# 

# Social Work England

# Invitation to Tender

# Toxicology and Medical Services

# Reference Social Work England 00055

Closing date for submission of tender:

12:00 hrs – Monday 23 September 2019

**Please complete your tender submission in accordance with the instructions provided.**

CONTENTS

This document is in two parts:

Part A is the invitation to tender and provides all the background information, a description of what is required, and an overview and instructions for the completion and submission of the tender document.

* Introduction
* Requirement (including specification)
* Procurement process
* Evaluation of tenders
* Instructions for completing the tender.

Part B is the tender submission document, this should be completed in full and returned in advance of the deadline in accordance with the instructions given.

**Part A**

1. Background

# Social Work England was established under The Children and Social Work Act 2017 (the Act and will be the new, specialist professional regulator for Social Workers in England. As established in our founding legislation – the [[1]](#footnote-2)Children and Social Work Act 2017 – we are a Non-Departmental Public Body, operating at arm’s length from Government.

* 1. We will regulate the social work profession by: -
     1. Setting standards of practice and conduct in social work;
     2. Assuring the quality of social work education;
     3. Registering qualified Social Workers;
     4. Ensuring Social Workers keep their skills and knowledge up to date;
     5. Investigating concerns about Social Workers;
  2. Social Work England will officially take over (go-live) from the Health and Care Professions Council (HCPC) as the new social work regulator on Monday 2nd December 2019. This will include the full and thorough investigation of concerns regarding social worker’s fitness to practise, including those registrants where there are concerns regarding their substance and alcohol misuse and/or that their mental or physical health is so impaired as to prevent them from being fit to practise.
  3. Our office is based within Sheffield, and located at 1 Northbank, Blonk Street, Sheffield, S3 8JY.

1. Objectives
   1. The Objective of this procurement is to contract with one or more suppliers to deliver a range of services. They are:
      1. a robust toxicology service that will deliver quantifiable evidence as to whether a [[2]](#footnote-3)registrant is using substances or alcohol to a level that impairs their ability to practise safely; and,
      2. a robust medical assessment service in order to deliver quantifiable evidence as to whether a registrant’s mental and/or physical health is of sufficient concern as to determine their fitness to practise impaired.

1. Aim

# Social Work England does not have an in-house capability to deliver specialist services. Our aim is to appoint one or more providers to deliver the services commencing November 2019 We are looking for provider(s) who can work in partnership with Social Work England to deliver the services to a high standard.

* 1. Social Work England’s Fitness to Practise Department will deal with a range of different concerns regarding social work professionals. Social Work England is looking to procure a supplier that can provide added value in the delivery of the services.
  2. As toxicology testing will be a new aspect of regulation for social workers, we require a service that will work flexibly with us to address any needs or concerns that arise as we develop this new area for additional evidence gathering in fitness to practise cases. We need a service provider that can work with unknowns regarding number of tests required per year, and the challenges of delivering a testing service. We anticipate up to 25 tests per year will be required but this may change.
  3. Medical assessments will also be a new aspect of regulation for social workers and we require a service that will work flexibly with us to address any needs or concerns that arise as we pursue this new opportunity for additional evidence gathering in fitness to practise cases. We need a service provider that can work with unknowns regarding number of assessments required per year, and the challenges in setting up and delivering this service.

1. Duration
   1. It is envisaged that the contract(s)will initially run for a period of 2 years, subject to satisfactory review of key performance indicators and service levels.
   2. Social Work England reserve the right to extend the contract after the initial 2-year period by a further 12 months, subject to mutual agreement.
2. Requirements - Toxicology Service
   1. Toxicology testing could be required at the investigation, case examination or review stage of a fitness to practise case for registrants who present with substance or alcohol misuse concerns. The decision to carry out such testing will usually be mandated by independent decision makers. The results of the toxicology testing will be used by Social Work England to provide evidence of a registrant’s fitness to practise, and by way of monitoring a social worker’s remediation to ensure the public are protected.

#### Sample Collection

* 1. It is essential the service provider can facilitate sample collection appointments throughout England at minimal disruption to the registrant (e.g. by collecting samples in the home of the registrant or at a location in close proximity to their home address).
  2. The service provider will undertake both pre-arranged appointments and, in cases where compliance of the registrant is a concern, ad-hoc (for cause) appointments to prevent planned detoxes to avoid detection.
  3. The service provider will be required to liaise directly with individual registrants to arrange appointments.
  4. Appointments will ideally take place within the registrant’s home address or in a facility within close proximity to their home address.
  5. If the registrant does not engage with attempts to arrange the appointment, we expect that there will be more than one attempt to secure the appointment and that there is adequate flexibility in organising appointments to address any practical needs of the registrant e.g. work patterns, holidays etc. If the provider is unable to secure an appointment with the registrant, a full chronological report on headed paper is to be provided, noting each attempt, the method of contact, the time and date and details of any message left. This will be used as documentary evidence at any subsequent hearing.

* 1. The service provider will be fully compliant with equality and diversity legislation. They will offer a range of testing methods that take account of cultural, religious and disability needs. They will not place the registrant under any undue distress or discomfort in their pursuit of an appointment and sample and will alleviate as much as possible, any embarrassment for the registrant.
  2. Staff undertaking sample collection must be fully trained and competent. Staff will be responsible for ensuring that samples are collected from registrants:
     1. with formal confirmation of the registrant’s identity e.g. checking passport or driving license (pictorial identification),
     2. with the registrant’s written consent and signature; and
     3. with a completed detailed sample collection form which is kept with the collected sample.

* 1. Provider staff will be responsible for explaining the sample collection process to the registrant in detail and in simple, clear English. If the sample registrant’s first language is not English, it is the responsibility of the Provider to ensure that adequate translation or interpretation support is available during the sample collection process.
  2. Providers must ensure there is a unique identifier for each sample collected, which is duplicated on the accompanying collection form to ensure that samples can be correctly identified, and a full audit trail of the sample is maintained (chain of custody).
  3. Samples should be collected in single use, sterile containers and labelled clearly at the time of sample collection.
  4. Collected samples must be sealed in the container immediately after the sample has been collected.
  5. All equipment used to collect samples is cleaned, decontaminated and sterile.

