

**Request for Quotation**

**Positive Behaviour Support (PBS) for children and young people with Autism Spectrum Disorder (ASD) and/ or a learning disability.**

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# Section 1: Introduction

## General Requirements

* 1. Northamptonshire Children’s Trust (hereafter referred to as “NCT”) invites quotations for the provision of training practitioners on Positive Behaviour Support (PBS) approaches and plans for children and young people with Autism Spectrum Disorder (ASD) and/ or a learning disability.
  2. NCT’s detailed requirements are defined in Section 2: Specification.
  3. Please take care in reading this document, in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact procurement via the e tendering portal.
  4. NCT reserves the right to:
     1. carry out due diligence checks on the awarded Potential Supplier;
     2. amend the Conditions of Contract included at Appendix 1;
     3. abandon the procurement process at any stage without any liability to NCT; and/or
     4. require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
  5. NCT also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Responses or otherwise. In such circumstances, NCT will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this RFQ entirely at your own risk.
  6. All documents and materials, which comprise the RFQ response, must be written in English only.
  7. Quotations are to remain open for acceptance for a period of 90 days from the Deadline for Submission of Bids.
  8. Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and locate within the question asked as this will be the single source of information on which responses will be scored and ranked.

**1.9 Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)**

* + 1. Potential Suppliers are advised that NCT believes that the transfer of undertakings (protection of employment) regulations 2006 and/or European Communities acquired rights directive 2001/23EC do not apply to this contract at its commencement.
    2. However, Potential Suppliers must satisfy themselves as to whether, in their view, the TUPE regulations will apply and the extent of their obligations in relation to pensions. Potential Suppliers are advised to seek independent professional advice on the consequences for them if they are the successful provider(s) and the TUPE regulations are held to be applicable.
    3. Potential Suppliers are strongly advised to complete and submit their RFQ Response, allowing an adequate amount of time before this deadline to ensure that there is sufficient time to overcome any IT problems, which may accompany the submission of the RFQ. Potential Suppliers are strongly recommended not to leave uploading of all data to the last day.
  1. **Rights of NCT in Relation to the RFQ**
     1. NCT reserves the right to:

1. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by NCT;
2. Make changes to the timetable, structure or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable;
3. Abandon the procurement process at any stage without any liability to NCT, or to re-invite responses on the same or any alternative basis;
4. Choose not to award any contract as a result of this procurement process; and/or
5. Reject any RFQ Responses that are over budget without further evaluation of the response.

1.11 Answer fully all relevant questions and respond in accordance with any specific requests as detailed in the question e.g., maximum word/page limits, etc.

* + 1. All words in any format (including but not limited to words in diagrams, pictures, maps, tables and charts) will count towards the word count. Potential Suppliers must state the number of words in any diagram, picture, map, table or chart directly underneath it. This includes any other method of presentation which is not just text. Potential Suppliers must not attempt to circumnavigate the word limit e.g., by joining up words or using special characters to join words.*.*
    2. Submit any attachments requested in an acceptable format to NCT which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with NCT that it will be accepted.
    3. When uploading attachments, please state the question number only in the file title.
    4. Submit any zipped files in WinZip format only.

## Procurement Timetable

* 1. This RFQ follows a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
  2. All documents, which comprise any RFQ Response, must be received by NCT no later than the Deadline for Submission of Bids, set out in Table A, below.
  3. The RFQ process is intended to follow the timetable set out in Table A, below.

