

I would like to make a request under the Freedom of Information Act for a copy of the following procurement document:

*A copy of your authority's standard / template **Pre-Qualification Questionnaire** as it would have been used in the 2014-15 Financial Year, or earlier,

Or, if that is no longer available:

*A copy of any **PQQ** used by your authority in any procurement exercise prior to April 2015.

Please note that you only need to provide me with one document. I am not asking for a copy of all your PQQs from that time period, simply any one example of a PQQ your procurement team was using, prior to April 2015 (when the rules on PQQ use were changed).

Please find enclosed a copy of a PQQ used by the Council in May 2014.



PEOPLE DIRECTORATE: CHILDREN, ADULTS AND FAMILIES

MULTI-SYSTEMIC THERAPY (MST)

TENDER REFERENCE – 098

TENDER INFORMATION AND INSTRUCTIONS

CONTRACT OFFICERS:

Targeted & Specialist Commissioning Service
People Directorate: Children, Adults & Families
Wigan Council

Tel:

E-mail:

IMPORTANT NOTICE

May 2014

The contents of this Invitation to Tender (ITT) and of any other documentation made available to you in respect of this tender process are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.

No Tenderer will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers. The Council reserves the right to issue supplementary documentation at any time during the tendering process to clarify any issue or amend any aspect of the ITT. All such further documentation that may be issued shall be deemed to form part of the ITT and shall supplement and/or supersede any part of the ITT to the extent indicated.

The Council reserves the right to amend the enclosed tender documents at any time prior to the deadline for receipt of tenders. Any such amendments shall be numbered, dated and issued by the contact officer(s) named above. Where amendments are significant, the Council may at its discretion extend the return date for receipt of tenders.

By issuing this invitation to tender the Council is not bound in any way and does not have to accept the lowest or any tender.

The Council reserves the right to accept the whole or any specified part of the tender unless the tenderer expressly stipulates otherwise.

You will not be entitled to claim from the Council any costs or expenses which you may incur due to this invitation to tender whether or not your tender is successful. The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

You are deemed to understand fully the processes that the Council is required to follow under relevant European and UK legislation, particularly in relation to The Public Contracts Regulations 2006.

FREEDOM OF INFORMATION ACT AND ENVIRONMENTAL INFORMATION STATEMENT

The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").

As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.

If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as "**Not for disclosure to third parties**" together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.

The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.

The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

- has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
- does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
- in cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

CLARIFICATION MEETINGS, SITE VISITS AND INTERVIEWS

The Council reserves the right to hold clarification meetings, site visits and/or interviews as it considers appropriate both before and after Tender submission.

Tenderers may be required to make available key members of their delivery team who will be responsible for the provision of the Contract to demonstrate their understanding and approach as outlined in the Tender and to allow the Council an opportunity to clarify any aspect of the Tender.

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SUMMARY INSTRUCTIONS AND DETAILS OF CONTRACT

ITEM	CONTRACT DETAILS
OJEU reference:	Not applicable
Contract Description:	Provision of Multi-Systemic Therapy to children and young people on the edge of care and/or custody and their families
Scope:	Borough wide
Insurance Requirements:	<ul style="list-style-type: none"> ▪ Public Liability Insurance (minimum £5million). ▪ Employers Liability Insurance (minimum £10million). ▪ Professional Indemnity (minimum £2million). ▪ Vehicle Insurance Cover. ▪ Medical Malpractice Insurance (£1million per occurrence, where medical procedures are provided). <p>Sub Contractors Liability (the provider shall ensure that the same levels of insurance are maintained for any sub-contracted services).</p>
Period of Contract:	From: 01/08/2014 to: 31/03/2017 (Extension options for +1 year +1 year)
Procuring Officers:	
Submission instructions:	Electronic upload to the Chest and Four Bound Hard Copies
Tenders to be sent to:	The Chief Executive, Wigan Town Hall, Library Street, Wigan, WN1 1YN.
Date/time for Tender return:	<p>13th June 2014 at 1pm</p> <p>Submissions will be received up to the above deadline. The Council does not undertake to consider tenders received after the return date. Those received before the return date will be retained unopened until then. For information regarding uploading information to the CHEST please refer to Section 4.</p>
Packaging:	Tenders must be marked “ TENDER - STRICTLY CONFIDENTIAL – 098 Multi-Systemic Therapy - to be opened by addressee only ” and the packaging must not bear any sign or reference which might indicate the identity of the Tenderer.

TIMETABLE

This timetable is indicative only. The Council reserves the right to change it at its discretion.

Stage	Date(s)/time
Issue of Invitation to Tender	w/c 19 May 2014
Submission of Tenders	13 June 2014
Evaluation of Tenders	16-20 June 2014
Notification of Interview	w/c 23 June 2014
Interviews	w/c 30 June 2014
Notify successful applicant by telephone (10 calendar days cooling off period)	w/c 7 July 2014
Intention to award letter	w/c 14 July 2014
Pre-contract meeting	w/c 21 July 2014
Expected date of award of Contract(s)	1 August 2014
Contract commencement	1 August 2014

BACKGROUND

The Council is seeking submissions from suitably experienced and qualified organisations who wish to be considered for the provision of a Multi-Systemic Therapy Service (MST) for children and young people on the edge of care and/or custody within the Borough.

