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| **ECSC Dynamic Purchasing System - Request for Quotation** **(RFQ)**  |
| Supplier notice Please note that responses to this RFQ need to be made electronically through Redimo2 by completing evaluation sections and questions. Further guidance on this process can be found by downloading from Redimo2 or via [GOV.UK.](https://www.gov.uk/nctl-e-procurement-system-redimo) References throughout are to bid or bids (rather than quotation). |
| **Title**  | Children’s Services Commissioner RFx170 |
| **Contract Manager**  | Nicholas Williams  |
| **Requirements**  |
| **Background**  |
| For clarity this document makes reference to the Authority which means the Local Authority (LA), and the Department means the Department for Education (DfE) and its agencies. The Department is responsible for supporting improvement in local authorities, through government intervention in response to failure or weakness in the provision of children’s social care services. This is done in part through drawing down external expertise, from various sectors, to support local authorities in these circumstances. Where Ofsted finds systemic or persistent failure by a local authority to provide adequate children’s services, the Department initiates steps to secure improvement, with a presumption that this will best be achieved by removing the service from council control. An independent Children’s Services Commissioner is appointed by the Secretary of State for Education to test this presumption, reporting to Ministers on their findings within 3 months.The Department now wishes to appoint a Commissioner to undertake such a review in Worcestershire County Council. The Commissioner will play a high profile role in a challenging political and delivery environment. They will bring their extensive and proven skills in children’s social care transformation to delivering a robust assessment as to how improvements to services for the most vulnerable children can best be secured within the local context. In doing so they will set expectations for how services can best be delivered outside of council control, leading and brokering relationships with senior council leaders and their partner organisations. Alongside this, they will direct work to secure urgent improvements to ensure that children in the Authority are safe.The Commissioner will report to Ministers on progress and their views will inform decisions about the nature of the Department’s intervention. The day-to-day contact will be with the Department’s Contract Manager Nicholas Williams. |
| **Mandatory Requirements**  |
| As part of this RFQ, there are a number of mandatory requirements that must be met. Please note that the Department may at its absolute discretion refuse to consider your bid depending on your response to these mandatory questions.  |
| The successful bidder must be able to meet the following **mandatory requirements** to be considered for this role: **M1**. Bidders must have experience, knowledge and understanding of children’s services and the looked after children landscape in relation to the current Ofsted Single Inspection Framework. Bidders must be able to demonstrate skills and experience outlined in the technical requirement sections at 2.01-2.02 and 3.01 -all are compulsory. **M2.** Bidders must declare any interest(s). Specifically, any links or roles or positions held with any local authority or organisations operating in the children’s services sector within the past 10 years (this should include voluntary as well as contractual roles). Providing this information does not preclude bidders from the bidding process, but allows the Department to check that bidders will not present a conflict of interest. Due diligence checks will be undertaken prior to allocation of individual projects. We will take into account the following:* involvement in financial irregularity;
* a pay-off from a previous period of public sector employment;
* direct criticism within a Serious Case Review;
* holding a senior leadership role in a local authority at a time when Ofsted judged any aspect of its children’s services provision to be inadequate.

Bidders are asked to describe any such associations. The Department reserves the right to exclude bidders based on the information provided or identified through our due diligence checks. Interests must be specified in the free text box in the evaluation section 4 (4.04). **M3.** Bidders must have the capacity to meet the requirement set out in this RFQ and specify how many spare working day’s capacity they have each month. Please note that the DfE will check your capacity to undertake further live contracts, and may at its absolute discretion refuse to consider your response further if it is deemed that you do not have the required capacity. You must provide this information in the text box at section 4 (4.05).**M4.** Bidders shall disclose all live contracts they are currently involved in, including whether it is a public or private sector contract, the organisation the contract is with, how much time is spent on the contract each month, and when the contract is due to end. These details should be specified in section 4 (4.06). **M5.** Bidders shall hold a vetting and barring requirement - Disclosure and Barring Service (DBS). If they have not already had one, bidders must be willing to undertake a DBS check. Where a bidder already holds this information they should upload it against the prompt in question 4.07. Where a bidder needs to achieve DBS then they should achieve this and then upload it. This should be specified in section 4 (4.07). **Failure to achieve mandatory DBS approval will result in your bid being automatically excluded from any competition.****M6.** Bidders shall comply with all DfE terms and conditions of contract, and any special clauses outlined in this requirement and those outlined in the call off order. |
|  **Quality** |
| Service Requirements:There is a presumption in cases of persistent or systemic failure that children’s social care services will be removed from local authority control, for a period of time, in order to bring about sustainable improvement, unless there is compelling evidence not to do so.In line with the recommendations set out in the Ofsted report of children’s social care published 24/01/2017 the Children’s Services Commissioner for Worcestershire County Council is expected to take the following steps.The Commissioner will:* make recommendations for the immediate improvement of children’s social care, to identify ongoing improvement requirements, and to recommend any additional support required to support those improvements; and
* bring together evidence to assess the council’s capacity and capability to improve itself in a reasonable timeframe, and recommend whether or not this evidence is sufficiently strong to suggest that long term sustainable improvement to children’s social care can be achieved should operational service control continue to remain with the council; and
* to advise on relevant alternative delivery and governance arrangements for children’s social care, outside of the operational control of the local authority, taking account of local circumstances and the views of the council and key partners; and
* report to the Minister for Vulnerable Children and Families by 2/06/2017 with findings about whether sufficient progress has been made in the timeframe to secure improved services for vulnerable children and give confidence of the Council’s capacity and capability to continue to lead its own improvement; and
* if the assessment is that services have not sufficiently improved, the report should include recommendations about next steps to secure improvement, including whether services should remain in control of the Council.
