

**INVITATION TO TENDER**

**Direct Payments Support Service**

**For**

**Peterborough City Council**

**Document B**

**(To be submitted by Tenderer)**

Final

07 June 2017

The invitation to tender comprises of 3 word Documents**.**

* ITT Document A – Invitation to Tender
* **ITT Document B – Tender submission – STANDARD SELECTION QUESTIONNAIRE AND AWARD STAGE Method Statements (this document)**
* ITT Document C – Tender Price

Tenders should be submitted using ITT Document B & C. Tenderers may retain documents A for reference.

**Procurement Name: Direct Payments Support Service**

**Reference Number: PCCA0014**

**Procurement Procedure: OPEN (light touch regime)**

**Part 1: Potential supplier Information**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 1 | Potential supplier information | |
| Question number | Question | Response |
| 1.1(a) | Full name of the potential supplier submitting the information |  |
| 1.1(b) – (i) | Registered office address (if applicable) |  |
| 1.1(b) – (ii) | Registered website address (if applicable) |  |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  |
| 1.1(d) | Date of registration in country of origin |  |
| 1.1(e) | Company registration number (if applicable) |  |
| 1.1(f) | Charity registration number (if applicable) |  |
| 1.1(g) | Head office DUNS number (if applicable) |  |
| 1.1(h) | Registered VAT number |  |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes ☐  No ☐  N/A ☐ |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes ☐  No ☐ |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.1(k) | Trading name(s) that will be used if successful in this procurement |  |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes ☐  No ☐ |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate: [[2]](#footnote-2)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[3]](#footnote-3)  (Please enter N/A if not applicable) |  |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  |

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

|  |  |  |
| --- | --- | --- |
| Section 1 | Bidding model | |
| Question number | Question | Response |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of economic operators? | Yes ☐  No ☐  If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. |
| 1.2(a) - (ii) | Name of group of economic operators (if applicable) |  |
| 1.2(a) - (iii) | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  |
| 1.2(b) - (i) | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes ☐  No ☐ |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |  |
| --- | --- | --- |
| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

**Part 2: Exclusion Grounds**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit the Part 1 and Part 2 self-declaration.

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

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| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

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| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

**Part 3: Selection Questions**[[4]](#footnote-4)

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| **Section 4** | **Economic and Financial Standing** | | |
|  | Question | Response | |
| **4.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | | Yes ☐  No ☐ |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | | Yes ☐  No ☐ |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | | Yes ☐  No ☐ |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | | Yes ☐  No ☐ |
| **4.2** | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. | | Yes ☐  No ☐ |

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| **Section 5** | **If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:** | |
| **Name of organisation** | |  |
| **Relationship to the Supplier completing these questions** | |  |

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| --- | --- | --- |
| **5.1** | Are you able to provide parent company accounts if requested to at a later stage? | Yes ☐  No ☐ |
| **5.2** | If yes, would the parent company be willing to provide a guarantee if necessary? | Yes ☐  No ☐ |
| **5.3** | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | Yes ☐  No ☐ |

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| **Section 6** | **Technical and Professional Ability** |
| **6.1** | **Relevant experience and contract examples**  Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.  The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.  Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).  Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.  If you cannot provide examples see question 6.3 |

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| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

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| **6.2** | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) |
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| **6.3** | If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. |
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| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| **7.2** | If you have answered yes to question 7.1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide the relevant url …  No ☐  Please provide an explanation |

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[8 Procurement Policy Note 9/16 Modern slavery Act 2015](https://www.google.co.uk/search?q=New+Standard+Selection+questionnaire+part+3&hl=en-GB&gbv=2&oq=New+Standard+Selection+questionnaire+part+3&gs_l=heirloom-serp.3...2296.5359.0.5873.7.1.0.6.0.0.203.203.2-1.1.0....0...1ac.1.34.heirloom-serp..7.0.0.nGuU89sBBQE)

**8. Additional Questions**

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage.

|  |  |
| --- | --- |
| **Section 8** | **Additional Questions** |
| **8.1** | **Insurance** |
| a. | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:  Y/N  Employer’s (Compulsory) Liability Insurance = £10Million 3rd Party Liability Insurance = £10Million  Professional Indemnity Insurance = £2Million  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |

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| --- | --- | --- |
| **8.2** | **Skills and Apprentices[[5]](#footnote-5) – (please refer to supplier selection guidance)** | |
| **a.** | Public procurement of contracts with a full life value of £10 million and above and duration of 12 months and above should be used to support skills development and delivery of the apprenticeship commitment. This policy is set out in detail in Procurement Policy Note 14/15.Please confirm if you will be supporting apprenticeships and skills development through this contract. | Not Used |
| **b.** | If yes, can you provide at a later stage documentary evidence to support your commitment to developing and investing in skills, development and apprenticeships to build a more skilled and productive workforce and reducing the risks of supply constraints and increasing labour cost inflation? | Not Used |
| **c.** | Do you have a process in place to ensure that your supply chain supports skills, development and apprenticeships in line with PPN 14/15 (see guidance) and can provide evidence if requested? | Not Used |

|  |  |
| --- | --- |
| **8.3** | **Steel[[6]](#footnote-6) – (please refer to supplier selection guidance)** |
| **a.** | Please describe the supply chain management systems, policies, standards and procedures you currently have in place to ensure robust supply chain management |
| **Not Used** | |
| **b.** | Please provide details of previous similar projects where you have demonstrated a high level of competency and effectiveness in managing of all supply chain members involved in steel supply or production so that there was a sustainable and safe supply of steel. |
| **Not Used** | |
| **c.** | Please provide all the relevant details of previous breaches of health and safety legislation in the last 5 years, applicable to the country in which you operate, on comparable projects, for both:   1. Your company   **Not Used**  (ii) All your supply chain members involved in the production or supply of steel.  **Not Used** |

## Method Statements (Award Stage)

Tenderers are required to prepare a number of method statements addressing between them all aspects of the required service. They explore the approach and methodology proposed by each tenderer concerning (amongst other things) how the new service will be implemented and delivered. Questions are weighted to indicate their relative importance to the overall score (please see Document A for full details of the evaluation process).

Attachments, where requested, are not included in the word limit

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| **1.** | Please describe the different components/elements that you will provide as part of your service model for the delivery of our Direct Payments Support Service within your proposal.  Word Limit 1,200 | Maximum Percentage for this question  9.00% |
| Response: | | |
|  | |  |
| **2.** | What systems and processes will you use to monitor your performance against the outcomes in the service specification? Please include within your answer promoting choice and control and how will you quality assure the work you are undertaking at both a service level and for the achievement of identified outcomes for individuals?  word limit: 700 | Maximum Percentage for this question  7.00% |
| Response: | | |
|  | |  |
| **3.** | The Personal Assistant register is already established in the Councils care directory. How will you promote the register to ensure it is as far reaching as possible and supports the growth of the local Personal Assistant market?  word limit: 500 | Maximum Percentage for this question  5.00% |
| Response: | | |
|  | |  |
| **4.** | How will you contribute to increasing the number of people who receive direct payments in Peterborough?  word limit. 500 | Maximum Percentage for this question  5.00% |
| Response: | | |
|  | |  |
| **5.** | How will you ensure staff have a good understanding of all of the support options available to people in Peterborough to assist them to have maximum choice when choosing where to purchase support from?  word limit. 500 | Maximum Percentage for this question  5.00% |
| Response: | | |
|  | |  |
| **6.** | How will you ensure your staff have the skills to provide specialist advice on direct payments and are able to support people with a variety of disabilities and ages and how will you performance monitor this?  word limit. 700 | Maximum Percentage for this question  7.00% |
| Response: | | |
|  | |  |
| **7.** | How will you support potential and current employers of Personal Assistants to understand their responsibilities and find an employee that’s right for them?  word limit. 700 | Maximum Percentage for this question  7.00% |
| Response: | | |
|  | |  |
| **8.** | Please explain who do you see as the key partners and stakeholders you will need to work with and how in particular will you develop good working relationships to achieve the best outcomes for service users?  word limit. 500 | Maximum Percentage for this question  5.00% |
| Response | | |
|  | |  |
| **9.** | How will you ensure you meet the needs of diverse communities in Peterborough?  word limit. 700 | Maximum Percentage for this question  7.00% |
| Response | | |
|  | |  |
| **10.** | Please describe the systems you will have in place and how these ensure that funds are being managed, properly accounted for, and used appropriately?  word limit 500 | Maximum Percentage for this question  5.00% |
| Response: | | |
|  | |  |
| **11.** | Please describe any additional social value outcomes that can be delivered by your organisation beyond the direct provision of services/goods. This could include social, economic and environmental benefits.  word limit 500 | Maximum Percentage for this question  5.00% |
| Response: | | |
|  | |  |
| **12.** | Please enclose a copy of your contract implementation plan with timescales including actions relating to recruitment TUPE and staffing, service user transfer, data management and outcome monitoring.  word limit 800 (copy of your contract implementation plan not included within the word limit of 800 words) | Maximum Percentage for this question  5.00% |
| Response: | | |
| **Presentation Topic (follows)** | |  |
| **13.** | **Presentation topic**  Please describe your intended service model to meet the outcomes in the service specification and how you will ensure choice in the level of support available to individuals including:   * Information and advice * Support planning, referral and matching services to service user’s needs * Community engagement * Maintenance and growth of the Personal Assistant register   Please include practical examples of how you would practice these principles within your intended service model utilising the following case study.  ***Case study***  *Mr Green is a 25 year old with a learning disability who currently attends a day service and receives a small amount of support with personal care. His social worker has recently spoken to him about the benefits of taking a direct payment and he is keen to understand what this means in practical terms and how he could potentially use these funds to meet his support needs. He contacts the direct payment support service for advice.*  Please also include within your answer the following -  1. What are the key desired outcomes you have identified within the case study?  2. What things would you put in place to enable the achievement of these outcomes? | Maximum Percentage for this question  8.00% |
| **THE RESPONSE TO QUESTION 13 WILL BE GIVEN DURING A PRESENTATION AS DEPICTED WITHIN THE TIMETABLE, THEREFORE, DO NOT ENTER A RESPONSE HERE**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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**Direct Payment Support Service**

