Dear Provider,

We hope this email finds you well.

Northamptonshire Youth Offending Service currently commissioning tutoring services, the current agreement comes to an end on 31st August 2023 and as such this agreement is open for tender.

Details of the contract can be found in the ‘Service Specification’ attached. Should you have any queries, any clarification questions should be made by **Monday 21st July 2023** to [leanne.tomlnson@nctrust.co.uk](mailto:leanne.tomlnson@nctrust.co.uk)

Applications can be made by submitting a quotationby completing and returning the **Supported Information document below, which includes the award questions, and the Pricing Schedule document**.  All documents must be completed and submitted to [leanne.tomlinson@nctrust.co.uk](mailto:leanne.tomlinson@nctrust.co.uk) **by Monday 14th August 2023** for your application to be considered. Please also note the chosen supplier will be awarded based on quality of responses submitted.

Please see proposed timescale below:

|  |  |
| --- | --- |
| **Action** | **Date** |
| Request for Quotation issued | 30th June 2023 |
| Request for clarification questions | 21st July 2023 |
| Deadline for NCT to respond to clarification questions | 24th July 2023 |
| Deadline for Quotation | 12 noon 14th August 2023 |
| Evaluation Week | 14th -18th August 2023 |
| Anticipated Award week | 21st – 25th August 2023 |
| Implementation by | 1st – 30th September 2023 |
| Contract end date | 1st September 2024 |

**Tutoring Services: Supported Information**

Alongside the pricing schedule the potential provider is required to complete supporting information and respond to all three award questions below. This must be returned to [leanne.tomlinson@nctrust.co.uk](mailto:leanne.tomlinson@nctrust.co.uk) on or before 12pm, 14th August 2023

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** | **Provider Response** |
|  | Name of Organisation |  |
|  | Registered office address (if applicable) |  |
|  | Trading address (if different from registered office) |  |
|  | Organisation Registration Number |  |
|  | Registered website address (if applicable) |  |
|  | Postal Address |  |
|  | Trading status e.g., Sole Trader, Partnership, Public Limited Company, Private Ltd Company, Charity |  |
|  | What, if any, local connections do you have with the County? |  |
|  | If the Company is a member of a group of companies, please give the name and address of the ultimate holding company |  |
|  | Contact Name |  |
| 10.1 | Role in Organisation |  |
| 10.2 | Telephone number |  |
| 10.3 | Email address |  |

**Award Questions**Based on the information provided by organisations, each compliant submission will be evaluated based on the quality of award questions.

| **No.** | **Question** | **Provider Response** |
| --- | --- | --- |
|  | Please describe how you will ensure and demonstrate that your service delivery will align with NCT and NYOS’ child first approach .   Your response must include, but not be limited to:   * + How you will involve children and young people in the planning and delivery of their individualised needs   + How you ensure individual support is flexible and personalised   + The systems you will introduce to monitor, review and track children and young people’s progress towards achieving stated outcomes   + How you will gather feedback on the quality of the service children and young people experience   + How you will use feedback to shape future service delivery   + How you will respond to complaints from children and young people   (Max 350 words) |  |
|  | Please describe the staff training and performance management arrangements your organisation will have in place to ensure the quality and sustainability of the service. Please include mechanisms in place to ensure staff feel supported to meet the needs of all children and young people (Max 350 words) |  |
|  | Please describe how you will ensure all services are fully available and accessible to all children and young people across Northamptonshire open to Northamptonshire Youth Offending Service (NYOS has offices in Kettering and Northampton, and arrangements can be made for access to sure start centres). Your response must include, but not be limited to;   * How children will access Level 1+2 English and Math’s qualifications * Other ETE support the tutors can provide. * Any restrictions to accessing tutor support (for example will support be available to under 16s whilst they await allocation of a education placement)   (Max 350 words) |  |
|  | Do you have any other comments or suggestions for how you would provide this service for NYOS? |  |

**Evaluation for Award Questions**

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the quality of award questions

| **Score** | **Criteria for Awarding Score** |
| --- | --- |
| 0 | Considered to be a **poor response** on the basis that:   * No response is provided; or * It does not answer the question or is completely irrelevant. |
| 1 | Considered to be a **limited response** on the basis that:   * Overall, it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level. |
| 2 | Considered to be an **acceptable response** on the basis that:   * It addresses most of the relevant criteria; and/or * The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level. |
| 3 | Considered to be a **good response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and provides evaluators with confidence that the criteria will be delivered to a good standard. |
| 4 | Considered to be an **outstanding response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard. |