Attachment 7 – Award Questionnaire

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Introduction

You must complete the AQ and all the relevant Appendices contained in this document and submit using the Department’s e-Sourcing portal.

The evaluation will be carried out using your responses to this Questionnaire using the award criteria, guidance and scoring matrix set out in ‘*Attachment 5 - Evaluation Guidance’.*

Annex A - Award Questionnaire

Award questions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Question** | **AQ1** | **Weight** | **None** | **Word Limit** | **500** |
| **Subject** | | Overview | | | |
| **Question** | | Tenderers must provide their understanding of the required service in the context of this ITT.  Tenderers must provide a concise summary highlighting the key aspects of the proposal.  This should include a brief overview of how the tenderer will support the Authority in meeting its objectives in the field of identifying young carers. | | | |
| **Response Guidance** | | This response is not evaluated and is used to contextualise the Bidder’s response. | | | |

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| ****Potential Provider Response / Additional commentary**** |
| Click here to enter text. |

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| **Question** | **AQ2a** | **Weight** | **15%** | **Word Limit** | **500** |
| **Subject** | | Method statement (a) - Research and stakeholder engagement (Seeks to establish how the bidder will deliver successful outcomes in terms of **Research and stakeholder engagement)** | | | |
| **Question** | | Method statement (a) - Describe with specific reference to the elements of the requirements in part B section 2 and the outcomes expected how you intend to deliver the requirements of the specification for **Research and stakeholder engagement**  (**Output 1**: Research and stakeholder engagement). | | | |
| **Response Guidance** | | The Bidder’s response is relevant to this procurement in terms of:   * understanding of the requirement and knowledge of the existing evidence base on Young Carers * having credible networks and/or credibility with both local and national stakeholders in the area of Young Carers * having a credible proposal for scoping, collating and assessing evidence, including on benefits of identifying young Carers, evidence of successful local approaches to increasing identification of YC, understanding of local areas’ current capability and drawing out valid findings and recommendations | | | |

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| ****Potential Provider Response / Additional commentary**** |
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| **Question** | **AQ2b** | **Weight** | **15%** | **Word Limit** | **800** |
| **Subject** | | Method statement (b) - Development of a local training model  (Seeks to establish how the bidder will deliverer successful outcomes in terms of **development of a local training model)** | | | |
| **Question** | | Method statement (b) - Describe with specific reference to the elements of the requirements in part B section 2 and the outcomes expected how you intend to deliver the requirements of the specification for **development of a local training model**  (**Output 2**: development of a local training model). | | | |
| **Response Guidance** | | The Bidder’s response is relevant to this procurement in terms of:   * + - * understanding of the requirement       * demonstrating credible approach to assessing the evidence, developing this kind of model and bringing together a finalised training package       * Demonstrating understanding of issues such as confidentiality, safeguarding etc. as they relate to Young Carers.       * demonstrating expertise and knowledge of the means of identifying Young Carers and associated challenges/related issues and building capability around this aspect through the training model | | | |

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| ****Potential Provider Response / Additional commentary**** |
| Click here to enter text. |

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| **Question** | **AQ2c** | **Weight** | **15%** | **Word Limit** | **800** |
| **Subject** | | Method statement (c) –  Development and publication of support materials  (Seeks to establish how the bidder will deliver successful outcomes in terms of **development and publication of support materials)** | | | |
| **Question** | | Method statement (c) - Describe with specific reference to the elements of the requirements in part B section 2 and the outcomes expected how you intend to deliver the requirements of the specification for **development and publication of support materials**  (**Output 3**: Development and publication of support materials). | | | |
| **Response Guidance** | | The Bidder’s response is relevant to this procurement in terms of:   * understanding of the requirement * having a credible solution to developing effective resources and support materials for local use and credible proposal for publication * having a national reputation among carers, policymakers, the NHS and local authorities or similar stakeholders | | | |

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| ****Potential Provider Response / Additional commentary**** |
| Click here to enter text. |

