**Template: Question response attachment**

**\*Note any attachments should be attached separately and not embedded within this document. This document is intended for question responses only. Where you have provided additional attachments please list them in your question response (this will be considered outside of the word count)**

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| **Question 1 Integration - joint working**  **Weighting = 5% Word count 1000 words or 2 sides of A4. ESSENTIAL QUESTION** | |
| 1. | The provider of the IPS service will be required to integrate with the Neighbourhood Mental Health Teams and Early Intervention Team. Outline how you would integrate with the service including a.) Operational aspects b.) Team Working/Cohesion with the service |
| Supplier response: | |
| **Question 2 Staff**  **Weighting = 4% Word count 1000 words or 2 sides of A4. ESSENTIAL QUESTION** | |
| 2 | State how you will provide an appropriately qualified and DBS checked workforce. Include whole time equivalent (WTE) figures for each staff group, including your plans for absence cover and 52 weeks per year service provision. Please include relevant staff qualifications and your staffing/business workforce structure |
| Supplier response: | |
| **Question 3 Activity**  **Weighting = 2% Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 3 | Based on the activity levels required (See Document 4. Specification section 4.Key Performance Indicators). Outline how you will ensure that resources are allocated to manage the required demand efficiently |
| Supplier response: | |
| **Question 4 Caseload**  **Weighting = 2% Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 4 | IPS staff will need to see a specific number of clients (see Document 4. Specification). What steps will you take to ensure this is achieved. What are your contingency plans if there are periods of temporary vacancies, e.g. due to sickness or staff leaving. Additionally how would you manage referrals that would see caseload exceed recommendations |
| Supplier response: | |
| **Question 5 Partnership working**  **Weighting = 2% Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 5 | Please list the organisations / agencies that you will work with to place clients in employment, detailing how you will formulate links and the expected benefits of these links. Please include examples of working with a network of employers, Jobcentre Plus, Citizens Advice Bureau, Chamber of Commerce and any other relevant partners. How would you aim to evidence this activity for future fidelity reviews |
| Supplier response: | |
| **Question 6 Care Pathway**  **Weighting = 3% Word count 750 words or 1.5 sides of A4. ESSENTIAL QUESTION** | |
| 6 | Outline the proposed robust pathways clearly mapping out the processes of assessment, interventions, and discharge. Include how the service will be involved in the development of the pathway |
| Supplier response: | |
| **Question 7 Supporting clients**  **Weighting = 3% Word count 750 words or 1.5 sides of A4. ESSENTIAL QUESTION** | |
| 7 | Outline how you will ensure individual receive as much support as necessary to achieve their employment goals; including job search, welfare benefits advice and on-going support once employment gained. |
| Supplier response: | |
| **Question 8 Supporting Clients**  **Weighting = 2% Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 8 | Outline how you will ensure service users play an active role in their employment journey and work alongside professionals as partners in the delivery of the service |
| Supplier response: | |
| **Question 9 Supporting clients**  **Weighting = 2% Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 9 | Outline how the IPS service will take active measures to ensure the service is promoted to and accessible for hard-to-reach communities in Herefordshire including but not limited to BME communities, people with disabilities, and people with English as an additional language. |
| Supplier response: | |
| **Question 10 Supporting clients**  **Weighting = 3% Word count 750 words or 1.5 sides of A4. ESSENTIAL QUESTION** | |
| 10 | Please describe your planning with regards to the safe discharge of clients? |
| Supplier response: | |
| **Question 11 Supporting clients**  **Weighting = 3% Word count 750 words or 1.5 sides of A4. ESSENTIAL QUESTION** | |
| 11 | What processes will you put in place to be able to advocate for clients with their present or potential employer? |
| Supplier response: | |
| **Question 12 Supporting clients**  **Weighting = 3% Word count 750 words or 1.5 sides of A4. ESSENTIAL QUESTION** | |
| 12 | How will the IPS service manage client disengagement? |
| Supplier response: | |
| **Question 13 Monitoring and Reporting**  **Weighting = 3% Word count 750 words or 1.5 sides of A4. ESSENTIAL QUESTION** | |
| 13 | Using your previous experience, please detail how the employment progress of each client will be monitored and if necessary, advise how support could be adapted to meet the changing needs of the client. |
| Supplier response: | |
| **Question 14 Monitoring and Reporting**  **Weighting = 3% Word count 750 words or 1.5 sides of A4. ESSENTIAL QUESTION** | |
| 14 | Please detail how the Employment Specialists will report back to the Service and describe your organisations approach to ensure that the Service is informed of any potential problems or changes in the clients’ mental health requirements? |
| Supplier response: | |
| **Question 15 Monitoring and Reporting**  **Weighting = PASS/FAIL Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 15 | How will your organisation assure that the Employment Specialists record all activity and notes onto Carenotes? |
| Supplier response: | |
| **Question 16 Safeguarding**  **Weighting = PASS/FAIL Word count 600 words or 1 side of A4. ESSENTIAL QUESTION**  **\*Note words within your policy/policies will not be counted within the word count** | |
| 16 | Please give an overview of how you will comply with Trust Children & Adult Safeguarding policy (Appendix 1), or provide your policy/policies for Safe Guarding Children and Vulnerable Adults demonstrating compliance with Specification section 7. State what training will be provided to cover these important areas. Please also provide details on how you will feedback on any safeguarding concerns. |
| Supplier response: | |
| **Question 17 Information Governance**  **Weighting = PASS/FAIL Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 17 | It is a contractual requirement that your organisation is compliant with the Information Governance Statement of Compliance (IGSoC) for this contract. Please confirm that you are compliant, or if you are not yet compliant please describe how you will be so by the start of this contract? |
| Supplier response: | |
| **Question 18 IT**  **Weighting = PASS/FAIL Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 18 | Please confirm how you will fully comply with Document 6. HWHaC IT Requirements for Third Parties |
| Supplier response: | |
| **Question 19 Key Performance Indicators**  **Weighting = PASS/FAIL Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 19 | Please confirm your agreement to reporting and compliance of the Key Performance Indicators stated in section 4. of the Specification Document |
| Supplier response: | |
| **Questions 20-24 Implementation and mobilisation**  **Please provide your plan for the mobilisation and implementation of this contract that you will work to if you are chosen as the successful bidder. The contract start date will be 1st April 2023. Please provide a detailed mobilisation plan (including timescales) that covers the following:** | |
| **Question 20 Implementation and mobilisation**  **Weighting = 2.5% Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 20 | Provide a plan for mobilisation of your workforce and staff training |
| Supplier response: | |
| **Question 21 Implementation and mobilisation**  **Weighting = 2.5% Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 21 | Provide a plan for mobilisation of Information Technology and other systems/equipment required |
| Supplier response: | |
| **Question 22 Implementation and mobilisation**  **Weighting = 2.5% Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 22 | Provide a plan for mobilisation of key relationships i.e. integration with the Trust and other external key partners |
| Supplier response: | |
| **Question 23 Implementation and mobilisation**  **Weighting = 2.5% Word count 600 words or 1 side of A4. ESSENTIAL QUESTION** | |
| 23 | Provide a plan for mobilisation of processes, policies & procedures |
| Supplier response: | |
| **Question 24 Sustainability**  **Weighting = 5% Word count 600 words or 1 side of A4. DESIRABLE QUESTION** | |
| 24 | Answer ONE of the questions in Table 1 of Document 7 Sustainability and Social Value Criteria. Please state question and supplier response below |
| Question |  |
| Supplier response: | |
| **Question 25 Social Value**  **Weighting = 5% Word count 600 words or 1 side of A4. DESIRABLE QUESTION** | |
| 24 | Answer ONE of the questions in Table 2 of Document 7 Sustainability and Social Value Criteria. Please state question and supplier response below |
| Question |  |
| Supplier response: | |
| **Question 26 Price**  **Weighting = 40% ESSENTIAL QUESTION** | |
| 26 | Complete Document 9. Pricing Schedule (Commercial Envelope) |
|  | |
| **Question 27 Freedom of Information**  **Weighting = N/A. Word count as required. FOR INFORMATION** | |
| 27 | In respect of any information submitted by a potential contractor that it considers to be commercially sensitive the potential contractor should:  1. Clearly identify such information as commercially sensitive;  2. Explain the potential implications of disclosure of such information; and  3. Provide an estimate of the period of time during which the potential contractor believes that such information will remain commercially sensitive. |
| Supplier response: | |
| **Question 28 Conflict of Interest**  **Weighting = PASS/FAIL. Word count as required.** | |
| 28 | If there are any conflicts of interest then all suppliers must provide full details when they submit their bid. |
| Supplier response: | |

