REQUEST FOR QUOTATION FOR Psychotherapeutic Interventions for corporate parenting service



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# INTRODUCTION

## GENERAL REQUIREMENTS

Northamptonshire Children’s Trust invites quotations for the provision of Psychotherapeutic Interventions for the Corporate Parenting Service.

The Trust’s detailed requirements are defined in Part 2 - Specification.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the buyer via the method stated below.

The Trust reserves the right to:

* carry out due diligence checks on the awarded provider;
* amend the conditions of Contract attached in Appendix 1;
* abandon the procurement process at any stage without any liability to the Trust; and or
* require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

Potential Provider’s will need to register an account via the ‘LGSS Procurement Portal’ at [www.lgssprocurementportal.co.uk](http://www.lgssprocurementportal.co.uk) before being able to view the full quotation details.

For technical support when using the LGSS Procurement Portal (ProContract), please contact the ProContract support desk:

* Email: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)
* Telephone: 0330 005 0352

This facility is available Monday to Friday, 09:00 to 17:30

Alternatively you may use the electronic ticket logging system which can be found [here](http://proactis.kayako.com/procontractv3/Core/Default/Index)

## BACKGROUND

**Local Government Review in Northamptonshire**

Potential Providers are asked to note the following in relation to this Contract Opportunity:

Local government services in Northamptonshire are currently provided by Northamptonshire County Council and seven District/Borough Councils.                                                                                                                                         On 14th May 2019, the Secretary of State for Housing, Communities and Local Government issued a written statement confirming that, under Local Government Reform, all the existing councils in Northamptonshire will be abolished and replaced with two new unitary councils, one for the North and one for the West of the county, with effect from April 2021.  However Northamptonshire’s Children’s Social Care Services became a wholly owned council company for the delivery of children’s social care services (children’s services trust) across Northamptonshire from November 2020.

This Request for Quotation (RfQ) is being undertaken on behalf of the Northamptonshire Children’s Trust.

LGSS Procurement is managing this procurement process in accordance with the Public Contracts Regulations 2015 on behalf of the Trust.

Cambridgeshire County Council, Northamptonshire County Council and Milton Keynes Council work together in partnership under the name of LGSS.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 24 February 2021 |
| **Deadline for Clarification Questions** | 5 March 2021 17.00 |
| **Deadline for Quotation Responses** | 12 March 2021 noon |
| **Quotation Evaluation** | w/c 15 March 2021 |
| **Contract Awarded** | w/c 22 March 2021 |
| **Proposed Contract Start Date** | 1 April 2021 |
| **Contract End Date** | 31 March 2022 |

## CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred via the [ProContract](http://www.lgssprocurementportal.co.uk) messaging area

|  |  |
| --- | --- |
| **Name** | Andy Horwood |
| **Job Title** | Project Manager |
| **Email** | ahorwood@northamptonshire.gov.uk |
| **Deadline for questions (date & time)** | 5 March 2021 17.00 |

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via [ProContract](http://www.lgssprocurementportal.co.uk) to:

|  |  |
| --- | --- |
| **Name** | Andy Horwood |
| **Job Title** | Project Manager |
| **Email** | ahorwood@northamptonshire.gov.uk |
| **Respond by Date & Time** | 12 March 2021 noon |

## EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

|  |
| --- |
| **Evaluation Method 3: Weighted combination of Quality and Price** |

**Quality Questions at 40% + Pricing at 60% = 100%**

Total sum of (question score × weighting of question)

= Potential Provider Quality Score

(Potential Provider Quality Score ÷ Max Quality Score Available) × 40%

= Potential Provider Quality %

1. **Quality Questions (Part 3 Section B)**

The Quality Questions will be scored using the following scale:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 0 | Response does not meet requirements or no response is provided. |
| 1 | Response partially meets requirements but contains significant weaknesses, issues or omissions. |
| 2 | Response meets requirements to an acceptable standard but contains some weaknesses, issues or omissions. |
| 3 | Response meets requirements to a high standard. Robust and detailed in all respects. |

1. **Pricing (Part 4)**

Pricing % will be calculated as follows:

The bid with the lowest overall price will receive a full score of 60% (=Y)

The following calculation will be applied to the other bids:

Score = Y – ((( Price - Lowest Price ) / Lowest Price x 100 ) x ( Y / 100 ))

This means than any bid that is double or more the lowest compliant bid will score 0% for the pricing element.

# SPECIFICATION

Northamptonshire Children’s Trust seeks to purchase a suite of Psychotherapeutic Interventions as part of an enhanced training offer aimed at increasing the competence of Carers and professionals, improving training and selection of Carers, and Increasing ability to cope with more challenging behaviors.

