



Invitation to Participate

Negotiation reference	LCC10031
Application for	The Provision of Children's Home Services
Appendix	Appendix 6 – Application Evaluation Criteria



Evaluation Overview

All Applications will be marked over a two stage process before the Agreement is Awarded.

Suppliers must ensure all required information is submitted, if the required Application documents returned are incomplete or missing, the Council may reject your Application.

Where this document refers to 'Supplier' it shall have the same meaning as 'Applicant' as defined within the Invitation to Participate document.

Stage 1: Selection Evaluation Criteria – Acceptance/rejection of Applicants based on business standing, financial standing, technical and professional ability.

In these procurement documents the term "Self-cleaning" is used. This term arises out of Regulation 57(13) of The Public Contracts Regulations 2015. Self-cleaning allows Suppliers to provide evidence that any breaches that may have occurred in the grounds for exclusion outlined in this document have now been rectified and measures have put in place to ensure compliance. The Council reserves the right to consider the measures taken and deem whether the remedial action taken is sufficient and whether the Council requires the submission of satisfactory evidence by the Supplier prior to appointment.

CRITERIA	SECTION NUMBERS	DOCUMENT	EXPLANATION FOR ALLOCATION OF WEIGHTING	CRITERIA WEIGHTING
Tier 1				
Selection	1 – 7, 8.2a	Selection Criteria Questionnaire	Must pass all questions to be eligible to be appointed	Pass or Fail
Tier 2				
Selection	1 – 7, 8.2a, 8.2b, 8.3	Selection Criteria Questionnaire	Must pass all questions to be eligible to be appointed	Pass or Fail

Where appropriate, the Council will request evidence of the self-cleaning measures implemented following the evaluation process. If any of the successful Suppliers are found to have failed the selection criteria or fail to provide the information required by the Council, they will be rejected from the process.

Please see Invitation to Participate for information regarding the evaluation criteria.

Stage 1: Selection Evaluation Criteria

Part 1: Potential supplier Information

Section 1 - Potential supplier information (1.1), Bidding model (1.2, 1.3, 1.4)	
1.1 (a) – (f)	
PASS	All information has been provided for all questions.
FAIL	Information requested not provided for all questions.
1.1 (g)-(i)	
PASS	A response of 'Yes'; or a response of N/A if not applicable.
FAIL	A response of 'No'.
1.1 (g)-(ii)	
PASS	If response to 1.1 (g)-(i) is 'Yes' all requested information has been provided.
FAIL	If response to 1.1 (g)-(i) is 'Yes' but no response provided to 1.1 (g)-(ii).
1.1 (h)-(i)	
PASS	A response of 'Yes' or 'No' is provided (if applicable); OR no response as the question is not applicable as the procurement is not for services.
FAIL	A failure to provide a response to 1.1 (h)-(i) where appropriate.
1.1 (h)-(ii)	
PASS	If response to 1.1 (h)-(i) is 'Yes', the requested information and confirmation of compliance has been provided.
FAIL	If response to 1.1 (h)-(i) is 'Yes' but no confirmation of compliance is given in response to 1.1 (h)-(ii).
1.1 (i) – (m)	
PASS	All information has been provided for all questions, where applicable.
FAIL	Information requested not provided for all questions, where applicable.
1.2	
PASS	Supplier has responded that they are bidding as a single supplier; OR Supplier has responded that they are bidding as part of a group or consortium and all information is provided for 1.2 (a-e).
FAIL	No response provided; OR if bidding as part of a group or consortium, all applicable information requested in 1.2 (a-e) is not provided.
1.3	
PASS	All requested information for sub-contractors/supply chain has been provided, if applicable.
FAIL	Where applicable, the information requested for sub-contractors/supply chain is not provided.
1.4	
PASS	Where applicable, the Tier(s) bid for are detailed.
FAIL	Where applicable, no response provided to confirm the Tier(s) bid for.

