

Reading Borough Council

Invitation to Tender for Comprehensive Drug and Alcohol Recovery and Treatment System Contract No. SC128

This document contains RESTRICTED INFORMATION once completed by the contractor

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Please note the following separate documents that complete the Invitation to Tender pack:

Terms & Conditions of Contract	Appendix A
Transferee Admission Body - TUPE Transfer results extracts	Appendix B
Specification	Appendix C
Reading Borough Council's Living Wage Policy (Pay Policy Statement)	Appendix D
Floor Plans of premises - PDF Files	Appendix E
159 Oxford Road, 38 Queens Road & 127 Oxford Road/ 4 Waylen Street	

- Tender Return Label (attached herewith)

GENERAL INFORMATION

ITEM	CONTRACT DETAILS
OJEU Reference No:	2013/S 240-417427 published 11 December 2013 United Kingdom-Reading: Health & Social Work Services
Awarding Authority:	Reading Borough Council Civic Offices Reading Berkshire RG1 7AE
Contract Description:	Contract for the provision of a drug and alcohol recovery and treatment system including aftercare and advocacy
Contract Reference No:	SC128
Requirement:	Provision of a service to deliver a recovery focused service for drug and alcohol users including all classifications of drugs, those with poly-substance misuse and those using new psychoactive substances ('legal highs') as well as those dependent on prescription and over the counter medicines. The integrated service will be provided to substance misusers with a range of complexities such as poly-drug use, mental health problems, pregnancy and involvement with criminal activity.
Period of Contract:	1 st October 2014 - 30 th September 2017 with an option to extend for a further two years (each additional year will be agreed at the end of year 3 and year 4)

Project Officer:	<p>Any queries regarding this Invitation to Tender (ITT) Document must be addressed to:</p> <p>Reading Borough Council Education, Adults & Childrens Services Drugs & Alcohol Action Team Level 5 Civic Offices Reading RG1 7AE</p> <p>For the attention of Sally Andersen</p> <p>E-Mail: SC128@reading.gov.uk</p>
Deadline for clarification of tender documentation	Before 1st April 2014 at 17:00 hours
Submission instructions:	<p>Tenders are to be submitted in hard copy.</p> <p>5 (five) unbound tender copies required, in ring binders are to be submitted, and in addition 1 (one) electronic copy on an Encrypted Memory Stick (USB) with password.</p>
Tender submissions to be sent to:	<p>Head of Legal and Democratic Services Reading Borough Council Committee Services Lower Ground Floor Civic Centre Reading RG1 7AE</p> <p>N.B. Tenderers must not return a Tender via e-mail</p>
Date and time for Tender submission return:	Thursday 10th April 2014 at 12.00 Noon
Tender Packaging:	<p>Tender must be returned using the official return tender label provided.</p> <p>N.B. Packaging must not bear any sign or reference which might indicate the identity of the Tenderer.</p>

TIMETABLE

This timetable is indicative only. The Council reserves the right to change it at its discretion.

Stage	Date(s)/time
Issue of Invitation to Tender:	28th February 2014
Site visit to current premises in Reading *	8th March 2014
Submission of Tenders:	10th April 2014 at 12.00 Noon
Tender Opening:	10th April 2014 at 14.00 hours
Evaluation of Tenders commences:	11th April 2014
Notification of result of evaluation and intention to award:	6th May 2014
Standstill period commences:	7th May 2014
Expected date of award of Contract(s):	27th May 2014
Mobilisation Period	June 2014 - September 2014
Contract commencement:	1 October 2014

Site Visit *

A site visit has been arranged to take place on Saturday 8th March 2014 commencing at 09.00 hours, for potential providers to view the premises in Reading where the services are to be delivered. All potential providers are invited to attend this session.

Each provider is requested to ensure that their representatives are available to attend on this date, spaces will be limited to two representatives from each provider. Representatives will be escorted at all times during the site visit.

Details of the provider's nominated representatives must be provided and sent by no later than **17:00 hours on Tuesday 4th March 2014**, via e-mail to: SC128@reading.gov.uk for the attention of Sally Andersen.

Potential Providers will be notified by e-mail of the time slot allocated to them by 17.00 hours on Wednesday 5th March 2014.

Please note, the site visit is purely to view the premises, it is not an opportunity for open discussion regarding the tender. As a result of the site visit any points of clarification must be put in writing and will be responded to in accordance with the Instructions to Tenderers.

The Council

Reading Borough Council is a three star Berkshire Unitary Authority in the heart of the Thames Valley with a compact geographical boundary and a population of circa 155,000 which also serves the greater Reading or 'Reading diamond' area with a total population approaching of circa 265,000.

Profile of Reading

Reading has evolved from the town's manufacturing origins of beer, bulbs and biscuits to its current role as the service and financial centre of the Thames Valley. Strategically located as a major transport hub and in close proximity to Heathrow, Reading is now home to the largest concentration of information and communications technology corporations in the UK. Key companies based in the area include Cisco Systems, Microsoft and Prudential Assurance, with many more just outside the borough's constrained administrative boundaries.

This transformation is particularly evident in the centre of the town and Reading has become a top destination for retail and entertainment. The Reading of today is a sub-regional capital attracting large numbers of workers, shoppers and visitors from a wide area, adding to the vitality and success of the town, but at the same time putting extra pressure on limited resources across a range of services.

Reading is a vibrant multi-cultural town, the second most ethnically diverse in the South East, with more than 25% of the population from established black and minority ethnic communities as well as many more recent arrivals from EU accession countries and elsewhere. Reading has a history of good community relations and is a place where diversity and cohesion are celebrated and embraced.

However, the pace of change has been rapid and Reading's outstanding economic success has bypassed some of its residents. Within a small geographic area very affluent communities sit alongside more deprived neighbourhoods where poor health, lack of skills, unemployment and poverty are key features. Although Reading's economy is relatively well placed for the future, the current difficult economic climate will create further challenges in addressing these issues and the impact of the recession will need to be carefully monitored.

This issue of sustainability in the context of growth and economic success is central to the vision of the Council and its partners. The principle of sustainability underpins the key priorities for Reading set out in the Sustainable Community Strategy, from reducing the town's carbon footprint, to enhancing the pressured and limited areas of open space, to ensuring equality of opportunity and quality of life for all.

PREAMBLE

Provision of a Comprehensive Drug and Alcohol Recovery and Treatment System

1. Introduction

This Invitation to Tender (ITT) document has been prepared by Reading Borough Council's Drug and Alcohol Action Team.

The Council is inviting tenders from the six organisations who have been shortlisted via a pre-qualification process.

2. Purpose

The purpose of this tender is to establish a contract with a service provider for the provision of a Comprehensive Drug and Alcohol Recovery and Treatment System. The service will be provided to those aged eighteen years and above, with a smaller group of under eighteens who may require a specialist pharmacological service.

The contract will commence on 1st October 2014 and will be for an initial period of three years with a two year extension option (agreed at the end of Year 3 and Year 4), subject to performance review and funding.

A formal review of the contract will be undertaken at the end of each contract year. Reading Borough Council reserves the right to terminate the Contract should such a review conclude that the required services are not meeting Reading Borough Council's needs.

The Council will enter into a contract with the successful tenderer based on the Terms and Conditions contained within this Invitation to Tender (ITT) document.

3. Background

Currently there are five existing drug and alcohol services delivering treatment and advocacy in Reading, which is provided by one statutory and four non statutory providers across three different locations in Reading and these arrangements are due to finish on 30th September 2014.



FORM OF TENDER
FOR THE PROVISION OF A COMPREHENSIVE DRUG AND ALCOHOL RECOVERY AND
TREATMENT SYSTEM
CONTRACT No. SC128
PERIOD 01 OCTOBER 2014 TO 30 SEPTEMBER 2017

TO: READING BOROUGH COUNCIL

I (WE)

of

(hereinafter called “the Contractor”) hereby offer to supply to Reading Borough Council (hereinafter called “the Council”), in accordance with the General Conditions of Contract annexed, the products, articles, goods, materials or services specified in the Specification annexed, in respect of which I (We) hereby submit a tender at the rates and/or prices shown in the tender submission for the period above mentioned.

Dated this day of
..... 2014

Signed:

Position:

For and on behalf of:

**NOTE:- Tenders will not be considered unless sealed in an envelope
affixed with the official label provided and received no later than -**

12.00 NOON on Thursday 10th April 2014

FOR COUNCIL USE ONLY

..... Officer Date

CERTIFICATE OF NON-COLLUSION

In recognition of the principle that the essence of selective tendering is that the Client shall receive bona fide competitive tenders from all those companies tendering I/We CERTIFY THAT:

1. The Tender submitted herewith is a bona fide Tender intended to be competitive.
2. I/We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement with any other person or company.
3. I/We have not done and I/we undertake that I/we will not do at any time before the hour specified for the return of the tenders any of the following acts:-
 - a. communicate to a person, other than the person calling for this Tender, the amount of the proposed Tender (except where the disclosure, in confidence, of the approximate amount of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender)
 - b. entering into any agreement with any other person or company that they shall refrain from tendering or any arrangement as to the amount of any Tenders to be submitted; and
 - c. offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing of having to be done in relation to any other Tenders any act or thing of the sort described above
4. In this Certificate "person" includes any person and any body or association corporate or incorporate.
5. In this Certificate "any agreement or arrangement" includes any transaction of the sort described above, formal or informal and whether legally binding or not.

Dated this day of
 2014

Signed:

Position:

For and on behalf of:

INSTRUCTIONS TO TENDERERS

To ensure fairness all tenderers are required to submit their tenders in accordance with these instructions therefore please read the following instructions carefully and ensure you follow them accordingly.

Failure to comply could invalidate the tender.

1. Tenders must be returned in a plain envelope, using the official return tender label provided for this purpose. If the tender is too bulky for an envelope, the label must be firmly attached to the outer packaging of the tender submission. Each tender must be returned separately using the official return label provided.

