**Request for Quotes**

**Lambeth Youth Offending Service - Clinical Supervision Sessions**

**Contract Period: 1-year period with option to extend for a further 1 year (1+1).**

# Summary

1. Lambeth Youth Offending Service (YOS) are looking to commission a provider to deliver effective Clinical Supervision sessions that will provide a safe and confidential environment for staff to reflect on their practice in the context of both their personal and professional responses to their work. The focus of the sessions are to support staff in their professional development and aim to increase the reflective practice within the service. The service acknowledges that staff require additional supervisory support due to the level and content of the work undertaken within Lambeth YOS.
2. The contract will be for 1-year period with option to extend for a further 1 year (1+1) subject to available funding and good performance.

This brief sets out

* Requirements
* Timescales for the Quotation
* Price Quality Ratio for Evaluation of Proposal
* Format of Response
* Method Statement requirements for Quality Assessment
* Pricing Evaluation

#  Requirements

* 1. The Youth Offending Service (YOS) is a multi-agency team which works with young people and families to address factors that lead to offending behaviour. We work with young people under 18 years old who have come to the attention of the police and the courts for committing crimes or engaging in anti-social behaviour. Our aim is to prevent further offending and increase the support, opportunities and welfare of the young people and the families we work with. This also involves ensuring that the community is a safe place for everyone, and doing specific work to help people who have become victims of crime.
	2. Due to the increasing levels of criminal exploitation, interventions will take into consideration that children and young people are often simultaneously both perpetrators and victims of crime and therefore trauma informed practices remain integral to service delivery and will be further enhanced. It is acknowledged that there is a need to provide interventions at the earliest opportunity and this will require even more effort to work closely with a range of partners especially in early help and preventative services. The YOS is an integral partner in the formulation of the borough-wide strategy to tackle serious violence which will be underpinned by the public health model including measures to support young black men who are disproportionately affected by this issue.
	3. Lambeth Youth Offending Service (YOS) are looking to commission a provider to deliver effective Clinical Supervision sessions that will provide a safe and confidential environment for staff to reflect on their practice in the context of both their personal and professional responses to their work. The focus of the sessions are to support staff in their professional development and aim to increase the reflective practice within the service. The service acknowledges that staff require additional supervisory support due to the level and content of the work undertaken within Lambeth YOS.
	4. We are looking for a provider that has previous experience delivering group sessions to a similar cohort of professional practitioners, ideally within Youth Justice or Children’s Social Care.

Potential Provider’s staff assigned to the Clinical Supervision Sessions Contract shall have the relevant qualifications and experience to deliver the Contract.

* 1. Lambeth YOS requires a provider to deliver monthly Clinical Supervision Sessions for approximately 47 members of the team which consists of Operational Managers, Team Managers, YOS (Case) Officers, Intervention Officers and Specialist Workers.

1.6 Lambeth YOS are looking for a provider to deliver monthly sessions to the below groups:

* YOS Head of Service (1)
* YOS Senior Management Team (3)
* YOS Team Managers (approx. 5)
* YOS Specialist Workers (approx. 10)
* YOS Practitioners (approx. 27)

Based on the above groups, it is anticipated that approximately 7 sessions will be delivered each month.

However, we welcome recommendations from the Potential Providers as to the number of monthly group sessions that you believe would be most effective and beneficial for the service.

1.7 Submitted quotations should include the following:

* Hourly rates of pay
* Number of monthly group sessions to be delivered based on the above numbers (approx.47)
* Length of each session
* Details of your experience and expertise in delivering group sessions to a similar cohort of professional practitioners
* Details of any professional memberships
* Details of any relevant qualifications
* Business Continuity Planning – What are your proposals for ensuring data security (to include GDPR and confidentially) and business continuity

1.8 Please note that sessions will be delivered on Lambeth premises.

1.9 The Authority requires the Potential Provider to provide a sufficient level of resource throughout the duration of the Clinical Supervision Sessions Contract in order to consistently deliver a quality service to all Parties.

The Potential Provider shall ensure that staff understand the Authority’s vision and its objectives and will provide excellent customer service to the Authority throughout the duration of the Contract.

**Reporting requirements**

1.10 The successful provider will be required to provide a quarterly Evaluation Report to the YOS Head of Service, which is to include:

* Attendance numbers
* Engagement
* Outcomes
* Trends and any areas that need to be addressed at a service level

#  Timescales for the Quotation

The proposed period of the contract would be from the start date agreed once the tender has been awarded. It is hoped that the start date would be by 20/04/2020 – if this procurement proceeds in full and is intended to run for a one year duration with an option to extend for a further one year (1+1).