**Table A**

| Activity | | Time and Date  (as applicable) |
| --- | --- | --- |
|  | Request for Quotation Documents issued | 17:00 Monday 7th August 2023 |
|  | Deadline for Questions from Potential Suppliers | 17:00 Friday 18th August 2023 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Wednesday, 23 August 2023 |
|  | Deadline for Submission of Bids | 12:00 noon Monday 4th September |
|  | Evaluation of Bids Received | Wednesday 6th September 2023 |
|  | Deadline for Evaluation | 12:00 noon Wednesday 20thSeptember 2023 |
|  | Contract Award\* | Friday 29th September 2023 |
|  | Contract Start\* | To be confirmed. |
|  | Contract End\* | To be confirmed. |

* 1. NCT reserves the right to amend this timetable, and items marked with an asterisk, i.e. \*, are provided for **guidance only** and are **subject to change** at short notice. Please note the successful provider and NCT will agree and finalise the contract start date. The contract duration will be 6 months from the agreed contract start date.
  2. Any RFQ received after the Deadline for Submission of Bids identified in Table A, may be rejected. Therefore, it is the Potential Supplier’s responsibility to ensure that the deadline is not breached.

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred to [Sufficiency@nctrust.co.uk](mailto:Sufficiency@nctrust.co.uk), no later than the Deadline for Questions from Potential Suppliers date found in Table A.
  2. If a potential supplier wishes NCT to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of NCT, the clarification is not confidential, NCT will publish in an anonymised format.
  3. The deadline for receipt of clarifications relating to this procurement is set out in the procurement timetable. Clarifications sent to NCT after this deadline may not be responded to.

## Evaluation of Quotations

* 1. Quotations will be evaluated in relation to the quality questions answered only. There is a set budget for this service.
  2. Any bids which are not compliant or not completed fully will be rejected. If a bid is eliminated for any reason, the price submitted within the quote concerned shall also be excluded from the evaluation. Based on the information provided by Potential Suppliers, each compliant RFQ Response will be evaluated based on the quality of award questions.
  3. Quality will make up 100% of the evaluation and price is for information only purposes and will not be scored.

All responses to the Quality Questions will be assessed against the criteria set out in the Table B, below.

TABLE B:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 0 | Considered to be a poor response on the basis that:  It does not answer the question or is completely irrelevant |
| 1 | Considered to be a limited response on the basis that:  Overall it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level |
| 2 | Considered to be an acceptable response on the basis that:  It addresses most of the relevant criteria  The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level |
| 3 | Considered to be a good response on the basis that:  It addresses all relevant criteria  The supporting detail is considered to be clear and provides evaluators with confidence that the criteria will be delivered to a good standard |
| 4 | Considered to be an outstanding response on the basis that:  It addresses all relevant criteria  The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard |

The Quality Question score as detailed in Table B, will be divided by 4 and multiplied by the question weighting (within Total) (%) to provide a final Quality score (%) for each question, in accordance with the following example:

If the question weighting (within Total) is 20% and the Potential Supplier’s response is scored ‘2’, their final score (%) will be:

1. 2 / 4 x 20 = 10% for that question.

The Potential Supplier’s response to each question will be evaluated and scored a maximum of 4 marks as per Table B.

# Section 2: Specification

## Introduction and Background

[Northamptonshire Children's Trust](https://www.nctrust.co.uk/Pages/default.aspx) (hereafter referred to as “NCT or “the Trust”) is different to children's services in other Local Authorities. We are owned by the [North](https://www.northnorthants.gov.uk/) and [West](https://www.westnorthants.gov.uk/) Northamptonshire unitary councils but we are managed and operate independently to the councils.

NCT works with the North and West Northamptonshire Councils and other partners such as Health, Police, Education, Voluntary and Private organisations to deliver the best outcomes for children, young people and our community.

We provide a range of services for children and their families, including:

Early Help – providing targeted support to children, young people and families with additional needs to prevent difficulties from escalating, and those who no longer require social care intervention 

Youth Offending – supporting young people who are at risk of or involved in criminal activity to prevent offending / re-offending

Social Care – providing support to children in need of help and protection.