Any such envelope/parcel/packaging shall not bear any name or mark by which the tenderer can be identified. **If the tenderer can be identified the tender will be disqualified.** Tenderers are reminded that if the tender is being submitted via courier or Royal Mail they should make them aware that they are submitting a tender and that no markings of the Tenderer's details should be shown on the envelope/parcel/packaging. The Council does not accept any liability for errors caused by the courier.

2. The Council will safeguard all tenders received and open them once the official tender deadline has expired.
3. In order for the Council to keep organisations updated Tenderers intending to submit a tender are required to complete and send the 'Intention to Respond Form', a proforma copy of which is contained in the Invitation to Tender (ITT) document. This should be sent by e-mail, or fax, to:

E-mail address: SC128@reading.gov.uk

Fax. No. 0118 9372278

4. If a potential tenderer decides not to tender, the tender label must not be used to register the decision, since this can lead to confusion at the tender opening stage. A decision not to tender should be communicated in writing by e-mail, or fax, to:

E-mail address: SC128@reading.gov.uk

Fax. No. 0118 9372278

Please complete and send the 'No Bid Reply Form', a proforma copy of

which is contained in the Invitation to Tender (ITT) document.

5. It is the tenderer's responsibility to ensure that their tender is received on time and delivered to:-

**Head of Legal and Democratic Services
Reading Borough Council
Committee Services
Lower Ground Floor
Civic Centre
Reading RG1 7AE**

by 12 noon on the designated day.

Tenders returned in the form of a faxed message or sent by e-mail cannot be accepted under any circumstances.

6. Any tender received after the specified return date and time shall be returned promptly to the tenderer by Reading Borough Council's Head of Legal and Democratic Services. The tender may be opened to ascertain the name of the tenderer but no details of the tender will be disclosed. Any tender that does not comply with the Council's Contracts Procedure Rules (Standing Orders) may nevertheless be considered if the Monitoring Officer is satisfied that:
- there is evidence of dispatch by the sender in time for delivery by the due date and time, and
 - the other tenders have not been opened, and
 - no unfair advantage is likely to have been achieved by the absence of compliance
7. You must not alter any of the Council's Invitation to Tender (ITT) documents. Alterations will result in the tender being rejected.
8. Tenderers are requested to submit five (5) hard copies (paper copies) of their tender proposal. This should include the following documents duly signed and completed as appropriate:-
- Form of Tender
 - Certificate of Non-Collusion
 - ITT Questions - Schedule One
 - Tender Pricing Schedule and Staffing Structure - Schedule Two
 - Conflict of Interest Declaration
 - Contact Information
 - Tender Submission Checklist
 - Encrypted USB Memory Stick (with Password)
 - Copies of subcontractor(s) insurance (if applicable)

In addition tenderers should submit an electronic version of their tender proposal on an encrypted memory stick (USB) in either Word 97-2003 or pdf format. One copy will be required. **Please note:** the memory stick (USB) must be encrypted and the password for access must be provided on the Tender Submission Checklist document.

9. The submitted tender proposal should be provided in a ring binder, or similar document folder, to facilitate the separation of different sections of the response. It must be divided into clear, easily identifiable sections and contain all the relevant information requested (see list below). It must not be wire, thermal or comb bound, this is in order to facilitate photocopying of the received document by the Council.

Tenderers are required to separate their tender submission into the following [9] sections:

- Form of Tender
 - Certificate of Non-Collusion
 - ITT Questions - Schedule One
 - Tender Pricing Schedule and Staffing Structure - Schedule Two
 - Conflict of Interest Declaration
 - Contact Information
 - Tender Submission Checklist
 - Encrypted USB Memory Stick (With Password)
 - Copies of subcontractor(s) insurance (if applicable)
-
10. Tender submissions may not be considered if any of the information requested is not supplied with the tender or the tender is otherwise non-compliant or incomplete. The Council reserves the right to reject any tender that is 'qualified' or tries to change the terms on which the tender is submitted. Tenders will be examined for any 'qualifications' and may be rejected without further evaluation.
 11. Where a word limit is stipulated in the response to a question posed by the Council, tenderers are required to show the word count in their text based answer. For any response which exceeds the stipulated word count, any words over the word limit will be disregarded and therefore not evaluated as part of the tender submission.
 12. You should ensure that your tender is completed legibly, in ink or typed, in English, with all prices in Sterling (exclusive of VAT), and is signed and dated where required. Any amendments you make to your tender, prior to submission, must be initialled and preferably noted separately.
 13. Tender documents must not be transferred to anyone, other than the company named in the Invitation to Tender, without the

prior specific approval of the Council in writing.

14. You must not try to obtain any information about anyone else's tender or proposed tender before the date of contract award.
15. Reading Borough Council will not be responsible for any costs or expenses you incur in the preparation or delivery of the tender, nor with any costs or expenses incurred with the formation of a contract should your company be successful. You are deemed to have obtained at your own expense all information necessary for the preparation of your Tender.
16. Prior to the date for the return of tenders, Reading Borough Council may clarify, amend or add to the documentation. A copy of each such instruction will be issued by Reading Borough Council to every Tenderer and shall form part of the tender documentation. No amendment shall be made to the tender documentation unless it is subject of such an instruction. You will be required to promptly acknowledge receipt of such instructions.
17. Tenderers should note that the contract will be awarded on the basis of the most economically advantageous terms and provide best value for money to the Council.
18. If deemed appropriate Tenderers may be required to present their tender submission to a panel of Council representatives prior to award of contract. Additionally the Council may wish to visit tenderers' premises to view the facilities and systems which may be used to deliver the service.
19. Tenders should remain valid for a period of 90 days following the closing date of the tender.
20. Reading Borough Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of the tender process, nor for any other costs incurred by those tendering for the contract.
21. Reading Borough Council reserves the right to accept the whole or any part of any tender submission.
22. Reading Borough Council is not bound to accept the lowest or any tender and shall be under no obligation to award a contract.
23. Tenderers must submit proposals for the provision of a Comprehensive Drug and Alcohol Recovery and Treatment System as stipulated in the Specification (Appendix C).

24. Tenderers will need to identify information they consider to be “Confidential Information” within the definition meaning in Clause B51 of the Terms and Conditions (page 45).
25. Where reference is made to any International, European or British Standard then you may offer an equivalent to any of these, provided that your Standard offers equivalent guarantees of safety, suitability and fitness for purpose to the one specified.
26. All information supplied by the Council in connection with this Invitation to Tender (ITT) shall be treated as confidential by the Tenderer, except that such information may be disclosed for the purpose of obtaining sureties and quotations necessary for the preparation of the Tender. Tenderers should treat the details of their Tenders and any subsequent Contract as private and confidential.
27. All orders under the contract will be placed by means of the Council’s official Purchase Orders (Oracle Orders), an example of which will be supplied to the successful tenderer(s).
28. Any request for clarification of the Invitation to Tender (ITT) documents must be made in writing by e-mail, or fax, to:

E-mail address: SC128@reading.gov.uk for the attention of Sally Andersen.

Fax. No. 0118 9372278

Any request must be sent as soon as possible, and in any event, in sufficient time to enable the Council to supply the requested information not later than close of business on 1st April 2014, that day being 6 working days before the date for submitting tenders. Any requests received later than this will not be responded to.

The Council will respond in writing by e-mail as soon as is practical after receipt of any request for clarification and will include a description of the enquiry (but without identifying the source); this information will also be sent to all other Potential Tenderers.

If a Tenderer wishes the Council to treat a clarification as confidential and not issue the response to all Potential Tenderers, it must state this when submitting the clarification request. If, in the opinion of the Council, the clarification is not confidential, the Council will inform the Tenderer and they will have an opportunity to withdraw it. If the clarification is not withdrawn, the response will be issued to all Potential Tenderers.

29. Tenderers are advised to read carefully all of the documentation

contained in the ITT document to ensure that they are fully aware of the nature and extent of the obligations to be met by them if their tender is successful. No later claim for any alleged lack of knowledge of the Contract Terms and Conditions, Specification and documentation will be considered. Submission of a tender shall denote the Tenderer's agreement to comply with all matters referred to in the ITT document, including the Contract Terms and Conditions, the Service Specification, appendices and Instructions to Tenderers.

30. The successful tenderer will be required to execute a formal contract and until such execution the successful tender together with Reading Borough Council's written acceptance shall form a binding agreement between the two parties.
31. Any policies included within your Pre-Qualification/ITT submission will form part of the contract documentation should your tender submission be successful.
32. The planned procurement timetable is as follows:-

	Date
Invitation to Tender Documents issued	28 th February 2014
Contractors Site visits	Saturday 8 th March 2014
Return date of Tender	10 th April 2014 at 12:00 Noon
Tender Opening	10 th April 2014 at 14.00 hours *
Tender assessment and recommendation	11 th April - 2 nd May April 2014 Recommendation on 5 th May 2014 *
Report to Committee	25 th March 2014 *
Standstill Period	Commences on 7 th May 2014 to 20 th May 2014 *
Contract to be awarded to successful tenderer	27 th May 2014*
Contract Start Date	Commences on 1 October 2014 *
Mobilisation Period	June 2014 - September 2014
* dates may be subject to change	

33. TENDER OPENING

All returned tenders are administratively controlled by the Council's Committee Services Section and dependant upon the value of the contract are opened in conjunction with Councillors and department representatives on an agreed date and time for the opening of tenders.

Tenders will be disqualified/not accepted, if:-

- Identification of tenderer marked on the return envelope/parcel packaging
- Tender submission received after the closing date for the receipt of tenders (refer to points 5 & 6 of Instructions to Tenderers)
- Tender submission sent to the wrong address - must be returned to the stated return address
- Tender submission returned in the 'open' post - not using official label
- Form of Tender not signed

The Council reserves the right to reject any Tender not complying strictly with these conditions.

34. The Council will not consider requests for extension of the closing date and time, but may, at its own absolute discretion extend the closing date and time stipulated in the Invitation to Tender (ITT).
35. The Council reserves the right to clarify with any or all Supplier(s) concerning any aspect(s) arising from this Invitation to Tender after tender submissions have been opened. Clarification may be either in writing (e-mail) or via a meeting and tenderers will be required to respond promptly to such requests. Note: Tender submissions will not be opened prior to the Tender Opening date stipulated in this document.