MST is a licence based, preventative community intervention from the USA, aimed at children and young people aged 11-17 years and their families, where young people are at risk of out of home placement in either care or custody as a result of severe behavioural problems and have not engaged with other services.

Following a review of the evidence for MST, research (that shows that working with the young person in isolation means that any gains are quickly eroded upon return to the family, school or neighbourhood and that custodial sentences are counter productive due to the immersion of the young person in a peer culture where antisocial values predominate) and the findings from the detailed needs analysis, Wigan Council and its partners consider MST to be an appropriate response to the following challenges.

Guidance suggests that MST is most appropriate for local authorities experiencing significant numbers of children aged 11-17 who are: accommodated under a s.20, displaying high levels of antisocial behaviour, below average educational attainment and high levels of substance misuse. Of these issues we know that Wigan has a high s.20 population, relatively low offending levels (although evidence suggests alternative approaches to reducing or eliminating offending behaviour are required), improving educational attainment (although educational outcomes for this cohort remain poor), and higher levels of substance misuse indicated by the number of drug and alcohol related A&E admissions.

The Service aims to reduce the risk of young people going into care, prevent young people from being excluded from school, prevent young person arrests and reduce reliance on public services.

Expected outcomes for individuals engaging with the service include:

- Increased parenting capacity
- Increased young peoples engagement with education and training
- Promote positive activities for parents and young people
- Reduce young peoples offending or anti-social behaviour
- Increased family cohesion
- Reduction in health and mental health problems in the young person or parent, including substance misuse.

MST forms part of the Borough's comprehensive early intervention and prevention offer to families.

ABOUT THESE INSTRUCTIONS

These instructions are designed to ensure that all tenderers are given equal and fair consideration. It is important therefore that you provide all the information requested in the format and order specified.

Full details of the Council's needs under the Contract and other relevant information is provided in the accompanied Service Specification. All enquiries concerning this Invitation to Tender should be submitted via 'The Chest' e-procurement portal (www.thechest.nwce.gov.uk).

We will only provide information and answer any enquiries via 'The Chest' portal (www.thechest.nwce.gov.uk). We will keep the source of any questions confidential however we must make all questions and answers available to all providers (as detailed in section 13 – Tender Amendments). In doing this we are unable to amend the questions and they will be made available in their entirety as they are submitted. Please do not include any information in questions that you are not prepared to have made available to others.

You should not contact any other person regarding this matter unless expressly advised by 'The Chest'.

If you have difficulties accessing 'The Chest' then please contact the supplier's helpdesk on 0845 293 0459 or by e-mail at nwsupport@due-north.com

There is also a series of guidance notes available on 'The Chest' web site and embedded below:



supplierregistration-quickguide.doc



supplier-tender-response-quickguide.doc

COMPLETING THE QUESTIONNAIRE

If the Organisation is a consortium then all the sections must be answered by the lead organisation on behalf of the entire consortium. If there are any questions that do not apply please mark them N/A with an explanation where appropriate.

PRICING

Tenderers must complete a Pricing Schedule to provide all of the obligations under the Contract.

You are requested to price your tender on a fixed price basis for the duration of the contract period, incorporating all the costs associated with providing the service including fees and expenses, stated in pounds sterling and exclusive of VAT.

The Council has a statutory requirement to ensure compliance with a number of corporate considerations when providing its services. The Council is delivering its services when a contractor is delivering services on behalf of the Council. It is therefore incumbent upon the Council to ensure that these statutory requirements are carried out by any contractor that is working for the Council. Consequently, the Council is looking for a commitment within Tenders to assisting the Council in the following duties. The Council does not consider that these requirements will be onerous and so pricing should not be affected in complying with any of these obligations but if a Tenderer believes there is a pricing impact, the impact of complying with these obligations should be clearly identified in their Pricing Schedule.

The Tender (including price) shall remain valid for a period of 12 months from the tender return date.

SUBMISSION REQUIREMENTS

Tenders must be written in the English language.

Only one Tender is permitted from each Tenderer. In the event that more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded.

The Tender must be submitted in a full and complete manner and not be qualified in any way. Tenders may be rejected if the complete information called for is not given at the time of tendering.

Your full registered business/name and main office address must also be provided on all documents and any signatures must be made by a person who is authorised to commit the Tenderer to the Contract.

TENDER EVALUATION AND AWARD CRITERIA

Each Tender will be checked initially for compliance with all requirements of the ITT. During the evaluation period, the Council reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers, to assist it in its consideration of their Tenders.

Tenders will be evaluated to determine the **most economically advantageous** Tender taking into consideration the specified award criteria. The Council does not undertake to accept the lowest or any Tender and reserves the right to accept the whole or any part of any Tender submitted. Final consideration of award of contract could also take account, where appropriate, of an outcome that gives competition and choice within the market place. Any submissions that do not achieve our 60% threshold will not be deemed a successful bid.

