

PROCUREMENT OF SUPPORT SERVICES ACROSS ENGLAND AND WALES

Invitation to Tender (ITT) - **ANNEX C: PRICE SCHEDULE**

(To be completed by the Tenderer)

1. General Instructions for tenderers

Tenderers must insert the name of the tendering organisation in the designated box at the end of this document.

Tenderers must enter the required price detail in each of the tables shown below to indicate the proposed hourly rates associated with undertaking the services.

In Table 1 (Phase 1), tenderers are requested to propose a single rate that applies across England and Wales for each of the 'Total Hourly Rates' in HR 1 / HR 2 / HR 3.

In Tables 2A - 2G (Phase 2), tenderers are requested to provide rates by location.

Tenderers must note that **ONLY** the prices detailed in this Pricing Schedule, ITT Annex C will be accepted as their tender bid price.

Tenderers may add additional rows as required.

All prices contained in this Schedule should be quoted exclusive of VAT and state whether VAT will be charged.

The Inquiry cannot provide conclusive volumes of requests to share an experience, however we estimate that within the financial year 2017-18, there will be between 1,000 - 2,000 requests across England and Wales to share an experience.

Costs shall be paid in the month following satisfactory acceptance by the Inquiry of the activities in each of the Phases and upon receipt of a fully itemised invoice, including purchase order number.

Costs for Table 1 (Phase 1) (Telephone-based support across England and Wales) will be a **minimum guaranteed payment** provided the Contractor provides the services to a satisfactory standard during the hours stated in the table for the duration of the Contract.

For Phases 2 and 3, invoices should be submitted for partial hours of 0.25 x hourly rate. For example, one hour and ten minutes will be charged at 1.25 x the hourly rate.

Travel and subsistence will only be payable in exceptional circumstances at the rates shown in Annex D of this ITT and should be excluded from the columns below relating to Non-Staff Costs. Travel and subsistence must be approved by the Inquiry in advance of any bookings.

The total weighting allocated to Price is 30%. This weighting is further split into the following four sub-weightings:

- Hourly Rates for Phase 1 (Telephone-based support across England and Wales): 7%
- Hourly Rates for Phase 2 (Pre-private session; Truth Project private session; and post-private session): 14%
- Hourly Rate for Phase 3 (Pre-arranged follow-up calls): 7%
- Hourly Rate for Phase 4 (Inquiry events and meetings): 2%

The rate submitted for Phase 3 shall also apply to telephone support for written accounts and audio recordings.

For evaluation purposes, the ‘Tenderer’s Price’ when calculating the score for Price in the Evaluation Criteria at Annex F, shall be the weighted total of the following:

- Table 1 - The “Average of the Total Hourly Rates” (7%)
- Tables 2A - 2G - The “Average Hourly (Blended) Rate” (14%)
- Table 3 - The “Hourly Rate (Blended)” (7%)
- Table 4 - The “Hourly Rate (Blended)” (2%)

2. Instructions for tenderers on completing the Tables

The following instructions, separated by Phases 1, 2, 3 and Table 4 (Inquiry events and meetings) provide a summary of the requirements expected of the Tenderer.

Instructions for Phase 1 (Telephone-based support across England and Wales) (Weighting 7%)

Tenderers are requested to complete Table 1, by proposing hourly rates based on the hours listed in the Table. The costs comprising the hourly rates submitted in Table 1 should be broken down into the following individual components and should include set-up costs:

- (i) Staff Costs;
- (iii) Telecom and Infrastructure Costs;
- (iv) Other Costs (must be specified)

Table 1 - Hourly Rates (excl. VAT) across England and Wales for Phase 1

Description of Costs	Hourly Rate (HR 1) Mon-Fri 09:00-18:00 hrs (Includes bank holidays)	Hourly Rate (HR 2) Saturday 11:00-17:00 hrs	Hourly Rate (HR 3) Two evenings (Mon-Fri) 18:00-21:00 hrs
Staff Costs	£	£	£
Telecoms / Infrastructure Costs	£	£	£
Other Costs (must be specified)	£	£	£
TOTAL HOURLY RATE	£	£	£
AVERAGE OF THE TOTAL HOURLY RATES THIS IS THE SUM TOTAL OF THE ‘TOTAL HOURLY RATE’ OF COLUMNS HR 1, HR 2, HR 3 DIVIDED BY 3	£		

