

**C0517b: Invitation to Tender for Research and Consultancy Services**

**London Regional Adoption – Project Management**

London Councils is committed to fighting for more resources for London and getting the best possible deal for London’s 33 councils. We act as a catalyst for effective sharing of practice, knowledge, information and services between boroughs.

On behalf of the Association of London Directors of Children’s Services as the project lead and sponsor, London Councils is now seeking to fill a number of roles which will be key to developing the outline business case for the future London regional adoption agency

This information will provide local authorities with clarity needed to enable decision making and to proceed to consultation. It will also identify areas of opportunity for piloting at an earlier stage.

**Background**

The Department for Education (DfE) paper, [*Regionalising Adoption*](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/219661/Further_20Action_20on_20Adoption.pdf), set out the government proposals to move to regional adoption agencies to speed up matching, markedly improve the life chances of neglected and damaged children, improve adopter recruitment and adoption support; and reduce costs.

In September 2015, the London Adoption Board submitted a proposal to the DfE to establish a London-wide adoption and special guardianship service with London local authorities, the voluntary sector and national partners working together to deliver recruitment, matching and adoption and special guardianship support functions. This proposal included all London local authorities (LAs) and 10 voluntary adoption agencies (VAAs).

During the first year of the London Regional Adoption project, a high level operational and governance model was developed for the future London Regional Adoption Agency (LRAA). Participating organisations recently sought formal ‘in principle’ sign up to the future agency through their local political governance arrangements, based on this initial work, and 26 LAs have signed up at this stage.

From January to March 2017, the project developed the next level of detail for the operational design of the future agency and began discussions on the future workforce needs. In the next phase of work we are developing the outline business case.

As the project is now beyond the initial scoping phase, the project manager will oversee the recruitment of a fixed term contract team to proceed with the work from the earliest stage possible.

London Councils are seeking a project manager to coordinate the workstreams and oversee the recruitment of the permanent team through the next phase of work. The work will initially be confirmed for June to August 2017, with extension in the case of no appointment to the future fixed term contract project manager role by the end of this period.

For more information, please visit the London Councils website – [here](http://www.londoncouncils.gov.uk/our-key-themes/children-and-young-people/regionalising-adoption-vision-london).

**Objectives**

During this phase, the requirements for the project manager are as follows:

1. Coordinate recruitment of the permanent project team.

* Develop job descriptions and adverts.
* Organise shortlisting and interviewing of candidates.
* Plan handover to this team.

1. Support workstreams to deliver their outcomes.

* Develop robust plans for the project in collaboration with workstream leads.
* Assess risks for each workstream and plan mitigation for these risks.
* Track progress against these plans.
* Support workstreams to deliver coordinated activity, including a series of joint workstream borough visits.
* Develop the production of a coordinated outline business case document.
* Act as an advocate for the project during meetings.
* Monitor and assign emails from the shared email boxes.

1. Manage project resource and risk.

* Identify contractors for the workforce, IT and estates elements of work.
* Track project budget.

1. Manage project governance.

* Manage the Regional Adoption Steering Group.
* Prepare and present papers for the steering group, London Adoption Board, and the Assosication of London Directors of Children’s Services.
* Prepare regular reports for the Department of Education.

1. Support project learning.

* Attend DfE learning events as required to ensure learning from other projects.
* Arrange and attend visits.

**Methodology**

Project plans and budget projections are required to be completed using DfE agreed formats. Workstream reporting documentation should be standardised and maintained across workstreams. Project planning and risk management should be documented and version control maintained.

Recruitment and procurement activity will take place in line with London Councils policies and procedures.

This project is being included in the government’s Contracts Finder database to comply with recent changes in national procurement policy which specifies that any procurement opportunities and contract awards above certain low thresholds (£25,000) are published on [Contracts Finder](https://www.gov.uk/contracts-finder).

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| **Activity** | **Date** |
| Deadline for receiving tender | 3pm, 9 June 2017 |
| Contractors informed of outcome | w/c 12 June 2017 |
| Contract awarded | w/c 12 June 2017 |

**Tender Requirements**

Bidders should provide the following information in their tender:

1. Proposed methodology and approach.
2. An outline of all outputs from the project.
3. Arrangements for project management, reporting and quality control.
4. Research timetable with key milestones, including any risks that may affect the timing or delivery of outputs and contingencies.
5. Clear structure of charges including day/hour rates, time spent on tasks, expenses. VAT will be paid at the applicable rate (an example of a clear cost structure is given in annex 2).

We will evaluate your response against the evaluation criteria given below.

