

1

Special Leave of Absence Policy

-

July 2020

The Following pages outline requirements that need to be included within the Tenders Response.

For Fire Risk Assessment Survey

**Project: Appointment of Fire Risk Assessor**

**Return Date**: 26/04/2022

The following pages outline requirements that need to be included within the bidders response.

C O N S I L I U M A C A D E M I E S



**ITT Response Form**

Contents

[**1.** **Executive Summary** 3](#_Toc99964757)

[**2.** **Organisation Details** 4](#_Toc99964758)

[**3.** **Health and Safety** 5](#_Toc99964759)

[**4.** **Contact Point and declaration** 6](#_Toc99964760)

[**5.** **Criteria Questions** 7](#_Toc99964761)

[**6.** **Pricing** 8](#_Toc99964762)

## **Executive Summary**

The objective of the executive summary is to provide a clear, concise and complete summary of the bid together with an insight into the reasoning and rationale behind the Response.

The executive summary should be no more than 1,000 words, highlighting the key strengths of the bid and demonstrate value for money.

Whilst the executive summary will not be formally evaluated, it serves as an opportunity for consistency and clarification within your bid.

The executive summary must only contain information drawn from other areas of your bid and must not contain any new material.

|  |
| --- |
| **Executive Summary** |

##

## **Organisation Details**

1. Organisation Details

|  |  |
| --- | --- |
| Company Name |       |
| Registered Office Address |       |
| Town/City |       |
| Postcode |       |
| Country |       |
| Website |       |
| Date of registration in country of origin |       |
| Company or Charity Registration Number |       |
| VAT Registration Number |       |
| Type of Organisation | Choose an item.If “Other”, please specify:       |

1. Organisation Details

|  |
| --- |
| All Potential Providers should answer question (a) below. Where a Potential Provider at this stage of the process intends to sub-contract they should also answer questions (b) and (c) below. Where a Potential Provider becomes aware of the intention to subcontract at later stages in the procurement they are required to notify the Trust of this and provide the information requested below at that time. |
| a) Your organisation alone intends to provide the services required | [ ]  Yes [ ]  No |
| b) Your organisation is the Prime Contractor and intends to use third parties to provide some services | [ ]  Yes [ ]  No |
| c) The Potential Provider is a Consortium | [ ]  Yes [ ]  No |
| If your answer to (b) or (c) is Yes, please indicate in a separate annex (by inserting the relevant company/organisation name) the composition of the supply chain, indicating which member of the supply chain (which may include the Potential Provider solely or together with other providers) will be responsible for the elements of the requirement. |

## **Health and Safety**

These questions should establish the potential providers’ compliance with Health and Safety legislation and their practices where such information is relevant and proportionate to the subject of the procurement.

|  |
| --- |
| 1. Health and Safety – General |
| Please confirm you have a Health and Safety Policy. | [ ]  Yes [ ]  No |
| Does your organisation make sure it complies with the Health and Safety at Work Act 1974? | [ ]  Yes [ ]  No |
| Does your organisation train its staff in Health and Safety? | [ ]  Yes [ ]  No |
| 2. Health and Safety - Information |
| Name of person with overall responsibility for Health and Safety |       |
| Does he /she have executive authority | [ ]  Yes [ ]  No |
| 3. H&S Enforcement (HSE &/or Local Authorities) |
| Has your Company in the past 5 years been served with any enforcement notices? | [ ]  Yes [ ]  No |
| Has your Company been prosecuted | [ ]  Yes [ ]  No |
| Are there any prosecutions outstanding? | [ ]  Yes [ ]  No |
| 4. Health and Safety - Safe Systems of Work |
| Has your Company developed formalised health and safety procedures | [ ]  Yes [ ]  No |

## **Contact Point and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

|  |  |
| --- | --- |
| Contact Name |       |
| Name of Organisation |       |
| Position |       |
| Telephone Number |       |
| Mobile Number |       |
| E-mail address |       |
| Postal address |       |
| Signature (electronic is acceptable) |       |
| Date |       |

## **Criteria Questions**

|  |
| --- |
| MethodologyPlease provide your methodology on how you would approach this project.Your response should be no more than one side of A4. |
| Case StudiesPlease provide details of your organisation and experience with similar projects in school settings you have undertaken.Your response should be no more than one side of A4. |
| Proposed Team & Accreditations Please provide the details of the team you propose to complete this provide, including CV’s and specific capabilities. Please advise why you have chosen this team.  Your response should be no more than one side of A4. |
| Example reportsPlease provide examples of 3 reports that your organisation has undertaken in the last three years |

##

## **Pricing**

Bidders must fill out the tables below.

* The charges/prices must cover all requirements.
* All charges/prices must be expressed in pounds sterling and should be exclusive of VAT, all pricing information will form the basis of any resultant Agreement.
* The price will remain fixed for the duration of the Agreement but may be re-negotiated as part of managing change.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Armthorpe Academy | Ellesmere Academy  | Heworth Academy  | Washington Academy  | Wyvern Academy  |
| Survey Total Price: |  |  |  |  |  |

|  |
| --- |
| Services excluded from the above fee: |
|  |
| Expenses excluded from the above fee: |
|  |