

Cheshire East Borough Council

**INVITATION TO TENDER
OPEN PROCEDURE RESPONSE DOCUMENT**

**CONTRACT FOR THE PROVISION OF
INFORMATION AND ADVICE SERVICE FOR ADULTS**

**PERIOD: 1st September 2016 – 31st August 2019
With 2 x 12 months option to extend**

CHEST REF: DN112586

Name of Tenderer:	
-------------------	--

© 2016

Copyright – Cheshire East Council - All rights reserved

No part of this publication may be reproduced,
stored in a retrieval system or transmitted
in any form or by any means electronic,
mechanical, photocopying, recording or
otherwise without the prior written permission
of the Council

Version 2

CHECKLIST FOR TENDERERS

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.

Schedule	Item	Included in Tender?
1.	Form of Tender	<input type="checkbox"/>
2.	Certificate of non-collusion and non-canvassing	<input type="checkbox"/>
3.	SAQ - Suitability Assessment Questionnaire	<input type="checkbox"/>
4.	ITT Pricing Schedule	<input type="checkbox"/>
5.	ITT Quality Response	<input type="checkbox"/>

Cheshire East Borough Council
PROVISION OF
INFORMATION AND ADVICE SERVICE FOR ADULTS

Period: 01.09.16 –31.08.19 with 2 x 12 months option to extend

SCHEDULE 1 - FORM OF TENDER

Information & Advice Service for Vulnerable Adults and Carers

FORM OF TENDER

To: Cheshire East Borough Council
(Via 'The Chest')

For the Attention of **Abigail Coyne**

Date: _____

Dear Sir/Madam,

TENDER FOR INFORMATION AND ADVICE SERVICE FOR ADULTS

I/We the undersigned, hereby tender and offer to provide the Contract as listed below which is more particularly referred to in the Invitation to Tender supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

Attached to this Form of Tender are the following:

1. My/our response to the requirements of the ITT.
2. The completed Pricing Schedule.
3. A signed Certificate of Non Collusive Tendering and non-Canvassing.

I/We confirm that I/we can supply the Contract as specified in the Invitation to Tender at the **total costs of _____ (excluding VAT)** submitted within the Pricing Schedule herein.

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract within the timescales stipulated.

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by
Name(s) _____
Position _____

for and on behalf of **[Insert Company Name]**

Full registered business / name and registered company address of the Tenderer

**Cheshire East Borough Council
PROVISION OF
INFORMATION AND ADVICE SERVICE FOR ADULTS**

**Period: 01.09.16 –31.08.19 with 2 x 12 months option to
extend**

**SCHEDULE 2 - CERTIFICATE OF NON-COLLUSION AND
NON-CANVASSING**

Information & Advice Service for Vulnerable Adults and Carers

To: Cheshire East Borough Council
(Via 'The Chest')

Date: _____

For the Attention of: **Abigail Coyne**

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

Statement of non-collusion

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Tenderers.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person (except any sub-contractor identified in this offer).

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

- (a) communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
- (b) enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
- (c) offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.
- (d) committing any offence under the Bribery Act 2010 or any subordinate legislation made under that Act from time to time.

<http://www.legislation.gov.uk/ukpga/2010/23/contents>

I/we agree that there is a requirement to disclose and declare any direct or indirect financial or non financial interest in an organisation, company, or other body that is doing business with, or has dealings with, the council and where this may affect and/or could bring about a conflict with the Council's interest.

I/we should notify this to the Council and that failure to disclose or declare such an interest could result in the contract being terminated.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

Signed _____

Name: _____

Position _____

For and on behalf of **Tenderer**

(End of Schedule 2)

**Cheshire East Borough Council
PROVISION OF
INFORMATION AND ADVICE SERVICE FOR ADULTS**

**Period: 01.09.16 –31.08.19 with 2 x 12 months option to
extend**

**SCHEDULE 3 – SUITABILITY ASSESSMENT QUESTIONNAIRE
(SAQ)**

NOTE TO ORGANISATION:

Section 4 is for **information only** and Section 5 of Schedule 3 (Suitability Assessment Questionnaire) will be scored on a **Pass / Fail basis**.

