



Tameside Metropolitan Borough Council

Directorate of People

Tender Submission Questionnaire

Tender for 16+ Leaving Care Services Dynamic Purchasing System (DPS) – Placements North West

Instructions for completing this Tender Submission Questionnaire:

1. The “authority” means the public sector contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable Suppliers to participate in this procurement process.
2. “You”/ “Your” or “Supplier” means the body completing these questions i.e. the legal entity seeking to be awarded the above contract. The ‘Supplier’ is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 and could be a registered company; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. This Tender Submission Questionnaire has been designed to assess the suitability of a Supplier to deliver against the authority’s contract requirement(s).
4. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state clearly ‘N/A’.
5. Should you need to provide additional Appendices in response to the questions, these should be numbered clearly and listed as part of your declaration. A template for providing additional information is provided at the end of this document.
6. In order to evaluate this questionnaire, the scoring system below will be employed on those questions where scoring is indicated:

Assessment of Submission	Score
Excellent response - The submission provides comprehensive details of a particularly effective and robust approach which meets the required standard in all material respects and exceeds some or all of the major requirements. A high level of relevant information is provided backed up with a clear rationale, examples and evidence of past performance which may include supplementary evidence.	5
Good submission - The submission provides sufficient detail of a good approach which meets the required standard in all material respects and is backed up with a clear rationale and evidence of past performance which may include supplementary evidence	4
Average submission - The submission provides sufficient detail of an adequate approach which meets the required standard in most material respects, but is lacking or inconsistent in others	3
Below average submission – The submission details an approach however this is limited and does not provide sufficient detail or evidence and falls short of achieving expected standard in a number of identifiable respects.	2
Unsatisfactory –Submission significantly fails to meet the standards required and / or contains significant shortcomings or the submission is not relevant or is extremely limited.	1
Not answered - No response	0

7. Please complete the electronic copy of the questionnaire provided, you should upload your completed Tender Submission Questionnaire via www.thechest.nwce.gov.uk. **As you are uploading multiple documents it is easier and preferable if you zip all the documents in an application like WinZip and upload one zipped file otherwise you will have to individually load one document at a time.**

Unless specifically requested to supply copies of documents, please insert your answers in the space provided following each question (the table will expand as required).

Please **do not** include general marketing or promotional material from your organisation as answers to any of the questions unless specifically requested to do so.

Please **do not** submit this Questionnaire in a PDF format, please ensure it remains in Word.

Any enclosures and supporting documents requested should be clearly marked with the sections and questions to which they relate.

Verification of Information Provided

8. Whilst reserving the right to request information at any time throughout the procurement process, the authority may enable the Supplier to self-certify that there are no mandatory/discretionary grounds for excluding their organisation. When requesting evidence that the Supplier can meet the specified requirements (such as the questions in section 7 of this Tender Submission Questionnaire relating to Technical and Professional Ability) the authority may only obtain such evidence after the final tender evaluation decision.

9. Sub-contracting Arrangements

10. Where the Supplier proposes to use one or more sub-contractors to deliver some or all of the contract requirements, a separate Appendix should be used to provide details of the proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.
11. The authority recognises that arrangements in relation to sub-contracting may be subject to future change, and may not be finalised until a later date. However, Suppliers should be aware that where information provided to the authority indicates that sub-contractors are to play a significant role in delivering key contract requirements, any changes to those sub-contracting arrangements may affect the ability of the Supplier to proceed with the procurement process or to provide the supplies and/or services required. Suppliers should therefore notify the authority immediately of any change in the proposed sub-contractor arrangements. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Consortia Arrangements

12. If the Supplier completing this Tender Submission Questionnaire is doing so as part of a proposed consortium, the following information must be provided;
- Names of all consortium members;
 - The lead member of the consortium who will be contractually responsible for delivery of the contract (if a separate legal entity is not being created); and
 - If the consortium is not proposing to form a legal entity, full details of proposed arrangements within a separate Appendix.

13. Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that a specific legal form is deemed by the authority as being necessary for the satisfactory performance of the contract.
14. All members of the consortium will be required to provide the information required in all sections of the Tender Submission Questionnaire as part of a single composite response to the authority i.e. each member of the consortium is required to complete the form.
15. Where you are proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), you should provide details of the actual or proposed percentage shareholding of the constituent members within the new legal entity in a separate Appendix.
16. The authority recognises that arrangements in relation to a consortium bid may be subject to future change. Suppliers should therefore respond on the basis of the arrangements as currently envisaged. Suppliers are reminded that the authority must be immediately notified of any changes, or proposed changes, in relation to the bidding model so that a further assessment can be carried out by applying the selection criteria to the new information provided. The authority reserves the right to deselect the Supplier prior to any award of contract, based on an assessment of the updated information.

Confidentiality

17. When providing details of contracts in answering sections 5 of this Tender Submission Questionnaire (Technical and Professional Ability), the Supplier agrees to waive any contractual or other confidentiality rights and obligations associated with these contracts.
18. The authority reserves the right to contact the named customer contact in section 6 regarding the contracts included in sections 5. The named customer contact does not owe the authority any duty of care or have any legal liability, except for any deceitful or maliciously false statements of fact.
19. 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 Public Contracts Regulations.

Timetable

Tender opens	4 June 2015
Tender closes	<u>12 noon 31 July 2015</u>
Evaluation of submissions	August 2015
Notification of award	Early September 2015

Contract Description

This contract is for the provision of Leaving Care / Independent Living Placements across three distinct Service Categories:-

Service Category/Lot

Semi Independence/Group Living:	Service offering a group living communal environment with staff on site to deliver programmes of support, dependant on individual needs, to enable young people to progress towards living in their own accommodation.
Floating Support with Accommodation:	Community based accommodation services with floating resettlement support, sourced within the private rental market and supported by one to one staffing of varying levels, to achieve the aim of the young person moving to independence.
Floating Support:	Community based services providing floating/resettlement support to enable young people to live semi independently in their own accommodation.

Each Service Category acts as an individual 'lot' for the purposes of this tender.

Providers can bid for any one or combination of the Service Categories or Lots.

It is the responsibility of each Provider to determine which Service Category/Lot to select for their service. Any service which does not meet the minimum service criteria listed in the Core Cost Specifications will be rejected.

The DPS is for new placements only and these will be made on a 'call-off' basis.

Further details on the types of services required can be found in Appendix 1 (Conditions of Contract) including Annex B (Service Specification) and Annex D (Core Cost Specifications)

The lead authority for this procurement exercise is Tameside MBC. Where there is mention of 'the Council' this means Tameside Council, establishing this DPS Agreement by or on behalf of only the participating Local Authorities listed below who will be using the contract from its commencement date with the exception of those local authorities indicated with a '*'. Authorities indicated by a '*' will not operate the contract at launch but will have the opportunity to join the contract at a later date. .

Blackburn with Darwen Council
Blackpool Council*
Bolton Metropolitan Borough Council
Bury Metropolitan Borough Council
Cheshire East Council
Cheshire West and Chester Council
Cumbria County Council*

Halton Borough Council
 Knowsley Metropolitan Borough Council
 Lancashire County Council
 Liverpool City Council
 Manchester City Council
 Oldham Metropolitan Borough Council*
 Rochdale Metropolitan Borough Council
 Salford City Council
 Sefton Council
 St Helens Council
 Stockport Metropolitan Borough Council
 Tameside Metropolitan Borough Council
 Trafford Council
 Warrington Borough Council
 Wigan Metropolitan Borough Council
 Wirral Metropolitan Borough Council

Location of Service

The contract is divided into three geographical zones. Providers can bid into as many, or as few, zones as they wish as long as they can meet the requirements for participation set out below:

