**A Better Start Southend**

**0-19 Service Mapping Tool – Call for Proposals**

1. **CONTEXT**
   1. A Better Start Southend (ABSS) is a 10-year Big Lottery funded programme established to develop and test new ways of supporting Southend’s children and families. The programme is led by the Pre-school Learning Alliance, working with a number of strategic Partners who share decision-making for the programme. Partners include:

* Southend-on-Sea Borough Council
* Essex Police
* Southend University Hospital
* Essex Partnership University NHS Foundation Trust (EPUT)
* Southend Clinical Commissioning Group (SCCG)
* University of Essex
* Southend Association of Voluntary Services (SAVS)
* Family Action
  1. Alongside its partners, ABSS seeks to develop improvements in the following key areas of service delivery:
* Communication and Language
* Diet and Nutrition
* Social and Emotional
  1. In addition, ABSS works on the following three cross-cutting themes:
* Community Resilience
* Systems Change

1. Background
   1. In 2018, the Partnership Board agreed to the formation of a ‘Think Tank’ comprising key Partners, which would meet to help develop strategy for the Community Resilience and Systems Change areas of work. It is considered that these areas are key as they address the long-term sustainability of the work developed through ABSS.
   2. At the same time as the ‘Think Tank’ has been meeting, Southend Borough Council (SBC) has been developing a new vision for integrated children’s services across the 0-19s age range. The objective is to deliver better outcomes for children, young people and families through more effective integrated services with improved pathways and seamless transitions. In this model, Health Visitor services and School Nursing services will be integrated with wider SBC services and with services commissioned by Southend Clinical Commissioning Group SCCG, including the community paediatrics service.
   3. Integral to the development of the new 0-19s model is the learning from ABSS which has been a key partner in developing this vision through engaging with service users and the applying of learning from pilots currently underway or planned for the future.
2. **SERVICE SPECIFICATION**

**\*Please see embedded document for full details of the work to be delivered.\***



1. **ENQUIRIES AND SUBMISSION OF PROPOSALS**

Providers should note that all clarification questions must be made in writing (including email). A Better Start Southend, The Pre-school Learning Alliance, and partner Southend Borough Council, at their discretion reserves the right to circulate any response to all providers. All clarification questions must be clearly marked CLARIFICATION with the question and Provider details clearly set out. Any clarification questions from the Provider to the Pre-school Learning Alliance should be sent from to [jeff.banks@pre-school.org.uk](mailto:jeff.banks@pre-school.org.uk) AND dawn.harvey@pre-school.org.uk

We recommend you press the green ‘Watch This Notice’ button on this advert so that you will be notified of any amendments, or clarifications that are added to the notice.

To allow information to be circulated in time, the deadline for receiving clarification questions is 15:00hrs on Wednesday 7th November 2018.

The proposal return date is 17:00hrs on Monday 12th November 2018. Submissions should be sent **by email** to [jeff.banks@pre-school.org.uk](mailto:jeff.banks@pre-school.org.uk) AND dawn.harvey@pre-school.org.uk (you are recommended to request confirmation of receipt).

1. **EVALUATION OF PROPOSALS**

All proposals will be subjected to a thorough evaluation. The Pre-school Learning Alliance will examine proposals for completeness and may seek clarification where necessary. A proposal determined to be incomplete or not substantially fulfilling the conditions in this document will be rejected.

* Technical (Quality) evaluations will be conducted, based on the information submitted in Section A. in writing, as part of this quotation submission.
* Commercial (Price) evaluations will be conducted, based on the information submitted in Section B, in writing, as part of this quotation submission.

**AWARD CRITERIA**

The Pre-school Learning Alliance does not bind itself to accept the lowest priced quotation, or any quotation for this service. The Pre-school Learning Alliance will have no obligation to Providers arising from this quotation unless and until it enters into a formal contract with the successful Provider for the provision of the goods and/or services that are subject to this Quotation document. Any contract awarded will be to the Provider whose proposal is determined to be the most economically advantageous.

**10% PRICE ALLOCATION**: Cost and budget breakdown to be detailed within this written quotation submission, by the Provider.It is the requirement of the Pre-school Learning Alliance to maximise the budget available for this project. The Quotation is accepted on a “Fixed Price” basis and the Provider will not be entitled to claim any additional payments or expenses including but not limited to any increase in the price of the service and / or cost of, or incidental to, the employment of labour. The prices included in the Quotation shall be the maximum payable by the Pre-school Learning Alliance for the duration of the contract.

Pricing Evaluation (10%) – Using the Prices submitted by Providers a percentage will be allocated to the total cost as follows:

* Score = (Lowest Price Quotation / Your Price) \* 10%
* The Table below gives an example of how the methodology works when applied to contract prices. The prices used here are examples of the pricing methodology and do not reflect any expectation of this contract in relation to any aspect of the pricing.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Bid A** | **Bid B** | **Bid C** | **Bid D** |
| Contract Price | £14,000 | £15,000 | £14,500 | £14,000 |
| Points Score | 10% | 9.36% | 9.65% | 10% |

The scores awarded in the example table to Bid A and Bid D is calculated as follows:

* Bid A and Bid D with the lowest contract price in relation to the other bids are awarded the score of 10. The applied methodology gives a calculation as follows: (£14,000 / £14,000) x 10% = 10.00%
* Bid B with the highest contract price in relation to the other bids is therefore the lowest scoring bid in the pricing section, awarded 9.36%. The applied methodology arrives at this score through a calculation as follows: (£14,000 / £15,000) x 10% = 9.36%.