Applicants will fail on incomplete responses. Tenders that fail Schedule 3 will not be evaluated any further.

Questions marked 'for information only' will not be assessed however they must still be answered in full.

Tenderers are therefore strongly advised to ensure they answer all questions within each section.

Cross Referencing an answer; from a questions response to another, will not be taken into consideration and will result in a score of zero for that question.

Failure to answer a question which is scored will result in a score of zero for that question.

Failure to provide an **acceptable explanation** with any **Fail** Questions answered will fail on Schedule **3** as a result.

Consortia Bids

If the Supplier completing this SAQ is doing so as part of a consortium, the following information must be provided;

- names of all consortium members;
- the lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
- if the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

The contracting authority may require members of the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.

All members of the consortium will be required to provide the information required in all sections of the SAQ as part of a single composite response to the Contracting Authority i.e. each member of the consortium is required to complete the form.

Where the suppliers are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.

Consortium arrangements may be subject to future changes and any updates to the bidding model should be provided to the contracting authority so that a further assessment can be carried out (by applying the selection criteria to the new information provided). The contracting authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Supplier Information
(This Section is for Information Only)

1.1 Supplier details [This Question is for Information Only]	Answer	
Full name of the Supplier completing the SAQ		
Registered company address		
Registered company number		
Registered charity number		
Registered VAT number		
Name of immediate parent company		
Name of ultimate parent company		
Please mark 'X' in the relevant box to indicate your trading status	i) a public limited company	Yes <input type="checkbox"/>
	ii) a limited company	Yes <input type="checkbox"/>
	iii) a limited liability partnership	Yes <input type="checkbox"/>
	iv) other partnership	Yes <input type="checkbox"/>
	v) sole trader	Yes <input type="checkbox"/>
	vi) other (please specify)	Yes <input type="checkbox"/>
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	i) Voluntary (VCSE)	Yes <input type="checkbox"/>
	ii) Community (VCSE)	Yes <input type="checkbox"/>
	iii) Social Enterprise	Yes <input type="checkbox"/>
	iv) Mini Enterprise (below SME)	Yes <input type="checkbox"/>
	v) Small Enterprise (SME)	Yes <input type="checkbox"/>
	vi) Medium Enterprise (SME)	Yes <input type="checkbox"/>
	vii) Sheltered workshop	Yes <input type="checkbox"/>
	viii) Public service mutual	Yes <input type="checkbox"/>

See EU definition of SME: <http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/>

1.2 Bidding model This Question is for Information Only	Answer
<p>Please mark 'X' in the relevant box by double clicking and selecting 'Checked', to indicate whether you are;</p>	
<p>a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself</p>	<p>Yes <input type="checkbox"/></p>
<p>b) Bidding as a Prime Contractor and will use third parties to deliver some of the services</p> <p>If 'YES', please provide details of your proposed bidding model in the field below, that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p>	<p>Yes <input type="checkbox"/></p>
<p><i>Enter here...</i></p>	
<p>c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver all of the services.</p> <p>If 'YES', please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p>	<p>Yes <input type="checkbox"/></p>
<p><i>Enter here...</i></p>	
<p>d) Bidding as a consortium but not proposing to create a new legal entity.</p> <p>If 'YES', please include details of your consortium in the next column and use the field below to explain the alternative arrangements i.e. why a new legal entity is not being created.</p> <p><i>Please note that the Authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.</i></p>	<p>Yes <input type="checkbox"/></p> <p><u>Consortium members</u> <i>Enter here...</i></p> <p><u>Lead member</u> <i>Enter here...</i></p>
<p><i>Enter here...</i></p>	

<p>e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).</p> <p>If 'YES', please include details of your consortium, current lead member and intended SPV in the next column <i>and</i> provide full details of the bidding model using the field below:</p>	<p>Yes <input type="checkbox"/></p> <p><u>Consortium members</u> <i>Enter here...</i></p> <p><u>Current lead member</u> <i>Enter here...</i></p> <p><u>Name of Special Purpose Vehicle</u> <i>Enter here...</i></p>
<p><i>Enter here ...</i></p>	

