

Bidder’s Response Document

Short Breaks Foster Care Overnight Service for Children and Young People with a Disability

8th April 2025

**Appendix 2 – Short Breaks Foster Care Overnight Service**

**Response to Request for Quote**

**1.0 Compliance**

|  |  |  |
| --- | --- | --- |
| **Bidder Information** | | **Response:** |
| Please provide the full name of the potential bidder and the name of the person submitting the information: | |  |
| Trading name that will be used if successful in this procurement: | |  |
| Please supply the name and contact details  (including telephone details) of a single point  of contact within your organisation to act as a  focal point for contract delivery: | |  |
| Address: | |  |
| Registered website address (if applicable): | |  |
| E-mail address: | |  |
| Trading status: | |  |
| Registered Company Number: | |  |
| Regulatory Body and Number (if applicable): | |  |
| Please provide a copy of your  Organisations accounts for the  last two years.  *(****upload a copy with your tender application****)*  (Pass/Fail) | | Yes / No  *(delete as appropriate)*  If No please give details why not and provide alternative means of demonstrating financial status (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or bank, charity accruals accounts or an alternative means) |
| **Grounds for exclusion**  Please indicate and provide details if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf) | (Pass/Fail) | Yes / No  *(delete as appropriate)*  If Yes please give details: |
|  |  |  |

1. **Pricing**

The Weighting for Price is **40%**.

Please quote your Price per night, excluding VAT in the table below.

The pricing proposal will be fixed for the duration of the contract.

Please note, travel costs and report writing and future service planning should be included in the price quoted. Bidders must also indicate any other costs that may be associated with the contract. No claim for any other additional payment will be considered for items that have not been specified.

|  |  |  |
| --- | --- | --- |
|  | Year 1 - 4 | Year 5-8 |
| *Price per Night* |  |  |

\*Year 5-8 subject to contract extension

Please indicate below any other costs that may be associated.

**Response:**

1. **Social Value**

The Social Value Act 2012 was introduced to promote organisations and individuals collaborating to maximise a positive impact on communities to create positive changes in economic, social and environmental factors.

Social Value is extremely important to the community of Telford & Wrekin Council and Shropshire Councilwho are both committed to facilitating Social Value on behalf of the local community. Social value that can be delivered will fall into areas covered by the [Council Priorities](https://www.telford.gov.uk/info/20268/co-operative_council/779/our_vision_priorities_and_values) for Telford and T[he Shropshire Plan](https://next.shropshire.gov.uk/the-shropshire-plan-2022-2025/) for the county of Shropshire. The lists below are not limited to the ideas of what you could deliver in your qualitative proposal.

Social

* Advertising via Council websites.  Employing a diverse workforce or Job creation for the delivery of the service including the employment of Care Leavers, long term unemployed or NEETS
* Collaborating with the voluntary and community sector, including users involved in designing and delivering the service
* Upskilling through work placements for schools and colleges
* Improve skills and access to digital technology
* Care Leavers, what can be achieved to deliver assistance.
* Helping Community groups, use of facilities, meeting rooms, equipment, mentoring or sponsoring amateur sports clubs or social groups

Economic

* Training and development opportunities / creation of apprenticeships
* Opportunities for Small and Medium Enterprises (SMEs) including Voluntary, Community and Social Enterprises (VCSEs)
* Prompt payment through the supply chain
* Advertising subcontracting opportunities to diverse supply chain
* Pay all staff the living wage