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| **Question** | **AQ2d** | **Weight** | **20%** | **Word Limit** | **800** |
| **Subject** | | Method statement (d) - Train the trainer sessions  (Seeks to establish how the bidder will deliver successful outcomes in terms of **train the trainer sessions)** | | | |
| **Question** | | Method statement (d) - Describe with specific reference to the elements of the requirements in part B section 2 and the outcomes expected how you intend to deliver the requirements of the specification for **train the trainer sessions**  (**Output 4**: train the trainer sessions). | | | |
| **Response Guidance** | | The Bidder’s response is relevant to this procurement in terms of:   * + - * understanding of the requirement       * having a credible proposal for how many sessions should be delivered and across what regional spread; and how this would have the required level of impact       * demonstrates capability and capacity to deliver effective training and will ensure capability building among local partners       * having processes in place to monitor the quality and content of training courses | | | |

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| ****Potential Provider Response / Additional commentary**** |
| Click here to enter text. |

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| **Question** | **AQ3** | **Weight** | **10%** | **Word Limit** | **400** |
| **Subject** | | Governance and Risk Management  (Seeks to identify what arrangements would be put in place to oversee the function and mitigate risk to the provider.) | | | |
| **Question** | | Bidder to describe the governance and risk management arrangements it would put in place for safeguarding this function | | | |
| **Response Guidance** | | The Bidder’s response shows that it is:   * + - * aware of the risks in providing the service       * has sufficient plans in place to oversee the function and mitigate the risks       * has a quality assurance regime that monitors, measures and assures quality outcomes | | | |

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| ****Potential Provider Response / Additional commentary**** |
| Click here to enter text. |

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| **Question** | **AQ4** | **Weight** | **10%** | **Word Limit** | **500** |
| **Subject** | | Project Management  (Seeks to establish that the bidder has the necessary management and project delivery methods and resources to successfully deliver the specification) | | | |
| **Question** | | The Bidder must outline the processes and resources it proposes to use in order to fulfil the Authority’s requirements:  Tenderer should demonstrate how it will:   1. comply with the timetable; 2. manage risks appropriately (including delivery to budget); 3. adhere to the required/proposed quality standards;   monitor and report on the Authority’s management information requests and key performance indicators. | | | |
| **Response Guidance** | | * + - * The Bidder’s response shows that it:       * has provided sufficient resource to deliver the Method Statement proposals       * has assigned suitably qualified and experienced resource for service delivery       * has identified appropriate management of these resources   has a resource plan that integrates with the method statement(s) | | | |

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| ****Potential Provider Response / Additional commentary**** |
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| **Question** | **AQ5** | **Weight** | **15%** | **Word Limit** | **800** |
| **Subject** | | Quality of proposed Project / Delivery Leads & team  (Seeks to establish that the Bidder's Project / Delivery Lead and key team personnel have the appropriate skills, qualifications and expertise) | | | |
| **Question** | | Bidder must provide details of the Project / Delivery Lead and the key team members, highlighting the role each will undertake in delivering the requirement, outlining their qualifications, skills and competencies | | | |
| **Response Guidance** | | The Bidder’s response shows that it:   * Has made Project / Delivery Lead arrangements that are sufficient and suitable with individual(s) that have the appropriate expertise and leadership capability to manage the scope of the requirements * The team has resources with appropriate skills   The team demonstrates resources that have with appropriate experience and qualifications | | | |

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| ****Potential Provider Response / Additional commentary**** |
| Click here to enter text. |

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| **Question** | **AQ6** | **Weight** | **Not Weighted** | **Word Limit** | **200** |
| **Subject** | | Contract Transfer and Exit Strategy (Seeks to ensure that the Bidder will transfer knowledge back into the Authority and exit the contract in such a way as to facilitate re-procurement and/or project termination) | | | |
| **Question** | | Bidder must indicate its plans for the transfer of knowledge and skills from this activity back to the Authority during and at the end of the contract. | | | |
| **Response Guidance** | | The Bidder is content to make available all the materials and outputs of the work to the DH.  The Bidder’s knowledge transfer arrangements and exit strategy is credible and can achieve the required outputs. | | | |

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| ****Potential Provider Response / Additional commentary**** |
| Click here to enter text. |