1.3 Contact Details (This Question is for Information Only)	
Supplier contact details for enquiries about this SAQ:	
Name	
Postal Address	
Country	
Phone	
Mobile	
E-mail	

1.4 Licensing and registration (please mark 'X' in the relevant box)		
(This Question is for Information Only)		
1.4.1	<p>Registration with a professional body If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state.</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If 'YES', please provide the registration number in this box. <i>Enter here....</i></p>

1.4.2	<p>Is it a legal requirement in the state where you are established, for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p> <p>If 'YES', please provide additional details within this box of what is required and confirmation that you have complied with this.</p> <p><i>Enter here....</i></p>
--------------	---	--

2 Grounds for mandatory exclusion

(This section will be scored on a pass/fail basis)

You **will** be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

IMPORTANT

Please click on the following link and read carefully:
<http://www.legislation.gov.uk/ukxi/2015/102/regulation/57/made>

2.1 Mandatory

Please confirm whether in the past 5 years, the above named organisation or where the person convicted is a member of the administrative management or supervisory body of that economic operator, or has economic powers of representation, decision or control in the economic operator; is or has been in breach of any of the offences listed as part of Regulation 57(1) of the Public Contracts Regulations 2015, contained in the link provided above.

<i>(DELETE AS APPROPRIATE)</i>	YES/NO
--------------------------------	---------------

If you have answered **'YES'** to this question, please use the field below to provide further details. Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?

<i>Enter here...</i>

2.2 Non-payment of taxes

Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organisation is established (if outside the UK), that your organisation is in breach of obligations related to the payment of tax or social security contributions? Referring to Regulation 57 part 3 – 7 in the link provided above.

<i>(DELETE AS APPROPRIATE)</i>	YES/NO
--------------------------------	---------------

If you have answered '**YES**' to this question, please use the field below to provide further details. Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?

<i>Enter here...</i>

If you have answered '**YES**' to question 2.2 on the non-payment of taxes or social security contributions, and have not paid or entered into a binding arrangement to pay the full amount, you may still avoid exclusion if only minor tax or social security contributions are unpaid or if you have not yet had time to fulfil your obligations since learning of the exact amount due. If your organisation is in that position please provide details using the field below. You may contact the authority for advice before completing and confirming this part of the form.

<i>Enter here...</i>

3 Discretionary Part 1

(This section will be scored on a pass/fail basis)

3.1 The authority **may** exclude any Supplier who answers '**YES**' to any of the situations set out in Regulation 57 part 8, set out at the link provided in Section 2.

Please confirm whether in the past 3 years, the above named organisations' directors; or any other person who has powers of representation, decision or control of such organisation; is or has been convicted of any of the offences listed as part of Regulation 57(8) of the Public Contracts Regulations 2015.

<i>(DELETE AS APPROPRIATE)</i>	YES/NO
--------------------------------	---------------

If you have answered 'YES' to this question, please use the field below to provide further details.

Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?

Enter here...

Conflicts of interest

In accordance with question 3.1 and regulation 57(8e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in the fields above; provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the Authority should not represent a conflict of interest for the Supplier.

Taking Account of Bidders' Past Performance

In accordance with question 3.1 and regulation 57(8g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this SAQ. The Authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. supplier selection, tender evaluation, contract award stage etc). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

‘Self-cleaning’

Any Supplier that answers ‘YES’ to questions 2.1, 2.2 and 3.1 should provide sufficient evidence using the fields above, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self cleans” the situation referred to in that question. The supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process. In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has;

- paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

4 Technical and Professional Ability
(Schedule 3, Sections 4 is for information only)

Relevant experience and contract examples

Information Only	
4	<p>Please provide details of up to <i>three (3)</i> contracts, in any combination from either the public or private sector, that are relevant to the Authority’s requirement. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years, and Voluntary, Community and Social Enterprises (VCSEs) may include samples of grant funded work.</p> <p>The named customer contact provided should be prepared to provide written evidence to the Authority to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a</p>

