**Social Work England**

**Invitation to Tender**

for the

**Provision of Training Services**

**(Fitness to Practise partner roles; Panel Members and Legal Advisers).**

**Reference – Social Work England SWE10100**

**Closing date for submission of tender: Friday 4th March 2022 @ 17:00**

Please complete your completed tender submission in accordance with the instructions provided

CONTENTS

This document is in two parts

Part A: is the invitation to tender and provides all the background information, a description of what is required, and an overview and instructions for the completion and submission of the tender document.

* Introduction
* Requirement (including Specification)
* Procurement Process
* Evaluation of Tenders
* Instructions for completing the tender.

Part B: is the tender submission document, this should be completed in full and returned in advance of the deadline in accordance with the instructions given.

**Part A**

1. **Overview**
   1. [Social Work England](https://socialworkengland.org.uk/) is a non-departmental public body, established by '[The Children and Social Work Act 2017](https://www.socialworkengland.org.uk/about/what-we-do/publications/children-and-social-work-act-2017/)' and  '[The Social Workers Regulations 2018](https://www.socialworkengland.org.uk/about/what-we-do/publications/the-social-workers-regulations-2018/)', sponsored by the Department of Education in consultation with the Department of Health and Social Care.

The Department for Education has responsibility for child and family social workers, and the Department of Health and Social Care for adult social workers. Our office is based in Sheffield, alongside our hearing suites.

Our purpose is to regulate social workers in England so that people receive the best possible support whenever they might need it in life. Our overarching objective is to protect the public (section 37(1)).  [The Children and Social Work Act 2017](https://www.socialworkengland.org.uk/about/what-we-do/publications/children-and-social-work-act-2017/) also describes how we will pursue this through the following objectives:

* To protect, promote and maintain the health, safety and wellbeing of the public
* To promote and maintain public confidence in social workers in England
* To promote and maintain proper professional standards for social workers in England (section 37 (2))
  1. We regulate the social work profession by: -
* Setting standards of practice and conduct in social work
* Assuring the quality of social work education
* Registering qualified social workers
* Ensuring social workers keep their skills and knowledge up to date
* Investigating concerns about social workers
  1. The Social Workers Regulations 2018 set out the arrangements for the registration of social workers, for their education and training and for discipline and fitness to practise. These regulations also set out the procedure for making rules. Our current rules for the fitness to practise process are available on our [website.](https://www.socialworkengland.org.uk/about/publications/fitness-to-practise-rules/)
  2. Our central focus is public protection. We have, however, been given the tools to achieve this core objective in different ways to other regulators. Our secondary legislation – the Social Workers Regulations 2018 – drew on evidence and recommendations for effective professional regulation from several sources. This includes Government reform proposals for healthcare regulation, the Law Commissions’ recommendations on health and social care regulation and the Professional Standards Authority’s (PSA) Right-touch reform report. The result of this is a framework that allows greater capacity to work collaboratively with social workers under investigation, where circumstances allow, in order to dispose of a fitness to practise concern without the need for a public hearing.

1.5 We collaborate with a range of partners to regulate the social work profession. Our partners are registered social workers, legal professionals and members of the public who provide their expertise to Social Work England. They are a vital part of our organisation, and their combined experience and knowledge ensures that we have balanced representation in all proceedings.

Our partners provide independence, impartiality and transparency. They enable an objective approach to our decision making and make sure that we have both professional and lay input into our work. While many of our partners have previous experience working in similar roles for other regulators, we also recruit people who are new to regulation to ensure a fresh approach.

Read more about our partners in our [appoint rules](https://www.socialworkengland.org.uk/about/publications/appointment-rules/).

We currently have the following partner roles (further detail of these roles is available in appendix 1):

* Panel chair
* Legal adviser
* Lay adjudicator
* Registrant adjudicator

Fitness to practise partners make decisions at hearings about social workers’ professional conduct, competence or health. Our partners work to make sure that cases are dealt with efficiently, objectively and fairly.

Our adjudicators work on interim order hearings/meetings, final hearing and review hearing/meetings, registration appeals or restoration applications. Our Legal advisers provide independent legal advice to the adjudicators on points of law and procedural issues.