Environmental

* Removal of all Single use Plastics
* Water consumption management
* Environmental policy and prevention strategies
* Monitor greenhouse gas emissions
* Reduction in waste to landfill
* Heritage protection
* Carbon reduction or offsetting

|  |  |  |
| --- | --- | --- |
|  | **Social value** | **Weighting 8 %** |
| a | The Provider should submit the qualitative response below. The qualitative proposal should include what you will deliver locally in the borough of Telford & Wrekin and Shropshire as part of this Contract, how it will be delivered and over what timeframe. The key drivers to support you in this proposal are the Council’s priorities, these should help shape your approach.  [Our vision, priorities and values - Our vision, priorities and values - Telford & Wrekin Council](https://www.telford.gov.uk/info/20268/co-operative_council/779/our_vision_priorities_and_values)  [The Shropshire Plan](https://next.shropshire.gov.uk/the-shropshire-plan-2022-2025/) | 2% |
|  | **Response:**    Word count limit of 500 max |  |
| b | In 2018 the Council became a Carer Friendly Employer. This means that we set out our commitment to making our workplace more carer friendly and inclusive. Our pledge sets out our support to staff that combine caring with paid employment. Are you a carer friendly employer? What support do you offer to employees who are carers?  <https://newsroom.telford.gov.uk/News/Details/15286> | 2% |
|  | **Response:**  Word count limit of 500 max |  |
| c | Do you have a policy in place to provide career opportunities for people with disabilities or disadvantaged people? If so, please outline any arrangements introduced to support that policy. Are you signed up to the Disability Confident scheme? <https://www.gov.uk/government/collections/disability-confident-campaign> | 2% |
|  | **Response:**  Word count limit of 500 max |  |
| d | We continue to help to support our young people when they leave care. As part of the Care Leaver Covenant, we are looking for a range of both local and national organisations that can offer their time and support in many different ways such as training opportunities, job preparation, discounted offers and goods, outdoor activities to name a few for our care leavers. The Council has committed to deliver the Care Leaver Covenant 5 key outcomes as part of our procurement process <https://mycovenant.org.uk/about/>.  What can you do to support our care leavers? | 2% |
|  | **Response:**  Word count limit of 500 max |  |

**4.0 Environmental**

A key driver for Telford & Wrekin Council and for this contract is for it to aid in the response of climate change. In developing the contract Telford & Wrekin Council aims to further deliver on its key ambition to champion greenhouse gas reduction, both within the Council and across the Borough.

The Council aspires to be a zero-carbon organisation by 2031. The Council’s Becoming Carbon Neutral Action Plan provides a roadmap to net zero emissions for Telford & Wrekin Council. Leading from the front, the Council seeks to use low Carbon design and Technologies on scanning software to achieve a sustainable service which will set a precedent for contracts.

Telford & Wrekin Council aim to achieve its zero-carbon ambitions through the sustainable consideration / use of:

* Sustainable technologies
* A fabric first approach
* Life cycle costing
* Life cycle assessment
* Adaptation to climate change
* Energy
* Transport
* Water
* Materials
* Waste
* Land Use
* Ecology/ Enhanced biodiversity and landscaping

The above aspiration should be at the forefront of the deliverables. The Supplier is required to fully integrate the theme of sustainability throughout the contract and champion the service philosophy of addressing climate change.

To ensure providers deliver on their contractual carbon commitments, Shropshire Council provides a “Suppliers Zero Ask Toolkit” to help service providers with their carbon reporting and provide tailored sector-based guidance on how to reduce their carbon footprint.

This link will take you to [Shropshire Councils Climate Action port](https://next.shropshire.gov.uk/shropshire-climate-action/)al.

|  |  |  |
| --- | --- | --- |
|  | **Environmental** | **Weighting**  **2 %** |
| a | What actions have you taken to reduce your impact on the environment? i.e. energy, improvements in technology to optimise meetings / training | 2% |
|  | **Response:**   Word count limit of 500 max |  |

**5.0** **Other**

5.1 Termination and Notice period – either party can terminate this agreement by giving 6 months’ notice in writingby post/email*.*

|  |
| --- |
| **Pass / Fail Question** |
| Compliance: ACCEPT\* / UNACCEPT\* (\*only keep relevant word) |

5.2 Please upload with your tender application current insurance documentation of your Public Liability, Employers’ Liability and Professional Indemnity insurance documents.

