



Invitation to Participate

Provider List Agreement For The Provision Of:

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 5 – Application Evaluation Criteria

EVALUATION OVERVIEW

All submissions will be marked over a two stage process before the Provider List Agreements are awarded.

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 Applicants 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 Authority reserves the right to consider the measures taken and deem whether the remedial action taken is sufficient and whether the Authority requires the submission of satisfactory evidence by the Applicant prior to appointment.

CRITERIA	SECTION NUMBERS	DOCUMENT	EXPLANATION FOR ALLOCATION OF WEIGHTING	CRITERIA WEIGHTING
Selection	1 - 8	Selection Criteria Questionnaire	Must pass all questions to be eligible to be appointed	Pass or Fail

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

Part 1: Potential supplier Information

Section 1 - Potential supplier information (1.1), Bidding model (1.2), Contact details and declaration (1.3)	
1.1 (a-h)	
PASS	All information has been provided for all questions.
FAIL	Information requested not provided in respect of all of the questions.
1.1 (i i)	
PASS	A response of Yes
FAIL	A response of No
1.1 (i ii)	
PASS	If response to 1.1 (i) is 'Yes' All information has been provided for all questions.
FAIL	If response to 1.1 (i) is 'Yes' but no response to 1.1 (i ii)
1.1 (j i-ii)	
PASS	All information has been provided for all questions
FAIL	Information requested not provided for any question If response to j (i) is 'yes' but no confirmation of compliance is given in j (ii)
1.1 (k – p)	
PASS	All information has been provided for all questions.
FAIL	Information requested not provided for any of the questions.
1.2	
PASS	If response to 1.2 a (i) is 'Yes' All information has been provided for all questions. Or if response is 'No', N/A to 1.2(a) (ii), (a) (iii) and 1.2(b) (i), (b) (ii) is required.
FAIL	If response to 1.2 a (i) is 'Yes' but no response to 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii) is provided.
1.3 (a-h)	
PASS	All information has been provided for all questions.
FAIL	Information requested not provided in respect of any of the questions.

Part 2: Exclusion Grounds

Section 2 - Grounds for mandatory exclusion (2.1 – 2.3)	
See Annex C of the questionnaire for guidance	
2.1	
For the questions within 2.1 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 C of the Selection Criteria Questionnaire, which should be referred to before completing these questions.	
2.2	
PASS	If applicable, a response of 'Yes' to 2.2.
FAIL	A response of a 'Yes' to one or more questions in 2.1 (a) but 'No' to 2.2.
2.3	
PASS	Responses of 'No' to 2.3 (a), or a response of 'Yes' but provides sufficient evidence of self-cleaning (see full details within section on 'Self-cleaning' below)
FAIL	(See section on 'Self-cleaning' on Page 4 of this document)

	<p>If any of the mandatory grounds for rejection apply and the supplier does not provide sufficient evidence of self-cleaning, then the Authority will score these sections of the supplier's application as a FAIL.</p> <p>If a supplier is scored a FAIL for a question within these sections then this will result in the supplier's elimination from the evaluation process and the Authority will not proceed with the scoring of its Evaluation Criteria for this ITT.</p>
Section 3 - Grounds for discretionary exclusion (3.1 – 3.2)	
3.1 (a) – (j) and (j) (i-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 3.2 (see section on 'Self-cleaning' below for guidance and instructions on this).
FAIL	The Authority is entitled to exclude Applicants from the ITP if any of the discretionary grounds for exclusion apply, as indicated by a Applicant responding 'Yes' to a question, and/or the Authority has other external evidence. However, the Authority will consider all the relevant circumstances, and will at its discretion allow an Applicant to score a PASS and proceed if it provides evidence of 'Self-cleaning' to the Authority's satisfaction.

Self-cleaning: important instructions

Self-cleaning: If an Applicant responds 'Yes' to any of the questions within **2.1, 2.3 or 3.1** The Authority 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 Applicant 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 Applicant shall be evaluated taking into account the gravity and particular circumstances of the criminal offence or misconduct. Where the measures are considered by the Authority to be insufficient, the Applicant shall be given a statement of the reasons for that decision, and the question(s) shall be scored as a FAIL.