* 1. Appropriate secure storage and transportation of the registrant’s sample back to the laboratory for testing
  2. The service provider must be able to provide evidence that will hold up to scrutiny as part of a decision-making activity or within a legal tribunal setting. Evidence must be robust, quantifiable and produced within an efficient process. Full chain of custody procedures must be followed, and reports must be legally defensible.
  3. The protection of personal data and information is an imperative tenant of the service. The supplier will be expected to ensure the highest levels of data protection and adherence to GDPR.
  4. The service provider will liaise directly with registrants and work with them to ensure the process of testing is handled sensitively and causes minimum disruption to their daily lives.
  5. The toxicology testing will be a new aspect of regulation for social workers and therefore, the service provider will work flexibly with us to address any needs or concerns that arise as we pursue this new opportunity for additional evidence gathering in fitness to practise cases.
  6. We require a service provider that can work with unknowns regarding number of tests required per year, vulnerable registrants who may be reluctant to donate samples and who will work with us to resolve any issues that may arise.
  7. The service provider (s) will work with Social Work England to provide analyses and reports that evidence and identify key trends to enable further improvements to our fitness to practise processes.
  8. The service provider(s) will work with Social Work England to ensure staff are fully trained on the process of requesting tests, including contribution to our Standard Operating Procedures (SOPs) and public facing documentation.
  9. The service provider must hold accreditation under a British Standards, International Standards Organisation or EU accreditation.

#### Testing:

* 1. The service provider will perform initial and confirmation/classification testing on samples in line with established standards and best practice.
  2. All products and orders for testing must comply with clearly defined British Standards/International Organisation Standardisation and European Directives that are relevant to the collection of samples (including point of care testing) and the analysis/diagnostics of samples. The tenderer must demonstrate which BS/ISO and EU directives they are compliant with.
  3. The service provider will ensure all measures are taken to avoid contamination and/or spoiling of samples.
  4. As joint data controller, the service provider will adequately demonstrate that the storage of the test sample data is held securely in compliance with GDPR and is retained and destroyed within appropriate and approved timescales.
  5. The service provider will ensure employees are suitably qualified to carry out the testing and analysis of collected samples.
  6. The service provider will be responsible for ensuring that all registrant hair samples to be tested are washed with a solvent before analysis to remove or minimise any external contaminants on the surface of the hair sample that may affect the analysis.

* 1. The service provider will be responsible for retaining a reference sample (a “B” sample) taken from the original registrant sample for all hair tests performed. Reference samples must be clearly labelled with the same unique identifier as the tested registrant sample and be accompanied by a copy of the original sample collection form completed when the sample was originally taken from the registrant. Reference samples should be stored appropriately on the service provider’s premises for 12 months and must be disposed of in accordance within accredited standards.
  2. It will be the responsibility of the service provider to source and procure all necessary equipment, including but not limited to: Point of Care / Breath Analysers; Collection packs and containers; any associated consumables and accessories.

* 1. It will be the sole responsibility of the service provider to transport samples securely, ensuring that sample integrity is not compromised, and an appropriate and fully audited chain of custody is maintained.
  2. The provider must ensure there are adequate storage facilities that prevent any cross contamination of collected registrant samples, and that unused collection packs and containers are kept separately in ambient conditions which promote sterility and reduce the risk of samples’ integrity being compromised.

* 1. Cleaning and sterilisation of all analysers – Full cleaning and sterilisation processes are required and must be detailed and recorded for each analyser.
  2. Disposal of samples must be in line EU/UK legislation.
  3. The service provider must ensure fully accredited laboratory methods (ISO/IEC 17025:2005 General requirements for the competence of testing and calibration laboratories).
  4. The service provider will be solely responsible for the regular maintenance, repair and replacement of all equipment used in the analysing of test registrant samples.

#### Service Levels

* 1. Service levels will form part of the contract to deliver the services and will be finalised as part of contract award. It is anticipated they will include but not be limited to the following:
  2. The registrant is to be contacted within 2 working days to make an appointment following Social Work England’s request to undertake a test. This should be confirmed to Social Work England once the appointment has been made.
  3. Confirmation of a test result, including a report, is to be provided within a maximum of 5 working days, from receipt of the sample by the laboratory.
  4. Cancellation charges will apply only if a test is cancelled within 24 hours of the agreed appointment for the provision of a sample.
  5. Where results of initial and confirmation/classification testing are urgently required in time-sensitive cases, we would like, if possible, for the service provider to offer a ‘Fast Track’ service which can deliver initial and /or confirmation/classification testing results within2 working days or less from the time of receipt of the sample.

1. Medical Assessment Service
   1. When social workers present with physical and/or mental health concerns where

it is believed the extent of the concerns is impacting upon their fitness to practise, Social Work England will arrange for a medical assessment to be carried out to ascertain the level of impairment caused by the health concerns to ensure the public are protected. The decision to carry out such an assessment is usually made during the investigation stage of a fitness to practise case in order to ascertain the level of impairment.

* 1. A medical assessment could also be required when a fitness to practise case is due for review to ascertain progress made in terms of health issues and to demonstrate what level of impairment (if any) remains in order to ensure any ongoing suspension or conditions of practice remain proportionate.
  2. It is essential the service provider can facilitate assessment appointments throughout England at minimal disruption to the registrant (e.g. by conducting assessments in the home of the registrant or at a location in close proximity to their home address).
  3. The results of the assessment will be used by Social Work England to provide evidence of a registrant’s fitness to practise. The service provider must be able to provide evidence that will hold up to scrutiny within a legal tribunal setting. It must be robust, quantifiable and produced within an efficient, GDPR compliant process.
  4. The service provider must be able to assess a broad range of physical and mental health needs for social workers from diverse backgrounds, faiths and communities.
  5. We require a service that will reflect Social Work England’s ambition to work collaboratively and respectfully with registrants. We expect that the service provider will liaise directly with registrants and work with them to ensure the process of assessment is handled sensitively and causes minimum disruption to their daily lives.
  6. As medical assessments will be a new aspect of regulation for social workers, we require a service that will work flexibly with us to address any needs or concerns that arise as we pursue this new opportunity for additional evidence gathering in fitness to practise cases. The service provider will be able to work with unknowns regarding number of assessments required per year, vulnerable registrants who may be reluctant to consent to assessments and who will work with us to resolve issues when things go wrong.
  7. The service provider will work with us to supply evidence that can be used to identify key trends to enable further improvements to our fitness to practise processes.
  8. The service provider will work to ensure our staff are fully trained on the process of requesting tests, including contribution to our SOPs and public facing documentation.

#### Service Levels

* 1. Service levels will form part of the contract to deliver the services and will be finalised as part of contract award. It is anticipated they will include but not be limited to the following.
  2. The registrant requiring a medical assessment is to be contacted within 2 working days following Social Work England’s request for an assessment.
  3. Confirmation of an assessment outcome, including a report, is to be provided within a maximum of 10 working days, from the conclusion of the appointment with the registrant. Ideally, from instruction to report should take no longer than 4 weeks in total.
  4. Cancellation charges will apply only if a request for an assessment is cancelled within 24 hours of the agreed appointment.
  5. Where results of initial and confirmation/classification testing are urgently required in time-sensitive cases, we would like, if possible, for the service provider to offer a ‘Fast Track’ service which can deliver initial and /or confirmation/classification testing results within2 working days or less from the time of receipt of the sample.

