



Working together

Supplier Response – Part D Quality Evaluation

Invitation to Tender

for

Community Learning Project & Partnership
Approved List
Ref: **DN350865**

for

Borough of Poole

Evaluation Criteria Questions to be Scored

The following questions cover the specific services required by the Council. Answers should be concise and include examples of relevant contracts to demonstrate experience wherever possible.

Suppliers must respond fully to each question and not simply refer to another answer or annexed document unless a question states that it is permissible.

Please ensure that you provide sufficient detail when responding to each question. In particular, refer to the Quality Scoring Guide that can be found within the Supplier Information document (Section 7). The Quality Scoring Guide provides detail as to how your responses to each evaluation question will be scored.

If you are an incumbent supplier to the Council or have previously completed work for the Council, please do not assume this will be taken into consideration when your responses are evaluated. You must ensure that you provide sufficient information within your response that details previous work undertaken or experience that is relevant to this requirement.

Page Limits Per Question

Answers should not exceed the page limits indicated for each question.

Each page limit is on the basis of an A4 page of text (font size 11). Please be aware that this limit is to text. Any drawings, diagrams or screen prints embedded into the response will not be included within the page limit.

Responses to each question should be completed on separate documents. Once the response has been completed, it should be saved in the naming format indicated below for that question. Please ensure when you upload your response to ProContract, that you attach your document for each of the questions below.

Where your company does go over the page limits indicated for each question, the Council at its sole discretion may choose to either reject or accept additional pages of responses. This is at the sole discretion of the Council and suppliers are encouraged to ensure that they remain within the page limits set for each question.

Question Weightings

The quality questions will be evaluated, scored and the below weightings applied to each evaluation criteria question outlined in this document. The below table can be found also within Section 7 of the Supplier Information document. However, for quick reference, the weightings to be applied to each question are shown below:

Criteria Number	Evaluation Criteria	Weighting (%)
1.1	Service Delivery	30%
1.2	Activities	30%
1.3	Quality	10%
1.4	Outcomes	10%
1.5	Innovation	10%
1.6	Skills	5%
1.7	Monitoring	5%
1.8-1.19	Information Only	0%
TOTAL:		100%

Lots															
1	<p>Lots:</p> <p>Please indicate in the box below, which lots your organisation wish to be bid for:</p>														
	<table border="1"> <tr> <td>Lot 1</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lot 2</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lot 3</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lot 4</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lot 5</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lot 6</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Lot 7</td> <td><input type="checkbox"/></td> </tr> </table>	Lot 1	<input type="checkbox"/>	Lot 2	<input type="checkbox"/>	Lot 3	<input type="checkbox"/>	Lot 4	<input type="checkbox"/>	Lot 5	<input type="checkbox"/>	Lot 6	<input type="checkbox"/>	Lot 7	<input type="checkbox"/>
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	Lot 7	<input type="checkbox"/>													

Question Number	Evaluation Criteria
1.1	<p>Service Delivery 30%</p> <p>What are the aims of the project? In your response, please confirm where the learning activities will take place?</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.1 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 4 sides of A4 pages.</p>
1.2	<p>Activities 30%</p> <p>What are the planned learning activities? Please give detail. NOTE: Project and Partnership money cannot be used to fund qualifications that are fundable by the Education and Skills Funding Agency.</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.2 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 3 sides of A4 pages.</p>
1.3	<p>Quality 10%</p> <p>How will you ensure the quality and effectiveness of this project? (see guidance)</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.3 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 3 sides of A4 pages.</p>
1.4	<p>Outcomes 10%</p> <p>What are the planned measurable outcomes for the learners?</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.4 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 3</p>

	sides of A4 pages.
1.5	<p>Innovation 10%</p> <p>How does the project show innovation in attracting ‘hard to reach learners’?</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as ‘Response to Evaluation Question 1.5 – <i>Supplier Name</i>’ and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 3 sides of A4 pages.</p>
1.6	<p>Skills 5%</p> <p>Would you be prepared to work with Skills and Learning to screen your learners’ English maths and ICT skills Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>How will the development of these skills be embedded</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as ‘Response to Evaluation Question 1.6 – <i>Supplier Name</i>’ and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>
1.7	<p>Monitoring 5%</p> <p>How will you track the impact of the project on individuals and their progression for twelve months after they leave the project?</p> <p>Who will be responsible for this tracking?</p> <p>You will be asked to supply this data for all learners on the project in August 2019 and March 2020</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as ‘Response to Evaluation Question 1.7 – <i>Supplier Name</i>’ and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 3 sides of A4 pages.</p>
1.8	<p>Information Only</p> <p>Will volunteers be assisting you in the delivery of the project?, if so, could you please confirm in your response if you will be able to count the number of</p>

	hours that volunteers give to the project?
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.8 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>
1.9	<p>Information Only</p> <p>How will you ensure that outputs and outcomes, which are funded by another source will not also be counted.</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.9 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>
1.10	<p>Information Only</p> <p>How will you demonstrate the progress and achievement of individuals whilst on the project?</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.10 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>
1.11	<p>Information Only</p> <p>How will you assess the success of the project and then plan future development? Please make reference to any added value provided by the project</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.11 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>

1.12	<p>Information Only</p> <p>What skills for jobs activities are included in the project?</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.12 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>
1.13	<p>Information Only</p> <p>How will you support your learners in progressing to further learning, paid employment or voluntary work?</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.13 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>
1.14	<p>Information Only</p> <p>How will you incorporate essential Health & Safety procedures into the daily practice of your staff, volunteers and service users during the proposed project, taking into account the safety and well being of any other visitors to the project and the wider public?</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.14 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>
1.15	<p>Information Only</p> <p>How will you manage the safeguarding of vulnerable adults participating in the project?</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.15 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>

1.16	<p>Information Only</p> <p>How many learners do you plan to put through the project? These learners must be enrolled and complete a planned programme of learning.</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.16 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>
1.17	<p>Information Only</p> <p>What will be the longer term impact for the learners who attend and the community?</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.17 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>
1.18	<p>Information Only</p> <p>Is this project sustainable without further funding?</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.18 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>
1.19	<p>Information Only</p> <p>How will you promote and publicise your project?</p>
	<p>Please complete your response to this question within a separate document. Once you have finished your response, please save the document as 'Response to Evaluation Question 1.19 – <i>Supplier Name</i>' and upload as part of your tender submission.</p> <p>Please ensure that you do not exceed the maximum page limit for this question of 2 sides of A4 pages.</p>