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| **Question** | **AQ7** | **Weight** | **Not Weighted** | **Word Limit** | **100** |
| **Subject** | | Authority  Responsibilities (Seeks to ensure that the Bidder is not seeking to transfer unreasonable, material, additional costs or increased risk back to the Authority) | | | |
| **Question** | | Bidder must identify any areas of Authority responsibility NOT already detailed within the Specification. | | | |
| **Response Guidance** | | The Bidders response does not impose additional material and adverse risk, responsibility or cost onto the Authority. | | | |

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| ****Potential Provider Response / Additional commentary**** |
| Click here to enter text. |

Appendix A – Confidential/Commercially Sensitive Information

General

All the information that we provide as part of this Contract may be regarded as the Authority’s Confidential Information.

The Contractor considers that the type of information listed in Table 1 below is Confidential Information and the type of information listed in Table 2 is Commercially Sensitive Information.

Table 1 Types of Information that the Potential Provider considers to be Confidential

|  |  |  |  |
| --- | --- | --- | --- |
| Information considered confidential (include page/paragraph number) | Section of FOIA under which exemption is sought | Reason for exemption | Dates between which exemption is sought |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Table 2 Types of Information that the Potential Provider considers to be Commercially Sensitive

|  |  |  |  |
| --- | --- | --- | --- |
| Information considered confidential (include page/paragraph number) | Section of FOIA under which exemption is sought | Reason for exemption | Dates between which exemption is sought |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Appendix B - Administrative Instructions

Authorisation

## The person shown below person shall act as the Authority's Representative on all matters relating to the Contract:

|  |  |
| --- | --- |
| Name | [to be confirmed at contract award] |
| Contact Details | [to be confirmed at contract award] |

## The Authority's Representative may authorise other officers to act on their behalf.

Notices

## Any Notice the Supplier wishes to send the Authority shall be sent in writing to the Authority's Representative at the address shown in paragraph 1.1 above.

## Any notice the Authority wishes to send the Supplier shall be sent in writing to the Contractor's Representative at the address shown in paragraph 1.8 below.

Address for Invoices and Credit Notes

## All invoices and credit notes for the Department shall be sent to directly to Accounts Payable (AP) quoting a valid Purchase Order number (PO).

Department of Health Accounts Payable

[mb-paymentqueries@dh.gsi.gov.uk](mailto:mb-paymentqueries@dh.gsi.gov.uk)

## Room 530, Richmond House, 79 Whitehall, London, SW1A 2NS

N.b. Invoices and credit notes must be sent to Accounts Payable at the above address. Invoices must not be sent to the Authority’s Representative.

Correspondence

All correspondence to the Authority except that for or relating to invoices shall be sent to the following address:

|  |  |
| --- | --- |
| Name | [to be confirmed at contract award]. |
| Contact Details | [to be confirmed at contract award]. |

All correspondence to the Supplier shall be sent to the following address:

|  |  |
| --- | --- |
| Name | Potential Provider to provide name |
| Contact Details | Potential Provider to provide address |

Appendix C – Parent Company Guarantee

## Potential Providers should provide a copy of this form only if a Parent Company Guarantee (PCG) is required. This should be provided on appropriate letter-headed paper and as a separate document.

## Those organisations that DO NOT require a PCG (to demonstrate financial standing) tick this box:

**PROVISION OF IMPROVING IDENTIFICATION OF YOUNG CARERS**

## With reference to the tender for the above services submitted by [**insert name of Contractor**] (hereinafter referred to as "the Contractor"), as a condition precedent for and in consideration of The Secretary of State for Health, (hereinafter referred to as "the Authority") entering into a contract (hereinafter referred to as "the Contract") with the Contractor for the above services, we, as the Contractor's ultimate holding company do hereby enter into the following unconditional and irrevocable undertakings with the Authority.