Part 2: Exclusion Grounds

Section 2 - Grounds for mandatory exclusion (2.1)	
See Annex D of the questionnaire for guidance	
2.1(a)	
For the questions within 2.1(a) you must self-certify whether any of the grounds for mandatory exclusion apply, as specified by the questions.	
The detailed grounds for mandatory exclusion of an organisation are set out in Annex D of the Selection Criteria Questionnaire, which should be referred to before completing these questions.	
PASS	Responses of 'No' to each question; OR a response of 'Yes' to one or more questions (accompanied by 'No' for the remainder of the questions) and the required information is provided in question 2.1(b), and appropriate evidence of self-cleaning for each response of 'Yes' is provided within 2.1(c). (See section on 'Self-cleaning' below for guidance and instructions on this).
FAIL	The Council is entitled to exclude Suppliers from this procurement if any of the mandatory grounds for exclusion apply, as indicated by a Supplier responding 'Yes' to a question, and/or the Council has other external evidence. However, the Council will consider all the relevant circumstances, and will at its discretion allow a Supplier to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Council's satisfaction.
2.1(b)	
PASS	A response of 'Yes' to one or more of the offences listed in 2.1(a) and further details as requested provided; OR no response provided as not applicable.
FAIL	A response of 'Yes' to one or more of the offences listed in 2.1(a) and further details as requested not provided.
2.1(c)	
PASS	Responses of 'No' to all offences listed in 2.1(a); OR a response of 'Yes' and sufficient evidence of self-cleaning is provided to the satisfaction of the Council (see full details within section on 'Self-cleaning' below).
FAIL	If any of the mandatory grounds for rejection apply and the Supplier does not provide sufficient evidence of 'Self-cleaning', then the Council will score this section of the Supplier's application as a FAIL. If a Supplier is scored a FAIL for this section, then this will result in the Supplier's elimination from the evaluation process and the Council will not proceed with the scoring of the Suppliers application. (See section on 'Self-cleaning' below).
Section 3 - Mandatory and discretionary grounds relating to the payment of taxes and social security contributions (3.1 – 3.2)	
3.1(a)	
PASS	Response of 'Yes' and information requested provided, if applicable; OR a response of 'No' and sufficient evidence of self-cleaning is provided to the satisfaction of the Council (see full details within section on 'Self-cleaning' below).
FAIL	The Council is entitled to exclude Suppliers from this procurement if any of the grounds for exclusion apply, as indicated by a Supplier responding 'No' to the question, and/or the Council has other external evidence. However, the Council will consider all the relevant circumstances, and will at its discretion allow a Supplier to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Council's satisfaction.
3.1(b)	

PASS	If the response to question 3.1(a) is 'No' and information requested is provided; OR no response required due to a response of 'Yes' to question 3.1(a).
FAIL	If the response to question 3.1(a) is 'No' and information requested is not provided.
3.2	
PASS	If the response to question 3.1(a) is 'No' and a response of 'Yes' is provided.
FAIL	The Council is entitled to exclude Suppliers from this procurement if any of the grounds for exclusion apply, as indicated by a Supplier responding 'No' to the question, and/or the Council has other external evidence. However, the Council will consider all the relevant circumstances, and will at its discretion allow a Supplier to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Council's satisfaction.
Section 4 - Grounds for discretionary exclusion (4.1 – 4.3)	
4.1 (a) - (i) and 4.1(j)-(i) - 4.1(j)-(iv)	
You must self-certify whether any of the grounds for discretionary exclusion apply, as specified by the questions.	
PASS	Responses of 'No' to each question; OR a response of a 'Yes' to one or more questions but appropriate evidence of self-cleaning is provided within 4.3 (see section on 'Self-cleaning' below for guidance and instructions on this).
FAIL	The Council is entitled to exclude Suppliers from this procurement if any of the discretionary grounds for exclusion apply, as indicated by a Supplier responding 'Yes' to a question, and/or the Council has other external evidence. However, the Council will consider all the relevant circumstances, and will at its discretion allow a Supplier to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Council's satisfaction.
4.2	
PASS	If the Potential supplier is a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015, a response of 'Yes' to both confirmation statements; OR a response of a 'No' to one or more confirmation statements but appropriate evidence of self-cleaning is provided within 4.3 (see section on 'Self-cleaning' below for guidance and instructions on this); OR no response as the Supplier is not a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015.
FAIL	The Council is entitled to exclude Suppliers from this procurement if any of the discretionary grounds for exclusion apply, as indicated by a Supplier responding 'No' to one or more of the confirmation statements, and/or the Council has other external evidence. However, the Council will consider all the relevant circumstances, and will at its discretion allow a Supplier to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Council's satisfaction.
4.3	
PASS	No response required due to responses of 'No' to all situations and statements listed in 4.1 and responses of 'Yes' to the confirmations in 4.2 (where applicable); OR a response of 'Yes' to one or more of the situations and/or statements listed in 4.1 and/or a response of 'No' to either confirmation in 4.2 (if applicable) and sufficient evidence of self-cleaning is provided in 4.3 to the satisfaction of the Council (see full details within section on 'Self-cleaning' below).
FAIL	If any of the grounds for rejection apply in 4.1 and 4.2 and the Supplier does not provide sufficient evidence of 'Self-cleaning' in 4.3, then the Council will score this section of the Supplier's application as a FAIL.