**90% QUALITY ALLOCATION:** To be detailed within this written quotation submission, by the Provider, in Section A (Technical Questionnaire). Your quote in response to this brief should consider and provide the following:

|  |  |  |
| --- | --- | --- |
| **SECTION** | **DETAILS** | **WEIGHTING** |
| **Proposal**  Maximum of 8 no. pages A4 (12 point font) | Introduction | 30% |
| General response to the brief |
| Solutions  (Part 1, 2, 3 and 4) |
| Technical solution |
| Key personnel and/or partners |
| Working with partners | 10% |
| Background and track record | 20% |
| Other considerations | Not scored |
| **Implementation plan**  Maximum of 2 no. pages A4 or 1 no. page A3 | Details of proposed programme | 15% |
| **Examples**  Maximum of 2 no. pages A4 or 1 no. page A3 | Visual representation of what the tool might look like and how it might work | 15% |

**EVALUATION**

Evaluation of Responses will be carried out on an individual question basis. Grade labels and definitions are as follows:

|  |  |  |
| --- | --- | --- |
| **SCORING MATRIX** | | **SCORE** |
| **Unacceptable / not answered** | Question not answered – and / or – Response to the question significantly deficient – and / or - raises fundamental concerns regarding the organisation’s ability to successfully deliver the Contract. Answer does not provide satisfactory evidence as to the organisation’s capability to deliver the contract successfully. | 0 |
| **Poor** | A response that is inadequate or only partially addresses the question. Response provides only limited evidence as to the organisation’s capabilities to deliver the contract successfully. Raises a large number of concerns and/or includes a large number of informational deficiencies. Does not raise any fundamental concerns regarding the organisation’s ability. | 1 |
| **Acceptable** | An acceptable response submitted in terms of the level of detail, accuracy and relevance. Answer provides an average level of evidence as to the organisation’s capability. The response raises some concerns and/or includes a significant number of informational deficiencies. Does not raise any fundamental concerns regarding the organisation’s ability. | 2 |
| **Good** | A good response in terms of the level of detail, accuracy and relevance. The information provides good evidence of the ability of the organisation to deliver the Contract successfully; but does raise minor concerns and/or includes deficiencies around some of the information provided in the response. Does not raise any fundamental concerns regarding the organisation’s ability. | 3 |
| **Very Good** | A very good response in terms of the level of detail, accuracy and relevance. The information submitted provides significant evidence of the ability of the organisation to deliver the Contract successfully. However, the response lacks a level of detail needed for full marks. The response raises no fundamental concerns regarding the organisation’s ability. | 4 |
| **Excellent** | An excellent response in terms of the level of detail, accuracy and relevance. The level of information provided is comprehensive and evidences strongly an assurance as to the organisation’s capability to deliver the contract successfully. The response raises no concerns and has no information deficiencies. | 5 |

**Section A- Basic Contact Details & Technical Questionnaire**

|  |  |  |
| --- | --- | --- |
| Contact name for enquiries about  this bid: |  | |
| Address:  Post Code: |  | |
| Telephone Number: |  | |
| Email Address: |  | |
| Company Registration Number (if  this applies): |  | |
| VAT Registration number: (if  this applies): |  | |
| Have you ever been employed by Pre-school Learning Alliance (if yes please provide details) | | Yes  No |
| Please state if you have a relative(s) who is employed by the Pre-school Learning Alliance at a senior level. | | Yes  No |

**PROSPECTIVE PROVIDER RESPONSE FORM**

**TECHNICAL QUESTIONNAIRE**

Please provide your proposal in the following format. Please note that page limits are on the basis of font Arial 12 and also include charts, diagrams, tables etc. Additional appendices are not permitted.

|  |
| --- |
| **1. Demonstrable understanding of the brief & subject area**  Explain how you will deliver the brief as outlined within this specification. Give an introduction, and set out the knowledge and expertise that you can bring to deliver a fit for purpose piece of work of the highest quality.  Please also provide an overview of the individual/s you are proposing to complete this work and how their skills and knowledge will help deliver the tool.  In this you should give an overview of your proposed technical solutions to Part 1, 2, 3 and 4 from the brief. You should also give any other considerations that may not have been included in the brief.  (8 A4 pages maximum for questions 1-3 combined. Weighting = 30%) |
| **2. Track record of delivery of similar solutions, including examples of how you have developed similar solutions in the past.**  Please set out evidence of successful work in similar fields and the areas of expertise that you will bring to this contract.  (8 A4 pages maximum for questions 1-3 combined. Weighting = 20%) |
| **3. Working with partners**  Provide an overview of how you have worked with partners in the past to successfully deliver projects.  (8 A4 pages maximum for questions 1-3 combined. Weighting = 10%) |
| **4. Implementation Plan**  Please provide a detailed implementation plan for how you will develop the tool required by the brief.  (2 A4 page max or 1 A3. Weighting = 15%) |
| **4. Examples**  Please provide a visual representation of what the tool might look like and how it might work.  (2 A4 page max or 1 A3. Weighting = 15%) |

**PROSPECTIVE PROVIDER RESPONSE FORM**

**B – COMMERCIAL QUESTIONNAIRE**

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| --- |
| Please provide a quote for the full cost of delivering this project- please provide a breakdown of the full costs.  (Weighting = 10%) |