

Cheshire East Borough Council

INVITATION TO TENDER
OPEN PROCEDURE RESPONSE DOCUMENT

**CONTRACT FOR THE PROVISION OF HOUSING RELATED
SUPPORT SERVICES – 19 104**

PERIOD: 01/04/2020 to the 31/03/2023
With 2 x 12 months options to extend

CHEST REF: DN 421756

Name of Tenderer:	
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Version 22

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.	SQ - Selection Questionnaire	<input type="checkbox"/>
4.	ITT Pricing Schedule	<input type="checkbox"/>
5.	ITT Qualitative Evaluation Questions	<input type="checkbox"/>
6.	Compliance with Specification & Scope of requirements	<input type="checkbox"/>
3	Safe – guarding policy / DBS checking of staff as detailed with section 8.5	<input type="checkbox"/>
3	Disaster recovery / business continuity plans	<input type="checkbox"/>

SELECTION OF LOTS:

Please indicate (tick) below the Lot(s) for which you are Tendering, by double clicking the grey tick box and selecting 'checked'.

Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Lot 7	Lot 8
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tenderers may select up to a maximum of **EIGHT** Lots

LOT NO.	DESCRIPTION
Lot 1	Floating Support North
Lot 2	Floating Support South
Lot 3	Complex, Over 25 and Mental Health North
Lot 4	Complex, Over 25 and STAT beds South
Lot 5	Under 25, Fast Track & Women & Families North
Lot 6	Under 25, Fast Track & Women & Families South
Lot 7	Emergency, NFNO 24-7 Access North
Lot 8	Emergency, NFNO 24-7 Access South

Cheshire East Borough Council
Provision of Housing Related Support Services
Period: 01.04.2020 – 31.03.2023 with 2 x 12 month options to extend

SCHEDULE 1 - FORM OF TENDER

CONTRACT FOR THE PROVISION OF HOUSING RELATED SUPPORT SERVICES (the “Contract”)

FORM OF TENDER

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

For the Attention of Louise Fenn

Date: _____

Dear Sir/Madam,

TENDER FOR HOUSING RELATED SUPPORT SERVICES

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.
4. A completed Data Security Questionnaire

I/We confirm that I/we can supply Lot of the Contract as specified in the Invitation to Tender at the **total price of £_____ for the initial contract period (excluding VAT)** submitted within the Pricing Schedule herein. [please repeat this paragraph as applicable if bidding for more than one Lot, you may bid for one or more Lots].

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 Housing Related Support Services

Period: 01.04.2020 – 31.03.2023 with 2 x 12 month options to extend

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

**CONTRACT FOR THE PROVISION OF HOUSING RELATED SUPPORT
SERVICES (the “Contract”)**

To: Cheshire East Borough Council
(Via ‘The Chest’)

Date: _____

For the Attention of: **Louise Fenn**

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)

Schedule 3 - Standard Selection Questionnaire

NOTE TO ORGANISATION:

Section Section **8** of Schedule **3** (Standard Selection Questionnaire) will be scored out of a possible 100%.

Applicants will fail on incomplete responses and / or an overall score doesn't meet the **minimum pass score of 50%**. 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 potential supplier is bidding on behalf of a group, for example, a consortium, or intends to use sub-contractors, there are different actions required for completion of Part 3 of the standard Selection Questionnaire compared to Part 1 and Part 2.

The consortium lead should complete all of the questions on behalf of the consortium

and/or any sub-contractors. The consortium lead should make it clear who the lead member of the group is, and who will be contractually responsible for delivery of the contract.

All members of the group are required to provide the information required in Part 3 of the standard Selection Questionnaire or procurement documents, as part of a single composite response (unless the question specifically directs otherwise). We may require members of the group to assume a specific legal form if awarded the contract, if considered necessary for the satisfactory performance of the contract. Where the group is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV) or consortium, they should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity. They should also provide the name for the new entity and details of its legal and operational structure. An SPV is a legal entity that is formed to perform a specific contract.

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.

