

TORBAY COUNCIL

Part 4 Award Questionnaire

Contract Reference

TCSC0121

Contract Title

Framework for Edge of Care Services

Lot(s) you are bidding for –

Please indicate below the Lot(s) you are submitting a bid for

Lot 1 – Crisis Intervention – Yes/No

Lot 2 – Planned Intervention – Yes/No

Maximum Period of Contract

5 years (3 years + 2 years)

Return Date

08 March 2021

Return Time

12 Noon

Return To

www.supplyingthesouthwest.org.uk

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.

Where an Applicant responds Yes this will be deemed a pass and where the Applicant responds No this will be deemed a fail. Any Applicant who fails one or more of these requirements will be deemed to have failed this section entirely, their bid will not be evaluated further and they will be notified accordingly.

Question Number	Questions	Response
1	Please confirm you have the necessary Safeguarding policies and procedures in place to comply with your legal obligations; that these are in line with Torbay Council Safeguarding policies (https://torbaychildcare.proceduresonline.com/) that you will be able to provide these to the Council upon request.	Yes / No
2	Please confirm that you have the appropriate safer recruitment processes in place and will ensure all staff who will be working on the Contract will have an up to date DBS check to the required level and that you will be able to provide the Council with evidence of this upon request.	Yes / No
3	Please confirm that you have the necessary policies, procedures and systems in place to comply with the specification requirements and that you will be able to provide the Council with evidence of this upon request. The policies in question can be found in Appendix F.	Yes / No
4	Please confirm that you have a robust and up to date organisational business continuity plan in place, which also takes into account changes in the ways services could be delivered as a result of the COVID-19 pandemic. The successful Applicant(s) will be required to provide a copy of their business plan for inclusion within the Contract.	Yes / No
5	Please confirm that you have the necessary policies, procedures and systems in place to comply with your obligations under Data Protection legislation. You will be required to provide this information as part of your response to Method Statement Please confirm your Information Commissioners Office Registration Number: state Registration Number here	Yes / No

6	Please confirm that you have the necessary Health and Safety policies and procedures in place to comply with your legal obligations and that you will be able to provide these to the Council upon request.	Yes / No
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Section B. Method Statements

Applicants are required to submit Method Statements. They should be drafted in such a manner so as to be able to form part of the Contract. They should be submitted containing sufficient detail to demonstrate that the stated outcomes will be deliverable, as defined within Part 2 Specification.

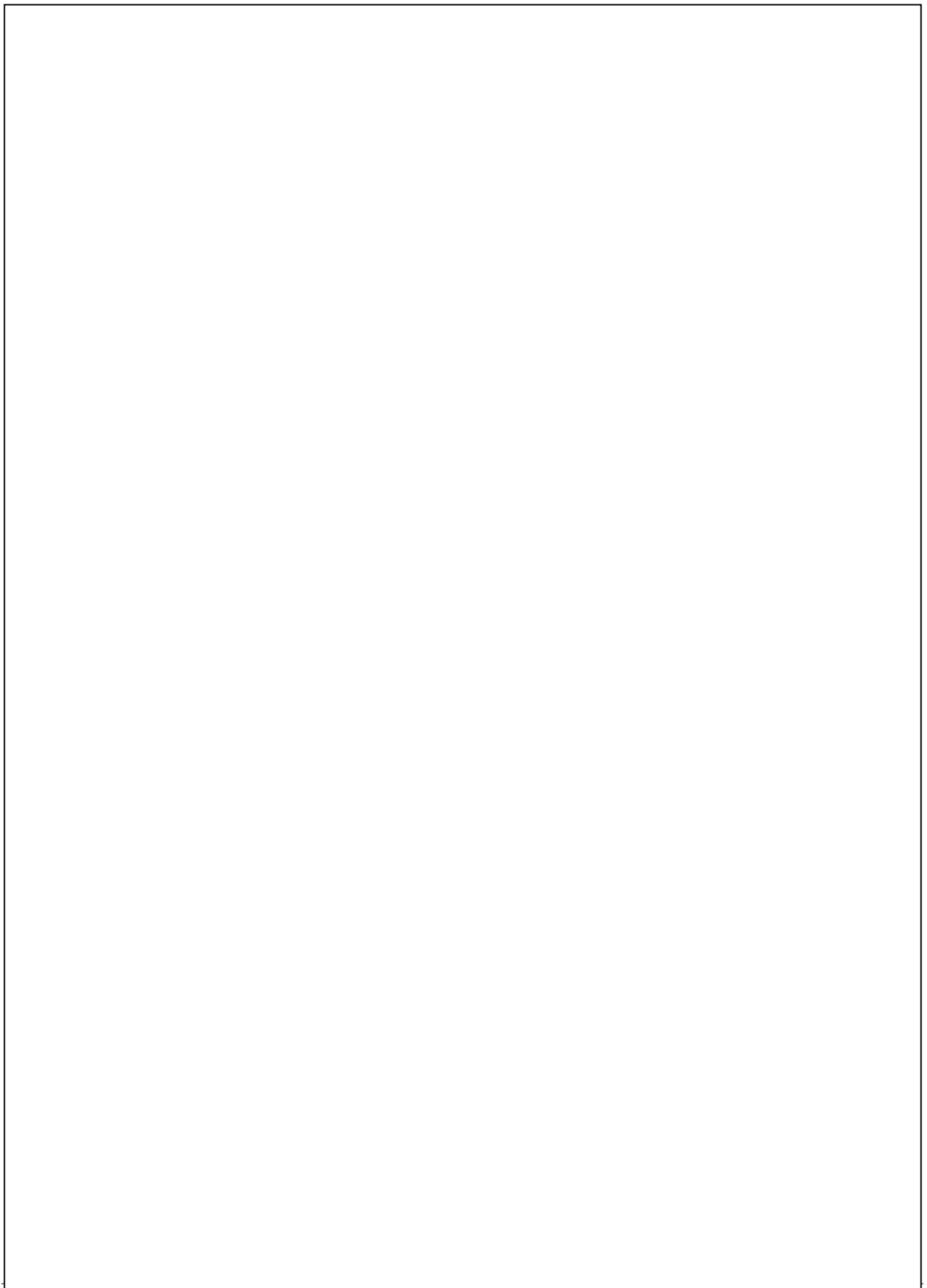
Responses must be relevant to the question and appropriate in length. Supporting information may be submitted, provided that it is clearly labelled, referenced in the question to which it relates and appended to the main submission.