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

If an Applicant answers 'Yes' to any questions within sections 2.1- 2.3, or 3.1 and subsequently **does not provide any evidence that is requested** of Self-cleaning the Applicant 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 Applicant misdeeds (“conflict of interest” and “distortion of competition from prior involvement”).

Part 3: Selection Questions

Section 4 – Economic and financial standing (4.1 – 4.2)							
4.1							
PASS	If a supplier answers yes to one of the questions.						
FAIL	The Authority may fail an Applicant if they cannot provide any evidence required in 4.1.						
4.2							
PASS	<p>The specified minimum level of economic and financial standing for this procurement is set out below: <i>If both of the following criteria are achieved, the Applicant will achieve a PASS and should select Yes within the selection 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" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">FINANCIAL INFORMATION – evaluation method</th> </tr> </thead> <tbody> <tr> <td style="width: 50%;">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 use a third-party provider of business information, this may be to validate the financial information provided by the Applicant, to identify areas of concern and/or for further information where required.</p> <p>The Authority 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. At the sole discretion of the Authority, 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 an Applicant selects 'No' for Question 4.2 as they did not satisfy both of the above criteria they may FAIL that question in which case the Authority will not proceed with the scoring of their Application.</p> <p>Applicants 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 Authority will use the above information to calculate the ratios. If an Applicant is found not to satisfy both the above criteria they may fail question 4.2 and be excluded from the procurement.</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 Applicant, to identify areas of concern and/or for further information where required.</p> <p>The Authority reserves the right to carry out further financial stability evaluation if it deems it necessary, which may involve seeking further</p>						

	<p>information such as details of your accounting model or information concerning any underwritten debt. At the sole discretion of the Authority, the further information provided may be taken into account to assess whether your organisation will PASS the question.</p>
Section 5	
<p>Scoring method: PASS/FAIL</p> <p>If you respond 'No' indicating that you are not part of a wider group, you do not have to complete the rest of the questions within Section 5.</p>	
PASS	Responses of 'Yes' and information can be provided as per the requirements of the question. (Or if you are not part of a wider group.)
FAIL	If you are part of a wider group and cannot answer 'Yes' to these questions this may result in a FAIL. However, the information for the other questions within section 5 will be taken into account by the Council, along with any other relevant factors to assess whether your organisation will PASS the question.
Section 6 – Technical and professional ability (6.1 - 6.3)	
6.1	
<p>This question requires contract(s) that are relevant to the Authority's requirement. The Authority's requirements are set out within the Invitation to Participate Application Process Descriptive Document and Service Specification documents. Examples of contracts relevant to the Authority's requirements may include:</p> <ul style="list-style-type: none"> • Contract(s) for services similar to those set out with in the Authority's Invitation to Participate and Service Specification documents; • Other contracts or major grants as the Authority sees appropriate. <p>Applicants must provide:</p> <ol style="list-style-type: none"> 1. references from staff in other authorities, e.g. Contract Managers; <p>in the event that this is not possible, Applicants must provide:</p> <ol style="list-style-type: none"> 2. references from other public sector bodies - e.g. if you have been contracted by other local authorities, the NHS, CCGs, schools, or universities; <p>and in the event that this is not possible, Applicants must provide:</p> <ol style="list-style-type: none"> 3. references from the Authority staff. This could be the relevant, Service Manager Contract Management Officer, Contract Manager, Commissioning Manager, Social Work team officer. <p>The relevancy of your contracts to the Authority's requirements will be assessed on the following. As part of your responses you must address the nature of the service (service description).</p> <p>Selection Criteria – Reference Request – See Appendix 3b. IMPORTANT – References Instructions below:</p> <ol style="list-style-type: none"> 1) Applicants are required to contact the referee(s) indicated above for each contract to obtain the references. 	