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion¹. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection

¹ For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

criteria to provide a completed Part 1 and Part 2. For example these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

Supplier Selection Questions: Part 3

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

Consequences of misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

Cheshire East Borough Council
Provision of Housing Related Support Services
Period: 01.04.2020 – 31.03.2023 with 2 x 12 month options to extend

Notes for completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A’. Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

Part 1: Potential supplier Information

[This Section is for Information Only]

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	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 a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) 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 <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
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 <input type="checkbox"/> No <input type="checkbox"/>
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	

	<p>within one of these, and if so which one)</p> <ul style="list-style-type: none"> a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual 	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ² ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.1(n)	<p>Details of Persons of Significant Control (PSC), where appropriate: ³</p> <ul style="list-style-type: none"> - 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; <ul style="list-style-type: none"> - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. ⁴ <p>(Please enter N/A if not applicable)</p>	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - 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) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - 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) 	

² See EU definition of SME: <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/>

³ 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.](#)

⁴ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

(Please enter N/A if not applicable)	
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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	Bidding model				
Question number	Question	Response			
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	Yes <input type="checkbox"/> No <input type="checkbox"/> 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 <input type="checkbox"/> No <input type="checkbox"/>			
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					

Contact details and declaration

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

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.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact details and declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

Part 2: Exclusion Grounds

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 2	Grounds for mandatory exclusion <i>(This question is to be scored on a pass/fail basis.)</i>	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Corruption.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Fraud.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 2.1(b)
2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	If you have answered Yes to any of the points above have measures been taken to	Yes <input type="checkbox"/> No <input type="checkbox"/>

	demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)	
2.3(a)	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation 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 the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
2.3(b)	If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		Grounds for discretionary exclusion (This question is to be scored on a pass/fail basis.)	
		Question	Response
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this web page, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation.</p>		
3.1(a)	Breach of environmental obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1 (b)	Breach of social obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1(e)	Guilty of grave professional misconduct?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1(g)	Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide details at 3.2	

3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details at 3.2
3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	

Part 3: Selection Questions⁵

Section 4	Economic and Financial Standing - Tenderers may be asked to demonstrate and satisfy the Council that they are of a sound financial position <i>(This question is to be scored on a pass/fail basis.)</i>	
	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.	Yes <input type="checkbox"/> No <input type="checkbox"/>
	(b) 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"/> No <input type="checkbox"/>
	(c) 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"/> No <input type="checkbox"/>

Section 5	If you have indicated in the Selection Questionnaire question 1.1(o) and/or 1.1(p) that you are part of a wider group, please provide further details below: <i>(This question is to be scored on a pass/fail basis.)</i>	
	Name of organisation	
	Relationship to the Supplier completing these questions	
5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes <input type="checkbox"/>

⁵ [See Action Note 8/16 Updated Standard Selection Questionnaire](#)

	No <input type="checkbox"/>
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Section 6	Technical and Professional Ability <i>(This question is to be scored on a pass/fail basis.)</i>
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence 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 Special Purpose Vehicle is to 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).</p> <p>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 main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			
Contract Start date			
Contract completion date			
Estimated contract value			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>

6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.</p>

6.4	<p>In the past 3 years has your organisation had a contract terminated for any reason?</p> <p>Yes / No <i>*please delete, if answering 'yes' please provide further details:</i></p>

Section 7	<p>Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015⁶</p> <p><i>(This question is to be scored on a pass/fail basis.)</i></p>	
7.1	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply</p>	<p>Yes <input type="checkbox"/></p>

⁶ [Procurement Policy Note 9/16 Modern Slavery Act 2015](#)

	chains etc.") of the Modern Slavery Act 2015 ("the Act")?	N/A <input type="checkbox"/>
7.2	If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide relevant the url ... No <input type="checkbox"/> Please provide an explanation

8 Additional SQ modules

Schedule 3, Section 8 carries a 100% TOTAL weighting of the SQ scoring.

8) - Project specific questions to assess Technical and Professional Ability

Section 8 will be marked on **both pass/fail and scoring** basis and weightings are identified individually for each question where applicable.

Introduction

These are further project specific questions relating to the technical and professional ability of the supplier. Please ensure you 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.

Section 8	Additional Questions
8.1	Insurance <i>(This question is to be scored on a pass/fail basis.)</i>

8.1.A	<p>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:</p> <p>(a) Employer’s Liability Insurance* = £10million. Is required in respect of each and every claim.</p> <p>(b) Public Liability Insurance = £10million. Is required in respect of each and every claim with no abuse exclusion/inner limit.</p> <p><i>* 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</i></p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
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8.2 EQUALITY & DIVERSITY

8.2	<p>EQUALITY AND DIVERSITY</p> <p><i>(This section is to be scored on a pass/fail basis.)</i></p>
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Please indicate the number of directly employed persons in the box below – companies employing less than 5 are not required to answer the following questions, however must provide written assurance that the appropriate level of the Standard will be achieved following any recruitment which increases the size of the company to 5 or more employees.

