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| **ECSC Dynamic Purchasing System - Request for Quotation (RFQ)** | | | | | |
| ***Supplier notice***  **Please note that responses to this RFQ need to be made electronically through Redimo2 by completing evaluation sections and questions. Further guidance on this process can be found by downloading from Redimo2 or via** [**GOV.UK**](https://www.gov.uk/nctl-e-procurement-system-redimo)**.** | | | | | |
| **Title** | | | Regional Adoption Agencies Programme Adviser  RFx219 | | |
| **Contract Manager** | | | Robert Demont | | |
| **Skill Set Category Code** | | | ECSC13 | | |
| **Requirements** | | | | | |
| **Background** | | | | | |
| For clarity, this document makes reference to the ‘Adviser’, which means the successful bidder for the contracted services, and the ‘Department’, which refers to the Department for Education and its agencies.  The Programmer Adviser will be expected to work with the both the Department for Education and the Adoption and Special Guardianship Leadership Board (ASGLB), to support the delivery and ongoing development of Regional Adoption Agencies (RAAs) and to serve as an adviser to the Department and the ASGLB on practice and leadership within the adoption system.  The ASGLB is an independent, sector-led body whose overall purpose is to help ensure that children in care who cannot live with their birth parents are placed with an alternative parent family that nurtures, protects and provides them with a sense of belonging, regardless of the legal status of that placement. This role includes providing advice and support directly to the Chair of the Board, Andrew Christie.  The development of RAAs is intended to deliver improved outcomes for children and families affected by adoption. The government has committed to all 152 local authorities being part of an RAA by 2020, as per the vision set out in the policy paper *Regionalising Adoption*. The programme has introduced a new approach to managing the adoption system through the establishment of new, independent agencies, managed through a single line of accountability under the management of a single Head of Service.  The main objectives of RAAs are to facilitate more coordinated adopter recruitment, matching and family finding, and adoption support. To support the realisation of these improvements, we want to ensure that the RAA Heads of Service are provided with the right support and capacities to take on responsibility for the performance of the adoption system. It is important to ensure that the regionalised adoption system can sustain itself and deliver the intended improvements.  The Department for Education has convened an RAA Leaders Group, to be facilitated by a Programme Adviser with the support of the programme delivery partner, a consortium of Deloitte and Mutual Ventures. The Department is therefore looking for an experienced individual from the children’s services sector to assume leadership of this group, to maintain its chief focus on delivering consistently good services across the national system, including other permanence options beyond adoption, such as special guardianship orders.  The main objectives of the RAA Leaders Group are:   * **Effective governance of RAAs:** Enabling RAA leaders to set the direction of their RAAs in the future, and the adoption system as a whole. * **Peer support for RAA leaders:** Providing an appropriate forum for strategic overview of the adoption system and ensuring best practice is shared across all RAAs. * **Understand how concepts translate into practice:** Enhancing the understanding of how practice will develop within RAAs and ensure that it meets the needs of children and families.   The group aims to collectively address the challenges associated with organisational change and the new, regionalised approach. As well as aligning adoption practice, these have included effective commissioning, strategic partnerships with other agencies, and financial modelling in the RAA.  The ultimate goal is for the group to be self-sufficient by 2020, but the support of an experienced adviser is required during the interim period as the majority of local authorities progress towards delivering operational RAAs.  The primary role of the Programme Adviser will therefore be to lead, facilitate and set the strategic direction of the RAA Leaders Group, to provide this support to RAAs that have launched. The Adviser should have a focus on delivering a sustainable group with the capabilities and capacity to manage RAA performance in the longer term. This will include identifying and supporting the appropriate links being made with the Leadership and Development training programme for RAA leaders, run by the programme delivery partner.  The Adviser will also be expected to work closely with the Chair of the ASGLB, providing support and advice where required. This may for example include engagement with the Chair, other ASGLB members and specially convened working groups on particular areas of work; and offering advice on the future system leadership and early permanence practice. The Adviser will gain membership of the Board to represent RAAs and the RAA Leaders Group, to maintain the connection between the national and the regional systems.  The Adviser will therefore be expected to advise and report to Ministers and the Chair of the ASGLB as required. The Adviser will be expected to share the experience and insight from operational RAAs across the wider system, particularly RAA projects in development. This may extend to utilising other fora, as well as the ASGLB, to share best practice as widely as possible, and identifying how adoption and special guardianship orders are best placed within the wider framework of permanence options and children’s social care.  The day-to-day contact will be the Department’s contract manager. The structure of the work will be agreed during regular meetings with the Assistant Director responsible for RAAs, as well as the programme delivery partner. | | | | | |
