**Early Intervention - Family Innovation Fund (FIF) 2023/26**

**Brief Solution Focussed Support**

**TECHNICAL EVALUATION**

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| Section A: Council Policy Information Requests |
| Section B: Discretionary |
| Section C: Qualitative Evaluation |
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**Guidance notes**

1. Evaluators will only score the information provided within the response to a question and will not cross reference answers.
2. Evaluators will not use information they know about an organisation and will be objective at all times.
3. All responses must be entered in the space provided unless explicitly indicated otherwise.
4. Evaluators will not take into consideration any attachments unless we have explicitly requested.
5. Key references have been provided as a guide for key factors evaluators will be looking for but this is not exhaustive.
6. Essex County Council reserves the right to bar a response from further consideration should a Bidder score of 3 or less for questions 1a, 1b, 2 or 5 in Section C.
7. Each question has a page limit and a page is defined as A4.
8. Applications should not exceed page or word limits and information that does will not be read or considered
9. All responses (except the financial submission) must be submitted in standard font Arial 12 in Microsoft Word with standard margins (2.54cm top and bottom margins and 3.17cm left and right margins) and formatted for printing onto A4 paper.
10. A quadrant as; a) North b) Mid c) South d) West.
11. ECC’s evaluation team will evaluate by reference to the published evaluation criteria set out in this document. The scoring methodology used to assess responses are set out in the Information Document 1 Section C.
12. Please return your completed response via the BIP Delta e-portal at <https://www.delta-esourcing.com/> no later than **12 noon on Friday 16th December 2022.**

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| **Section A: Council Policy Information Requests** | | | |
| **Ref** | **Question** | **Evaluation Criteria** | **Weighting and page limit** |
| **QA1** | **Disclosure and Barring service**  Applicants are required to detail how  they will obtain relevant Disclosure and Barring checks where applicable. | Please note this section is for information purposes only and will not be marked. | Weighting not applicable.  Please keep your  answer to a maximum  of 1 sheet of A4, Font Arial, Size 12. |
| *QA1 Please detail your response here.*  *Please expand this box as necessary to complete your response.* | | | |

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| **QA2** | **DBS Written Statement**  Please submit a written statement as to the procedures which your organisation currently has in place to meet this requirement, together with evidence of registration with DBS or with a registered umbrella body. Additionally, should you use the services of agency staff the appropriate evidence of how their DBS checks are conducted should be supplied. | Please note this section is for information purposes only and will not be marked. | Weighting not applicable.  Page Limit 3x A4, Font Arial, Size 12. |
| *QA2 Please detail your response here.*  *Please expand this box as necessary to complete your response.* | | | |

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| **QA3** | **Information Sharing**  Please confirm that you have read, understood and agree to adopt and adhere to the Whole Essex Information Sharing Framework (WEISF):  <https://weisf.essex.gov.uk/> | In order to pass this section, the applicant must confirm that they will adopt and adhere to the Whole Essex Information Sharing Framework (WEISF).  Please select either “Yes” or “No” as applicable within the boxes provided below. | Scoring Methodology for this Question:  PASS = YES  FAIL = NO  Weighting and page limit not applicable. |
| *QA3 response.*  ***Yes No***   |  | | --- | |  |  |  | | --- | |  | | | | |

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| **QA4** | **Safeguarding**  Please confirm the policies and procedures your organisation will implement to ensure the safeguarding of young people in your care, your organisations’ staff and the public.  Please note, that as a minimum your response must cover the following key points:   * Demonstrate that your organisation is able to make the integral links across policies and procedures to ensure the safeguarding of families, staff and public. * Include confirmation that your policies cover the following key issues: safeguarding; safe recruitment; health and safety; lone working; data protection; safe record keeping; Whistleblowing; Missing; Child Sexual Exploitation; Trafficking; FGM * Provide copies of your organisation’s safeguarding children policy and safe recruitment policy. | This section is marked on a pass/fail basis. In order to generate a pass for this section, the applicant must demonstrate that their organisational policies will be fully implemented within working practices and promoted throughout their organisation.  Applicants must demonstrate how they will ensure that Safeguarding & Safe recruitment policies, health and safety policies, lone working, data protection and safe record keeping, whilstleblowing, missing, Child Sexual Exploitation, trafficking, radicalisation and FGM are actually embedded into the organisation and working practices.  Applicants should provide details of how they will ensure all staff working on this contract will have access to policies and other relevant information and how this will be continuously promoted.  The applicant should explain how safeguarding policies are embedded into working practices. | Scoring Methodology for this Question:  PASS = Your organisation has a safeguarding policy in place which includes as a minimum all the areas listed within the evaluation criteria, or confirmation that these policies will be implemented by the applicable contract commencement date. In addition, your organisation has provided confirmation of the procedure which they have implemented to ensure that these policies are effectively implemented throughout their organisation.  FAIL = Your organisation does not have a safeguarding policy in place which includes all the areas listed within the evaluation criteria and is unable to verify that such a policy will be adopted prior to the commencement of the contract for this service. In addition, a response will fail this section if it does not demonstrate the organisation’s implementation procedure to ensure the effective adoption of these policies across the organisation.  Weighting not applicable.  Page limit 1 x xA4, Font Arial, Size 12. |
| *QA4 response.*  *Please expand this box as necessary to complete your response.* | | | |

