Invitation to Participate

**Provider List for Break Time, Day Time and Night Time Services for Children and Young People with Disabilities.**

Lot 1a Break Time

Lot 1b Break Time Plus

Lot 2a Day Time Short Breaks

Lot 2b Day Time Personal Care

Lot 3 Night Time Overnight Short Breaks

Lot 4 Intensive Positive Behaviour Support

**Appendix 4 - Quality Criteria Questionnaire All Lots**

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| **Applicant Name** | ***insert*** |

**Quality Criteria**

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

Please refer to 'Appendix 5 – Application Evaluation Criteria' for guidance on how to respond to the questions and how they will each be evaluated.

All relevant questions must be answered. You must answer all the following questions required for the Lot(s) 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 5.5 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 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:

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| Document title:  Section number: |

Please ensure you complete the correct quality questions as per the table below, please 'X' to confirm you have responded to the correct question.

* You must provide a separate response to the Service Delivery Question (Q1) for the Lot(s) as shown below for the Lot(s) you are applying. *Please note, only one response is required for Lot 1a and Lot 1b, all other Lots require a separate response.*
* There are a three Generic Questions (Q2, Q3, Q4), you must provide responses to all three generic questions once, regardless of the Lot(s) you are applying for.
* If you are applying for Lot 1a and/or Lot 1b you must also provide a response to the Break Time and Break Time Plus Question (Q5) once only.
* If you are applying for Lot 4 you must provider a response to the Intensive Positive Behaviour Support Question (Q6) once only.

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| **Questionnaire to complete** | | **Service Question** | **Generic Questions** | | | **Lot Specific Questions** | |
| **Q1** | **Q2** | **Q3** | **Q4** | **Q5** | **Q6** |
| Service Delivery Question | Rights and Participaction | Partnership Working | Social Value | Break Time and Break Time Plus Question | Intensive Positive Behaviour Support Question |
| ***All Applicants***  *Provide a separate response for* ***each Lot*** *you are applying for, with the exception of Lot 1a and Lot 1b – this requires one response.* | ***All Applicants***  *Provide one response regardless of the number of Lots you are applying for. (One per Applicant)* | ***All Applicants***  *Provide one response regardless of the number of Lots you are applying for. (One per Applicant)* | ***All Applicants***  *Provide one response regardless of the number of Lots you are applying for. (One per Applicant)* | ***Applicants applying for Lot 1a and/or Lot 1b***  *Provide one response regardless of the number of Lots you are applying for. (One per Applicant)* | ***Applicants applying for Lot 4***  *Provide one response regardless of the number of Lots you are applying for. (One per Applicant)* |
| 5a | **Lot 1a Break Time** Group-based activities – unassessed need |  |  |  |  |  |  |
| **Lot 1b Break Time Plus** Group-based activities – assessed need |  |
| 5b | **Lot 2a Day Time** – Short Breaks |  |  |  |
| 5c | **Lot 2b Day Time** – Personal Care |  |  |  |
| 5d | **Lot 3 Night Time** - Overnight Short Breaks |  |  |  |
| 5e | **Lot 4 Intensive Positive Behaviour Support** |  |  |  |

All questions are based on the Service Specification and Lots Specifications, please refer to these documents when considering your response.

**Service Question**

**If you are applying for *any* or *all* of the following Lots you must provide a response to this question for each Lot you are applying for. Lot 1a and/or Lot 1b, Lot 2a, Lot 2b, Lot 3, Lot 4**

*Please provide a separate response to this question for each Lot you are applying for (with the exception of Lot 1a and Lot 1b, which requires one response). You must tailor your response to each specific Lot you are applying for.*

*I,e If you are applying for Lot 3 and Lot 4 you should provide a response once for Lot 3 and another response for Lot 4.*

**Q1 Service Delivery**

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| **Describe in detail how your organisation would provide the services specified in order to meet the aims, objectives and outcomes within the specification.**  *Please refer to section 1.5 and 2.1of the Core Specification and the relevant Lot Specifications (dependant on each lot you are applying for):*  *Lot Specification for Break Time (Lot 1A and 1B)*  *Lot Specification for Daytime (Lot 2A and 2B)*  *Lot Specification for Night Time (Lot 3)*  *Lot Specification for Intensive Positive Behaviour Support (Lot 4)*  This question will be scored out of 4 and carries a threshold score of 2 or above. |
| **Lot 1a Break Time and/or Lot 1b Break Time Plus** |
| Please insert your response here for Lot 1a and/or Lot1b:   |  |  |  | | --- | --- | --- | | ***Character Limit (including spaces)*** | *Characters included in any tables, flow charts, maps, process diagrams, pictures or spreadsheets* | *Total Character Count* | | **6000** |  |  | | **Authority Check only** |  |  | |
| **Lot 2a Day Time Short Breaks** |
| Please insert your response here for Lot 2a:   |  |  |  | | --- | --- | --- | | ***Character Limit (including spaces)*** | *Characters included in any tables, flow charts, maps, process diagrams, pictures or spreadsheets* | *Total Character Count* | | **6000** |  |  | | **Authority Check only** |  |  | |
| **Lot 2b Day Time Personal Care** |
| Please insert your response here for Lot 2a:   |  |  |  | | --- | --- | --- | | ***Character Limit (including spaces)*** | *Characters included in any tables, flow charts, maps, process diagrams, pictures or spreadsheets* | *Total Character Count* | | **6000** |  |  | | **Authority Check only** |  |  | |
| **Lot 3 Night Time Overnight Short Break** |
| 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* | | **6000** |  |  | | **Authority Check only** |  |  | |
| **Lot 4 Intensive Positive Behaviour Support** |
| 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* | | **6000** |  |  | | **Authority Check only** |  |  | |