| **Mandatory Requirements** | | | | | |
| As part of this RFQ, there are a number of specific requirements which must be met. These can be found within the evaluation sections of Redimo2. Please note that the Authority may at its absolute discretion refuse to consider your quotation depending on your response to these requirements. | | | | | |
| The successful bidder must be able to meet the following **mandatory requirements** to be considered for this role:  **M1.** Bidders must have the capacity to meet the requirements set out in this RFQ, including 10 working days’ capacity each month. Please note that your bid will not be considered if you do not have the required capacity for the duration of the contractual period. If during the course of the contract you are no longer able meet the capacity requirements, the Department may at its absolute discretion terminate the contract.  **M2.** Bidders must either hold a Public Liability Policy with a value of at least £1,000,000 or commit to obtaining one as a result of being appointed as the winning bidder of this tender. **Failure to provide this commitment will lead to the bidder’s exclusion from this opportunity.**  **M3.** Bidders must hold a vetting and barring requirement – Disclosure and Barring Service (DBS). If bidders do not already hold one, they must be willing to undertake a DBS check. **Failure to achieve mandatory DBS approval will result in your bid being automatically excluded from any competition.**  **M4.** Bidders shall comply with all the Department’s terms and conditions of contract, and any special clauses outlined in this RFQ. | | | | | |
| **Detailed Requirements** | | | | | |
| **Quality** | | | | | |
| The outputs for each contractual period will be agreed at quarterly planning meetings between the Adviser, the Department and the programme delivery partner. The outputs will primarily be based around facilitation of the RAA Leaders Group, and may include, but not be limited to:   * Planning and leading regular meetings of the RAA Leaders Group; * Production of papers or guidance documents detailing best practice in specific areas of adoption, such as adopter recruitment, adoption support, strategies for commissioning services from other organisations, and RAA budget planning; * Provision of challenge and support to RAA leaders that helps them drive forward improvement and effective oversight of their RAA and the wider adoption system, ensuring that the improvements to outcomes for children and families are sustainable; * Working closely with the RAA programme delivery partner to support the running of the Leadership and Development training programme for RAA leaders; * Conducting visits to RAAs, RAA projects in development, or other statutory or voluntary adoption agencies, particularly to explore existing practice or identify areas for innovation; * Provision of advice and support to the ASGLB Chair on the leadership and performance of the system, including policy and practice with respect to adoption and special guardianship orders; * Reporting to and consulting with the Department and the ASGLB regarding issues in the regionalised system, as well as input on strategic considerations for the future delivery of children’s services in the system.   Depending on the experience and profile of the successful bidder, the Department may consider extending the outputs to other aspects of the RAA programme or other policy areas in children’s services. | | | | | |
| **Timescales** | | | | | |
| The ultimate goal is for the RAA Leaders Group to itself assume responsibility for the management and performance of the adoption system by 2020. The Adviser will be expected to support the establishment of this group during an interim period, extending no later than March 2020, to manage the transition to a regionalised system and particularly as a number of RAA projects are still in development.  The contract is planned to run from September 2018 until March 2020. The Department will conduct a review in March 2019 to determine whether this change could be implemented at an earlier date, and reserves the right to terminate the contract early. The Department will provide a minimum of one month’s prior notice of the intention to do so. The Department may also consider an increase or decrease in the number of contracted working days per month, which would be subject to negotiation with the Adviser.  Please note that the contract may be ended early at the absolute discretion of the Department.  The Department also reserves the right to extend the end date of the contract by up to 12 months. If this is our intention, we will give one month’s prior notice of our intention to do so. The potential 12 month extension may be in full or in multiples of one month. This may include a negotiated reduction or increase in the number of working days per month. Any negotiated extension offered by the Department would be without prejudice. | | | | | |
| **Place** | | | | | |
| The Adviser will be expected to attend quarterly ASGLB meetings and quarterly planning meetings with the Department and delivery partner, which will usually take place in central London.  There will be an expectation for the Adviser to attend other meetings as agreed in advance. The majority of these will also take place in central London, but may be attended remotely dependent on the preference of the bidder.  The Adviser will be expected to lead joint events at mutually convenient locations for RAA leaders, Department representatives and other agreed delegates to attend. Typically, RAA leaders group meetings have previously taken place in central London, although the management and leadership of these meetings may be subject to the views of the Adviser. RAA leaders group meetings will take place quarterly.  The Adviser may be required to hold meetings with individual RAAs, which may involve visits to RAAs across England as agreed in advance. The Department reserves the right to require the successful bidder to travel for meetings at locations across England if required. These meetings would be part of the contracted allocation of 10 days per month.  Bidders should note that their quoted rates are **inclusive** of all anticipated expenses including travel.  The successful bidder can work remotely from their own home/office base using their own equipment and their own internet connectivity, ensuring Government and local authority information and data security rules are adhered to. | | | | | |