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| **QA5** | **General Data Protection Regulation (GDPR)**  Please complete the following document and attach a copy alongside your organisation’s response to this grant application. | Pass/Fail. | PASS= Applicant confirms compliance with all sections of the GDPR questionnaire.  FAIL= The applicant has either indicated that they are non-compliant with the Council’s GDPR requirements and/or has failed to attach a copy. |
| *QA5 Please details your response here.*  *Please expand this box as necessary to complete your response.* | | | |

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| **Section B – Discretionary**  The following questions are based on a yes/no or pass/fail basis.  By responding yes to these questions you are confirming the statement in the evaluation methodology. | | | |
| **Ref** | **Question** | **Score & Weighting** | **Criteria** |
| **QB1** | Are you applying as a designated lead provider to deliver the grants you have been invited to apply for?  By confirming you are a “designated lead provider” this means you will be responsible for either sub-contracting OR working in collaboration with other organisations to deliver the grant but ultimately you are responsible for delivering the grant conditions. | N/A | Yes/No |
| **QB2** | Please identify the address of your base. | Pass/Fail | Demonstrates a base (or touch point) the work is to be delivered from. To pass the applicant must identify a base. |
| **QB3** | Please confirm that you will be ready to deliver the grant directly by way of accepting referrals to the service and commence work with individuals and families from the start date of the contract anticipated to be 1st April 2023 | Pass/Fail | To pass the applicant must confirm that they will be able to accept referrals from the commencement date of the grant award or within 1 month of the grant award commencement. |
| **QB4** | Please confirm that staff with the appropriate skills, knowledge, experience, qualifications and/or training will be delivering this grant as outlined. | Pass/Fail | To pass the applicant is confirming that the appropriate workforce is in place to provide quality interventions and deliver the grant safely and competently and that they will receive the appropriate management, supervision and training. |
| **QB5** | Please confirm that you have the relevant licenses, or will obtain on award to be utilised and adopted to any programmes and outcomes tools that require them. | Pass/Fail | To pass the applicant is confirming that it accepts responsibility and liability for adopting licensed products to deliver the programme. |
| **QB6** | Please confirm that if successful you will be able to produce a realistic and credible mobilisation plan that demonstrates full mobilisation once the grant has been awarded. | Pass/Fail | The applicant is able to submit a credible and realistic plan and timeframe for full mobilisation of the grant award that includes working with current providers whose contracts once the grant has been awarded. |