1. **Objectives**

We are currently in the process of recruiting 50 new partners. We are therefore looking for a provider who can deliver initial training to our new partners, along with a programme of refresher training to our 135 existing partners

We require a provider who can work in partnership with us to design and deliver a programme of training for all panel members. Specific deliverables required are to:

* design a robust training programme for panel members.
* deliver training sessions for Fitness to Practise (FtP) Panel Members as follows:

**NEW PARTNERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role/Training requirements** | **Number of**  **Sessions** | **Duration of each session** | **To take place in** | **Participants per session** | **Method of delivery** |
| Panel Chairs,  Registrant Adjudicators,  Lay Adjudicators, Legal Advisers | 1 | 2 days (with half a day dedicated to Legal Advisers) | June 2022 | Approx 10 Lay adjudicators, 10 Panel Chairs, 15, Registrant adjudicators, 15 Legal Advisors | Virtual/remote |

**EXISTING PARTNERS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role/Training requirements** | **Number of**  **Sessions** | **Duration of each session** | **To take place in** | **Participants per session** | **Method of delivery** |
| Panel Chairs,  Registrant Adjudicators,  Lay Adjudicators, Legal Advisers | 1 | 1 days (with half a day dedicated to Legal advisers) | June/July 2022 | Approx 105 | Virtual/remote |

Our office is based in Sheffield; however, we are all home based for the time being, and all our hearing’s activity is taking place virtually. The training sessions will therefore be virtual. The provider will provide us with a link to the virtual meeting which social work England will then send out on behalf of the provider. The provider will be required to host the meeting.

The focus of the programme is the design and delivery of the legal and technical aspects required for panel members to effectively discharge their duties. Training for panel members will require an expert in the regulatory sector to deliver key elements of training on law, procedure and good practice in adjudication.

**3. Duration**

* 1. It is expected that the contract will be established for a period of five months from March 2022 to July 2022.

1. **Service Requirements.**

The successful training provider will be expected to work in partnership to design and deliver the training programmes for partners. The successful provider:

* will provide and develop an overarching design plan to be signed off by Social Work England prior to the delivery of the training.
* is expected to commit to deliver all training to partners with sessions being recorded and training materials, worksheets to be provided in advance for the benefit of those who can’t attend.
* it is vital that the training delivered to partners aligns with the expected learning outcomes that Social Work England have identified. Overall, the training needs to ensure panel members are:
  + fully aware of all the decision-making options available to them.
  + aware of and understand any case law that is applicable to them.
  + have a robust understanding of the rules and regulations that apply to each specific area; and,
  + understand the wider principles of law, civil procedure and good practice in adjudication which underpin their roles.
* the successful provider will need to design and produce training materials, ensuring that the delivery of each training programme results in all the learning outcomes (detailed below) being met. It should also be noted that the design and delivery of training should consider the application of [[1]](#footnote-2)Social Work England’s Regulations, Rules, Standards, and Policies (available on our website) in terms of outcomes for panel members.
* The successful provider will be required to have a good command of delivering training in a virtual environment, ensuring that the training is engaging and accessible to all partners.
* all training delivered on behalf of Social Work England must be delivered and quality assured as relevant by a qualified lawyer. Although delivery must be provided by a qualified lawyer, the production of training programmes and the relevant materials can be provided by non-qualified individuals.
* the provider awarded the contract should note and agree that Social Work England may use the training materials for the purposes of its internal training and development, however the material provided is owned by the provider and may not be reproduced in any form by Social Work England without permission.

### Partner Outcomes:

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* detailed understanding of Social Work England’s Legal Framework.
* detailed understanding of the hearings process at Social Work England, as set out in the regulations, Rules and Sanctions policy.
* full appreciation of broader principles of law governing fair, proportionate and transparent adjudication.
* understanding of the key case law and principles underpinning adjudication in professional regulation.
* understanding of how to assess and assign weight to documentary and oral evidence, including how to determine the credibility of witnesses.
* understanding of good practice in collective decision-making and responsibility, including resolving disagreements.
* understanding of good practice in structuring and reasoning of fitness to practise decisions.