<p>Semi Independence/Group Living:</p>	<p>To bid for a specific geographic zone, there must be a semi-independent / group living service physically located within that zone or within 10 miles of the border of participating authorities.</p> <p>Example: A group living service based within Ashton-Under-Lyne, Tameside could only bid for Zone 1: Greater Manchester</p>
<p>Floating Support with Accommodation:</p>	<p>To bid for a specific geographical zone a service must be able to secure property on a bespoke basis within that zone and provide support, and management of that support.</p>
<p>Floating Support:</p>	<p>To bid for a specific geographical zone a service must be able provide support, and management of that support</p>

Participating local authorities will have access to all three zones of the contract, and will refer to the zone (or zones) based on where the young person should live. In most instances young people are placed in or close to their home local authority, but there is often need to place further afield.

Section 1 - Supplier Information

1.1 Supplier Details	Response	
Full name of the Supplier completing the questionnaire		
Registered Company Address		
Registered Company Number		
Registered Charity Number		
Registered VAT Number		
Name of immediate Parent Company		
Name of ultimate Parent Company		
Please mark 'X' in the relevant box to indicate your trading status	Public Limited Company	
	Limited Company	
	Limited Liability Partnership	
	Public Limited Company	
	Other Partnership	
	Sole Trader	
	Other (Please Specify)	
Please mark 'X' in the relevant boxes to indicate whether any of the following classifications apply to you	Voluntary, Community and Social Enterprise (VCSE)	
	Small or Medium Enterprise (SME)	
	Sheltered Workshop	
	Public Service Mutual	

1.2 Bidding Model	
Please mark 'X' in the relevant box to indicate whether you are:	
a) Bidding as a Prime Contractor and will deliver 100% of the key contract deliverables yourself	
b) Bidding as a Prime Contractor and will use third parties to deliver <u>some</u> of the services	
If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being	

<p>delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p>	
<p>c) Bidding as Prime Contractor but will operate as a Managing Agent and will use third parties to deliver <u>all</u> of the services</p> <p>If yes, please provide details of your proposed bidding model that includes members of the supply chain, the percentage of work being delivered by each sub-contractor and the key contract deliverables each sub-contractor will be responsible for.</p>	
<p>d) Bidding as a consortium but not proposing to create a new legal entity.</p> <p>If yes, please include details of your consortium in the next column and use a separate Appendix to explain the alternative arrangements i.e. why a new legal entity is not being created.</p> <p>Please note that the authority may require the consortium to assume a specific legal form if awarded the contract, to the extent that it is necessary for the satisfactory performance of the contract.</p>	<p>Consortium Members:</p> <p>Lead Member:</p>
<p>e) Bidding as a consortium and intend to create a Special Purpose Vehicle (SPV).</p> <p>If yes, please include details of your consortium, current lead member and intended SPV in the next column and provide full details of the bidding model using a separate Appendix.</p>	<p>Consortium Members:</p> <p>Current Lead Member:</p> <p>Name of Special Purpose Vehicle:</p>

<p>1.3 Contact Details</p>	
<p>Supplier contact details for enquiries about this Tender Submission Questionnaire</p>	
<p>Name</p>	
<p>Postal Address</p>	
<p>Country</p>	
<p>Telephone</p>	

Mobile Number	
Email	
Please provide an email contact number for referrals once your organisation is on the DPS. It is essential that this is <u>not</u> a named individual, but is a generic referral account. PNW experience on previous/other frameworks has shown that use of named individual email addresses have led to lost referrals - and hence potential business - where individuals have left or are on leave. Note, under the DPS, mini-competitions can only happen electronically	
Email	
Mobile number (inc out of hours)	

1.4 Licensing and Registration (please mark 'X' in the relevant box)	
<p>Registration with a professional body.</p> <p>If applicable, is your business registered with the appropriate trade or professional register(s) in the EU member state where it is established (as set out in Annex XI of directive 2014/24/EU) under the conditions laid down by that member state).</p> <p>If Yes please provide the registration number:</p>	
Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?	
Is it a legal requirement in the state where you are established for you to be licensed or a member of a relevant organisation in order to provide the requirement in this procurement?	If Yes, please provide additional details within this box of what is required and confirmation that you have complied with this.