1. Procurement

### Best Practice Criteria

* 1. Social Work England has an agreed set of best practice principles in relation to this tender. These principles provide a framework to ensure that we act in an ethically and commercially responsible way in our contractual arrangements. Adhering to these principles is an integral part of the procurement process for Social Work England.
  2. Social Work England will:
     1. encourage local employment and enterprise to create and maintain local job opportunities and training;
     2. seek value for money and the minimisation of risk;
     3. harness the capability, diversity and innovation of our service provider to add value to our operational effectiveness and efficiency;
     4. adhere to a procurement process which is equitable, lawful and compliant with regulations;
     5. seek to be easy to do business with, in order to minimise costs, risks and time;
     6. ensure the confidentiality of information entrusted to us while working with service providers who also respect this practice; and
     7. permit hospitality only to an extent that it cannot be perceived as an inducement.

# Instructions to Tenderers

* 1. Social Work England are using this Invitation to Tender (ITT) to conduct further competition for the procurement of a Toxicology and Medical Assessment Provider. This procurement activity will be conducted through desk top evaluation upon receipt of bids.

* 1. All questions regarding this ITT should be sent to [commercial.team@socialworkengland.org.uk](mailto:commercial.team@socialworkengland.org.uk). Any questions posted after12:00 Friday 13 September 2019 will not receive a response.
  2. All tenders received that are compliant (submitted in accordance with the tendering instructions) will be evaluated based on the evaluation criteria set out below.
  3. Bidders may bid for either one or both of the services outlined within the ITT, namely Toxicology Services and Medical Assessment services.
  4. Tenders should be prepared and submitted using part B of this document below.
  5. Tenders will be evaluated, and bids scored. Social Work England reserve the right to request clarification from bidders at evaluation stage.
  6. Social Work England also reserve the right to hold interviews for bidders scoring over 60% at evaluation stage. If interviews take place evaluation scores will be combined from both the initial tender submission and the interview to provide a total overall score.
  7. Contract(s) will be awarded against the total overall score and will be based on the most economically advantageous tender. Suppliers will be notified of the outcome upon the completion and evaluation of interviews.
  8. The following indicative timetable is provided for tenderers benefit. Please be aware that these are indicative timescales (except for the deadlines in bold) and may be subject to change at the absolute discretion of Social Work England.

| **ACTIVITY** | **EXPECTED DATE** |
| --- | --- |
| **Final Questions from bidders** | **12:00 Friday 13 September2019** |
| **ITT deadline for bid responses.** | **12:00 Monday 23 September 2019** |
| Contract Award | Monday 7 October 2019 |
| Contract Commencement | Monday 28 October 2019 |

1. Completing the Invitation to Tender
   1. To enable evaluating officers to assess fully the tenderer’s suitability to provide the services, all of the information requested in this invitation to tender must be provided. Failure to complete the tender submission in full or failure to provide any of the documents requested may result in your tender being rejected. Questions should be answered as instructed:
      1. please answer every question;
      2. questions must be answered in English; and
      3. when posed with Yes/No questions, please either circle your answer or delete as applicable.
   2. All other questions will require you to input text or numbers, or to tick boxes.
   3. Any figures requested should be stated in full (i.e. £4,000 not £4k) and in GBP.
   4. If the question does not apply to you, please write N/A; if you don’t know the answer please write N/K.
   5. Only the information contained within this invitation to tender or otherwise communicated in writing by Social Work England to the tenderer should be considered when submitting your tender.
   6. Any information and/or documents submitted on or with this tender must relate to ‘the tenderer’ only – ‘the tenderer’ being the organisation which it is proposed will enter into a formal contract should their tender be successful. (All responses and submissions provided by the tenderer will form part of that contract). Where required, Social Work England may seek further clarification from the tenderer following submission of a completed bid pack.
2. Format of Tender Submission
   1. Tenderers are required to complete all the documentation listed below. You may complete the documentation electronically but must not make any changes to the structure and/or order of the document provided (except as necessary to accommodate your responses, i.e. enlarging response boxes etc.). In particular, please do not undertake any substantive changes to formatting, or add appendices instead of completing the tables provided, and so on, except when expressly requested or when necessary to properly present your offer.
   2. You should complete and submit all schedules in Part B of this document, namely:
      1. company details and general information;
      2. response to specification (method statements);
      3. pricing schedule;
      4. freedom of information exclusion schedule; and the
      5. tendering declaration.
   3. The declaration must be signed by a director, partner or other senior authorised representative in her/his own name and on behalf of the organisation. The details contained in each tenderer’s response may be specified in any contract or may form an appendix thereof.  Tenderers should therefore make sure that their responses are authorised at an appropriate level which would enable them, should they be successful, to become the subject of a binding contract.
3. Submitting your Tender
   1. Four paper copies of your completed tender (Part B of this document) and all associated documentation, should be submitted to Social Work England. The tender submission envelope should be addressed as per the example below and must not bear any mark identifying the name of the tenderer/sender.

|  |  |
| --- | --- |
|  | **Fitness to Practise Toxicology and Medical Assessment Services 00055**  Closing Date: 12:00 Monday 23 September 2019  **Social Work England**  **Commercial Team**  1 North Bank  Blonk Street  Sheffield  S3 8JY |

* 1. Completed tender submissions must be received by 12:00hrs on Monday 23 September 2019**.** Tenders submitted after the time and date shown will be rejected and returned to the tenderer unless clear evidence of either posting (by first class recorded delivery post on a day preceding the closing date), or dispatch by an appropriate courier service booked to achieve the deadline closing date is available. Late tenders received by either of the above methods will automatically be rejected. Tenders may NOT be submitted by fax or email.

1. Conditions of Tender
   1. In submitting a response to this Invitation to Tender, tenderers do so on the conditions set out below. In the event of any breach of the conditions Social Work England shall be entitled to terminate any arrangement made as a result of such tender and to claim damages accordingly.

### Warnings and Disclaimers

* 1. Information supplied by Social Work England (whether in this document or otherwise) is supplied for general guidance in the preparation of tenders. Tenderers must satisfy themselves by their own investigations with regard to the accuracy of such information. Social Work England cannot accept responsibility for any inaccurate information obtained by tenderers.