**Appendix One**

***Terms and Conditions (Contract)***

***Please see Appendix One as a separate attachment within SourceDogg***

**Direct Payment Support Service**

**Appendix Two**

***Schedules (Contract)***

***Included in Appendix One as a separate attachment within SourceDogg***

**Direct Payment Support Service**

**Appendix Three**

***Specification***

***Please see Appendix Three as a separate attachment within SourceDogg***

**Direct Payment Support Service**

**Declarations**

1. The form of tender must be signed by an authorised signatory. (In the case of a partnership by a partner for and on behalf of the Tenderer, and in the case of a limited company by an officer duly authorised, the designation of the officer being stated.)
2. The Form of Tender, Declaration of connection with officers or elected members of the Council, Certificate in respect of Canvassing, Certificate in respect of Bona Fide Tendering and Organisational Conflict of Interest Form must be fully completed. Any tender which:
   1. contains gaps or omissions; or
   2. contains amendments which have not been initialled by the authorised signatory;

may be rejected.

**Direct Payments Support Service**

**Form of Tender (Appendix Four)**

#### TO: PETERBOROUGH CITY COUNCIL

***To be completed by Bidders and returned as part of the tender submission to Peterborough City Council (the Council)***

**FORM OF TENDER**

**I the undersigned**

#### AGREE

1. that this Tender and any contract(s) arising from it shall be subject to the terms of tender, the Council’s Services Agreement terms and conditions of contract and supplementary conditions of contract and all other terms (if any) issued with the Invitation to Tender; and
2. If this Tender is accepted, to enter into the Services Agreement with the Council and thereafter to supply services in respect of which its offer is accepted to the exact quality, sort and price specified in the Tender schedule in such quantities, to such extent and at such times and locations as ordered until the expiry of the Contract.
3. that this Tender is made in good faith and intended to be competitive, and that the Tenderer has not fixed or adjusted the amount of the offer by or under or in accordance with any agreement or arrangement with any other person.

We offer to perform the Service specified and to complete the contract to meet the requirements of the Invitation to Tender

for the sum of £

enter amount in words ……………………………………………... in accordance with the pricing schedules annexed to this Form of Tender and fully in accordance with the contract documents. (PLEASE ENTER THE FULL PRICE FOR THE WHOLE CONTRACT PERIOD; years one, two, three, four and five totalled together as auto calculated by ITT Doc C

The Tenderer certifies that it has not, and undertakes that it will not at any time before the hour and date appointed for return of Tenders:

communicate to any person other than the person inviting these offers the amount or approximate amount of the Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain quotations required for the preparation of the Tender, for insurance purposes or for a contract guarantee bond;

enter into any arrangement or agreement with any other person that he or the other person(s) shall refrain from submitting a Tender or as to the amount of any Tender to be submitted; or

1. offer or pay, or give or agree to pay or give 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 any other Tender or proposed Tender for the said work any act or thing of the sort described above.