36. STANDSTILL PERIOD

All Suppliers will be notified in writing of the outcome of their tender submission. If unsuccessful, written feedback will be provided including the characteristics and relative advantages of the winning tender(s).

Subject to the Council's approval processes, the process to execute the contract will then begin.

For procurements where EU Directives apply Reading Borough Council will, in accordance with said directive, incorporate a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated electronically to tenderers. It will incorporate a minimum 15 calendar day standstill period if award of contract is communicated to tenderers by post.

The Public Contracts Regulations 2006 (SI 2006 No.5) (as amended) provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly (within 30 days). Where a contract has not been entered into the court may order the setting aside of the award decision or order the authority to amend any document and may award damages. If the contract has been entered into the court may award damages and in the case of specified breaches of the rules may also order the termination or shortening of the contract and the levying of fines. Economic Operators seeking the termination of a contract (where this is permitted) may be required to bring action within 30 days, although this period is extended to 3 months in specified circumstances. The purpose of the standstill period referred to above is to allow parties to apply to the Courts to set aside the award decision before the contract is entered into.

It will be the intention of the Council, subject to any unforeseen circumstances, i.e. service of a Claim Form issued by the High Court, to complete the contractual formalities with the successful tenderer on the day following the end of the standstill period.

Responding to this Invitation to Tender

Tenderers should respond to the Council's invitation in the form of a written Tender Submission that reflects the statement of requirements in the Specification (Appendix C) and the Pricing Schedule (Schedule Two).

The Tender Submission must be structured as set out in this section.

The Instructions to Tenderers must be read and followed in full. A Tender Submission Checklist is included.

Each tenderer must provide a written response to the ITT questions (see overleaf). Please ensure all questions are answered, bearing in mind the maximum word counts, we will not accept attachments as part of these answers. You must also include a word count beneath each question answered. There is a requirements box attached to each question to use as a guide to aid completion.

Where a maximum word count has been specified, the evaluation panel will only consider words up to that limit. Any excess words used after the limit will be disregarded.

Tenderers should provide evidence of your organisation's ability to deliver the services described in the Specification. Please provide answers to the following questions:

Schedule One**ITT QUESTIONS**

Please refer to the Specification (Appendix C) to assist you in answering the following questions:

1.	Method of Service Delivery
Sub criteria	Assessment, care planning, co-ordination, pathways and review.
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 1; Assessment, care planning, co-ordination, pathways and review.
Word Count	Maximum 2500 words

Council requirement in response	<p>Your response must cover all requirements in sections 1.1.1 to 1.5.2</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p> <p>Within your response please attach your proposed:</p> <ul style="list-style-type: none"> ➤ Screening Tool, ➤ Triage Tool, ➤ Risk Assessment ➤ Full Comprehensive Assessment ➤ Care Plan ➤ Any documentation used to support the review of any of the above documents. <p>Please note that these documents do not need to be included in your word count for this section of your response.</p>
Criteria for Rejection	<p>Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected</p>
Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 1: Assessment, care planning, co-ordination, pathways and review</p> <p>Minimum delivery requirements for the contract subsections 1.1.1 to 1.5.2</p> <p>Page 16 to page 18.</p>

Tender Response	[to be completed by Tenderer]
Tenderer's word count	[to be completed by Tenderer]

2.	Method of Service Delivery
Sub Criteria	Harm reduction, specialist needle exchange and prevention of drug related deaths or injury and overdose.
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 2; Harm reduction, specialist needle exchange and prevention of drug related deaths or injury and overdose.
Word Count	Maximum 1800 words

Council requirement in response	<p>Your response must cover all requirements in sections 2.1.1 to 2.3.3</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p>
Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected
Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 2: Harm reduction, specialist needle exchange and prevention of drug related deaths or injury and overdose.</p> <p>Minimum delivery requirements for the contract subsections 2.1.1 to 2.3.3</p> <p>Page 19 to page 21.</p>

Tender Response	[to be completed by Tenderer]
Tenderer's word count	[to be completed by Tenderer]

3.	Method of Service Delivery
Sub Criteria	Structured Psychosocial interventions
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 3; Structured Psychosocial interventions.
Word Count	Maximum 1000 words

Council requirement in response	<p>Your response must cover all requirements in sections 3.1.1 to 3.1.8</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p>
Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected
Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 3; Structured Psychosocial interventions.</p> <p>Minimum delivery requirements for the contract subsections 3.1.1 to 3.1.8</p> <p>Page 22.</p>
Tender Response	[to be completed by Tenderer]

Tenderer's word count	[to be completed by Tenderer]
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4.	Method of Service Delivery
Sub Criteria	Pharmacological interventions and delivery of a shared care system
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 4; Pharmacological interventions and delivery of a shared care system
Word Count	Maximum 2800 words
Council requirement in response	<p>Your response must cover all requirements in sections 4.1.1 to 4.3.8</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p> <p>Within your response please attach your proposed:</p> <ul style="list-style-type: none"> ➤ Clinical Governance arrangements ➤ Supervised Consumption protocol ➤ 4-way agreement <p>Please note that these documents do not need to be included in your word count for this section of your response.</p>

Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected
Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 4; Pharmacological interventions and delivery of a shared care system</p> <p>Minimum delivery requirements for the contract subsections 4.1.1 to 4.3.8</p> <p>Page 24 to page 28.</p>
Tender Response	[to be completed by Tenderer]
Tenderer's word count	[to be completed by Tenderer]

5.	Method of Service Delivery
Sub Criteria	Interventions to reduce crime, re-offending and anti social behaviour
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 5; Interventions to reduce crime, re-offending and anti social behaviour

Word Count	Maximum 1500 words
Council requirement in response	<p>Your response must cover all requirements in sections 5.1 to 5.13</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p> <p>Within your response please attach your proposed:</p> <ul style="list-style-type: none"> ➤ Assessment for RoB eligibility ➤ Assessment for DRR eligibility ➤ Assessment for ATR eligibility <p>Please note that these documents do not need to be included in your word count for this section of your response.</p>
Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected
Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 5; Interventions to reduce crime, re-offending and anti social behaviour</p> <p>Minimum delivery requirements for the contract subsections 5.1 to 5.13</p> <p>Page 31 to page 35.</p>

Tender Response	[to be completed by Tenderer]
Tenderer's word count	[to be completed by Tenderer]

6.	Method of Service Delivery
Sub Criteria	Freedom from dependence on alcohol
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 6; Freedom from dependence on Alcohol.
Word Count	Maximum 2000 words

Council requirement in response	<p>Your response must cover all requirements in sections 6.1 to 6.14</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p>
Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected
Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 6: Freedom from dependence on alcohol</p> <p>Minimum delivery requirements for the contract subsections 6.1 to 6.14</p> <p>Page 37 to page 40.</p>
Tender Response	[to be completed by Tenderer]

Tenderer's word count	[to be completed by Tenderer]
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7.	Method of Service Delivery
Sub Criteria	Access to residential detoxification, treatment and aftercare
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 7; Access to residential detoxification, treatment and aftercare.
Word Count	Maximum 1000 words
Council requirement in response	<p>Your response must cover all requirements in sections 7.1 to 7.7</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p>
Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected

Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 7: Access to residential detoxification, treatment and aftercare</p> <p>Minimum delivery requirements for the contract subsections 7.1 to 7.7</p> <p>Page 41 to page 42.</p>
Tender Response	[to be completed by Tenderer]
Tenderer's word count	[to be completed by Tenderer]

8.	Method of Service Delivery
Sub Criteria	Focus on children and families, carers and safeguarding
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 8; Focus on children and families, carers and safeguarding.
Word Count	Maximum 2500 words

Council requirement in response	<p>Your response must cover all requirements in sections 8.1.1 to 8.2.6</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p> <p>Within your response please attach your proposed:</p> <ul style="list-style-type: none"> ➤ Family members and carers assessment (of their personal, social and mental health needs). <p>Please note that these documents do not need to be included in your word count for this section of your response.</p>
Criteria for Rejection	<p>Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected</p>
Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 8: Focus on children and families, carers and safeguarding.</p> <p>Minimum delivery requirements for the contract subsections 8.1.1 to 8.2.6</p> <p>Page 43 to page 46.</p>

Tender Response	[to be completed by Tenderer]
Tenderer's word count	[to be completed by Tenderer]

9.	Method of Service Delivery
Sub Criteria	Recovery and aftercare
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 9; Recovery and aftercare.
Word Count	Maximum 1000 words

Council requirement in response	<p>Your response must cover all requirements in sections 9.1 to 9.9</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p>
Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected
Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 9: Recovery and aftercare</p> <p>Minimum delivery requirements for the contract subsections 9.1 to 9.9</p> <p>Page 47 to page 48.</p>
Tender Response	[to be completed by Tenderer]

Tenderer's word count	[to be completed by Tenderer]
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10.	Method of Service Delivery
Sub Criteria	Effective user and carer involvement
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 10; Effective user and carer involvement
Word Count	Maximum 2500 words
Council requirement in response	<p>Your response must cover all requirements in sections 10.1 to 10.15</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p>
Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected

Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 10: Effective user and carer involvement</p> <p>Minimum delivery requirements for the contract subsections 10.1 to 10.15</p> <p>Page 48 to page 51.</p>
Tender Response	[to be completed by Tenderer]
Tenderer's word count	[to be completed by Tenderer]

11.	Method of Service Delivery
Sub Criteria	Access to mutual aid and peer support
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 11; Access to mutual aid and peer support.
Word Count	Maximum 1000 words

Council requirement in response	<p>Your response must cover all requirements in sections 11.1 to 11.7</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p>
Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected
Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 11: Access to mutual aid and peer support</p> <p>Minimum delivery requirements for the contract subsections 11.1 to 11.7</p> <p>Page 51 to page 52.</p>
Tender Response	[to be completed by Tenderer]