### Tenderer Conduct and Conflicts of Interest

* 1. Tenderers shall not, before the date and time specified for return of the tender, communicate to any person the amount or approximate amount of the tender or proposed tender; except where the disclosure, in confidence, of the approximate amount of tender is necessary to obtain insurance cover.
  2. The tender submitted shall be a bona-fide tender and shall not be fixed or adjusted by or under or in accordance with any agreement or arrangement with any other person.
  3. Tenderers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from tendering or agree to the amount of any other tender to be submitted.
  4. Tenderers must not, in connection with the proposed contract:
     1. offer any inducement, fee or reward to any member or officer of Social Work England;
     2. do anything which would constitute a breach of the [Bribery Act 2010](https://www.legislation.gov.uk/ukpga/2010/23/contents) or the [Section 117 (2) Local Government Act 1972](https://www.legislation.gov.uk/ukpga/1972/70/section/117); and/or
     3. canvass any of the persons referred to above in connection with the contract; or contact any member or officer or any person acting as an advisor to Social Work England (except as authorised by this invitation to tender for the purpose of asking genuine questions about the process or the contract) about any aspect of the proposed contract or for soliciting information in connection therewith.
  5. Tenderers are responsible for ensuring that no conflicts of interest exist between the tenderer (and its advisors) and Social Work England (and its advisors). Any tenderer who fails to comply with this requirement may be disqualified from the procurement process at the discretion of Social Work England.

### Tenderer’s Responsibility to Submit a Complete Tender

* 1. It is the tenderers responsibility to ensure that their submitted tender is complete, prepared and submitted in accordance with the instructions contained herein, and signed and dated where required. Social Work England are not obliged to consider any tender which is incomplete or not prepared or submitted in accordance with the said instructions, but at its sole discretion Social Work England may offer a tenderer who submits such a tender an opportunity to remedy the omission before evaluation of the tender takes place, provided that in the judgement of Social Work England this does not adversely affect the integrity and fairness of the tender exercise.

### Bid Costs

* 1. Social Work England will not be liable for any tender costs, expenditure, work, or effort incurred by a tenderer in proceeding with or participating in this procurement process, including if the procurement process is terminated or amended by Social Work England.

1. Social Work England’s Rights
   1. Social Work England reserves the right to:
      1. award the contract to one or more suppliers;
      2. seek additional information or clarification from tenderers at any time during the tender process;
      3. disqualify any tenderer that does not submit a compliant tender, in accordance with the instructions given in this invitation to tender;
      4. disqualify any tenderer that is guilty of serious misrepresentation in relation to its tender, expression of interest, the application form or the procurement process;
      5. withdraw this invitation to tender at any time, and to re-invite tenders on the same or any alternative basis;
      6. choose not to award any contract as a result of the procurement process;
      7. make whatever changes it sees fit to the timetable, structure or content of the procurement process; and
      8. retain copies of all tender submissions to satisfy its audit obligations and for other purposes.
2. Confidentiality and Freedom of Information Act
   1. This invitation to tender is made available on condition that its contents (including the fact that the tenderer has received this invitation to tender) is kept confidential by the tenderer and is not copied, reproduced, distributed or passed to any other person at any time, except for the purpose of enabling the tenderer to submit a tender.
   2. As a public body, Social Work England is subject to the provisions of the [Freedom of Information Act 2000](https://www.legislation.gov.uk/ukpga/2000/36/contents) in respect of information it holds (including third-party information). Any member of the public or other interested party may make a request for information.
   3. Social Work England shall treat all tenderers' responses as confidential during the procurement process. Requests for information received following the procurement process shall be considered on a case-by-case basis, applying the principles of the FOIA.
   4. While Social Work England aims to consult with third-party providers of information before it is disclosed, it cannot guarantee that this will be done. Therefore, tenderers are responsible for ensuring that any confidential or commercially sensitive information has been clearly identified to Social Work England in the form provided in the Tender Submission Document (i.e. the Freedom of Information Exclusion Schedule).
   5. Tenderers should be aware that, in compliance with its transparency obligations Social Work England may publish details of its contract(s), including the contract values and the identities of its service providers on its website.

### Publicity

* 1. No publicity regarding the contract or the award of any contract will be permitted unless and until Social Work England has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of Social Work England.

1. Evaluation of Invitation to Tender
   1. Tenders, and any supporting documentation will be evaluated on the basis of 30% price and 70% response to method statements. The evaluation will be based on the tenderer’s response to the requirement detailed and consideration of the following criteria:
      1. understanding of the Social Work England’s needs and the specific requirements of this contract;
      2. evidence of the tenderers ability to comprehend and communicate key information with clarity and understanding;
      3. evidence of the tenderers ability to exercise good judgement and take decisions on unexpected problems that could have significant impact on cases;
      4. evidence of the tenderers ability to apply critical reasoning and questioning skills to identify when further investigation and evidence gathering is required;
      5. evidence of the tenderers track record of conducting audit activity within a regulatory environment including experience of working within multi-disciplinary teams; and
      6. the ability to work to strict deadlines.
   2. All completed tenders received will be evaluated by officers of Social Work England (as appropriate). This evaluation panel will consist of between 3-5 individuals.
   3. In order to be transparent, and to ensure that tenderers fully understand how their tender submission will be evaluated, full details of the evaluation process are described below. The following price and quality weightings will be used to determine the most economically advantageous tender:
      1. Non-Price represents 70%
      2. Price represents 30%
   4. NOTE: Failure by a tenderer to comply with these instructions may invalidate your bid.
   5. Tenderers will be asked to provide a response to the following sections within Part B (the tender submission document).

| **Section** | **Total Score Available** |
| --- | --- |
| Company Details | Information Only |
| Compliance with Specification | Pass / Fail |
| Method Statements | 70 points |
| Price | 30 Points |

* 1. Please note that the ‘Compliance with Specification’ section will be assessed on a Pass/Fail basis. If a tenderer cannot or is unwilling to comply with the specification, their tender will be deemed as non-compliant and will be excluded from further consideration.
  2. When completing the questions tenderers must make sure that they answer what is being asked. Anything that is not directly relevant to the question should not be included, but wherever possible tenderers should demonstrate how they will go further than what is being asked for, to add value. Appendixes can be provided where appropriate to provide further supporting evidence within the tenderer’s question response.
  3. Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses.
  4. Tenderers are encouraged to use the word count allowed to answer each method statement as fully as possible. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.
  5. Each method statement will be evaluated by the panel individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference across responses or provide supporting information in your tender submission unless expressly requested. Once evaluated individually, the panel will come together to agree on a cumulative score.
  6. Tenderers being called for interview may be requested to provide further information/evidence and will be asked a series of questions as part of the interview process. Interviews will be evaluated and scored with this score being combined with the initial ITT score to enable Social Work England to award a contract(s).

