## Quote and Specification Form for a commissioned activity in the Norwich Opportunity Area

Reference **NCCQ41750 –** Parent Speech, Language and Communication classes

Please ensure you complete the following.

Provider Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person managing this bid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. Norwich Opportunity Area Priority** | 1. Improve early speech, language, listening and communication |
| **2. Strand** | 1.3 Community Communication Champions |
| **3. Activity Name** | 1.3.4 Parent Speech, Language and Communication classes |
| **4. Background** | Norwich has been identified as an Opportunity Area by the Department for education to address this problem. This activity is part of the [delivery plan](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/658582/Social_Mobility_Delivery_Plan_Norwich_v6__FINAL_.pdf).  We commissioned research with parents in Norwich to find out how they felt about supporting their child’s early speech and language, the availability of support, take-up of the funded childcare offer, and the original idea proposed by the priority 1 working group to provide a “kit” called the Springboard box, containing items to promote more language interaction in the home.  The findings told us that:   * Parents in Norwich report a lack of speech and language support groups across the area * Families would welcome a resource box * Families would like more advice on how to support their children’s speech, language and communication skills * Families would like advice on where to seek help and the referral route for speech therapy   Anecdotally, stakeholders tell us that parents who need support the most can be reluctant to engage in group sessions and are unlikely to travel far when they do. We are recruiting four Community Communication Champions who will each work with a target ward: University, Wensum, Mile Cross and Catton Grove. They will be hosted in either a Children’s Centre, nursery, school or library - which will form a hub to work with neighbourhoods in each of these four wards. These Community Communication Champions will make introductions with parents least likely to engage with support **and encourage/accompany them to group speech and language sessions** at the hub base for their neighbourhood, alongside provision of the resource box.  **This contract is to deliver the group speech and language session element** of the project: we are looking for programmes that are based on good evidence, to be delivered from each hub in the four target wards.  The resource box will be procured separately, however purchase of some of the resources can be recommended by the contracted provider to complement group sessions. |
| **5. Targeted individuals/schools** | The classes will be open to all families with a preschool child, living in neighbourhoods within the target wards. Places will be prioritised for families supported by Community Communication Champions.  Communication champions and local partners will promote sessions to target participants. |
| **6. Anticipated costs and price cap** | The Cost is to provide all of the items below:   1. Run classes out of the ‘hub for each ward 2. Use these classes to provide resources and signposting to help parents support their child’s early speech and language 3. Raise parent’s awareness about local activities, events and attractions 4. Compile a calendar of local activities taking place during the year for parents, making links to the ways that these can be used to stimulate language development   **Price cap to provide this service is £50,000 to be inclusive of all fees.** |
| **7. Outputs** | 1. Delivery of four 6 week programmes in each of the four ‘hubs’, 4 times between Spring 2019 and Summer 2020. (32 blocks of 6 weeks = 192 sessions) 2. Target 640 attendees over 2 years 3. Termly reports at specific reporting points are required that highlight progress against these outputs and the outcomes in section 8 below. 4. Milestones will be agreed with the project manager at the start of the contract. 5. A summary report will be required at the project end. |
| **8. Short term outcomes** | 1. At end of 6 week session parent reports that they feel more connected to their community, and more confident in supporting their child’s development both at home and through other local activities and opportunities 2. Follow up surveys demonstrate parents show continued awareness of the importance of developing early speech and language skills, and are increasingly likely to take up other local activities and opportunities to develop their school readiness 3. Identification of S&L issues enables early support referrals to improve children’s school readiness. |
| **9. Long term outcomes** | 1. By 2021, the proportion of children in Norwich achieving a good level of development will be in the top half for all local authority districts in England. 2. Improved school readiness. 3. Reduced social exclusion. |
| **10. Evidence base** | The Communication Trust – ‘Talking about a generation’.  The Early Intervention Foundation – ‘Language as a wellbeing indicator’. |
| **11. Prospective providers should meet the following criteria:** | 1. Expertise: Qualified speech and language therapist. An understanding of the impact of deprivation on speech and language. Supporting speech and language in the home. 2. Experience: Delivering dynamic and engaging courses to hard-to-engage parents, including strategies to maintain participant attendance. Use of and knowledge of resources available through The Communication Trust. Working with local and national partners to signpost resources and sources of support. |
| **12. Prospective providers are invited to submit:** | 1. Please provide evidence of expertise and experience stated in section 11.1 above, including 2 professional references endorsing previous delivery of your courses   (Weighting 25%)  Please type your response here (2 sides of A4) |
| 2.A Please outline your approach to this project including staffing, and a description of any potential conflicts of interest and how you will deal with them.  While it is our preference that providers build on the work of The Communication Trust in developing our “Communication Champions Network” in early years settings, applicants are invited to suggest alternative resources and approaches where applicable.  (Weighting 35%)  2.B Please outline a typical workshop session (10%)   * If you are shortlisted, you will be invited to give a demonstration to support your response. (see section 13)   Please type your response here (Guide of 2 sides of A4) |
| 1. Details of your time, fees and expenses required to meet the outcomes and price cap   (weighting 30%)  Please type your response here £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (you may wish to show this as a table, you will be evaluated on the total, which is not to exceed the price cap of £50,000) |
| **13. Interview/ Demonstration** | **It may** be a requirement of the evaluation, for you to attend an interview and give a demonstration to support your response to question 2 in section 12.  The interview will be used to clarify points in your response and check that there is a common understanding of our requirements and how you will meet these.  The scores that we have assigned for this question prior to the interview and demonstration may be revisited to ensure that the scores accurately reflect the quality of your proposal.  Bidders that will be invited to interview week commencing 14th January 2019 and will be asked to give a 20-minute demonstration of a typical workshop session.  We will only invite those bidders who have the potential to be awarded the contract.  The demonstration/interview (if required) will be in Norwich at County Hall. You will be notified of the exact times if applicable. |
| **14. Timetable** | Proposals should be submitted by: 10am on 14th December  Shortlisted applicants will be notified by: 21st December  Interviews and demonstration of delivery week commencing: 14th January  Successful applicant will be notified by: 21st January  Project should be completed by: May 2020 |
| **15. Additional information** | The provider should conduct an evaluation of the programme at the end of each stage of training and make the results available to the Norwich OA Priority 1 working group.  More information on the Norwich Opportunity Area can be found on our website at [www.norwichopportunityarea.co.uk](http://www.norwichopportunityarea.co.uk)  To discuss the requirements of this specification further please contact Claire Sparrow, Programme Coordinator [Claire.Sparrow@newanglia.co.uk](mailto:Claire.Sparrow@newanglia.co.uk) 01603 510074. The cut off point for this is 7th December 4pm. |
| **15. Clarifications** | Please email any clarification questions to [sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk) quoting **NCCQ41750 clarification** in the subject area.  Please ensure that your email confirms your name and contact details so we can respond to you.  Deadline for receipt of clarifications is 7th December 2018 4pm. |
| **16. Submission of bids** | Please submit your completed quote to [sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk) quoting **NCCQ41750 submission** in the subject area. The deadline for submission is 10am on 14th December 2018. |