In the case of a consortium submitting a Tender for consideration by the Council the consortium shall certify that it is a bona fide Tender which is intended to be competitive and that they have not and will not do at any time before the hour and date specified for the return of the Tender any of the following acts:‑

1. entering into any agreement with any person outside the consortium with the aim of preventing Tenders being made or as to the amount of any tender or the conditions on which the tender is made;
2. informing a person outside the consortium, other than the person calling for the Tender, of the amount or the approximate amount of the Tender, except where the disclosure, in confidence, of the approximate amount of the Tender was necessary to obtain insurance premium quotations required for the preparation of the Tender; or
3. causing or inducing any person to enter into such an agreement as is mentioned in paragraph (i) above or to inform the consortium of the amount of any rival Tender for the contact.

The form of Tender must be signed by an authorised signatory. In the case of a partnership it must be signed by a partner for and on behalf of the Company, and in the case of a limited company by an officer duly authorised with the designation of the officer being stated.

I the undersigned hereby agree to carry out the Contract on being notified of the acceptance in whole or in part in accordance with the Council terms and conditions of contract and any agreement supplied thereafter.

Name …………………………………………………

Designation …………………………………………………

On behalf of

(Company Name) …………………………………………………

Signature …………………………………………………

Date …………………………………………………

**Direct Payments Support Service**

**Declaration of connection with officers or elected members of the Council (Appendix Four continued)**

***To be completed by Bidders and returned as part of the tender submission to Peterborough City Council (the Council)***

Are you or any of your staff or your representative(s) related or connected in any way (whether as an ex-employee in the preceding 12 months or by having any family, emotional life, economic, political or other shared interests) with any of Peterborough City Council’s Elected Councillors or Employees?

#### Please State Yes / No?.................................................

#### **If yes, please give details:**

|  |  |
| --- | --- |
| **Name** | **Relationship** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*Please note:*

*This information is collected to enable the Council to ensure that it takes appropriate measures to manage any conflicts of interests. THESE MEASURES MAY INCLUDE RECUSAL OF THE ELECTED COUNCILLOR OR EMPLOYEE IN QUESTION FROM ANY INVOLVEMENT IN THIS TENDER. WHERE A CONFLICT OF INTERESTS CANNOT BE MANAGED BY OTHER MEANS THE TENDERER SHALL BE EXCLUDED FROM THE TENDER.*

**Direct Payments Support Service**

**(Appendix Four continued)**

**CERTIFICATE IN RESPECT OF CANVASSING**

***To be completed by Bidders and returned as part of the tender submission to Peterborough City Council (the Council)***

We do hereby certify that We have not canvassed or solicited either directly or indirectly any Member, officer or staff of the Employer concerning the award of this contract and that no person employed by me/us or acting on my/our behalf has done any such act.

We do hereby further undertake that we will not in the future canvass or solicit either directly or indirectly any Member, Officer or staff of the Employer concerning the award of this Contract and that no person employed by me/us or acting on my/our behalf will do any such act.

Dated this day of 2017

SIGNED: …………………………………………………………………………….

FULL NAME:…………………………………………………………………………

(CAPITALS)

JOB TITLE: …………………………………………………………………………….

For and on behalf of: …………………………………………………………………

Registered office: ………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………………………

**Direct Payments Support Service**

**Appendix Five**

## CERTIFICATE IN RESPECT OF BONA FIDE TENDERING

***To be completed by Bidders and returned as part of the tender submission to Peterborough City Council (the Council)***

WE CERTIFY THAT

1. The Tender submitted herewith is a bona fide tender intended to be competitive.
2. We have not fixed or adjusted the amount of the Tender under or in accordance with any agreement or arrangement with any other person.
3. We have not done and We will not do any of the following acts:-
4. Communicated to a person (other than the Employer at the time of submission of this tender) the amount or the approximate amount of the proposed Tender except where the disclosure (in confidence) has been necessary for the preparation of the Tender for Insurance purposes.
5. Enter into any agreement with any other person that I/they shall refrain from Tendering or as to the amount of any Tender to be submitted.
6. Offer or pay or give or agree to give 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 any other Tender or proposed Tender any act or thing of the sort described above.