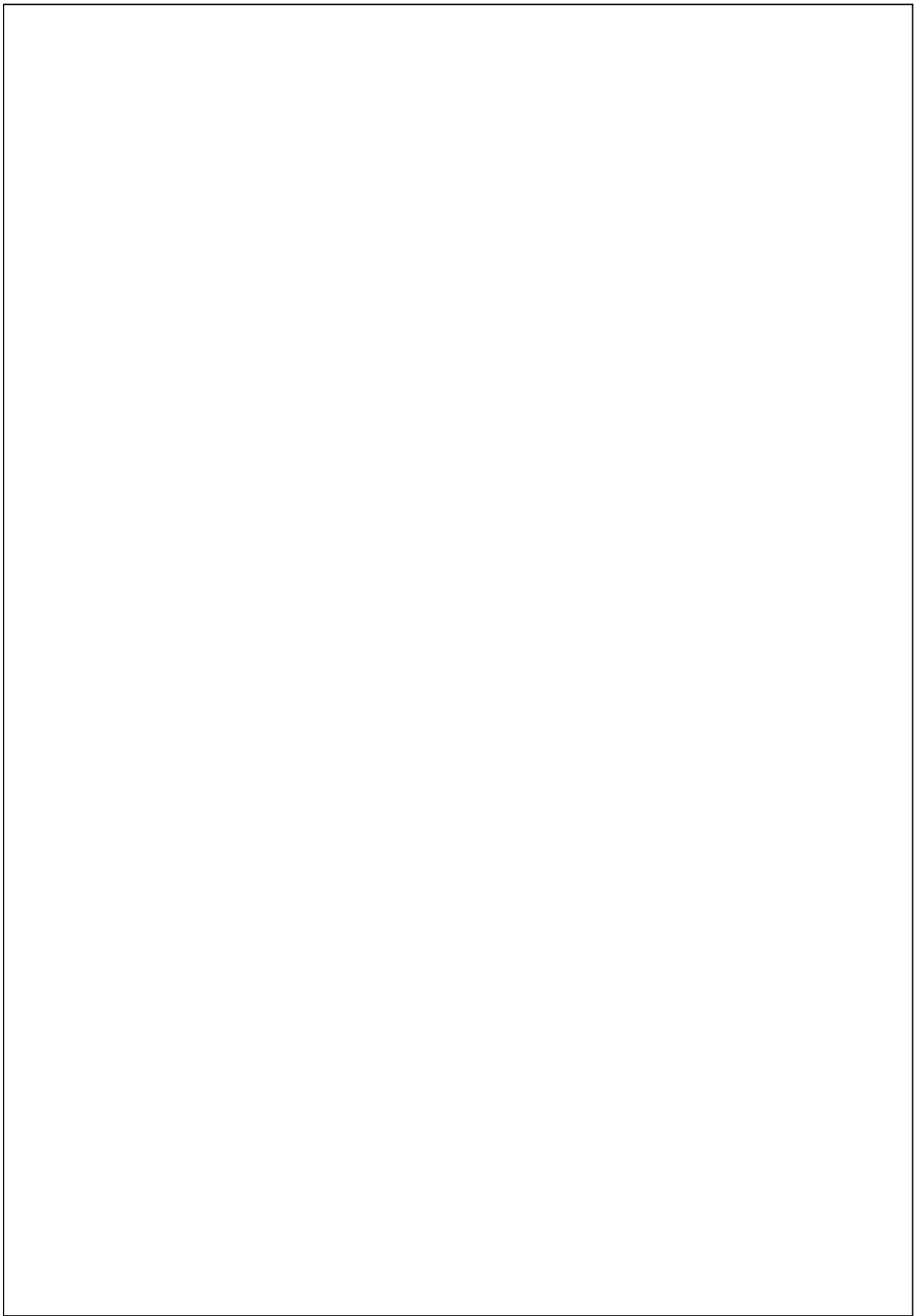
The evaluation of the response will not go beyond the page limit that has been set.