	<p>If a Supplier is scored a FAIL for this section, then this will result in the Supplier's elimination from the evaluation process and the Council will not proceed with the scoring of the Suppliers application. (See section on 'Self-cleaning' below).</p>
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Self-cleaning: important instructions

Self-cleaning: If a Supplier responds 'Yes' to any of the questions within 2.1(a) or 4.1, or 'No' to any of the questions within 3.1(a), 3.2, and 4.2 (if applicable), the Council may request further evidence of self-cleaning at any time prior to award.

In order for the evidence referred to above to be sufficient, the Supplier shall, as a minimum, prove that it has:

- Paid or undertaken to pay compensation in respect of any damage caused by the criminal offence or misconduct;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.

The measures taken by the Supplier shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Council to be insufficient, the Supplier shall be given a statement of the reasons for that decision, and the question(s) shall be scored as a FAIL.

The Council can use its discretion as to whether the Supplier may be awarded a PASS, provided the Supplier can demonstrate remedial action to the Council's satisfaction.

If a Supplier answers 'Yes' to any of the questions within 2.1(a) or 4.1 or 'No' to any of the questions within 3.1(a), 3.2, and 4.2 (if applicable) and subsequently **does not provide any evidence that is requested** of Self-cleaning the Supplier will fail that question and be excluded from the process.

Self-cleaning is not applicable to discretionary exclusion grounds which are procurement-specific and which do not arise from Supplier misdeeds ("conflict of interest" and "distortion of competition from prior involvement").

Part 3: Selection Questions

Section 5 – Economic and Financial Standing (5.1 – 5.5)							
5.1-5.3(a-b)							
PASS	The Supplier can provide the requested details to one of the questions 5.1, 5.2, 5.3(a) or 5.3(b).						
FAIL	The Council may fail a Supplier if they cannot provide the requested details for at least one of the questions 5.1, 5.2, 5.3(a), or 5.3(b).						
5.4							
PASS	<p>The specified minimum level of economic and financial standing for this procurement is set out below:</p> <p><i>If both of the following criteria are achieved, the Supplier will achieve a PASS and should select 'Yes' within the Selection Criteria Questionnaire.</i></p> <ul style="list-style-type: none"> • A result of 0.7 or above for the current ratio; and • A result of 1 or below for the debt ratio. <p><u>To calculate the financial ratios:</u></p> <table border="1"> <thead> <tr> <th colspan="2">FINANCIAL INFORMATION – evaluation method</th> </tr> </thead> <tbody> <tr> <td>Current ratio</td> <td>Current assets divided by current liabilities</td> </tr> <tr> <td>Debt ratio</td> <td>Total debt divided by total assets</td> </tr> </tbody> </table> <p>The Council reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further information such as details of your accounting model or information concerning any underwritten debt.</p> <p>At the sole discretion of the Council, the further information provided may be taken into account to assess whether your organisation will PASS the question.</p>	FINANCIAL INFORMATION – evaluation method		Current ratio	Current assets divided by current liabilities	Debt ratio	Total debt divided by total assets
FINANCIAL INFORMATION – evaluation method							
Current ratio	Current assets divided by current liabilities						
Debt ratio	Total debt divided by total assets						
FAIL	<p>If a Supplier selects 'No' for Question 5.4 as they did not satisfy both of the above criteria they may FAIL that question in which case the Council will not proceed with the scoring of their application.</p> <p>Suppliers may be required to confirm the following information during evaluation stage when requested:</p> <ul style="list-style-type: none"> • Current assets • Current liabilities • Total debt • Total assets <p>The Council will use the above information to calculate the ratios. If a Supplier is found not to satisfy both the above criteria they may fail question 5.4 and be excluded from the procurement.</p> <p>The Council reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further information such as details of your accounting model or information concerning any underwritten debt.</p>						

