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| **ECSC Dynamic Purchasing System – Invitation to Tender (ITT)** |
| ***Supplier notice*****Please note that responses to this ITT need to be made electronically through Jaggaer by completing the ‘My Response’ section. Further guidance on this process can be found on** [**Jaggaer**](https://www.screencast.com/t/o6NHgMNjnf?_ncp=1608711866229.1070391-1)**.** |
| **Title**  | Preferred supplier list for Children’s Social Care Advisers  |
| **Contract Manager** | n/a |
| **Requirements** |
| **Background** |
| For clarity, this document makes reference to the “authority” which means the Local Authority (LA), and the Department, which refers to 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.Intervention and improvement advisers are contracted by the Department to work with local authorities that fail to provide adequate services for children in need of help and protection, children looked after, or care leavers, or, for local authorities with identified areas of priority action Advisors provide CSC expertise to diagnose problems, support councils to produce effective improvement plans, monitor improvement progress and provide reports to Ministers. The Department wishes to establish a pool of advisers that we can quickly deploy to work directly with local authorities. This preferred supplier list (PSL) will run until the end of March 2023 and the Department reserves the right to extend it for a maximum of 12 months thereafter. **Children’s Social Care Adviser** As a minimum, the adviser will provide a clear and sustained focus on the areas for improvement and ensure independent oversight of the authority’s progress in line with improvement plans. In doing so, the Adviser is expected to: supervise the programme of change that the authority has embarked on; drive forward the improvements and implement close monitoring arrangements; build on the work that has already taken place and take action to address delays or poor planning. The successful bidder will bring their extensive and proven skills in children’s social care improvement to support the delivery of a programme of change to services for the most vulnerable children in the authority.Please see the “quality” section for details of the service requirements for a “standard” adviser role.**Other important general guidance and information*** The Department reserves the right to agree contracts on a case by case basis and will consider the potential for any conflict of interest.
* The Department may at its absolute discretion advertise individual tenders outside the PSL for advisers via the Dynamic Purchasing System (DPS) at any point up to 31 March 2023.
* Bidders should submit separate applications for each individual that wishes to be considered for work under the PSL (you can submit more than one application under your registration).
* The Department may at its absolute discretion add further suppliers to the PSL throughout the term of its existence. The Department will advertise the opportunity for new suppliers to join the preferred supplier list every 3 months.
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| **Mandatory Requirements** |
| As part of this ITT, there are a number of specific requirements which must be met. These can be found within the ‘My Response’ section of the Jaggaer ITT. Please note that the Department may at its absolute discretion refuse to consider your quotation depending on your response to these requirements. |
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| **Call-Off methodology** |
| To secure a place on the PSL bidders will need to pass the evaluation section mandatory questions (section 1.1) and then achieve a place based on scores achieved in the technical section (2.1). Any bidder scoring below 3 for question **2.1.2** will not be offered a place.Individual contracts will then be offered to successful bidders based on suitability established through responses given to the technical section questions (2.1.2 through 2.1.6) and through confirmation that the supplier has sufficient capacity to deliver the work required in the authority in question.Additional due diligence (including reference checks) may also be carried out to determine suitability and identify any conflicts of interest.**Mini-Competitions**The Department reserves the right to operate a mini-competition to select suppliers, rather than call-off the PSL as set out in the methodology section. We may opt to do this in instances where work is of a particular nature not covered by this RFQ or is particularly complex and more detailed information is required to assess which supplier is best placed meet a particular need. In these circumstances all suppliers on the PSL will be invited to bid.When issuing contracts from the PSL we will consider whether the supplier has:* the relevant specialist experience and attributes (based on responses to the questions in the technical section – 2.1.) for the work required in the local authority in question; and,
* sufficient capacity to deliver the requirement.
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| **Quality** |
| **Service Requirements – Children’s Social Care Adviser**As a minimum we would expect the adviser to:• support the authority in continuing to develop and implement robust, realistic and achievable plans to improve its children’s social care services. In particular, those areas which have been judged by Ofsted to be inadequate or where serious concerns have been identified. S/he will:* provide effective oversight to ensure the pace of improvement is appropriate and that improvements to children’s social care are sustainable;
* ensure improvement plans remain focused on outcomes for children;
* provide support and advice as necessary when assessing and driving progress, taking account of the weaknesses identified by Ofsted and in some cases undertake or oversee other diagnostic work;
* apply his/her expertise and experience to support the DCS and service management team in addressing areas of weakness; this may also include working with practitioners of different levels to;
* develop competence and improve performance; and
* help foster a culture of reflection, challenge and support

• make use of wider contacts and DfE resources to support and advise the council on potential solutions to issues and signpost examples of good practice where possible;• work closely with any other authority improvement partners to maximise impact of work and avoid unnecessary duplication;• engage with the wider partnerships within the council and in the area – including the chairing of the Improvement Board;• identify key deliverables and produce a plan detailing the outputs and KPIs which the adviser will meet over the duration of the project, and agree this with the Department within 6 weeks of appointment; • participate in the Department’s formal six- monthly reviews of the authority’s progress and make a recommendation to the DfE on whether progress has been sufficient; • provide six-weekly written reports on the authority’s progress to the Parliamentary Under Secretary of State for Children and Families, and more frequently if the pace of progress is not sufficient or if the Minister requires it; and• be aware of the new requirements on councils as a result of the care review.. **IMPORTANT** – Please note the requirements set out above are not exhaustive and should be used as a guide only. For more complex cases and where the authority has persistent and systemic failure, we will appoint people with additional specialisms and experience evidenced in the technical section. The impact of the adviser will be assessed and monitored throughout the contract. The adviser will meet with the DfE Case Lead to review progress against agreed KPIs. The frequency of these conversations/meetings is to be agreed between the adviser and Contract Manager. |
| **Place** |
| For on-site work, the successful bidder will be expected to travel to the authority when required to, subject to any restrictions that might be in place i.e. due to COVID-19. Bidders should note that their quoted rates are inclusive of all anticipated expenses including travel. There is a requirement that the successful bidder will have regular telephone conversations and/or attend meetings with the Department Contract Manager and other officials as required. The frequency of these conversations/meetings is to be agreed between the adviser and Contract Manager. In addition, successful bidder(s) may be asked to attend/input to occasional development activities with other contractors appointed by the DfE working in children’s social care improvement.The successful bidder will use their own equipment and their own internet connectivity, ensuring Government, local authority information and data security rules are adhered to at all times. [Government security - GOV.UK (www.gov.uk)](https://www.gov.uk/government/collections/government-security?msclkid=a8f124d4af5611ec87b0d6fe20962f28) |
| **Quantity** |
| The adviser is expected to deliver up to 8 days per month for the duration of the contract. Contracts can be offered for any duration up to a maximum 18 months. The department reserves the right to base contract lengths and number of days per month on requirement for the specific local authority in question.Please note adviser contracts can be ended early at the absolute discretion of the Department. The daily rate is currently £600 including expenses and excluding VAT, where applicable. The successful applicant must be VAT registered and advise where VAT is applicable. The Department reserves the right:* to agree the number of days and duration of each contract based on the requirements of each authority at the time of requirement.
* to extend any contract by up to 12 months subject to funding being available and business need 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 Department strives to achieve the best value for money through our competitions and contracting. This includes reviewing rates in order to improve cost efficiencies, and bidders should be mindful of this when providing their quote. The Department does not guarantee that suppliers successfully achieving a place on the PSL will be offered a contract. There is no minimum or maximum contract value which could be offered to a supplier. We have included the option to extend the PSL into next financial year, but business planning post March 2022 has not been settled and is subject to spending review negotiations.**N.B.** The daily rates are subject to review and the department reserves the right to adjust these during the term of the PSL.  |
| **Publicity and media enquiries** |
| 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. The supplier shall not:* make any press announcements without the Department’s prior written approval. Any such press announcements shall remain subject to the rights relating to Confidential Information.
* publicise the contract in any way unless required to do so by law.
* do anything or permit to cause anything to be done, which may damage the reputation of the Department or bring the Department into disrepute.
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| **Evaluation Process and criteria** |
| All quotations received will be evaluated against the evaluation criteria and scoring methodology as stated within this ITT and Jaggaer. |
| For a bidder to be successful and achieve a place on the PSL they will need to achieve a minimum score of 3 for question 2.1.2. Only upload the information requested and where directed to do so. Any additional documentation will not be evaluated. This contract shall be awarded based on the scores achieved against the scored questions in this document ONLY. Bidder’s scores will be ranked using scores and weighting detailed within this document.NOTE: We work to ensure a fair open and transparent processes. In order to support this the following actions will be taken:* All responses will be redacted, removing detail which reveal who the bidder is, this may include but is not limited to: names of companies and/or authorities referred to, name of individuals, locations referred to, name of bidder.