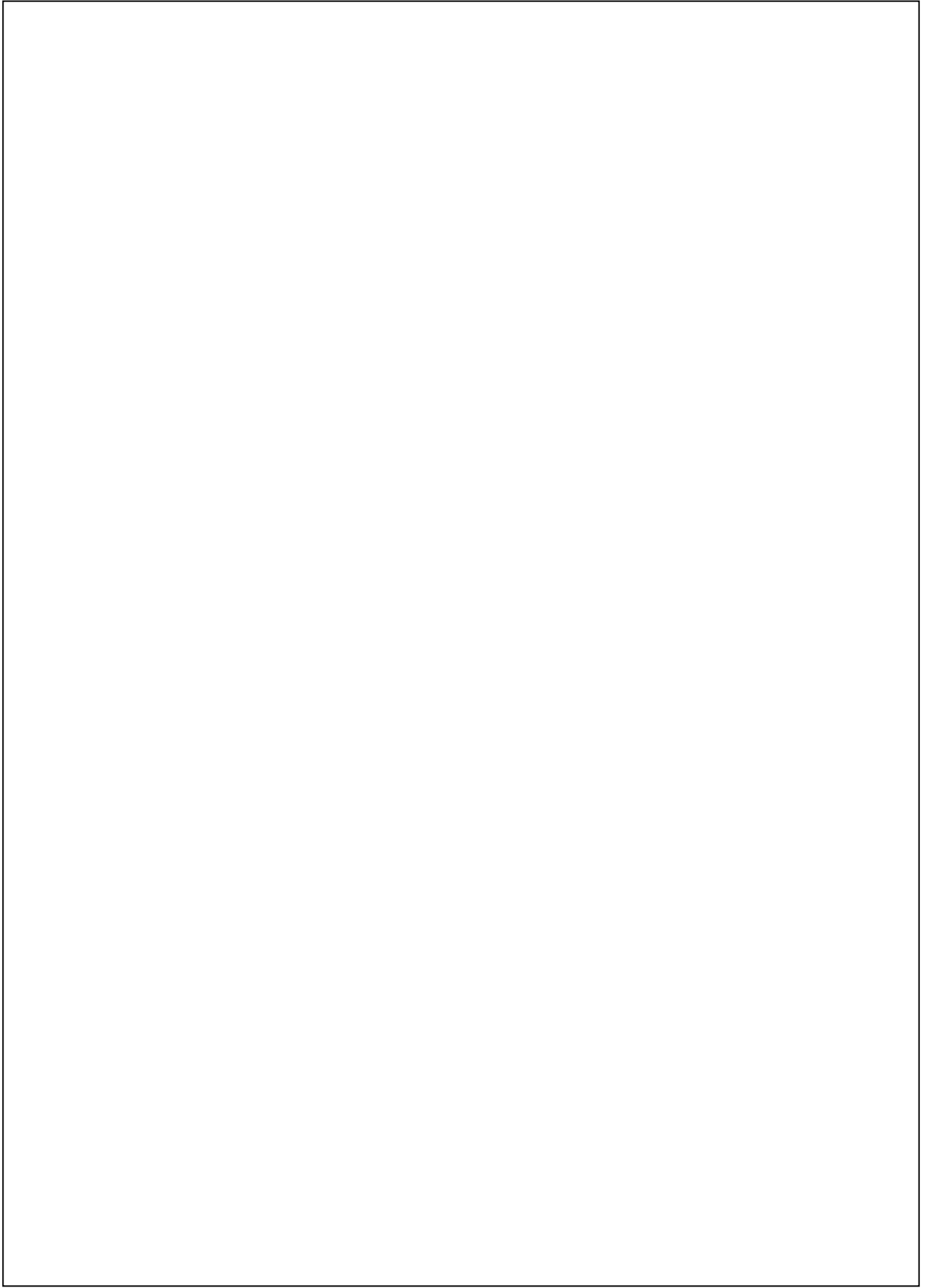
Section B1. Method Statements

B1.1	Service Offer	Weighting 10.00%	Threshold (Weighted) 6.00%
<p>Please provide details of what specific services and interventions you can deliver from award to Day One of the Service being fully operational. As a minimum your response must evidence the effectiveness of your approach/proposals and fully address the following:</p> <ul style="list-style-type: none"> a) Specific staffing and other resources to be allocated, detailing roles and skills; b) Communication – to include all key stakeholders, publicity and how you will manage the relationship with the council; c) Any challenges you anticipate and the steps you will take to address them. <p>Please differentiate services offered between:</p> <p>Lot 1 (Crisis/Short Term) and Lot 2 (Longer Term)</p> <p>Page Limit: 3 pages, where bidding for a place on Lot 1 and Lot 2, the page limit is 4 pages to take into account the additional information required.</p> <p>Font Size: Arial 11</p>			