Please confirm the levels required for this tender application are as follows:

### Public Liability- £10m (ten million pounds)

### Employers Liability - £5m (five million pounds)

### Professional Indemnity insurance - £1m (One million pounds)

|  |
| --- |
| Response |

|  |
| --- |
| **Pass / Fail Question** |
| Compliance: ACCEPT\* / UNACCEPT\* (\*only keep relevant word) |

5.3 Please upload a copy of your complaints’ procedure and return with your tender application.

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| --- |
| Response: |

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| --- |
| **Pass / Fail** |
| Compliance: ACCEPT\* / UNACCEPT\* (\*only keep relevant word) |

5.4 Please upload a copy of your Safeguarding Policy and return with your tender application.

Please also **self-certify** within the response box below, that you will comply with West Midlands Safeguarding Children Procedures.

These procedures can be found at: <http://westmidlands.procedures.org.uk/>

|  |
| --- |
| Response: |

|  |
| --- |
| **Pass / Fail** |
| Compliance: ACCEPT\* / UNACCEPT\* (\*only keep relevant word) |

5.5 Please confirm that your organisation will ensure that: • all staff members who deliver

services under this Agreement have a current enhanced DBS check; • that the DBS checks

are reviewed annually by you for all staff members who deliver services in accordance with

your organisation’s Recruitment, Selection and Induction Policy; • evidence of this can be

provided by you to the Council upon request. \*

|  |
| --- |
| Response:  **YES/NO** delete as applicable |

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| --- |
| **Pass / Fail** |
| Compliance: ACCEPT\* / UNACCEPT\* (\*only keep relevant word) |

5.6 Please confirm acceptance of the Council’s Terms & Conditions (including the Data Processing Agreements at Appendix 5 and 6) that incorporate where appropriate contract specific terms and will be binding on any contract entered into with the bidder’s organisation. The Terms and Conditions (Appendix 3 and 4) are attached separately. Please complete and return the Data Processing Agreement (Appendix 5 and 6) with your tender application.

|  |
| --- |
| Response  **YES/NO** delete as applicable |

|  |
| --- |
| **Pass / Fail Question** |
| Compliance: ACCEPT\* / UNACCEPT\* (\*only keep relevant word) |

5.7 Please provide information of two similar contracts already delivered to similar public sector organisations. **The Council may take up references with these two organisations therefore please provide email and telephone contact details for each**.

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| --- |
| **Response:** |

|  |
| --- |
| **For Information only** |

5.8 Please confirm you have a Confidentiality policy and upload and return a copy with your

tender application.

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| --- | --- |
| **YES/NO** delete as applicable | Date: |

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| --- |
| **Pass / Fail Question** |
| Compliance: ACCEPT\* / UNACCEPT\* (\*only keep relevant word) |

**6.0 Modern Slavery**

Whilst we accept that a formal modern slavery policy is a statutory requirement to those companies with a specific turnover, we do consider it good ethical practice for all companies, regardless of size, to have a process in place to manage the early detection and eradication of Modern Slavery in their supply chain:

*Please provide details of how you ensure that your supply chain is free from modern slavery*

*(a)* *Please explain how you ensure that your own workers and those working for subcontractors have the right to work in the UK and are paid on time at least the National Minimum Wage?*

*(b)How do you ensure that your materials supply chain is free from modern slavery?*

*(c)How often do you train your employees with the Modern Slavery Training Guidance provided by the Gangmaster and Labour Abuse Authority?*[*https://www.gla.gov.uk/i-am-a/i-use-workers/*](https://www.gla.gov.uk/i-am-a/i-use-workers/)

*(d)If you don’t use the GLAA resource, how do you make your staff aware of the potential for modern slavery in the workplace and supply chain?*

For more information, please visitthe Government’s Modern Slavery Assessment Toolkit <https://supplierregistration.cabinetoffice.gov.uk/msat.> Once registered you can assess yourselves for potential risks with supplies from various countries and of human trafficking and modern slavery.

