

TORBAY COUNCIL

Part 5 Award Questionnaire

Contract Reference

TCS6324

Contract Title

**Torbay Child Exploitation: A Response
to Tackling Child Sexual Exploitation in
Torbay**

Maximum Period of Contract

3 years (2 + 1)

Return Date

03 October 2024

Return Time

12:00 Noon

Return To

www.supplyingthesouthwest.org.uk

Applicant Name

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Stage Two – Award Criteria

Section A. Grounds for Discretionary Exclusion

Question Number	TUPE Question	
<p>Question A1 relates to TUPE information referenced in Section B.1 of Part 1 Information and supplied under Appendix C. In order to access this information, Applicants must ensure they complete and return a Confidentiality Agreement (Appendix B) through the e-tendering portal’s messaging facility.</p>		
<p>A1.</p>	<p>TUPE Information</p> <p>Please confirm you have accessed and considered the TUPE information supplied under Appendix C Base Data of Staff and that your submission (including but not limited to your pricing submission in Part 7) is reflective of this.</p>	<p>Choose an item.</p>
<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>This question will be evaluated on the basis of your self-assessment as to whether you meet the requirement. A Yes response will be deemed a Pass. Where an Applicant has responded No, whether the response is deemed a Fail, will be solely at the Council’s discretion dependent on the justification provided in the Addendum. Where the response is considered a Fail, the tender will be rejected and the Applicant will be notified accordingly.</p>		
<p>TUPE Information: Addendum</p> <p>If you have responded ‘No’ to A1, please provide your justification for this:</p> <ul style="list-style-type: none"> • explaining what measures have been taken to ensure the commercial viability of your bid where it pertains to staffing costs (including within your pricing submission in Part 7); and • demonstrating there will be no material changes to any part of your bid as a result of not accessing the information in the event you are the deemed to be the successful Applicant. 		

	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question if they have answered 'No' to the first part of this question.</p> <p>This question will be evaluated on the basis of pass or fail. In order for the response to be considered a pass it must be fully completed by the Applicant. Completed responses will not be assessed at this stage, but any information provided may be used as part of the broad financial appraisal of the successful Applicant.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence that the staffing costs within your commercial proposition are viable and will not be subject to any uplift resultant from a lack of consideration of available TUPE information.</p> <p>Word Limit: Maximum 300 words 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 B. Method Statements

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
B1	<p>Implementation and Mobilisation</p> <p>Please provide your implementation and mobilisation plan from award to Day One of the Service being fully operational.</p> <p>As a minimum your response must evidence the effectiveness of your approach/proposals and fully address the following:</p> <ul style="list-style-type: none"> • Specific staffing and other resources to be allocated, detailing roles and skills and how staff will be recruited, inducted and trained for the roles. • Communication – to include all key stakeholders, publicity and how you will manage the relationship with the council; • Any challenges you anticipate and the steps you will take to address them. 	8%
	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:</p> <ul style="list-style-type: none"> • Demonstration that all those working to deliver this service will be Enhanced DBS Checked. • All work will be undertaken by staff who have the relevant specialist skills and training in delivering this type of intervention. Those staff will receive regular supervision and guidance. 	

	<ul style="list-style-type: none"> The implementation and mobilisation plan is robust with clear milestones demonstrating responsibilities and when they will be complete. <p>Word Limit: Maximum 1000 words in Arial 12</p> <p>Permitted Appendices and Supplementary Information</p> <p>You may provide the following in support of your response:</p> <ul style="list-style-type: none"> Implementation and mobilisation plan
<p>Response:</p>	
<p>B2</p>	<p>Service Delivery Model</p> <p>Please set out your service model and how this will meet the needs of those at risk of child sexual exploitation or who are currently being exploited.</p> <p>As a minimum, your response must fully address the following:</p> <ul style="list-style-type: none"> How the service will be accessible to all children and young people in under-represented groups, including boys and young men, separated young people seeking asylum, young people with special educational needs and those in the LGBTQ+ Community. That the service will be accessible to all children and young people with neuro diversity arising from additional learning needs, trauma; and also physical/sensory disabilities <p style="text-align: right;">15%</p>