Instructions for Phase 2 (Incorporating (i) the Pre-private session discussion; (ii) the Truth Project private session; and (iii) the post-private session) (Weighting 14%)

Phase 2 is separated into the following 3 stages:

- (i) Support worker and counsellor to arrive 90 minutes before the start of Private Session;
- (ii) The Truth Project Private Session (typically 1.5 hours); and
- (iii) The Post-Private Session Discussion (typically up to 1 hour).

For evaluation purposes, tenderers are requested to submit a ‘Total Hourly Rate (Blended)’ for each table (2A - 2G) in Phase 2, incorporating staff and non-staff costs.

Tenderers should submit hourly rates in each of the tables 2A - 2G for the different Private Session lengths to reflect the fact that the Inquiry anticipates economies of scale in costs for longer sessions. For example, if a session lasts 3 hours, the hourly rate of 2 - 4.5 hours would apply.

Phase 2 Hourly Rates (excl. VAT) - Tables 2A - 2G

Table 2A - provision of Phase 2 in the North West

Hours	Name(s) of Contractor's Personnel and Role Description	Description of Non-Staff Costs	Non-Staff Costs	Hourly Rate (Blended) (For the avoidance of doubt, this is the combined rate of the Contractor's Personnel and the Non-Staff Costs)
0 - 2 Hrs	<i>Add name(s) of support worker(s)</i> <i>Add name(s) of counsellor(s)</i>	<i>Please itemise</i>	£	£
2 - 4.5 Hrs		<i>Please itemise</i>	£	£
4.5+ Hrs		<i>Please itemise</i>	£	£
TOTAL HOURLY RATE (BLENDED)				£
AVERAGE HOURLY (BLENDED) RATE (THIS IS THE SUM OF 'TOTAL HOURLY RATE (BLENDED)' DIVIDED BY 3)				£

Table 2B - provision of Phase 2 in the North East

Hours	Name(s) of Contractor's Personnel and Role Description	Description of Non-Staff Costs	Non-Staff Costs	Hourly Rate (Blended) (For the avoidance of doubt, this is the combined rate of the Contractor's Personnel and the Non-Staff Costs)
0 - 2 Hrs	<i>Add name(s) of support worker(s)</i> <i>Add name(s) of counsellor(s)</i>	<i>Please itemise</i>	£	£
2 - 4.5 Hrs		<i>Please itemise</i>	£	£
4.5+ Hrs		<i>Please itemise</i>	£	£
TOTAL HOURLY RATE (BLENDED)				£
AVERAGE HOURLY (BLENDED) RATE (THIS IS THE SUM OF 'TOTAL HOURLY RATE (BLENDED)' DIVIDED BY 3)				£

Table 2C - provision of Phase 2 in Wales

Hours	Name(s) of Contractor's Personnel and Role Description	Description of Non-Staff Costs	Non-Staff Costs	Hourly Rate (Blended) (For the avoidance of doubt, this is the combined rate of the Contractor's Personnel and the Non-Staff Costs)
0 - 2 Hrs	<i>Add name(s) of support worker(s)</i> <i>Add name(s) of counsellor(s)</i>	<i>Please itemise</i>	£	£
2 - 4.5 Hrs		<i>Please itemise</i>	£	£
4.5+ Hrs		<i>Please itemise</i>	£	£
TOTAL HOURLY RATE (BLENDED)				£
AVERAGE HOURLY (BLENDED) RATE (THIS IS THE SUM OF 'TOTAL HOURLY RATE (BLENDED)' DIVIDED BY 3)				£