Tenderer's word count	[to be completed by Tenderer]
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12.	Method of Service Delivery
Sub Criteria	Support to access employment, training, education and volunteering
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 12; Support to access employment, training, education and volunteering.
Word Count	Maximum 1000 words
Council requirement in response	<p>Your response must cover all requirements in sections 12.1 to 12.7</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p>
Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected

Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 12; Support to access employment, training, education and volunteering.</p> <p>Minimum delivery requirements for the contract subsections 12.1 to 12.7</p> <p>Page 52 to page 53.</p>
Tender Response	[to be completed by Tenderer]
Tenderer's word count	[to be completed by Tenderer]

13.	Method of Service Delivery
Sub Criteria	Support to access and sustain suitable accommodation
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 13; Support to access and sustain suitable accommodation.
Word Count	Maximum 1000 words

Council requirement in response	<p>Your response must cover all requirements in sections 13.1 to 13.8</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p>
Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected
Specification Reference	<p>Section three: Specific Services to be delivered</p> <p>Part 13: Support to access and sustain suitable accommodation.</p> <p>Minimum delivery requirements for the contract subsections 13.1 to 13.8</p> <p>Page 54.</p>
Tender Response	[to be completed by Tenderer]

Tenderer's word count	[to be completed by Tenderer]
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14.	Method of Service Delivery
Sub Criteria	Interventions aimed at improving mental and physical health and wellbeing
Question	In section three of the specification entitled 'Specific Services to be delivered' - please clearly detail how you will deliver an evidenced programme of activities, over the length of the contract, that will be used to achieve the minimum delivery requirements for the contract set out in part 14; Interventions aimed at improving mental and physical health and wellbeing.
Word Count	Maximum 1500 words
Council requirement in response	<p>Your response must cover all requirements in sections 14.1 to 14.11</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of services to be delivered. ➤ Ability of service to meet the minimum delivery requirements for the contract ➤ Ability and examples of working and engaging with the client group. ➤ Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p> <p>Within your response please attach your proposed:</p> <ul style="list-style-type: none"> ➤ Joint working arrangements with mental health services. <p>Please note that these documents do not need to be included in your word count for this section of your response.</p>

Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected
Specification Reference	Section three: Specific Services to be delivered Part 14: Interventions aimed at improving mental and physical health and wellbeing Minimum delivery requirements for the contract subsections 14.1 to 14.11 Page 55 to page 56.
Tender Response	[to be completed by Tenderer]
Tenderer's word count	[to be completed by Tenderer]

15.	Method of Service Delivery
Sub Criteria	Staff Competencies, Recruitment, Selection and ongoing employment.
Question	In section four of the specification entitled 'Staff Competencies, Recruitment, Selection and ongoing employment' - please clearly detail evidenced activities for how you will deliver the minimum delivery requirements over the length of the contract.
Word Count	Maximum 3000 words

Council requirement in response	<p>Your response must cover all requirements in sections 1 to 16</p> <p>And include:</p> <ul style="list-style-type: none"> ➤ Understanding of the minimum delivery requirements. ➤ Ability to meet the minimum delivery requirements for the contract ➤ Timescales, who will be responsible for delivering the minimum delivery requirements and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For each minimum requirement a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p>
Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected
Specification Reference	<p>Section four: Staff Competencies, Recruitment, Selection and ongoing employment</p> <p>Minimum delivery requirements for the contract subsections 1 to 16</p> <p>Page 59 to page 60.</p>
Tender Response	[to be completed by Tenderer]

Tenderer's word count	[to be completed by Tenderer]
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16.	Method of service delivery
Sub Criteria	Location of services for this contract
Question	In section nine of the specification entitled 'Location of services for this contract' - please clearly detail evidenced activities for how you will deliver the minimum delivery requirements over the length of the contract and provide the requested information.
Word Count	Maximum 800 words
Council requirement in response	<p>Your response must cover all requirements in sections 1 to 4</p> <p>And include for minimum delivery requirement numbers 3 and 4:</p> <ul style="list-style-type: none"> ➤ Understanding of the minimum delivery requirement. ➤ Ability to meet the minimum delivery requirement for the contract ➤ Timescales, who will be responsible for delivering the minimum delivery requirement and when particular milestones may be achieved ➤ Innovation and extra added value services. <p>For minimum requirement 3 and 4 a greater score will be achieved if evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.</p> <p>Please cross reference your answer to the individual minimum delivery requirements.</p> <p>Within your response please attach your proposed:</p> <ul style="list-style-type: none"> ➤ Detailed service design including proposed locations of the required services and interventions. ➤ Accommodation strategy consisting of how the three buildings will be utilised to deliver this contract. <p>Please note that these documents do not need to be included in your word count for this section of your response.</p>
Criteria for Rejection	Failure to clearly state how all of the minimum requirements will be met may result in the tender being rejected

Specification Reference	Section nine: Location of services for this contract Minimum delivery requirements for the contract subsections 1 to 4 Page 122.
Tender Response	[to be completed by Tenderer]
Tenderer's word count	[to be completed by Tenderer]

17.	Social Value Considerations
Question	<p>The Council would like to understand how your proposal will improve the economic, social and environmental well-being of the Reading Borough Area in over and above the specific requirements of the specification of the contract.</p> <p>The Council's priorities for these improvements are:</p> <ul style="list-style-type: none"> • Training and skills development for staff working on Council contracts • Have regard to the Council's Living Wage Policy and application of the Council's low pay policy to staff working for the Council's contractors. (see attached - Appendix D - point 7.4 refers) • Achieving the Council's Zero carbon targets - full text at available at: www.readingclimateaction.org.uk • Meeting the objectives of the Council's Sustainable Community Strategies - full text available at : http://www.reading.gov.uk/council/strategies-plans-and-policies/reading-s-sustainable-community-strategy/ <p>Please explain how your proposal will contribute to achieving these priorities over and above those aspects described in the other parts of your tender submission.</p>
Word Count	Maximum 250 words
Council requirement in response	Response provides detailed proposals to provide a significant contribution in each of the four priority areas, over and above elements described in the other parts of the tender submission.

Tender Response	[to be completed by Tenderer]
Tenderer's word count	[to be completed by Tenderer]

18.	Insurance - SUBCONTRACTORS
Question	<p>If you have indicated at PQQ stage that you are using a subcontractor to deliver elements of the contract, you must provide evidence that the subcontractor already has or can obtain the following levels of insurance for the elements that they will be delivering.</p> <p>The levels of Insurance are Type A and Type B. The elements of the specification are indicated as Type A or Type B on Page 15 of the Specification titled "Specific Services to be delivered"</p> <p>E.g. insurance certificate, Brokers letter or quotation. Please note failure to provide one of the above, will result in the ITT being rejected.</p> <p>If you have indicated at PQQ stage that you are not using a subcontractor to deliver elements of the contract, please leave this section blank.</p>
Council requirement in response	<p>In section three of the specification entitled 'Specific Services to be delivered', elements of the specification will require different levels of insurance. These have been indicated by Type A and Type B.</p> <p>Please indicate which elements of the specification each subcontractor will deliver and attached evidence of the insurance levels for each subcontractor.</p> <p>You must provide evidence that the subcontractor already has or can obtain the following levels of insurance for the elements that they will be delivering.</p>

	Subcontractor 1 - Company Name and element -	
Tender response:	[to be completed by Tenderer]	
	Subcontractor 2 - Company Name and element -	
Tender response	[to be completed by Tenderer]	
	Subcontractor 3 - Company Name and element -	
Tender response	[to be completed by Tenderer]	
	Subcontractor 4 - Company Name and element -	
Tender response	[to be completed by Tenderer]	
	Subcontractor 5 - Company Name and element -	
Tender response	[to be completed by Tenderer]	
Type A elements	If a subcontractor is delivering any elements of the specification covered by Type A , they must evidence the insurance levels below:	
	Employers Liability = GBP (£) 5 million	Yes/ No
	Public Liability = GBP (£) 10million	Yes/ No
	Product Liability = GBP (£) 10 million	Yes/ No
	Professional Indemnity = GBP (£) 5 million	Yes/ No
	Clinical negligence/ medical malpractice = GBP (£) 10 million per individual claim	Yes/ No

Type B elements	If a subcontractor is delivering any elements of the specification covered by Type B , they must evidence the insurance levels below:	
	Employers Liability = GBP (£) 5 million	Yes/ No
	Public Liability = GBP (£) 10million	Yes/ No
	Product Liability = GBP (£) 10 million	Yes/ No
	Professional Indemnity = GBP (£) 5 million	Yes/ No
Criteria for Rejection	Failure to give evidence that Subcontractor(s) can demonstrate existing levels of insurance and cannot provide evidence that the levels of Type A and/or Type B insurance levels can be obtained.	
Specification Reference	Section three: Specific Services to be delivered Page 15.	

	Declaration	
	<p>I declare that to the best of my knowledge the answers submitted in this Tender Submission are correct.</p> <p>I understand that the information will be used in the process to evaluate my organisation's Tender Submission.</p> <p>I am signing on behalf of my organisation. I understand that the Contracting Authority may reject this submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information</p>	
	FORM COMPLETED BY	
	Signature:	
	Name:	
	Job Title:	
	Date:	
	Name of Organisation:	

Tender Pricing Schedule **Schedule Two**

The Tender Pricing Schedule must outline how the funding for this service will be allotted for each of the following areas of delivery:

- Staff and Management Costs
- Premises
- Overheads, Supplies and support
- Any costs not covered above

Instructions to bidders of how to complete the Tender Pricing Schedule are detailed below.