	<p>Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member). Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.</p> <p><i>Evidence of <u>relevant</u> services performed more than 3 years before <u>may</u> be taken into account to establish further competition if deemed necessary by the Council.</i></p>			
		Contract 1	Contract 2	Contract 3
4.1	Name of customer organisation			
4.2	Customer organisation point of contact; Position in the organisation; Email address.			
4.3	Contract Start Date; Contract completion date; Estimated Contract Value.			
4.4	<p>In no more than 500 words, please provide a brief description for each of the contracts delivered including evidence as to your technical capability in these markets, using the field below.</p> <p><i>Enter response here, tenderer responsible for stating word count in response.</i></p>			
4.5	<p>If you cannot provide at least one example for questions 4.1 to 4.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, using the field below.</p> <p><i>Enter response here, tenderer responsible for stating word count in response.</i></p>			

5 Additional SAQ modules

5A) - Project specific questions to assess Technical and Professional Ability

Section 5A will be marked on a **pass/fail** basis.

Introduction

These are further project specific questions relating to the technical and professional ability of the supplier. Please ensure your responses are in line with the questions page limit and 12pt Arial. Anything beyond the page limit will not be taken into consideration by the Council.

Cross Referencing is not deemed a valid response by the Council.

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage.

Please indicate your answer by marking 'X' in the relevant boxes where necessary and enter responses to questions in the fields provided.

5A 1	<p>NOTE TO ORGANISATION: (This question is for information only)</p> <p>References Supporting references are required to validate information provided throughout the ITT Process and to detail experience and ability to deliver a contract of this size and nature. Please note references will only be taken up to <u>validate</u> all submission information already provided by that of the economic operator.</p> <p>Please list major Contracts currently and recently held in public and private sectors for services of a similar type provided in the last three years from whom references may be solicited to testify to your technical capacity, standards and quality of service. Where an economic operator has a mix of reference sites, please list in priority order the local authority and public sector sites. <u>These must represent sites where the services performed are exactly aligned to those requested by this tender.</u> The Council requires two (2) references to be obtained by your organisation.</p> <p>It is the bidder's responsibility to ensure that the reference form published on The Chest with this document is sent to your two referees, using template at Appendix 1. The references must be returned directly from the referees to procurement@cheshireeast.gov.uk by 9th May 2016. The reference form must state the name of the Tenderer exactly as stated on the ITT document to ensure that this can be matched to the correct Bidder.</p> <p>Note: In addition to those referees listed the Council reserves the right to seek references from other organisations for whom, your firm undertakes work. Should your firm be invited to</p>
-------------	--

	<i>tender and subsequently submit a bid, further references may be obtained.</i>				
	Company Name	Contact Name	Email	Tel Number	Contract Duration & Value
1					
2					

5A2 Safeguarding		
NOTE TO ORGANISATION: <i>This section will be evaluated on a pass/fail basis.</i>		
5A2.1	Does your organisation undertake adequate checks of staff including references, DBS checks etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5A2.2	Do you have an up to date Single Central Record for Disclosure & Barring Service checks for staff and volunteers? Please note that you will be required to provide a copy of your Single Central record and policies and procedures if you are offered a contract.	Yes <input type="checkbox"/> No <input type="checkbox"/>

5A3 Transfer of Undertakings (Protection of Employment) Regulations (TUPE)
The Provider must satisfy itself in relation to the application of TUPE and will be expected to ensure the necessary compliance with TUPE liabilities from any existing contracts. Details of the staff potentially affected have been appended as Appendix 3. Any information provided by the Council is for Guidance only and suppliers should take their own legal advice.

5B – Insurance
(This question is to be scored on a pass/fail basis)

5B 1	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: (a) Employer’s Liability Insurance* = £10million. Is required in respect of each and every claim.	Yes <input type="checkbox"/> No <input type="checkbox"/>
-------------	--	---

(b) **Public Liability Insurance = £10million.** Is required in respect of each and every claim with no abuse exclusion/inner limit.
 (c) **Professional Indemnity Insurance = £1million.**
 * It is a legal requirement that all companies hold Employer's Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.