Please insert your response here

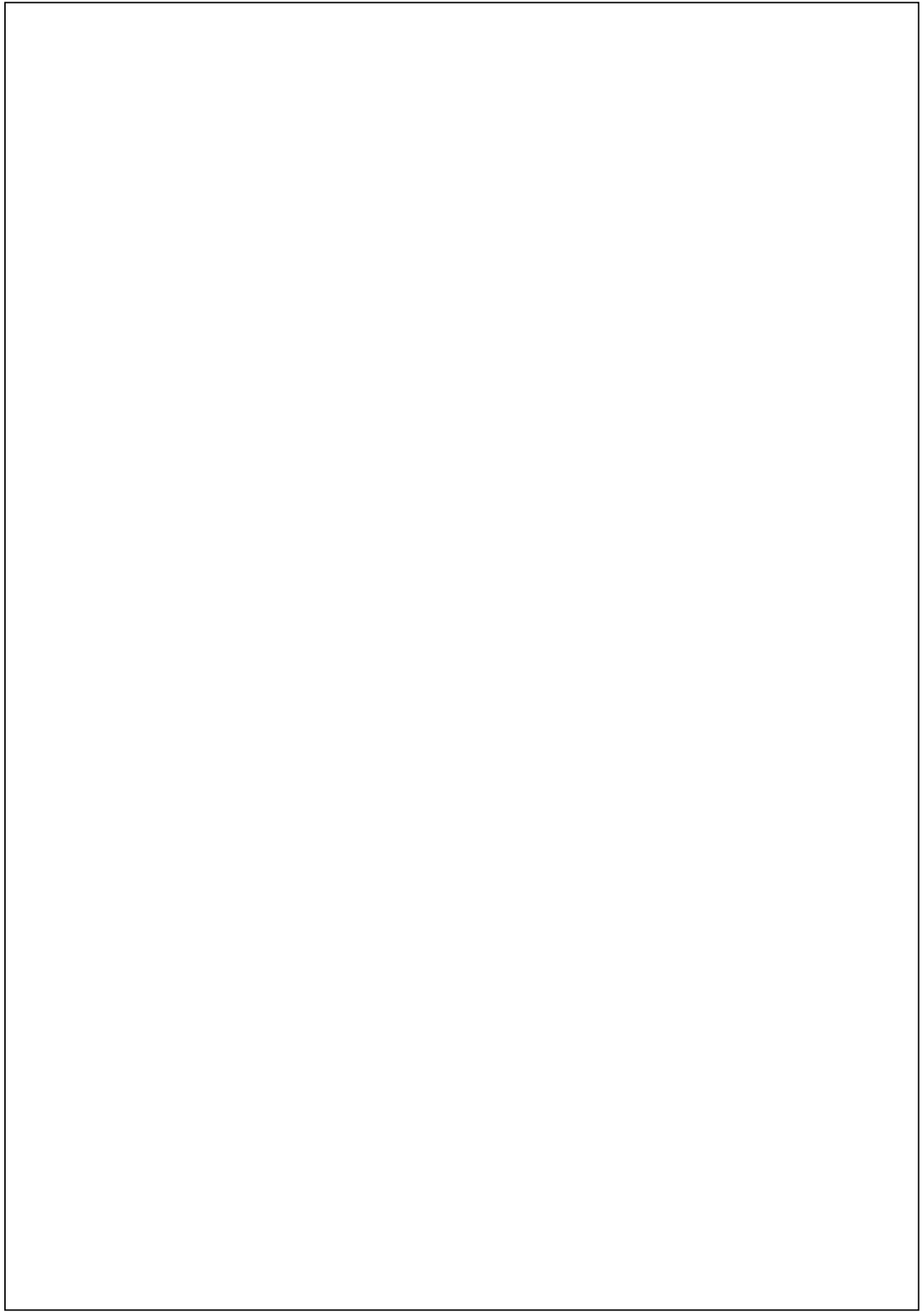


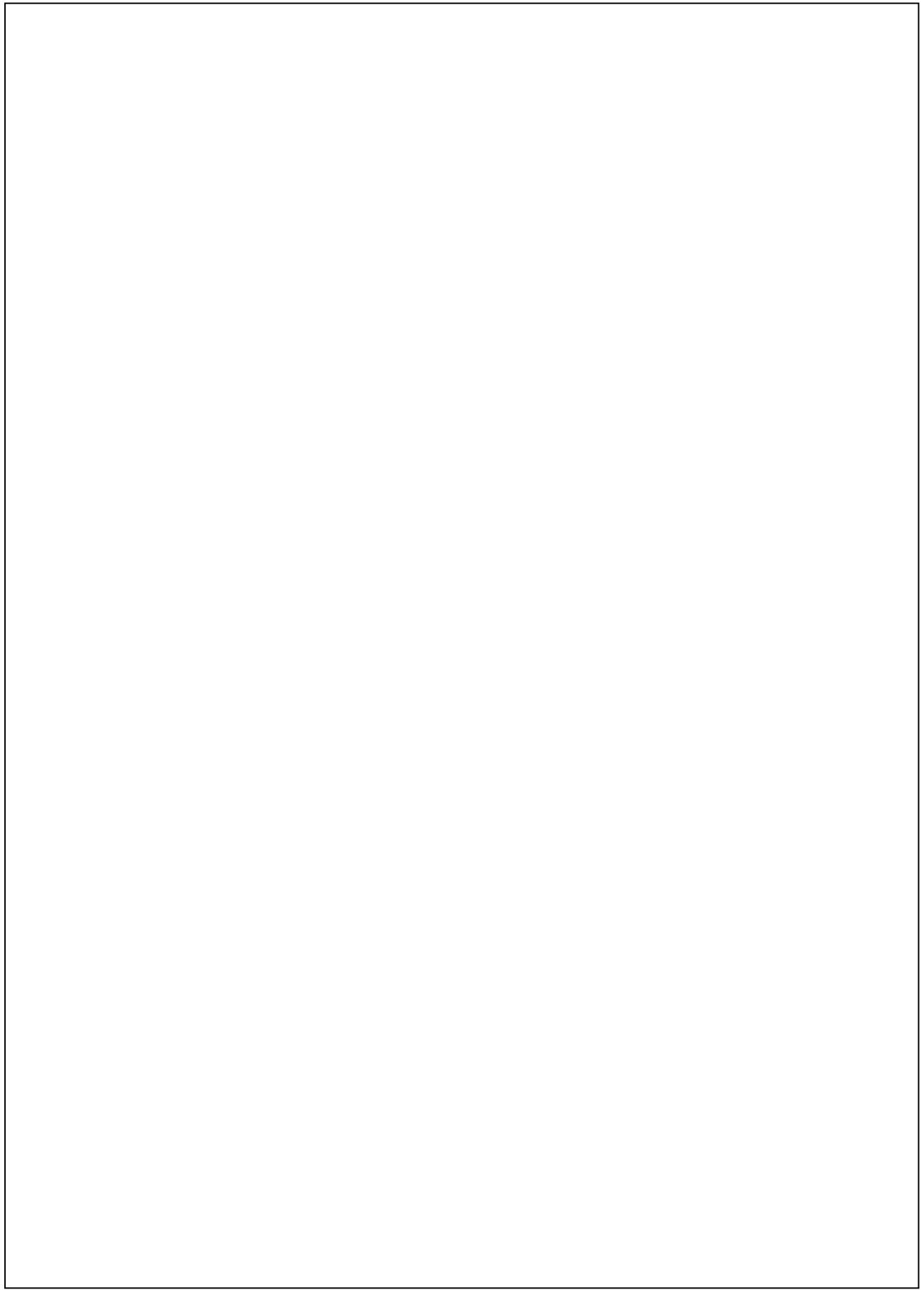




B1.2 Service Delivery Model	Weighting 7.00%	Threshold (Weighted) 4.20%
<p>Please set out how your service model and specific interventions will support the Edge of care priorities as specified in Part Two.</p> <p>As a minimum, your response must fully address the following:</p> <ul style="list-style-type: none"> a) How you will ensure that the service is accessible to the Children and Young People in line with the Equality Act 2010 b) How your service will provide out of hours support (24/7), or deliver crisis response, e.g. same day response. c) How your service will support the Edge of Care team to deliver the crisis and / or planned interventions. d) A description of how you will deliver your services at locations to meet the needs of service users and professionals across Torbay, as well as other geographical locations, including a description of any buildings that you intend to make use of. <p>Page Limit: 3 pages, where bidding for a place on Lot 1 and Lot 2, the page limit is 4 pages to take into account the additional information required.</p> <p>Font Size: Arial 11</p>		