Contract Expenditure Table **Year 1**

Year 1: 1st October 2014 to 30th September 2015	Maximum funding available: £1,921,808	
Business area:	Amount and percentage of annual funding spent on this deliverable	Rationale and breakdown of cost.
1. Staff and Management costs		
2. Premises		
3. Overheads, Supplies and support		
4. Any costs not covered above		
Total funding allocated: £		

Please summarise any added value to this service, which does not have a cost implication:

Contract Expenditure Table

Year 2

Year 2: 1st October 2015 to 30th September 2016	Maximum funding available: £1,907,896	
Business area:	Amount and percentage of annual funding spent on this deliverable	Rationale and breakdown of cost.
1. Staff and Management costs		
2. Premises		
3. Overheads, Supplies and support		
4. Any costs not covered above		
Total funding allocated: £		

Please summarise any added value to this service, which does not have a cost implication:

Contract Expenditure Table

Year 3

Year 3: 1st October 2016 to 30th September 2017	Maximum funding available: £1,903,630	
Business area:	Amount and percentage of annual funding spent on this deliverable	Rationale and breakdown of cost.
1. Staff and Management costs		
2. Premises		
3. Overheads, Supplies and support		
4. Any costs not covered above		
Total funding allocated: £		

Please summarise any added value to this service, which does not have a cost implication:

Instructions for the Completion of the Tender Pricing Schedule (Schedule Two)

1. Instructions for the completion of the Tender Pricing Schedule

For each of the first three years of the contract a contract expenditure table must be completed and provided as part of the tender submission.

The maximum funding available to provide the requirements contained within the specification is provided within each contract expenditure table for each of the first three years of the contract. Please ensure that the total funding allocated in each of the tables does not exceed this limit. Any figure which exceeds the maximum funding available will not be considered and will result in rejection of the tender submission.

There is potential for further funding to be available at the beginning of each year of the contract due to increased performance or increased income of the DAAT. Any additional funding will only be offered to the provider on the basis that it should not contravene EU procurement regulations and upon a mutually agreeable set of outcomes for the additional funding which enhances existing services delivered by the Provider.

Business area 1: Staff and Management costs

Please ensure the rationale and breakdown of cost covers the following staff costs:

- A. Frontline PAID workers salaries and costs. This must include pay, national insurance, pensions, staff expenses, mileage and agency staff costs for:
 - Drug and Alcohol workers
 - Counsellors
 - Doctors
 - Nurses
 - Occupational therapists
 - Psychologists
 - Social workers, etc.
- B. Non-frontline PAID workers salaries and costs. Administration workers and on-site managers should only be included in the frontline section for any proportion of their time where they are involved in direct client contact. Otherwise, costs for these posts should be reported under this section. This section must include pay, national insurance, pensions, staff expenses, mileage and agency staff costs for:
 - Administrative staff
 - Management staff
 - Recruitment
 - Training
 - TUPE costs/ Redundancies
- C. Frontline and non-frontline UNPAID costs. This must include staff expenses, mileage, recruitment, training and support costs for:
 - Volunteers
 - Peer mentors
 - Any other unpaid ongoing workers

You must include in your ITT submission a copy of the staffing structure that includes all staff as indicated above in section A, B and C that will deliver this contract.

Business area 2: Premises

Please ensure the rationale and breakdown of cost covers the following premises costs as described in section nine of the specification:

- Cleaning of premises

This will be provided by Reading Borough Council Cleaning Department and costs will be re-charged to the Provider. Note: This does not include consumables. Reading Borough Council will invoice the Provider on a quarterly basis for the cleaning costs and all consumables ordered.

The following are estimates of the cleaning costs for each premises:

127 Oxford Road/ 4 Waylen Street - Approx pa £ 13,147.87

38 Queens Road - Approx pa £ 7,137.52

159 Oxford Road - Approx pa £2,137.66

- Utilities (Electric, Gas, Water) - Provided through Reading Borough Council's corporate pricing plan. Costs will be re-charged to the Provider.

The following are estimates of the utility costs for each premises:

127 Oxford Road/ 4 Waylen Street - Approx pa £3,651.19

38 Queens Road - Approx pa £ 4800.00

159 Oxford Road - Approx pa £ 1,995.77

- Sanitary Waste - Providers responsibility
- General Waste - Providers responsibility
- Confidential Waste - Providers responsibility
- Business Rates - Providers responsibility
- Building Security Charges - Providers responsibility
- Courier/mail Services - Providers responsibility
- Furniture - Providers responsibility
- Gardening - Providers responsibility

Business area 3: Overheads, Supplies and support

Please ensure the rationale and breakdown of cost covers the following Overheads, Supplies and support costs:

- All drug, pharmacy, and dispensing costs
- Other treatment and harm reduction materials

- Drug testing
- Medical supplies
- Office costs specifically attributed to the provision of the service
- Non-pay admin, for example telephones
- Information technology
- Capital charges
- Finance
- Human resources / personnel
- Communications
- Corporate charges
- Management overheads/fees*
- Profit/surplus

*Any 'management overheads/fees' needs to be evidenced. Bidders should include a breakdown of these costs.

EVALUATION AND SCORING CRITERIA OF TENDERS

1. Each tender submission will be checked initially for compliance with all requirements of the Invitation to Tender (ITT) documents.
2. Tenders may be rejected without full evaluation if the complete information requested is not given at the time of tendering.
3. All tenders will be evaluated and scored according to the response requirements. The process will be applied consistently to ensure the authority is transparent, obtains value for money and appoints the most appropriate supplier to deliver the service.
4. Tender submissions will be evaluated in terms of the following top level criteria:

	<u>Weighting</u>
• Quality	80%
• Price	20%
5. Evaluation will be undertaken with scores allocated against the top level award criteria and sub-criteria weighted as detailed in the table below.

Award Criteria

Quality Criteria			
<u>Method of Service Delivery</u>		<u>Maximum Score</u>	<u>Weighting</u>
<u>Sub-criteria:</u>			
1.	Assessment, care planning, co-ordination, pathways & review	10	5%
2.	Harm reduction, specialist needle exchange and prevention of drug related deaths or injury and overdose	10	5%
3.	Structured Psychosocial interventions	10	5%
4.	Pharmacological interventions and delivery of a shared care system	10	5%
5.	Interventions to reduce crime, re-offending and anti social behaviour	10	5%
6.	Freedom from dependence on alcohol	10	5%
7.	Access to residential detoxification, treatment and aftercare	10	5%

8.	Focus on children and families, carers and safeguarding	10	5%
9.	Recovery and aftercare	10	5%
10.	Effective user and carer involvement	10	5%
11.	Access to mutual aid and peer support	10	5%
12.	Support to access employment, training, education and volunteering	10	5%
13.	Support to access and sustain suitable accommodation	10	5%
14.	Interventions aimed at improving mental and physical health and wellbeing	10	5%
15.	Staff Competencies, Recruitment, Selection and ongoing employment	10	5%
16.	Premises	5	2.5%
17.	Social Value Considerations	5	2.5%
18.	Subcontractor(s) Insurance	Pass/Fail	Pass/ Fail
SUBTOTAL		160	80%
PRICE		10	20%
TOTALS		170	100%

Instructions for the completion of the ITT Questions **Schedule One**

6. Method of Service Delivery - (ITT Questions Schedule One)

This response statement must cover all requirements detailed in the section entitled 'Council requirement in response' to be found in each of the 17 service delivery questions such as but not limited to:

- Ability of service to meet the minimum delivery requirements for the contract
- Evidence can be provided of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.
- Timescales, who will be responsible for delivering the proposed actions and when particular milestones may be achieved
- Innovation and extra added value services.

7. Quality Evaluation - The evaluation of the proposal will be based on the information provided in the answers to the ITT Questions Schedule One. The Council may seek clarification of information provided in the response.

Quality Scoring Methodology

The table below showing the scoring to be applied by the Evaluation Panel to the answers given in response to each of the ITT **Questions 1 to 15**, each question will be scored out of 10.

Score	Description
0	A response which is significantly deficient or fails to meet the Council's stated requirements in a significant way or no response is provided.
4	A response which fails to fully meet one or more of the Council's stated minimum requirements, has some shortcomings and/or only partially addresses the requirement
8	A adequate response which: <ul style="list-style-type: none"> (i) is appropriate in terms of detail, accuracy and relevance; and (ii) meets the Council's stated minimum requirements in all respects but does not offer significant benefits over and above those minimum requirements; and (iii) displays evidence of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.
10	A good response which: <ul style="list-style-type: none"> (i) is appropriate in terms of detail, accuracy and relevance; and (ii) meets the Council's stated minimum requirements in all respects; and (iii) offers significant benefits over and above the Council's stated minimum requirements in terms of added value, quality, service and/or other benefits within the fixed annual cost of the contract; and (iv) displays evidence of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.

The table below shows the scoring to be applied by the Evaluation Panel to the answers given in response to **Question 16**.

Score	Description
0	A response which is significantly deficient or fails to meet the Council's stated requirements in a significant way or no response is provided.

Score	Description
1	A response which fails to fully meet one or more of the Council's stated minimum requirements, has some shortcomings and/or only partially addresses the requirement
3	A adequate response which: <ul style="list-style-type: none"> (i) is appropriate in terms of detail, accuracy and relevance; and (ii) meets the Council's stated minimum requirements in all respects but does not offer significant benefits over and above those minimum requirements; and (iii) displays evidence of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.
5	A good response which: <ul style="list-style-type: none"> (i) is appropriate in terms of detail, accuracy and relevance; and (ii) meets the Council's stated minimum requirements in all respects; and (iii) offers significant benefits over and above the Council's stated minimum requirements in terms of added value, quality, service and/or other benefits within the fixed annual cost of the contract; and (iv) displays evidence of where the proposed mechanism for achieving the minimum requirement has been carried out elsewhere and achieved a successful outcome.

The table below shows the scoring to be applied by the Evaluation Panel to the answers given in response to **Question 17**.

Score	Description
0	A response which is significantly deficient or fails to meet the Council's stated requirements in a significant way or no response is provided.
1	A response which fails to meet the majority of the Council's stated requirements and/or has significant shortcomings.
2	A response which fails to fully meet the Council's stated requirements has some shortcomings and/or only partially addresses the requirement.

Score	Description
3	A response which: (i) is appropriate in terms of detail, accuracy and relevance; and (ii) meets the Council's stated requirements in all respects
5	A response which: (i) is appropriate in terms of detail, accuracy and relevance; and (ii) meets the Council's stated requirements in all respects; and (iii) offers significant benefits over and above the Council's stated requirements in terms of social or environmental benefits to the Borough of Reading

The table below shows the scoring to be applied by the Evaluation Panel to the answers given in response to **Question 18** (only if subcontracting applies).