Section 2 - Grounds for Mandatory Exclusion

You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate e.g. only minor amounts involved).

2.1 Within the past five years, has your organisation (or any member of your proposed consortium, if applicable), Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;		
(b) Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;		
(c) The common law offence of bribery;		
(d) Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;		
(e) any of the following offences, where the offence relates to fraud affecting the European Communities' financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities:		
<ul style="list-style-type: none"> • The offence of cheating the Revenue 		
<ul style="list-style-type: none"> • The offence of conspiracy to defraud; 		
<ul style="list-style-type: none"> • Fraud or theft within the meaning of the Theft Act 1968, the Theft Act (Northern Ireland) 1969, the Theft Act 1978 or the Theft (Northern Ireland) Order 1978; 		
<ul style="list-style-type: none"> • Fraudulent trading within the meaning of section 458 of the Companies Act 1985, article 451 of the Companies (Northern Ireland) Order 1986 or section 993 of the Companies Act 2006; 		
<ul style="list-style-type: none"> • Fraudulent evasion within the meaning of section 170 of the Customs and Excise Management Act 1979 or section 72 of the Value Added Tax Act 1994; 		
<ul style="list-style-type: none"> • An offence in connection with taxation in the European Union within the meaning of section 71 of the Criminal Justice Act 1993; 		

<ul style="list-style-type: none"> • Destroying, defacing or concealing of documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 or section 19 of the Theft Act (Northern Ireland) 1969; 		
<ul style="list-style-type: none"> • Fraud within the meaning of section 2, 3 or 4 of the Fraud Act 2006; or 		
<ul style="list-style-type: none"> • The possession of articles for use in frauds within the meaning of section 6 of the Fraud Act 2006, or the making, adapting, supplying or offering to supply articles for use in frauds within the meaning of section 7 of that Act; 		
(f) Any offence listed:		
<ul style="list-style-type: none"> • In section 41 of the Counter Terrorism Act 2008; or 		
<ul style="list-style-type: none"> • In Schedule 2 to that Act where the court has determined that there is a terrorist connection; 		
(g) Any offence under sections 44 to 46 of the Serious Crime Act 2007 which relates to an offence covered by subparagraph (f);		
(h) Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;		
(i) An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the Criminal Justice Act 1988 or article 45, 46 or 47 of the Proceeds of Crime (Northern Ireland) Order 1996;		
(j) An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc). Act 2004;		
(k) An offence under section 59A of the Sexual Offences Act 2003;		
(l) An offence under section 71 of the Coroners and Justice Act 2009		
(m) An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the Drug Trafficking Act 1994; or		
(n) Any other offence within the meaning of Article 57(1) of the Public Contracts Directive:		
<ul style="list-style-type: none"> • As defined by the law of any jurisdiction outside England and Wales and Northern Ireland; or 		
<ul style="list-style-type: none"> • Created, after the day on which these Regulations were made, in the law of England and Wales or Northern Ireland. 		