- 2) Applicants must use the template provided at 'Appendix 3b - Selection Criteria Additional Information Reference Request'. The text must be replicated into the body of an Email. Questions 1-4 in the template are for the referee to complete.
- 3) Applicants 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;
 - 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) The 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 Applicants request and the referee's response with their Application, Applicants 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 section 6.1 of the Selection Criteria Questionnaire for the Council to issue the reference request, or follow up on their request.
- 6) Applicants 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 Authority obtains are satisfactory.
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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 Authority'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 Authority to assess whether your organisation will PASS the question.</p> <p>Please note that the Authority 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>
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6.2

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.
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FAIL	No description(s) provided in response to the question where the Applicant has stated they would use subcontracting within the delivery model.
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6.3

This question requires an explanation as to why examples cannot be given within 6.1.

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 Authority to assess whether your organisation will PASS the question.
Section 7 – Modern Slavery Act 2015 (7.1 - 7.2)	
PASS	If you respond 'No' to question 7.1 indicating that you are not a relevant commercial organisation, and provide explanation within 7.2. If you respond 'Yes' to question 7.1 indicating that you are a relevant commercial organisation, and provide the relevant url within 7.2.
FAIL	If you respond 'No' to question 7.1 indicating that you are not a relevant commercial organisation, and do not provide explanation within 7.2 this may result in a FAIL. If you respond 'Yes' to question 7.1 indicating that you are a relevant commercial organisation, and do not provide the relevant url within 7.2 this may result in a FAIL. At the sole discretion of the Authority, the information provided may be taken into account to assess whether your organisation will PASS this question.
Section 8 – Additional Questions	
8.1(a) Insurance	
PASS	You either have or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated set out within 8.1.
FAIL	You have not got the necessary cover and are not willing to obtain this if offered a contract.
8.2 Safeguarding and Data Protection	
a - e	
PASS	Responses of 'Yes' to all questions
FAIL	A response of 'No' to any of these questions

8.2 Relevant Experience	
Each question will be scored out of 4 (please see "The interpretations of the Relevant Experience scorings").	
Please do NOT include embedded documents or attachments to answer any question. Embedded documents and attachments which are not permitted will NOT be evaluated.	
It is acceptable for Applicants to include tables, flow charts, maps, process diagrams, 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.	
A Pass must be achieved to be considered further for each Lot applied for. If applying for more than one Lot it is possible that an Applicant may Pass for one Lot(s) and Fail for another Lot(s).	
PASS	A final score of 2 or more has been allocated by the evaluation panel for that question
FAIL	A final score of less than 2 has been allocated by the evaluation panel for that question
The interpretations of the Relevant Experience scorings are:	
Score	Criteria
0	Unacceptable

	No response is provided or a case study is provided that is of no relevance or is of little relevance to the service requirements (or similar) as described in the question and does not adequately demonstrate experience of delivering a similar service with sufficient detail.
1	Poor The response provided a case study which is generally poor and is partially relevant to the service requirements (or similar) as described in the question and provides limited detail to demonstrate experience of delivering a similar service.
2	Acceptable The response provided a case study which is acceptable and relevant to the service requirements (or similar) as described in the question and adequately demonstrates experience of delivering a similar service but may lack detail in certain areas.
3	Good The response provided a case study which is good and relevant to the service requirements (or similar) as described in the question and sufficiently demonstrates experience with good detail of delivering a similar service.
4	Excellent The response provided a case study which is excellent overall and completely relevant to the service requirements (or similar) as described in the question and comprehensively demonstrates experience with complete detail of delivering a similar service.

8.4 CQC and Ofsted Registration

8.4 (a)

PASS	If you respond 'Yes, we self-certify' to question 8.4(a) or responded 'No' but supplied an explanation of how you otherwise meet this requirement despite the existence of a relevant ground for exclusion. At the sole discretion of the Authority, the information provided may be taken into account to assess whether your organisation will PASS this question.
FAIL	If you respond 'No' to question 8.4(a) and do not provide a satisfactory explanation of how you otherwise meet this requirement despite the existence of a relevant ground for exclusion within 8.4(b) this may result in a FAIL.