EMPLOYER'S LIABILITY INSURANCE

- i. Insurer: (Name of Insurance company not broker)
- ii. Policy Number:
- iii. Extent of cover:
- iv. Expiry date:

PUBLIC LIABILITY INSURANCE

- i. Insurer: (Name of Insurance company not broker)
- ii. Policy Number:
- iii. Extent of cover:
- iv. Expiry date:

PROFESSIONAL INDEMNITY INSURANCE

- i. Insurer: (Name of Insurance company not broker)
- ii. Policy Number:
- iii. Extent of cover:
- iv. Expiry date:

Signatory for Insurance Details

Name of Organisation:	
Name:	
Position in Organisation:	
Date:	

5C – Compliance with Equality Legislation
 (This section is to be scored on a pass/fail basis)

For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.

5C 1	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5C 2	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than	Yes <input type="checkbox"/> No

	<p>the UK), on grounds or alleged unlawful discrimination?</p> <p>If you have answered “YES” to one or both of the questions in this module, please provide a summary using the field below to confirm the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, again, please use the field below to explain what action (if any) you have taken to prevent unlawful Discrimination from reoccurring.</p>	<input type="checkbox"/>
5C 3	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Enter details here if necessary...

5D - Health and Safety
(This question is to be scored on a pass/fail basis)

5D 1	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
5D 2	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “YES”, please provide details in the field below, of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The Authority will exclude bidder(s) that have been in receipt of Enforcement/remedial action orders unless the bidder(s) can demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
5D 3	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p> <p><i>You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring, in relation to this section.</i></p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Enter details here if necessary...

5E - Economic and Financial Standing
This question is to be scored on a pass/fail basis.

5E 1 Financial Information		
Please provide one of the following to demonstrate your economic/financial standing;		
Please indicate your answer with an 'X' in the relevant box by double clicking the relevant grey area, selecting 'checked'.		
(a)	A copy of the audited accounts for the most recent two years	Yes <input type="checkbox"/>
(b)	A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation	Yes <input type="checkbox"/>
(c)	A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	Yes <input type="checkbox"/>
(d)	Alternative means of demonstrating financial status if any of the above are not available (e.g. Forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes <input type="checkbox"/>

5E 2	Where the authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this SAQ, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.	Yes <input type="checkbox"/> No <input type="checkbox"/>				
5E 3	Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)? If yes, please provide the name below:	Yes <input type="checkbox"/> No <input type="checkbox"/>				
(a)	<table border="1"> <tbody> <tr> <td>Name of the organisation</td> <td><i>Enter here if necessary..</i></td> </tr> <tr> <td>Relationship to the Supplier completing the SAQ</td> <td><i>Enter here if necessary..</i></td> </tr> </tbody> </table>	Name of the organisation	<i>Enter here if necessary..</i>	Relationship to the Supplier completing the SAQ	<i>Enter here if necessary..</i>	
Name of the organisation	<i>Enter here if necessary..</i>					
Relationship to the Supplier completing the SAQ	<i>Enter here if necessary..</i>					
(b)	If yes, would the Ultimate / parent willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>				
(c)	If yes, please provide Ultimate / parent company accounts if available.	Yes <input type="checkbox"/>				

	<i>If no, please advise why in this field.</i>	No <input type="checkbox"/>
(d)	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank?)	Yes <input type="checkbox"/> No <input type="checkbox"/>

6 Declaration

6	<p>I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation's suitability to be invited to participate further in this procurement, and I am signing on behalf of (Insert name of supplier).</p> <p>I understand that the Authority may reject my submission if there is a failure to answer all relevant questions fully or if I provide false/misleading information. I have provided a full list of any Appendices used to provide additional information in response to questions.</p> <p>I also declare that there is no conflict of interest in relation to the Authority's requirement.</p> <p>The following appendices form part of our submission;</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>	
Section ref of SAQ		Supplier Appendix number	
<i>Enter here if necessary...</i>		<i>Enter here if necessary...</i>	
SAQ completed by:			
6.1	Name		
6.2	Role in Organisation		
6.3	Date		
6.4	Signature		

(End of Schedule 3 SAQ)

Cheshire East Borough Council
PROVISION OF
INFORMATION AND ADVICE SERVICE FOR ADULTS

SCHEDULE 4 – PRICING SCHEDULE

Pricing Schedule – 40% of total evaluation score

Please complete the pricing schedule below for your proposed charges for the provision of **Information and Advice Service for Adults**.