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| **Place**  |
| The successful bidder will be expected to travel to the Authority on a regular basis. Bidders should note that their quoted rates are **inclusive** of all anticipated expenses including travel. In exceptional circumstances only, the Department may be able to consider funding some expenses in line with the Department’s expenses policy, and this would have to be agreed in advance. The Department reserves the right to require successful bidders to travel outside of their specified local authorities for meetings at locations across England if required. There is an expectation that bidders will attend meetings with the DfE Contract Manager and other officials as required. Also bidders may be asked to attend/input to occasional development activities with other Commissioners and Advisers working in children’s social care improvement.The successful bidder can work remotely from their own home/office base using their own equipment and their own internet connectivity, ensuring Government and local authority information and data security rules are adhered to.  |
| **Quantity**  |
| We expect the role of the Commissioner, in this review phase, to take up to 42 days in total for the duration of the contract.The Department reserves the right to extend the end date of this contract by up to 12 months, and will give one month’s prior notice of our intention to do so. The 12 month extension may be in full, or in multiples of one month up to the full 12 month potential. This may include a negotiated reduction or increase in the number of call off days per month. Any negotiated extension offered by the Department would be without prejudice. The maximum daily rate is £800, including expenses and excluding VAT where applicable. The successful applicant must advise where VAT is applicable. Where bidders feel that they can deliver this contract at a rate below the daily rate of £800 inclusive of expenses, they should indicate this clearly in their bid response under item price.  |
| **Data Handling**  |
| The data handling provisions set out in the Enhanced security schedule will apply to this requirement and will be incorporated into the Call-off Terms. Please see the current version of the [data handling schedules.](https://www.gov.uk/nctl-e-procurement-system-redimo)  Successful bidders are required to use their own IT equipment. In certain instances, essential IT equipment will be provided on a case by case basis. The ICT acceptable use policy will be provided at the time IT equipment is issued and a copy is available on request.  |
| **Attachments**  |
| Bidders will find further information at <https://reports.ofsted.gov.uk/local-authorities/worcestershire> |
| **Evaluation Process and criteria**  |
| All bids received will be evaluated against the evaluation criteria and scoring methodology as stated within this RFQ.  |
| The evaluation criteria for each of the questions, within each evaluation section, are detailed below along with the weighting to be applied.  Item Prices are evaluated by the system using the following equation: (1-(Price Quoted-Lowest Price Quoted)/Lowest Price Quoted)\*100. Please note that Item Prices are weighted at 25% of the overall score, Technical Requirements are weighted as 75% of the Overall Score. Following evaluation if there are two or more bidders with the same or very similar skills and experience we reserve the right to make a value for money judgement based on the applicants proposed day rate or a judgement based on capacity. |
|  | **Evaluation Scoring Matrix**  |  |
| Responses will be scored on a 6 point scale and evaluators will use this to assign a score to each evaluation question response.  |
| **Score**  | **Guidance**  |
| **0**  | No response provided in response to the question via Redimo2.  |
| **1**  | The response meets less than half the stated requirement.  |
| **2**  | The response meets some but not all the stated requirement.  |
| **3**  | The response fully meets the stated requirement. Any additional offering is deemed to be of little or no benefit to the department  |
| **4**  | The response fully meets the stated requirement and provides evidence of some added value which would bring specific benefit to the department.  |
| **5**  | The response fully meets the stated requirement and provides evidence of exceptional added value which would bring significant benefit to the department.  |
| The Department expressly reserves the right without prejudice to:  * clarify costing models and assumptions for prices quoted

 * clarify information provided in a response and may seek independent advice to validate information declared or to assist in the evaluation

 * cancel the RFQ process and reject all bids at any time prior to award of a contract without incurring any liability

 * may at its absolute discretion, refuse to consider a bid depending on the answers given to the mandatory requirements.
