Invitation to Participate

**Provision of a Fostering Agency Placements Flexible Agreement**

**Appendix 7 – Lot 2 and Lot 3 Tier 1 and Tier 2 Essential Criteria Questionnaire**

**Lot 2 and Lot 3 Essential and Quality Criteria**

This Criteria will enable the Authority to confirm the ability and technical capacity of Applicants that have responded to this Invitation to Participate.

**Please refer to 'Appendix 8 – Application Evaluation Criteria' for guidance on how to respond to the questions and how all questions will be evaluated.**

All relevant questions must be answered. You must answer all the questions required for the **Lot(s) and Tiers** you are applying for immediately after each question, in the text box provided –not as a separate document, unless specifically requested within the wording of the question. Please see more details below to ensure you respond to the relevant questions.

**Please do not include attachments to answer questions**, **unless invited to do so.**

Any tables and spreadsheets will be included in the character count. Please see Section 5.6 Character Limits in the Invitation to Participate for further guidance.

Your responses to questions should not include any hyperlinks, embedded documents, appendices, or attached documents, unless the wording of the question specifically requests you to do so. If part or all of your response to a question is provided via any of those means, where the question does not specifically request you to do so, that information will not be evaluated as part of your Application.

Please ensure that any permitted attachments are clearly labelled with the name of your organisation and the name of the question number to which it applies.

If you have any doubt as to what is required or have difficulty in providing the information requested, please use the 'Online Discussion' section of the e-Tendering System.

Please do not exceed the character limit given for each question – any characters in excess of the character limit will be discounted i.e. only the characters up to the character limit will be evaluated by the evaluation panel.

Please indicate your character limit after each question.

**Please note that the Authority reserves the right to exclude any organisation at any stage of the procurement process if they fail to disclose or misrepresent information, which later emerges as information that would have had a material bearing on decisions relating to the procurement process.**

**Formatting**

Please return your Submission in a '.doc' or '.docx' or '.odt' format, and **not in '.pdf'** file format. Spreadsheets should be returned in an '.xls', '.xlsx', or '.ods' format.

The evaluation panel will consider and evaluate the answers to each question within the Submission. To preserve the consistency of responses, each question has a text box provided for Applicants to give their response. Applicants must provide the answer to each relevant question in the text box provided. Where an Applicant includes what could be perceived as relevant response(s) to a question within the answer to another question, the evaluation panel will not take those response(s) into account in their scoring.

**Applicants are advised to include examples where possible, and evidence to strengthen your Submission.**

**Confidentiality**

Please identify within the box below any part of your Application you would like the Authority to regard as commercially sensitive and confidential:

|  |
| --- |
| Document title:Section number: |

**Please Note: these quality questions form part of the Lot 2 and/or 3 evaluation and you must also complete all sections of Appendix 4 Selection Criteria and Price Schedules.**

**Please refer to the ITP and Appendix 8 Application Evaluation Criteria for detail of how these questions will be evaluated as part of your Lot 2 and/or Lot 3 Application.**

All questions are based on the Service Specifications relevant for the Lot(s)

**Lot 2 Enhanced Foster Care**

**Please only answer the questions below if you are applying for Lot 2.**

*You must tailor your response to each specific Lot you are applying for and use examples where possible.*

**All Applicants must respond to Question 1 regardless of whether you want to be considered for Tier 1 or not.**

**Applicants must score 2 or above for their response to Question 1 to be considered further for Lot 2. If the evaluation panel agree a score which is a 0 or 1, the Applicant will be rejected.**

*Please see Appendix 8 Application Evaluation Criteria for further details.*

**LOT 2 TIER 1 AND TIER 2 APPLICATIONS**

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| **Q1 Service Model – All Applicants Must Complete**What is your core offer for Enhanced Care Placements and how do you feel it would meet the needs of the key model cohort profiles outlined below? *Please refer to Section 10 of the Specification.* This question will be scored out of 4 and carries a weighting of 35%.  |
| **Please identify which cohorts your service model will support, select each and all that apply:** *(see Lot 2 Specification paragraph 10.2)* |
| **Cohort 1 -** Children where needs (such as significant levels of verbal aggression) have been identified as requiring a higher level of supervision from the Foster Carer to prevent carer exhaustion and Placement end.  | **Y/N***(delete as appropriate)* |
| **Cohort 2 -** Children with Special Educational Needs/ Social Emotional and Mental Health needs and with challenging behaviour, requiring additional activities and structure within the Placement to meet need. | **Y/N***(delete as appropriate* |
| **Cohort 3 -** Children with higher level emotional support needs, with frequent placement disruptions, referred following disengagement from carers. | **Y/N***(delete as appropriate* |
| Please insert your response here:

|  |  |  |
| --- | --- | --- |
| ***Character Limit (including spaces)*** | *Characters included in any tables, flow charts, maps, process diagrams, pictures or spreadsheets* | *Total Character Count* |
| **9,000** |  |  |
| **Authority Check only** |  |  |