* Bidder’s response to questions in this ITT will be scored against the detailed requirements listed under the section marked ‘A satisfactory bid will include evidence of’ and assigned a score from the evaluation scoring matrix.
* Evaluators will only evaluate questions given to each answer and will not take information from previous answers into account. Therefore, please put all relevant information into each response.
* Words above the maximum word count stated for each question will be redacted and not scored.
* C.V.s will not be reviewed until the due diligence stage and therefore do not count towards the scoring criteria.
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| **Evaluation Scoring Matrix**Responses will be scored on a 5-point scale and evaluators will use this to assign a score to each evaluation question response. |
| **Score** | **Guidance** |
| **1** | **Does not meet the requirement or has not answered the question.** Does not comply and/or insufficient information provided to demonstrate that the Bidder has the understanding and skills required to provide the services, with little or no evidence to support the response |
| **2** | **Major reservations.** Considerable reservations of the Bidder’s understanding and skills required to provide the core services, with little or no evidence to support the response.  |
| **3** | **Satisfies the requirement.** Demonstration in the Bid of the understanding and skills required to provide the services, with adequate evidence to support the response |
| **4** | **Satisfies the requirement with minor additional benefits.**Above average demonstration in the Bid of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response. |
| **5** | **Exceeds the requirement.** Exceptional demonstration in the Bid of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with substantial evidence to support the response.  |
| The Department expressly reserves the right to: • clarify information provided in a response and may seek independent advice to validate information declared or to assist in the evaluation• cancel the ITT process and reject all quotations at any time prior to award of a contract without incurring any liability• at its absolute discretion, refuse to consider a quotation depending on the answers given to the mandatory requirements. |
| **Evaluation Section 1.1: Mandatory Requirements** | **Section Weighting: 0%** |
| **Ref** | **Question(s)** |
| 1.1.1 | 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) and 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. |
| 1.1.2 | Please confirm you have read and accept the Terms and Conditions set out in Documents: DPS Membership Agreement and DPS Call off Terms and Conditions, which can be found within the attachments for this tender.  |
| 1.1.3 | Do you have the capacity to meet the requirement set out in this ITT? 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. |
| 1.1.4 | Do you have knowledge and understanding of children’s services and the looked after children landscape in relation to the Ofsted Inspection of Local Authority Children's Services (ILACS) Framework? |
| 1.1.5 | Have you declared all your interests? Bidders must declare any interest(s), specifically, any links, 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.  |
| 1.1.6 | 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.  |
| 1.1.7 | 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. |
| **Evaluation Section 1.2: Further Information** | **Section Weighting: 0%** |
| **Ref** | **Question** |
| 1.2.1 | Are you classed as a Small or Medium Enterprise (SME)? |
| 1.2.2 | 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. |
| 1.2.3 | Please select your trading status a) public limited companyb) limited company c) limited liability partnership d) other partnership e) sole trader f) third sectorg) other |
| 1.2.4 | Please provide your company registration number or relevant registered number for if you are a charity etc. |
| 1.2.5 | 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. |
| 1.2.6 | Are you registered on the Educational and Children’s Social Care Professionals [Dynamic Purchasing System](https://www.gov.uk/government/organisations/department-for-education/about/procurement?msclkid=0705ce76b3f111eca8479e397a6e3fb8) (ECSC DPS)? |
| 1.2.7 | Are you registered as an economic operator i.e. Ltd company or sole trader? |
| **Evaluation Section 2.1: Technical Requirements** | **Section Weighting: 90%** |
| **Ref** | **Note(s)** |
| 2.1.1 | The Department acknowledges that bidders may have varying degree of experience and expertise within children’s social care. Therefore, the Department will assess suitability and reserves the right to issue contracts through the PSL based on the information provided in this section. The Department may at its absolute discretion refuse to accept a bidder on to the PSL, if the score allocated on evaluation for question 2.1.2 in the technical section is 2 or lessAll attached documents should be formatted as Microsoft Word documents. The word limit includes all  |
| **Ref** | **Question** |  **A satisfactory bid will include evidence of;** | **Question Weighting:** |
