



Part 4 Award Questionnaire

Contract Reference

TCORP05

Contract Title

Edge of Care and Fostering Training

Maximum Period of Contract

2 years (1 year + 1 year)

Return Date

20 July 2020

Return Time

12 Noon

Return To

www.supplyingthesouthwest.org.uk (ProContract)

Applicant Name

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Stage Two – Award

Section A. Pass / Fail Criteria

The questions within this section shall be assessed on the basis of pass or fail.

Question Number	Questions	Response
1	<p>Please confirm that you and all of your organisation's proposed trainers for this Contract (and any associates), hold a professional qualification to teach Non-Violent Resistance and Dyadic Developmental Psychotherapy and that the learning is professionally accredited.</p> <p>The above qualification must include the delivery of group sessions (this does not include assessor qualifications).</p>	Yes / No
Comments:		
2	<p>Please confirm that:</p> <p>You have in place an up to date policy that complies with current data processing legislation and will be able to share this document as part of your tender response?; and</p> <p>You are able to fully comply with all the requirements as laid out within Section 6, Data Protection, Information Sharing and Information Security of the Specification.</p>	Yes / No
Comments:		
3	<p>Please confirm that all of your organisation's proposed trainers for this Contract (and any associates), have undertaken Safeguarding training within the past three (3) years?</p>	Yes / No
Comments:		
4	<p>Please confirm that all of your organisation's proposed trainers for this Contract (and any associates) have undertaken Equality and Diversity training within the past three years.</p>	Yes / No

Comments:		
5	Please confirm that all of your organisation's proposed trainers for this Contract (and any associates) are, when required by the Authority, able to evidence Continuous Professional Development across the past three years.	Yes / No
Comments:		
6	Please confirm that all of your organisation's proposed trainers for this Contract (and any associates), are prepared to sign a Confidentiality Agreement to agree not to share confidential information regarding Torbay Council and its staff, or any schools, academies and other third party organisations using the Contract.	Yes / No
Comments:		
7	<p>To ensure the service creates a safer culture for customers and staff, the following are mandatory requirements:</p> <ul style="list-style-type: none"> • The successful training provider must have effective procedures in place for reporting safeguarding concerns; • The successful training provider must set a code for acceptable standards of behaviour for all staff and ensure this is effectively communicated to your organisation's staff; • The successful training provider must take seriously all concerns that are raised; • The successful training provider must, on an ongoing basis, increase awareness and commitment to safeguarding across its organisation. <p>Please confirm that your organisation (and any associates) is fully compliant with all of these requirements.</p>	Yes / No
Comments		

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7	<p>To ensure the Service creates a diverse and fully accessible culture for clients and staff, the following are mandatory requirements:</p> <ul style="list-style-type: none"> • The Provider must have effective equality and diversity procedures in place, that are regularly updated and communicated to all staff; • The Provider must set a code for acceptable standards of behaviour for all staff and ensure this is effectively communicated to staff; • The Provider must take seriously all concerns that are raised; • The Provider must, on an ongoing basis, increase awareness and commitment to equality and diversity across its organisation. <p>Please confirm that your organisation (and any associates) is fully compliant with all of these requirements.</p>	Yes / No
Comments:		
8	<p>Please confirm that you can provide the following courses:</p> <ul style="list-style-type: none"> • Facilitation and Skills development: Non-Violent Resistance • Facilitation and Skills development: Dyadic Developmental Psychotherapy • Applied therapeutic skills <p>If there are any training courses which you cannot provide, please detail these and explain why you cannot provide.</p>	Yes/No
Comments:		
9	<p>Please confirm that you have read the requirements listed under Part 2 Specification, Section 7, Health and Safety and can confirm that you have the required procedures in place.</p>	Yes/No
Comments:		

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 of detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and be appropriate in length. Supporting information may be submitted, provided that it is clearly 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.

Method Statement Number	Method Statements	Score / Weighting
1	<p>Please demonstrate how you will ensure the Continued Professional Development of all of your organisation's proposed trainers (and any associates), engaged on the Contract?</p> <p>You may provide Appendices to evidence examples, such as: memberships, qualifications and subscriptions.</p> <p>Word Limit: 400 words (in font Arial 12)</p>	10%
Response:		
2	<p>Using an example from a previous client to demonstrate, please provide a practical example of how the design and delivery of your organisation's training works and how it will add value for this Contract?</p> <p>Word Limit: 400 words (in font Arial 12)</p>	10%
Response:		
3	<p>Please describe the following:</p> <ol style="list-style-type: none"> How you ensure training reflects individual learning styles and how it can be made accessible for people with 	

	<p>specific needs, e.g. due to a disability or where English is not their first language.</p> <ol style="list-style-type: none"> 2. How you encourage the transfer of learning into practice as part of your training sessions. 3. This role will require delivery of training to managers and employees across Torbay Council's Edge of Care and Fostering workforce. Demonstrate your experience in delivering to a wide and diverse audience. 4. What experience do you have of planning, designing and delivering lesson plans against a set of prescribed learning outcomes? Please provide course specifications as part of your answer. 5. Please describe how your course materials and content link to latest practice. <p>Word Limit: 1,000 words (in font Arial 12)</p>	10%
Response:		
4	<p>The course requirements are:</p> <ul style="list-style-type: none"> • Facilitation and Skills development: non-violent resistance • Facilitation and Skills development: Dyadic Developmental Psychotherapy • Applied therapeutic skills <p>Please describe what experience you have in delivering the above course content?</p> <p>The above descriptions are not exhaustive, for example, the Authority may or may not require training through the life of this Contract for other courses, e.g. presentation skills training, chairing effective meetings. There is scope here for the provider to add further detail and suggestions to enhance the offer.</p> <p>Word Limit: 1000 words (in font Arial 12)</p>	10%
Response:		

5	<p>Please describe what experience you have in providing support to organisations following the training to ensure that the learning is put into professional practice? Can you provide an overview of how this has made a difference to children?</p> <p>Word Limit: 1,000 words (in font Arial 12)</p>	10%
<p>Response:</p>		

Section C. Technical Questions -

Applicants are required to submit their response 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 of detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

Responses must be relevant to the question and be appropriate in length. Supporting information may be submitted, provided that it is clearly 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 / Weighting
1	<p>Throughout the life of the Contract, if there was a possible increase to the number of training days and or delivery support days required, please confirm that you/your organisation's trainers (and any associates) could adequately meet the increased provision required and explain how you would accommodate this. Please also detail how much prior notice you would require, for increased training days and or delivery support days?</p> <p>Word Limit: 500 words (in font Arial 12)</p>	10%
Response:		
2	<p>Throughout the life of the Contract, if there was a possible change to the dates required for delivering the training days and or delivery support days required, please confirm that you/your organisation's trainers (and any associates) could adequately meet the increased provision required and explain how you would accommodate this. Please also detail how much prior notice you would require, for increased training days and or delivery support days?</p> <p>Word Limit: 500 words (in font Arial 12)</p>	10%
Response:		