Section 3 - Grounds for Discretionary Exclusion – Part 1

The authority may exclude any Supplier who answers 'Yes' in any of the following situations set out in paragraphs (a) to (i);

3.1 Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organisation.	Please indicate your answer by marking 'X' in the relevant box.	
	Yes	No
(a) Your organisation has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;		
(b) Your organisation is bankrupt or is the subject of insolvency or winding-up proceedings, where your 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;		
(c) Your organisation is guilty of grave professional misconduct, which renders its integrity questionable;		
(d) Your organisation has entered into agreements with other economic operators aimed at distorting competition;		
(e) Your organisation has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive, measures;		
(f) The prior involvement of your organisation in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive, measures;		
(g) Your organisation has 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;		
(h) Your organisation: <ul style="list-style-type: none"> • Has been 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; or • Has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or 		

(i) Your organisation has undertaken to:		
<ul style="list-style-type: none"> • Unduly influence the decision-making process of the contracting authority, or 		
<ul style="list-style-type: none"> • Obtain confidential information that may confer upon your organisation undue advantages in the procurement procedure; or 		
(j) Your organisation has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

Conflicts of Interest

In accordance with question 3.1 (e), the authority may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform the authority, detailing the conflict in a separate Appendix. Provided that it has been carried out in a transparent manner, routine pre-market engagement carried out by the authority should not represent a conflict of interest for the Supplier.

Taking Account of Bidders’ Past Performance

In accordance with question 3.1 (g), the authority may assess the past performance of a Supplier (through a Certificate of Performance provided by a Customer or other means of evidence). The authority may take into account any failure to discharge obligations under the previous principal relevant contracts of the Supplier completing this Tender Submission Questionnaire. The authority may also assess whether specified minimum standards for reliability for such contracts are met.

In addition, the authority may re-assess reliability based on past performance at key stages in the procurement process (i.e. Supplier selection, tender evaluation, contract award stage etc.). Suppliers may also be asked to update the evidence they provide in this section to reflect more recent performance on new or existing contracts (or to confirm that nothing has changed).

‘Self-Cleaning’

Any Supplier that answers ‘Yes’ to questions 2.1 and 3.1 should provide sufficient evidence, in a separate Appendix, that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The Supplier has to demonstrate it has taken such remedial action, to the satisfaction of the authority in each case.

If such evidence is considered by the authority (whose decision will be final) as sufficient, the economic operator concerned shall be allowed to continue in the procurement process.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has:

- Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;

- Clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- Taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the authority to be insufficient, the Supplier shall be given a statement of the reasons for that decision.

Section 4 - Economic and Financial Standing

4.1 Financial Information	
Please provide one of the following to demonstrate your economic/financial standing; Please indicate your answer with an 'X' in the relevant box.	
A copy of the audited accounts for the most recent two years	
A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation	
A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	
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).	
Where the authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this PQQ, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out here.	
<p>Are you are part of a wider group (e.g. a subsidiary of a holding/parent company)?</p> <p>If yes, please provide the name below:</p> <p>Name of the Organisation:</p> <p>Relationship to the Supplier Completing the Questionnaire:</p> <p>If yes, please provide Ultimate/parent company accounts if available. If yes, would the Ultimate/parent company be willing to provide a guarantee if necessary?</p> <p>If no, would you be able to obtain a guarantee elsewhere (eg. from a bank)?</p>	

Section 5 – Additional Requirements

Insurance

<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>Public/Third Party Liability: £5m for any one incident, unlimited in any one year</p> <p>Employers Liability: £10m</p> <p>Professional Indemnity: £2m</p> <p>*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	<p>Yes / No Please delete as appropriate</p>
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Compliance with Equality Legislation

<p>For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.</p>	
<p>Please enclose a copy of your Equal Opportunities policy.</p> <p>Is it legally compliant?</p>	<p>Yes / No</p>
<p>In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?</p>	<p>Yes / No</p>
<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	<p>Yes / No</p>
<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	<p>Yes / No</p>

Health and Safety

<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	Yes / No
<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	Yes / No
<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	Yes / No

Section 6 - Quality criteria

The five key criteria on which the tender submission will be assessed in terms of quality are detailed below. Each criterion will be assessed across the full range of information supplied in your responses to the questions under that criterion and an overall score will be given. You should not therefore, need to repeat the same information in detail in more than one of these questions; however, you should ensure that you have answered all the individual questions.