|  |  |  |
| --- | --- | --- |
|  | **Response:** | **Information Only** |

1. **Quality - Service Delivery – 50%**

|  |  |  |
| --- | --- | --- |
|  | **Knowledge and Experience of Service Delivery** |  |
| a. | Please confirm you are an Ofsted registered Independent Fostering Agency and provide your Ofsted registration Number. What relevant experience does your organisation have of Short Breaks service delivery? What knowledge does your organisation have of the Short Breaks legislation and the role of a short break foster carer, the needs of the children and young people with disabilities, and the impact short breaks has on families?  **Response limit**: 500 words | **6%** |
|  | **Response:** |  |
| b. | How will you work collaboratively with Local Authority teams, families and relevant local organisations in the delivery of this service? You should include examples of positive working relationships but also have an understanding of the challenges and how these could be overcome.  **Response limit**: 300 words | **4%** |
|  | **Response:** |  |
|  | **Service Delivery and Impact** |  |
| c. | Please detail how you intend to deliver this service, achieve service and individual outcomes and what approaches will inform delivery. Please include consideration of the local area and population needs in your answer. Please outline and rationalise your projected service capacity.  **Response limit**: 500 words | 5% |
|  | **Response:** |  |
| d. | Please outline how you will monitor and review the progress of individuals accessing the service to ensure their outcomes are met.  **Response limit**: 300 words | 4% |
|  | **Response:** |  |
| e. | Please describe your matching process to ensure children and young people have provision that meets their needs, including availability of equipment and transport. Please set out how your service will meet the communication and cultural needs of individual children/young people and their families.  **Response limit**: 300 words | 3% |
|  | **Response:** |  |
| f. | Please set out your proposed service management arrangements and detailed processes for the operation of the service. Your answer should include: response to placement requests and completion of associated documents i.e. ISAs; attendance at associated forums and meetings; and planned visits.  **Response limit**: 300 words | 3% |
|  | **Response:** |  |
|  | **Staffing and Safeguarding** |  |
| g. | Please describe how you will successfully recruit, train and support staff and foster carers who have the skills and training required to meet the required levels of need outlined in the service specification.  Please include:   * Safer recruitment practices, local recruitment plan * Management, retention and wellbeing of foster carers and staff * Training offer, induction and ongoing training needs management * Foster carer appraisal and review processes * Consideration of rural challenges   **Response limit:** 500 words | 6% |
|  | **Response:** |  |
| h. | Please describe your safeguarding practices for this service.  Please include your approach to checks of other family members within the foster carers household and how this will be monitored and managed.  **Word limit:** 500 words | 6% |
|  | **Response:** |  |
| I. | What is the Quality Assurance arrangements for this service/contract?  **Word limit:** 300 words | 4% |
|  | **Response:** |  |
| j. | How will you co-produce the service with children and families and show a continued commitment to ensuring they have a role to play in service development?  **Word limit:** 300 words | 3% |
|  | **Response:** |  |
|  | **Implementation and Contract Management** |  |
| k. | What is your plan and timescale from contract award to service delivery? Your answer requires you to set out expected nights delivery along a timeline. How will you ensure your organisation can deliver services from 1st October 2025 and detail how many families and/or the number of nights you can initially deliver to.  **Word limit**: 300 words | 3% |
|  | **Response:** |  |
| l. | Please set out how you will:   * meet monthly, quarterly and annual reporting requirements and attendance at contract reviews * Please attach example reports that should align to Section 7 of the service specification, Monthly and Quarterly reporting templates.   **Word limit:** 300 words | 3% |
|  | **Response:** |  |

8. Declaration / Form of Tender

The form of tender must be completed by an authorised signatory. (In the case of a partnership by a partner for and on behalf of the firm, and in the case of a limited company by an officer duly authorised, the designation of the officer being stated.)

The form of tender and accompanying documents must be fully completed. Any tender which:

* Contains gaps or omissions may be rejected.
* Is not submitted through the Council’s e-tendering solution (Intend) will be rejected.

