Children’s Services

SALFORD CITY COUNCIL

INVITATION TO TENDER QUESTIONNAIRE

for

**APPROVED PROVIDER DYNAMIC PURCHASING**

**SYSTEM (DPS) TO SUPPLY ALTERNATIVE**

**PROVISION TO SALFORD PUPILS**

|  |  |
| --- | --- |
| **Name of Applicant** |  |

**Should you require a copy of the Salford City Council’s Standing Orders, these can be obtained by accessing the Authority’s web site as follows:**

[**www.salford.gov.uk/council/councillors/constitution.htm**](http://www.salford.gov.uk/council/councillors/constitution.htm) **– Part 4, Rules of Procedure, Section 7.**

**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 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.

1For 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of%20_Mandatory_and_Discretionary_Exclusions.pdf)

**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 ONE: POTENTIAL SUPPLIER INFORMATION

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

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

1See EU definition of SME: <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en>

2UK 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.

3Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

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| **SECTION 1 – Bidding Model FOR INFORMATION ONLY** | | | |
| 1.2a(i) | Are you bidding as the lead contact for a group of economic operators?  If yes, please provide details listed in questions 1.2a(ii), & (iii) and to 1.2b(i) & (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 | Yes |  |
| No |  |
| N/A |  |
| 1.2a(ii) | Name of group of economic operators (if applicable) |  | |
| 1.2a(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. |  | |
| 1.2b(i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? |  | |
| 1.2b(ii) | If you responded yes to 1.2b(i) please provide additional details for each subcontractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered Address |  |  |  |  |  | | Trading Status |  |  |  |  |  | | Company Registration Nr |  |  |  |  |  | | Head Office DUNS Number (if applicable) |  |  |  |  |  | | Registered VAT Number |  |  |  |  |  | | Type of Organisation |  |  |  |  |  | | SME (yes/no) |  |  |  |  |  | | The role each subcontractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each subcontractor |  |  |  |  |  | | | |

**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

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| **SECTION 1 – Contact Details and Declaration FOR INFORMATION ONLY** | | |
| 1.3a | Contact Name |  |
| 1.3b | Name of Organisation |  |
| 1.3c | Role in Organisation |  |
| 1.3d | Phone Number |  |
| 1.3e | E-mail Address |  |
| 1.3f | Postal Address |  |
| 1.3g | Signature (electronic is acceptable) |  |
| 1.3h | Date |  |

PART TWO: 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.

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| **SECTION 2 – Grounds for Mandatory Exclusion PASS/FAIL** | | | |
| 2.1a | Regulations 57(1) and (2)  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. 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](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | **Yes** | **No** |
| Participation in a criminal organisation – if Yes, please provide details at 2.1b |  |  |
| Corruption – if Yes, please provide details at 2.1b |  |  |
| Fraud – if Yes, please provide details at 2.1b |  |  |
| Terrorist offences or offences linked to terrorist activities – if Yes, please provide details at 2.1b |  |  |
| Money laundering or terrorist financing – if Yes, please provide details at 2.1b |  |  |
| Child labour and other forms of trafficking in human beings – if Yes, please provide details at 2.1b |  |  |
| 2.1b | If you have answered yes to question 2.1(a), please provide further details. Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. | | |
|  | | |
| 2.2 | If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |  |
| 2.3a | Regulation 57(3) 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? |  |  |
| 2.3b | If you have answered yes to question 2.3a, 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.

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| **SECTION 3 – Grounds for Discretionary Exclusion PASS/FAIL** | | | |
| 3.1 | Regulation 57 (8)  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. 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. | **Yes** | **No** |
| 3.1a | Breach of environmental obligations? If Yes, please provide details at 3.2 |  |  |
| 3.1b | Breach of social obligations? If Yes, please provide details at 3.2 |  |  |
| 3.1c | Breach of labour law obligations? If Yes, please provide details at 3.2 |  |  |
| 3.1d | 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? If Yes, please provide details at 3.2 |  |  |
| 3.1e | Guilty of grave professional misconduct? If Yes, please provide details at 3.2 |  |  |
| 3.1f | Entered into agreements with other economic operators aimed at distorting competition? If Yes, please provide details at 3.2 |  |  |
| 3.1g | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? If Yes, please provide details at 3.2 |  |  |
| 3.1h | Been involved in the preparation of the procurement procedure? |  |  |
| 3.1i | 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? If Yes, please provide details at 3.2 |  |  |
| 3.1j | Please answer the following statements: | | |
| 3.1j(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. If Yes, please provide details at 3.2 |  |  |
| 3.1j(ii) | The organisation has withheld such information. If Yes, please provide details at 3.2 |  |  |
| 3.1j(iii) | The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015. If Yes, please provide details at 3.2 |  |  |
| 3.1j(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. 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) | | |
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PART 3: SELECTION QUESTIONS