Applications from providers will be scored using the following framework to determine a shortlist.

Scoring method for quality

1. The score for each question will be divided by the maximum possible score of five (5) and then multiplied by the individual weighting for that question to give a weighted score.
2. Suppliers will be scored on their responses to the Supplier Questions in Section 12 in relation to the requirements of the specification. Each question is separately weighted.

Scoring method for Price

1. The price for this requirement is capped at £50,000. Prices bid above this cap will automatically receive a score of 0 and their bid will be rejected, regardless of the score achieved for quality.
2. The formula to be used to calculate the score for price is as follows:
   * The bid with the lowest total price will be allocated the maximum number of points, with other Bidders being awarded marks in proportion to this price, so that for example a total price that is 30% more expensive will receive 30% fewer marks, one that is 60% more expensive will receive 60% fewer marks etc.
3. A total of 30% of the overall score is allocated to Price.

Overall score

1. The Contract will be awarded to the Supplier whose quote results in the highest combined quality and price score.

The following descriptors are used to award scores for quality.

| ***Descriptor*** | ***Mark awarded*** |
| --- | --- |
| Applicant fails to provide a response or provides a response of such a poor standard as to provide no confidence that the Applicant could successfully deliver the project.  **If the approach or credentials receive a score of ‘0’, the entire submission will be rejected.** | 0 |
| Applicant provides a response of such a poor standard as to provide little confidence that the Applicant meets the requirements. The response shows **many or all** of the following issues:   * The information requested is only partially provided * The response appears likely to only partially meet the project outcomes * The response does not reflect accepted good practice/ has a weak evidence base * The response is insufficiently specific * The response appears not to deliver expected levels of detail, performance, expertise, outcome, supporting resources or other relevant characteristics * Supporting documents (where requested) are of insufficient quality, depth or relevance. | 1 |
| A response with some **clear strengths** but demonstrating **some** of the issues above | 2 |
| An acceptable response, with **some degree of weakness** but where the weakness does not cause fundamental concerns and is **outweighed by the strengths.** | 3 |
| A good response where the strengths clearly outweigh any minor weakness(es), and the **majority** of aspects below apply:   * All information requested has been provided in full * The response clearly explains how outcomes will be met * The response reflects accepted good practice/has a strong evidence base * The response is well tailored to specific stakeholders and circumstances * The response offers good levels of detail, performance, expertise, outcome, supporting resources or other relevant characteristics * Supporting documents (where requested) are of good quality, relevant and of sufficient depth. | 4 |
| An excellent response with no weaknesses, that provides confidence that the project outcomes would be fully met | 5 |