**Generic Question**

**If you are applying for *any* or *all* of the following Lots you must provide one response to this question. Lot 1a and/or Lot 1b, Lot 2a, Lot 2b, Lot 3, Lot 4**

*Please provide one response only, regardless of the number of Lots applying for.*

**Q2 Children and Young people's Rights and Participation**

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| **Describe the appropriate approach you will take to ensure that children and young people's communication needs are met in a way which enables them to effectively express their wants, needs and wishes**.  *Please refer to section 2.7 and 3.9 of the Core Specification.*  This question will be scored out of 4 and carries a threshold score of 2 or above. |
| **All Lots - Lot 1a, Lot 1b, Lot 2 a, Lot 2b, Lot 3, Lot 4** |
| 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* | | **6000** |  |  | | **Authority Check only** |  |  | |

**Generic Question**

**If you are applying for *any* or *all* of the following Lots you must provide one response to this question. Lot 1a and/or Lot 1b, Lot 2a, Lot 2b, Lot 3, Lot 4**

*Please provide one response only, regardless of the number of Lots applying for.*

**Q3 Partnership Working**

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| **Please describe in detail how you will work in partnership with the Council, children, young people and their families to deliver a quality service.**  *Please refer to section 2.4 and 3.10 of the Core Specification.*  This question will be scored out of 4 and carries a threshold score of 2 or above. |
| **All Lots - Lot 1 a, Lot 1b, Lot 2 a, Lot 2b, Lot 3, Lot 4** |
| 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* | | 4000 |  |  | | **Authority Check only** |  |  | |

**Generic Question**

**If you are applying for *any* or *all* of the following Lots you must provide one response to this question. Lot 1a and/or Lot 1b, Lot 2a, Lot 2b, Lot 3, Lot 4**

*Please provide one response only, regardless of the number of Lots applying for.*

**Q4 Social Value**

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| This contract is expected to achieve good social value outcomes, including promoting equality and fairness, participation, and positive outcomes for individuals within our community and promoting engagement of local businesses.  **The Council is keen to understand what additional social value outcomes may also be achieved from your proposal over and above what is being provided as part of the contract e.g. supporting the local economy by using local supply chain, providing work opportunities or use of innovative environmental solutions.**  *Please refer to section 4.6 of the Core Specification.*  This question will be scored out of 4 and carries a threshold score of 2 or above.: |
| **All Lots - Lot 1 a, Lot 1b, Lot 2 a, Lot 2b, Lot 3, Lot 4** |
| 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* | | 4000 |  |  | | **Authority Check only** |  |  | |

**Lot Specific Question**

**If you are applying *Lot 1a and/or Lot1b* you must provide one response to this question:**

**Q5 Lot 1a Break Time and/or Lot 1b Break Time Plus**

*Please respond to this question if you applying for Lot 1a and/or Lot 1b, please provide one response only.*

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| **Please describe how you will actively promote the activities detailed in the service specification to ensure maximum attendance so that as many unique children and young people attend Break Time activities.**  *Please refer to section 2.1 of the Core Specification and* *Lot Specification for Break Time (Lot 1A and 1B)*  This question will be scored out of 4 and carries a threshold score of 2 or above. |
| **Lot 1a Break Time and/or Lot 1b Break Time Plus** |
| Please insert your response here for Lot 1a and Lot 1b:   |  |  |  | | --- | --- | --- | | ***Character Limit (including spaces)*** | *Characters included in any tables, flow charts, maps, process diagrams, pictures or spreadsheets* | *Total Character Count* | | **6000** |  |  | | **Authority Check only** |  |  | |

**Lot Specific Question**

**If you are applying *Lot 4* you must provide one response to this question:**

**Q6 Lot 4 Intensive Positive Behaviour Support**

*Please respond to this question if you applying for Lot 4, please provide one response only*

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| **Please explain how you will deliver proactive strategies designed to improve the quality of life for children and young people and remove conditions that promote behaviour that challenges.**  *Please refer to Lot Specification for Intensive Positive Behaviour Support (Lot 4)*  This question will be scored out of 4 and carries a threshold score of 2 or above. |
| **Lot 4 Intensive Positive Behaviour Support** |
| 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* | | **6000** |  |  | | **Authority Check only** |  |  | |