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| **SECTION 4 – Economic And Financial Standing PASS/FAIL** | | | | |
| 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** | **No** |
| 4.1 | 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. |  |  |
| b | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. |  |  |
| 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). |  |  |

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| **SECTION 5 – if you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | | | **Yes** | **No** |
| 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? | |  |  |
| 5.2 | If yes, would the parent company be willing to provide a guarantee if necessary? | |  |  |
| 5.3 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | |  |  |

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| **SECTION 6 – Technical and Professional Ability PASS/FAIL** | | | |
| 6.1 | Relevant experience and contract examples.  Please provide details of **one** contract for each Lot applied for, 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. **Only one example is required per Lot applied for.** If you are not applying to a Lot, please leave it blank.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below. 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).  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 subcontractor(s) who will deliver the contract. If you cannot provide examples see question 6.3 | | |
| Each example in 6.1 is subject to a pass/fail assessment. | | | |
|  | | **Lot 1** | **Lot 2** |
| Name of customer organisation | |  |  |
| Point of contact in the organisation | |  |  |
| Position in the organisation | |  |  |
| Email address | |  |  |
| Description of contract | |  |  |
| Contract start date | |  |  |
| Contract completion date | |  |  |
| Estimated contract value | |  |  |
|  | | **Lot 3** | **Lot 4** |
| Name of customer organisation | |  |  |
| Point of contact in the organisation | |  |  |
| Position in the organisation | |  |  |
| Email address | |  |  |
| Description of contract | |  |  |
| Contract start date | |  |  |
| Contract completion date | |  |  |
| Estimated contract value | |  |  |
| 6.2 | 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).  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) | | |
|  | | |
| 6.3 | 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. | | |
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1. NOT USED

**8. Additional Questions**

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

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| **SECTION 8 – Additional Questions** | | | |
| **8.1** | **Insurance PASS/FAIL** | | |
| This question is subject to pass/fail assessment. Organisations who confirm that they carry the insurance levels stated below by answering ‘Yes’ to 8.1a) will ‘pass’ this section of the Application. Organisations who answer ‘No’ to this section will fail. | | **Yes** | **No** |
| a | 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:  Employer’s (Compulsory) Liability Insurance = £10million  Public Liability Insurance = £5million  Professional Indemnity Insurance = £2million |  |  |

Please complete question 8.2 for each of the Lots that you are interested in applying for.