	<p>At the sole discretion of the Council, the further information provided may be taken into account to assess whether your organisation will PASS the question.</p> <p>The Council reserves the right to use a third party provider of business information. This may be to validate the financial information provided by the Supplier, to identify areas of concern, and/or obtain further information where required.</p>
5.5	
PASS	Where the Supplier is relying on another member of the bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, the Supplier confirms that the relevant person or entity is willing to provide a guarantee or other security if required.
FAIL	<p>Where the Supplier is relying on another member of the bidding group/consortium or any subcontractors or other security in order to meet the selection criteria relating to economic and financial standing, the Supplier does not confirm that the relevant person or entity is willing to provide a guarantee or other security if required.</p> <p>The Council reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further information such as details of your accounting model or information concerning any underwritten debt.</p> <p>At the sole discretion of the Council, the further information provided may be taken into account to assess whether your organisation will PASS the question.</p>
Section 6 – Technical and professional ability (6.1 - 6.3)	
6.1	
<p>This question requires contract(s) that are relevant to the Council's requirement. The Council's requirements are set out within the ITP and Specification documents.</p> <p>Examples of contracts relevant to the Council's requirements may include:</p> <ul style="list-style-type: none"> • Contract(s) for services similar to those set out with in the Council's ITP and Specification documents; • Contract(s) for services which are similar in nature to those set out within the Council's Invitation to Participate documents specifically the service specification. • Other contracts or major grants as the Council sees appropriate. <p>Suppliers must provide:</p> <ol style="list-style-type: none"> 1. references from other local authorities, e.g. Contract Managers; <p>in the event that this is not possible, Suppliers must provide:</p> <ol style="list-style-type: none"> 2. references from other public sector bodies, e.g. if you have been contracted by the NHS, ICBs; <p>and in the event that this is not possible, Suppliers must provide:</p> <ol style="list-style-type: none"> 3. references from the Council staff. This could be the relevant, Service Manager, Contract Monitoring Officer, Contract Assurance Officer, Commissioning Manager or other job title. 	

The relevancy of your contracts to the Council's requirements will be assessed on the following. As part of your responses you must address the nature of the service (service description).

Selection Criteria Additional Information - References IMPORTANT – References Instructions below:

- 1) Suppliers are required to contact the referee(s) indicated within section 6.1 for each contract to obtain the references.
- 2) Suppliers must use the template provided at 'Appendix 3a - TIER 1 and 2 Selection Criteria Additional Information Reference Request'. The text must be replicated into the body of an Email.
- 3) Suppliers must submit the Email trail which includes their request and the referee's response to questions 1-4 with their Application. Each Reference response must:
 - a) be submitted as a separate Email, and; Appendix 6 – Application Evaluation Criteria
 - b) be submitted as an Email Message format, pdf or any other format which is created when you save an Email (rather than copying and pasting the text from an Email into a word or other document).
- 4) Lancashire County Council may contact the referees to validate their responses during the evaluation stage of the process.
- 5) In the event that it is not possible to provide the email trail which includes the Suppliers request and the referee's response with their Application, Suppliers must provide:
 - a) The email trail to evidence that they have sent the reference request to the referee, and;
 - b) The correct contact details at table 6.1 of the Selection Criteria Questionnaire for the Council to issue the reference request, or follow up on their request.
- 6) Suppliers are reminded that the Council may require satisfactory references to enable a pass for this question, therefore they should use best endeavours and allow enough time to acquire the necessary references from the referees.

