



HM Prison &
Probation Service

Probation
Service



Annex A

Technical Questionnaire



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1. Mandatory Declarations

	Question Area	Requirement – Select Yes/No	
MD-001	Service Description	Please can you confirm you have reviewed 'Schedule 2.1 – Services Description' and confirm that you understand and can deliver on the requirements and outcomes therein?	Yes
	Digital & Technology and Information Assurance	Please can you confirm you have reviewed and understood Schedule 2.4 (Information Security and Assurance) of the Framework Agreement?	Yes
		Please can you confirm your organisation will be compliant with Service Level 1 (SL1) of Schedule 2.4, prior to service commencement? (note; this includes accreditation to Cyber Essentials Basic)	Yes
		Please can you confirm your organisation will upgrade to Cyber Essentials Plus, and comply with Service Level 2 (SL2) of Schedule 2.4, if the Authority, at its sole discretion, determines additional Information Assurance is required of the Provider of this contract at any stage during the contract term?	Yes
	Workforce	Please confirm compliance with regards to vetting requirements within PI 2014/03	Yes
		Please confirm compliance with regards to vetting requirements within PI 2014/23	Yes
		Please confirm compliance with regards to vetting requirements within PI 2014/60	Yes
		Confirm that you will appropriately engage and communicate the outcome and implications of this competition with your employees, and where relevant, Trade Unions and/or transferring staff.	Yes
	Estates	Please confirm your compliance that services will be delivered in a way that supports environmental sustainability, in accordance with Schedule 2.3 of the Framework Agreement.	Yes
		The Provider shall have a duty of care to provide a facility that meets basic H&S standards and is accessible to People on Probation and Provider Personnel with protected characteristics (in the main, physical impairments), please can you confirm that you will comply with this requirement?	Yes
		Please can you confirm you have reviewed and understood Appendix 1 – Supplier Own Site Suitability Review?	Yes
		Please can you confirm your organisation will be compliant with the Legal Requirements as outlined in Appendix 1 – Supplier Own Site Suitability Review?	Yes
		Please can you confirm your organisation will be compliant with the Best Practice Requirements as outlined in Appendix 1 – Supplier Own Site Suitability Review, or agree that adequate consideration has been applied and where necessary, mitigations are in place or in development, as agreed by the Authority?	Yes
Enter any additional comments here			

2. Technical Criteria Questions

The tables below set out the Award Criteria and weightings relating to the provision of Support for People on Probation living with Autistic Spectrum Condition, please provide your responses to each requirement in the 'Response' box, and upload the completed document to ITT_5865 question 1.2.1 in the technical Envelope on the Jaggaer esourcing portal.

In responding to the technical criteria questions, Bidders are required to provide detail on all the following areas (these are the Authority's "minimum requirements").

Bidders should have regard to the appropriate scoring Matrix and the Specification (Schedule 2.1 of the Draft Call-Off Contract) and the wider Draft Call-Off Contract Documentation where appropriate when responding to the question (and should note that since the requirements listed are expected to be covered as a minimum, it may be appropriate for Bidders to include additional information as part of the response to the question in order to achieve a higher score).

TC-001 - Service Delivery in the Local Landscape				
Weighting:	25%	Quality Threshold:	N/A	Limitations
Question: Providers are required to provide detail on how they will meet the criteria, providing detail on the following areas as a minimum, and that each and every point below must be covered in granular detail as part of their tender response: The Specification requires the Provider to deliver the Initial Assessment Appointment Face-to-face. Whilst a combination of acceptable service delivery methods may be used for the subsequent sessions, including but not limited to; telephone, Authority approved video, online communications, or online resources (either on a 1-to-1 basis or where appropriate, on a group basis), the Authorities preferred method of service delivery, is face-to-face, in order to achieve the outcomes set out in the individual's Action Plan. Responses to points A and B below should be covered as part of your response and should explicitly refer to this requirement, ensuring that a granular level of detail is provided as part of your tender response: A) How will you deliver a locally tailored service to meet the needs of People on Probation living with Autistic Spectrum Condition in South Wales: Swansea, Neath and Port Talbot as required. Providing detail on how you will be responsive to the Welsh Language Scheme 2018 and Welsh Language Act 1993 for service delivery in Wales. B) Please detail how you will provide an appropriate space in which to deliver the services in line with (G7) to People on Probation living with ASC, ensuring that you clearly and explicitly outline how this space can be tailored with regard to the delivery of this service, so that such delivery of the Service is provided within an environment which meets the diverse needs and requirements of each Person on Probation.				Up to 1750 words; The response should be entered in this table in the cell below; Additional diagrams and tables can be submitted to support your response, however any wording within these shall be included in the overall word count Line spacing 1.5 Arial font size 11
Response				
[REDACTED]				
Total Word Count – (Providers to self-populate) 1,693				1,693

