulting Contract or Framework continues in force between us (or our successors in title) and the Council.

In this certificate

The word "person" includes any person, body or association, corporate or incorporate and "agreement" includes any arrangement whether formal or informal and whether legally binding or not.

**Price Clause (Certificate of Bona Fide Tender)**

TO: The Chief Executive MCC

In accordance with the Terms and Conditions applicable to this contract, the Specifications and the relevant Pricing Schedules, I/We hereby offer to deliver the contract as detailed in the invitation to tender to the order of Manchester City Council.

I/We further undertake to execute (if so required) a Deed of Contract on a form to be prepared by the City Solicitor and (if so required) to provide satisfactory sureties for the due performance of same.

Prices quoted are **(FIRM)** - (**please confirm** **by signing in place provided. Non completion of this may invalidate your tender**):

|  |  |
| --- | --- |
| **Price Clause Applicable** | **Please Sign** |
| Firm Price(s) for the initial Period of Contract (2 years) |  |

Authorised by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The Terms and Conditions applicable to this contract can be found on the ‘Chest’ Portal as an attachment for downloading**