PASS	The information is complete and the reference(s) which the Council obtains are satisfactory.
FAIL	<p>If one or more references gives evidence of a failure to deliver the required levels of contract performance it may result in a FAIL.</p> <p>No description(s) provided in response to the question, or the contracts provided are not relevant to the Council's requirements may result in a FAIL.</p> <p>If it is not possible to validate the accuracy of the information provided or if the accuracy of the information provided is put in significant doubt by the referee this may result in a FAIL.</p> <p>However, the information for the other questions within section 6 will be taken into account by the Council to assess whether your organisation will PASS the question.</p> <p>Please note that the Council will check the word-count of your response(s), any words above the word-count will not be evaluated. The word-count applies to each contract, i.e. you have 500 words for Contract 1, 500 words for Contract 2, 500 words for Contract 3.</p>

6.2

This question requires an explanation as to why examples cannot be given within 6.1 and how you meet the selection criteria relating to technical and professional ability.

PASS	Explanation not required by virtue of the response given to 6.1, or the explanation provided is satisfactory.
FAIL	No response to the question, or the explanation is not satisfactory. However, the information for the other questions within section 6 will be taken into account by the Council to assess whether your organisation will PASS the question.
6.3	
This question requires previous experience of working with subcontractors.	
PASS	The evidence submitted is satisfactory, even if limited, or no response due to no subcontracting in proposed delivery model.
FAIL	No description(s) provided in response to the question where the Supplier has stated they would use subcontracting within the delivery model.

Section 7 – Additional Questions including Project Specific Questions

7.1 Insurance

PASS	You either have or can commit to obtain, prior to the commencement of the contract, each of the levels of insurance cover indicated as set out within question 7.1.
FAIL	You have not got each level of insurance cover as set out within question 7.1 and are not willing to obtain each level of insurance cover if offered a contract.

7.2 Data Protection

7.2(a)

PASS	A Response of Yes
FAIL	A Response of No

7.2(b)

PASS	The information provided is complete and satisfactory and evidence is provided to support your company's ability to implement appropriate technical and organisational methods to comply with UK GDPR and ensure the protection of the rights of data subjects.
FAIL	The information is not provided, or the information provided is not satisfactory.

7.3 Health and Safety

7.3 (a)

PASS	The information provided is complete and satisfactory and includes details of existing policy and examples of how risks are controlled. *Note – a response to this question is not applicable if you are an organisation with less than 5 employees
FAIL	The information is not provided, or the information provided is not satisfactory.

7.4 Business Dealings within Russia or Belarus

7.4(a)

PASS	A Response of 'No'.
FAIL	A Response of 'Yes' and information requested has NOT been provided, or a response of 'Yes' and the information provided entitles the Council, at its sole discretion, to exclude the bid in accordance with current law and guidance.

7.4(b)	
PASS	A Response of 'No.'
FAIL	A Response of 'Yes' and information requested has NOT been provided, or a response of 'Yes' and the information provided entitles the Council, at its sole discretion, to exclude the bid in accordance with current law and guidance.
7.4(c)	
PASS	A Response of 'No.'
FAIL	A Response of 'Yes' and information requested has NOT been provided, or a response of 'Yes' and the information provided entitles the Council, at its sole discretion, to exclude the bid in accordance with current law and guidance.

7.5 Ofsted (or equivalent) Registration and Rating / Service Provision	
7.5 (a) Ofsted (or equivalent) Registration and Rating	
PASS	The requirements to achieve a PASS are set out in the Invitation to Participate Section 4.2.2 'Ofsted (or equivalent) Registration and Rating Requirements for ALL Applications (Tier 1 and Tier 2)' See 'Location Boundary' in Section 4.2.1 of the ITP
FAIL	
7.5 (b) Ofsted (or equivalent) Registration and Rating	
PASS	The requirements to achieve a PASS are set out in the Invitation to Participate Section 4.2.4 'Tier 1 additional Ofsted (or equivalent) Registration and Rating Requirements' See 'Location Boundary' in Section 4.2.1 of the ITP
FAIL	
7.5 (c) Service Provision	
PASS	You are able to meet the following requirements as per Section 4.2.3 of the ITP: <ul style="list-style-type: none"> - from at least one of the Homes which meets the Selection Criteria requirements for Tier 1 (including be within the Location Boundary) Applicants must be able to meet both of the following requirements from at least one of their Homes: be able to deliver 'standard children's home placements' (i.e. placements which do not have to include therapy and/or education), AND: be able to offer Placements through this PDPS (i.e. at least some of the Placements within the Home can be accessed by the Contracting Bodies and are not for the exclusive use of other Local Council(s), from the same Home.
FAIL	You are Applying for Tier 1 and you are NOT able to meet the following requirements as per Section 4.2.3 of the ITP <ul style="list-style-type: none"> - from at least one of the Homes which meets the Selection Criteria requirements for Tier 1 (including be within the Location Boundary) Applicants must be able to meet both of the following requirements from at least one of their Homes: be able to deliver 'standard children's home placements' (i.e. placements which do not have to include therapy and/or education), AND: be able to offer Placements through this PDPS (i.e. at least some of the Placements within the Home can be accessed by the Contracting Bodies and are not for the exclusive use of other Local Council(s), from the same Home.