Your response to our requirements will be evaluated in two stages:

- Stage 1: The completeness and compliance of Part A of your tender submission. Including: the outcome of a financial risk analysis, which can include, but is not limited to, checks with Companies House, analysis of Equifax reports, analysis of submitted accounts, etc; and any other risks or benefits to the Council. Stage 1 is scored on a pass/fail basis, where issues or concerns arise as a result of the above; the submission could be rejected at this stage.
- Stage 2: Quality assurance and other factors will be evaluated under the following headings:
 - Your approach to delivering MST for children and young people including how you propose to manage and operate the service (20%);
 - Your knowledge and experience of delivering MST for children and young people including the maximisation of outcomes, service user engagement and partnership working and risk management (40%);
 - Value for money including additonality, proposals for improving efficiency and effectiveness and risk management (40%).

Questions within each section of Part B are weighted equally and will be scored out of 5 using the following criteria:

5	Exceeded specification requirements
4	Met specification in full
3	Met majority of specification requirements
2	Met specification in part
1	Comment made, but did not meet any of the specifications requirements
0	Question not answered

The maximum score available is 100 which equates to 80% of the scoring the remaining 20% will be scored at interview.

CONDITIONS OF CONTRACT

The Council reserves the right to award one, any number, or no contracts. Any resulting Contract will consist of the Contract Particulars (to be completed), the Standard Terms and Conditions, the Special Terms and Conditions and the successful Tender. The Contract will be subject to English law and the exclusive jurisdiction of the English Courts.

Under the Contract the Council will require compliance with its policies including the following, non-exhaustive list:

- Health and Safety;
- Equality and Diversity;
- Whistleblowing;
- Information governance requirements;
- Incident reporting requirements;
- Safeguarding.

Wigan Council's policies can be found via the link below:

<http://www.wigan.gov.uk/Services/CouncilDemocracy/PoliciesPlans/>

The Council is bound by procurement rules and cannot enter into any negotiations on the Tender or Contract.

Any contract award will be conditional on the Contract being approved in accordance with Council's internal procedures and the Council being generally able to proceed and will allow the statutory standstill period of a minimum of **10 calendar days** to elapse before sending confirmation of contract award to the successful Tenderer.

Tenderers are advised to satisfy themselves that they understand all of the requirements of the Contract before submitting their Tender.

INVITATION TO TENDER

PART A

A. ORGANISATION PROFILE

NOTE TO ORGANISATION: This section is required for information purposes only.

Please provide the following details:

Business name (or Consortium Name):

If consortia bid then Lead Organisation should complete this questionnaire on behalf of the partnership

Registered or trading name if different:

Type of organisation (e.g. private limited company, partnership, sole trader):

Registered address:

Correspondence address if different from the above:

Address from which the Contract will be provided if different from the above:

Name of ultimate holding/parent company or subsidiary companies including addresses and an explanation of group structure and internal relationships:

Company Registration Number of ultimate holding/parent company or subsidiary companies:

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If you have included details of an ultimate holding/parent company above would this company be willing to guarantee your contract performance and enter into any requisite legal documentation?

--

Indication of the principal areas of business activity of your organisation:

--

Name of Person completing this form	
Position in Organisation	
Contact Tel No	
Email Address	
Date	
Signature	
Company/ies registration number(s)	
Place of registration	
Year established	
VAT number	

Contact name (if different from above)	
Contact's position (if different from above)	
Contact's telephone number (if different from above)	
Contact's email address (if different from above)	

B. GROUNDS FOR EXCLUSION

NOTE TO ORGANISATION: This section will be evaluated on a pass/fail basis.

Please confirm that, to the best of your knowledge, the organisation named above is not in breach of the provisions of Regulation 23(1) of the Public Contracts Regulations 2006 as summarised below.

B1. Mandatory Grounds

The organisation (or its directors or any other person who has powers of representation, decision or control of such organisation) has not been convicted of any of the following offences:-

Conspiracy within the meaning of section 1 of the Criminal Law Act 1977 where that conspiracy relates to participation in a criminal organisation as defined in Article 2(1) of Council Joint Action 98/733/JHA; or	Been Convicted? YES/NO <i>(Delete as appropriate)</i>
Corruption within the meaning of section 1 of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906; or	Been Convicted? YES/NO <i>(Delete as appropriate)</i>
The offence of bribery; or	Been Convicted? YES/NO <i>(Delete as appropriate)</i>
<p>Fraud, where the offence relates to fraud affecting the financial interests of the European Communities as defined by Article 1 of the Convention relating to the protection of the financial interests of the European Union, within the meaning of:-</p> <ul style="list-style-type: none"> • the offence of cheating the Revenue; or • the offence of conspiracy to defraud; or • fraud or theft within the meaning of the Theft Act 1968 and the Theft Act 1978; or • fraudulent trading within the meaning of section 458 of the Companies Act 1985; or • defrauding the Customs within the meaning of the Customs and Excise Management Act 1979 and the Value Added Tax Act 1994; or • an offence in connection with taxation in the European Community within the meaning of section 71 of the Criminal 	Been Convicted? YES/NO <i>(Delete as appropriate)</i>

Justice Act 1993; or • destroying defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the Theft Act 1968; or	
Money laundering within the meaning of the Money Laundering Regulations 2003; or	Been Convicted? YES/NO <i>(Delete as appropriate)</i>
Any other offence within the meaning of Article 45(1) of the Public Sector Directive.	Been Convicted? YES/NO <i>(Delete as appropriate)</i>

If you are unable to confirm any of the above, please give details below, including any action taken to resolve the situation.