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| **8.2** | **Service Specific Questions SCORED SECTION** | | |
| a | **LOT 1 – Full-Time Alternative Provision** | | |
| For Lot 1, Organisations must be registered with the Department for Education as an Independent School and must have an Ofsted inspection rating of Grade 1 or 2. Organisations with a rating of Grade 3 or 4 will not be permitted onto the DPS under Lot 1. Organisations who are awaiting an Ofsted inspection will be judged as meeting this requirement until an inspection occurs, and will only be permitted to remain on the DPS if the resultant inspection Grade is 1 or 2. Organisations who do not provide the requested information will fail for this Lot. | | |
| Independent School unique registration number (URN) | |  |
| Ofsted Inspection Rating  (if awaiting inspection, please state this here) | |  |
| The questions in 8.2a(i to v) are subject to the following scoring mechanism:  Each answer must achieve a score of at least 3 or above in order to ‘pass’ this section. Any answers which achieve a score of less than 3 will ‘fail’ the opportunity and will not be accepted onto the DPS for this Lot. Please see the Instructions and Guidance document for further details of the scoring mechanism. | | |
| (i) | Please describe your organisation's experience, knowledge and expertise in delivering provision that is similar to the requirements outlined in the specification. In your response, you should make reference to:   * the service / provision delivered * the outcomes that were achieved * lessons you have learnt * added value your service / provision delivered   Your response should be relevant to the requirements and target audience outlined in the specification and relate to the full-time alternative provision Lot that you are applying for.  *Maximum word count – 600 words* | |
|  | |
| (ii) | Please describe the processes and procedures used to set up full-time alternative provision placements. Your answer should include information about:   * how you work with the school, pupils and other relevant services/stakeholders to establish the outcomes and objectives of your provision; * your induction arrangements for pupils, including information on your organisations approach to developing individual learning plans (ILPs), learning outcomes and objectives; * the processes you put in place if the provision is failing to meet these objectives.   *Maximum word count – 500 words* | |
|  | |
| (iii) | Please describe the systems and processes you will use to manage quality and performance. You should refer to your arrangements for monitoring pupil progress, outcomes and quality assurance.  *Maximum word count – 300 words* | |
|  | |
| (iv) | Please detail how your organisation will meet the requirements for reporting and monitoring, as set out in the specification (e.g. attendance reporting).  *Maximum word count – 300 words* | |
|  | |
| (v) | Please describe how and where your provision will be located, and how young people from Salford will be expected to access it. You should refer to your premises for delivery, transport arrangements (if applicable) and what, if any, additional costs may be incurred by the commissioner.  *Maximum word count – 300 words* | |
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| b | **LOT 2 – Part-Time Alternative Provision** | | |
| For Lot 2, organisations must offer relevant vocational qualification(s) as detailed in the specification. This information will be evaluated on a pass/fail basis. | | |
| Vocational Qualification(s) offered | |  |
| The questions in 8.2b(i to v) are subject to the following scoring mechanism:  Each answer must achieve a score of at least 3 or above in order to ‘pass’ this section. Any answers which achieve a score of less than 3 will ‘fail’ the opportunity and will not be accepted onto the DPS for this Lot. Please see the Instructions and Guidance document for further details of the scoring mechanism. | | |
| (i) | Please describe your organisation's experience, knowledge and expertise in delivering provision that is similar to the requirements outlined in the specification. In your response, you should make reference to:   * the service / provision delivered * the outcomes that were achieved * lessons you have learnt * added value your service / provision delivered   Your response should be relevant to the requirements and target audience outlined in the specification and relate to the part-time alternative provision Lot that you are applying for.  *Maximum word count – 600 words* | |
|  | |
| (ii) | Please describe the processes and procedures used to set up part-time alternative provision placements. Your answer should include information about:   * how you work with the school, pupils and other relevant services/stakeholders to establish the outcomes and objectives of your provision; * your induction arrangements for pupils, including information on your organisations approach to developing individual learning plans (ILPs), learning outcomes and objectives; * the processes you put in place if the provision is failing to meet these objectives.   *Maximum word count – 500 words* | |
|  | |
| (iii) | Please describe the systems and processes you will use to manage quality and performance. You should refer to your arrangements for monitoring pupil progress, outcomes and quality assurance.  *Maximum word count – 300 words* | |
|  | |
| (iv) | Please detail how your organisation will meet the requirements for reporting and monitoring, as set out in the specification (e.g. attendance reporting).  *Maximum word count – 300 words* | |
|  | |
| (v) | Please describe how and where your provision will be located, and how young people from Salford will be expected to access it. You should refer to your premises for delivery, transport arrangements (if applicable) and what, if any, additional costs may be incurred by the commissioner.  *Maximum word count – 300 words* | |
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| c | **LOT 3 – One to One Tutoring** | | | | | |
| For Lot 3, Organisations must have a qualified teacher to deliver the service. Organisations who do not check ‘yes’ below will fail for this Lot. | | | | | |
| Confirmation of Qualified Teacher | | Yes |  | No |  |
| The questions in 8.2c(i to v) are subject to the following scoring mechanism:  Each answer must achieve a score of at least 3 or above in order to ‘pass’ this section. Any answers which achieve a score of less than 3 will ‘fail’ the opportunity and will not be accepted onto the DPS for this Lot. Please see the Instructions and Guidance document for further details of the scoring mechanism. | | | | | |
| (i) | Please describe your organisation's experience, knowledge and expertise in delivering provision that is similar to the requirements outlined in the specification. In your response, you should make reference to:   * the service / provision delivered * the outcomes that were achieved * lessons you have learnt * added value your service / provision delivered   Your response should be relevant to the requirements and target audience outlined in the specification and relate to the one to one tutoring Lot that you are applying for.  *Maximum word count – 600 words* | | | | |
|  | | | | |
| (ii) | Please describe the processes and procedures used to set up one to one tutoring placements. Your answer should include information about:   * how you work with the school, pupils and other relevant services/stakeholders to establish the outcomes and objectives of your provision; * your induction arrangements for pupils, including information on your organisations approach to developing individual learning plans (ILPs), learning outcomes and objectives; * the processes you put in place if the provision is failing to meet these objectives.   *Maximum word count – 500 words* | | | | |