Please insert your response here

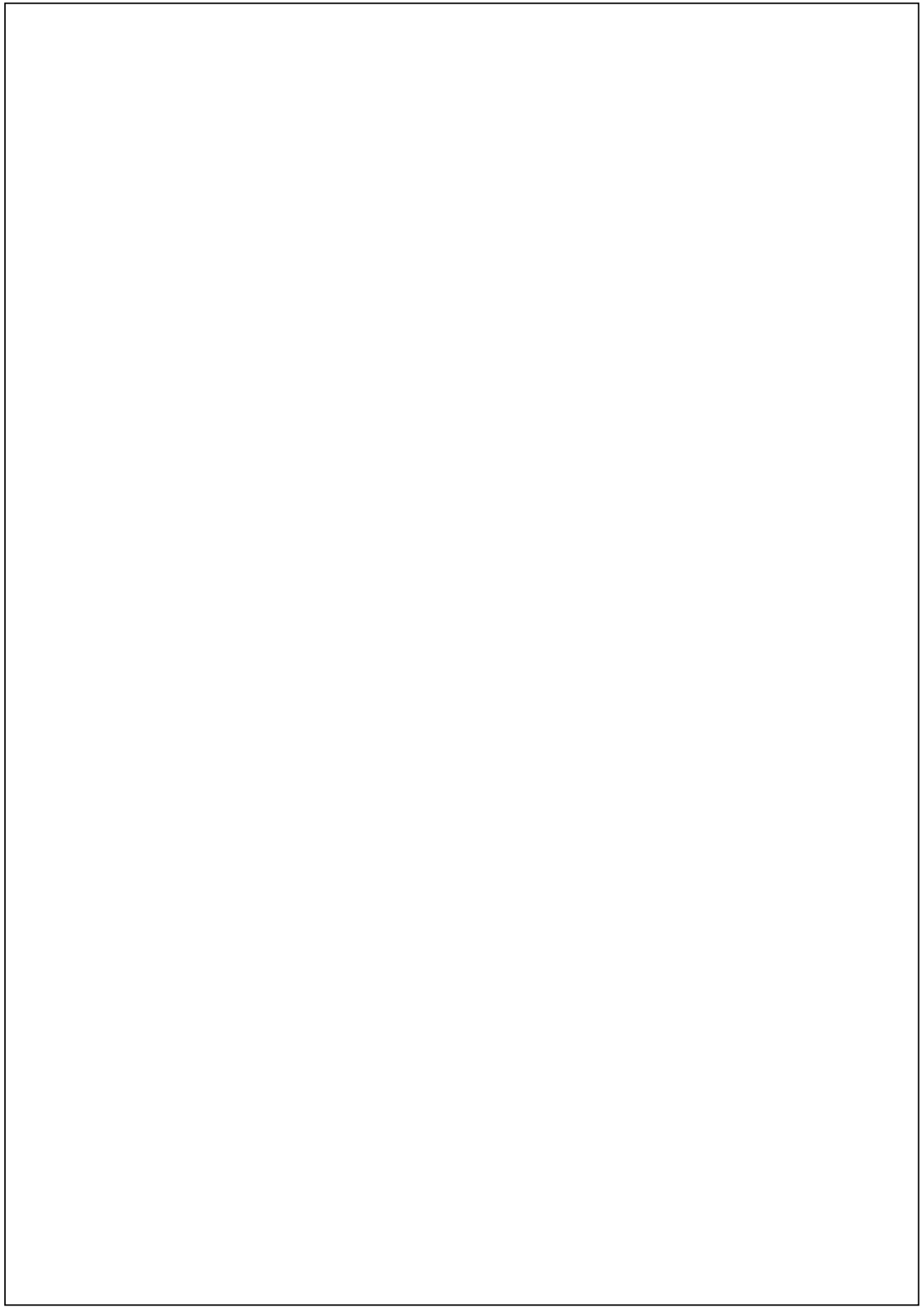






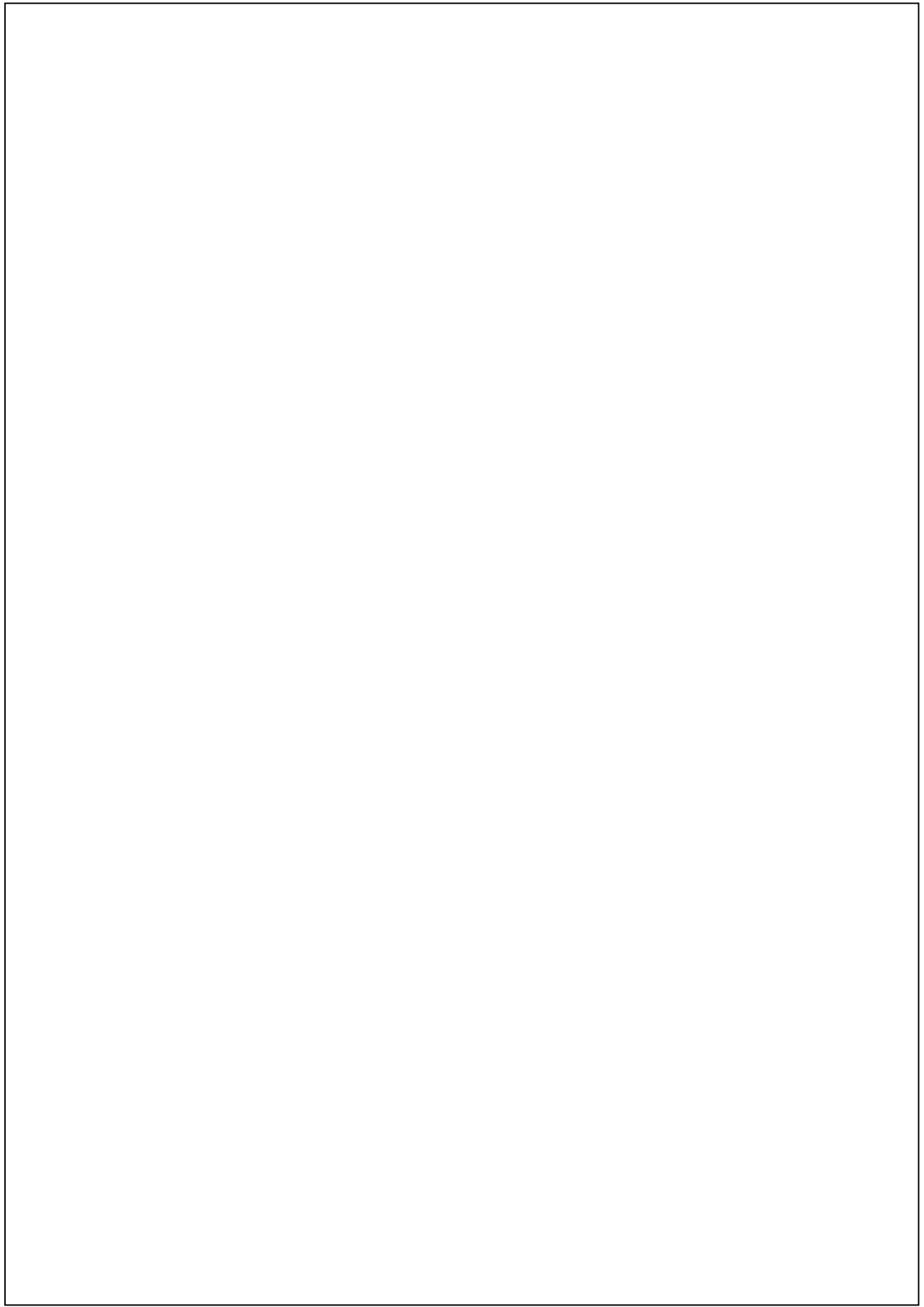
B1.3 Staffing	Weighting 13.00%	Threshold (Weighted) 7.80%
<p>Please evidence how you will ensure all staff delivering services will be:</p> <ul style="list-style-type: none"> a) Recruited, trained and supervised b) Undertake relevant and appropriate Induction and Core Training and Development programme c) Supported and Performance Managed d) Available at the point of crisis. <p>Page Limit: 2 Font Size: Arial 11</p>		