This should represent the full charges payable by Cheshire East Council for the **full term of 1st September 2016 – 31st August 2019 with a 2 x 12 month option to extend** available under the contract - **No claim for additional payment will be considered for items that have not been specified.**

Please ensure that you use the following schedules.

Please note that the evaluated price will be the **Total Amount Payable** (excluding VAT) which must include **ALL** charges in respect of the term of the contract.

Failure to quote for all aspects of the project listed will result in a score of zero for this section. If no separate charge is made for any of the below please indicate the charge is “nil” rather than leave the box blank.

Please see the attached pricing schedule at Appendix E

(End of Schedule 4)

Cheshire East Borough Council
PROVISION OF
INFORMATION AND ADVICE SERVICE FOR ADULTS

SCHEDULE 5
ITT QUALITATIVE EVALUATION QUESTIONS

Quality Questions – 60% of total evaluation score

Introduction

These are the ITT Qualitative questions, which are contract specific and relate to the technical and professional ability of the supplier. Please ensure your responses are in line with the questions page limit and 12pt Arial. Anything beyond the page limit will not be taken into consideration by the Council. Cross Referencing information is not deemed a valid form of response by the Council.

		Weighting
1	Service Delivery Methodology	15%
Information required from Tenderers:		
(a)	A concise description of the service to be delivered	
(b)	Where the service will be delivered from with reference to question 3	
(c)	How you will address the digital inclusion agenda and maximise the number of residents engaged with the digital agenda across Cheshire East.	
(d)	Expected outputs of this service – the number of individuals who will be supported at any one time, the number of individuals supported on an annual basis, and the number of interventions that will be provided annually.	
In order to achieve marks for this question you will need to clearly define and specify details of your service		

Tenderers Response Here - (Word Limit: 750)

Actual word count:

		Weighting
2	Implementation and Mobilisation Plan	15%

Information required from Tenderers:

- (a) There is an expectation that delivery will commence on 1st September 2016. How you deliver this and please submit a detailed implementation/mobilisation plan (the contents of this plan will not be included in the word count for this answer)

Tenderers Response Here - (Word Count: 400)

Actual Word Count:

		Weighting
3	Service Delivery Outcomes	10%

Information required from Tenderers:

- (a) Please list what outcomes this service will deliver on an annual basis, and what measures you will use to provide quantifiable evidence of this. Measures need to be SMART – Specific, Measurable, Achievable, Relevant and Timescaled.

Tenderers Response Here - (Word Count: 500)

Actual word count:

		Weighting
4	Reaching Difficult to Reach Eligible Groups in Cheshire East	10%

Information required from Tenderers:

- (a) Please provide details of how you will reach eligible groups in Cheshire East, these are; adults with a physical disability; adults with a mental health condition (including dementia), older people aged over 50, adults with a learning disability, adults with a sensory impairment (D/deaf/blind or visually impaired) and Carers and families of people with these conditions as well as urban, rural and hard-to-reach groups
- (b) Please provide evidence of engagement with service users and potential service users to ensure delivery meets any identified service gap and is co-produced with

	service users and potential service users.
Tenderers Response Here - (Word Count: 500)	
Actual Word Count:	

		Weighting
5	Details of Relevant Information and Advise Services	5%
Information required from Tenderers:		
(a)	Please give details of any relevant information and advice services for adults you have provided anywhere within the last three years.	
Tenderers Response Here - (Word Count: 200)		
Actual Word Count:		

		Weighting
6	Added Value	5%
Information required from Tenderers:		
(a)	Please give details of any added value that your service will provide. This can make reference to provisions within the Public Services (Social Value) Act of 2012, including social, economic and environmental impact. It can also take into account local relationships, joint working with other organisations, volunteer opportunities and how you effectively and proactively consult and communicate with customers to ensure that they have ample opportunity to be involved in and shape the services they receive and in wider local life.	
Tenderers Response Here - (Word Count: 200)		
Actual Word Count:		

End of Schedule 5 ITT Response