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**LOT 2 TIER 1 APPLICATIONS ONLY**

**Applicants must only provide a response to the following questions if you are applying for Lot 2 Tier 1.**

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| **Lot 2 Tier 1 Applicants only****Q2– Placement Requests** What is your planned process for working collaboratively with the Contracting Bodies in order to consider, match and respond effectively to Lot 2 referrals?*Please refer to Section 10 of the Specification* This question will be scored out of 4 and carries a weighting of 15%.  |
| Please insert your response here:

|  |  |  |
| --- | --- | --- |
| ***Character Limit (including spaces)*** | *Characters included in any tables, flow charts, maps, process diagrams, pictures or spreadsheets* | *Total Character Count* |
| **5,000** |  |  |
| **Authority Check only** |  |  |

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| **Lot 2 Tier 1 Applicants only****Q3– Enhanced Foster Carers** How will you identify, train and retain sufficient, suitable carers for enhanced placements in order to meet the Contracting Bodies requirements. *Please refer to Section 10 of the Specification* This question will be scored out of 4 and carries a weighting of 10%.  |
| Please insert your response here:

|  |  |  |
| --- | --- | --- |
| ***Character Limit (including spaces)*** | *Characters included in any tables, flow charts, maps, process diagrams, pictures or spreadsheets* | *Total Character Count* |
| **4,000** |  |  |
| **Authority Check only** |  |  |

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**Lot 3 Step Down into Foster Care**

**Please only answer the questions below if you are applying for Lot 3.**

*You must tailor your response to each specific Lot you are applying for and use examples where possible.*

**All Applicants must respond to Question 1 regardless of whether you want to be considered for Tier 1 or not.**

**Applicants must score 2 or above for their response to Question 1 to be considered further for Lot 3. If the evaluation panel agree a score which is a 0 or 1, the Applicant will be rejected.**

*Please see Appendix 8 Application Evaluation Criteria for further details.*

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| **Q1 Service Model – All Applicants Must Complete**What is your core delivery model for Step Down Placements? You must cover all 4 stages as follows:* Planning & Introductory
* Stabilisation
* Settling & Maintenance
* Transition

*Please refer to Section 11 of the Specification* This question will be scored out of 4 and carries a weighting of 35%.  |
| Please insert your response here:

|  |  |  |
| --- | --- | --- |
| ***Character Limit (including spaces)*** | *Characters included in any tables, flow charts, maps, process diagrams, pictures or spreadsheets* | *Total Character Count* |
| **9,000** |  |  |
| **Authority Check only** |  |  |

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**Lot 3 Tier 1 Only**

**Applicants must only provide a response to the following questions if you are Applying to be considered for Lot 3 Tier 1**

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| **Lot 3 Tier 1 Applicants only****Q2– Placement Requests**What is your planned process for working collaboratively with the Contracting Bodies in order to consider, match and respond effectively to Lot 3 referrals?*Please refer to Section 11 of the Specification* This question will be scored out of 4 and carries a weighting of 15%.  |
| Please insert your response here:

|  |  |  |
| --- | --- | --- |
| ***Character Limit (including spaces)*** | *Characters included in any tables, flow charts, maps, process diagrams, pictures or spreadsheets* | *Total Character Count* |
| **5,000** |  |  |
| **Authority Check only** |  |  |

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| **Lot 3 Tier 1 Applicants only****Q3– Step Down Foster Carers** How will you identify, train and retain sufficient, suitable carers for Step Down placements in order to meet the Contracting Bodies requirements? *Please refer to Section 11 of the Specification* This question will be scored out of 4 and carries a weighting of 10%.  |
| Please insert your response here:

|  |  |  |
| --- | --- | --- |
| ***Character Limit (including spaces)*** | *Characters included in any tables, flow charts, maps, process diagrams, pictures or spreadsheets* | *Total Character Count* |
| **4,000** |  |  |
| **Authority Check only** |  |  |

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