Number of direct employees:

For organisations employing less than 5 employees:

I confirm that the appropriate level of the Equality Standard as set out at Appendix 1 will be achieved following any recruitment, including transfer of staff under this Contract, which increases the size of the company to 5 or more employees.

Signed _____

Name: _____

Position _____

For and on behalf of **[Tenderer]**

For organisations employing 5 or more employees:

Please complete the following questionnaire, referring to Appendix 1 EIA Questionnaire Guidance, within the associated Guidance Document.

NOTE TO ORGANISATION:

This section will be evaluated on a pass /fail basis.

If 'PASS' is not achieved on all questions within this section then it will result in a 'FAIL'.

In respect of questions where further details are required and responses are deemed unsatisfactory then this will result in a 'FAIL'.

Organisations need to demonstrate compliance with equality in employment legislation through their answers to the following questions and by providing supporting evidence.

Is it your policy as an employer to comply with your statutory obligations and to consider and promote non mandatory requirements to staff and applicants for employment under the equality and non-discrimination laws as listed under the Acts” namely Equality Act 2010 and The Human Rights Act 1998.

Please delete as appropriate: Yes/No. If 'No' please provide details of why not. - If a satisfactory explanation is received this will not result in a fail.

In the last three years has any finding of unlawful discrimination or other breach of these laws been made against the Organisation by any court or industrial tribunal?

Please delete as appropriate: Yes/No. If 'yes' please provide details

In the last three years has the Organisation been the subject of formal investigation by the Equality and Human Rights Commission (EHRC) on grounds of alleged unlawful discrimination?

Please delete as appropriate: Yes/No. If 'yes' please provide details

If you answered yes to question 2, or, in relation to question 3 a commission made a finding adverse to the Organisation, what steps did you take to address that finding?

Please provide details - . If a satisfactory explanation is received this will not result in a fail.

Are your policies on equality and Inclusion at work set out in all of the below:

- In instructions to those concerned with recruitment, training and promotion?
- In documents available to employees, recognised trade unions or other representative group of employees?
- In recruitment advertisements or other literature?

*Please delete as appropriate: Yes/No. If 'Yes' Please provide details.
If 'No' please provide details of why not. - If a satisfactory explanation is received this will not result in a fail.*

How do you promote and/or consider reducing socio-economic disadvantage through employment?

*Please provide details.
If you 'do not' please provide details of why not. - If a satisfactory explanation is received this will not result in a fail.*

Do you carry out 'Equality Impact Assessments' (please refer to www.cheshireeast.gov.uk for further information) of your main employment and services policies, if so how do you report your findings, and what positive impacts can you report in terms of employing a diverse and inclusive workforce?

*Please delete as appropriate: **Yes/No**.
If 'Yes' Please provide details.
If 'No' please provide details of why not. - If a satisfactory explanation is received this will not result in a fail.*

Section 8	Additional Questions – Selection Questions	
	This section will be scored in order to 'Pass' bidders must obtain an overall minimum score of 50% - this is the threshold required to enable bidders to progress to the award stage.	
8.3	Service Specific Questions	
8.3.A	Please provide a case study showing your approach to the effective delivery of a similar service with equivalent	SQ Weighting

	demands to that being bid for, this should have taken place sometime during the last 5 years. (Word Count – up to 500 words allowed)	30%
Response:		
8.3.B	Please describe your experience of implementing mobilisation plans in order to put a new service in place. Please detail the steps that you took. (Word Count – up to 500 words allowed)	SQ Weighting 30%
Response:		
8.3.C.	Please describe your organisations' approach for assuring individuals' safety (Word Count – up to 500 words allowed)	SQ Weighting 20%
Response:		
8.3.D	Please describe your experience of working in partnership with a range of stakeholders (e.g. providers and other organisations) to implement an effective service. (Word Count – up to 500 words allowed)	SQ Weighting 20%
Response:		