The Corporate Parenting Service has secured dedicated funding through the Business Rates Retention pilot to develop a Resilience Foster Carer scheme aimed at recruiting, training and retaining a cohort of Carers to support young people aged 8-18 years who need and want the stability and continuity of a sustained foster placement.

The Resilience Scheme will seek to help the young person to develop positive relationships to bring about long-term change. This will involve providing stability, supporting them in their education and help them develop life skills and leisure interests.

The enhanced training offer will be available to new Applicants but in the case where an In-house Foster Carer wanted to join the Scheme then there would be an overview of their Training Profile and relevant experience and so tailor a training package accordingly.

It is envisaged that the provider will offer in-depth support to Resilience foster carers by offering a package of services to support the larger Resilience Fostering Scheme including:

* Comprehensive training in therapeutic foster care
* Regular group clinical supervision
* Individual consultation to foster carers
* Weekly consultation to the scheme including attendance at team meetings, consultation in reaction to matching, liaison with professionals and reviewing and planning, consultation to Supervising Social Workers.
* Accredited CPD for Foster Carers
* Continued professional development for supervising social workers

We would welcome inclusion of proposals for an annual celebration event for the Resilience Foster Carer cohort.

Providers are invited to propose how their offer could be rolled out to the wider Corporate Parenting Service and how the training for Foster Carers may be progressed. These proposals would not be included in the cost of this RfQ, but may be commissioned separately.

It is anticipated that the support will benefit the target cohort of 15 foster carers, dedicated Supervising Social Worker(s), and provide a professional liaison service to the Resilience Foster Carer Scheme.

Potential suppliers should detail the research, models and techniques which underpin their psychotherapeutic approach, and what happens at the end of the contract period (exit strategy).

It is anticipated that the contract will be for a fixed 12 month term.

Anticipated outcomes will include:

* Ensuring that key individuals have an understanding of the impact of attachment and resilience factors on children’s development, and thus commit themselves to be the child’s champion, acting as good parents would, ensuring the child feels cherished and secure, and making a point of celebrating the child’s achievements.
* Good quality direct work and case coordination, to enable looked after children and young people to manage loss and change.

**GDPR**

The Processor shall comply with any further written instructions with respect to processing by the Controller.

Any such further instructions shall be incorporated into the Annex for Processing, Personal Data and Data Subjects, to be agreed through Contract.

Schedule Processing, Personal Data and Data Subjects

1. The Contractor shall comply with any further written instructions with respect to processing by the Customer.

2. Any such further instructions shall be incorporated into this Schedule.

|  |  |
| --- | --- |
| Description | Details |
| Identity of the Controller and Processor | The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller and the Contractor is the Processor in accordance with Clause 1.1.  The contact details of the Controller’s Data Protection Officer are: [Insert Contact details]  The contact details of the Processor’s Data Protection Officer are: [Insert Contact details] |
| Subject matter of the processing | It is anticipated that delivery of the contract will entail the processing of personal data, special categories of personal data, and specifically the personal data of children and young people for Psychotherapeutic Interventions.  The processing is needed in order to ensure that the Processor can effectively deliver the contract to provide a service to members of the public. |
| Duration of the processing | Processing of data will be limited to the 12 month duration of the contract. |
| Nature and purposes of the processing | The lawful bases for processing as set out in Article 6 of the GDPR will include:  **Consent:** the individual has given clear consent for you to process their personal data for a specific purpose.  **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law.  The provision of counselling and psychotherapy, or any form of counselling related services is regarded by the law as a ‘business activity’, and therefore the GDPR and data protection law applies to all forms of counselling.  **The lawful bases for processing sensitive personal data: exceptional conditions listed in (GDPR Art 9 (2)**  **Explicit consent GDPR Art 9 (2) (a)**  ***Necessary for the establishment, exercise or defence of legal claims*** *‘Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;’* (GDPR Art 9 (2) (f))  This is the lawful basis which is most likely to be generally applicable to the processing of sensitive data in the work of counselling practitioners. A primary aim of keeping client records is to aid therapy, but the records will also demonstrate the fulfilment of professional obligations and duty of care towards clients and supervisees. Processing of data will need to satisfy the proportionality requirement, i.e. that in the event of a legal challenge, the records retained show that the therapeutic service is appropriate and meets professional standards. For this reason, it can be argued that the retention of all session notes, records, correspondence, and other documents belonging to our client work could be justified on this legal basis. |
| Type of Personal Data being Processed | Name, Address, Date of Birth, an identification number, one or more factors specific to the physical, physiological, mental, economic, cultural or social identity of that natural person  ‘Special categories of personal data’ may include personal data about an individual’s: race; ethnic origin; political opinions; religious or philosophical beliefs; health data; sex life; or sexual orientation. |
| Categories of Data Subject | Staff of Northamptonshire Children’s Trust (including volunteers, agents, and temporary workers.  Foster Carers recruited and retained through the IFA.  Children and Young people, and their familial and kinship carers. |
| Plan for return and destruction of the data once the processing is complete  UNLESS requirement under union or member state law to preserve that type of data | The processor will be expected to delete or return all personal data to the controller as requested at the end of the contract term.  We are required by the Lord Chancellor's Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000 to have and to implement a records retention and disposal schedule.  The Records Retention Schedule, available at <https://www.nctrust.co.uk/Pages/about-the-childrens-trust.aspx> sets out details about all the records created and kept by us, or our commissioned partners, in such a way that decisions can be made about identifying and disposing of them on a routine and timely basis.  This retention and disposal schedule has been produced to establish the legal and regulatory requirements and business needs on which record retention and disposal polices are based. |