Please confirm the following statements or give details if you answer FALSE to any of the questions.

B2. Discretionary Grounds

The organisation (or its directors or any other person who has powers of representation, decision or control of such organisation) confirms that:-

Being an individual he is not bankrupt or has not had a receiving order or administration order or bankruptcy restrictions order made against him or has not made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or does not appear able to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has not granted a trust deed for creditors or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of his estate, or is not the subject of any similar procedure under the law of any other state; or	TRUE/FALSE <i>Delete as appropriate)</i>
Being a partnership constituted under Scots law it has not granted a trust deed or become otherwise apparently insolvent, or is not the subject of a petition presented for sequestration of its estate; or	TRUE/FALSE <i>(Delete as appropriate)</i>
Being a company or any other entity within the meaning of section 255 of the Enterprise Act 2002 has not passed a resolution or is not the subject of an order by the court for the company's winding up	TRUE/FALSE <i>(Delete as appropriate)</i>

otherwise than for the purpose of bona fide reconstruction or amalgamation, or has not had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is not the subject of the above procedures or is not the subject of similar procedures under the law of any other state; or	
It has not been convicted of a criminal offence relating to the conduct of his business or profession; or	TRUE/FALSE <i>(Delete as appropriate)</i>
It has not committed an act of grave misconduct in the course of his business or profession; or	TRUE/FALSE <i>(Delete as appropriate)</i>
It has fulfilled obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which the organisation is established; or	TRUE/FALSE <i>(Delete as appropriate)</i>
It has fulfilled obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which the economic operator is established; or	TRUE/FALSE <i>(Delete as appropriate)</i>
It is not guilty of serious misrepresentation in providing any information required of him under this regulation; or	TRUE/FALSE <i>(Delete as appropriate)</i>
In relation to procedures for the award of a public services contract, it is licensed in the relevant State in which he is established or is a member of an organisation in that relevant State when the law of that relevant State when the law of that relevant State prohibits the provision of the services to be provided under the contract by a person who is not so licensed or who is not such a member; or	TRUE/FALSE <i>(Delete as appropriate)</i>
Where applicable, it is registered with the appropriate trade or professional register(s) in the EU Member State where it is established (as set out in Annex IXB of Directive 2004/18/EC) under the conditions laid down by that Member State.	TRUE/FALSE <i>(Delete as appropriate)</i>

If you are unable to confirm any of the above, please give details below, including any action taken to resolve the situation.

C. INSURANCE

NOTE TO ORGANISATION: This section will be evaluated on a pass/fail basis.

Please provide confirmation that you have or, if successful, will buy the following minimum levels of insurance:

	Confirmed
Public liability (minimum £ 5,000,000)	YES/NO
Employers liability (minimum £ 10,000,000)	YES/NO
Professional indemnity (minimum £ 2,000,000)	YES/NO
Vehicle Insurance Cover	YES/NO
Medical Malpractice Insurance (£1 million per occurrence, where medical procedures are provided)	YES/NO

Sub Contractors Liability (the provider shall ensure that the same levels of insurance are maintained for any sub-contracted services.

D. FINANCIAL INFORMATION

NOTES TO ORGANISATION:

1. This section will be evaluated on a pass/fail basis.
2. We may seek evidence relating to the questions below, if required and we reserve the right to use the services of an independent third party to assess your financial standing/appraisal.

What was your turnover in the last two years (if this applies)?

£ for year ended __ / __ / ____	£..... for year ended __ / __ / ____
------------------------------------------	-----------------------------------------

Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?

YES/NO (*delete as appropriate*)

If the answer to the above question is **no**, what were the reasons, and what has been done to put things right?

--

Has your organisation met all its obligations to pay its creditors and employees during the past year?

YES/NO (*delete as appropriate*)

If the answer to the above question is **no**, please explain why not:

--

What is the name and branch of your bankers who could provide a reference?

Name	
Branch	
Contact Details	

Have you completed the draft Bankers Letter attached as Appendix 1?

YES/NO (*delete as appropriate*)

If asked, would you be able to provide **at least one of the following?**

A statement of your turnover, profit & loss account and cash flow for the most recent year of trading

YES/NO *(delete as appropriate)*

A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position

YES/NO *(delete as appropriate)*

The following **must** be provided:

A copy of your most recent accounts, audited if applicable (for the last two years if this applies). **If two years accounts can not be provided an Accountant’s Reference is required.**

Please tick the box to confirm the above documents are enclosed:	
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NOTES TO ORGANISATION: Where the organisation is a subsidiary of a group all questions must be answered for both the subsidiary and the ultimate parent.

E. HEALTH AND SAFETY

NOTE TO ORGANISATION: This section is required for information purposes only.

