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Direct Invitation to Quote (DITQ)

DITQ Case Study Return

DN323115 Family Group Conference Coordinators

# Instructions

Please ensure you read the document entitled “FGC DITQ instructions” before completing this document.

# Timetable

The provisional timetable that Southwark Council plans to follow in the awarding of this contract is set out below. The Council reserves the right to change this timetable.

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Closing date for submission of DITQ | 15/08/2023 |
| Closing date for questions | 11/08/2023 |
| Interviews | Week beginning 28/08/2023 |
| Anticipated contract start date | Week beginning 14/09/2023 |
| The Tender shall remain open for acceptance for 120 days from the closing date for the receipt of the tender | |

\*NB: The dates above maybe subject to change and all bidders will be notified.

# List of supporting documents

This DITQ comprises of the following supporting documents:

* No. 1 – FGC DITQ Instructions
* No. 2 – FGC Service Specification
* No. 3 – FGC Draft Conditions of Contract
* No. 4 – FGC Coordinator Profiling Questionnaire
* No. 5 – FGC declaration and Returns Form
* No. 6 – DITQ Case study Return Form
* No. 7 – DPS Round 11- FGC Pricing Schedule
* No. 8 – DPS Checklist

# TUPE

No TUPE applies.

**Quality Evaluation**

A panel consisting of experienced council officers and a member of Southwark’s Youth Panel will mark your method statement and at interview will pose relevant questions to ascertain your experience in Family Group Conferences.

**How quality scores will be calculated:**

Step 1: The Council’s evaluation panel will score your response to each question in Appendix 1 Case Study and at interview with a mark from 0-5, using the table below as guidance.

|  |  |
| --- | --- |
| Score |  |
| 0 | There is no response to the question |
| 1 | An attempt has been made to respond, but does not meet requirements/solution does not cover any essential points |
| 2 | The response/solution partially meets requirements (covers some essential points) |
| 3 | The response/solution meets requirements (covers all essential points, may have included clear examples) |
| 4 | The response/solution exceeds requirements (covers more than the essential points, giving clear examples) |
| 5 | The response/solution will add significant value (covers more than the essential points, giving clear thorough examples to illustrate how value will be added) |

Step 2: There will in addition be a moderation process to ensure that there is a fair consensus score applied by all members of the evaluation panel.

Step 3: The consensus score of the evaluation panel will then be divided by the maximum score available (5) to the evaluator, then multiplied by the sub-weightings shown in the Method Statement. This will give your final score for that question.

Example below shows how marks are calculated.

|  |  |  |
| --- | --- | --- |
| # | Question 2 | Marks |
| Q2. | **Which risks impact facilitating and coordinating an FGC?** | 10 |

Quality weightings formula: x

**Example marking for Question 2:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | CONSENSUS SCORE | MAXIMUM SCORE AVAILABLE TO EVALUATOR | MAXIMUM SUB-WEIGHTED SCORE FOR Q2 | CALCULATION | MARK AWARDED |
| TENDERER 1 | 3 | 5 | 10 | x 10 | **6** |
| TENDERER 2 | 2 | 5 | 10 | x | 4 |
| TENDERER 3 | 4 | 5 | 10 | x 10 | **8** |

**Step 4**: A final quality score is achieved by adding all the weighted scores together.

**APPENDIX 1 - CASE STUDY**

|  |  |  |  |
| --- | --- | --- | --- |
| FAMILY GROUP CONFERENCING CASE STUDY | | | |
| You have been allocated the following referral to arrange a Family Group Conference. The referral reads:  The Local Authority has had a long history of involvement with the family. The children have previously been the subjects of Child in Need and Child Protection Plans. There are four children: WW male aged 14, XX male 8, YY girl 9, ZZ girl 3. The local authority has recently convened a pre-proceedings meeting and is considering court action.  Mother has an older child (17) who is not in her care, following court proceedings, and resides with paternal uncle and his partner under a Special Guardianship Order.  WW male aged 14, has been involved in criminal activity, which has led to XX becoming the subject of threats and an attempted assault/attack in the community. Involved persons have also attended the family home and made threats towards mum and siblings.  ZZ girl 3, attends nursery (part-time/intermittently) where there the nursery has recently raised that she has started smearing faeces and, been very unsettled and seems to be ‘clingy’ towards members of staff. When not at nursery it is said that she spends a lot of time in the company of teenagers and customers at the pub where her mum work’s.  YY girl 9, is becoming increasing aggressive towards the other children at home. However her school attendance and attainment is good.  XX male 8, has had several teeth removed by the dentist due to decay. His school attendance is good. Although he has additional learning needs and supported by SEN.  Mother and Father have recently separated and Mother is stating that she no longer wants the Father or Father’s family involved in any FGC, or any meetings moving forward. Mother also does not want to have the children involved with the FGC. Parents have been historically non-engaging, hostile and aggressive towards professionals. | | | |
| 1 | **Identify the risks within the referral you would want to discuss with the referrer and explain why.** | Marks | Words |
| 5 | 250 |
| Please provide your response below: | | | |
| 2 | **Which risks impact facilitating and coordinating an FGC, and how you would reduce any risk that impacts directly on the FGC?** | 10 | 250 |
| Please provide your response below: | | | |
| 3 | **What steps would you take to ensure that all important views are represented, and important people attend?** | 10 | 250 |
| Please provide your response below: | | | |
| 4 | **What questions could be on the FGC agenda, to support the family making a plan at the FGC?** | 5 | 250 |
| Please provide your response below: | | | |