|  | | | | |
| (iii) | Please describe the systems and processes you will use to manage quality and performance. You should refer to your arrangements for monitoring pupil progress, outcomes and quality assurance.  *Maximum word count – 300 words* | | | | |
|  | | | | |
| (iv) | Please detail how your organisation will meet the requirements for reporting and monitoring, as set out in the specification (e.g. attendance reporting).  *Maximum word count – 300 words* | | | | |
|  | | | | |
| (v) | Please describe how and where your provision will be located, and how young people from Salford will be expected to access it. You should refer to your premises for delivery, transport arrangements (if applicable) and what, if any, additional costs may be incurred by the commissioner.  *Maximum word count – 300 words* | | | | |
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| d | **LOT 4 – Complementary Provision** | |
| The questions in 8.2d(i to vi) are subject to the following scoring mechanism:  Each answer must achieve a score of at least 3 or above in order to ‘pass’ this section. Any answers which achieve a score of less than 3 will ‘fail’ the opportunity and will not be accepted onto the DPS for this Lot. Please see the Instructions and Guidance document for further details of the scoring mechanism. | |
| (i) | Please describe your organisation's experience, knowledge and expertise in delivering provision that is similar to the requirements outlined in the specification. In your response, you should make reference to:   * the service / provision delivered * the outcomes that were achieved * lessons you have learnt * added value your service / provision delivered   Your response should be relevant to the requirements and target audience outlined in the specification and relate to the complementary provision Lot that you are applying for.  *Maximum word count – 600 words* |
|  |
| (ii) | Please describe the processes and procedures used to set up complementary provision placements. Your answer should include information about:   * how you work with the school, pupils and other relevant services/stakeholders to establish the outcomes and objectives of your provision; * your induction arrangements for pupils, including information on your organisations approach to developing individual learning plans (ILPs), learning outcomes and objectives; * the processes you put in place if the provision is failing to meet these objectives.   *Maximum word count – 500 words* |
|  |
| (iii) | Please describe the systems and processes you will use to manage quality and performance. You should refer to your arrangements for monitoring pupil progress, outcomes and quality assurance.  *Maximum word count – 300 words* |
|  |
| (iv) | Please detail how your organisation will meet the requirements for reporting and monitoring, as set out in the specification (e.g. attendance reporting).  *Maximum word count – 300 words* |
|  |
| (v) | Please describe how and where your provision will be located, and how young people from Salford will be expected to access it. You should refer to your premises for delivery, transport arrangements (if applicable) and what, if any, additional costs may be incurred by the commissioner.  *Maximum word count – 300 words* |
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| **8.3** | **Contact Email Address for DPS FOR INFORMATION ONLY** |
| Please provide an email address for all correspondence relating to the DPS after Round 1. Please note that if the Organisation is accepted onto the DPS, this is the email address that all Invitations to Tender and official correspondence will be issued to and so must be regularly monitored. | |
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| **8.4** | **Safeguarding PASS/FAIL** | |
| This Question is subject to ‘pass or fail’ assessment. If you do not submit the necessary documentation with your application you will be awarded a ‘fail’ and will be excluded from participating further in the DPS. | |
| All Service Providers are expected to provide evidence of their Organisation’s commitment to keeping all children/young people and staff safe.  We therefore require robust and clear safeguarding policies and procedures which are appropriate to the services being delivered and, in this case, evidence of your Organisation’s compliance with Salford Safeguarding Children’ Board 20 Safeguarding Standards  To evaluate your safeguarding policy/procedure against the expected standards and consider how your policy is embedded within your Organisation, the following links will be useful:  <http://www.partnersinsalford.org/sscb/>  For further advice and support the following link will be useful:  <https://www.salfordcvs.co.uk/safeguarding-children-and-young-people-0>  **There are TWO options available depending on your current status in relation to safeguarding. Please read the guidance carefully and select the option appropriate to your organisation before answering this question. YOU MUST CHOOSE ONE OPTION** | |
| **OPTION 1.**  Your organisation has completed a Salford Safeguarding Children’s Board Safeguarding 20 Standards self assessment by submitting an **Evidence Record Template** to the Commissioning Team. You have received a letter or report from the Commissioning Team to confirm that you have demonstrated full compliance with the required standards within the last THREE years. | |
| Confirmation letter/report/email from the Commissioning Team | Enclosed / Not Enclosed |
| **OPTION 2:**  Your organisation does **not** have evidence confirming full compliance as described above.  If this applies you must complete the Evidence Record Template (Schedule 7) and submit it and any action plan with your application. *Please ensure that you refer to the guidance provided in Schedule 5 when completing this document.*  Submitted documents will be evaluated in line with the scoring mechanism detailed in Schedule 5, Appendix 1 – Score Descriptor Children’s Safeguarding Standards. Organisations receiving a score of Level 1 will be awarded a ‘fail’ and will be excluded from participating further in the procurement process.  Organisations receiving a score of Level 2 or above will be awarded a ‘pass’ and their application will be included in further evaluation as part of the procurement process.  Providers meeting all the other selection criteria and subsequently included on the Dynamic Purchasing System (DPS) will be expected to complete any outstanding actions to achieve full compliance to the 20 Safeguarding Standards before they provide services. Completion of the safeguarding evaluation will include a visit to the organisation to verify the information submitted. | |
| **Schedule 7 – Safeguarding Evidence Record**  *NB: you are required to complete the RAG (Red/Amber/Green) rating* | Enclosed / Not Enclosed |
| Your Organisation’s **Safeguarding Policy** | Enclosed / Not Enclosed |
| **All other documents** referred to in your Safeguarding Evidence Record  Please note this list is for guidance only and is not exhaustive or prescriptive:   * Recruitment and section policy * Complaints procedure, whistle blowing policy * Accident / incident reporting procedure * Information sharing policy * Bullying policy * Equalities and diversity policy * E-safety policy | Enclosed / Not Enclosed |

**DECLARATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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**).  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 also declare that there is no conflict of interest in relation to the Authority’s requirement. I also declare that there is no conflict of interest in relation to the Authority’s requirement.  **TUPE Declaration – Transfer of Undertakings (Protection of Employment) Regulations 2006**  The attention of Suppliers is drawn to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE). Salford City Council considers that TUPE applies to any contract awarded as a result of this ITT and the organisation signing this declaration indicate having examined the documentation is satisfied that the Transfer of Undertakings (Protection of Employment) Regulations 2006 will apply to the Contract.  **Certificate as to Bona Fide Tender / Collusive Tendering**  The essence of selective competition is that the Authority shall receive bona fide competitive offers from all persons biding for the contract. In recognition of this principle:-  Suppliers certify that this is a bona fide bid, intended to be competitive and that they have not fixed or adjusted the amount of the bid or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.  I also certify that I have not done and undertake that I will not do at any time any of the following acts:-   1. communicate to a person other than the Authority the amount or approximate amount of my proposed Tender (other than in confidence in order to obtain quotations necessary for the preparation of the Tender for insurance);   (b) enter into any agreement or arrangement with any other person that he shall refrain from bidding or as to the amount of any bid to be submitted;  (c) offer or agree to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other Tender or proposed Tender for the Service any act or omission.  I have provided a full list of any Appendices used to provide additional information in response to questions.  The following appendices form part of our submission;   |  |  | | --- | --- | | Section of Questionnaire | Appendix Number | |  |  | |  |  | | |
| Name |  |
| Role in Organisation |  |
| Date |  |
| Signature |  |

**TEMPLATE FOR APPENDICES**

|  |  |
| --- | --- |
| **Template for Appendices** | |
| Questionnaire Section |  |
| Question Number |  |
|  | |