1. Scoring
   1. Method statements and price responses will be scored on a scale of 0 to 4 points, as detailed in the table below:

| **In the evaluating officers’ reasoned opinion, the response provided is a(n):** | | **Points available** |
| --- | --- | --- |
| 0 | **Unacceptable Response.** No response, response not relevant or question not answered. | 0 points. |
| 1 | **Poor Response.** The response is partially compliant, but with serious deficiencies in meeting service requirements (any supporting evidence is minimal). | 25% of points available. |
| 2 | **Fair Response.** The response is compliant (some evidence may be provided which supports compliant elements) with shortfalls in meeting service requirements. Any concerns are of a minor nature. | 50% of points available. |
| 3 | **Good Response.** The response is compliant and offers relevant evidence to support their claims, clearly indicating that service requirements would be met. | 75% of points available. |
| 4 | **Excellent Response.** The response is compliant and offers relevant detailed evidence to support their claims, clearly demonstrating a comprehensive understanding of the service requirements. | 100% of points available. |

1. Please note that scoring ‘0’ for any one or more method statements will give grounds for excluding the tender from further consideration. For any tenders that are deemed excludable on this basis, that tenderer’s price shall automatically be excluded from the ‘price’ evaluation.

### Response to Method Statements

1. Tenderers must provide method statements in response to the questions below, to describe how they will meet the requirements of the contract. There are 5 method statements in total for both Toxicology and Medical Assessment requirements.
2. Tenderers are required to respond to all the questions below. Questions should be answered in full on the template provided.
3. For each method statement, there is a maximum word limit. Please adjust as necessary the size of the ‘response’ box in order to accommodate your response. Where appendices are requested please attach as part of your submission to Part B.

| **Ref** | **Method Statement Questions Toxicology Services.** | **Look Fors** | **Weighting** |
| --- | --- | --- | --- |
| Q1 | Method – What approaches will you use to ensure the service will be able to meet the wide-ranging needs of registrants? | * An understanding of the equality and diversity needs of the registrants including religion, gender and disability etc * An understanding of how fitness to practise procedures/requests for toxicology testing can be stressful and impact negatively upon a registrant and how they will seek to ensure they do not unnecessarily add to any negativity the registrant may be feeling | 10% |
| Q2 | Method - How would you ensure successful collaboration with Social Work England to guarantee that the service you provide is appropriate? | * Examples of collaboration to achieve successful delivery of the service. * Evidence of appropriate management of concerns regarding service provision * Evidence of continued audit and improvement to ensure service is of a high-quality standard | 10% |
| Q3 | Method – How will you ensure that the delivery of the toxicology service will comply with GDPR? | * Robust, secure methods of transporting, testing, storing and reporting upon data samples * Risk management of the above situations * Transparency when collaborating if GDPR is breached/conflicted | 15% |
| Q4 | Method - What experience do you have of delivering a toxicology service in the context of regulated professions in England? | * Evidence of experience and knowledge in the relevant field and/or sector. * Evidence of successful delivery of a comparable service. * Knowledge of relevant case law and principles. * Evidence of ability to meet agreed outcomes | 15% |
| Q5 | Method – Please provide an outline of your delivery plan for providing a toxicology testing service including examples of reports provided following testing. | * Logical plan for delivering an appropriate service * Evidence of appropriate timescales * Examples of appropriate reporting abilities that will be usable in a fitness to practise/legal environment. | 20% |

| **Ref** | **Method Statement Questions. Medical Assessment Services** | **Look Fors** | **Weighting** |
| --- | --- | --- | --- |
| Q1 | Method – What approaches will you use to ensure the service will be able to meet the wide-ranging needs of registrants? | * An understanding of the equality and diversity needs of the registrants including religion, gender and disability etc   An understanding of how fitness to practise procedures/requests for medical assessments can be stressful and impact negatively upon a registrant and how they will seek to ensure they do not unnecessarily add to any negativity the registrant may be feeling | 10% |
| Q2 | Method - How would you ensure successful collaboration with Social Work England to guarantee that the service you provide is appropriate? | * Examples of collaboration to achieve successful delivery of the service. * Evidence of appropriate management of concerns regarding service provision * Evidence of continued audit and improvement to ensure service is of a high-quality standard. | 10% |
| Q3 | Method – How will you ensure that the delivery of the medical assessment service will comply with GDPR? | * Robust, secure methods of gathering, analysing, storing and reporting upon information gathered * Risk management of the above situations   Transparency when collaborating if GDPR is breached/conflicted | 15% |
| Q4 | Method - What experience do you have of delivering a medical assessment service in the context of regulating professions in England? | * Evidence of experience and knowledge in the relevant field and/or sector. * Evidence of successful delivery of a comparable service. * Knowledge of relevant case law and principles. * Evidence of ability to meet agreed outcomes | 15% |
| Q5 | Method – Please provide an outline of your delivery plan for providing a medical assessment service including examples of reports provided following information gathering. | * Logical plan for delivering an appropriate service * Evidence of appropriate timescales   Examples of appropriate reporting abilities that will be usable in a fitness to practise/legal environment. | **20%** |

1. Response to Prices
   1. Price carries 30% of the overall score. Questions for prices are weighted with the number of points available shown in the table below.
   2. Prices included in the tender submission should be **net** costs (excluding VAT). Associated VAT costs should be shown separately as part of your tender submission.
   3. Social Work England request a price breakdown based on the requirements identified within the ITT. Prices required are:
      1. A competitive rate card identifying the proportion of time allocated for each activity;
      2. A total price for the delivery over the term of the contract.
   4. Tenderers are required to respond to all the price questions below. Questions should be answered in full on the template provided.
   5. In respect to question 1, pricing should be submitted via the cost matrix and rate card templates provided. For questions 2 and 3 there will be a maximum word limit. Please adjust as necessary the size of the ‘cost matrix and rate card’ templates and/or the ‘response’ box in order to accommodate your response.

