[Please Insert Company Name Here]

# Ealing Council on Behalf of West London Alliance (WLA)

Invitation to Submit FINAL TENDERS (ISFT) MS Response Document

Lot Three (Brent); Lot Four (Ealing); Lot Five (Hammersmith & Fulham) Lot Six (Hounslow); Lot Seven (Hillingdon)

For

West London Mental Health and Employment London LEP

Individual Placement and Support for people with Common Mental Health Conditions

[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0CAcQjRxqFQoTCP7UksWDoccCFYnsFAoddOQLyw&url=http://www.employabilityforum.co.uk/refugees-into-schools/&ei=HurJVf7NMYnZU_TIr9gM&bvm=bv.99804247,d.d24&psig=AFQjCNG8V1dwU03xz9ARyxwNfVuY9Mdi7A&ust=1439382418770011) 

[Please Insert Company Name Here]

**Method Statement 1 – The IPS Service Delivery**

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| Tenderers are asked to provide a narrative explanation in no more than **2500** words of how they will run the IPS Service | **30%** |
| Tenderers are expected to illustrate their narrative by drawing upon their experience of delivering similar schemes.  Tenderers are asked to evaluate the extent to which your proposal will conform to the Dartmouth Supported Employment Fidelity Scale. This should focus on the following elements:   * Planned Caseload * Experience of staff providing employment services– including partner organisations * Frequency of contact with service users * Integration with mental health services, including IAPT provision * Access to welfare benefits advice for clients * Supervision and management * Liaison and relationship with local employers; and more broadly with employers within commuting distance * Work incentive planning approach * Vocational assessment * Job Search approach * Alignment of IPS delivery with your Organisational Strategy   You should also detail where the IPS service will need to diverge from the Dartmouth Supported Employment Fidelity Scale in order to be adapted to service users with Common Mental Health conditions.  The following should be attached as appendices and are **excluded** from the **2500** word limit:   * CVs of the individuals from your (and any partner) organisation who will be engaged in delivering and managing this service. * A detailed account line breakdown of the IPS Service Budgets; this should include direct and indirect costs. . For staff costs you should include the role/ job title, state whether it is a delivery or management/admin role and indicate the percentage of time allocated to this project. * Organisation structure of all staff funded or partially by this programme. This should include direct delivery and programme management staff. * Any strategic, process and procedure documentation.   **Explanation on how the IPS Service will be sensitive to individual borough circumstances, outlined in the Spec should be covered in a separate appendix, and is excluded from the word count.** | |

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| Response: |

**Method Statement 2 – Mobilisation**

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| Tenderers are asked to provide a narrative explanation in no more than 1500 words of how they will mobilise the IPS services, from appointment to service commencement. | **10%** |
| Tenderers are expected to illustrate their narrative by drawing upon their experience of delivering similar schemes.  This should include how service users are involved in the go-live process.  The method statement should be supported by a Project Plan for mobilisation | |

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| Response: |

**Method Statement 3 – Integration of the Service**

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| Tenderers are asked to provide a narrative explanation in no more than **2500** words of how they will involve partners and wider stakeholders. | **25%** |
| The provider should explain how the IPS service will integrate with the following partners organisations, including how these relationships will be used to deliver assertive engagement and outreach with potential service users.   * IAPT Teams and ,if appropriate, treatment teams in secondary mental health * CCG and GPs * JCP Job coaches * VCS organisations * Local Authority teams, including, but not limited to Adults Services, Children’s services; and Housing teams.   The provider should explain how the IPS service will liaise with employers, focusing on the following elements:   * How the service delivers competitive employment (as opposed to volunteering work placement opportunities) * The range of employers, in terms of industry and specialism who the employment specialist have relationships with   **Specific local issues should be attached as an appendix to the Method Statement and are excluded from the word count – there should be a separate appendix for each lot that the bidder wishes to be considered for.** | |

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| Response: |

**Method Statement 4 – Service Monitoring**

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| In no more than 1500 words, tenderers are asked to provide a narrative explanation as to how they will audit, track and manage the performance of the IPS service. | **15%** |
| Tenderers are expected to illustrate their narrative by drawing upon their experience of delivering similar grant funded services and RCT trials. This should focus on:   * Performance Management systems and processes * Compliance with ESF requirements * Management of data gathering and randomisation required to support an RCT trial * Performance management of Staff; sub-contractors and partner organisations | |

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| Response: |

**Method Statement 5 – Equality Diversity and Inclusion**

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| In no more than **1500** words, tenderers are asked to provide a narrative explanation on the following areas: | **10%** |
| * How will they deliver an inclusive service which will reflect the diverse needs of the target population. This should include those people with specific ‘protected characteristic’. * How their service addresses sustainability issues * Any additional Social Value that their service will deliver * How the service will deliver additional value, over and above the information provided in the Financial assessment document.   Sustainability policies should be attached as appendices and are excluded from the 1500 word limit. | |

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| Response: |

**Method Statement 6 – Social Value and Sustainability**

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| Please detail how you would offer the following as part of this contract, as per the Social Value Act 2012? | | **10%** | |
| 1. Employment opportunities for people within the WLA? | |  | |
| Response: | | | |
| 1. Employment opportunities for people with physical or learning disabilities? | |  | |
| Response: | | | |
| 1. Employment opportunities for the long term unemployed? | |  | |
| Response: | | | |
| 1. Employment opportunities for people from hard to reach groups and communities?\*   \*Hard to reach’ groups might include people from ethnic minority groups, people whose first language is not English, young people, children, older people, people with disabilities, refugees, travellers, as well as people who lack the time or resources to participate effectively. | |  | |
| Response: | | | |
| 1. Opportunities for the use, training and development of volunteers? | |  | |
| Response: | | | |
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| Please detail how you will meet the requirements of local residents / community and service users in relation to the subject matter of this contract? | |  | |
| Response: | | | |
| London Living Wage | | **Information only** | |
| (i)  Could you please indicate if your organisation pays its staff a London Living Wage, currently £8.80 per hour? | | **Information only** | |
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| (ii) If you do not presently pay your staff a London Living Wage, do you propose to pay them a London Living Wage for this contract? | | **Information only** | |
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| (iii) If you presently pay your staff a London Living Wage, or propose to for this contract, please set out how this will bring added value to the service in question and benefit the wider community as a whole. | | **Information only** | |