TC-002 - Delivering the Service to People on Probation				
Weighting:	40%	Quality Threshold:	60%	Limitations
Question:				<p>Up to 2250 words;</p> <p>The response should be entered in this table in the cell below;</p> <p>Additional diagrams and tables can be submitted to support your response, however any wording within these shall be included in the overall word count</p> <p>Line spacing 1.5</p> <p>Arial font size 11</p>
<p>This Contract envisages implementing a service that will provide specialist support and development to People on Probation with a diagnosis of, or strongly suspected of having, an Autistic Spectrum Condition.</p> <p>The Specification requires the Provider to create an individual assessment and a personalised Action Plan for all People on probation living with Autistic Spectrum Condition referred to the service, detailing their needs, outcomes to be achieved and the support to be provided. This plan should take account of the information provided by the Probation Practitioner during the referral process. Responses to this question should reference the process you will follow to develop these Action Plans. Responses to points A-D below should all be covered as part of your response and should explicitly refer to these influences, ensuring that a granular level of detail is provided as part of your tender response:</p> <p>Please ensure that when responding to this question, that you are providing responses which explain how you will deliver the requirements under this service based on your proposed service delivery model;</p> <p>A) Describe your approach to creating a personalised Action Plan and detail how you will deliver the interventions that meet the specific needs set out in an individual's Action Plan, as required as part of the requirements under this Service.</p> <p>B) Please detail how your approach will account for individuals with different learning styles, diverse needs and characteristics, including protected characteristics.</p> <p>C) Please provide an example of how a Person on Probation will follow the journey from the beginning, to the end of the intervention, evidencing how you will achieve the outcomes required for this service in particular and how will you ensure that the Support is responsive to the varying individual needs of People on Probation living with Autistic Spectrum Condition.</p> <p>D) How will you measure and evidence the progress made by the Person on Probation against their Action Plan during the intervention period?</p>				
Response				
[REDACTED]				
Total Word Count – (Providers to self-populate)				2,247

TC-003 - How Workforce Delivers the Service				
Weighting:	25%	Quality Threshold:	N/A	Limitations
Question:				Up to 2000 words;
<p>The Authority requires the Provider and Provider Personnel to have thorough understanding of Autistic Spectrum Condition and likely needs of this group.</p> <p>Please ensure that you cover all points below, and that you have provided a granular level of detail as part of your tender response.</p> <p>A) Detail your knowledge and experience of working with people living with Autistic Spectrum Condition, from a workforce perspective and how this knowledge and experience informs your Service Delivery Model in being able to respond to the bespoke needs of People on Probation, living with Autistic Spectrum Condition.</p> <p>B) Describe how your Service Delivery Model has enabled positive outcomes to be achieved for People on Probation living with Autistic Spectrum Condition including how you have adapted your Model, if the achieved outcomes have been less successful.</p> <p>C) Detail how you will ensure all Supplier Personnel are competently trained, for the duration of the Contract Term, with the appropriate skills and knowledge required to deliver the Services. Please explain how you will ensure all Supplier Personnel training is up to date, including in response to any changes to legislation or policy or changes in best practice.</p>				<p>The response should be entered in this table in the cell below;</p> <p>Additional diagrams and tables can be submitted to support your response, however any wording within these shall be included in the overall word count</p> <p>Line spacing 1.5</p> <p>Arial font size 11</p>
Response				
[REDACTED]				
Total Word Count – (Providers to self-populate)				1,990

TC-004 - Implementation				
Weighting:	10%	Quality Threshold:	N/A	Limitations
Question: Providers are required to provide detail on how they will implement this contract in the South Wales Police and Crime Commissioner Area, across the Swansea, Neath and Port Talbot PDU. Please ensure that you cover all points below as a minimum, in granular detail. A) In order to ensure that all the required implementation milestones are met, and that Service Commencement will be met on time, please provide an explanation of how your internal processes and Service Delivery Model will ensure this? B) Please provide an Implementation Plan (in any format) to detail planned timescales and responsibilities to meet the Implementation milestones as per Schedule 2.1 – Services Description. C) Please outline the approach you shall take to ensure that the implementation plan is successful, with regards to meeting the necessary milestones in preparation for Service Commencement. Please detail how you will work with the Customer, outlining the required role and responsibilities of both Parties.				Up to 1000 words; The response to parts A & B should be entered in this table in the cell below; Additional diagrams and tables can be submitted to support your response, however any wording within these shall be included in the overall word count. For Part C - Please submit an implementation plan below Line spacing 1.5 Arial font size 11
Response				
[REDACTED]				
Total Word Count – (Providers to self-populate)				993

IM-001 Implementation Plan

Please enter or embed your implementation plan here, ensuring that your link/attachment is compatible with our systems:



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