

**CONTRACT FOR THE PROVISION OF ENHANCED INCLUSION SUPPORT PATHWAYS
SERVICES IN THE LONDON BOROUGH OF WALTHAM FOREST**

**FOR THE PERIOD:
18TH OCTOBER 2021 – 17TH OCTOBER 2022
WITH AN OPTION TO EXTEND FOR ONE A 12 MONTH PERIOD UNTIL 17TH OCTOBER
2023 SUBJECT TO FUNDING**

The Council of the London Borough of Waltham Forest (“the Authority”) are seeking Tenders from suitably experienced and qualified organisations for the contract for the provision of an Inclusive Schools and Alternative Provision Strategy Service Specification: Enhanced Inclusion Support Pathways (Tier 3).

The Contract shall commence on 18th October 2021 and shall continue up to and including 17th October 2022 (“the Contract Period”). Subject to funding and at the sole discretion of the Authority, subject to satisfactory performance of the Provider, the Contract Period may be extended in such period or periods as the Authority deems appropriate up to a maximum of one (1) years, providing a possible total Contract Period to midnight on 17th October 2023.

The Contract is for the provision of services for Enhanced Inclusion Support Pathways In the London Borough of Waltham Forest and aims to:

- Keep more children and young people safe, well, resilient and independent, and support them to get the most from educational opportunities in mainstream schools, wherever possible;
- Build capacity in Waltham Forest schools and settings to respond to social, emotional and mental health (SEMH) needs of children, to reduce the need for exclusion from school, and to improve children’s life chances;
- Strengthen our response to children at risk of exclusion through commissioning and delivery of an evidence-led and trauma-informed menu of enhanced supports and interventions designed to reduce the need for children to be excluded from our schools and settings;
- Develop a holistic approach to inclusion and AP that reduces harms and poor outcomes, such as NEET, offending, missing from home, exploitation and abuse, drug dealing, substance misuse, serious youth violence and harmful sexual behaviour;
- Apply a multi-disciplinary approach with expertise in safeguarding, youth justice, mental health, early help, family support, parenting, education, and health that joins up support pathways via assessment, planning, intervention and provision to reduce risks of exclusion and poor outcomes.
- strengthening emotional health and well-being;
- reducing offending rates of young people educated outside mainstream.

The Contract is divided into three separate Lots. Bidders can bid for any lot but no more than two lots, as two Lots is the maximum number awarded. The maximum budget available for the Contract per annum is £406,000.00. The estimated contract values are split between the lots as follows:

- **Lot 1:** Emotional Wellbeing Service – £170,000.00
- **Lot 2:** Enhanced Inclusion Support Offer - £180,000.00

- **Lot 3:** Enhanced Inclusion Support Offer: Older Children – £56,000.00

Those submitting a Tender shall be required to deliver all requirements of the Contract within this maximum budget. However, Tenders will be judged on value for money, a mix of price and quality and the Contract may be awarded to an organisation(s) submitting the Most Economically Advantageous Tender.

The Accelerated Open Procedure is to be used and is in direct relation to Prior Information Notice reference 2021/S 000-014988. This procedure will ensure the Local Authority are able to deliver the objectives of the Inclusive Schools and Alternative Provision Strategy Service Specification: Enhanced Inclusion Support Pathways (Tier 3) funded over the one-year period without any delay.

Evaluation Criteria:

Organisations shall be experienced in providing similar services and shall also be required, as part of their Tender, to complete a Selection Questionnaire containing information about their economic and financial standing, technical capability and other general information. This information will be assessed to establish that the organisation is financially viable and technically capable of undertaking a service of the nature covered by the Contract. Full details of how the Authority will evaluate the Selection Questionnaire are contained at the beginning of the Selection Questionnaire.

The Authority carries out financial appraisals of all organisations that Tender for the Authority's contracts to ensure that such organisations satisfy the Authority's minimum standards of economic and financial standing.

The requested annual turnover must be achieved in each of the last two (2) years of trading. In this instance the Authority has set the following financial thresholds for the Contract:

- **Lot 1:** Emotional Wellbeing Service – £109,000.00
- **Lot 2:** Enhanced Inclusion Support Offer – £115,000.00
- **Lot 3:** Enhanced Inclusion Support Offer: Older Children – £36,000.00

The Authority has also set a ratio of no lower than 8 out of 20 as described more fully in Appendix 2 to the Selection Questionnaire.

The Authority retains discretion to exclude any organisation that fails to meet this standard.

Organisations shall be aware that only Tenders submitted by organisations who satisfy the requirements of the Selection Questionnaire shall go on to be evaluated in accordance with the Contract Evaluation Criteria of the most economically advantageous Tender received having regard to:

- Technical Ability and Quality – 70%
- Price - 30%

A full breakdown of the Evaluation Criteria is contained in Tender Documents.

The Authority considers that the Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended by the Collective Redundancies and Transfer of

Undertakings (Protection of Employment) (Amendment) Regulations 2014 (“TUPE”) is likely to apply on the termination or expiration of the Contract.

Contract Documents:

The Contract Documents comprise of the following:

- Instructions for the Submission of a Tender;
- Volume A: Conditions of Contract
- Volume B: Specification
- Volume C: Invitation to Tender
- Appendix 1: Certificates
- Appendix 2: Certificates
- Appendix 3: SQ Explanatory Document
- Appendix 4: Selection Questionnaire
- Appendix 4: Selection Questionnaire – Financial Assessment
- Appendix 5: Award Criteria
- Appendix 6: Method Statements
- Appendix 7: Financial Submission

Any organisation that considers it has the expertise to undertake this Contract can obtain the Contract Documents in accordance with the instructions below:-

- Register your organisation free of charge at www.londontenders.org;
- Await acceptance: you will receive an e-mail confirming your username and password for the London Tenders Portal;
- Use your username and password to log in to the London Tenders Portal and express your interest in the Contract;
- After you have expressed an interest you will receive an e-mail link to access the Contract Documents;
- Then follow the guidance contained in the Instructions for Submission of a Tender;
- **All Tenders must be submitted via the London Tenders Portal.**

All Tenders shall be submitted in accordance with the Instructions for Submission of a Tender and must be submitted by no later than 12:00 Hours (12:00 noon) on Monday 6th September 2021.

A Contract Notice in respect of this Contract was dispatched to the Find a Tender portal on Thursday 19th August 2021.