'Registration and Rating' - Application instructions

Instructions for the completion of the 'Registration and Rating' tab of Appendix 4 - TIER 1 and 2 - Selection Criteria Additional Information and Pricing Schedule.

Supplier must include all of their Homes which:

- Are within the Location Boundary
- Have any Rating from the Regulatory Body (Ofsted or CQC) (Although the Council will not place in Home with an inadequate rating they should still be listed)
- Do not yet have a rating from the Regulatory Body (Ofsted or CQC)

Stage 2 Evaluation Criteria - Price

The following criteria applies to Tier 1 and Tier 2 Applications

Price Submission Instructions

Having considered all aspects of Council's requirements detailed in these ITP documents, the Applicant must provide a detailed pricing proposal in Appendix 4 - TIER 1 and 2 - Selection Criteria Additional Information and Pricing Schedule, at the 'Pricing Schedule' tab.

Submission of an incomplete Appendix 4 - TIER 1 and 2 - Selection Criteria Additional Information and Pricing Schedule may result in failure and disqualification of the Application.

Any reference to spend or volumes commissioned by the Council or Contracting Bodies will be based on historical data or estimated and are to be used for guidance only. The Council cannot guarantee the quantities of any services to be purchased throughout the period of the PDPS.

All Prices must be quoted in pounds sterling to two decimal places, and be exclusive of VAT.

Prices must remain open for acceptance until 180 days from the closing date for the receipt of Application.

Instructions for the completion of the 'Pricing Schedule' tab of Appendix 4 - TIER 1 and 2 - Selection Criteria Additional Information and Pricing Schedule.

All Suppliers applying to be part of the PDPS will be required to submit a Price for each relevant Home Size, and for each Service Type. Suppliers must submit a Price in the relevant cell where they have at least one Home in that Category which;

- is within the Location Boundary, and;
- is currently operational. E.g. if you do not currently have a 1 bed Home in the Service Type Category which is operational and meets the requirements, you must not include a Price for a 1 bed Home within that Category, and;
- has any Rating from the Regulatory Body (e.g. Ofsted or CQC) (Although the Council will not place in Home with an inadequate rating they should still be included), Or;
- does not yet have a rating from the Regulatory Body (Ofsted or CQC)

Please note where a Suppliers Price is for a Home which has a rating of inadequate the Price must be for the delivery of Services from the Home when it meets the requirements and the Contracting Bodies can place there.

The evaluation is per Applicant not per Home, therefore if you have more than one Home within the Service Type and Home Size you will need to provide one Price for all Homes in the category.

Suppliers will need to complete the sections relevant to the Tier they are applying for. Suppliers must complete the following sections:

Section	Who must complete the Section
1) Tier Selection	All Suppliers
2) Fixed Core Service Price - Standard Children's Home Placement	Tier 1 Suppliers MUST complete this section for the relevant Home Sizes. Tier 2 Suppliers must complete this section where applicable.
3) Flexible Service Price - Education/Therapy	Tier 1 and Tier 2 Suppliers must complete this section where applicable.
4) Fixed Core Service Price Education/Therapy/Services for children with disabilities	Tier 1 and Tier 2 Suppliers must complete this section where applicable.
5) Additional Services - Additional Fee	Tier 1 and Tier 2 Suppliers must complete this section where applicable.
6) Retainer Percentage	Tier 1 and Tier 2 Suppliers can complete this section

The Council recognises that Suppliers will have varied service models, therefore Suppliers are given the option to price for education/therapy either as a Flexible Service or as a Fixed Core Service.

