



Telford & Wrekin
Co-operative Council

Protect, care and invest
to create a better borough



Shropshire
Council

Request For Quote

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

8th April 2025



1.0 Introduction

- 1.1 Telford & Wrekin Council and Shropshire Council wish to commission a Provider to deliver planned overnight short breaks to resident children and young people aged 5-17, with disabilities.

There is insufficient, local overnight Short Breaks across both Shropshire Local Authority area and the borough of Telford and Wrekin. Therefore both Council's are seeking to jointly commission a Foster Care Short Breaks service. This aligns to both Council's ambition to offer regulated, local and high quality overnight breaks, within a homely environment.

Telford & Wrekin Council are the tender process lead. The successful provider will be awarded a contract from both LAs. There will be an ongoing partnership between the provider and the two Councils regarding service delivery and monitoring of impact and outcomes.

The [Short Breaks Regulations](#) set a requirement for Local Authorities to provide a range of respite opportunities available to children and young people with disabilities. The Short Breaks offer aims to support the needs and aspirations of children and young people with disabilities, as well as support parent, carer and family wellbeing.

Planned overnight breaks are an essential source of Short Breaks support for families that are eligible, providing a much needed break for both parent carers, the child/young person and supports family wellbeing. We want to ensure that overnight breaks are a positive experience for the CYP, helping to support their social and emotional development as well as providing them with leisure and opportunity to learn new skills.

The Council is seeking a provider that can satisfy the service delivery requirements, Ofsted requirements, and the workforce requirements to deliver a quality and sustainable overnight short breaks provision. It is understood that the successful provider will require time for recruitment and training in the lead up to service delivery, and this will be underpinned via a partnership approach over a long contract period.

- 1.1 Please read this document in full and follow the instructions to submit your bid through the Councils e- tendering Portal, In-Tend by **5/5/2025 midday.**



Our provisional timetable is as follows, although this may be subject to change.

Issue Request for Quote	8/4/2025
Close of Submission of clarifications questions	16/4/2025 Midday
Final Clarifications Log published by the Council	23/4/2025 Midday
Deadline for receipt of bids	5/5/2025 Midday
Evaluation completed by	30/5/2025
Contract Award Decision	17/6/2025
Standstill period starting	18/6/2025
Contract Commencement	1/7/2025
Implementation period via meetings	July to September 2025
Service Delivery to commence	October 2025 onwards

2.0 Term of the Contract

- 2.1 The contract to commence on 1/7/2025 until completion date 31/5/2033 (4 years plus option of up to 4 more additional years as a +2 +2 extension).

3.0 Contract Value

- 3.1 Payment will be on a per night basis and therefore the overall contract value will be determined on the level of service delivery. The expected minimum number of nights is set out within this tender pack but the actual number will fluctuate in line with local need and service availability. The successful provider will invoice the Local Authority in arrears, quarterly based on actual per night delivery basis.

4.0 Contract Award

- 4.1.1 The response to this request for quote (RFQ) will be evaluated by the following team to include, Commissioner, Children with Disabilities Service Manager, Team Manager and Family Representatives. The evaluation criteria is included within the Providers Response Document (Appendix 2) and providers responses will mark against 50% Quality, Social Value and Environmental 10% and 40% Price. The overall outcome that offers the most economically advantageous tender will be awarded the contract.



- 4.2 The award of this contract will not prohibit the Council from purchasing these goods and/or associated goods from alternative providers should the contractor be unable to meet Council's requirements such as:
- Delivery timescales
 - Availability of staff with necessary expertise and experience in supporting the required equipment and goods
 - Value for money
- 4.3 The Council reserves the right to seek comparative quotes from other providers for single requirements or for specialist services.
- 4.4 The Council reserves the right to accept any bid, in whole or in part, to discuss further with one or more bidders, to reject all submissions and defer purchase of any goods/service or re-tender all or part of the original specification. The Council does not bind itself to accept the Best Value or any tender.

5.0 Service Overview and Description (full details are in the Service Specification Appendix 1)

- 5.1 The purpose of this service will be to –
- provide children & young people with planned, quality overnight breaks in an environment that can meet all their needs. This includes their social, emotional, physical and, where necessary, medical needs.
 - to provide parents/carers and siblings with a break from their caring responsibilities
 - to provide a variety of activities which enhance life experiences, social skills, self confidence and independence skills. This will include the children and young people being offered choices and opportunities to learn new skills.
 - include consistent and easily accessible enrichment activities

6.0 Payment terms / Intermediaries

- 6.1 The Council's method of payment is by BACS.
- 6.2 The Council is committed to paying valid invoices within 30 days. The Provider should include details of discounts available for early payment.
- 6.3 Legislation relating to the engagement of individuals/workers is changing from April 2021 and will place additional responsibilities on anyone engaging a worker or individual where they are not being treated as an employee. Those falling under this area of legislation are often referred to as 'off payroll workers', IR35, Intermediaries, sole-traders



or self-employed. The employment status of **any** individual must be assessed using the Check Employment Status for Tax Toolkit on the HMRC website.