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| **Question 29 Declaration**  **Weighting = PASS/FAIL. Word count as required.** | |
| 29 | Please confirm that to the best of your knowledge, the answers submitted in this ITT are correct and understand that the information will be used in the tender evaluation process to assess you organisation's suitability to be awarded the contract as described in the tender documents. |
| Supplier response: | |

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| **Question 30 Acceptance of Contract Terms**  **Weighting = PASS/FAIL. Word count as required.** | |
| 30 | Please confirm that you have read and accept the below: 1.1 That this offer and any contracts arising from it shall be subject to the Terms of Offer, Terms and Conditions of Contract and Supplementary Conditions of Contract and all other terms (if any) issued with the Invitation to Offer; and  1.2 To supply the services to the exact quality and price specified in the Offer Schedule in such quantities, to such extent and at such times and locations as ordered; |
| Supplier response: | |

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| **Question 31 Non Collusive Tendering**  **Weighting = PASS/FAIL. Word count as required.** | |
| 31 | I, the Offeree confirm that this offer is made in good faith and that we have not fixed or adjusted the amount of the offer by or in accordance with any agreement or arrangement with any other person. The Offeror/Offeree certifies that it has not and undertakes that it will not:  1. Communicate(d) to any person other than the person inviting these offers the amount or approximate amount of the offer, except where the disclosure, in confidence, of the approximate amount of the offer was necessary to obtain quotations required for the preparation of the offer, for insurance purposes or for a contract guarantee bond;  2. Enter(ed) into any arrangement or agreement with any other person that he or the other person(s) shall refrain from making an offer or as to the amount of any offer to be submitted.  3. Paid, pay, give or offer to agree to pay or to give any sum of money or other valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other offer or proposed offer for the services any act or thing of the sort described in 1 and 2 above |
| Supplier response: | |

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| **Question 32 Non Collusive Tendering**  **Weighting = PASS/FAIL. Word count as required.** | |
| 32 | I, the Offeree hereby certify that I/we have not canvassed or solicited any Member Officer or Employee of the Trust in connection with the award of this Tender or any other Tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf has done any such act.  I, the Offeree further hereby undertake that I/we will not in the future canvass or solicit any Member Officer or employee of the Trust in connection with the award of this Tender or any other tender or proposed Tender for the Services and that no person employed by me/us or acting on my/our behalf will do any such act. |
| Supplier response: | |