The Authority will verify this information as part of the evaluation process to ensure the requirements are met. If an Applicant is found not to have met the Requirements as set out in section 6.3.1 of the ITP and in the Service Contract their application may be rejected.

Stage 2 Quality Evaluation Criteria for each Lot – Non Price

Each question will be scored out of 4 (please see "The interpretations of the non-pricing scorings").

Each question has a **threshold score** whereby should an Applicant be awarded a score of less than 2, they have not met the threshold. **If the evaluation panel agree a score which is a 0 or 1 in any question, the Applicant will be rejected.**

Therefore, to be eligible for the Provider List for each Lot applied for, **a minimum score of 2** must be achieved in **all questions for that Lot.**

Applicants who are rejected, will be required to wait until the next application window is open (once every 12 months, The Authority reserves the right to evaluate sooner) before they can reapply for admission to the Provider List.

It is intended that the responses to these Quality questions will be evaluated in question number order, however the Authority reserve the right to evaluate the responses to questions in any order.

For the avoidance of doubt the Authority reserves the right seek to award scores for Question 1 and reject any Applicant who are awarded a score of less than 2 without scoring the remainder of their Application.

Please note that the score awarded for certain questions will be taken into account as part of the Call Off Process for Lot 1b- Lot 4. Applicants must therefore strive to achieve the highest score possible for their responses to these Quality questions.

See Appendix 1a Provider List for Call Off Process.

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 Applicants 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 Applicants score if they received, for each question, the following scores:

The interpretations of the non-price scorings are:

Score	Description	Threshold Score Achieved
0	Unacceptable Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.	Rejected
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.	Rejected

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.	Accepted
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.	Accepted
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.	Accepted

No Applicant will be advantaged or disadvantaged through the scoring mechanism. Applicants will be required to complete the questionnaire fully according to the Lot(s) applied for. References made within any proposals to information contained within other Lot submissions will be disregarded.

Please ensure that you tailor your answers to the relevant Lot questions you are applying for.

All Submissions for each Lot will be evaluated and scored on the basis of the criteria above.

In the event that an Applicant submits materially the same response to a question for more than one Lot the panel will review each response and consider, if the same score or a different score ought to be awarded, determining whether that score is awarded for the same reasons or for other reasons.

Stage 2 Price Evaluation Criteria (for each Lot)

Agreement Pricing

Having considered all aspects of Authority's requirements detailed in this ITP, the Applicant must provide a detailed pricing proposal in the relevant Lot Price Schedule at 'Appendix 3a Selection Criteria and Pricing Schedule' for each Lot that they are providing an application for. Submission of an incomplete Appendix 3a Price Schedule may result in failure and disqualification of the application for that Lot.

Any reference to spend or volumes commissioned by the Authority will be based on historical or estimated data and are to be used for guidance only. Beyond the amounts expressly set out in the ITP the Authority cannot guarantee the quantities of any services to be purchased throughout the period of the Provider List.

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.

Supplier Incentive Scheme (SIS)

Payments made early are subject to rebate on a sliding scale basis. This is taken from the invoice value by way of issuing a debit note. All invoices should still be submitted at full value and any rebate will be determined according to the actual number of days earlier that payment is made (ahead of contracted terms).

Rebates are based on underlying payment terms of 30 days from receipt of invoice and a target acceleration of 20 days (payment issued 10 days after receipt of invoice).

All Applicants must complete the SIS tab 5 within the Pricing Schedule (Appendix 3a) regardless of whether or not they wish to join. Whilst participation in the SIS is optional, failure to complete the pricing schedule, including the SIS tab, may invalidate an Applicant's application. Applicants wishing to participate should select the rate (from the list of rate options in Tab 5 of Appendix 3a) they are willing to offer. The rebate offered by Applicants in the Pricing Schedule indicates the rebate that would be retained by the council if the council were to pay the supplier's invoice by the tenth calendar day following its receipt e.g. 20 days earlier than the contracted payment term of 30 days.

