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| High Level Criteria | Question | Weighting  % | Sub Criteria | Weighting  % | Word Count |
| Quality of Service | Describe how your organisation has previously organised and managed services to meet and support the needs of individuals with Learning Difficulties, Learning Disabilities or Autism | 60 | Please outline how your experience and knowledge has previously enabled you to deliver similar work with this specific client group. | 40 | 500 words |
| Please describe the key skills that you have of working in this service area and with this specific client group. | 30 | 500 words |
| Please demonstrate how the requirements of previous contracts have been effectively delivered. | 30 | 500 words |
| Workforce | Describe how you have previously recruited and retained staff with the right skills and knowledge to deliver services to individuals with Learning Difficulties, Learning Disabilities or Autism and how your staffing levels have remained consistent when previously delivering contracts of this nature. | 30 | Please demonstrate how you provide training, the frequency of the training, supervision arrangements and expert support available for staff. | 100 | 1000 words |
| Equalities | With regards to this project, please describe how your organisation will operate in accordance with the Equality Act 2010 and the s.149 Public Sector Equality Duty”. Please provide copies of any relevant policies or evidence of relevant actions | 10 | Demonstrates a good understanding of the Equality Act 2010, including the Public Sector Equality Duty. | 30 | 1000 excluding policies |
| Demonstrates as an employer that equality of opportunity is integral to vacancy advertising, recruitment, retention, promotion, training and grievances. | 30 |
| Demonstrates that services will be tailored and regularly reviewed to include understanding of the various service user needs, backgrounds, and their differing requirements. | 40 |
| Safeguarding Children | Please submit your Safeguarding Children Policy. Please provide an example of how you have applied this policy and describe the outcome. | N/A | The example demonstrates the policy is:  Accurate and robust (meeting the requirements set out in Appendix 4 of the Instructions to Tenderers),  Embedded throughout the organisation applied to all aspects of service delivery  Used to inform learning and future practice | Pass/fail | 500 words excluding policies |
| Safeguarding Adults | Please submit your Safeguarding Adults Policy. Please provide an example of how you have applied this policy and describe the outcome. | N/A | The example demonstrates the policy is:  Accurate and robust (meeting the requirements set out in Appendix 3 of the Instructions to Tenderers),  Embedded throughout the organisation applied to all aspects of service delivery  Used to inform learning and future practice | Pass/fail | 500 words excluding policies |