

TORBAY COUNCIL

Part 6 Award Questionnaire

Contract Reference

TELS5222

Contract Title

Two to Five (2-5) Childcare 2023

Maximum Period of Contract

8 years (4+2+2)

Return Date

Tuesday 06 December 2022

Return Time

No later than 12:00 Noon

Return To

**www.supplyingthesouthwest.org.uk
(ProContract)**

Applicant Name

Contents

- Stage Two - Award 3
- Section A. Method Statements..... 3
- Section B. Technical Questions 11
- Section C. Presentation 14

Stage Two – Award

Section A. Method Statements / Not Used

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Method Statement Number	Method Statement	% Score / Weighting
A1.	<p>Service Requirements of the Contract.</p> <p>Please provide a Method Statement on your approach to covering all of the service requirements as detailed at section C1 of Part 2 Specification.</p>	5.00%
	<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none">• Operating times/opening hours• Equal opportunities & anti-discriminatory practice• Contributing to the Local Authority aims & objectives <p>Page / Word Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>	

Response:		
A2.	Quality Requirements of the Contract. Please provide a Method Statement on your approach to covering all of the quality requirements of the Contract, as detailed section C2 of Part 2 Specification.	10.00%
	<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • Delivering high quality childcare • Achieving a minimum Ofsted inspection outcome of Good • Working towards an Ofsted inspection outcome of Outstanding <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>	
Response:		
A3.	Child Requirements of the Contract. Please provide a Method Statement on your approach to covering all of the child requirements of the Contract, as detailed at section C3 of Part 2 Specification.	10.00%
	<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p>	

	<ul style="list-style-type: none"> • Approach to the learning & development requirements of the EYFS and how you will provide a broad and balanced curriculum • How you will meet the needs of all children, in particular support for children with SEND and those to need to catch up quickly • How you will improve children’s outcomes and help to close the word gap <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>
<p>Response:</p>	
<p>A4.</p>	<p>Parent/Carer Requirements of the Contract.</p> <p>Please provide a Method Statement on your approach to covering all of the parent/carers requirements of the Contract, as detailed at section C4 of Part 2 Specification.</p> <p style="text-align: right;">10.00%</p>
<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • Please describe how you will build links between the home and setting, and support parents to understand the importance of the Home Learning Environment (HLE) • Please explain how you will share your settings vision and aims with families and value and act upon parental feedback • Please detail how you will promote available services to families <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>	
<p>Response:</p>	

A5.	<p>Fees and Financial Requirements of the Contract.</p> <p>Please provide a Method Statement on your approach to covering all of the fees and financial requirements of the Contract, as detailed at section C5 of Part 2 Specification.</p>	10.00%
<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • Please describe your system for financial monitoring and how you will implement this in the nursery. • Please explain how you have arrived at the parental fee structure set out in Part 5 Financial Model and provide information about anticipated occupancy rates and levels of fee income. • Please provide information on how families will be able to access their free entitlement. • Please provide detailed information about if and how you will charge additional extras to families in receipt of entitlement funding and any exclusions from these charges. • Please provide financial details of the staffing structure you propose to deliver this childcare operation. Include any trainees or voluntary staff. <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>		
<p>Response:</p>		
A6.	<p>Partnership Working.</p> <p>Please provide a Method Statement on your approach to partnership working, as detailed at section C6 of Part 2 Specification and in line with all relevant requirements within Part 2 Specification.</p>	5.00%

	<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • Please describe how you will create links with the local community, be a hub for work with families in the local community and to foster involvement in the education and development of local children. • Please detail how you will work in partnership with local schools. • Please explain the different ways you will link to the appropriate services within the LA and partners. <p>Page / Word Limit: Maximum 2 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>	
<p>Response:</p>		
<p>A7.</p>	<p>Staffing Requirements.</p> <p>Please provide a Method Statement on your approach to covering all of the staffing requirements of the Contract.</p>	<p>10.00%</p>
<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • Please demonstrate that you are able to meet the needs of the Service for the duration of the Contract. If, for example, you are you planning to expand your provision into other areas, provide details and explain how you will still continue to meet the needs of this Contract. 		

	<ul style="list-style-type: none"> • Please demonstrate how you would ensure that staff feel well supported in during the transfer of service and that you have a committed, coherent workforce in the first year of the contract. • What will your organisation’s strategy be for staff training and development, for the purposes of ensuring that the staff meet the requirements of Part 2 Specification? • What will your organisation’s induction process be for new staff, including any support and probationary periods and processes? • How will your organisation manage the performance of staff working in the childcare setting • How will your organisation maintain service levels in times of temporary or protracted staff shortages? <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>
<p>Response:</p>	
<p>A8.</p>	<p>Safeguarding Requirements.</p> <p>Please provide a Method Statement on your approach to covering all of the safeguarding requirements of the Contract, as detailed within section C of Part 2 Specification (and within other areas of the Specification).</p> <p style="text-align: right;">10.00%</p> <p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • How will your organisation ensure that childcare staff are suitable to work with children? • How will your organisation vet volunteers and visitors, and how will they be supervised? • How will your organisation ensure that all members of staff understand your own Safeguarding Policy and Procedure?