Section 8	Additional Questions
8.4	<p>DATA Security Questionnaire (This section will be scored on a Pass/Fail basis.)</p>
	<p>To pass this section, bidders must meet the Council's expectations which are detailed as various requirements.</p> <p>Organisations are required to demonstrate that they have the relevant knowledge, ability, understanding, experience, skills, and resource / quality measures needed to meet the Council's requirements, and may be asked to provide evidence to support the responses.</p> <p>As part of the selection process bidders must demonstrate compliance with the 5 security screening criteria listed by responding fully in writing to every requirement and question in this section, please complete the associated spreadsheet 'APPENDIX C – DATA SECURITY QUESTIONNAIRE'.</p> <p>In order to pass this section, bidders must meet each and every requirement set out in this ICT/data security questionnaire. Validation of the answers provided by the bidder may be requested during the evaluation process, however, bidders will not be permitted to re-submit or change any of the responses originally provided to the 5 questions. Any erroneous information could limit the bidders' ability to be awarded a contract.</p> <p>Bidders are expected to maintain an awareness of the latest laws and regulations i.e. Data Protection Act 2018, applicable to the storing and protecting data (i.e GDPR) in a public sector environment and you will be expected to ensure that your organisation is up to date in this area for the full term of any contract that may be awarded.</p> <p>Documentation</p> <p>The bidder may be asked to provide security whitepapers, technical documents, or copies of policies as necessary to fully demonstrate compliance with each requirement. Failure to provide any necessary supporting evidence or information to show how you intend to meet the requirements in this section could lead to you failing this section and your full submission being excluded from this process.</p> <p>Please note that if you plan to sub-contract or partner with another organisation to deliver any part of your data security requirements then it may be necessary for sub-contract or partner organisation(s) to also complete the ICT security questions below.</p> <p>For further guidance on this area please refer to: https://www.ncsc.gov.uk/</p> <p>or refer to the ICO website via: www.ICO.org.uk especially the advice & guidance</p>

section, where various small business guides are available.

Considering the specification that you are bidding for, please provide full responses to the 5 questions in ICT security questionnaire **APPENDIX C** - completing the grey shaded boxes only.

ICT SECURITY QUESTIONNAIRE

PLEASE NOTE THAT THE *WINNING BIDDER ONLY* WILL BE ASKED TO COMPLETE A FURTHER ICT ASSURANCE QUESTIONNAIRE (APPENDIX E). THE COUNCIL RESERVES THE RIGHT TO NOT AWARD THE CONTRACT TO ANY BIDDER WHO IS UNABLE TO SATISFY ICT / DATA SECURITY REQUIREMENTS.

Bidder represents and warrants that their responses to the questions are accurate and that the system configuration will continue to conform to these answers unless mutually agreed upon by Cheshire East Council and the Bidder. Bidder further agrees to work with Cheshire East Council in good faith to maintain compliance with new laws and regulations and/or to improve the security of the system.

End of Data / ICT security questionnaire.

8.5 NOTE TO ORGANISATION: DBS checking, Safeguarding and business continuity Questions in section 8.5 will be scored on a pass/fail basis, a response of 'yes' is required to pass.

8.5.1	Please confirm that you regularly DBS screen staff, with enhanced checks (NOTE: this only applies to 'front-line' staff) – please do NOT send any evidence of this	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.5.2	Please confirm that your organisation has safeguarding policies & procedures and confirm that you will attach a policy within your submission	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.5.3	Please confirm that your organisation has disaster recovery / business continuity plans and confirm that you will attach a policy within your submission	Yes <input type="checkbox"/> No <input type="checkbox"/>

8.6 TUPE Declaration

The Council has provided employee liability information for some of the services covered in these contracts, but cannot warrant the accuracy or completeness of this information as we have had to rely on the information supplied to the Council by those existing providers who have chosen to disclose such information to us. It is the responsibility of each individual provider to ensure that they are satisfied that they have all of the relevant information required to compile their bid and it is recognised that this may involve individual providers approaching existing providers to verify and complete this information.

We have provided contact information for the current provider and would suggest that any detailed TUPE questions are referred to them directly and that you take your own legal advice in respect of TUPE and other liability matters.

An employee liability information spreadsheet has been included at APPENDIX C. Contact details for the current provider are set out below so that potential Suppliers may, if they wish approach the current provider(s) with a request for information

Transfer of Undertakings (Protection of Employment) Regulations 2006 **Confirmation that TUPE applies to this Quotation**

The attention of Bidders is drawn to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE). In some cases, where work awarded to a contractor is subsequently awarded to another organisation, this may constitute a "service provision change" for the purposes of TUPE.