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| **Section C – Qualitative Evaluation**  The following questions are scored using the scoring methodology outlined in the Information Document 1 Section C. | | | |
| **Ref** | **Question** | **Score &**  **Weighting** | **Criteria** |
| **QC1a**  **QC1b** | Provide two visual charts of how the grant requirements will be delivered.  **Organogram**  An organogram that includes all management and staffing integral to delivering the work. This will include information from any organisations you are collaborating with to deliver the services.  **Process Chart**  A process chart that demonstrates the service user journey from referral through to post exit. The process should include signposting and key points of access specialist and/or statutory services across | 5%  5%  A score 3 or below = fail | **Organogram;** Demonstrates a comprehensive and cohesive vision for delivery of all aspects of the grant including, trustees or boards; management; supervisors; front line staff and volunteers and, where relevant, it will incorporate any sub contracted arrangements.  **Process chart;** illustrates the service user journey, the assessment and allocation process and local pathways to support.  Reference should be made to relevant threshold and guidance documents for services, including the Essex Effective Support for Families Guidance and how this will be used.  1x A4 Font size Aerial 12.  You may include 1 x sheet of A4 narrativeto explain staffing structure and delivery processes and should include key documents you will use to make decisions. |
| **QC2** | **Delivery**  Describe how you will ensure service delivery will be accessible to service users across Essex and in particular the levelling up areas based on their location, and their personal needs/issues and circumstances | 10% | Demonstrates the ability to respond appropriately by ensuring support is delivered in suitable and appropriate locations, at accessible times and by staff suitably qualified and or experienced to deliver the programmes, including taking into account any learning difficulties, using the interventions/approached set out in the specification.  **Key references;**  Range of locations, including on- line platforms if appropriate; flexible and mobile working; delivery times; traditional and modern technology; equality considerations.  Page limit: 2x A4 Font size Aerial 12. |
| **QC3** | **Methodology and Approach**  Identify and give a brief description of the models/approaches you propose to use for brief solution focussed support.  Reference any evidence base you have for knowing these will be successful in delivering the specific early intervention outcomes identified in the grant guidance. | 15%  A score 3 or below = fail | Identifies suitable and relevant methods and approaches that are evidenced to work to deliver early intervention and that will deliver sustainable outcomes for service users.  **Key references;**  Specific brief solution focussed support such as coaching; mediation/conflict resolution; counselling approaches.  1:1, family, parent/couples and group work  Reference to staffing; volunteers; placements.  Page limit: 3x A4 Font size Aerial 12. |
| **QC4** | **Working Together**  Describe the organisations and services you work with to ensure delivery of the right outcomes for service users including pathways of support in and out of the service and single points of referral to specialist and statutory services. Please include any key local partnerships within your response and the purpose for working with them. | 10% | Demonstrates how the applicant will work with family hubs, local schools, colleges, primary health care, police and Essex CC services and local council and voluntary and sector organisations for referrals in/out of programmes.  Demonstrates an understanding of the access points to local and Essex wide gateways to services including, but not exclusive to the Essex Children and Families Hub, Children and Adolescent Mental Health Service (CAMHS), Family Solutions, any relevant specialist services including adults’.  Demonstrates an awareness of relevant local partnerships such as, but not exclusive to, Children and Young Peoples Partnerships, Local Stay Safe Group, Local Youth Councils and what role they would play in the context of the delivery.  **Key references**; Development of service delivery; promotion of the service; delivery of the service; access to additional resource; referrals to and from; exit strategies; connecting people to communities; engagement with relevant stakeholder partnerships and groups  Page limit: 2x A4 Font size Aerial 12. |
| **QC5** | **Early Intervention Delivery**  Explain how you will know the brief solution focussed support you are providing to service users is effective and delivering early intervention and sustainable outcomes. | 10% | Demonstrates an understanding for early intervention and that processes are in place for needs led, effective engagement to delivery sustainable and measurable outcomes.  **Key references;** Referrals, assessments, outcomes tool; data recording; monitoring, reviewing and analysing support and delivery; service user engagement.  Page limit: 2 x A4 Font size Aerial 12. |
| **QC6** | **Relationship with service users**  Please describe how you will manage the below scenario  A family group session is being delivered, however it is becoming apparent that there is conflict between two of the parents. They are a couple, however, one parent is becoming increasingly agitated and vocal. This is starting to impact on the family session. | 10% | Demonstrates the approach to manage the situation what strategies would be put in place to manage the situation and risk asses, de-escalate in order to continue to deliver an effective group session whilst spotting what the impacts might be and what more could be done.  **Key References:**  Techniques, tools, risk assessments, de-escalation techniques, skills and qualities of facilitators.  Page limit: 2 x A4 Font size Aerial 12 |
| **QC7** | Public Services (Social Value) Act 2012.  In relation to previous contracts and experience, please provide evidence to demonstrate how your organisation has delivered improvements to the economic, social or environmental wellbeing of a relevant area. | 5% | Bidder clearly demonstrates suitable relevant experience, showing a track record in delivering similar services and demonstrates how the Bidder’s delivery of these services demonstrates improvements to the economic, social or environmental wellbeing of the relevant areas.  Page limit: 1x A4 Font size Aerial 12. |