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Direct Invitation to Quote (DITQ)

Part 2 – DITQ Return

DN323115 Family Group Conference Coordinators

# Instructions

Please ensure you read the document entitled “Direct Invitation to Quote (DITQ) instructions” before completing this document.

# Timetable

The provisional timetable that Southwark Council plans to follow in the awarding of this contract is set out below. The Council reserves the right to change this timetable.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Closing date for submission of DITQ | 13/09/2019 |
| Closing date for questions | 06/09/2019 |
| Interviews | Week beginning 16 September 2019 |
| Anticipated contract start date | Week beginning 30 September 2019 |
| The Tender shall remain open for acceptance for 120 days from the closing date for the receipt of the tender | |

\*NB: Organisations need to note the dates identified for site visits/interviews/presentations in the above timetable and ensure the appropriate representatives are available to attend.

# List of supporting documents

This DITQ comprises of the following supporting documents:

* DITQ Part 1 DITQ Instructions
* DITQ Part 2 DITQ Return (this document)
* DITQ Part 3 Appendices
* DITQ Part 4 Pricing Schedule
* DITQ Part 5 Monitoring Schedule
* DITQ Part 6 Specification
* DITQ Part 7 Terms and conditions

# TUPE

No TUPE applies.

**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| **Section 1.1** | **Potential supplier information** | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes  No  N/A |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes  No |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes  No |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)   * Name; * Date of birth; * Nationality; * Country, state or part of the UK where the PSC usually lives; * Service address; * The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); * Which conditions for being a PSC are met;   + Over 25% up to (and including) 50%,   + More than 50% and less than 75%,   + 75% or more. [[3]](#footnote-3)   (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:     * Full name of the immediate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:   * Full name of the ultimate parent company * Registered office address (if applicable) * Registration number (if applicable) * Head office DUNS number (if applicable) * Head office VAT number (if applicable)   (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1.2** | **Bidding model** | | | | | | |
| Question number | Question | | | | Response | | |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | | | | Yes  No    If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | | |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) | | | |  | | |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. | | | |  | | |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | | | | Yes  No | | |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well. | | | | | | |
| Name | |  |  |  | |  |  |
| Registered address | |  |  |  | |  |  |
| Trading status | |  |  |  | |  |  |
| Company registration number | |  |  |  | |  |  |
| Head Office DUNS number (if applicable) | |  |  |  | |  |  |
| Registered VAT number | |  |  |  | |  |  |
| Type of organisation | |  |  |  | |  |  |
| SME (Yes/No) | |  |  |  | |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables | |  |  |  | |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor | |  |  |  | |  |  |

Section 2: Award criteria

**FAMILY GROUP CONFERENCING AWARD CRITERIA**

**Step One: Monitoring**

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 16 September 2019. 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:

N.B: We have included maximum celling 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 and neither can they be considered for Lifelong Links.

**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.

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.

N.B: If you are applying as part of a consortium, or a lead organisation with sub-contractors, please clearly indicate which aspects of your response relate to each participating organisation.

By referring to partners/consortium members/sub-contractors in your submission, you agree that the Council may contact those partners/consortium members/sub-contractors at any stage of this process, in order to obtain further details concerning your bid. You also agree that the Council may supply any information you have provided in your bid to such partners/consortium members/sub-contractors.

**CASE STUDY**

|  |  |  |  |
| --- | --- | --- | --- |
| FAMILY GROUP CONFERENCING CASE STUDY | | | |
| You have been allocated the following referral to arrange a Family Group Conference. The referral reads:  The Local Authority has had a long history of involvement with the family. The children have previously been the subjects of Child in Need and Child Protection Plans. There are four children: WW male aged 14, XX male 8, YY girl 9, ZZ girl 3. The local authority has recently convened a pre-proceedings meeting and is considering court action.  Mother has an older child (17) who is not in her care, following court proceedings, and resides with paternal uncle and his partner under a Special Guardianship Order.  WW male aged 14, has been involved in criminal activity, which has led to XX becoming the subject of threats and an attempted assault/attack in the community. Involved persons have also attended the family home and made threats towards mum and siblings.  ZZ girl 3, attends nursery (part-time/intermittently) where there the nursery has recently raised that she has started smearing faeces and, been very unsettled and seems to be ‘clingy’ towards members of staff. When not at nursery it is said that she spends a lot of time in the company of teenagers and customers at the pub where her mum work’s.  YY girl 9, is becoming increasing aggressive towards the other children at home. However her school attendance and attainment is good.  XX male 8, has had several teeth removed by the dentist due to decay. His school attendance is good. Although he has additional learning needs and supported by SEN.  Mother and Father have recently separated and Mother is stating that she no longer wants the Father or Father’s family involved in any FGC, or any meetings moving forward. Mother also does not want to have the children involved with the FGC. Parents have been historically non-engaging, hostile and aggressive towards professionals. | | | |
| 1 | **Identify the risks within the referral you would want to discuss with the referrer and explain why.** | Marks | Words |
| 5 | 250 |
| 2 | **Which risks impact facilitating and coordinating an FGC, and how you would reduce any risk that impacts directly on the FGC?** | 10 | 250 |
| 3 | **What steps would you take to ensure that all important views are represented, and important people attend?** | 10 | 250 |
| 4 | **What questions would you propose to the social worker/lead professional, at the referral meeting, to support the family making a plan.** | 5 | 250 |

**Quality Evaluation**

A panel consisting of experienced council officers and a member of Southwark’s Youth Panel will mark your method statement and at interview will pose relevant questions to ascertain your experience in Family Group Conferences.

**How quality scores will be calculated:**

Step 1: The Council’s evaluation panel will score your response to each question in the Method Statement and at interview with a mark from 0-5, using the table below as guidance.

|  |  |
| --- | --- |
| Score |  |
| 0 | There is no response to the question |
| 1 | An attempt has been made to respond, but does not meet requirements/solution does not cover any essential points |
| 2 | The response/solution partially meets requirements (covers some essential points) |
| 3 | The response/solution meets requirements (covers all essential points, may have included clear examples) |
| 4 | The response/solution exceeds requirements (covers more than the essential points, giving clear examples) |
| 5 | The response/solution will add significant value (covers more than the essential points, giving clear thorough examples to illustrate how value will be added) |

Step 2: There will in addition be a moderation process to ensure that there is a fair consensus score applied by all members of the evaluation panel.

Step 3: The consensus score of the evaluation panel will then be divided by the maximum score available (5) to the evaluator, then multiplied by the sub-weightings shown in the Method Statement. This will give your final score for that question.

Example below shows how marks are calculated.

|  |  |  |
| --- | --- | --- |
| # | Question 2 | Marks |
| Q2. | **Which risks impact facilitating and coordinating an FGC?** | 10 |

Quality weightings formula: x

**Example marking for Question 2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | CONSENSUS SCORE | MAXIMUM SCORE AVAILABLE TO EVALUATOR | MAXIMUM SUB-WEIGHTED SCORE FOR Q2 | CALCULATION | MARK AWARDED |
| TENDERER 1 | 3 | 5 | 10 | x 5 | **3** |
| TENDERER 2 | 2 | 5 | 10 | x | 4 |
| TENDERER 3 | 4 | 5 | 10 | x 10 | **8** |

**Step 4**: A final quality score is achieved by adding all the weighted scores together.

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)