There are 130 children in care or known to NCT with Autism Spectrum Disorder (ASD), although it is likely this is under-reported and the number is likely to be higher. The main primary need of children accessing residential short breaks is ASD, with nearly 50% of all children having ASD as their primary need, although most children will have multiple, complex needs. 70% of children accessing non-residential short breaks have ASD. This includes children who are not supported by the disabled children’s team

There is a 41-week referral to treatment waiting time for ASD/ADHD. Although this is in line with the national average, it is a significantly long time in a child’s life. The time from the referrals to diagnostic outcome is approximately 3.5 years. NCT have identified that the impact of this is children’s individual needs are not understood and supported in a timely manner. There is the risk of increased demand on acute and specialist services and generally poorer outcomes for children.

The 2022 School Census shows that 2262 children in Northamptonshire have autism spectrum disorder. This number has increased significantly from 1776 in 2020 and 1396 in 2017.

The National Autistic Society recognise Positive Behaviour Support (PBS) as a widely used and person-centred approach commonly used to support people with learning disabilities, some of whom may be autistic. The National Autistic Society described PBS as based on working with the individual and their support network to understand why someone is distressed, the impact their environment has on them and the best ways to keep them safe and happy. For instance, if someone becomes distressed during unstructured times, the professional will work with them to develop a personalised schedule of activities, helping them to choose how to spend their time. This would reduce anxiety created by unstructured time. *(*[*Positive Behaviour Support (PBS) (autism.org.uk)*](https://www.autism.org.uk/advice-and-guidance/topics/positive-behaviour-support-pbs)*)*

NCT invites quotations for a single service supplier to deliver training to practitioners on Positive Behaviour Support (PBS) approaches and plans for children and young people with Autism Spectrum Disorder (ASD) and/or a learning disability. Element of the training programme to include train the trainer training for professionals to apply PBS techniques and create PBS plans for children and young people to understand the child’s physical and emotional needs and help prevent families from going into crisis.

1. **Term**

Training is to be delivered over 6 months. Delivery to start as soon as possible after contract award, in agreement with the successful provider.

## Statement of Requirements

* + - Awarded supplier is to deliver training to NCT practitioners on Positive Behaviour Support (PBS) approaches and plans for children and young people with ASD and/ or a learning disability.
    - Element of the training programme to include train the trainer training for practitioners to apply PBS techniques and create PBS plans for children and young people, with their families, to understand the child’s physical and emotional needs and help prevent families from going into crisis
    - Training for parents in a group to support individual family units also to be provided as a separate requirement.
    - Preparation of course content and submission of any pre-course materials in advance of agreed delivery dates to be provided in addition to actual delivery of training
    - Checks and measures used to respond to practitioners performance issues that may be presented by any delegate during delivery.

**Outcomes to be achieved:**

* Trained practitioners to develop advanced skills in PBS including carrying out a functional behaviour assessment
* Enable practitioners to create PBS plans and carrying out interventions within the PBS framework
* Trained practitioners will have confidence to apply PBS techniques with children and young people
* Develop parents’ skills in supporting their children and parents have increased confidence to manage their child’s behaviour.
* Contribute to reduction in families in crisis
* Contribute to reduction in children and young people coming into care

## Implementation Criteria

The training will be commissioned to run as soon as possible after contract award (29th September 2023), in agreement with successful provider.

## Performance Monitoring and Review/Project Management

The programme of learning will be monitored by NCTs Learning and Development Team by reviewing evaluations and capturing responsive feedback from delegates. We may request to observe a session and welcome meetings with the provider to assess impact from initial sessions.

1. **Business Continuity and Disaster Recovery**

The Provider is required to have in place adequate and appropriate measures to ensure that it is able to continue providing the Services within a predetermined time in the event of service disruption or a state of emergency which partially or completely interrupts the Provider’s business critical functions and which would otherwise impact the Provider’s provision of the Services, and the Provider may be required by the Purchaser to provide satisfactory evidence demonstrating compliance with the key principals of the British Standard for Business Continuity (BS25999) or its equivalent, however, certification of the Provider to this standard though desirable is not mandatory.