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| **Evaluation Section 1: Mandatory Requirements**  | **Section Weighting: 0%**  |
| **Ref**  | **Question(s)**  |
| The Department will check your capacity for any live contracts and may at its absolute discretion refuse to consider your response further, if it is deemed that you do not have the required capacity. This includes, both an initial check, at the outset, (in which case your bid might not be scored). If, following evaluation, there are two or more bidders with the same or very similar skills and experience we will use our assessment of bidders’ capacity and a value for money judgement based on proposed day rates as a way of differentiating between bidders. |
| 1.01 | Do you have experience, knowledge and understanding of children’s services and the looked after children landscape in relation to the current Ofsted Single Inspection Framework?  |
| 1.02 | Have you declared all your interests? Bidders must declare any interest(s), specifically, any links, or roles or positions held with any local authority or organisations operating in the children’s services sector within the past 10 years (this should include voluntary as well as contractual roles). Providing this information does not preclude bidders from the bidding process, but allows the Department to check that bidders will not present a conflict of interest. Due diligence checks will be undertaken prior to the allocation of individual projects. We will take into account the following:* involvement in financial irregularity;
* a pay-off from a previous period of public sector employment;
* direct criticism within a Serious Case Review;
* holding a senior leadership role in a local authority at a time when Ofsted judged any aspect of its children’s services provision to be inadequate.

Bidders are asked to describe any such associations. The Department reserves the right to exclude bidders based on the information provided or identified through our due diligence checks. You must provide this information in the free text box at section 4 -4.04.  |
| 1.03  | Do you have the capacity to meet the requirement set out in this RFQ? You will be asked to provide details of how many spare working day’s capacity you have each month. Please note that the DfE and its executive agencies will check your capacity to undertake further live contracts, and may at its absolute discretion refuse to consider your response further if it is deemed that you do not have the required capacity. You must provide this information in the text box at 4.05. |
| 1.04  | Have you disclosed all live contracts currently engaged with (or those about to commence)? This should include whether it is a public or private sector contract, the organisation the contract is with, how much of your time is spent on the contract each month, and when the contract started and is due to end. You must provide this information in the text box at 4.06. |
| 1.05  | Do you hold vetting and barring requirement (DBS)? If not would you be willing to undertake a DBS check? If you currently hold this information, you should upload it to your profile. You must provide this information in the text box at 4.07. |
| 1.06 | Are you willing to comply with all DfE terms and conditions of contract, and any special clauses outlined in this requirement and those outlined in the call off order? |
| Please provide an answer for each question explicitly. References to answers in other questions/sections may not be considered, and could result in a lower score being applied.  Evaluators cannot take into account previous experience or knowledge of your delivery, unless it is fully detailed in this bid, specifically in the responses you provide in evaluation sections 2 and 3. Please be explicit about outcomes and successes you have delivered, and provide clear evidence and examples of your skills and experience.  Only upload the information requested – DBS and CV where directed to do so. Any additional documentation, will not be evaluated.  The Department may at its absolute discretion refuse to consider a bid if the score achieved in the Technical Requirements section is lower than 60%.  |
| **Evaluation Sections 2 and 3** **Technical Requirements**   | **Section Weighting: 75%**  |
| **Ref**  | **Question(s)**  | **A good bid will provide evidence and examples of:** | **Question weight**  |
| 2.01 | Commissioner Skills - compulsoryBidders must demonstrate experience of influencing change in large and complex organisations, including holding others to account for changes in children’s social care systems.*Please limit your response to approx. 500 words* | * assess whether effective service delivery could be secured outside of council control;
* assess capability of large organisations to improve;
* lead challenging discussions with senior political and service leaders to drive change; and
* make effective recommendations to secure sustainable improvements.
 | High |
| 2.02 | Service transformation and innovation - compulsoryBidders must demonstrate experience in developing and driving innovative approaches to service design and delivery.*Please limit your response to approx. 500 words* | * transforming services in challenging contexts; and
* bringing innovation to public service delivery.