Please insert your response here



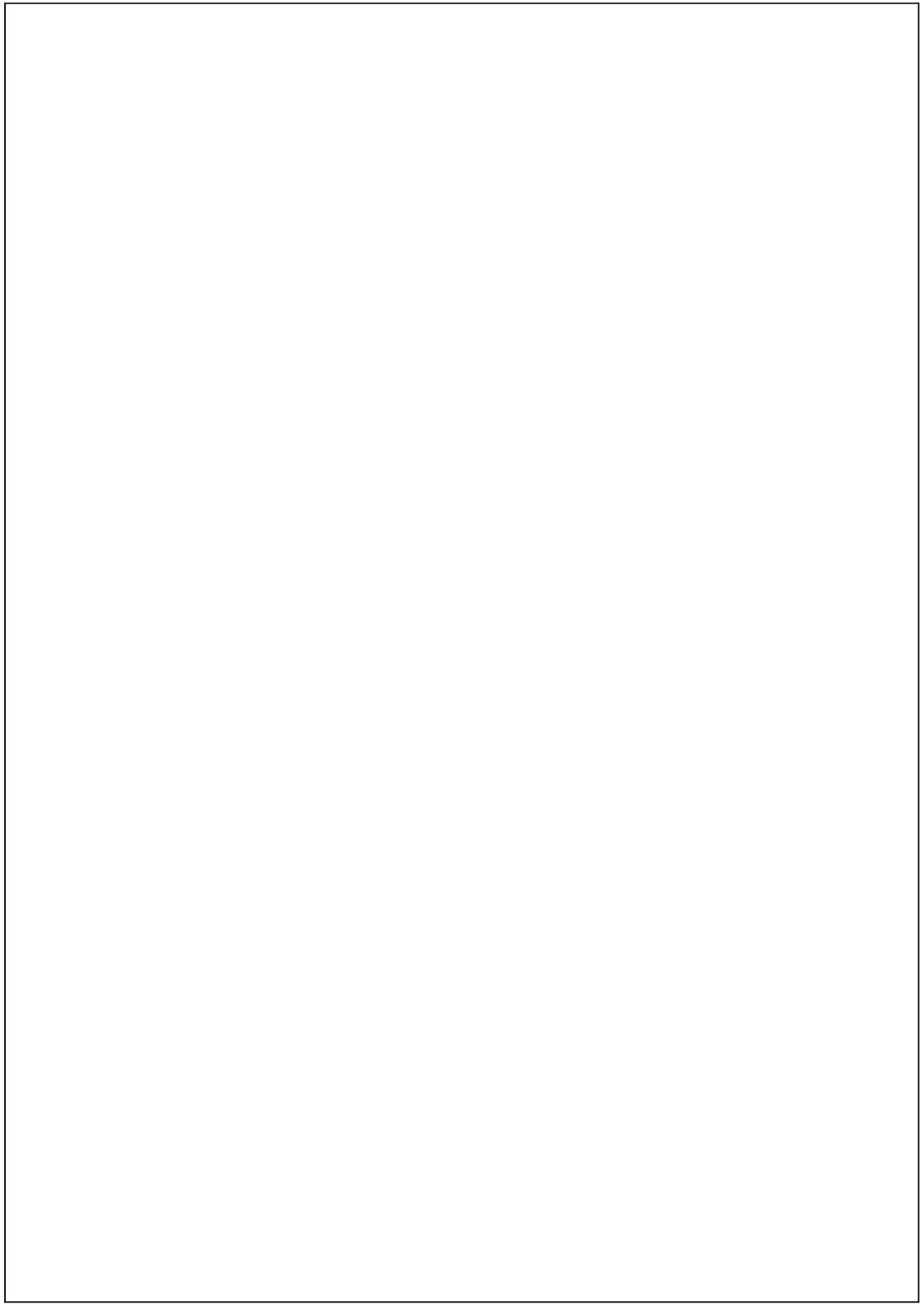
B1.4 Service Intervention Models	Weighting 9.00%	Threshold (Weighted) 5.40%
<p>Please itemise and describe which child-focused and/or parenting model(s) you will utilise to reduce the risk of children and young people becoming accommodated and/or looked after, to support and stabilise existing placements and/or to ensure successful reunification?</p> <p>Please outline how your organisation would review, evaluate work completed and evidence 'distance travelled' and outcomes with children and families.</p> <p>When writing your response, please pay particular attention to the following models:</p> <ul style="list-style-type: none"> • Trauma informed; • Resilience; and • Restorative Practice. <p>Page Limit: 3 Font Size: Arial 11</p>		

Please insert your response here



B1.5 Partnership Working with Children and Families / Carers	Weighting 8.00%
<p>Please evidence how you will work in partnership with children and families / carers.</p> <p>As a minimum your response must fully address the following:</p> <ul style="list-style-type: none"> a) Availability of information, advice and guidance b) Partnership approach c) Confidentiality and Information sharing. d) Anti-Discriminatory service provision and practices. e) Special Education Needs and Disability f) Supporting Children, Young People and Families with learning needs /gaps in their development, for example 'literacy'. g) Responding effectively when contextual safeguarding is identified as an area of concern. <p>Page Limit: 3</p> <p>Font Size: Arial 11</p>	