These undertakings being on condition that the Authority enters into the Contract with the Contractor for the above services and in consideration of the same:

The Contractor shall perform all its obligations contained in the Contract;

If the Contractor shall in any respect fail to perform the said obligations contained in the Contract or commits any breach thereof we shall ourselves perform on simple demand by the Authority, or take whatever steps may be necessary to achieve performance of the obligations under the Contract of the Contractor, and shall indemnify and keep indemnified the Authority against any loss, damages, costs and expenses howsoever arising from the said failure or breach for which the Contractor may be liable;

We shall not be discharged or released from our undertakings hereunder by any waiver or forbearance by the Authority, whether as to payment, time, performance or otherwise;

This guarantee shall be unconditional and irrevocable and shall continue in force, notwithstanding any variations or additions to or deletions from the scope of services to be performed under the Contract, until all the Contractor's obligations thereunder have been performed; and,

This document shall be construed and take effect in accordance with English Law and, furthermore, we submit to the jurisdiction of the English Courts.

**Completed by:** Click here to enter text. **Position:** Click here to enter text.

**Name:** Click here to enter text. **Date:** Click here to enter text.

**For and on behalf of** insert the name of the Potential Provider’s ultimate parent-holding company

Appendix D – Conflicts of Interest

## Potential Providers have a continuing duty to disclose actual or potential conflicts of interest in respect of itself, its named sub-contractors and / or consortia members.

Please describe any (potential) conflicts of interest that the Potential Provider has identified and how these will be managed\*:

|  |
| --- |
| ****Potential Provider Response / Additional commentary**** |
| Click here to enter text.  *Guidance to Potential Providers:*  *You should describe in the detail the perceived conflict (how it could be perceived in the context of this procurement) and the measures it will take to mitigate the conflict through the procurement life-cycle and service delivery.* |

**If you DO NOT have any conflicts to declare, please tick this box:**

**\***Potential Providers are reminded that failure to identify material conflicts of interest may lead to rejection of its tender response.

Appendix E – Sub-Contractors

All suppliers to the Department of Health are asked to provide details of all sub-contractors that will be used to perform the contract.

|  |  |  |  |
| --- | --- | --- | --- |
| Name and Address of Sub-Contractor | Service Performed for Contractor | Provide Details of Staff Numbers[[1]](#footnote-2) | Provide Latest Year’s Turnover |
| Name: |  |  |  |
| Address: |
| Name: |  |  |  |
| Address: |
| Name: |  |  |  |
| Address: |

Appendix F – Form of Tender

Declaration for the Provision of Improving Identification of Young Carers

## Having examined the proposed Contract comprising of:

* Invitation to Tender – Attachment 4 (Conditions of Contract for the Provision of Services)
* Invitation to Tender – Attachment 6 (Participation and Selection Questionnaire)
* Invitation to Tender – Attachment 7 (Award Questionnaire)
* Invitation to Tender – Attachment 8 (Pricing Schedule)
* Invitation to Tender - Attachment 9 (Non-Disclosure Agreement)

as enclosed in the ITT response dated [INSERT DATE]. We do hereby tender against the requirements, and terms and conditions of the proposed Contract.

We undertake to keep the tender open for acceptance by the Authority for a period of one hundred and twenty (120) days from the deadline for receipt of tenders.

We declare that this is a bona fide tender, intended to be genuinely competitive, and that we have not fixed or adjusted the amount of the tender by, or under, or in accordance with, any agreement or arrangement with any other person. We further declare that we have not done, and we undertake that we will not do, any of the following acts prior to award of this Contract:

### Collude with any third party to fix the price of any number of tenders for this Contract;

### Offer, pay, or agree to pay any sum of money or consideration directly or indirectly to any person for doing, having done, or promising to be done, any act or thing of the sort described herein and above.

We agree that the Authority may disclose the Contractor's information/documentation (submitted to the Authority during this Procurement) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.

Unless and until the Potential Provider and the Authority have executed a formal agreement, the Authority's acceptance of this tender with all its enclosures shall not constitute a binding contract between us. We understand that you are not bound to accept the lowest price, or any, tender.

Name of person duly authorised to sign tenders:

**Date:** Click here to enter text.

**Signed:** Click here to enter text.

**In the capacity of**: Click here to enter text.

**duly authorised to sign tenders for and on behalf of:** Click here to enter text.

By completing this Declaration and submitting your tender, you have agreed that the statements in this Form of Tender are correct.

1. This is the average annual numbers of both staff and managerial staff employed over the last trading year. [↑](#footnote-ref-2)