| **Ref** | **Price Questions – Toxicology Services** | **Look Fors** | **Weighting** |
| --- | --- | --- | --- |
| Q1 | Pricing – Please provide a total cost for the delivery of the services as described in the statement of requirements including:   * A price for collection of a sample * Set prices for the various testing options * A price for the completion of a report * A price for the provision of an expert report and/or supplying of witness testimony in a tribunal/court setting * A price for cancellation, rearrangement, no show, fast track and any other associated costs the provider may charge | * Fair, clear and value for money pricing of services provided | 20% |
| Q2 | Please provide evidence that your price provides value for money and identifies areas of value-added activity. | * Identifies areas that provide value for money. * Identifies value added activity. | 10% |

| **Ref** | **Price Questions**  **Medical Assessment Services** | **Look Fors** | **Weighting** |
| --- | --- | --- | --- |
| Q1 | Pricing – Please provide a total cost for the delivery of the services as described in the statement of requirements including:   * A price for appointment with registrant * A price for the completion of a report. * A price for the provision of an expert report and/or supplying of witness testimony in a tribunal/court setting * A price for cancellation, rearrangement, no show, fast Fair, clear and value for money pricing of services provided. | * Fair, clear and value for money pricing of services provided | 20% |
| Q2 | Please provide evidence that your price provides value for money and identifies areas of value-added activity. | * Identifies areas that provide value for money. * Identifies value added activity. | 10% |

1. Moderation of Scores
   1. The evaluation panel will be made up of officers from Social Work England. An appropriate representative will separately evaluate all the method statements submitted by tenderers’ and will subsequently meet with the evaluation panel to discuss their scores; seeking to agree a final score for each method statement.
   2. Upon conclusion of the evaluation of the ITT, the score for price and non-price will be combined to give a total score out of 100.
2. Award of Contract
   1. The tenders scoring the highest points from the ITT (and/or any Interview evaluation) will be awarded the contract.
   2. The successful tenderer(s) offered the contract(s) will be advised by email. The award offered pursuant to this ITT will be based on the most economically advantageous tender.
   3. Tenderers whom it is proposed will not be offered the contract will be advised of this by email and will be entitled to receive feedback.

Annex A.

Must Haves

Please ensure you respond to all the must have below in Part B of your bid submission.

| **Medical Assessment Service Must Haves.** | **Must Haves (Y/N)** | **Notes** |
| --- | --- | --- |
| GMC registered medical professionals completing reports | **Y** |  |
| Ability to hold face to face meetings with registrants | **Y** |  |
| Full England wide assessment service  (Full UK preferable) | **Y** | **Places assessments can take place**: e.g. home, work, GP surgery…  Please list |
| KPI for results from completion of information gathering to completion of assessment | **Y** |  |
| Expert reports | **Y** |  |
| Ability to fast track assessments and reports | **N** |  |
| UKAS accredited or equivalent ISO standard | **Y** | Copies of certificates required |
| British Standards/ISO/  European directives compliant | **Y** | Please list what BS/ISO/EU Directives you are compliant with and copies of certificates required: |
| GDPR compliant | **Y** | Details: |
| Retention of information | **Y** | Length of time: |
|  | | |

| **Toxicology Services Must Haves** | **Must Haves (Y/N)** | **Notes** |
| --- | --- | --- |
| Pre-arranged testing | **Y** |  |
| For-cause testing | **N** |  |
| Full England wide collection service  (Full UK preferable) | **Y** | **Places samples can be taken** e.g. home, work, GP surgery…  Please list |
| KPI for results from arrival at lab | **Y** |  |
| *Test kits* | **N** | For samples: |
| Expert reports | **Y** |  |
| Ability to fast track tests and reports | **N** |  |
| UKAS accredited or equivalent ISO standard | **Y** | Copies of certificates required |
| British Standards/ISO/  European directives compliant | **Y** | Please list what BS/ISO/EU Directives you are compliant with and copies of certificates required: |
| GDPR compliant | **Y** | Details: |
| Retention of samples | **Y** | Length of time: |
| “A” and “B” samples taken? | **Y** | A sample for testing and a sample for storage is taken at the same time? |
| CDT | **Y** |  |
| LFT | **Y** |  |
| MCV | **N** |  |
| Peth | **N** |  |
| FBC | **N** |  |
| Other medical blood tests | **N** | List those available: |
| Head hair alcohol – ETG FAEE | **Y** |  |
| Head hair drugs (segmented) | **Y** | Note drugs capable of being tested: |
| Body hair | **Y** |  |
| Fingernails/ toenails | **N** |  |
| Urine | **Y** |  |
| Breath | **N** |  |
| Oral fluid | **N** |  |
| Any other form of technological testing/monitoring (e.g. SCRAM, Soberlink) | **N** |  |
| Blood drugs tests | **N** |  |
| Please identify in your submission which additional tests or services you can provide, if appropriate. | | |

**Social Work England**

**Part B – Response to Tender**

Fitness to Practise Toxicology and Medical Assessment Services

**Reference Social Work England 00055**

Closing date for submission of tender:

12:00 hrs – Monday 23 September 2019

**Please complete your tender submission in accordance with the instructions provided.**

**PART B**

1. COMPANY DETAILS AND COMPLIANCE WITH TENDER

2. RESPONSE TO SPECIFICATION (METHOD STATEMENTS)

3. PRICING SCHEDULE

4. FREEDOM OF INFORMATION EXCLUSION SCHEDULE

5. TENDERING DECLARATION

# Part B To be completed in response to Invitation to Tender

Please complete all the information requested below andreturn Part B by the latest

12:00 hrs – Monday 23 September 2019.

General information questions are asked for information purposes only and the responses will not be evaluated. The answers do however give the evaluation panel an overview of the organisation and its structure, please complete in full.

|  |  |  |
| --- | --- | --- |
|  | **ORGANISATION DETAILS** | |
|  | Please state the full name of the organisation submitting this tender | |
|  | |
|  | Please state the registered office address | |
| Address: | |
| Postcode: | |
|  | Please state the company registration number | |
|  | |
|  | Please state the VAT registration number | |
|  | |
|  | To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of Social Work England? | YES / NO |
| If yes, please provide details | |
|  | **Contact Details** (for communications, correspondence and enquiries relating to this tender submission) | |
|  | Please state the contact’s name, and position within the organisation: | |
| Name:  Position: | |
|  | Please state the contact’s address: | |
| Address:  Postcode: | |
|  | Please state the contact’s telephone number and email address: | |
|  | |

Compliance with Specification

Tenderers must provide a response to the Compliance with Specification section included below. Tenderers should note that this section will be assessed on a Pass/Fail basis. If a tenderer cannot or is unwilling to answer ‘Yes’, their tender will be deemed non-compliant and will be excluded from further consideration. Tenderers should confirm by deleting the inappropriate answer.

|  |  |
| --- | --- |
| Please specify whether you are bidding to deliver Toxicology, Medical Assessment or both services. |  |
| Please use this space to provide your response. |  |
| I confirm I/we comply with all elements of the requirement and specification as outlined in part A of this Invitation to Tender. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission. | |
| **I confirm I/we meet the standards required and hold the necessary certification to deliver the required services.** | **YES/ NO** |
| *Please use the space below to provide evidence of the standards you hold and outline any areas where you cannot comply, or any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission*. | |
| I confirm upon request, that I/we are able to provide the Medical Assessment services ‘must haves’ as outlined in the ITT at appendix A | YES/ NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission. Please also provide confirmation of the services that you can deliver at appendix A that are not must haves. | |
| I confirm upon request, that I/we are able to provide the Toxicology services ‘must haves’ as outlined in the ITT at appendix A | YES/ NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission. Please also provide confirmation of the services that you can deliver at appendix A that are not must haves. | |

Response to Method Statements

Tenderers are referred to (Part A) of the ITT and reminded that evaluation of their method statements will account for 70% of their total tender score.

Tenderers must provide method statements in response to the questions below, to describe how they will meet the requirements of the contract. There are 6 method statements in total.

Tenderers are required to respond to all the questions below. Questions should be answered in full and should not refer to other documents or appendices unless otherwise specified.

For each method statement, there is a maximum word limit. Please adjust as necessary the size of the ‘response’ box in order to accommodate your response.

| **Ref** | | **Method Statement Questions** | **Toxicology Services** |
| --- | --- | --- | --- |
| 1 | | What approaches will you use to ensure the service will be able to meet the wide-ranging needs of registrants?  *A maximum number of 500 words should be submitted for this section.*  *A maximum of 10 points are available for this response.* | |
| **Response:** | | | |
| 2 | | How would you ensure successful collaboration with Social Work England to guarantee that the service you provide is appropriate?  *A maximum number of 500 words should be submitted for this section.*  *A maximum of 10 points are available for this response.* | |
| **Response:** | | | |
| 3 | | How will you ensure that the delivery of the toxicology service will comply with GDPR?  *A maximum number of 1,000 words should be submitted for this section.*  *A maximum of 15 points are available for this response.* | |
| **Response:** | | | |
| 4 | | What experience do you have of delivering a toxicology service in the context of regulating professions in the England?  *A maximum number of 1,000 words should be submitted for this section.*  *A maximum of 15 points are available for this response.* | |
| **Response:** | | | |
| **5.** | Please provide an outline of your delivery plan for providing a toxicology testing service including examples of reports provided following testing.  *A maximum number of 1,500 words should be submitted for this section. You may also provide a delivery plan as an attachment.*  *A maximum of 20 points are available for this response.* | | |
| **Response:** | | | |

| **Ref** | | **Method Statement Questions** | **Medical Assessment Services** |
| --- | --- | --- | --- |
| 1 | | What approaches will you use to ensure the service will be able to meet the wide-ranging needs of registrants?  *A maximum number of 500 words should be submitted for this section.*  *A maximum of 10 points are available for this response.* | |
| **Response:** | | | |
| 2 | | How would you ensure successful collaboration with Social Work England to guarantee that the service you provide is appropriate?  *A maximum number of 500 words should be submitted for this section.*  *A maximum of 10 points are available for this response.* | |
| **Response:** | | | |
| 3 | | How will you ensure that the delivery of the medical assessment service will comply with GDPR?  *A maximum number of 1,000 words should be submitted for this section.*  *A maximum of 15 points are available for this response.* | |
| **Response:** | | | |
| 4 | | What experience do you have of delivering a medical assessment service in the context of regulating professions in the England?  *A maximum number of 1,000 words should be submitted for this section.*  *A maximum of 15 points are available for this response.* | |
| **Response:** | | | |
| **5.** | Please provide an outline of your delivery plan for providing a medical assessment service including examples of reports provided following information gathering.  *A maximum number of 1,500 words should be submitted for this section. You may also provide a delivery plan as an attachment.*  *A maximum of 20 points are available for this response.* | | |
| **Response:** | | | |

Response to Pricing

Tenderers are referred to Part A of the ITT and reminded that evaluation of price will account for 30% of their total tender score.

Responses to pricing for questions 1 should be complete in the tables provided. Response to questions 2 should be completed within the template provided below.

All prices should be quoted in GBP(£), and prices quoted should be Net of VAT. Please ensure all assumptions on price are detailed within the table and against each costed item.

| **Ref** | | **Pricing Questions** | **Toxicology Services** |
| --- | --- | --- | --- |
| 1 | | Please provide a price(s) for the delivery of Toxicology services by completing the cost matrix spreadsheet below. Please ensure you provide any assumptions as part of your response.  *A maximum of 20 points are available for your response.* | |
| **Response: Please provide your response in the tables below.** | | | |
| **2.** | Please provide evidence that your price provides value for money and identifies areas of value-added activity.  *A maximum of 500 words are required for this response.*  *A maximum of 10 points are available for your response.* | | |
| **Response:** | | | |

| **Ref** | | **Pricing Questions Medical Assessment Services** |
| --- | --- | --- |
| 1 | | Please provide a price(s) for the delivery of Medical Assessment services by completing the spreadsheet below. Please ensure you provide any assumptions as part of your response.  *A maximum of 20 points are available for your response.* |
| **Response: Please provide your response in the tables below.** | | |
| **2.** | Please provide evidence that your price provides value for money and identifies areas of value-added activity.  *A maximum of 500 words are required for this response.*  *A maximum of 10 points are available for your response* | |
| **Response:** | | |

Cost Matrix: to be completed by bidder.

Please complete the pricing tables below including all assumptions made. Financial years run from April – March.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Toxicology Service Pricing Schedule** | **Available? (Y/N)** | **Cost per unit** | **VAT** | **Cost per unit** | **VAT** | **Cost per unit** | **VAT** | **Assumptions** |
|  |  | 19-20 | 19-20 | 20-21 | 20-21 | 21-22 | 21-22 |  |
| Pre-arranged testing |  |  |  |  |  |  |  |  |
| For-cause testing |  |  |  |  |  |  |  |  |
| Test kits |  |  |  |  |  |  |  |  |
| Expert reports |  |  |  |  |  |  |  |  |
| Fast-track assessments and reports |  |  |  |  |  |  |  |  |
| Transportation of sample to lab |  |  |  |  |  |  |  |  |
| Providing clarification on reports |  |  |  |  |  |  |  |  |
| Re-arrangement fee/did not attend fee |  |  |  |  |  |  |  |  |
| Expert evidence in hearings in Person |  |  |  |  |  |  |  |  |
| Expert Evidence in hearings via Skype/telephone |  |  |  |  |  |  |  |  |
| Cancellation fee\* |  |  |  |  |  |  |  |  |
| Training for SWE staff |  |  |  |  |  |  |  |  |
| Administration costs |  |  |  |  |  |  |  |  |
| Other |  |  |  |  |  |  |  |  |

| **Toxicology Service** | **Available? (Y/N)** | **Covers Alcohol? (Y/N)** | **Covers Drugs? (Y/N)** | | **Covers Legal Highs/NSP? (Y/N)** | | | **Cost per unit** | **VAT** | | **Cost per unit** | | **VAT** | **Cost per unit** | | **VAT** | | **Assumptions** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | |  | | | 19-20 | 19-20 | | 20-21 | | 20-21 | 21-22 | | 21-22 | |  |
| CDT |  | Yes | No | | No | | |  |  | |  | |  |  | |  | |  |
| LFT |  | Yes | No | | No | | |  |  | |  | |  |  | |  | |  |
| MCV |  | Yes | No | | No | | |  |  | |  | |  |  | |  | |  |
| Peth |  | Yes | No | | No | | |  |  | |  | |  |  | |  | |  |
| FBC |  |  |  | |  | | |  |  | |  | |  |  | |  | |  |
| Other medical blood tests |  |  |  | |  | | |  |  | |  | |  |  | |  | |  |
| Head hair alcohol – ETG FAEE |  | Yes | No | | No | | |  |  | |  | |  |  | |  | |  |
| Head hair drugs (segmented) |  | No | Yes | |  | | |  |  | |  | |  |  | |  | |  |
| Body hair |  | No | Yes | |  | | |  |  | |  | |  |  | |  | |  |
| Finger nails |  |  |  | |  | | |  |  | |  | |  |  | |  | |  |
| Urine |  | Yes |  | |  | | |  |  | |  | |  |  | |  | |  |
| Breath |  |  |  | |  | | |  |  | |  | |  |  | |  | |  |
| Oral fluid |  |  |  | |  | | |  |  | |  | |  |  | |  | |  |
| Any other form of technological testing/monitoring (e.g. SCRAM, Soberlink) |  | Yes | No | | No | | |  |  | |  | |  |  | |  | |  |
| Blood drugs tests |  | No | Yes | | Yes | | |  |  | |  | |  |  | |  | |  |
|  |  |  |  | |  | | |  |  | |  | |  |  | |  | |  |
| **Medical Assessment Services** | | | | **Cost per unit** | | **VAT** | **Cost per unit** | | | **VAT** | | **Cost per unit** | | | **VAT** | | **Assumptions** | |
|  | | | | 19-20 | | 19-20 | 20-21 | | | 20-21 | | 21-22 | | | 21-22 | |  | |
| Assessment meeting face-to-face | | | |  | |  |  | | |  | |  | | |  | |  | |
| Assessment meeting – telephone/Skype | | | |  | |  |  | | |  | |  | | |  | |  | |
| Reviewing additional information (eg GP reports, email exchanges) | | | |  | |  |  | | |  | |  | | |  | |  | |
| Fast-track assessments and reports | | | |  | |  |  | | |  | |  | | |  | |  | |
| Expert reports | | | |  | |  |  | | |  | |  | | |  | |  | |
| Providing clarification on reports | | | |  | |  |  | | |  | |  | | |  | |  | |
| Expert evidence in hearings in Person | | | |  | |  |  | | |  | |  | | |  | |  | |
| Expert Evidence in hearings via Skype/telephone | | | |  | |  |  | | |  | |  | | |  | |  | |
| Re-arrangement fee/did not attend fee | | | |  | |  |  | | |  | |  | | |  | |  | |
| Cancellation fee\* | | | |  | |  |  | | |  | |  | | |  | |  | |
| Training for SWE staff | | | |  | |  |  | | |  | |  | | |  | |  | |
| Administration costs | | | |  | |  |  | | |  | |  | | |  | |  | |
| Other | | | |  | |  |  | | |  | |  | | |  | |  | |

\* Cancellation charges should only apply if a test is cancelled less than 24 hours prior to the agreed appointment for the provision of a sample/ or for Medical Assessment.

Freedom of Information Exclusion Schedule

Tenderers attention is drawn to the conditions of tender. Tenderers should state here which items of information (if any) supplied by them in their tender they regard as confidential and/or commercially sensitive or which should not be disclosed in response to a request for information under the Freedom of Information Act. Tenderers should state why they consider the information to be confidential or commercially sensitive.

Disclosure of information is at the sole discretion of Social Work England.

**Commercially sensitive information**

I declare that I wish the following information to be designated as Commercially Sensitive:

|  |
| --- |
|  |

The reason(s) it is considered that this information should be exempt under Freedom of Information Act 2000 is:

|  |
| --- |
|  |

The period of time for which it is considered this information should be exempt is until award of contract **OR** during the period of the contract **OR** for a period of 6 years.

|  |
| --- |
|  |

Signed:

Date:

Name of Signatory:

Name of Organisation:

Tendering Declaration

In response to the invitation to tender for the provision of Toxicology and Medical Assessment services dated 30 August 2019. I/We, the undersigned, confirm that in submitting a tender against this contract that I/We:

1. Undertake that this offer shall remain valid and open for acceptance for a period from the date of submission unless specifically withdrawn in writing.
2. Understand that Social Work England is not bound to accept any tender it receives.
3. Certify that I/We have not done, and I/We will not, at any time before the notification of tender results, do any of the following:
   1. communicate to any person other than the person calling for the tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender is necessary to obtain insurance premium quotations required for the preparation of the tender;
   2. enter into any agreement or arrangement with any person that he/she shall refrain from tendering or as to the amount of any tender to be submitted; and
   3. offer to pay or give or agree to pay any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to this or any other tender or proposed tender for the said work any act or thing of the sort described above. In the context of this clause the word ‘person’ includes any persons and anybody or association, corporate or unincorporated; and ‘any agreement or arrangement’ includes any such transaction, formal or informal, and whether legally binding or not.
4. Understand that my/our responses to the questions posed in this invitation to tender including any explicit or reasonably implied undertakings, will form part of any contract subsequently entered into between myself/ourselves and Social Work England.
5. Confirm that if our tender is accepted, we will, if required, upon demand:
   1. produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force; and
   2. sign a formal contract document if required.
6. Agree that unless and until a contract is prepared and executed, this tender, together with your written acceptance thereof, shall constitute a binding contract between us.
7. Certify that the information supplied is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in this invitation to tender. I/We understand that false information could result in my/our exclusion from further participation in this and future tender processes.

This Tendering Declaration should be signed by a director, partner or other senior authorised representative in his/her own name and on behalf of the organisation.

Signed:

Date:

Name of Signatory:

Name of Organisation:

1. <http://www.legislation.gov.uk/ukpga/2017/16/contents/enacted> [↑](#footnote-ref-2)
2. Registrant: A Social Worker registered to practise by Social Work England. [↑](#footnote-ref-3)