* secure sustainable improvements.
 | High |
| 3.01  | Improvement Skills – compulsory  Bidders must demonstrate their experience of developing and implementing effective children’s services improvement strategies which have brought about rapid and sustainable improvements in performance. *Please limit your response to approx. 500 words*  | * contribution to successful children’s services improvement in a range of underperforming LAs;
* identifying improvement priorities, including thorough application of inspection frameworks;
* planning improvement activity including resource and funding to achieve **i**mprovement;
* implementing improvement plans and removing barriers to improvement; and
* evaluating impact and outcomes.
 | Medium  |
| **Evaluation Section 4: Further information**  | **Section Weighting: 0%**  |
| **Ref**  | **Question**  |
| 4.01  | Will VAT be charged in addition to your net price?  |
| 4.02  | Are you classed as a Small or Medium Enterprise (SME)?  |
| 4.03  | Please confirm that all monies you receive in respect of contract(s) you have with the Department are being paid into your company bank account.  |
| 4.04  | Please confirm any positions held in last 10 years, specifically any links or roles held with any organisations operating in the children’s services sector (this should include voluntary as well as contractual roles). Providing this information does not preclude bidders from the bidding process, but allows the Department to check that bidders will not present a conflict of interest. Due diligence checks will be undertaken prior to allocation of individual projects. We will take into account the following:* involvement in financial irregularity;
* a pay-off from a previous period of public sector employment;
* direct criticism within a Serious Case Review;
* holding a senior leadership role in a local authority at a time when Ofsted judged any aspect of its children’s services provision to be inadequate.

Bidders are asked to describe any such associations. The Department reserves the right to exclude bidders based on the information provided or identified through our due diligence checks.  |
| 4.05 | Please provide details of your capacity to meet the requirement set out in this RFQ? You should specify how many spare working day’s capacity you have each month. Note that the DfE will check your capacity to undertake further live contracts, and may at its absolute discretion refuse to consider your response further if it is deemed that you do not have the required capacity. |
| 4.06 | Please disclose all live contracts currently engaged with (or those about to start). This should include whether it is a public or private sector contract, the organisation the contract is with, how much of your time is spent on the contract each month, and when the contract started and is due to end.  |
| 4.07 | Bidders shall hold a vetting and barring requirement - Disclosure and Barring Service (DBS). If they have not already had one, bidders must be willing to undertake a DBS check. Where a bidder already holds this information they should upload it to their profile. Where a bidder needs to achieve DBS they should specify this and be prepared to upload it at a later date if successful. |
| 4.08 | Please attach a full CV detailing the employment history including details of 2 referees for each named individual wishing to undertake this role. The Department reserves the right to contact these referees and obtain references in undertaking previously mentioned due diligence checks. |
| **Evaluation Section : Item Prices**  | **Section Weighting: 25%**  |
|  | **Question**  |
|   | Please quote your daily rate **inclusive of all anticipated expenses\*** but exclusive of any applicable VAT. **Daily rates over £800 will be excluded as noncompliant bids;** in line with the Operational Associates rates policy.  In exceptional circumstances only, and depending on the location of the successful bidder, the Department may be able to consider funding some expenses in line with the Department’s expenses policy, and this would have to be agreed in advance.However, where bidders feel that they can deliver this contract at a rate below the daily rate of £800 inclusive of expenses, they should indicate this clearly in their bid response. This question will be calculated using the following algorithm: “score = (1(quoted price – lowest price)/lowest price)\*100”.  **\*Expenses include any travel and subsistence expenses and any other general expenses necessary to deliver this requirement.**  |
| **Timelines**  |
| Deadline for submitting your RFQ response  | **9am on 09/02/2017** |
| Expected notification of outcome  | **28/02/2017**  |
| Expected contract start date  | **1/03/2017** |
| Expected contract expiry date  | **2/06/2017**  |
| Potential Extension period  | The Department reserves the right to extend the end date of this contract by up to 12 months. DfE will give one month’s prior notice of our intention to do so. The 12-month extension may be in full or in multiples of one month up to the full 12 month potential. This may include a negotiated reduction or increase in the number of call off days per month. Any negotiated extension offered by the Department would be without prejudice.  |
| **Order form**  |
| The Call-Off Terms will form part of the contract with the successful Supplier. A copy of these can be found in Redimo2 (go to Opportunities documents drop down with general tab of response document – RFx170). A final version will be issued to the successful associate upon acceptance of their bid.  |
| **Contract Management**  |
| The procurement process, and the contract will be managed by the Department, Local Authority Performance & Intervention (Children’s Services) Unit. Impact of the Commissioner role and performance will be monitored on an ongoing basis and will take into account progress against the key deliverable activity outlined in the service requirements on page 3 and, to some extent, milestones in the LA’s Improvement Plan. Regular progress meetings by phone, and in person, where necessary, between the Commissioner and the DfE Contract Manager will be required.  |
| **Queries and Guidance**  |
| **Queries** Any queries and dialogues in respect of the RFQ should be raised via Redimo2 through the ‘messages’ link  |
| **Technical** Responses to the RFQ need to be made electronically, through Redimo2 by completing evaluation sections and questions. Further guidance on this process can be found via a download from Redimo2. Bidders experiencing technical difficulties can also contact the commercial team at **commercial.contactpoint@education.gsi.gov.uk**.  |