**80/20:** 80% quality and 20% cost

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| **Evaluation criteria – Quality [80% of the total]** | **Weighting** |
| 1. Understanding of the aims and objectives of the London Regional Adoption project.  * Evidence of a clear understanding of working with a diverse range of stakeholders to successfully deliver the project in accordance with the workstream objectives. * Evidence of a clear understanding the interdependencies with other work streams and tools to ensure risk is appropriately managed and mitigated.   Demonstrable understanding of the national policy landscape and priorities for London in that context. | 20% |
| 1. Your experience of undertaking similar projects in local authority environments.   Linked to workstream objectives, we are seeking -   * A qualified project manager with substantial evidence of experience in successfully delivering large scale projects involving a significant number of stakeholders and multiple interdependent workstreams. * Evidence of delivering large scale projects involving complex organisational development and change, with a particular emphasis on creating new service pathways and/or commissioning or delivery arrangements. * Evidence of effective project management which mitigates risks.   Evidence of working successfully with complex stakeholder groups. | 40% |
| 1. A clear methodology and approach to the work described above.   A clear and realistic plan to deliver objectives between now and August, including priorities for the service lead and milestones. | 40% |

**Format of Tender Response**

If you wish to apply, **an electronic copy of your tender response with completed FOI and Equal Opportunities documents** (available on the website) should be sent by email to [tenders@londoncouncils.gov.uk](mailto:tenders@londoncouncils.gov.uk?subject=C0517b%20-%20LRAA%20comms%20role%20[insert%20organisation%20name%20here]), quoting reference number **C0517b** to arrive by **3pm on 9th June 2017. All submission documents should be provided in Microsoft Word format.**

If necessary, you may seek clarification on the procurement process or the specification by contacting Sorcha Rooney via [Sorcha.Rooney@londoncouncils.gov.uk](mailto:Sorcha.Rooney@londoncouncils.gov.uk?subject=C0517b%20Query).

Enquiries will not be answered if received within **2** days of the date for submissions of tenders. Bidders should note that responses to each enquiry will be copied to all organisations bidding (though will not identify the originator of the enquiry) through the London Councils website.

If you are aware that the submission of your tender may give rise to a potential conflict of interest, please inform the officer to whom you are making the application.

***Full instructions to bidders are also provided in Annex One. Bidders are advised to read all instructions before submitting their tender.***

**Freedom of Information Act**

You should be aware that the information you submit may be subject to a request for information. The provision of any information to external parties by London Councils is determined by statutory conditions provided for in the Freedom of Information Act 2000.

**Equality Opportunities**

The successful contractor will be required to comply with London Councils Equal Opportunity Policy and bidders should complete the Equal Opportunities Questionnaire with their tender submission.

**Terms and Conditions**

Please see accompanying terms and conditions and confirm acceptance in your submission.

Annex One: Instructions to bidders

# **Tender Submissions**

* 1. All pages of the bidder’s tender should be sequentially numbered (including any annexes and supporting documents).
  2. Bidders are advised to submit tenders by email to [tenders@londoncouncils.gov.uk](mailto:tenders@londoncouncils.gov.uk?subject=C0517b%20-%20LRAA%20comms%20role%20[insert%20organisation%20name%20here]).
  3. The tender must not arrive later than the date and time stipulated. Tenders received after that time may not be considered unless the bidder can prove that the tender was dispatched in sufficient time to meet the deadline.
  4. By submitting a tender, the bidder agrees to keep that tender open for acceptance by London Councils for 90 days following the closing date.
  5. London Councils does not accept suppliers’ Terms and Conditions.

# **Amendments to Tender Documents**

* 1. Prior to the deadline, London Councils may modify the tender documents by amendments in writing. London Councils may extend the deadline for tenders to allow for significant amendments to be fully assessed and taken into account.
  2. The bidder may modify the tender prior to the deadline for receipt by giving notice in writing or by email.
  3. No tender may be modified after the deadline for receipt.
  4. The contractor may not transfer, assign or sublet the contract, or any part thereof, without the prior written consent of London Councils. If such consent is given the contractor will remain liable for the performance of the contract in its entirely as if such assignment or sublet had not taken place.

# **Tender Charges**

* 1. Charges must be in pounds sterling and be inclusive of all costs but can be exclusive of VAT.
  2. Charges shall be fixed for the duration of the Contract and will not be subject to any variation unless detailed in the Contract document.
  3. London Councils shall not be liable for any costs incurred in the production of the tender submission.

# **Tender Evaluations**

* 1. London Councils intends to commission the most economically advantageous tender and reserves the right to accept or reject all or any part of any tender.
  2. London Councils does not bind itself to accept the lowest charged tender.
  3. London Councils reserves the right to change the timing or any other aspect of the procurement process or to cancel the procurement process at any stage without prior notice.

# **Intellectual property rights**

* 1. All information provided by London Councils shall be treated by the Contractor as confidential except where prior written consent has been given by London Councils that such information may be disclosed. The dissemination of information within your organisation should be on a need-to-know basis.
  2. All intellectual property rights arising from the work will reside with London Councils.

Annex Two: Example of cost structure

**Example of cost table**

Below is an example of a clear cost structure. Other cost breakdowns will be accepted; however a clear structure that will allow London Councils to easily assess value for money – including cost per stage and/or days/hours per person - should be used.