Table 2D - provision of Phase 2 in London and the South East

Hours	Name(s) of Contractor's Personnel and Role Description	Description of Non-Staff Costs	Non-Staff Costs	Hourly Rate (Blended) (For the avoidance of doubt, this is the combined rate of the Contractor's Personnel and the Non-Staff Costs)
0 - 2 Hrs	<i>Add name(s) of support worker(s)</i>	<i>Please itemise</i>	£	£
2 - 4.5 Hrs		<i>Please itemise</i>	£	£
4.5+ Hrs		<i>Please itemise</i>	£	£
TOTAL HOURLY RATE (BLENDED)				£
AVERAGE HOURLY (BLENDED) RATE (THIS IS THE SUM OF 'TOTAL HOURLY RATE (BLENDED)' DIVIDED BY 3)				£

Table 2E - provision of Phase 2 in the South West

Hours	Name(s) of Contractor's Personnel and Role Description	Description of Non-Staff Costs	Non-Staff Costs	Hourly Rate (Blended) (For the avoidance of doubt, this is the combined rate of the Contractor's Personnel and the Non-Staff Costs)
0 - 2 Hrs	<i>Add name(s) of support worker(s)</i>	<i>Please itemise</i>	£	£
2 - 4.5 Hrs		<i>Please itemise</i>	£	£
4.5+ Hrs		<i>Please itemise</i>	£	£
TOTAL HOURLY RATE (BLENDED)				£
AVERAGE HOURLY (BLENDED) RATE (THIS IS THE SUM OF 'TOTAL HOURLY RATE (BLENDED)' DIVIDED BY 3)				£

Table 2F - provision of Phase 2 in London and the Midlands

Hours	Name(s) of Contractor's Personnel and Role Description	Description of Non-Staff Costs	Non-Staff Costs	Hourly Rate (Blended) (For the avoidance of doubt, this is the combined rate of the Contractor's Personnel and the Non-Staff Costs)
0 - 2 Hrs	<i>Add name(s) of support worker(s)</i>	<i>Please itemise</i>	£	£
2 - 4.5 Hrs		<i>Please itemise</i>	£	£
4.5+ Hrs		<i>Please itemise</i>	£	£
TOTAL HOURLY RATE (BLENDED)				£
AVERAGE HOURLY (BLENDED) RATE (THIS IS THE SUM OF 'TOTAL HOURLY RATE (BLENDED)' DIVIDED BY 3)				£

Table 2G - provision of Phase 2 in the Midlands

Hours	Name(s) of Contractor's Personnel and Role Description	Description of Non-Staff Costs	Non-Staff Costs	Hourly Rate (Blended) (For the avoidance of doubt, this is the combined rate of the Contractor's Personnel and the Non-Staff Costs)
0 - 2 Hrs	<i>Add name(s) of support worker(s)</i> <i>Add name(s) of counsellor(s)</i>	<i>Please itemise</i>	£	£
2 - 4.5 Hrs		<i>Please itemise</i>	£	£
4.5+ Hrs		<i>Please itemise</i>	£	£
TOTAL HOURLY RATE				£
AVERAGE HOURLY (BLENDED) RATE (THIS IS THE SUM OF 'TOTAL HOURLY RATE (BLENDED)' DIVIDED BY 3)				£

Instructions for Phase 3: Pre-arranged follow-up calls and Table 4: Inquiry events and meetings

Tenderers are requested to complete Tables 3 and 4, by proposing a blended hourly rate for each. The costs comprising the blended hourly rate submitted in Table 3 should include staff costs and non-staff costs, which must be specified in the column "Non-Staff Costs".

Table 3 - Hourly Rates for Phase 3* (excl. VAT) (Weighting 7%)

Name of Contractor's Personnel	Description of Non-Staff Costs	Non-Staff Costs	Hourly Rate (Blended)
<i>Add Name</i> <i>Add Name</i>	<i>Please itemise</i>	£	£

*Includes cost of telephone support for written accounts and audio recordings

Table 4: Hourly rate (excl. VAT) for Inquiry events and meetings (Weighting 2%)

Name of Contractor's Personnel	Description of Non-Staff Costs	Non-Staff Costs	Hourly Rate (Blended)
<i>Add Name</i> <i>Add Name</i>	<i>Please itemise</i>	£	£

Name of Tenderer: