Invitation to Tender

For the Provision of

Schools Waste and Climate Education within West Sussex

Method Statement Questions

16th April 2024

Responses to the following method statement questions should be provided in the spaces below each question. Only additional documents requested should form part of your response and they must be clearly labelled.

Once complete this document must be uploaded to the relevant placeholder in your response section of the ITT on the Portal.

Evaluators will only consider the part of your response that is within the stated word limits.

You should refer to Document 01 for detailed information of both the tendering and the evaluation process and consideration should be given to the specification for the Schools Waste Education Contract

*\*Bidders are reminded that a minimum score of 3 must be achieved against all Method Statement Questions for the tender to be considered.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Question Number** | **Method Statement Question** | **Word Limit** | **Weighting** |
| **Programme Mobilisation** | | | |
| **1\*** | Detail how you will mobilise the Programme in West Sussex schools.  Your response must include how you will:   * engage with schools to explain the purpose of the programme and the resources available * set up ongoing communication channels with schools * ensure schools can access and interact with all Programme resources via your online platform * provide technical support   Your response must include a mobilisation timeline and explain any content development that you will need to complete. | **750**  **Timeline words not included in word limit** | **20%** |
|  | | | |
| **Accessibility and Relevance** | | | |
| **2\*** | Explain how you will ensure the Programme is user-friendly and remains relevant to schools throughout the Contract period.  Your response must include:   * a description of the user experience * how the Programme will add value to schools’ existing lesson planning resources * your knowledge of school resourcing and planning cycles and how this will be used to inform Programme design * how you gather user feedback and incorporate it into programme and content development * how you ensure the Programme remains up to date with Government and Council policy, legislation and changes to the National Curriculum * what resource you have available for this contract to provide the role of schools’ liaison * how you will support and provide provision for home learning | **750** | **20%** |
|  | | | |
| **Schools Waste Education Provision for Key Stages 3 and 4** | | | |
| **3\*** | Detail how you will deliver a Programme for Key Stages 3 and 4.  Your response must include:   * Details of the materials, resources and content that you will provide for each key stage and how these will link to the national curriculum * Which materials, resources and content are already available * Which materials, resources and content you would need to develop * Development timeline * How the programme will focus on measurable pupil-led activities and projects | **750**  **Timeline words not included in word limit** | **20%** |
|  | | | |
| **West Sussex Household Waste Management** | | | |
| **4\*** | Detail how you will integrate the Programme with the Council’s waste management services, priorities, communications themes and campaigns  Your response must include how the Programme will be designed to:   * engage school staff, pupils and families with West Sussex household waste and recycling collection and disposal services and infrastructure * reflect the Council’s household waste management performance improvement priorities and service changes * incorporate the Council’s household waste management communications campaign themes, activities and materials | **500** | **15%** |
|  | | | |
| **Programme Reach, Impact and Engagement** | | | |
| **5\*** | Explain how the Programme will be designed to reach, engage and have a lasting impact for families and local communities connected to the schools.  Your response must include:   * A sample of an activity or piece of work that supports your answer to this question * An explanation of how you would utilise social media and other communication channels to achieve this | **500**  **Sample of Work is not included in the word count.** | **15%** |
|  | | | |
| **Integration** | | | |
| **6\*** | Detail how you will ensure the Programme complements and/or recognises other school education initiatives such as Eco-Schools, STEM projects, and school visits by Council staff and volunteers.  Your response must demonstrate:   * How the Programme would recognise other school education initiatives that may deliver a slightly different message and how to explain why these messages might be inconsistent | **500** | **10%** |
|  |  |  |  |