**Any queries must be submitted via the Council’s e-tendering solution (Intend) email facility.**

Please note: Where the Bidder is a subsidiary company, the Council may require the parent company to execute a deed of guarantee.

**I named below agree**

1. that this tender and any contract(s) arising from it shall be subject to the terms of tender, the Council Terms and Conditions of contract and supplementary conditions of contract and all other terms (if any) issued with the request for quotation; and
2. If its tender is accepted, to enter into the agreement with the Council and thereafter to supply the goods/services/works in respect of which its offer is accepted to the exact quality, sort and price specified in the tender schedule in such quantities, to such extent and at such times and locations as ordered.
3. That this tender is made in good faith and intended to be competitive, and that the Bidder has not fixed or adjusted the amount of the offer by or under or in accordance with any agreement or arrangement with any other person.

The Bidder certifies that it has not, and undertakes that it will not at any time before the hour and date appointed for return of tenders:

communicate to any person other than the person inviting these offers the amount or approximate amount of the tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain quotations required for the preparation of the tender, for insurance purposes or for a contract guarantee bond;

enter into any arrangement or agreement with any other person that he or the other person(s) shall refrain from submitting a tender or as to the amount of any tender to be submitted;

1. offer or pay, or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In the case of a consortium submitting a tender for consideration by the Council the consortium shall certify that it is a bona fide tender which is intended to be competitive and that they have not and will not do at any time before the hour and date specified for the return of the tender any of the following acts:‑

1. entering into any agreement with any person outside the consortium with the aim of preventing tenders being made or as to the amount of any tender or the conditions on which the tender is made;
2. informing a person outside the consortium, other than the person calling for the tender, of the amount or the approximate amount of the tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender;
3. causing or inducing any person to enter into such an agreement as is mentioned in paragraph (I) above or to inform the consortium of the amount of any rival tender for the contact.

I agree to carry out the Contract on being notified of the acceptance in whole or in part in accordance with the Council terms and conditions of contract and any agreement supplied thereafter.

|  |  |
| --- | --- |
| Name: |  |
|  |  |
| Designation: |  |
|  |  |
| On behalf of (Company Name): |  |
|  |  |
| Date: |  |

**9. Declaration of Connection**

Is the Bidder, or any of the Bidder’s staff who will be affected by this request for quotation, related or connected in any way with any Elected Councillor or Employee of Shropshire Council or Telford and Wrekin Council?

#### Yes / No If yes, please give details:

|  |  |
| --- | --- |
| **Name** | **Relationship** |
|  |  |
|  |  |
|  |  |

*Please note:*

*This information is collected to enable the Council to ensure that tenders are assessed in an open and transparent manner. Whether or not the Bidder has a connection with elected members or employees will have no bearing on the success of the tender, but the tender will not be considered unless this declaration has been completed.*

*Such a connection will not preclude Bidders from being awarded a contract, the information will simply enable the Council to effectively manage any potential conflict of interests.*

**10. Certificate of Non-Collusion and Non-Canvassing**

Statement of non-canvassing

I/we hereby certify that I/we have not canvassed any member, Director, employee, representative or adviser of the Council in connection with the proposed award of the Contract by the Council, and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done any such act.

I/we further hereby undertake that I/we will not canvass any member, Director, employee, representative or adviser of the Council in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf, or advising me/us, will do any such act.

**Statement of non-collusion**

The essence of selective tendering for the Contract is that the Council shall receive bona fide competitive Tenders from all Bidders.

In recognition of this principle, I/we certify that this is a bona fide offer, intended to be competitive and that I/we have not fixed or adjusted the amount of the offer in accordance with any agreement or arrangement with any other person.