| **Distribution** | | | | | |
| Throughout the duration of the contract, the Adviser will be expected to deliver up to 10 days per month. The use of these days will be subject to regular review for the duration of the contract, with deliverables to be agreed at quarterly planning meetings.  The distribution of the initial 10 days per month will be flexible, but will be based on a structure of approximately 4 days working directly with the RAA Leaders Group and sharing best practice with projects in development, approximately 3 days working with the Department and the delivery partner, and flexibility for an additional 3 days as required, which may for example be used for work with the ASGLB, or conducting deep dives to explore RAA practice in greater detail.  The maximum daily rate is £600, including expenses and excluding VAT, where VAT is applicable. The successful applicant must advise where VAT is applicable. Where bidders feel that they can deliver the contract at a rate below £600 inclusive of expenses, they should indicate this clearly in their bid response under item price. | | | | | |
| **Data Handling** | | | | | |
| The Data Handling schedule for this requirement will be Basic. Please see the current version of the data handling schedules (<https://www.gov.uk/government/organisations/department-for-education/about/procurement>) . The ICT acceptable use policy will be provided at the time IT equipment is issued and a copy is available on request. | | | | | |
| **Attachments** | | | | | |
| The following attachment should be read in conjunction with this RFQ:   * *Regionalising Adoption* | | | | | |
| **Evaluation Process and criteria** | | | | | |
| All responses to the RFQ need to be made electronically through Redimo2 by completing the evaluation sections and questions.  Bidders experiencing technical difficulties can contact the commercial team at [commercial.contactpoint@education.gov.uk](mailto:commercial.contactpoint@education.gov.uk).  All quotations received will be evaluated against the evaluation criteria and scoring methodology as stated within this RFQ. The evaluation criteria for each of the questions, within each evaluation section, are detailed below along with the weighting to be applied.  Please note that Technical Requirements are weighted as 80% of the Overall Score, Item Price is weighted at 20% of the overall score. The winning bidder will be the bidder receiving the highest total score.  Item Prices are evaluated using the following equation: (1-(Price Quoted-Lowest Price Quoted)/Lowest Price Quoted)\*100.  The Department may at its absolute discretion refuse to consider a quotation if the score achieved in the Technical Requirements section is lower than 60% of the total points available in that section.  The Department strives to achieve the best value for money through its contracts. This includes reviewing rates in order to improve cost efficiencies. During the bid evaluation process the Department reserves the right to confirm best and final offer in terms of item price (daily rate).  If the evaluation identifies two or more bidders with the same score, or very similar skills and experience, we reserve the right to make a value for money judgement based on the applicants’ proposed day rate.  Any questions or queries in respect of this RFQ should be raised via Redimo2 through the ‘messages’ link. Questions and queries will be received from ITT Launch until midday on 24th July and we will seek to answer all the questions by 25th July. | | | | | |
| **Evaluation Scoring Matrix**  **Responses will be scored on a 6 point scale and evaluators will use this to assign a score to each evaluation question response.** | | | | | |
| **Score** | | **Guidance** | | | |
| **0** | | No quotation/response provided in response to the question via Redimo2. | | | |
| **1** | | The response meets less than half the stated requirement. | | | |
| **2** | | The response meets some but not all the stated requirement. | | | |
| **3** | | The response fully meets the stated requirement. Any additional offering is deemed to be of little or no benefit to the service requirements. | | | |
| **4** | | The response fully meets the stated requirement and provides evidence of some added value which would bring specific benefit to the service requirements. | | | |
| **5** | | The response fully meets the stated requirement and provides evidence of exceptional added value which would bring significant benefit to the service requirements. | | | |
| The Department expressly reserves the right to:  • clarify costing models and assumptions for prices quoted;  • clarify information provided in a response and may seek independent advice to validate information declared or to assist in the evaluation;  • cancel the RFQ 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. | | | | | |
| **Section 1: Mandatory Requirements** | | | | **Section Weighting: 0%** | |
| **Ref** | **Question(s)** | | | | |
| 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. | | | | | |
| 1.01 | Can you meet the specified requirement of 10 working days per month as set out in this RFQ? | | | | |
| 1.02 | Do you have, or will you commit to obtain, prior to the commencement of the contract, the Public Liability Insurance levels of insurance indicated below?  Public Liability Insurance = **£1,000,000?** | | | | |
| 1.03 | Do you hold a vetting and barring requirement (DBS)? If not, would you be willing to undertake a DBS check? | | | | |
| 1.04 | Are you willing to comply with all of the Department’s terms and conditions of contract, and any special clauses outlined in this specification? | | | | |