THIS IS MY ORGANISATION'S COMMITMENT TO HEALTH AND SAFETY:

- To provide adequate control of the health, safety and welfare risks arising from our work activities which may affect workforce or others
- To consult with our workforce on matters affecting health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for workforce
- To ensure all workforce are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions
- To ensure sufficient funds are available to implement this statement; and
- To review and revise this statement as necessary at regular intervals not exceeding 12 months.

You agree to ensure that all your workforce will comply with all relevant health and safety legislation, as well as any instructions from the Council's Supervising/Safety Officers, whilst your organisation undertakes any work on behalf of the Council

Signed	
Name	
Position in Organisation	
Date	

NOTE TO ORGANISATION: This section will be evaluated on a pass/fail basis.

Responsibility & Structure

Please state the name and position of the person with overall responsibility for health and safety in your organisation together with details of experience and any relevant qualifications.

Name	
Position in Organisation	
Experience	
Qualifications	

Please state the name and position of the person (if different to above) appointed to provide health and safety advice as required by Regulation 7 of the Management of Health & Safety Work Regulations 1999, together with details of experience and any relevant qualifications.

Name	
Position in Organisation	
Experience	
Qualifications	

How many persons does your organisation normally employ?

Does your organisation (not individuals within it) have current membership of any trade associations, safety organisations, registration with or accreditation by any accrediting bodies, for example CHAS or equivalent?

YES/NO *(delete as appropriate)*

If the answer is **yes**, provide details, using full names of associations, bodies and any applicable registration number. Please do not use abbreviations.

Policies and Procedures

Does your organisation have a written Health and Safety Policy (covering General Policy, Organisation and Arrangement) as required by Section 2(3) of the Health and Safety at Work etc Act 1974 and issue any codes of safe working practices to workforce?

YES/NO *(delete as appropriate)*

If the answer is **yes** please enclose a copy of the policy.

If your organisation does not have a written Health and Safety Policy please give the reason why.

Please state how health and safety policies and procedures are communicated to your workforce and administered within your organisation?

Does your organisation have a procedure for the reporting and recording of accidents and dangerous occurrences in accordance with RIDDOR? (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)

YES/NO *(delete as appropriate)*

Have you enclosed a copy of your procedure for accident reporting, recording and investigation?

YES/NO *(delete as appropriate)*

Please complete the following table in respect of accidents and dangerous occurrences as set out below.

Year	Fatal	Major Injury or "Over 3-Day"	Non-Reportable	Dangerous Occurrences	Reportable ill-health	Near Misses
This year						
Last year						
Year before last						

During the last five years, has the organisation been subject to formal enforcement (e.g. Prosecution, Prohibition Notice or Improvement Notice) for contravention of the Health and Safety at Work etc Act 1974, or equivalent legislation arising from your conduct of activities similar to those covered by this contract?

YES/NO *(delete as appropriate)*

If the answer is **yes**, please provide full details and explain corrective action taken to prevent re-occurrence.

Does your organisation have Risk Assessment Procedures in place for all work activities as required by the Management of Health and Safety at Work Regulations 1999 and associated legislation?

YES/NO *(delete as appropriate)*

If the answer is **yes**, please supply 2 examples of risk assessments and safety method statements for work activity undertaken within the last 12 months. This should include manual handling, COSHH (Control of substances hazardous to health) or others that are relevant to your work activities.

Copy of above enclosed if appropriate

YES/NO (*delete as appropriate*)

Does your organisation have a health and safety training programme for your workforce to ensure that they are competent for their duties?

YES/NO (*delete as appropriate*)

If the answer is **yes**, please enclose brief details of training courses or programmes undertaken by managers and workforce.

Does your organisation have arrangements in place for consultation with workforce on health and safety matters?

YES/NO (*delete as appropriate*)

Where appropriate, does your organisation undertake health monitoring of workforce?

YES/NO (*delete as appropriate*)

If the answer is **yes**, please provide details.

If your organisation uses sub-contractors, do you have a system in place for assessing their competence and the ongoing monitoring and review of their Health and Safety performance?

YES/NO (*delete as appropriate*)

If the answer is **yes**, please provide details.

Do you have a system in place for monitoring your Health and Safety arrangements including auditing them at periodic intervals and for reviewing them on an ongoing basis?

YES/NO (*delete as appropriate*)

If the answer is **yes**, please provide details including examples.

F. EQUALITY AND DIVERSITY

The Council is committed to providing its services in a way that promotes equality of opportunity at every possibility. It is expected that the successful Tenderer will be equally committed to equality and diversity in its employment practices and service provision, and will ensure compliance with all anti-discrimination legislation.

Tenderers should note that the successful Tenderer will be asked to contract with the Council to ensure that they adhere to these obligations. The Council will, if appropriate, monitor the successful Tenderer’s compliance throughout the Contract Period.

The Council requires service providers to demonstrate that they comply with equality in employment legislation. The levels of compliance become more demanding depending on the number of employees employed by the organisation.