Suppliers **MUST** refer to **Appendix 1 - Service Specification Section 9 'Core Services Specification'** for instructions in relation to pricing and information including:

- The definitions of Fixed Core Service and Flexible Service
- What must be included in the Fixed Core Service Price
- What must be included in the Flexible Service Price

Price Evaluation/Reviews/Changes

The Prices submitted for 'Fixed Core Service Price - Standard Children's Home Placement' will form part of the evaluation in the event that a Supplier applies to be on Tier 1. Please see Section 'Tier 1 Applications Price Evaluation' below.

The remaining Prices submitted by Tier 1 Suppliers and all Prices submitted by Tier 2 Suppliers will not be scored as part of their Application. However, the Price for a Placement will be considered as part of the Call Off procedure when considering best value.

Please note that Providers may submit a Price for a Placement at Call Off, which is lower than that submitted within their Application Pricing Schedule for the PDPS but they **MUST NOT** exceed their Price within their Application Pricing Schedule.

In all cases, where a Provider's Price falls in the range of abnormally high (higher than 15% above the average Provider Price within the relevant Category of Service Type and Home Size) the Provider may be required to take part in open book accounting including providing a full breakdown of Placement costs, or a dialogue with the Council so that the Council may gain an understanding of the reasons for

such abnormally high Price(s) and the business model underpinning the high Price(s). This may take place at the time of Application or during the term of the Agreement.

The Council does not intend to reject Applications where the Price remains 'abnormally high', however Providers are reminded that where more than one Placement Offer is considered to be suitable at Call Off, the best value option will be selected.

There will be opportunities for Suppliers to submit Prices for new types of provision (i.e. for services where Prices were not submitted at time of application) at specific periods throughout the course of the Agreement.

It is intended that Prices for all Providers and their ranking are reviewed annually. Decreases in Prices will be accepted without application. Please see Clause 11 of the Call Off Terms and Conditions for information in relation to Price uplifts.

A review of the ranking of Providers on the basis of Pricing, due to new Suppliers being accepted and/or Providers applying for a Price uplift or adding new provision, will take place which may affect the ranking of Providers on Tier 1 and the Tier 1 reserve list. Please see Schedule 6 of the PDPS Agreement 'Tiering System' for further information.

The Price within the Application will apply throughout the term of the Agreement unless the terms of the Agreement allow otherwise.

Tier 1 Applications Price Evaluation

The following criteria applies to Tier 1 Applications ONLY

The Prices submitted for Standard Children's Home Placements will form part of the evaluation in the event that an Applicant applies to be on Tier 1.

- The Price evaluation for Tier 1 will include the following:
 - A Price evaluation will be carried out for each Home size within the 'Standard Children's Home Placements' Service Type.
 - Suppliers will be required to submit Prices at section ' 2) Fixed Core Service Price - Standard Children's Home Placement' of the Pricing Schedule (Appendix 4) for each Home size, in accordance with the Core Services Specification (Section 9 of the Specification).
 - The Suppliers' Prices will be arranged by the most competitive (lowest Price) through to the least competitive (highest Price) for each Home Size within the Standard Children's Home Placement Category.
 - The most competitive Price gains the full weighting available within the pricing criteria (40%). All remaining Applications, which are more expensive, are awarded a score pro rata to the most competitive response. The formula to calculate the Price Score is:
 - $\text{Price Score} = (\text{Lowest Price} / \text{Suppliers Price}) * \text{Price Weighting}$.
 - In the event that the calculation returns a negative Price Score the Supplier will be awarded a Price Score of zero (0).
 - The Council will then calculate the average Price score for each Supplier across their Home sizes. The Suppliers average Price score will be applied to their quality score to give an overall score for their Application for Tier 1.
 - Tier 1 reserve list price Applications will be scored alongside existing Tier 1 Providers prices.

Example of Scoring

The following examples are for illustrative purposes only and should not be considered to have any influence on Applicants Prices.