A timetable for the selection process is detailed below (please note these dates may be varied at the council’s own discretion):

Table 1 - RFQ timetable

|  |  |  |
| --- | --- | --- |
| **Stage** | **Component** | **Indicative timescale** |
| Request for quotation | Publication of Request for Quotation | 11 March 2020 |
| Deadline for receiving questions | 12pm on 20 March 2020 |
| Proposal submission deadline  | 12pm on 31 March 2020 |
| Selection  | Evaluation Period | 5 working days |
| Successful applicant selected and confirmed | 6 April 2020 |
| Contract Commencement | Successful applicant commences contract | 20 April 2020 |

All questions relating to this request for quotes and tenders must be emailed to Simon Boughey, YOS Project Officer, sboughey@lambeth.gov.uk by the above deadlines.

#  Price Quality Ratio for Evaluation of Proposal

The ratio that will be used to evaluate the proposals is as follows:

Price – 50% - Based on the Pricing Proposal

Quality – 50% - Based on the response to the Method Statement

#  Format of Response

Your proposal should consist of your response to the Method Statement Questions, please see Table 2 and your completed Price Proposal, please see Table 4. Your response to the Method Statement Questions must be kept to a maximum 1 side of A4 per question (Ariel, Font Size 11, single line spacing) with clear indication of which question you are responding to. Any submissions that exceed this limit may not be evaluated. A draft copy of the terms and conditions applicable for this contract is also attached for your information (see Appendix A).

#  Method Statement for Quality Assessment

The response to the Method Statement will be used as the basis for evaluating the quality element of the response.

Table 2 – Method statement questions

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Questions** | **Marks Available** | **Percentage Weighting** |
| 1 | Please detail how you propose to carry out the Clinical Supervision Session service to meet our requirements set out in this document. Please include in your response:* The number of monthly group sessions that you believe would be most effective and beneficial for the service based on the information contained within this document, and your justification for the number chosen.
* Your recommended length for each of the sessions and your justification for the duration chosen.
 | 0-5 | 25% |
| 2 | Details of your experience and expertise in delivering group sessions to a similar cohort of professional practitioners and how it will be applied to the delivery of this contract. | 0-5 | 20% |
| 3 | Details of your Business Continuity Plan – what are your proposals for ensuring data security (to include GDPR and confidentiality) and business continuity | 0-5 | 5% |
| Total (Quality Score) | 50% |

The components which are indicated with the appropriate weightings will be evaluated by the panel and the appropriate score will be agreed. The score achieved for this section will be weighted at 50% to give the final score for quality (Quality Score).

* The Quality Score will be added to the Price Score to determine the Final score.
* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.

Potential providers will be marked in accordance with the following marking scheme:

Table 3 – Marking Scheme

|  |  |
| --- | --- |
| 0  | Failed to address the question/issue.  |
| 1  | An unfavourable response/answer/solution. There is limited or poor evidence of skill/experience sought; a high risk that relevant skills will not be available.  |
| 2  | Less than acceptable. The response/answer/solution/information lacks convincing evidence of skill/experience sought; lack of real understanding of requirement or evidence of ability to deliver; medium risk that relevant skills or requirement will not be available.  |
| 3  | Acceptable response/answer/solution/information to the particular aspect of the requirement; evidence has been given of skill/experience sought.  |
| 4  | Above acceptable – response/answer/solution/information demonstrates real understanding of the requirement and evidence of ability to meet it (based on good experience of the specific provision required or relevant experience of comparable service or supply.  |
| 5  | Excellent – response/answer/solution provides real confidence based on experience of the service or supply provision required. Response indicates that the supplier will add real value to the organisation with excellent skills and a deep understanding of the service or supply requested.  |

#  Price Evaluation

For price, each submission will be assessed on the total cost of delivering the service per annum, using the following equation:



Price proposals should be returned by completing the table below (please insert your pricing in the green sections).

Your hourly rate of pay will be used to calculate the cost for each of the sessions which will then be multiplied by the total number of sessions to be delivered during a 12 month period. Please ensure that you include any additional expenses/costs in your hourly rate of pay i.e. travel, printing, evaluation time etc.

Table 4 – Pricing Schedule

|  |
| --- |
| Provision of Clinical Supervision Sessions |
| 1. Hourly rate of pay (£ excl. VAT)
 | £ |
| 1. Cost per individual session (£ excl. VAT)
 | £ |
| 1. Number of sessions in a year
 |  |
| 1. Total cost per annum (£ excl. VAT) = item 2 x item 3
 | £ |
|  |
| **Total Cost** **(For Evaluation)** | **£** |