Each criterion has a quality threshold of **60%**. In order to progress through on to the Dynamic Purchasing System you will need to score a minimum of 60% on each criterion. If the evaluation panel scores one or more criterion at less than 60% you will receive feedback as to what issues you need to address and you will have the opportunity to re-submit a response to that criterion/group of questions. There is an expectation that organisations scoring at or near to 60% - equating to average on the assessment of submission scores, above – will, in conjunction with PNW and, where appropriate the local authority, work towards ‘good’ over the life-time of the DPS. Local authorities will be made aware of the scores upon contract award.

Please do not answer questions by referring to other documents or to specific paragraphs within other documents and do not attach any other documentation produced by or on behalf of your organisation, unless these are specifically requested. There are no word counts ascribed to your responses, but word guides are included. Please be mindful of these when responding, but note that you will not be penalised for submitting responses *over* the suggested word guide.

1. Staffing

1.1	How do you involve young people in the recruitment process? Guideline 500 words
Response	

1.2	How do you ensure staff are performing and have the right skills and personal qualities to work with young people in a way which is: <ul style="list-style-type: none">• Flexible• Approachable• Promotes and a homely and friendly environment• Non-judgemental but capable of being ‘firm but fair.’• Promotes independence Guideline 500 words
Response	

2. Management

2.1	<p>What approach would you take with an under-performing member of staff?</p> <p>Guideline 500 words</p>
Response	

2.2	<p>A 17 year old female, YP, has been residing in your care for the last 3 months. She has a history of foster placement breakdowns since being brought into care at the age of 12. She previously resided in a residential care home for the last 2 years prior to transition into your service.</p> <p>On admission she was quiet and spent a lot of time in her bedroom, although building relationship with the staff team has been slow YP is engaging well with her main worker. She engages in her college course and has been achieving at a steady rate.</p> <p>Her physical health is in good condition with no outstanding concerns in this area. She has previously been open to CAMHs while residing at the residential unit, but was closed prior to her transition.</p> <p>In recent weeks her personal hygiene has deteriorated and she is spending more time in her bedroom. Her previous excellent attendance at college has begun to slip and she often remains in bed until late afternoon. During a key-worker session it has been noticed that YP has slash marks on her arms.</p> <p>Please explain the actions and processes your service would take in this situation and identify the potential outcomes.</p> <p>Guideline 750 words</p>
Response	

2.3	<p>Only to be answered by providers of floating support and floating support w/accommodation:</p> <p>How does your organisation manage services delivered at a distance from the head office?</p> <p>Guideline 500 words</p>
Response	

If at some point in the future you expand your provision into other categories you will need to answer 2.3 for evaluation at the next 'round'.

3. Developing independence

3.1	<p>Can you evidence a systematic programme/approach to promote the independence of young people and that records their performance in:</p> <ul style="list-style-type: none"> • Cooking / healthy eating/ meal-planning • Cleaning / ironing • Budgeting • Shopping <p>Guideline 500 words</p>
Response	

3.2	<p>How do you know when young people are not achieving against their targets and what do you do to improve things?</p> <p>Guideline 500 words</p>
Response	

3.3	<p>How do you support and facilitate raising aspirations, training, education and volunteering for young people.</p> <p>Guideline 500 words</p>
Response	

3.4a	<p>Only to be answered by providers of Group Living:</p> <p>Who do you see as the key stakeholders in the delivery of a sustainable post-18 placement? What is your approach to collaborative/partnership working and who do you see as the key stakeholders?</p> <p>Guideline 500 words</p>
Response	

3.4b	<p>Only to be answered by providers of floating support with accommodation:</p> <p>How do you ensure accommodation is sustainable and affordable for the young person post-18?</p> <p>Guideline 500 words</p>
Response	

3.5	<p>How do you promote healthy relationships?</p> <p>Guideline 500 words</p>
Response	

If at some point in the future you expand your provision into other categories you will need to answer 3.4a/3.4b accordingly for evaluation at the next 'round'.