| 2.1.2 | **Identifying improvement priorities and developing effective improvement strategies**Please limit your response to max 500 words | Please give specific example/s of when you have developed and implemented rapid and sustainable improvement strategies within children’s services.Please state the setting (e.g. underperforming LA), what you did, how you did it and the impact/outcome. **A minimum score of 3 for this question is required for a successful tender.** | 40% |
| 2.1.3 | **Crisis/contingency planning**Please limit your response to max 300 words | Please give specific examples of being in a senior leadership /advisory role in an LA during a time extraordinary challenge and risk.Please include your experience of developing, implementing and monitoring contingency plans during a time of crisis, which made a significant impact, preventing significant falling performance. | 15% |
| 2.1.4 | **Recruitment, retention and re-structuring of services and workforce**Please limit your response to max 300 words | Please give specific examples of how you have assessed current working structures, implemented recruitment and retention strategies or proposed changes and implemented re-structures that have led to improvement in performance within LAs.  | 15% |
| 2.1.5 | **Challenge and support, leadership and stakeholders** Please limit your response to max 300 words | Please give specific example/s of where you have shown the ability to challenge senior/political leaders to improve performance using appropriate communication methods to make the successful case for system change; and demonstrated how you can influence. Have you coached and mentored staff (including senior leaders)? | 15% |
| 2.1.6 | **Specialisms within children’s social care**Please limit your response to max 300 words | What are your specialisms within children’s social care? Please describe your experience of improving child protection, care of looked after children, permanency planning and adoption services or different social work practice models or financial planning or others? | 15% |
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| Evaluation Section 3.1: Price | Section Weighting: 10% |
| Ref | Question  |
| 3.1.1 | Please quote your daily rate inclusive of all anticipated expenses\* but exclusive of any applicable VAT. Daily rates over £600 will be excluded as noncompliant bids; in line with the Operational Associates rates policy.  Where bidders feel that they can deliver this contract at a rate below the daily rate of £600 inclusive of expenses, exclusive of VAT, they should indicate this clearly in the bid response. The Department will seek to select the bid, which represents the best value for money. During the bid evaluation process the Department reserves the right to confirm best and final offers in terms of item price (daily rate).Item Prices are evaluated by the system using the following equation: (1-(Price Quoted-Lowest Price Quoted)/Lowest Price Quoted)\*100. Please note that Technical Requirements are weighted as 90%, Item Prices are weighted at 10% of the overall score of the Overall Score. \*Expenses include any travel and subsistence expenses and any other general expenses necessary to deliver this requirement. |
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| Evaluation Section 3.2: VAT | Section Weighting: 0% |
| Ref | Question |
| 3.2.1 | Is VAT to be charged in addition to your net price? |

**Timelines** |
| Deadline for submitting your ITT response | **2nd of September 2022** |
| Notification to bidders of result | **September 2022** |
| Contract start date | **October 2022** |
| Contract expiry date | **March 2023** |
| **Special Conditions** |
| The Call-Off Terms will form part of the contract with the successful Supplier. A copy of these can be found in Jaggaer *(go to the ‘Buyer Attachments’ area of the ITT).* A final version will be issued to the successful associate upon acceptance of their quotation. |
| **Contract Management** |
| The procurement process and any contracts will be managed by the Department of Education, Children’s Services Improvement, and Interventions Unit. The impact of the Advisor 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 authority’s Improvement Plan, as well as any key deliverables specific to a particular requirement as specified in any contract. Regular progress meetings by phone/video call, and in person, where necessary and COVID19 permitting, between the Advisor and the DfE Contract Manager will be required. |
| **Queries and Guidance** |
| **Queries**Any queries and dialogues in respect of the ITT should be raised via Jaggaer through the ‘Messages’ tab |
| **Technical**Responses to the ITT need to be made electronically through Jaggaer by completing the ‘My Responses’ sections and questions. Further guidance on this process can be found on [Jaggaer](https://www.screencast.com/t/o6NHgMNjnf?_ncp=1608711866229.1070391-1).Bidders experiencing technical difficulties should contact the Jaggaer Helpdesk by calling 0800 069 8630 / +44 203 608 4013 or emailing [help\_UK@jaggaer.com](file:///C%3A%5CUsers%5Ccwoodruff%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CINetCache%5CContent.Outlook%5CE6UHGYD3%5Chelp_UK%40jaggaer.com) |