**DOCUMENT 5 – SUPPLIER RESPONSE FORM**

**To note, we have made the following changes to this document on 9 September:**

* **We have made changes to point a of the requirement below to include reference to colleges.**

1. **Policy solution**

With reference to Document 3 (Service Specification) and guidance below, please set out how you will deliver the required policy solution.

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| **Requirement:**  The bidder should set out:   1. Their existing connections to Designated Safeguarding Leads (DSLs) in schools and colleges and relevant education and children’s social care professionals and how they would quickly establish a diverse user group to test and develop the materials for the online resource with. 2. Their knowledge and understanding of the role of the DSL in schools and colleges; the key challenges that DSLs experience and how their solution can help address those challenges. 3. Their expertise in child protection and safeguarding including links with relevant subject-matter experts; and their skills and expertise to deliver the Indicative Content set out in the Service Specification. 4. Their knowledge and understanding of the role of DSLs in promoting the educational outcomes of children with a social worker and how their proposed solution would support DSLs with this aspect of their role. 5. What barriers and challenges they envisage in developing the online resources for DSLs and how they would overcome those challenges. |
| **Weighting: 25%** |
| **Evidence of Compliance (word limit -1000):**  Bidders **must** document how they will meet the above requirements. |
| **Supplier response:** |

1. **User research and digital skills**

With reference to Document 3 (Service Specification) and guidance below, please set out how you will meet the required user research and digital skill requirements.

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| **Requirement:**  The bidder should set out their skills and experience in:   1. Producing high-quality resources - creating, updating and reviewing content that meets user needs, designing and making information and guidance clear and easy for users to understand. 2. Identifying and working with the diversity of users of government services and involving them in appropriate research activities. 3. Planning and carrying out user research activity including behavioural insights and turning user research data into clear findings that inform decisions. 4. Implementing user-centred design practices and embedding them into an agile workflow to deliver timely findings. 5. Designing a consistent, joined-up, end-to-end user experience. 6. The skills to work with Government digital platforms and comply with Government accessibility requirements. |
| **Weighting: 20%** |
| **Evidence of Compliance (word limit -800):**  Bidders **must** document how they will meet the above requirements. |
| **Supplier response:** |

1. **Project and risk management**

With reference to Document 3 (Service Specification) and guidance below, please set out how you will fulfil the project and risk management requirements.

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| **Requirement:**  The bidder should set out:   1. A high-level project plan, outlining key activities, timescales, milestones and allotted resources. This should include how and when they would engage users. Bidders must attach a project plan as a separate annex that will not count towards the word limit (max. 1 page). 2. Identify the specific risks and issues that you foresee in delivering this project and set out what contingencies and countermeasures would be put in place to mitigate the risks. Bidders should also attach a risk register as a separate annex that will not count towards the word limit (max. 1 page). 3. Their skills to deliver outputs on budget and to challenging timescales. |
| **Weighting: 15%** |
| **Evidence of Compliance (word limit -500, excluding 1 page project plan and 1 page risk register):**  Bidders **must** document how they will meet the above requirements. |
| **Supplier response:** |

1. **Social Value**

The social value model, as outlined in [Procurement Policy Note 06/21](https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts)[[1]](#footnote-2), will be applied to all new procurements from 1 January 2021. Social value has a lasting impact on individuals, communities and the environment.

For this contract we are interested in how bidders will support the outcome of **Improve community integration**.

Please set out how you will fulfil the Social Value requirements.

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| **Requirement:**  The bidder should set out:   1. When answering this question, please include: Your ‘Method Statement’, stating:  * How you will collaborate with users and communities in the co-design and delivery of the contract to support strong integrated communities. * Influence staff, suppliers, customers and communities through the delivery of the contract to support strong, integrated communities. * Your committed number of people-hours spent supporting local community integration, such as volunteering and other community-led initiatives, under the contract. |
| **Weighting: 10%** |
| **Evidence of Compliance (word limit 400):**  Bidders **must** document how they will meet the above requirements. |
| **Supplier response:** |

1. **Cost and Value for Money**

With reference to Document 3 (Service Specification) and guidance below, please set out how you will fulfil the project and risk management requirements. Potential Suppliers must complete all relevant tabs of the Cost Matrix (Document 6), providing a full breakdown and justification of the costs you detail. The Department reserves the right not to consider a bid that does not include a fully completed cost matrix.

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| **Requirement:**  The bidder should set out:   1. Clear, detailed costings for each element, demonstrate that your proposed charges are based on efficient models of delivery and provide good value for public money. 2. You must ensure that all estimated costs are real, auditable and can be justified. Be sure you separately identify and include all expenditure that you expect to incur in relation to proposed activities, i.e. costs associated with overheads e.g. premises/facilities/licences and staffing, e.g. management, delivery and administration.   Up to 5 marks are available for the detailing of cost assumptions. The bidder should set out in the Cost Matrix:   * The assumptions made in terms of costs e.g. number of days/FTE allocated per staff. * How they have ensured the budget is sufficient for the work required. |
| **Weighting: 30% (25% for costs + 5% for cost assumptions)** |
| **Evidence of Compliance (word limit 500 for detailing of cost assumptions):**  Bidders **must** document how they will meet the above requirements. |

1. <https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts> [↑](#footnote-ref-2)