	<ul style="list-style-type: none"> Please set out the procedure your organisation would follow and your organisation's communication strategy following an allegation of abuse against a member of staff. <p>Page / Word Limit: Maximum 3 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>				
Response:					
A9.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="341 613 1267 882" style="width: 80%; padding: 5px;"> <p>Asset and Facility Management Requirements</p> <p>Please provide a Method Statement on your approach to covering all of the Asset and Facility Management requirements of the Contract, as detailed within sections B6, C11, C12 of Part 2 Specification</p> </td> <td data-bbox="1267 613 1476 882" style="width: 20%; text-align: center; vertical-align: middle; padding: 5px;">5.00%</td> </tr> <tr> <td colspan="2" data-bbox="341 882 1476 1865" style="padding: 5px;"> <p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> How will your organisation approach risk assessment and management? How will you assess, monitor and document risks to the health and safety of children? How will you assess, monitor and document risks to the health and safety of staff, volunteers, parents / carers and visitors? Please explain how the Nursery will be appropriately equipped and the facilities set up to ensure that it is welcoming, accessible and inclusive. Please explain how your organisation plans to ensure that children and their parents / carers can access a range of outside activities. Please describe how your organisation will ensure that the hand back conditions associated with the Building, Facilities and Equipment will be met at the end of the Contract. </td> </tr> </table>	<p>Asset and Facility Management Requirements</p> <p>Please provide a Method Statement on your approach to covering all of the Asset and Facility Management requirements of the Contract, as detailed within sections B6, C11, C12 of Part 2 Specification</p>	5.00%	<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> How will your organisation approach risk assessment and management? How will you assess, monitor and document risks to the health and safety of children? How will you assess, monitor and document risks to the health and safety of staff, volunteers, parents / carers and visitors? Please explain how the Nursery will be appropriately equipped and the facilities set up to ensure that it is welcoming, accessible and inclusive. Please explain how your organisation plans to ensure that children and their parents / carers can access a range of outside activities. Please describe how your organisation will ensure that the hand back conditions associated with the Building, Facilities and Equipment will be met at the end of the Contract. 	
<p>Asset and Facility Management Requirements</p> <p>Please provide a Method Statement on your approach to covering all of the Asset and Facility Management requirements of the Contract, as detailed within sections B6, C11, C12 of Part 2 Specification</p>	5.00%				
<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> How will your organisation approach risk assessment and management? How will you assess, monitor and document risks to the health and safety of children? How will you assess, monitor and document risks to the health and safety of staff, volunteers, parents / carers and visitors? Please explain how the Nursery will be appropriately equipped and the facilities set up to ensure that it is welcoming, accessible and inclusive. Please explain how your organisation plans to ensure that children and their parents / carers can access a range of outside activities. Please describe how your organisation will ensure that the hand back conditions associated with the Building, Facilities and Equipment will be met at the end of the Contract. 					

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<p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>	
<p>Response:</p>	

Section B. Technical Questions

Applicants are required to submit their responses to the following Technical Questions. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it clearly relates and appended to the main submission.

The evaluation of the response will not go beyond the word limit that has been set, if applicable.

Technical Question Number	Technical Question	% Score / Weighting
B1.	<p>Please provide details of your organisation's implementation plan.</p> <p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <ul style="list-style-type: none"> • staff transfer; • your approach to communication regarding transferring staff; • the project team that might be involved in implementation and their roles and responsibilities • the timescales involved in implementing the Service. <p>Your implementation plan should include a section outlining how you intend to develop the nursery setting, during the first twelve (12) months of operating it. This can include how you are going to ensure it has the required number, mix and flexibility of places as well as how you intend to improve / consolidate working practices.</p> <p>Page / Word Limit: Maximum 1 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>	2.00%

Response:		
B2.	Please describe what your approach will be to contract management and how this will ensure you manage the Contract effectively. Please ensure you include details of financial monitoring.	1.00%
	<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p> <p>The planned number of places and the opening hours your organisation will be providing, taking into account the minimum thresholds for opening hours and days and the maximum places allowed under the Ofsted registration. Please explain why you think this plan is most suitable for the Nursery and how it meets the needs of the local community.</p> <p>Page / Word Limit: Maximum 1 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>	
Response:		
B3.	Please provide details of your admissions policy	1.00%
	<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence:</p>	

	<p>Make specific references to the relevant age groups and the free entitlements. Please also include your procedure around waiting lists in the event that a family cannot be accommodated.</p> <p>Page / Word Limit: Maximum 1 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is permitted</p>	
<p>Response:</p>		
<p>B4.</p>	<p>What resources or information would you expect to be provided by the Authority to support the implementation which will ensure you are operational in June 2023.</p>	<p>1.00%</p>
<p>Minimum Requirement</p> <p>That the Applicant responds to this question in a manner that evidences they have the relevant ability, skills, resource and quality measures required to meet any Mandatory or Core Requirements of the Specification applicable to this criterion.</p> <p>Page / Word Limit: Maximum 1 pages A4 in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>The inclusion of Appendices and Supplementary Information is not permitted</p>		
<p>Response:</p>		

Section C. Presentation



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

Please Note: You are not required to provide any information in respect of your proposed presentation at this stage of the process. You 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.

You must be available for the timescales indicated within the procurement timetable at section 1.6 of Part 1 Specification. Invitations, detailing the date, time and location of the presentation, will be sent to Applicants through the Messaging Facility during the evaluation period.

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

The duration and required content, including any specific questions/topics to be covered are detailed below.

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 evaluation criteria and this specific topic/theme to be covered, can be found in Appendix E – Presentation Requirements.	 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
Evaluation Criteria	

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 4 Award submissions as part of the evaluation, should clarification elucidate issues that would otherwise have been unclear.