If engaging an individual directly or through a solely owned limited company or partnership, or through an agency, the Council will;

- Complete Check Employment Status for Tax Toolkit on HMRC Website.
- Retain outcome
- Complete a Status Determination Statement and pass to worker (and Agency/employer if applicable)
- If rules apply contact Payroll and complete Intermediary new starter sheet
- If rules do not apply process invoices through Purchase Ledger and upload CEST to Agresso.
- If a representation is received in disagreement with the ruling complete the disagreement process **within 45 days** of receiving it.
- Retain copies of all Documentation relating to rulings
- Re-check status if any terms of the engagement change

7.0 Pricing

7.1 To be submitted at question 2.0 in the Bidder's Response Document

8.0 Evaluation

8.1 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

Scoring Methodology Explained Below:

Converting the scores to percentages	<p>The Bidder's response to each Selection Question will be scored individually by members of the evaluation panel and each Panel Member will award the response a score of between 0 and 4, according to the scores indicated in the table.</p> <p>The scores of all Panel Members for each Selection Question will be added together to create an overall score.</p> <p>PLEASE NOTE. For the specific questions (Pass/Fail), should any providers fail this question, no further evaluation will be completed for the remainder of the providers tender application.</p> <p>For each question the overall Score attained is divided by the overall Maximum Score and multiplied by the percentage weighting for the Selection Question.</p>
---	---



	<p>The overall percentage per Selection Question is then adjusted by the division below.</p> <p><i>For example: Where the Selection Question has been evaluated by 5 Panel Members and the overall percentage for a question is 10%; overall max score allowed = 50; overall score given = 32</i></p> <p><i>The calculation would be</i></p> <p><i>32 (overall Score) / 50 (Max Score) * 10 = 6.4% (final Selection Question percentage)</i></p> <p>The final Selection Question Percentages shall then be added together to give the final Overall Percentage for the Criteria Weighting.</p>
--	--

All responses should be presented through the completion of the Appendix 2 Providers Response document and submitted through In-Tend.

Prices will be evaluated based on the following criteria:

CRITERIA	DESCRIPTION	WEIGHTING
Price	Cost of Service	40%

The overall most cost-effective bid received at question 2.0 - Pricing will score the full 40% available for this section of the Tender. Bids received higher than this will all be scored using the following equation:

Lowest Cost / Bidders Cost * 100 for score

Score * 40% for final weighted score for Price quoted

For example, if the lowest quote was £100,000 and the bidder's quote was £180,000 and the overall percentage is 40%

*The calculation would be 100,000 / 180,000 * 100 = 55.55*

*The overall percentage = 55.55 * .4 = 22.22% **Cost Score***

9.0 Social Value / Environmental –

9.1 To be submitted in Appendix 2 Providers response document.

10.0 Compliance –

10.1 To be submitted in Appendix 2 Providers response document.

11.0 Modern Slavery

11.1 To be submitted in Appendix 2 Providers response document.



12.0 Quality – Service Delivery

12.1 To be submitted in Appendix 2 Providers response document.

13.0 Declaration / Form of Tender

14.1 To be submitted in Appendix 2 Providers response document.

14.0 Declaration of Connection

14.1 To be submitted in Appendix 2 Providers response document.

15.0 Certificate of Non-Collusion and Non-Canvassing

15.1 To be submitted in Appendix 2 Providers response document.

***Please note there are documents required to be uploaded and returned with your tender submission. Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not considered.**

Please refer to the checklist within Appendix 2 response document as your guidance.

The Appendix's in relation to this tender are as follows –

Appendix 1 – Service Specification

Appendix 2 – Providers Response Document

Appendix 3 – Contract Terms and Conditions Telford & Wrekin Council

Appendix 4 – Contract Terms and Conditions Shropshire Council

Appendix 5 – Data Processing Agreement Telford & Wrekin Council

Appendix 6 – Data Processing Agreement Shropshire Council

Appendix 7 – Strategic Context and Demand

Appendix 8 – Monthly Delivery Report template

Appendix 9 – Quarterly Monitoring Report template

Please now submit your response back to the Council via the In-Tend eSourcing portal

[Telford and Wrekin Council Electronic Tendering Site - Home \(in-tendhost.co.uk\)](http://in-tendhost.co.uk)

If you have any technical difficulties or queries relating to the In-Tend e-Sourcing solution please contact: support@in-tend.co.uk or call 08438 498404 for further assistance.

Prior to the date for the submission of tenders, the Council may issue additional information or corrections to amend the requirements defined within the Tender Documents. The Council cannot be held liable where bidders have not taken these changes into account.

Please ensure that you allow plenty of time when responding to the ITT. It is best practice to ensure all final documents are uploaded to the Council's e-Sourcing solution (In-Tend) at least **two hours** before the closing time to ensure that any inadvertent technical issues do not prevent tender submission. If you are uploading multiple documents you will have to



individually load one document at a time or you can opt to zip all the documents in an application like WinZip.

When uploading documents bidders should ensure that the titles of all documents are the same as the original document with the name of the company inserted at the beginning. This will facilitate the downloading and distribution of responses to the evaluation panel.

Bidders uploading any additional information requested should ensure that the titles of all documents are preceded with the name of the Company.