Please insert your response here

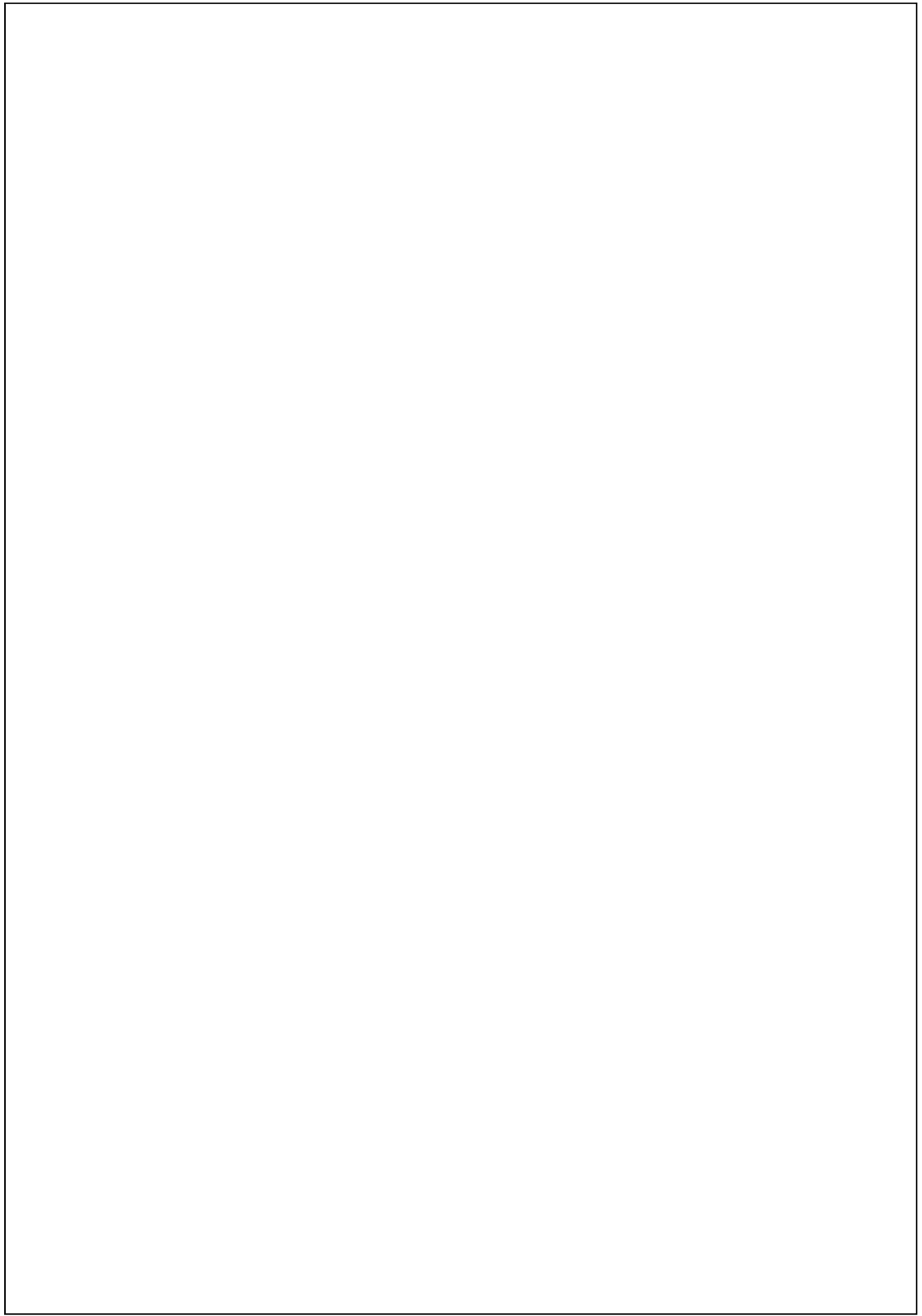


B1.6 Children In Need and Child Protection procedures	Weighting 8.00%
<p>Please describe how your service model will support and contribute to statutory processes such as Children in Need and Child Protection planning, for example, ensuring the child's voice is central to the process, timeliness and accuracy of reports, and attendance at relevant meetings.</p> <p>Page Limit: 2</p> <p>Font Size: Arial 11</p>	

Please insert your response here

B1.7	Data Protection, Information Sharing and Information Security	Weighting 10.00%
<p>Please provide details of how you are proposing to meet the requirements set out in Section 6, Data Protection, Information Sharing and Information Security of Part 2 Specification, taking into consideration all current relevant legislation and regulations.</p> <p>Applicants are required to provide copies of their Data Protection, Information Sharing and Information Security policies as part of their response to this Method Statement.</p> <p>As part of your response to this method statement, please provide your Data Protection Policy and the following policies unless not extensively described within your Data Protection Policy:</p> <ul style="list-style-type: none"> • Records Management Policy; • Information Security Policy; • Information Sharing Policy; and • Data Breach Policy. <p>Page Limit: 2</p> <p>Font Size: Arial 11</p>		

Please insert your response here



B1.8 Social Value	Weighting 5.00%
<p>Please provide details of how your organisation will provide additional community benefits and support the Council's ambitions for a prosperous and healthy Torbay. Applicants should refer to the Community and Corporate Plan.</p> <p>As a minimum your response must fully address supporting young people and care leavers in particular to build their confidence and experience of working life, plus one of the following additional areas:</p> <ul style="list-style-type: none"> a) Creating employment and/or volunteering opportunities; b) Promoting healthy lifestyles and reducing health inequalities; c) Supporting the provision of attractive and safe open spaces and encouraging communities to make the most of where they live; and d) Energy and resource use efficiency. <p>Page Limit: 2</p> <p>Font Size: Arial 11</p>	

Please insert your response here