Cheshire East Council considers that TUPE may apply to these contracts and would ask organisations submitting a quotation to sign the attached statement to indicate their agreement. Organisations should take their own legal advice about whether TUPE will apply or not.

Please note this document will form part of the contract.

Having examined the ITT Documentation entitled: Housing Related Support. We are satisfied that the Transfer of Undertakings (Protection of Employment) Regulations 2006 apply to this contract.

Signature by duly authorised Officer on behalf of the Organisation:

Print name(s) of Signatory in full (Block Capitals)

Date

9 Declaration

9	<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>
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Section ref of SQ		Supplier Appendix number
<i>Enter here if necessary...</i>		<i>Enter here if necessary...</i>
SQ completed by:		
9.1	Name	
9.2	Role in Organisation	
9.3	Date	
9.4	Signature	

(End of Schedule 3 SQ)

Cheshire East Borough Council
Provision of Housing Related Support Services
Period: 01.04.2020 – 31.03.2023 with 2 x 12 month options to extend

SCHEDULE 4 – PRICING SCHEDULE

Pricing Schedule – 30% of total evaluation score

Please complete the relevant pricing schedule table below for your proposed charges for the provision of the lot(s) that you are bidding for under this contract.

This should represent the full charges payable by Cheshire East Council for the **initial 3 year term** 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 Price Bid over the 3 initial years** (excluding VAT) which must include **ALL** charges in respect of the term of the contract. Any prices bid above the maximum value will be rejected.

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.

Note – Contingent pricing should not be offered. The row headings should be edited as appropriate to show the main cost areas:

Table 1: **Lot 1** - Floating Support (15 resettlement and 40 sustained) NORTH

£ (55 units)	Year 1	Year 2	Year 3
Maximum Value	110000	110000	110000
TUPE/Staff costs incl. management			
Other costs			
Total bid / year			
Total Contract Value over the 3 years should not exceed the maximum value			

Table 2: **Lot 2** - Floating Support (20 resettlement and 50 sustained) SOUTH

£ (70 units tot.)	Year 1	Year 2	Year 3
Maximum Value	140000	140000	140000
TUPE/Staff costs incl. management			
Other costs			
Total bid / year			
Total Contract Value 3 years (Note: This should not exceed the maximum value)			

Table 3: **Lot 3** - Complex, Over 25 and Mental Health (30 units) NORTH

£ (30 units)	Year 1	Year 2	Year 3
Maximum Value	165000	165000	165000
TUPE/Staff costs incl. management			
Other costs			
Total bid / year			
Total Contract Value over the 3 years should not exceed the maximum value			

Table 4: **Lot 4** - Complex, Over 25 and Mental Health (27 units) SOUTH

£ (70 units tot.)	Year 1	Year 2	Year 3
Maximum Value	125000	125000	125000
TUPE/Staff costs incl. management			
Other costs			
Total bid / year			
Total Contract Value 3 years (Note: This should not exceed the maximum value)			

Table 5: **Lot 5** - Under 25, Fast Track & Women & Families (20 units) NORTH

£ (55 units)	Year 1	Year 2	Year 3
Maximum Value	65000	65000	65000

TUPE/Staff costs incl. management			
Other costs			
Total bid / year			
Total Contract Value over the 3 years should not exceed the maximum value			

Table 6: **Lot 6** - Under 25, Fast Track & Women & Families (18 units) SOUTH

£ (70 units tot.)	Year 1	Year 2	Year 3
Maximum Value	55000	55000	55000
TUPE/Staff costs incl. management			
Other costs			
Total bid / year			
Total Contract Value 3 years (Note: This should not exceed the maximum value)			

Table 7: **Lot 7** - Emergency, NFNO 24-7 Access (12 units) NORTH

£ (55 units)	Year 1	Year 2	Year 3
Maximum Value	20000	20000	20000
TUPE/Staff costs incl. management			
Other costs			
Total bid / year			
Total Contract Value over the 3 years should not exceed the maximum value			

Table 8: **Lot 8** - Emergency, NFNO 24-7 Access (24 units) SOUTH

£ (70 units tot.)	Year 1	Year 2	Year 3
Maximum Value	40000	40000	40000
TUPE/Staff costs incl. management			
Other costs			

Total bid / year			
Total Contract Value 3 years (Note: This should not exceed the maximum value)			

Please provide any further details or explanations regarding your pricing as applicable:

Cheshire East Borough Council
Provision of Housing Related Support Services.
Period: 01.04.2020 – 31.03.2023 with 2 x 12 month options to extend
SCHEDULE 5
ITT QUALITATIVE EVALUATION QUESTIONS

Quality Questions – will initially be scored out of 100% then pro-rata'd to form 65% of the total award 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 you responses are in line with the questions word limits and 12pt Arial. Anything beyond the limits will not be taken into consideration by the Council. Cross Referencing information is not deemed a valid form of response by the Council. NOTE: a maximum of **1,000 words** is allowed per response, excluding any diagrams (also a maximum of 2 diagrams per response is permitted).