NCT may from time to time require the Provider to demonstrate to the reasonable satisfaction of themselves the viability and effectiveness of the Provider’s business continuity arrangements.

## Data Management / UK General Data Protection Regulation (UK GDPR)

Please refer to relevant section in

[Standard conditions of contracts - Our services (nctrust.co.uk)](https://www.nctrust.co.uk/our-services/Pages/standard-conditions-of-contracts.aspx)

# Section 3: Supporting Information

| **Contact Details** | |
| --- | --- |
| Contact name | Click to enter text. |
| Name of organisation | Click to enter text. |
| Role in organisation | Click to enter text. |
| Phone number | Click to enter text. |
| E-mail address | Click to enter text. |
| Postal address  *including postcode* | Click to enter text. |
| Signature  *electronic is acceptable* | Click to enter text. |
| Date | Click to enter date. |

**Questions to be completed for award of this service.**

**Award Questions:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question 1:** | **Scoring Methodology:** | 34% Weighting | **Word Limit:** | Not applicable |
| Please share your experience in delivering similar training programmes | | | | |
| **Answer:** | | | | |
| Please answer here or embed testimonials | | | | |
| **Word Count:** | | | | Not applicable |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question 2:** | **Scoring Methodology:** | 33% weighting | **Word Limit:** | 500 words |
| Please describe the programme of delivery you will offer and how you will include train the trainer element. This should include (but not limited to) the number of sessions, number of participants, course content and length of these sessions. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Question 3:** | **Scoring Methodology:** | 33% Weighting | **Word Limit:** | 500 words |
| Please describe the sessions that will be delivered to parents including (but not limited to) the number of sessions, course content and length of these sessions. | | | | |
| **Answer:** | | | | |
| Click to enter text. | | | | |
| **Word Count:** | | | | Enter no. |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. A Potential Supplier’s RFQ Response may/will be rejected if it exceeds the capped budget for this procurement exercise, which is £20,000
  2. Please complete the Pricing Schedule at Table below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.

* 1. All prices quoted must exclude VAT.
  2. Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by NCT either before or during the contract.
  3. Payment terms to be negotiated between NCT and successful Provider

The available budget for this procurement exercise is £20,000. Please insert your costs in the table below. The costs should be broken down into components with a full description of each component and its associated time and costs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost Element** | **Component description** | **Delivery by** | **Costs (£)** |
|
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total Costs (£) : | |

# Section 7: Due diligence

* 1. NCT will undertake its due diligence in advance of any contract award.
  2. The preferred Potential Supplier(s) will not be awarded the Contract until NCT is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to NCT before a contract can be awarded. NCT reserves the right to disqualify any Quotation Response which is incomplete.
  3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to NCT to ensure that any organisation who wishes to enter into a contract with NCT will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. NCT works with external credit agencies to provide these financial checks.
  4. NCT reserves the right to reject a Potential Supplier from the procurement process, where any findings from NCT’s due diligence reveal a serious concern or risk for NCT that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
  5. NCT reserves the right to revisit any selection criteria questions at any time before award stage, where NCT believes there is a risk that selection responses might have changed. NCT reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

# Section 8: CONTRACT AWARD

1. NCT will notify all Potential Suppliers of its intention to award a contract.

1. This will include details of the:
   * 1. Award criteria scores;
     2. Name of the successful provider(s).
2. The following documents shall form part of the contract between NCT and the successful provider(s):
   * 1. Specification;
     2. Terms and Conditions plus related Schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies, etc.);
     3. A pricing schedule (as completed by the Potential Supplier);
     4. Responses to requirements; and
     5. A list of commercially sensitive information.

## Appendix 1: Conditions of Contract

This service specification should be read in conjunction with the NCT

[Standard conditions of contracts - Our services (nctrust.co.uk)](https://www.nctrust.co.uk/our-services/Pages/standard-conditions-of-contracts.aspx)