| |  |  | | --- | --- | | **Evaluation Section [2 – 3] : Technical Requirements** | **Section Weighting: 80%** |   Please provide an answer for each question below explicitly. References to answers in other questions/sections will not be considered, and could result in a lower score being applied.  Evaluators will not take into account previous knowledge of your delivery. Please be explicit about outcomes you have delivered and provide clear evidence and examples of your skills and experience.  Only upload the information requested and where directed to do so. Any additional documentation or words in excess of the question limit will not be evaluated.  The Department may at its absolute discretion refuse to consider a quotation if the score achieved in the Technical Requirements section is lower than 60% of points available in that section. | | | | | |
| **Ref** | | | | **Question(s)** | |
| **A good bid will provide evidence and examples of:** | **Question weight** |
| 2.01 | Core skills – Compulsory  Please demonstrate your track record of developing and implementing innovative and effective strategies that have brought about rapid and sustainable improvements in children’s services.  Please demonstrate your experience in improving children’s social care provision, or aspects of children’s social care, such as adoption and special guardianship orders, permanency planning or child protection services.  ***Please limit your response to 600 words.*** | | | - Contributing to effective delivery of children’s services in local authorities and/or voluntary organisations;  - Identifying priorities for improvement and developing strategies to deliver improvement in the provision of children’s services;  - Monitoring progress of improvement plans and programmes of change;  - Supporting local authorities and/or voluntary organisations to embed change in the delivery of children’s services;  - Evaluating impact and outcomes of service delivery. | High |
| 2.02 | Core skills – Compulsory  Please demonstrate your communication, influencing, leadership and stakeholder management skills.  ***Please limit your response to 600 words.*** | | | - Promoting and utilising an open culture to support and challenge senior leaders and practitioners to take effective action to address and improve performance;  - Identify communications methods appropriate to the audience to make the successful case for system change;  - An effective track record in influencing people to adopt a shared vision;  - Delivering service improvements through others. | High |
| 3.01 | Supporting sustainability – Compulsory  Please demonstrate your experience and expertise in supporting the long term impact of service improvement and delivery.  ***Please limit your response to 500 words.*** | | | - Supporting improvement in capacity and capability of individuals responsible for service delivery;  - Instilling a sense of ownership and accountability for system change amongst senior leaders and practitioners;  - Sharing good and innovative practice to deliver improvements on a wider scale;  - Supporting and challenging local authorities and/or voluntary organisations in developing evidence for improved outcomes;  - Supporting local authorities and/or voluntary organisations to develop long term plans for sustaining improvement and embedding good practice. | Medium |
| **Evaluation Section 4: Item Prices** | | | | **Section Weighting: 20%** | |
| **Ref** | **Question** | | | | |
| 4.01 | Please quote your daily rate **inclusive of all anticipated expenses,\*** but exclusive of any applicable VAT. **Daily rates over £600 (not including VAT) will be excluded as non-compliant bids** in line with the Operational Associates rates policy.  The Department will seek to select the bid which represents the best value for money, based on the scores from both sections of the evaluation.  Item Prices are evaluated using the following equation: (1-(Price Quoted-Lowest Price Quoted)/Lowest Price Quoted)\*100.  **\*Expenses include any travel and subsistence expenses and any other general expenses necessary to deliver this requirement.** | | | | |
| **Section 5: Additional Information** | | | | **Section Weighting: 0%** | |
| **Ref** |  | | | | |
| 5.01 | Is VAT to be charged in addition to your net bid? | | | | |
| 5.02 | Are you classed as a Small or Medium Enterprise (SME)? | | | | |
| 5.03 | 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. | | | | |
| 5.04 | Please select your trading status:   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other | | | | |
| 5.05 | Please provide your company registration number or relevant registered number if you are a charity. | | | | |
| 5.06 | Please attach a CV (maximum 2 pages) detailing your recent employment history. | | | | |
| **Special Conditions** | | | | | |
| The Call-Off Terms will form part of the contract with the successful Supplier. A copy of these is attached to this RFQ.A final version will be issued to the successful associate upon acceptance of their quotation. | | | | | |
| **Contract Management** | | | | | |
| The procurement process and the contract will be managed by the Children in Care and Permanence division at the Department for Education. The workplan will be agreed through regular planning and progress meetings between the Adviser and policy officials at the Department. The impact of the Adviser role and performance will be monitored on an ongoing basis and will take into account progress against the deliverables and service requirements outlined in this RFQ and agreed in advance at planning meetings. | | | | | |

**Contract Management**

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| **Timelines** | |
| ITT Launched | 10th July 2018 |
| ITT Questions answered until | Noon on 24th July 2018 |
| Deadline for submitting your RFQ response | 10am on Thursday 26th July 2018 |
| Expected notification to bidders of outcome | 15th August 2018 |
| Expected contract start date | 1st September 2018 |
| Expected contract expiry date | 31st March 2020 |