## **Invitation to Tender Answer Booklet**

Project Title: School Catering Framework Agreement

Contracts Finder Reference Number:

# QUESTIONNAIRE

## **1.1 GENERAL DETAILS**

|  |  |
| --- | --- |
| Trading Name:  | [Enter text] |
| Registered Name: | [Enter text] |
| Company or charity registration number | [Enter text] |
| Other registration number: | [Enter text] |

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| --- |
| **Contact Details** |
| Name |  |
| Address |  |
| Post Code |  |
| Country |  |
| Phone |  |
| Mobile |  |
| Email  |  |

## **PREVIOUS CONTRACTS**

* + 1. Have you had any contract terminated within the last three years by a client and if so for what reason?

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| [Enter text] |

## **SUBCONTRACTING**

* + 1. Is it your intention to subcontract aspects of this provision  **Yes/ No**
		2. Please indicate what share of the contract you intend to subcontract to third parties and any proposed subcontractors

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| [Enter text] |

* + 1. Please indicate your position in relation to subcontracting

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| In discussion with potential subcontractors – initial stages  | **Yes/No** |
| In discussion with potential subcontractors – advanced stage | **Yes/No** |
| We have an arrangement in place/existing working relation with other providers who could be subcontractors on this project  -please submit evidence of this arrangement including the names, contact details and legal representatives of the subcontractors in so far as known at this stage  | **Yes/No** |

## **METHOD STATEMENTS**

Method statements will each be scored out of 5. **Applicants are expected to score a minimum of 3 for each method statement to be successful.** The questions are weighted as detailed in Section 4.2 of the Instruction document.

**Please respond to each of the method statement questions listed below. Answers should be concise and limited to the maximum words specified per question. Only information provided within these parameters will be scored.**

**Answers which exceed these parameters and appendices will NOT be considered. If you wish to provide visuals for any of the questions, please ensure these remain within the parameters set.**

#### METHOD STATEMENT 1 (25%)

#### Demonstrate how you plan to deliver school catering services in line with the approved school catering specification including, but not limited to:

* Details on how you would mobilise a new contract at a single school and multiple schools simultaneously (30%)
* Your relationship with proposed suppliers including your contingency plans. (10%)
* How as an organisation you will increase the meal uptake in the ever changing and difficult economic environment. (30%)
* How you will deliver an effective, cost-efficient service in the current climate (30%)
* Other considerations

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| [Enter text]**Maximum 1000 words**  |

#### METHOD STATEMENT 2 (25%)

#### Demonstrate how you plan to work towards current and future government legislation and food standards whilst continuing to deliver against the agreed specification.

* Demonstrate value for money through an effective, efficient purchasing policy, which delivers quality products for realistic prices. Taking on the principals of the School Food Trust, ‘A Fresh Look at School Food Procurement, Efficiency and Sustainability.’ (25%)
* Demonstrate the ability and commitment to support schools with the “Whole School Approach to healthy eating”, by familiarizing yourself with the Medway Public Health School Food Policy, and introducing innovative ways to encourage healthy eating amongst children. (25%)
* Demonstrate how you will achieve menu compliance and detail the tools and methodologies that will be applied. (40%)
* Please include details of any trade or professional memberships that are relevant to the contract. (10%)

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| [Enter text]**Maximum 1000 words**  |

#### METHOD STATEMENT 3 (25%)

Demonstrate how you will implement effective contract management including but not limited to:

* Excellent customer service detailing all communication methods
* Disciplinary procedures
* Reporting arrangements including organisational structure
* Holiday and sickness cover
* Staff retention and recruitment showing the percentage of staff turnover in the last 12 months. Training and qualifications to ensure safeguarding, food hygiene, health and safety and initiatives used to improve staff performance and retention.

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| --- |
| [Enter text]**Maximum 1000 words**  |

#### METHOD STATEMENT 4 (25%)

* Please provide details of your marketing strategy, include evidence of proposed marketing material including menus and tariffs and partnership working with all stakeholders of the service.
* Provide detailed evidence of increases in meal take-up as a direct result of the marketing strategy described.

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| [Enter text]**Maximum 1000 words**  |