Organisations employing less than 5 employees face minimum requirements, whilst organisations employing 50 or more employees need to meet more comprehensive criteria. During the Contract Period the Council may work with contractors, who at present do not fully comply, to help them put in place policies and practices to do so.

LEVEL	CRITERIA
1 (<5 employees)	Organisations with fewer than 5 directly employed persons will be expected to meet the appropriate level of compliance for the delivery of the Contract. Should recruitment increase the size of the organisation to 5 or more employees the organisation will be expected to meet the appropriate level of compliance.
2 (5 to 49 employees)	<p>All organisations with between 5 and 49 employees must achieve criteria listed below:</p> <ul style="list-style-type: none"> ▪ All organisations must have an equality policy in respect of age, disability, gender (including gender reassignment), pregnancy and maternity, race (ethnic or national origins, colour or nationality), religion or belief and sexual orientation that covers at least: <ul style="list-style-type: none"> ○ recruitment, selection, training, promotion, discipline, grievance and dismissal. ○ discrimination, harassment, and victimisation, making it clear that these are disciplinary offences within the firm. ○ identification of the senior position with responsibility for the policy and its effective implementation. ○ how you communicate the policy to your employees. ▪ Effective implementation of the policy in the organisation’s recruitment practices, to include open recruitment methods such as the use of job centres, careers service or press advertisements. ▪ The policy should either be reviewed to reflect changes in

	<p>legislation or within a three-year period whichever occurs first.</p> <ul style="list-style-type: none"> ▪ To monitor the age, disability, gender (including gender reassignment), pregnancy and maternity, race (ethnic or national origins, colour or nationality), religion or belief and sexual orientation.
<p>3 (50 or more employees)</p>	<p>All organisations with 50 or more employees must achieve the criteria in level 2 and the additional criteria 5-10 listed below:</p> <ul style="list-style-type: none"> ▪ Provide written instructions to managers and supervisors on equality in recruitment, selection, training, promotion, discipline, grievance and dismissal of employees. ▪ Provide equality training for managers and any employees responsible for recruitment and selection. ▪ In addition to criterion 4 (Level 2) carry out monitoring on the number of employees from different age ranges, disabilities, genders (including gender reassignment), pregnant and on maternity leave, races (ethnic or national origins, colour or nationality), religions or beliefs and sexual orientations: <ul style="list-style-type: none"> ○ in post ○ applying for posts ○ taking up training and development opportunities ○ promoted ○ transferred ○ disciplined and dismissed ○ a grievance is raised ○ leaving employment ▪ If the above monitoring reveals inequalities, organisations will be expected to take steps to address imbalances. ▪ In respect of the above, annual monitoring and reporting is required regarding equality issues within the workforce. ▪ Organisation's recruitment advertisements and publicity literature should state that equal opportunities practices are in place.

NOTES TO ORGANISATION:

1. This section will be evaluated on a pass/fail basis
2. We will seek evidence relating to the questions below, if required

Does your organisation comply with its legal obligations relating to the following?

Race	YES/NO <i>(delete as appropriate)</i>
Sexual Orientation	YES/NO <i>(delete as appropriate)</i>
Disability	YES/NO <i>(delete as appropriate)</i>
Age	YES/NO <i>(delete as appropriate)</i>
Religion or Belief	YES/NO <i>(delete as appropriate)</i>
Gender	YES/NO <i>(delete as appropriate)</i>
Pregnancy and Maternity	YES/NO <i>(delete as appropriate)</i>
Gender Reassignment	YES/NO <i>(delete as appropriate)</i>
Human Rights	YES/NO <i>(delete as appropriate)</i>

NOTE TO ORGANISATION: You must keep up to date with relevant changes in legislation.

In the last three years has any finding of unlawful discrimination been made against your organisation by any court or industrial or employment tribunal?

YES/NO *(delete as appropriate)*

In the last three years has your organisation been the subject of a formal investigation on grounds of alleged unlawful discrimination by, for example, the Commission for Racial Equality (CRE), Disability Rights Commission (DRC), Equal Opportunities Commission (EOC) or Equality and Human Rights Commission (EHRC)?

YES/NO *(delete as appropriate)*

If the outcome of either of the last two questions (above) was yes, what action were you required to take as a result of that finding or investigation?

If you were required to take action, what action did you take?

If you were required to take action and no action was taken, please explain why not?

If you were required to take action, did the action taken satisfy the relevant organisation?

YES/NO *(delete as appropriate)*

G. TECHNICAL CAPACITY

SERVICES

Where possible please provide details of services similar in nature to those required under this Contract over the past three years including details of when the services were provided, to whom and the total contract value.

NOTE TO ORGANISATION: This question is for information purposes only

SERVICE	CLIENT	DESCRIPTION	KEY PERFORMANCE INDICATORS	PERIOD OF CONTRACT DELIVERY	CONTRACT VALUE

(Please add rows as appropriate)

Please provide an overview of the staff and technical services available to you including a statement of your average annual staffing turnover including managerial staff over the past 3 years broken down according to discipline where relevant.

NOTE TO ORGANISATION: This question is for information purposes only

Please provide details of your measures for ensuring quality, details of your quality attestation registrations (if any) for example under ISO9001 or equivalent, details of your approach to contract and project management, service delivery and complaints. Please also provide details of the experience of the person who is responsible for quality standards.

