

TORBAY COUNCIL

**Appendix E
Presentation Requirements**

Contract Reference

TELS5222

Contract Title

Two to Five (2-5) Childcare

1 Presentation

The Authority intends to invite all Applicants who have passed the Stage 1 Selection and met all of the mandatory criteria within Stage 2 Award of the tender process to attend a presentation.



Applicants will be notified as soon as possible after the closing date for submission of the date, time, location and any other requirements for the presentation(s) they are required to attend. Applicants should note that it will not be possible to amend the dates and times of the presentations.

Applicants are requested that no more than 3 people from the organisation attend each presentation. At least one attendee must be a member of staff directly involved in frontline service delivery.

Applicants should be mindful of the purpose and content of the presentation when selecting the individual attendees.

The required content, including any specific questions/topics to be covered, is detailed at Section 2 below.

2 Timetable

	Duration
Introductions (including introduction to Applicant's organisation).	Five (5) minutes
Presentation: "Closing the word gap" – How does research inform your practice and provision? Further details on the Presentation evaluation criteria and this specific topic/theme to be covered, can also be found at section C of Part 6 Award Questionnaire.	 Maximum Twenty (20) Minutes 
The Presentation will be followed by brief clarification questions from the Panel if required	Five (5) minutes
Total	Thirty (30) minutes

3 Evaluation

Please refer to C3.1 Award Evaluation of Part 1 – Information for a breakdown of the scoring for the Presentation

Presentations will also be used for clarification purposes, for the purpose of ensuring that Applicants have full comprehension of all that is required under this Contract and that all information submitted is accurate. This may lead to revised scoring of Applicants' Part 6 Award Questionnaire submissions as part of the evaluation, should clarification elucidate issues that would otherwise have been unclear.