Type A Insurance Criteria

Criteria	Scoring Result
Nominated Sub-contractor demonstrates existing Employer's Liability Insurance cover complying with legal requirements Or Can provide evidence that level of cover can be obtained	Pass
Nominated Sub-contractor demonstrates existing Public Liability Insurance cover of £10m or more Or Can provide evidence that level of cover can be obtained	Pass
Nominated Sub-contractor demonstrates existing Product Liability insurance cover of £10m or more Or Provide evidence that this level of insurance cover can be obtained	Pass
Nominated Sub-contractor demonstrates existing Professional Indemnity Insurance cover of £5m or more Or Provide evidence that this level of Insurance cover can be obtained	Pass
Nominated Sub-contractor demonstrates existing Medical Malpractice/Clinical Negligence insurance cover of £10m or more Or Provide evidence that this level of Insurance cover can be obtained	Pass
Nominated Sub-contractor cannot demonstrate existing Employer's Liability Insurance cover meeting legal requirements And Cannot provide evidence that this level of Insurance cover can be obtained	Fail

Nominated Sub-contractor cannot demonstrate existing Public Liability Insurance cover of £10m or more And Cannot provide evidence that this level of Insurance cover can be obtained	Fail
Nominated Sub-contractor cannot demonstrate existing Product Liability insurance cover of £10m or more And Cannot provide evidence that this level of insurance cover can be obtained	Fail
Nominated Sub-contractor cannot demonstrate existing Professional Indemnity Insurance cover of £5m or more And Cannot provide evidence that this level of Insurance cover can be obtained	Fail
Nominated Sub-contractor cannot demonstrate existing Medical Malpractice/Clinical Negligence insurance cover of £10m or more And Cannot provide evidence that this level of Insurance cover can be obtained	Fail

Type B Insurance Criteria

<u>Criteria</u>	<u>Scoring Result</u>
Nominated Sub-contractor demonstrates existing Employer's Liability Insurance cover complying with legal requirements Or Can provide evidence that level of cover can be obtained	Pass
Nominated Sub-contractor demonstrates existing Public Liability Insurance cover of £10m or more Or Can provide evidence that level of cover can be obtained	Pass
Nominated Sub-contractor demonstrates existing Product Liability insurance cover of £10m or more Or Provide evidence that this level of insurance cover can be obtained	Pass
Nominated Sub-contractor demonstrates existing Professional Indemnity Insurance cover of £5m or more Or Provide evidence that this level of Insurance cover can be obtained	Pass
Nominated Sub-contractor cannot demonstrate existing Employer's Liability Insurance cover meeting legal requirements And Cannot provide evidence that this level of Insurance cover can be obtained	Fail
Nominated Sub-contractor cannot demonstrate existing Public Liability Insurance cover of £10m or more And Cannot provide evidence that this level of Insurance cover can be obtained	Fail
Nominated Sub-contractor cannot demonstrate existing Product Liability insurance cover of £10m or more And Cannot provide evidence that this level of insurance cover can be obtained	Fail

Nominated Sub-contractor cannot demonstrate existing Professional Indemnity Insurance cover of £5m or more And Cannot provide evidence that this level of Insurance cover can be obtained	Fail
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A top score of 160 is achievable through the method of service delivery.

Instructions for the completion of the Tender Pricing Schedule Schedule Two

8. The Tender Pricing Schedule (Schedule Two) must outline how the funding for this service will be allotted for each of the following areas of delivery:
 - Staff and Management Costs
 - Premises
 - Overheads, Supplies and support
 - Any costs not covered above
9. For each of the first three years of the contract a contract expenditure table must be completed and provided as part of the tender submission. The maximum funding available to provide the requirements contained within the specification is provided within each contract expenditure table for each of the first three years of the contract. Please ensure that the total funding allocated in each of the tables does not exceed this limit. Any figure which exceeds the maximum funding available will not be considered and will result in rejection of the tender submission.

There is potential for further funding to be available at the beginning of each year of the contract due to increased performance or increased income of the DAAT. Any additional funding will only be offered to the provider on the basis that it should not contravene EU procurement regulations and upon a mutually agreeable set out outcomes for the additional funding which enhances existing services delivered by the Provider.

Business area 1: Staff and Management costs

Please ensure the rationale and breakdown of cost covers the following staff costs:

- A. Frontline PAID workers salaries and costs. This must include pay, national insurance, pensions, staff expenses, mileage and agency staff costs for:
 - Drug and Alcohol workers
 - Counsellors

- Doctors
 - Nurses
 - Occupational therapists
 - Psychologists
 - Social workers, etc.
- B. Non-frontline PAID workers salaries and costs. Administration workers and on-site managers should only be included in the frontline section for any proportion of their time where they are involved in direct client contact. Otherwise, costs for these posts should be reported under this section. This section must include pay, national insurance, pensions, staff expenses, mileage and agency staff costs for:
- Administrative staff
 - Management staff
 - Recruitment
 - Training
 - TUPE costs/ Redundancies
- C. Frontline and non-frontline UNPAID costs. This must include staff expenses, mileage, recruitment, training and support costs for:
- Volunteers
 - Peer mentors
 - Any other unpaid ongoing workers

You must include in your ITT submission a copy of the staffing structure that includes all staff as indicated above in section A, B and C that will deliver this contract.

Business area 2: Premises

Please ensure the rationale and breakdown of cost covers the following premises costs as described in section nine of the specification:

- Cleaning - This will be provided by Reading Borough Council Cleaning Department and costs will be re-charged to the Provider. Note: This does not include consumables. Reading Borough Council will invoice the Provider on a quarterly basis for the cleaning costs and all consumables ordered.

The following are estimates of the cleaning costs for each premises:

127 Oxford Road/ 4 Waylen Street - Approx pa £ 13,481.29

38 Queens Road - Approx pa £ 7,137.52

159 Oxford Road - Approx pa £2,137.66

- Utilities (Electric, Gas, Water) - Provided through Reading Borough Council's corporate pricing plan. Costs will be re-charged to the Provider. The following are estimates of the cleaning costs for each premises:
127 Oxford Road/ 4 Waylen Street - Approx pa £3651.19
38 Queens Road - Approx pa £ 4800.00
159 Oxford Road - Approx pa £ 1995.77
- Sanitary Waste - Providers responsibility
- General waste - Providers responsibility
- Confidential waste - Providers responsibility
- Business Rates - Providers responsibility
- Building Security charges - Providers responsibility
- Courier/ mail services - Providers responsibility
- Furniture - Providers responsibility.
- Gardening - Providers responsibility

Business area 3: Overheads, Supplies and support

Please ensure the rationale and breakdown of cost covers the following Overheads, Supplies and support costs:

- All drug, pharmacy, and dispensing costs
- Other treatment and harm reduction materials
- Drug testing
- Medical supplies
- Office costs specifically attributed to the provision of the service
- Non-pay admin, for example telephones
- Information technology
- Capital charges
- Finance
- Human resources / personnel
- Communications
- Corporate charges
- Management overheads/fees*
- Profit/surplus

*Any 'management overheads/fees' needs to be evidenced. Bidders should include a breakdown of these costs.

Pricing Scoring Methodology

The three contract expenditure tables will collectively be scored out of 10 using the following mechanism

Score	Description
Fail	Any figure which exceeds the maximum funding available will not be considered and will result in rejection of the tender submission
0	An unacceptable response which fails to provide an allocation of funds and/or rationale
2	A very poor response which provides an allocation of funds but has a poor rationale
5	A adequate response which: (i) provides an allocation of funds (ii) displays evidence for the rationale of spend.
10	A good response which: (i) provides an allocation of funds (ii) displays evidence for the rationale of spend with clear examples of added value to this service, which does not have a cost implication .

Tenderers will need to satisfy the evaluation panel that their proposals meet the minimum acceptable standards in each of the 2 evaluation areas. Tenders that satisfy minimum acceptable standards in all areas will then be given a final score according to the following weighting:

% Weighting	Evaluation Criteria
80	Method of Service Delivery
20	Tender Pricing Schedule

Any tender not meeting an acceptable standard in any section will not be further evaluated.

Contract Award

The tenderer achieving the highest overall score following the evaluation

process will be nominated as the preferred provider. Reading Borough Council will move to finalise a contract with the preferred provider, subject to successful conclusion of the mandatory standstill period.

TUPE AND DETAILS OF EMPLOYEES

TUPE Information

1 Employment - Transfer of staff

It is the Council's belief that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) will apply for this contract in the eventuality that a new contractor is appointed. In brief, this means that the employees currently performing the service, which is the subject of this tender, will transfer to the successful tenderer(s) on overall no less favourable terms and conditions than they currently enjoy. Tenderers will be asked to take into account these obligations when preparing their tender.

Reading Borough Council and independent Providers currently employ staff to deliver aspects of the service outlined within this Invitation to Tender (ITT). Information is included in the Invitation to Tender (ITT) as to the terms and conditions of employment of the employees who will transfer to the employment of the successful tenderer(s). This information has been obtained from the independent sector Provider about staff who that Provider says perform the service.

The Council does not guarantee that its belief on the application of TUPE and its assessment of the employees who will be transferred is correct in law and no reliance should be placed on this. It will be the responsibility of the tenderer(s) to make their own enquiries and judgement on this. Further the Council is not in a position to warrant the accuracy of information supplied by the independent sector Providers.

Tenderers must comply with any information and consultation requirements under TUPE so that the Council can be satisfied there will be a smooth transition between the old and the new contract and no detriment to service delivery.

The successful Service Provider must submit a transition plan to the DAAT within one month following award of contract as part of their implementation plan for taking on staff under TUPE, that demonstrates their understanding of the process and can manage relevant obligations (and describes the Company's intended approach to negotiation with the workforce).

Tenderers will be expected to offer a broadly comparable pension scheme to the pension schemes that the staff to be transferred are currently members of.