NOTE TO ORGANISATION: This question is for information purposes only

Please confirm whether your organisation has ever had a contract terminated within the last 3 years?

NOTE TO ORGANISATION: This question is for information purposes only

YES/NO *(delete as appropriate)*

If the answer is **yes**, please provide full details.

Please confirm whether your organisation has **NOT** had a contract renewed for failure to perform to the terms of the contract?

NOTE TO ORGANISATION: This question is to be scored on a pass/fail basis.

YES/NO *(delete as appropriate)*

If the answer is **yes**, please provide full details.

Please confirm whether your organisation has withdrawn from a contract prematurely?

NOTE TO ORGANISATION: This question is to be scored on a pass/fail basis.

YES/NO *(delete as appropriate)*

If the answer is **yes**, please provide full details.

Please confirm whether your organisation has any outstanding claims or had litigation against it in the last 3 years?

NOTE TO ORGANISATION: This question is to be scored on a pass/fail basis.

YES/NO *(delete as appropriate)*

If the answer is **yes**, please provide full details.

I. Safeguarding

Please provide details of the accountability and governance arrangements within your organisation with respect to safeguarding children and vulnerable adults

NOTE TO ORGANISATION: This question is to be scored on a pass/fail basis.

Please confirm whether all staff have up to date Level 3 Safeguarding Training

YES/NO (*delete as appropriate*)

If no, do you agree to ensure that this is completed within one month of contract commencement

YES/NO (*delete as appropriate*)

Please confirm your organisation has completed and returned the Audit Tool to Monitor Safeguarding & Mental Capacity Act Standards for Non NHS Providers 2014

NOTE TO ORGANISATION: This question is to be scored on a pass/fail basis.

YES/NO (*delete as appropriate*)

PART B

Please complete the following section providing your responses as indicated adhering to the word limits specified. Diagrams, example proformas and case studies may be provided as appendices.

Criteria		Weighting
Information required from Tenderers (should as a minimum include the following):		
(a)	Details of how you intend to provide the requirements of the service in accordance with the specification and relevant guidance.	
(b)	Details of the way in which you propose to manage performance monitoring of the Contract and achieve the identified outcomes.	
A.	<p>Approach to delivering the contract:</p> <p>Tenders will be evaluated as to the proposed method for delivery of the Contract including:</p> <ul style="list-style-type: none"> • Timeliness of project delivery • Staffing structure and service flexibility • Proposed referral process • Quality assurance and adherence to model fidelity. <p>Please make reference to each component of the service model where applicable.</p>	20%
A.1	<p>Please provide a method statement detailing how you will deliver MST in the Wigan borough, outlining each individual component within the specification. Please include a contract timetable and induction plan.</p> <p>Maximum 1000 words</p>	
	Response:	
A.2	<p>Please outline your organisation's proposed staffing structure for the provision of this service, indicating how this model will be recruited to and how it allows for back up supervision, flexible working practices and reacting to the fluctuating demands of service users. Please outline staff qualifications, skills and experience. Please indicate a project management structure and principal point of contact for the Council to be Contract Manager.</p> <p>Maximum 1000 words</p>	
	Response:	
A.3	Please provide a description of your intended referral process in detail including	

	<p>the agencies approved to make referrals directly to the MST programme. Please use diagrams/flow charts as appropriate.</p> <p>Maximum 1000 words</p>
	<p>Response:</p>
A.4	<p>Please outline how you will ensure fidelity to the MST model with particular consideration to:</p> <ul style="list-style-type: none"> • Supervision • Quality assurance • Record keeping and reporting • Confidentiality • Application to the 9 guiding principles • Training • Monitoring arrangements. <p>Maximum 1500 words</p>
	<p>Response:</p>
A.5	<p>With regard to safeguarding all children, young people and their families and workforces, please</p> <p>(a) describe what you consider to be the key potential safeguarding issues in respect of this contract and;</p> <p>(b) demonstrate how you will:</p> <ul style="list-style-type: none"> • ensure all staff working with children, young people and their families will have appropriate training and experience for the tasks they undertake • undertake regular DBS checks • ensure skills and training updates required to act on safeguarding childrens and adults issues are undertaken • ensure safeguarding policies and guidelines are implemented and followed by every employee • ensure appropriate information sharing and partnership working arrangements are in place. <p>Maximum 1500 words</p>
	<p>Response:</p>

B	<p>Value for Money:</p> <p>Tenders will be evaluated as to financial acceptability including:</p> <ul style="list-style-type: none"> • Transparency and coherence of Pricing Schedule • Identification of additionality and cost savings • Overall value for money for delivery and effectiveness. • Identification of financial risks to successful delivery of the service and actions to be taken to reduce or overcome these. 	40%
B.1	<p>Please outline your proposed cost for service delivery in the pricing schedule provided, and provide a description below as appropriate. The pricing schedule should provide details of full management costs for the project.</p> <p>Maximum 1000 words.</p>	
	<p>Response:</p>	
B.2	<p>Please outline any additionality your organisation can bring to this contract that is of wider benefit to service users.</p> <p>Maximum 1000 words.</p>	
	<p>Response:</p>	
B.3	<p>Please outline how you will ensure the needs analysis is effectively used and updated including recording and evidencing cost savings for MST and other services?</p> <p>Maximum 1000 words.</p>	
	<p>Response:</p>	
B.4	<p>Please outline any financial or operational risks to successful delivery of the service and explain the actions that you will take to reduce or overcome these.</p> <p>Maximum 1000 words</p>	
	<p>Response:</p>	