# SUPPORTING INFORMATION

Please complete section 3 and 4 below / access ProContract to complete this information.

## Organisation and Contact Details

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered office)** |  |
| **A-4 Organisation Registration Number**  **(if applicable)** |  |
| **A-5 Is your organisation a:**   * Sole Trader * Partnership * Public Limited Company * Private Ltd Company * Charity * Other |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a member of a group of companies, please give the name and address of the ultimate holding company** |  |
| **A-8 Name of person to whom any queries relating to this quote should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address**  **(if different to the Address above)** |  |

## 

## Questions

Please see Section 1, Part F (*Evaluation of Quotations*) for details on the weighting and scoring criteria.

|  |  |  |
| --- | --- | --- |
| **Question**  **Number** | **Question** | **Weighting (1 = Low, 2 =Med or 3= High)** |
| 1 | Potential suppliers are required to detail the research, models and techniques which underpin their psychotherapeutic approach | 2 |
| Potential Provider’s Response |  |  |
| 2 | Potential suppliers are required to detail the key steps that they will put in place in order to support the timely implementation of this services contract. | 3 |
| Potential Provider’s Response |  |  |
| 3 | Potential suppliers are required to demonstrate compliance with data protection requirements with regard to the processing and destruction of data. | 1 |
| Potential Provider’s Response |  |  |
| 4 | The level of insurance required is  Public Liability    £5m  Employers Liability £10m  Professional Indemnity £2m  Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award? | **PASS/FAIL question. Potential Providers who answer ‘No - have not got cover and won't provide Authority’s level of cover’ will fail the RFQ process.** |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract    **No** - but will provide the Authority‘s level of cover requested if awarded contract    **No** - have not got cover and won't provide Authority’s level of cover |  |
| 5 | The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015. | **PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process.** |
| Potential Provider’s Response | **Yes**–in response to this quotation our supply chain complies with the Modern Slavery Act 2015    **No**–in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 |  |
| 6 | The Authority wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are complaint with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act.  Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act. | **PASS/FAIL question. Potential Providers who answer ‘No’ - will fail the RFQ process.** |
| Potential Provider’s Response | Yes–in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.    No–in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act. |  |
|  |  |  |

# PRICING SHEET

## Pricing and Costs

The available budget for this procurement exercise is £57,000. Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and its associated time and costs.

|  |  |  |  |
| --- | --- | --- | --- |
| **[Component]** | **[Component description – provider to enter detail]** | **[Quantity and Unit Cost]** | **[Costs (£)]** |
| Resilience Foster Carer Training |  |  |  |
| Reflective Clinical Group Supervision |  |  |  |
| Individual Consultation to Foster Carers |  |  |  |
| Professional Liaison to the Scheme |  |  |  |
| Continued Professional Development and Celebration |  |  |  |
|  | **Total Costs (£):** |  |  |

# FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £5,000 or more in total value will also be published on the Authority’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Request for Quotation for Psychotherapeutic Interventions**.

|  |  |
| --- | --- |
| I the undersigned hereby declare by marking an X in the box: |  |

that the information provided is complete and accurate;

1. that the price in Section 4 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Trust in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |

1. CONDITIONS OF CONTRACT

LGSS Legal Services (LGSS Law Limited) have drafted standard terms and conditions for the supply of goods and services up to £100k.

Examples of these are embedded herein for your information. This contract will include Terms and Conditions for the Services (training, supervision and support).