In certain circumstances and subject to a number of conditions private sector tenderers may seek access to the local government pension scheme. Where tenderers wish to seek access they should make provision in their tenders for any costs associated with gaining and maintaining such access. The Council will

provide information to enable tenderers to do this at the tender stage although it is acknowledged that the full requirements may not be known at that stage and further discussions on this matter will be necessary post tender when the requirements of the pension scheme Administering Authority are known.

(See Appendix B - Local Government Pension Scheme - Transferee Admission Body - TUPE transfer results extract)

1.1 Employees of Reading Borough Council

The following staff are employed by Reading Borough Council, Reading Borough Council's preliminary view is that TUPE and the Directive may apply to this contract.

Tenders should note that this information is provided on the basis that it is confidential and must not be used, other than in connection with this tender. Reading Borough Council does not warrant the accuracy or completeness of this information and does not accept any liability ensuing from any inaccuracy in, or omission from, the information.

The staffing information for inclusion in the tender document is set out below.

Employee No. A1

Job Title	Practitioner
Reading Borough Council Start Date	01.04.10
Continuous Service Start Date	17.11.08
Hours Contracted Hours (per week)	37 per week
Status	Permanent
Grade/ Scale and point	SMART 5/ Spine point 5
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	Salary £22086 pa + unsocial hours £1000 PA Monthly
Leave entitlement Annual Leave (excluding bank holidays)	30 days
Notice Periods	5 weeks
Sick Pay	Five months full pay

Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer) Length of reckonable pensionable service	N/A
Previous TUPE	Yes

Employee No. A2

Job Title	Practitioner
Reading Borough Council Start Date	01.04.10
Continuous Service Start Date	17.08.09
Hours Contracted Hours (per week)	37 hours per week
Status	Permanent
Grade/ Scale and point	SMART 5/ Spine point 5
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	Salary £22086pa + Honorarium £1000 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	30 days
Notice Periods	4 weeks
Sick Pay	Four months full pay
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer) Length of reckonable pensionable service	N/a
Previous TUPE	Yes

Employee No. A3

	Substantive post (Currently on secondment to Probation)
Job Title	Senior Practitioner
Reading Borough Council Start Date	01.04.10
Continuous Service Start Date	04.06.07
Hours Contracted Hours (per week)	37 hours per week
Status	Permanent
Grade/ Scale and point	SMART 1/ Spine point 1
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£25368.96 pa + unsocial hours £1000 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	30 days
Notice Periods	6 weeks
Sick Pay	Six months full pay
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer) Length of reckonable pensionable service	N/a
Previous TUPE	Yes

Employee No. A4

Job Title	Practitioner
Reading Borough Council Start Date	01.04.10
Continuous Service Start Date	02.05.06
Hours Contracted Hours (per week)	37 hours per week
Status	Permanent (Currently on Maternity Leave)

Grade/ Scale and point	SMART 5/ Spine point 5
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£22086 pa + unsocial hours £1000 pa
Leave entitlement Annual Leave (excluding bank holidays)	30 days
Notice Periods	8 weeks
Sick Pay	Six months full pay
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer) Length of reckonable pensionable service	Local government. Defined benefits, final salary scheme. Contribution 6.5%
Previous TUPE	Yes

Employee No. A5

Staff Reference Number	Currently on unpaid leave.
Job Title	Data Support Officer
Reading Borough Council Start Date	01.04.09
Hours Contracted Hours (per week)	37 hours per week
Status	Permanent
Grade/ Scale and point	RG4/ Spine point 24
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£21067pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	24 days
Notice Periods	4 weeks
Sick Pay	Five months full pay and five months half pay

Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer) Length of reckonable pensionable service	N/A
Previous TUPE	N/A

Employee No. A6

Job Title	CJIT Worker
Reading Borough Council Start Date	18.10.11
Hours Contracted Hours (per week)	37 per week
Status	Permanent
Grade/ Scale and point	RG5/ spine point 28
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£23945 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	24 days
Notice Periods	Two months
Sick Pay	Two months full pay and two months half pay.
Superannuation Details of Pension scheme Contribution Rates (employee and employer)	Local government. Defined benefits, final salary scheme. Contribution - 6.5%
Previous TUPE	N/A

Employee No. A7

Job Title	Senior Practitioner
Reading Borough Council Start Date	01.04.10

Continuous Service Start Date	02.05.06
Hours Contracted Hours (per week)	37 hours per week
Status	Permanent
Grade/ Scale and point	SMART 8/ Spine point 8
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	26639.76 pa + £1000 unsocial hours pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	30 days
Notice Periods	7 weeks
Sick Pay	Six months full pay
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A
Previous TUPE	Yes

1.2 Agency staff employed by an Agency

The following agency staffs have a temporary contract with RBC. It is at the Provider's discretion to decide if the agency staffs are to be employed by this contract. It is the Provider's responsibility to negotiate the rate of pay with the agency upon award of contract.

AGENCY : B1

Agency Reference Number	B1
Job Title	Drug worker
Start Date	05.10.09
Hours Contracted Hours (per week)	37 hours per week
Rate of pay to agency member	£16.50 per hour
Rate charged to RBC	£24.15 per hour

AGENCY : B2

Agency Reference Number	B2
Job Title	Service Manager
Start Date	12.05.10
Hours Contracted Hours (per week)	37 hours per week
Rate of pay to agency member	£34.50 per hour
Rate charged to RBC	£39.93 per hour

AGENCY : B3

Agency Reference Number	B3
Job Title	Drug worker
Start Date	29.04.13
Hours Contracted Hours (per week)	34 hours per week
Rate of pay to agency member	£15.00 per hour
Rate charged to RBC	£22.65 per hour

AGENCY : B4

Agency Reference Number	B4
Job Title	Drugs Worker (Working in DIVERT)
Start Date	09.12.13
Hours Contracted Hours (per week)	37 hours per week
Rate of pay to agency member	£15.00 per hour
Rate charged to RBC	£19.94 per hour

AGENCY : B5

Agency Reference Number	B5
Job Title	Drug worker (Working in Prescribing service)
Start Date	19.08.13
Hours Contracted Hours (per week)	37 hours per week (plus 2 hours overtime worked per month)
Rate of pay to agency member	£15.00 per hour
Rate charged to RBC	£22.65 per hour

AGENCY : B6

Agency Reference Number	B6
Job Title	Drug worker
Start Date	04.11.13
Hours Contracted Hours (per week)	37 hours per week (plus 10hrs per month for working Saturdays)
Rate of pay to agency member	£16.25 per hour
Rate charged to RBC	£23.89 per hour

AGENCY : B7

Agency Reference Number	B7
Job Title	Administrator
Start Date	27.09.13
Hours Contracted Hours (per week)	28 hours per week (plus 5.5hrs per month for working Saturdays)
Rate of pay to agency member	£10.01 per hour
Rate charged to RBC	£14.46 per hour

AGENCY : B8

Agency Reference Number	B8
Job Title	Data Officer
Start Date	10.10.13
Hours Contracted Hours (per week)	37 hours per week
Rate of pay to agency member	£9.91 per hour
Rate charged to RBC	£14.34 per hour

AGENCY : B9

Agency Reference Number	B9
Job Title	Harm Reduction Nurse
Start Date	10.05.10
Hours Contracted Hours (per week)	15 hours per week
Rate of pay to agency member	£37.04 per hour
Rate charged to RBC	£42.10 per hour

1.3 Employees of Current Service Providers

Below are the details supplied by the current service Providers, of the staff employed by the current Providers, which the Council believes to be subject to TUPE transfer.

The Council believes this information is full and correct but cannot give any guarantee. The Council understands that TUPE is likely to apply, however, potential bidders should not place any reliance on this and are advised to make their own enquiries.

Employee No. C1

Age	35
Job Title	Service Manager
Length of current period in continuous employment	12 years 9 months
Hours Contracted Hours (per week)	35 hours per week
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£34894.00 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	30 days pa

Employee No. C2

Age	49
Job Title	Team Leader
Length of current period in continuous employment	9 years 9 months
Hours Contracted Hours (per week)	35 hours per week
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£28,992.00pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	30 days pa

Employee No. C3

Age	40
Job Title	Administrator
Length of current period in continuous employment	6 years 2 months
Hours Contracted Hours (per week)	21 hrs per week
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£11,890.20 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	21.5 days pa

Employee No. C4

Age	42
Job Title	BBV Champion Administrator
Length of current period in continuous employment	1 year 1 month
Hours Contracted Hours (per week)	16 hours per week
Status	Fixed Term until 30.09.14
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£8520.23 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	12.5 days

Employee No. C5

Age	31
Job Title	Project Worker
Length of current period in continuous employment	7 years 5 month

Hours Contracted Hours (per week)	21 hours per week
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£14,935.20pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	20 days pa

Employee No. C6

Age	44
Job Title	Project Worker
Length of current period in continuous employment	4 years 7 months
Hours Contracted Hours (per week)	35 hours per week
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£22,443 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	30 days pa

Employee No. C7

Age	40
Job Title	Project Worker
Length of current period in continuous employment	8 years 8 months
Hours Contracted Hours (per week)	35 hours per week
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£24,892 pa Monthly

Leave entitlement Annual Leave (excluding bank holidays)	30 days pa
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Employee No. C8

Age	38
Job Title	Project Worker
Length of current period in continuous employment	2 years 2 months
Hours Contracted Hours (per week)	35 hours per week
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£19,817 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	28 days pa

Employee No. C9

Age	35
Job Title	Project Worker
Length of current period in continuous employment	3 years 10 months
Hours Contracted Hours (per week)	17.5 hours per week
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£10,867 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	15 days pa

Employee No. D1

Job Title	Charity Manager
Length of current period in continuous employment	01.09.05
Hours Contracted Hours (per week)	37 hours per week
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£26000.00 pa
Leave entitlement Annual Leave (excluding bank holidays)	28 days pa

Employee No. D2

Job Title	Assistant Manager/ CAST Project Manager
Length of current period in continuous employment	01.12.05
Hours Contracted Hours (per week)	30 hours per week
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£21,210.48 pa
Leave entitlement Annual Leave (excluding bank holidays)	23 days pa