Lot 1 / 2	please ONLY complete these questions if bidding for Lot 1 / 2	
1.	Please explain how you will structure your service to provide flexibility across the types of service for lots 1 & 2. <ul style="list-style-type: none"> • <i>Structure in particular between resettlement and sustained units should be described</i> • <i>Please include a structure chart showing staff roles</i> • <i>How will roles be covered in emergencies, such as staff sickness etc.</i> 	Weighting: 20% of qualitative score
Response:		
2.	It is expected that this service will accept all referrals except in extreme circumstances. What risk management procedures and processes will you have in place to ensure you can accept all referrals? <ul style="list-style-type: none"> • <i>You may attach/refer to your lone working policy</i> • <i>Please detail the steps you would take to ensure safety?</i> 	Weighting: 25% of qualitative score
Response:		
3.	What will your process be for people whose behaviour is chaotic within the service. <ul style="list-style-type: none"> • <i>please consider in particular service users who</i> 	Weighting: 20% of qualitative score

	<p><i>initially request help and then withdraw for any number of reasons</i></p> <ul style="list-style-type: none"> • <i>What skills or initiatives does your organisation have to keep service users engaged</i> 	
Response:		
4.	Please outline the staff training that you believe will be required to meet the needs of the contract and the frequency this training would be delivered for your staff.	Weighting: 10% of qualitative score
Response:		
5.	Please explain how you will promote your service to ensure maximum take up of the service by residents having the need for floating support?	Weighting: 10% of qualitative score
Response:		
6.	How will you cover the more rural areas of Cheshire East? <ul style="list-style-type: none"> • <i>Please tailor your response considering the lot you are bidding for</i> 	Weighting: 15% of qualitative score
Response:		

Lots 3 / 4	please ONLY complete these questions if bidding for Lot 3 or 4	
1.	<p>Please explain how you will structure your service to provide flexibility across the types of service for Lots 3 &/or 4:</p> <ul style="list-style-type: none"> • <i>The proposed units should be described</i> • <i>Please include a structure chart showing staff roles</i> • <i>How will roles be covered in emergencies, such as staff sickness etc.</i> 	Weighting: 20% of qualitative score
Response:		
2.	<p>It is expected that this service will accept all referrals except in extreme circumstances. What risk management procedures and processes will you have in place to ensure you can accept all referrals?</p> <ul style="list-style-type: none"> • <i>You may attach/refer to your lone working policy</i> • <i>Please detail the steps you would take to ensure safety?</i> 	Weighting: 20% of qualitative score
Response:		
3.	What will your process be for people whose behaviour is chaotic within the service?	Weighting:

	<ul style="list-style-type: none"> • <i>please consider in particular service users who initially request help and then withdraw for any number of reasons</i> • <i>What skills or initiatives does your organisation have to keep service users engaged</i> 	15% of qualitative score
Response:		
4.	Please outline the staff training that you believe will be required to meet the needs of the contract and the frequency this training would be delivered for your staff.	Weighting: 10% of qualitative score
Response:		
5.	How will you design service user pathways in light of the local (North/South) housing market? <ul style="list-style-type: none"> • <i>If you are bidding for both North & South Lots 3 & 4 please include 2 responses to this question</i> 	Weighting: 15% of qualitative score
Response:		
6.	In the specification there is an induction process that is seen as the minimum that providers will be required to undertake. Please outline what else your service will offer in addition to this?	Weighting: 10% of qualitative score
Response:		
7.	It is expected that support hours will be reduced for individuals over the period of time they are in the service. Please outline how you would work with people in order to support them to meet the outcomes of their personal plan?	Weighting: 10% of qualitative score
Response:		