Please see Section 5.28 'Supplier Incentive Scheme' of the Invitation to Participate Document.

Price Evaluation

Submission of Price

Lot 1a Break Time

Applicants are required to submit a Price (the Charges) within the relevant Lot Price Schedule (Appendix 3a Selection Criteria and Price Schedule) which will be an indicative session rate for each session that they will offer under the Service Contract as described in the Service Specifications for this Lot.

We are requesting an indicative session Price for this Lot based on the requirements in the specification this will be used for evaluation purposes. Price will be subject to further competition at call off stage (see Appendix 1a Provider List, Call Off Procedure)

Groups activities must be a **minimum of 2 hours** and group sizes as a **minimum must be 6 or more** children and young people with SEND

There will be a minimum £2 an hour per child contribution from parents/carer, which is paid direct to the Service Provider which should be detailed in the Price Schedule. The Authority will not be responsible for any part of this contribution.

The Authority have a set budget each financial year for this Lot and will not expect to pay the Service Provider more this per child for these Services, this excludes the parent/carer contribution which is paid directly to the Service Provider from the parent/carer. **Please see Appendix 3a for the maximum hourly rate payable by the Authority to the Provider.**

Prices will not be scored when applying to be on the Provider List, however the following price assessment exercise will be carried out, and **any Session Prices which equate to more than the maximum hourly rate per hour per child may be rejected.** The Authority must satisfy itself that the Session Price reflects the true cost of the activity in respect of the number of Service User attendees/ staff required to provide the Service (to be clear, the Authority does not expect to pay more than the maximum rate, as per Appendix 3a per hour per child for a session activity).

The Authority reserve the right to increase the maximum rate throughout the term of the Provider List.

Price Assessment

- The Authority will review the pricing schedule submitted in Appendix 3a and will verify the submission or parts of the offer appearing to be abnormally high or low.
- Applicants must return the clarifying information within 48 hours (or such other period of time that may be agreed by the Authority) of receipt of a request from the Authority, via the e-Tendering system.
- The Authority will need to satisfy itself that the price is a true reflection of the actual financial circumstances of the Applicant and that the hourly rate is reasonable given the requirements within the Service Specifications.
- It is at the Authority's discretion if the Applicant's price submission is accepted or rejected based on the following criteria:
 - Response to the pricing is clear and transparent with no hidden expenses
 - Provider's have taken into account the Authority's budget considerations
 - A reasonable and sustainable margin or surplus is present
 - No one cost is considered excessive
 - The pricing does not contain unnecessary overheads
 - The number of Service User attendees/ staff required to provide the Service is proportionate given the activity being offered.
 - No excessive parent/carer contribution, transport fees or entrance fees, is reflective of the Service being offered.
- Only at the end of this clarification period taking into account the relevant Service specific facts, will the Authority decide whether the offer should be rejected or not, based on its assessment of the price in respect of the above criteria.

Please see Invitation to Participate document Section 4.3 Price in relation to price uplifts.

Lot 1b Break Time Plus

Applicants are required to submit a Price within the relevant Lot Price Schedule (Appendix 3a Selection Criteria and Price Schedule) which will be a session rate for each session that they will offer under the Service Contract as described in the Service Specifications for this Lot.

If the Applicant is awarded a place on the Provider List, when Services are commissioned the Price will be the Price established at the Provider List award. Price will be taken into consideration as part of the Call Off Process (See Appendix 1a Provider List).

Groups activities must be a **minimum of 2 hours** and group sizes as a **minimum must be 6 or more** children and young people with SEND

There will be a minimum £2 an hour per child contribution from parents/carer, which is paid direct to the Service Provider which should be detailed in the Price Schedule. The Authority will not be responsible for any part of this contribution.

The Authority have a set budget each financial year for this Lot and will not expect to pay the Service Provider more this per child for these Services, this excludes the parent/carer contribution which is paid directly to the Service Provider from the parent/carer. **Please see Appendix 3a for the maximum hourly rate payable by the Authority to the Provider.**

Applicants are also required to submit a price for additional costs above the session price for example: 1:1, 2:1, any other requirements, which will be used if this is required. This is subject to the child's assessment of need.