4. Keeping young people safe from sexual exploitation

4.1	<p>How do you work with young people to educate them on the risks and warning signs of sexual exploitation?</p> <p>Guideline 750 words</p>
Response	

4.2	<p>How do you train and the review the competence of staff in their role of:</p> <ul style="list-style-type: none"> • Keeping young people safe • Understanding the warning signs • Working with and understanding outside agencies • Intelligence gathering <p>Guideline 750 words</p>
Response	

4.3	<p>Only to be answered by providers of floating support with accommodation:</p> <p>When securing accommodation on a bespoke basis for young people how do you assess the risk of sexual exploitation posed within the local community where accommodation is to be located? Who are the key stakeholders you will work with?</p> <p>Guideline 500 words</p>
Response	

If at some point in the future you expand your provision into other categories you will need to answer 4.3 accordingly for evaluation at the next 'round'.

1. Missing from Home

5.1	<p>How do you judge when someone is missing from home and what steps do you take?</p> <p>Guideline 750 words</p>
Response	

Please indicate in the table below (add X), which zones and which categories on the DPS you wish to be considered for.

For category 1 only please indicate all current property addresses in Appendix 1. If and when, over the lifetime of the DPS, you add additional properties please notify placements.northwest@tameside.gov.uk.

	Category 1 Semi Independence/Group Living	Category 2 Floating Support with Accommodation	Category 3 Floating Support
Zone 1: Greater Manchester Bolton Bury Manchester Oldham* Rochdale Salford Stockport Tameside Trafford Wigan			
Zone 2: Merseyside and Cheshire Cheshire East Cheshire West and Chester Wirral Liverpool Sefton Halton Knowsley St Helens Warrington			
Zone 3 North of the region including Lancashire Blackburn with Darwen Blackpool* Cumbria* Lancashire			

Authorities marked * are not currently committed to operating the DPS, but will have the opportunity to join subsequently at six monthly intervals.

Providers responding to the mini-competition will be asked to provide a price in their response to the referral. The referral may, or may not, indicate maximum and/or lower prices for responses depending on the commissioning intentions of the individual authority. Responses by providers to the mini-competition must include all elements listed within the core cost specification unless **explicitly** told to remove them from the response in the referral.

Section 7 – Undertakings

When you have completed the questionnaire, please ensure that:

- You have fully answered all appropriate questions.
- You have enclosed all documents requested.
- Complete the contact details below

On behalf of the organisation named on page 5, I/We wish to express an interest in tendering for the advertised Contract.

I/We understand that I/We will not be considered for the Contract or may lose any contract if I/We:

- Offer any inducement to any official or member of the Council
- Falsify information provided within, or in support of, this application
- Refuse to answer all questions considered relevant to and/or submit all the necessary information required in support of this application
- Use the relationship with the Council in any way which is misleading and inaccurate in order to gain commercial or other benefits
- Fail to reveal connections with any Senior Personnel or Councillors within Tameside MBC

I/We certify that the information supplied is accurate to the best of my knowledge and that I/We accept the conditions and undertakings requested in this questionnaire.

I/We undertake to inform the Council of any material changes in the information provided (either contained within the questionnaire or the supporting documentation).

I/We understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. I/We also understand that any such action will empower the Council to cancel any contract currently in force and will result in the rejection of this application.

Enclosures

Please list any documents that have been enclosed with your completed questionnaire and indicate which question the document is relevant to.

Document	File Name	Notes
Data Protection/Information Governance policies and procedures		
Finance:		
A copy of your accounts - which should be audited where specified by the Companies Act (2006).		
Consolidated accounts for the group		
A statement of your turnover and profit/loss		
Alternative means of demonstrating financial status if your company has been recently formed and the statements detailed in a. and b. (above) have not yet been prepared		
A copy of your Equal Opportunities Policy		

Property Addresses