



**Direct Invitation To Quote (DITQ) for DN323115 Family Group Conference Coordinators (FGC)
via Dynamic Purchasing System (DPS)**

Southwark Council invites you to submit a quotation for the above services which, if accepted, will place you on a Dynamic Purchasing System (DPS). Coordinators can apply to join the system at any time and this allows the council to access a pool of qualified Coordinators at all times. Acceptance to the DPS does not guarantee any work.

New submissions will be evaluated for inclusion on the DPS every 120 days, and bidders who have previously been unsuccessful will be able to reapply within these timeframes. The Direct invitation to Quote (DITQ) pack consists of Case Study Questions, Pricing Schedule, Terms and Conditions, and Specification/Description.

Brief summary of contract/scope of works.

The aim of the FGC service is to provide FGC to families where there are concerns in respect to safeguarding children, to allow families to develop their own strategies to keep children safe. The priority group of families are those where there is a child at risk of becoming looked after.

The term of the individual contract will be for 12 months from the estimated start date of **28 September 2023**.

The estimated total value of this contract is £70,000 over the twelve month period. The requirement can fluctuate from year to year. There is no guarantee of value or volume of work to any particular Coordinator under this agreement.

Contracts will be awarded to Coordinators who meet the minimum requirements based on a 60:40 quality/price weighting. Coordinators will be appointed according to the requirements of each individual case, based on family circumstances and coordinator availability. The appointment decision will be based at the council's discretion. Further details are provided in the specification attached.

In order to download the documents, please place your mouse over each document, right-click and choose "save target as" to save each document to your computer.

Tender Timescales

Task	Previous Start	Previous End	New Start	New End
Publication of Round 11 Tender documents	02/08/23	16/08/23	02/08/23	31/08/23
Closing date for return of tenders	16/08/23	16/08/23	31/08/23	31/08/23
Tender Evaluation	18/08/23	25/08/23	01/09/23	08/09/23
Interviews	28/08/23	29/08/23	11/09/23	12/09/23
Governance	04/09/23	08/09/23	18/09/23	22/09/23
Contract Award – Issue Successful/Unsuccessful letters	11/09/23	11/09/23	25/09/23	25/09/23

If you have any queries regarding this DITQ please use the messaging facility on ProContract <https://procontract.due-north.com/>. Please note it is your responsibility to review all previous questions and answers as well as any additional information that may be provided via the messaging facility.

Please note that documents submitted electronically using the Council's e-procurement system will, upon being submitted, be deemed to have been signed electronically within the meaning of the Electronic Communications Act 2000.

In order for your submission to be valid, you must complete and return the following documents:

- Case Study Return
- Declaration and Returns Form
- Co-ordinator Profiling Questionnaire
- Pricing Schedule
- Checklist

The deadline for submission via Pro Contract <https://procontract.due-north.com/> is:
31 August 2023.

FAMILY GROUP CONFERENCING AWARD CRITERIA

Step One: Selection Criteria

The council aims to match, as closely as possible, Coordinators to the child/family based on gender, language and ethnicity so as to facilitate the conference and achieve the desired outcomes.

The council, as a public body, will also seek the most competitive prices from tenderers to conduct these conferences.

Tenderers must declare their hourly rate in the document 'Pricing Schedule'. This price will remain fixed for 12 months from acceptance to the DPS.

Tenderers must also declare their gender, language abilities and ethnicity in the document 'Monitoring Schedule' so we have accurate information about the Coordinators available to families.

Step Two: Quality

In order for Tenderers to be accepted on the dynamic purchasing system, they must pass a quality evaluation worth a maximum 60% of the total mark.

Case Study Method Statement and Interview (60%): All tenderers must read and complete the 'Family Group Conferencing Case Study' (Part 3: DITQ Return). Tenderers completing and returning the correct paperwork will be invited for a 45 minute interview. Tenderers must achieve a weighted score of 36% out of a total of 60% for the case study and interview.

Interviews will be conducted w/c 28 August 2023. You will be notified of the exact date and time. Please ensure you read the document entitled "DITQ instructions" before proceeding.

Step 3: Price

The price criteria are worth 40% and derived from the hourly rate you quote to coordinate Family Group Conferences.

Calculation methodology: To calculate the pricing score, we must convert the prices from pounds into points. The bidder offering the lowest hourly cost will score maximum points for price.

Weightings formula:
$$\left(\frac{\text{tenderers price}}{\text{lowest price}} \right) \times 40 = \text{Price score}$$

N.B: We have included maximum ceiling rates for Family Group Conferences, therefore if you submit rates above the ceiling the council reserves the right to exclude your bid from further inclusion in the evaluation and quotation process.

Those tenderers which achieve the pass score or more at interview will have passed the quality selection process. Those tenderers which are not excluded from the tender due to the Price evaluation will have passed both the quality and price evaluation processes and be placed on Southwark's dynamic purchasing system as a Family Group Coordinator.

Successful tenderers placed on the DPS will, at a suitable time, be offered the opportunity to qualify in 'Lifelong Links'. The service lead for this project will arrange relevant training with Family Rights Group and provide more details when this becomes available.

N.B: Tenderers which fail to attain the pass score cannot be placed on the Dynamic Purchasing System.

Step 4: Selection

Once there is a request for a conference, the council will open the DPS and match as closely as possible, a Coordinator to the child/family based on gender, language and ethnicity.

If two or more Coordinators are deemed an exact match to the family's requirements, the council will refer to the hourly prices and select the Coordinator with the lowest rate.

If the most economically advantageous rate is offered by more than one Coordinator, the council will award to the Coordinator which confirms availability first. The council's decision is final.