# **In this certificate:-**

1. “Person” includes any person or any body or association corporate or incorporate.
2. “Any agreement or arrangement” includes any transaction of the sort described above, formal or informal and whether legally binding or not.

Dated this day of 2017

SIGNED: ………………………………………………………………………………………..

.

FULL NAME: ………………………………………………………………………..………………………

(Capitals)

JOB TITLE: ……………………………………………………………………………………..…

For and on behalf of:……………………………………………………………………………………….….

Registered office:…………………………………………………………………………………………

…………………………………………………………………………………………………

…………………………………………………………………………………………….….

………………………………………………………………………………………………..

**Direct Payments Support Service**

**Appendix Six**

TUPE UNDERTAKING

**This TUPE Undertaking is to be completed immediately on receipt of these documents. To facilitate this, please submit a Clarification Question via SourceDogg attaching your completed TUPE undertaking (Appendix 6) and entering “TUPE Undertaking” as the subject.**

The TUPE list will only be forwarded to potential bidders once the Council has received their respective TUPE undertaking form

In consideration of the Council inviting this tender and considering the same I/we undertake to:-

1. hold information relating to existing employees disclosed in strict confidence;
2. use it only for the purpose of preparing this tender;
3. not disclose it to any third party (including without limitation to any agent, professional adviser or associated company) or to any employee of mine/ours other than those employees who need to have access to it to prepare this tender and who have been instructed and bound by personal undertaking to the Council in the same terms to keep the information strictly confidential.

Dated this day of 2017

Signed by an authorised signatory:

…………………………………………………..………………….

Name of signatory: ……………………………………………....

Post held: …………………………………………………………

Bidder’s name …………………………………………………….

Bidder’s address: …………………….……………………………

**Direct Payments Support Service**

**Appendix Seven**

***TUPE AND PENSIONS QUESTIONNAIRE***

***To be completed by Bidders and returned as part of the tender submission to Peterborough City Council. (Continue on a separate sheet if necessary to fully provide your answers).***

1. ***TUPE REGULATIONS***
2. ***QUESTION: Do you, after seeking appropriate legal advice, consider that your proposal is likely to amount to a transfer for the purpose of the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE Regulations)? Yes or No?***
3. ***ANSWER:***
4. ***QUESTION: If yes, please set out the reasons why you consider the TUPE Regulations apply.***
5. ***ANSWER:***
6. ***QUESTION: If no, please set out the reasons why you consider the TUPE Regulations do not apply.***
7. ***ANSWER:***
8. ***EMPLOYEES***
9. ***QUESTION: Is it your intention to employ all the current workforce that has been identified on the TUPE list? Yes or No?***
10. ***ANSWER:***
11. ***QUESTION: If no, then please identify precisely which employees you do not intend to employ and state your reasons why this is the case.***
12. ***ANSWER:***
13. ***PENSIONS***
14. ***PRIVATE CONTRACTOR’S EMPLOYEES:***
15. ***QUESTION: Where there is a transfer of employees proposed from a private contractor to the winning tenderer of this tender, please confirm that you would make available to them a suitable company pension scheme and provide details of it with this tender.***
16. ***ANSWER:***
17. ***COUNCIL EMPLOYEES:***
18. ***QUESTION: Where there is a transfer of employees proposed from the Council or where employees originally transferred out from the Council as a result of an outsourcing to the winning tenderer of this tender, please confirm that you would make available appropriate pensions arrangements to protect the rights of those employees who are members of the Local Government Pension Scheme (LGPS) at the time of transfer in the form of:-***

* ***an Admitted Body Scheme (closed basis) whereby the new employer (the winning tenderer) becomes an Admitted Body with Cambridgeshire County Council (the pensions administrator) and Peterborough City Council under such terms of an Admission Agreement supported by a Bond (as specified in the Invitation to Tender) as approved by Cambridgeshire County Council (which is this Council’s preferred option); or***
* ***a company pension scheme that is certified by the Government Actuary’s Department as being broadly comparable to the terms of the LGPS and which is backed up by an up to date Government Actuary’s Certificate to confirm the same (no other company pension scheme will be considered by the Council for this class of employees).***