Prices will not be scored when applying to be on the Provider List, however the following price assessment exercise will be carried out, and **any Session Prices which equate to more than the maximum hourly rate per hour per child may be rejected.** *The Authority reserve the right to increase the maximum rate throughout the term of the Provider List*

The Authority must satisfy itself that the Session Price reflects the true cost of the activity in respect of the number of Service User attendees/ staff required to provide the Service :

Price Assessment

- The Authority will review the pricing schedule submitted in Appendix 3a and will verify the submission or parts of the offer appearing to be abnormally high or low.
- Applicants must return the clarifying information within 48 hours (or such other period of time that may be agreed by the Authority) of receipt of a request from the Authority, via the e-Tendering system.
- It is at the Authority's discretion if the Applicant's price submission is accepted or rejected based on the following criteria:
 - Response to the pricing is clear and transparent with no hidden expenses
 - Provider's have taken into account the Authority's budget considerations
 - A reasonable and sustainable margin or surplus is present
 - No one cost is considered excessive
 - The pricing does not contain unnecessary overheads
 - The number of Service User attendees/ staff required to provide the Service is proportionate given the activity being offered.
 - No excessive parent/carer contribution, transport fees or entrance fees, is reflective of the Service being offered.
 - No excessive additional support cost and is reflective of the Service being ordered.
- Only at the end of this clarification period taking into account the relevant Service specific facts, will the Authority decide whether the offer should be rejected or not, based on its assessment of the price in respect of the above criteria.

Please see Invitation to Participate document Section 4.3 Price in relation to price uplifts.

Lot 2a Day Time Short Breaks

Lot 2b Day Time Personal Care

Lot 3 Night Time Overnight Short Breaks – daytime hours and waking night time only

Lot 4 Intensive Positive Behaviour Support

We are requesting an hourly rate which is a full and inclusive Price based on the requirements of the specification. This must be provided within Appendix 3a Selection Criteria Additional Information and Price Schedule. If the Applicant is awarded a place on the Provider List, when Services are commissioned the Price will be the Price established at

the Provider List award. Price will be taken into consideration as part of the Call Off Process (See Appendix 1a Provider List).

There will be no ceiling rate for the price, however Applicants are encouraged to provide a competitive price as this will be assessed as follows and will be considered at Call Off (see Section below and Appendix 1b Service Contract for Call Off Process).

Prices will not be scored when applying to be on the Provider List, however the following price assessment exercise will be carried out for the Authority to satisfy itself that the price is a reasonable price for the Services to be delivered and is sustainable.

Price Assessment

- For each Lot the Authority will calculate a mean average hourly rate, this will be calculated using the current hourly rates of existing Provider List Service Providers and any new applicants' hourly rates (when applicable). If an Applicants hourly rate is lower or higher than 20% of this mean average hour rate within the applicable Lot, the Applicant may be required to participate in an open book accounting exercise to ascertain how it has calculated this price.
- The Authority will review the Applicant's pricing schedule submitted in Appendix 3a and will verify the submission or parts of the offer appearing to be abnormally high or low.
- Applicants must return the clarifying information within 48 hours (or such other period of time that may be agreed by the Authority) of receipt of a request from the Authority, via the e-Tendering system.
- The Authority will need to satisfy itself that the price is a true reflection of the actual financial circumstances of the Applicant and that the hourly rate is reasonable given the requirements within the Service Specifications. It is the Authorities discretion if the Applicants price submission is accepted or rejected based on the following criteria:
 - Response to the pricing is clear and transparent with no hidden expenses
 - A reasonable and sustainable margin or surplus is present
 - No one cost is considered excessive
 - The pricing does not contain unnecessary overheads
 - Costs associated with management support and supervisors on costs are reasonable and not excessive
- Only at the end of this clarification period taking into account the relevant Service specific facts, will the Authority decide whether the offer should be rejected or not, based on its assessment of the price in respect of the above criteria.