Example Application Prices for 'Fixed Core Service Price - Standard Children's Home Placement':

1 Bed Home Size

	Supplier 1	Supplier 2	Supplier 3	Supplier 4
Price	£995	£1,000	£1,274	£1,231
Price Score	40.00	39.80	31.24	32.32

2 Bed Home Size

	Supplier 1	Supplier 2	Supplier 3	Supplier 4
Price	£896	£900	£1,176	£1,133
Price Score	40.00	39.80	30.46	31.62

3 Bed Home Size (Where Supplier 3 doesn't have any 3 bed homes which meet the criteria)

	Supplier 1	Supplier 2	Supplier 3	Supplier 4
Price	£796	£800		£1,034
Price Score	40.00	39.80		30.79

The Average Price Score for each Supplier across their Home Sizes would be:

Supplier 1	Supplier 2	Supplier 3	Supplier 4
40.00	39.80	30.85	31.58

Stage 2 Evaluation Criteria – Quality (Tier 1 ONLY) Non-Price 60%

The following Criteria is for Tier 1 Applications ONLY

- Each question will be scored out of 4 (please see "The interpretations of the non-pricing scorings").
- Weighted marks for each question within a criterion are added together to give the total score for the quality criteria.
- Please **do NOT** include embedded documents or attachments to answer any question, unless invited to do so within the body of the question. Embedded documents and attachments which are not permitted **will NOT be evaluated**.
- It is acceptable for Suppliers to include tables, flow charts, maps, process diagrams, and staffing structures provided any characters within these are included in the character count for the question, and only if they are entered within the text boxes provided, or as per instructions provided. If character limits are exceeded, the panel **will NOT score any information** which exceeds the character limit.
- The **quality criteria** section demonstrates how this will apply to a Suppliers score if they received, for each question, the following scores against a variety of weightings:

The interpretations of the non-price scorings are:

Score	Description
0	Unacceptable Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.
1	Poor Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.
2	Acceptable Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
3	Good Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
4	Excellent Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

Each question has a threshold score whereby should a Supplier be awarded a score of less than 2 (i.e. it does not meet criteria), the evaluation panel may not complete the rest of the assessment for that Supplier's Application and the Supplier may be rejected from the evaluation process. For the avoidance of doubt the Council reserves the right seek to award scores for Question 1 and reject any Suppliers who are awarded a score of less than 2 without scoring the remainder of their Application.

Each member of the evaluation panel must agree with the score and the resulting elimination.

Tier 1 Price and Quality Evaluation Overview

No Applicant will be advantaged or disadvantaged through the scoring mechanism.

All Tier 1 Applications will be evaluated and scored on the basis of the most economically advantageous tender against the evaluation criteria which is based on the quality/price split outlined in this document.

Following evaluation and scoring all Tier 1 Applications will be ranked based on the highest overall score.

Score for Question x Weighting Factor (As shown in the Quality criteria table) = Weighted Score.

QUALITY CRITERIA	MAXIMUM PRE-WEIGHTED SCORE	WEIGHTING FACTOR	MAXIMUM SCORE (%)
1 Partnership working	4	7.5	30
2 Placement Stability	4	3.75	15
3 Emotional Health and Wellbeing	4	1.25	5
4 Social value	4	2.5	10
MAXIMUM WEIGHTED QUALITY SCORE			60%
MAXIMUM WEIGHTED PRICE SCORE			40%

The sum of a Tier 1 Applicant's Quality and Price Score added together will provide an Applicants Tier 1 Score:

$$\text{Quality Score (Max 60\%)} + \text{Price Score (Max 40\%)} = \text{Tier 1 Score}$$

Applicants will be arranged by the highest Tier 1 Score through to the lowest Tier 1 Score.

The top 10 ranking Applicants will be awarded a place in Tier 1.

The remaining Applicants who meet the Tier 1 requirements but are not in the top 10 highest scoring will be awarded a place on Tier 2, and the Tier 1 reserve list.

The Tier 1 criteria will apply to Tier 1 reserve list Applications.

Please see the Service Specification for more details regarding the Tier 1 reserve list, and Schedule 6 of the PDPS regarding the Tiering System.