Lots 5 / 6	please ONLY complete these questions if bidding for Lot 5 or 6	
1.	Please explain how you will structure your service to provide flexibility across the types of service for Lots 5 &/or 6: <ul style="list-style-type: none"> • <i>The proposed units should be described</i> • <i>Please include a structure chart showing staff roles</i> • <i>How will roles be covered in emergencies, such as staff sickness etc.</i> 	Weighting: 20% of qualitative score
Response:		
2.	It is expected that this service will accept all referrals except in extreme circumstances. What risk management procedures and processes will you have in place to ensure you can accept all referrals? <ul style="list-style-type: none"> • <i>You may attach/refer to your lone working policy</i> 	Weighting: 20% of qualitative score

	<ul style="list-style-type: none"> Please detail the steps you would take to ensure safety? 	
Response:		
3.	<p>What will your process be for people whose behaviour is chaotic within the service?</p> <ul style="list-style-type: none"> please consider in particular service users who initially request help and then withdraw for any number of reasons What skills or initiatives does your organisation have to keep service users engaged 	<p>Weighting: 15% of qualitative score</p>
Response:		
4.	<p>Please outline the staff training that you believe will be required to meet the needs of the contract and the frequency this training would be delivered for your staff.</p>	<p>Weighting: 10% of qualitative score</p>
Response:		
5.	<p>How will you design service user pathways in light of the local (North/South) housing market?</p> <ul style="list-style-type: none"> If you are bidding for both North & South Lots please include 2 responses to this question 	<p>Weighting: 15% of qualitative score</p>
Response:		
6.	<p>In the specification there is an induction process that is seen as the minimum that providers will be required to undertake. Please outline what else your service will offer in addition to this?</p>	<p>Weighting: 10% of qualitative score</p>
Response:		
7.	<p>It is expected that support hours will be reduced for individuals over the period of time they are in the service. Please outline how you would work with people in order to support them to meet the outcomes of their personal plan?</p>	<p>Weighting: 10% of qualitative score</p>
Response:		

Lot 7 / 8	please ONLY complete these questions if bidding for Lot 7 or 8	
1.	<p>Please explain how you will structure your service to provide flexibility across the types of service.</p> <ul style="list-style-type: none"> The proposed units should be described Please include a structure chart showing staff roles How will roles be covered in emergencies, such as staff sickness etc. 	<p>Weighting: 20% of qualitative score</p>

Response:		
2.	<p>It is expected that this service will accept all referrals except in extreme circumstances. What risk management procedures and processes will you have in place to ensure you can accept all referrals?</p> <ul style="list-style-type: none"> • <i>You may attach/refer to your lone working policy</i> • <i>Please detail the steps you would take to ensure safety?</i> 	<p>Weighting: 20% of qualitative score</p>
Response:		
3.	<p>What will your process be for people whose behaviour is chaotic within the service?</p> <ul style="list-style-type: none"> • <i>please consider in particular service users who initially request help and then withdraw for any number of reasons</i> • <i>What skills or initiatives does your organisation have to keep service users engaged</i> 	<p>Weighting: 15% of qualitative score</p>
Response:		
4.	<p>Please outline the staff training that you believe will be required to meet the needs of the contract and the frequency this training would be delivered for your staff.</p>	<p>Weighting: 10% of qualitative score</p>
Response:		
5.	<p>What outcomes would you expect to achieve in the time available with the client groups accessing this service?</p>	<p>Weighting: 20% of qualitative score</p>
Response:		
6.	<p>How would you deal with clients that return to the service after being previously excluded?</p>	<p>Weighting: 15% of qualitative score</p>
Response:		

Presentation Scenario – refer to the guidance document for further details:

All lots – 5% weighting

Please outline what steps you would intend to take to mobilise a contract for one or more of the Lots (as relevant to your bid).

(Maximum of 10 minutes for the presentation and 10 minutes for CEC questions.)

End of Schedule 5 ITT Response

Cheshire East Borough Council
Provision of Housing Related Support Services
Period: 01.04.2020 –31.03.2023 with 2 x 12 months option to extend

SCHEDULE 6

**COMPLIANCE WITH SPECIFICATION & SCOPE OF
REQUIREMENTS**

This section will be evaluated on a pass / fail basis

Please confirm you have complied with the stated specification included within this ITT document, by entering an 'X' in the field below:

Yes

If 'NO' please advise areas of non compliance in the field below:

Please also confirm that you accept and will comply with the terms and conditions of the contract that has been supplied with the tender documentation, as they will not be open to negotiation post award.

Yes

End of Schedule 6 ITT Response