1. ***ANSWER:***
2. ***QUESTION: Where there is a transfer of employees proposed from the Council or where employees originally transferred out from the Council as a result of an outsourcing to the winning tenderer, please confirm that you would make suitable company stakeholder pension arrangements available for those employees who are transferring who are not members of the LGPS and provide details of the company stakeholder pension scheme details.***
3. ***ANSWER:***

***4. NEW RECRUITS***

1. ***QUESTION: Where new recruits are employed to work alongside transferred employees of the Council, please confirm that you will provide them with a company pension scheme.***
2. ***ANSWER:***

***5. OTHER INFORMATION:***

1. ***QUESTION: Is there any other information that you want to tell the Council about regarding TUPE and pensions in considering your tender submitted to it?***
2. ***ANSWER:***

***Dated this day of 2017***

***Signed by an authorised signatory:***

***……………………………………………………….***

***Name of signatory: ………………………………….***

***Post of signatory: …………………………………….***

***Tenderer’s Name: ……………………………………….***

***Tenderer’s Address: …………………………………….***

**Direct Payment Support Service**

**Appendix Eight**

***TUPE INFORMATION/LIST***

***THE TUPE INFORMATION LIST WILL BE SENT TO EACH POTENTIAL BIDDER VIA A SOURCEDOGG ANNOUNCEMENT ONCE THAT PARTICULAR BIDDER HAS COMPLETED AND RETURNED THEIR TUPE UNDERTAKING FORM (Appendix 6)***

**Direct Payment Support Service**

**Appendix Nine**

***Reference Request Form***

***Please see Appendix Nine as a separate attachment within SourceDogg***

**Direct Payments Support Service**

**Appendix Ten**

***Childrens’ and Young Peoples Safeguarding Letter***

***Please see Appendix Ten as a separate attachment within SourceDogg***

**Direct Payments Support Service**

**Appendix Eleven**

***Childrens’ and Young Peoples Safeguarding Toolkit***

***Please see Appendix Ten as a separate attachment within SourceDogg***

**Direct Payments Support Service**

**Appendix Twelve**

***Adults Safeguarding Toolkit and Letter***

***Please see Appendix Eleven as a separate attachment within SourceDogg***

**Direct Payments Support Service**

((**Appendix Thirteen**

**Declaration of Interest Form (Organisation)**

**To be completed by Bidders and returned as part of the tender submission to Peterborough City Council (the Council)**

**Complete either Part A or Part B**

**Part A:**

**I wish to declare that the Bidder Organisation (including any sub-contractors) has no conflicts of interest or potential conflicts of interest in relation to the procurement of the Direct Payments Support Service for Peterborough City Council.**

**Please Note - Due to the requirement of the Direct Payments Support Service to be impartial, bidders should not provide care services as well as operate the Direct Payments Support Service. Declaring a conflict of interest or being found to have a conflict of interest will prevent the bidder from conducting the Direct Payments Support Service**

Dated this day of 2017

SIGNED: …………………………………………………………………………….

FULL NAME: …………………………………………………………………………

(CAPITALS)

JOB TITLE: …………………………………………………………………………….

For and on behalf of: …………………………………………………………………

Registered office: ………………………………………………………………………

…………………………………………………………………………………………………………………

………………………………………………………………………

**Part B:**

**I wish to declare the following Organisational interest or potential conflict of interest:**

|  |
| --- |
| Type of Interest / Conflict: |

|  |
| --- |
| Nature of Interest / Conflict: |

Dated this day of 2017

SIGNED: …………………………………………………………………………….

FULL NAME:…………………………………………………………………………

(CAPITALS)

JOB TITLE: …………………………………………………………………………….

For and on behalf of: …………………………………………………………………

Registered office: ………………………………………………………………………

…………………………………………………………………………………………………………………………………………………………………………………………

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)
4. [See Action Note 8/16 Updated Standard Selection Questionnaire](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-4)
5. [Procurement Policy Note 14/15– Supporting Apprenticeships and Skills Through Public Procurement](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/456805/27_08_15_Skills__Apprenticeships_PPN_vfinal.pdf) [↑](#footnote-ref-5)
6. [Procurement Policy Note 16/15– Procuring steel in major projects](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/473545/PPN_16-15_Procuring_steel_in_major_projects.pdf) [↑](#footnote-ref-6)