Hourly rates must remain open for acceptance until 180 days from the closing date for the receipt of Applications.

Please see Invitation to Participate document Section 4.3 Price in relation to price uplifts.

How will the total Quality score and Price be used for Call Off Purposes – All Lots

Please also see Appendix 1 Provider List Agreement for the Call Off Procedure for full details.

Lot 1a – Break Time

When the Authority issues a Request for Service to the Service Providers in this Lot, The Authority will consider all responses which meet the requirements as stated in the Service Contract Data Form. The Authority will use the session Price submitted through the Request for Service to calculate a Call Off Price score and add this to Call Off Quality Score received at Application stage to provide a total Call Off Quality/Price Score.

Total Quality Score + Price Score = Call Off Quality/Price Score

The Authority will rank the Service Providers in order of the highest Call Off Quality/Price Score. Break Time Services will be awarded to the highest-ranking Service Provider and then the next highest-ranking Service Provider and so on until all required Break Time sessions are filled.

See below for details as to how the Call Off Quality Score and Call Off Price Score will be calculated.

Lot 1b - Break Time Plus, Lot 2a Break Time Short Breaks, Lot 2b Day Time Personal Care, Lot 3 Night Time Overnight Short Breaks (daytime hours and waking night time) and Lot 4 Intensive Positive Behaviour

When the Authority issue a Request for Service to Service Providers in any of the above Lots, the Authority will consider all responses received. If more than one Service Provider expresses a desire and is able to deliver the required Service, the Authority will award the Services to the Service Provider who has the highest Call Off Quality/Price score.

Total Quality Score + Price Score = Call Off Quality/Price Score

See below for details as to how the Call Off Quality Score and Call Off Price Score will be calculated.

Lot 3 Night Time Overnight Short Breaks (Sleep In Support)

When the Authority issue a Request for Service to Service Providers in this Lot for Sleep In Support, the Authority will consider all responses received. If more than one Service Provider expresses a desire and is able to deliver the required Service, the Authority will award the Services to the Service Provider who has the highest Quality score *only*. The Authority's standard Sleep In Support price will apply.

Total Quality Score = Call Off Quality Score

See below for details as to how the Call Off Quality Score will be calculated.

Call Off Quality Score (60%)

Questions 3 and 4 will not be considered in relation to the call off but will form part of the Quality evaluation to be accepted on to the Provider List as described on page 8 and 9 of this document.

The scores achieved at this quality criteria stage for the following questions will be considered at Call Off, please see the Call Off Procedure for information as to when this will apply. Applicants who are successful and awarded a place on the Provider List will have the following weighting factor applied to each of the following questions for the Lot, this will provide a Call Off Quality Score which will be considered at Call Off .

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

Each Weighted Score will be added together to give a Total Weighted Quality Score for Call Off Purposes per Provider List Service Provider per Lot for these key questions. This is the Quality Score that will be considered at Call Off.

Lot 1a **Break Time** (Group-based activities – unassessed need)

Lot 1b **Break Time Plus** (Group-based activities – assessed need)

QUALITY CRITERIA	MAXIMUM PRE-WEIGHTED SCORE	WEIGHTING FACTOR	MAXIMUM SCORE (%)
1. Service Delivery	4	5.5	22
2. Rights and Participation	4	5.5	22
5. Break Time and Break Time Plus	4	4	16
Total Call Off Quality Score (60%) (For Call Off Purposes Only)			60

Lot 2a **Day Time** – Short Breaks

Lot 2b **Day Time** – Personal Care

Lot 3 **Night Time** - Overnight Short Breaks

QUALITY CRITERIA	MAXIMUM PRE-WEIGHTED SCORE	WEIGHTING FACTOR	MAXIMUM SCORE (%)
1. Service Delivery	4	7.5	30
2. Rights and Participation	4	7.5	30
Total Call Off Quality Score (60%) (For Call Off Purposes Only)			60

Lot 4 **Intensive Positive Behaviour Support**

QUALITY CRITERIA	MAXIMUM PRE-WEIGHTED SCORE	WEIGHTING FACTOR	MAXIMUM SCORE (%)
1. Service Delivery	4	5.5	22
2. Rights and Participation	4	5.5	22
6. Intensive Positive Behaviour Support	4	4	16
Total Call Off Quality Score (60%) (For Call Off Purposes Only)			60

Please note the Call Off Quality Score will remain the same and will be held on record to be used for Call Off Purposes.