	<ul style="list-style-type: none"> • How you will manage service demand, allocation and waiting lists – please include anticipated caseload capacity. • How your service will provide a flexible service which may mean delivery out of hours or in times of crisis. • A description of how you will deliver your services at locations to meet the needs of service users and professionals across Torbay, including a description of any buildings that you intend to make use of. 	
	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>This question has a minimum non-weighted score of 3. The Applicant must satisfactorily demonstrate the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the requirements, with evidence to support the response.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:</p> <ul style="list-style-type: none"> • That all referrals will be followed up within a week of the referral being received. How your organisation will immediately communicate to the referrer in the event that it is unlikely the child or young person can be contacted within a week or any barriers to engagement are identified. • How the service will be accessible to all children and young people in under-represented groups, including boys and young men, separated young people seeking asylum, young people with additional learning needs and those in the LGBTQ+ Community. • How the service will be accessible to all children and young people with neuro diversity arising from additional learning needs, trauma; and also, physical/sensory disabilities • How the service will respond to fluctuations in demand and have a robust process for managing demand, 	

	<p>allocation and prioritisation and waiting lists where required.</p> <ul style="list-style-type: none"> • Where the service will be based within Torbay and what public transport routes are available to ensure ease of accessibility to all who need to access the service. • How the Service will be flexible in the operation of the Service, taking into account the needs of the Children and Young People accessing the service and how evening or weekend work could be accommodated. <p>Word Limit: Maximum 1500 words 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>B3</p>	<p>Child-focused Models and Interventions</p> <p>Please describe which child-focused model(s) and interventions you will utilise to reduce vulnerability of child sexual exploitation or for those currently being sexually exploited?</p> <p>When writing your response, please pay particular attention to the following:</p> <ul style="list-style-type: none"> • The assessment process that will be carried out and how this will inform the planning of interventions to build resilience and reduce vulnerability. • How the service will work with other partners to plan and review the effectiveness of interventions delivered. • How assessment and intervention planning will be co-produced with the young person. • What approaches will inform the assessment and intervention planning (for example trauma <p style="text-align: right;">16%</p>

	<p>informed approaches/ Restorative Practice and Child- led interventions).</p> <ul style="list-style-type: none"> • How service delivery and improvement will be informed by the voices of children, young people and families. 	
	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>This question has a minimum non-weighted score of 3. The Applicant must satisfactorily demonstrate the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the requirements, with evidence to support the response.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:</p> <ul style="list-style-type: none"> • How you will work with other partners to plan the interventions for those accessing the service and how the planning meetings will be documented, reviewed part-way through the intervention to determine effectiveness and evaluated once the intervention has concluded. • The structure of the one-to-one interventions with the child or young person and how you will utilise child-focused models to build resilience and reduce vulnerability. • How you will share the assessments with children and young people in a way that is honest with sensitive explanations for concerns. • How you will enable all planning and resilience work to be co-produced with the child or young person and progressed at their pace and with their consent. • That following referral of the child or young person to the service, the Provider will meet with a lead professional and/or parents or carers where necessary to agree a package of intervention(s) aimed at mitigating the identified vulnerabilities from the Torbay Safeguarding Partnership Child Exploitation Toolkit. • How you will develop and/or have in place an assessment and intervention framework which includes regular review through which outcomes and achievements can be monitored. 	

	<ul style="list-style-type: none"> • How you will collate and provide feedback from children, young people and families to evidence that the required outcomes have been achieved. <p>Word Limit: Maximum 1500 words 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>B4</p>	<p>Partnership Working</p> <p>Please evidence how you will work in partnership with key stakeholders to successfully deliver the service.</p> <p>As a minimum your response must fully address the following:</p> <ul style="list-style-type: none"> • How you will work with Children’s Services to support and contribute to statutory processes such as Children in Need and Child Protection procedures. • Partnership approach to developing bespoke packages of intervention, including where multiple vulnerabilities have been identified. • How you will appropriately manage confidentiality and Information sharing. <p style="text-align: right;">14%</p>

	<ul style="list-style-type: none"> • That the service delivery and communication with partners will contribute to the disruption of perpetrators of exploitation (adults, peers or networks) or locations of concern. • That you will use learning from national research and Safeguarding Practice Reviews to improve the outcomes for children in Torbay. 	
<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>This question has a minimum non-weighted score of 3. The Applicant must satisfactorily demonstrate the relevant ability, understanding, experience, skills, resource & quality measures required to deliver the requirements, with evidence to support the response.</p> <p>Evaluation Criteria</p> <p>Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:</p> <ul style="list-style-type: none"> • How you will ensure partnership working with lead professionals and multi-agency network to plan sequencing of interventions and/or joint working as appropriate to address the multiple vulnerabilities for a young person and is experiencing multiple or interconnected forms of exploitation and/or other areas of vulnerabilities, including but not limited to, substance misuse or domestic abuse. • That the service will work within local Safeguarding practices and processes and work to support and contribute to statutory processes such as Children in Need and Child Protection procedures. Torbay Children and Adult Safeguarding and Social Care Procedures can be found online at: <ul style="list-style-type: none"> • Torbay Safeguarding Children Partnership Procedures: Welcome to the Torbay Safeguarding Children Partnership... (trixonline.co.uk) • Torbay and Devon Partnership: Safeguarding Adults: Policy and guidance - Devon Safeguarding Adults Partnership 		

	<ul style="list-style-type: none"> • How you will be pro-active in sharing appropriate information and feedback in relation to the service to the Exploitation team and Council’s authorised representative. • How you will ensure that service delivery and communication with partners will contribute to the disruption of perpetrators of exploitation (adults, peers or networks) or locations of concern. • How you will use learning from national research and Safeguarding Practice Reviews to improve the outcomes for children in Torbay. <p>Word Limit: Maximum 1500 words 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>B5</p>	<table border="1"> <tr> <td data-bbox="488 1480 1291 1704"> <p>Organisational Structures and Processes</p> <p>Please explain how your organisational structures and processes will ensure timely and effective responses and management of the Service.</p> </td> <td data-bbox="1291 1480 1498 1704"> <p>14%</p> </td> </tr> <tr> <td colspan="2" data-bbox="488 1704 1498 1948"> <p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>This question has a minimum non-weighted score of 2. The Applicant must satisfactorily demonstrate the relevant ability, understanding, experience, skills, resource & quality measures</p> </td> </tr> </table>	<p>Organisational Structures and Processes</p> <p>Please explain how your organisational structures and processes will ensure timely and effective responses and management of the Service.</p>	<p>14%</p>	<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>This question has a minimum non-weighted score of 2. The Applicant must satisfactorily demonstrate the relevant ability, understanding, experience, skills, resource & quality measures</p>	
<p>Organisational Structures and Processes</p> <p>Please explain how your organisational structures and processes will ensure timely and effective responses and management of the Service.</p>	<p>14%</p>				
<p>Minimum Requirement</p> <p>That the Applicant provides a response to this question.</p> <p>This question has a minimum non-weighted score of 2. The Applicant must satisfactorily demonstrate the relevant ability, understanding, experience, skills, resource & quality measures</p>					

required to deliver the requirements, with evidence to support the response.

Evaluation Criteria

Your response will be evaluated against your ability to demonstrate and evidence you can meet the following core requirements:

How your governance structure within your organisation facilitates the following minimum requirements:

- Quality assurance and oversight
- How the service would be audited and independently reviewed including the frequency and areas of the audit(s)
- Appropriate escalation of concerns
- Service development and improvement, including how the voice of the children and young people will be incorporated
- How the service will be managed to include but not be limited to, the identification, reduction and management of high-level risks.

Page / Word Limit: Maximum 1500 words in Arial 12

Permitted Appendices and Supplementary Information

You may provide the following in support of your response:

A diagram outlining your organisational structure

Response:

Section C. 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 3.00%
<p>Questions C1 relate to section Data Protection and Information Security of Part 2 Specification.</p>		
<p>C1.</p>	<p>Data Collection and Data Processing Please complete the table below.</p> <p>Minimum Requirement The Applicant must complete the table in the box below.</p> <p>Evaluation Criteria Your response will be evaluated against your ability to demonstrate and evidence you can meet the following requirements:</p> <ul style="list-style-type: none"> • The Core Requirements outlined under Data Collection and Data Processing in Part 2 Specification <p>Permitted Appendices and Supplementary Information You may provide the following in support of your response: Data Protection Policy to include but not be limited to:</p> <ul style="list-style-type: none"> • Data Retention • Data Breaches • Rights of Data Subjects 	
<p>C1 Response</p>		
<p>The means of processing the data:</p>		
Empty response area		
<p>Approved sub-processors and in each case:</p> <ul style="list-style-type: none"> • Nature and purpose of processing • Location of processing 		
Empty response area		

Details of approved international transfers of Contract Personal Data together with details of approved transfer mechanisms:

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Details of the technical and organisational measures in place to protect contract personal data:

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Section D. Not Used