C.	<p>Knowledge and Experience:</p> <p>Evidence is required of knowledge and experience including:</p> <ul style="list-style-type: none"> • Proven track record of delivering Multi-Systemic Therapy to children and young people on the edge of care and/or custody. • Proven track record of delivering outcomes for this cohort • Proven track record of engaging service users and staff • Proven track record of working in partnership with other organisations. • Knowledge of other services available for children, young people and families. 	40%
C.1	<p>Please outline your organisations experience of delivering MST and working with children and young people on the edge of care and/or custody and their families. Please provide examples of your experience of information collation, hypothesis and strategy formation in relation to this cohort.</p> <p>Maximum 1000 words</p>	
	<p>Response:</p>	
C.2	<p>Please illustrate how you have actively engaged service users who have a history of none or superficial engagement to bring about long term behaviour change in relation to parenting, engagement in education and training, offending and anti-social behaviour, mental health and substance misuse. Please provide qualitative and quantitative evidence as appropriate.</p> <p>Maximum 1500 words</p>	
	<p>Response:</p>	
C.3	<p>Please demonstrate how you have engaged services users in service reviews and evaluation.</p> <p>Maximum 1000 words</p>	
	<p>Response:</p>	

C.4	<p>Effective partnerships are critical to the success of the service. Please outline your experience of working in partnership to maximise outcomes for service users? Please include:</p> <ul style="list-style-type: none">• Who you consider to be key partners for successful delivery of this service• How will you market the service, develop and maintain a high profile• How you will manage effective communication with key stakeholders• How you have previously engaged with social care and health partners. <p>Maximum 1500 words</p>
	<p>Response:</p>

REFERENCES

Please provide details of three references from the above contracts whom the Council may contact for further information.

	Reference 1	Reference 2	Reference 3
Name			
Title			
Address			
Tel. No.			
Email Address			

Appendix 1

Date: _ _____

_____ Bank

Dear Sirs,

Re: Bankers Reference

I confirm that, by authority of this letter, I give permission for:

_____ Council

To be supplied with a current bank reference in respect of:

Account Name: _____

Account Number: _____(12345678)

Sort Code: _____(99-99-99)

Branch: _____

Any costs associated with this reference are to be met by us.

Yours faithfully

Appendix 2



CERTIFICATE OF BONA FIDE TENDERING

1. I declare that this a bona fide Tender, intended to be competitive and that I have not fixed or adjusted the amount of the Tender by or in accordance with any agreement or arrangement with any other person ('person' includes any persons, body or association, corporate or incorporate).
2. I declare that the company is not aware of any connection with a member of the Council staff that could affect the outcome of the bidding process.
3. I declare that I have not done and I undertake that I will not do at any time any of the following:
 - a) communicate to any person, including the addressee calling for the Tender, the amount or approximate amount of the proposed tender;
 - b) enter into any agreement or arrangement with any other person or body that he or it shall refrain from tendering or as to the amount of any Tender to be submitted;
 - c) enter into any agreement or arrangement with any other person or body that we shall refrain from tendering on a future occasion;
 - d) offer or pay or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or causing to be done in relation to any other tender for the said work any act of the kind described above;
 - e) canvas or solicit the Council staff.
4. I understand that instances of illegal cartels or market sharing arrangements suspected by the Council will be referred to the Office of Fair Trading for investigation.
5. I understand that any misrepresentations may also be the subject of criminal investigation or used as a basis for civil action.
6. I understand and agree that if our tender is successful that the Organisation will purchase professional indemnity insurance as required if such insurance is not already held.
7. I understand and agree to the conditions set out in the Freedom of Information and Environmental Information Statement.
8. In this certificate 'Agreement' and 'Arrangement' includes any transaction private or open, or collusion, formal or informal, and whether or not legally binding.
9. Disclosure

Signed: _____

Name: _____

Title: _____

On behalf of: _____

Date: __ / __ / __

Appendix 3

CHECKLIST FOR TENDERERS

Failure to provide any of the items in the checklist may cause your Tender to be non-compliant and not considered.

No	Item	Included in Tender?
1.	COMPLETED INVITATION TO TENDER (PART A & PART B)	
2.	REFERENCES	
3.	FINANCIAL INFORMATION	
4.	SIGNED BANKERS REFERENCE	
5.	SIGNED CERTIFICATE OF BONA FIDE TENDERING	
6.	POLICIES	
7.	RISK ASSESSMENTS	
8.	COMPLETED PRICING SCHEDULE	
9.	COMPLETED SAFEGUARDING AUDIT	