I/we also certify that I/we have not done, and undertake that I/we will not do, at any time any of the following acts:

* + - * 1. communicate to a person other than the Council, the amount or approximate amount of my/our proposed offer except where the disclosure in confidence of the approximate value of the Tender was essential to obtain insurance premium quotations required for the preparation of the Tender; or
        2. enter into any agreement or agreements with any other person that they shall refrain from tendering or as to the amount of any offer submitted by them; or
        3. offer or agree to pay or give or actually pay or give any sum of money, inducement or valuable consideration, directly or indirectly, to any person for doing or having done or having caused to be done in relation to any other offer or proposed offer, any act or omission.

I/we agree that the Council may, in its consideration of the offer and in any subsequent actions, rely upon the statements made in this Certificate.

|  |  |
| --- | --- |
| Name: |  |
|  |  |
| Designation: |  |
|  |  |
| On behalf of (Company Name): |  |
|  |  |
| Date: |  |

**Appendix A**

Responses to questions and pricing information, as requested in this RFQ will be evaluated as follows:

|  |  |
| --- | --- |
| **Criteria:** | **% Weighting** |
|  |  |
| Quality including Implementation and Contract Management | 50% |
| Price | 40% |
| Social value and environmental | 10% |

|  |  |  |
| --- | --- | --- |
| **Tender**  **Quality** | **Evaluation Methodology** | **Weighted** |
| **Compliance - Exclusion** | **Pass/Fail** |  |
| **2.1 Price** |  | **40%** |
| **3 a Social Value** |  | **2%** |
| **3 b Social Value** |  | **2%** |
| **3 c Social Value** |  | **2%** |
| **3 d Social Value** |  | **2%** |
| **4. a Environmental** |  | **2%** |
| **5.1 Termination notice** | **Pass/Fail** |  |
| **5.2 Insurance** | **Pass/Fail** |  |
| **5.3 Complaints** | **Pass/Fail** |  |
| **5.4 Safeguarding** | **Pass/Fail** |  |
| **5.5 DBS Checks** | **Pass/Fail** |  |
| **5.6 T&C’s and Data Processing Agreement** | **Pass/Fail** |  |
| **5.7 Contracts and references** | **Information only** |  |
| **5.8 Confidentiality** | **Pass/Fail** |  |
| **6. Modern Slavery** | **Information only** |  |
| **7 – Quality - Activity** |  |  |
| **7. a** |  | **6%** |
| **7. b** |  | **4%** |
| **7. c** |  | **5%** |
| **7. d** |  | **4%** |
| **7. e** |  | **3%** |
| **7 f** |  | **3%** |
| **7. g** |  | **6%** |
| **7.h** |  | **6%** |
| **7.i** |  | **4%** |
| **7.j** |  | **3%** |
| **7.k** |  | **3%** |
| **7.l** |  | **3%** |

Scoring Methodology:

0              Unacceptable has not met any criteria

1              Has only partially met minimum criteria and unlikely to be acceptable

2              Acceptable

3              Has met all criteria and exceeded some

4              Has well exceeded all criteria

**CHECKLIST FOR BIDDERS**

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

All information supplied must be accurate and up to date. Failure to fully complete will mean that your request for inclusion in further stages of this procurement may not be considered.

|  |  |  |
| --- | --- | --- |
| Document (relating to Question number) | Title | Completed?   |
| 1.0 | Compliance – upload a copy of Organisations accounts for the last two years or alternative means of demonstrating financial status |  |
| Appendix 2 | Short Breaks Overnight Respite Service Providers response to request for quote |  |
| 5.2 | Upload copies of Insurance documentation/policies |  |
| 5.3 | Upload a copy of your complaint’s procedure |  |
| 5.4 | Upload a copy of your Safeguarding Policy |  |
| 5.7 Appendix 5 Appendix 6 | Upload a copy of the Data Processing Agreement |  |
| 5.8 | Upload a copy of your Confidentiality Policy |  |
| 7.l | Append your monitoring reports |  |
| 8. | Declaration/Form of Tender |  |
| 9. | Declaration of Connection |  |
| 10. | Certificate of Non-Collusion and Non-Canvassing |  |