Call Off Price Score (40%)

Lot 1a – Break Time

Provider List Service Providers will be sent a Request for Service for the required Break Time Services, as part of this request Service Provider will be asked to provide their offer to deliver the required Services as stated in the Service Contract Data form along with their price per Session, length of session in hours and number of children, to enable an hourly rate to be calculated. As stated above this must not be more than the equivalent of the maximum hourly rate per hour per child for the Break Time Service, **Please see Appendix 3a for the maximum hourly rate payable by the Authority to the Provider.** (excluding parent/carer contribution). *The Authority reserve the right to increase the maximum rate throughout the term of the Provider List*

Service Providers Call Off Price Score is calculated using the following method:

- Service Providers who responded to the Request for Services, will have their Hourly Rate per child arranged by the most competitive through to the least competitive.
- The most competitive Hourly Rate gains the full weighting available within the pricing criteria (Call Off Price Score of 40%). All remaining prices, which are more expensive, are awarded a score pro rata to the most competitive response. The formula to calculate the Call off Price Score is carried out as described below:

The following examples are for illustrative purposes only and should not be considered to have any influence on Applicant's prices.

Price: 40%	Submission 1	Submission 2	Submission 3	Submission 4
Hourly Rate	£1,000	£1,100	£1,300	£1,250
Call Off Price Score	40.00	36.36	30.77	32

The formula used to calculate the Call Off Price Score shall be:

$$\text{Call Off Price Score} = (\text{Lowest Hourly Rate} / \text{Applicant's Hourly Rate}) \times \text{Weighting } 40$$

Please note the Call Off Price Score for these Lots may change for each Request For Service issued as it is dependant on the number of Service Provider who respond and their Price.

Lot 1b - Break Time Plus, Lot 2a Break Time Short Breaks, Lot 2b Day Time Personal Care, Lot 3 Night Time Overnight Short Breaks (daytime hours and waking night time) and Lot 4 Intensive Positive Behaviour

When the Authority issues a Request for Service to Service Providers in the above Lots, the Authority will consider all responses received. If more than one Service Provider expresses a desire and is able to deliver the required Service, the Authority will award the Services to the Service Provider who has the highest Call Off Quality/Price score will be awarded the Service. During the call off process the Service Providers Application Price (plus any annual uplifts which have been applied) will be considered.

Service Providers Call Off Price Score per Lot is calculated once the Service Provider is awarded a place on the Provider List using the following method:

- Successful Service Provider's current Hourly Rate/Session price will be arranged by the most competitive through to the least competitive.
- The most competitive Hourly Rate gains the full weighting available within the pricing criteria (Call Off Price Score of 40%). All remaining prices, which are more expensive, are awarded a score pro rata to the most competitive response. The formula to calculate the Call off Price Score is carried out as described below:

The following examples are for illustrative purposes only and should not be considered to have any influence on Applicant's prices.

Price: 40%	Submission 1	Submission 2	Submission 3	Submission 4
Hourly Rate	£1,000	£1,100	£1,300	£1,250
Call Off Price Score	40.00	36.36	30.77	32

The formula used to calculate the Call Off Price Score Per Lot shall be:

Call Off Price Score per Lot = (Lowest Hourly Rate / Applicant's Hourly Rate) x Weighting 40

Please note the Call Off Price Score per Lot for these Lots will be recalculated annually and/or following the reopening of the Provider List. Call Off Price Scores may change as it is dependent on any new Applicants joining the Provider List and their price. Service Providers will not have an opportunity to resubmit a new Price during the call off process unless otherwise stated in the Call Off Process (see Appendix 9 and 10).