Employee No. E1

Job Title	Service Manager
Start Date	01.04.13
Continuous service date	11.10.04
Hours Contracted Hours (per week)	37.5 hours per week
Grade/ spinal point	CRI99/ Spinal point 43
Status	Permanent

Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£38,020.50 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	30 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	Yes. Employees contribution - 4% Employers contribution - 12.60%

Employee No. E2

Job Title	Project Support Worker
Start Date	28.01.13
Continuous service date	28.01.13
Hours Contracted Hours (per week)	37.5 hours per week
Grade/ spinal point	CRI16/Spine point 17
Status	Fixed term until 30.09.14
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£17,617.50pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	26 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. E3

Job Title	Project Support Worker
Start Date	01.08.13
Continuous service date	02.08.11

Hours Contracted Hours (per week)	37.5hours per week
Grade/ spinal point	CRI16/ Spine point 18
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£17,982.00pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	27 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. E4

Job Title	Project Worker
Start Date	01.06.13
Continuous service date	28.06.10
Hours Contracted Hours (per week)	37.5hours per week
Grade/ spinal point	CRI47/ Spine point 29
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£25,798.50pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	28 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	Yes. Employees contribution - 5% Employers contribution - 7%

Employee No. E5

Job Title	Project Worker
Start Date	01.08.13
Continuous service date	13.08.12
Hours Contracted Hours (per week)	37.5hours per week
Grade/ spinal point	CRI47/Spine point 27
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£24,034.50pa
Leave entitlement Annual Leave (excluding bank holidays)	26 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. E6

Job Title	Team Leader
Start Date	01.07.12
Continuous service date	15.09.08
Hours Contracted Hours (per week)	37.5hours per week
Grade/ spinal point	CRI76/ Spine point 36
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£31,414.50pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	29 days pa

Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	Yes. Employees contribution - 0% Employers contribution - 7%
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Employee No. E7

Job Title	Project Worker
Start Date	01.09.13
Continuous service date	04.11.11
Hours Contracted Hours (per week)	37.5hours per week
Grade/ spinal point	CRI47/ Spine point 27
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£24,034.50pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	27 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. E8

Job Title	Co-ordinator
Start Date	01.04.13
Continuous service date	01.04.13
Hours Contracted Hours (per week)	30 hours per week
Grade/ spinal point	CRI35/ Spine point 23
Status	Fixed term until 30.09.14
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£21,145.50pa Monthly

Leave entitlement Annual Leave (excluding bank holidays)	25 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	

Employee No. E9

Job Title	Administrator
Start Date	01.08.13
Continuous service date	03.10.11
Hours Contracted Hours (per week)	16.25 per week
Grade/ spinal point	CRI29/ Spine point 22
Status	Fixed term until 30.09.14
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£20,542.50pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	27 days pro rata
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. E10

Job Title	Data Administrator
Start Date	26.11.13
Continuous service date	26.11.13
Hours Contracted Hours (per week)	20 per week
Grade/ spinal point	Spine Point 20
Status	Fixed Term until 30.09.14

Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£19,318.50 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	25 days pro rata
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. F1

Job Title	Community Drug Worker
Start Date	12.08.13
Hours Contracted Hours (per week)	37 hours per week
Grade/ spinal point	NJC 25-33/ NJC25
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£21,519.00 Monthly
Leave entitlement Annual Leave (excluding bank holidays)	28 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. F2

Job Title	Specialist Nurse Prescriber
Start Date	10.05.04
Hours Contracted Hours (per week)	37.5 hours per week
Grade/ spinal point	AFC Band 7/AFC33
Status	Permanent

Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£39,239.00pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	29 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	NHS Scheme. Defined benefit Employee contribution - 9% Employer contribution - 14%
Previous TUPE	Yes

Employee No. F3

Job Title	Admin Data Analyst
Start Date	12.11.01
Hours Contracted Hours (per week)	37.5 hours per week
Grade/ spinal point	AFC Band 5/ AFC 23
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£27,901.00 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	33 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A
Previous TUPE	Yes

Employee No. F4

Job Title	Service Manager
Start Date	16.01.12
Hours Contracted Hours (per week)	37 hours per week

Grade/ spinal point	NJC 37-47/ NJC 45
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£38,042.00pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	28 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. F5

Job Title	Community Drug Worker
Start Date	01.06.12
Hours Contracted Hours (per week)	37 hours per week
Grade/ spinal point	NJC 25-33/ NJC 26
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£22,221.00 Monthly
Leave entitlement Annual Leave (excluding bank holidays)	28 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. F6

Job Title	Community Drug Worker
Start Date	04.11.02

Hours Contracted Hours (per week)	22.5 hours per week
Grade/ spinal point	AFC Band 6/AFC 29
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£34,530 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	184.5 hours pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	NHS scheme. Defined benefit Employee contribution - 9% Employer contribution - 14%
Previous TUPE	Yes

Employee No. F7

Job Title	Alcohol Health Worker - RBH
Start Date	12.08.13
Hours Contracted Hours (per week)	37 hours per week
Grade/ spinal point	NJC 25-33/ NJC 32
Status	Fixed term until 30.09.14
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£27,052.00 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	28 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. F8

Job Title	Scriptbase/ Medical support
Start Date	28.01.02
Hours Contracted Hours (per week)	37.5hrs per week
Grade/ spinal point	AFC Band 4/ AFC 17
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£22,016 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	33 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	NHS scheme. Defined benefits. Employee contribution - 6.80% Employer contribution - 14%

Employee No. F9 (50% WTE READING)

Job Title	Senior Practitioner
Start Date	16.10.00
Hours Contracted Hours (per week)	37 hours per week
Grade/ spinal point	NJC 30-39/ NJC 32
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£27,052.00 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	31 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. F10

Job Title	Senior Practitioner
Start Date	12.07.10
Hours Contracted Hours (per week)	37 hours per week
Grade/ spinal point	NJC 30-39/ NJC 32
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£27,052.00 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	29 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. F11

Job Title	Senior Specialist Medical Practitioner (Doctor)
Start Date	07.01.14
Hours Contracted Hours (per week)	30 hours per week
Grade/ spinal point	ASSO 1-13/ ASSO 8
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£80,603.00 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	32 days pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/a

	MDU Paid - Supports GPSI, alcohol contract and prescribing service.
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Employee No. F12

Job Title	Community Alcohol Nurse
Start Date	23.09.13
Hours Contracted Hours (per week)	25 hours per week
Grade/ spinal point	AFC Band 6/ AFC 17
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£31,768.00 pa Monthly
Leave entitlement Annual Leave (excluding bank holidays)	141 hours pa
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

Employee No. F13

Job Title	Community Alcohol Nurse
Start Date	VACANT
Hours Contracted Hours (per week)	12.5 hours per week
Grade/ spinal point	AFC Band 6
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£15,884.00 Monthly
Leave entitlement Annual Leave (excluding bank holidays)	12.5 hours per week

Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A
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Employee No. F14

Job Title	Community Drug Worker (Shared Care)
Start Date	VACANT
Hours Contracted Hours (per week)	37 hours per week
Grade/ spinal point	NJC 25-33
Status	Permanent
Pay and allowances Annual Salary/ Basic Pay Monthly/ Weekly pay	£21,519 pa
Leave entitlement Annual Leave (excluding bank holidays)	28 days pa Monthly
Superannuation Details of Pension scheme Retirement age Contribution Rates (employee and employer)	N/A

INTENTION TO RESPOND FORM

Please complete and return this form to the following e-mail address within 7 days of the issue of the tender documents:

SC128@reading.gov.uk

Tender for the Provision of a Comprehensive Drug and Alcohol Recovery and Treatment System (SC128)

Please note we intend to respond to this Invitation to Tender (ITT) by the specified return date.

Signed:

Name:

Position in Company:

For and behalf of:
(Company Name & Address)

Date:

NO BID REPLY FORM

If you **DO NOT** intend to submit a tender we request that you complete and return this pro-forma electronically to the following e-mail address:

SC128@reading.gov.uk

Could you please indicate why your company has elected not to submit a tender.

Tender for the Provision of a Comprehensive Drug and Alcohol Recovery and Treatment System (SC128)

I confirm that my company has elected not to submit a tender for the above mentioned contract for the following reasons:

Signed:

Name:

Position in Company:

For and behalf of:
(Company Name & Address)

Date:

CONFLICT OF INTEREST DECLARATION

I

[insert name]

of:

[insert company name]

One of the Directors declare that:

1. I am authorized and empowered to make this Declaration on behalf of the Company.
2. I and my co-Directors are not Board, Panel or Committee Members, Officers, Employees, Contractors or Sub-Contractors of leaseholders, Tenants, Leaseholders or in any way involved with Reading Borough Council.
3. I, and to the best of my knowledge, my co-Directors are not close relatives of any Board, Panel or Committee Members, Officers, Employees, Tenants or Leaseholders of Reading Borough Council.

Signed:

Name:

Position in Company:

For and behalf of:
(Company Name & Address)

Date:

CONTACT INFORMATION

Name of person to whom
any queries relating to this
tender submission should be
addressed:

Position in Company:

Telephone Number:

Mobile Telephone Number:

Fax Number:

E-Mail:

Company Name:

Company Address:

TENDER SUBMISSION CHECK LIST

Please complete this sheet illustrating that you have included each of the following documents within your tender submission.

DOCUMENT	INCLUDED (✓)
Completed Form of Tender	
Completed Certificate of Non Collusion	
Completed ITT Questions (Schedule One)	
Completed Tender Pricing Schedule and Staffing Structure (Schedule Two)	
A copy of the staffing structure that includes all staff that will deliver this contract (Schedule Two)	
Completed Declaration of Interest	
Contact Information	
Copies of Subcontractor(s) insurance levels (If applicable and identified at PQQ stage)	
Encrypted memory stick (USB) in either Word 97-2003 or pdf format	
Encrypted Electronic ITT Submission Enter Password here in the box provided	Password:

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

N.B. Please ensure your tender documentation is returned using the appropriate tender return label provided.