| **Job Title** | **Job Description** |
| --- | --- |
| Registrant Adjudicator | *Context:*   * Registrant Adjudicators are appointed to hear cases and contribute to decision making under Regulation 15(3), Regulation 19(3), and Schedule 2, paragraph 12 of The Social Workers Regulations 2018. * Registrant Adjudicators are also appointed to hear and contribute to decision making in respect of Schedule 2, paragraph 8 and 11 (interim orders), paragraph 14 (review of interim orders) and paragraph 15, (review of final orders) of The Social Workers Regulations 2018. * Registrant Adjudicators will sit on a panel and assist in the decision-making process of a hearing to determine whether a social worker’s fitness to practise is, or continues to be, impaired. Registrant Adjudicators will also sit as decision makers on interim order applications, interim order reviews and reviews of final orders. Registrant Adjudicators will also sit as decision makers with respect to registration appeals and applications for social workers to be restored to the register. * *What they do:* * Read documents in advance and assess information quickly and accurately. * Make independent decisions in conjunction with other members of the panel that stand up to scrutiny, doing so under pressure, and articulating these clearly and carefully in precise written judgements. * Evaluate evidence gathered by our investigation teams and our external legal provider and provide analytical scrutiny and expertise to the hearing process, considering complex issues, multiple facts, and emotive issues. * Identify and evaluate any additional evidence required to make determinations. * Refer to and apply the relevant sections of our legislation, rules, guidance and relevant case law when making decisions. * Decide, as appropriate, if regulatory action is required and if so, issue appropriate sanctions and outcomes * Collaborate with other adjudicators to reach consensus on the most appropriate outcome for a case, maintaining public protection as a primary focus. * Make decisions on cases that are robust and well-reasoned and are compliant with the legislation, rules, guidance and relevant case law. * Engage effectively in hearings with hearing participants and panel members, raising questions as and when necessary, during a hearing. * Maintain ethical standards and support others to adhere to these throughout the hearing process. * Maintain competence in panel member skills by attending training and reviewing relevant updates from the adjudications team. |
| Lay Adjudicator | *Context:*   * Lay Adjudicators are appointed to hear cases and contribute to decision making under Regulation 15(3), Regulation 19(3), and Schedule 2, paragraph 12 of The Social Workers Regulations 2018. * Lay adjudicators are also appointed to hear and contribute to decision making in respect of Schedule 2, paragraph 8 and 11 (interim orders), paragraph 14(review of the interim orders) and paragraph 15 (review of final orders) of The Social Workers Regulations 2018. * Lay Adjudicators will sit on a panel and assist in the decision-making process of a hearing to determine whether a social worker’s fitness to practise is, or continues to be, impaired. This includes whether they meet the requirements for registration or restoration to the register. Lay adjudicators will also sit as decision makers with respect to registration appeals and applications for social workers to be restored to the register.   *What they do:*   * Read documents in advance and assess information quickly and accurately. * Make independent decisions that stand up to scrutiny, doing so under pressure, and articulating these clearly and carefully in precise written judgements. * Evaluate evidence gathered by our investigation teams and our external legal provider and provide analytical scrutiny and expertise to the hearing process, considering complex issues, multiple facts, and emotive issues. * Identify and evaluate any additional evidence required to make determinations. * Refer to and apply the relevant sections of our legislation and policy guidance when making decisions. * Decide, as appropriate, if regulatory action is required and if so, issue appropriate sanctions and outcomes. * Collaborate with other adjudicators to reach consensus on the most appropriate outcome for a case, maintaining public protection as a primary focus. * Make decisions on cases that are robust and well-reasoned and are compliant with the legislation, rules, guidance and relevant case law. * Engage effectively in hearings with hearing participants and panel members, raising questions as and when necessary, during a hearing. * Maintain ethical standards and support others to adhere to these throughout the hearing process. * Maintain competence in panel member skills by attending training and reviewing relevant updates from the adjudications team. |
| Legal Advisers | *Context:*   * Legal Advisers are appointed to provide legal advice to adjudicators in relation to hearings and meetings in line with under Schedule 2 of The Social Workers Regulations 2018 including interim order applications, interim order reviews, fitness to practise hearings and final order reviews. * Legal Advisers are also appointed to provide legal advice to adjudicators in line with regulation 19(3) registration appeals and regulation 15(3) restoration applications. * This will include reading the papers in advance of any hearing or meeting; identify and address potential legal issues ahead of the hearing/meeting if necessary; providing legal advice during the proceedings in line with the regulations, rules, guidance and relevant case law; drafting reasons in writing for decisions made by adjudicators. * They are expected to provide timely and appropriate legal advice to ensure a fair, transparent and robust decision-making process which is compliant with the legislation, rules, guidance and relevant case law. * Legal Advisers advise adjudicators but may also be expected to engage with and assist the social worker, particularly if they are not represented to ensure they understand the process.   *What they do:*   * Read papers in advance and assimilate the information quickly and accurately. * Provide clear and sound independent legal advice to panels taking into account the regulations, rules, guidance and ensuring that relevant case law has been considered. * Provide assistance to social workers, applicants or appellants, who attend without representation so they can present their case effectively and have it considered fairly. * Provide legal advice that ensures hearings are conducted effectively in line with the principles of natural justice. * Ensure legal advice is provided to adjudicators to assist them in making decisions as to whether hearings take place in public or private as appropriate to the case. * Work with the adjudicators and the hearings officer to ensure that an accurate, fair and comprehensive draft decision is produced in hard and electronic formats to assist the panel in its decision making. * Refer to and apply the relevant sections of our legislation, rules guidance and relevant case law to assist panels in their decision making. * Highlight legal risks with processes and procedure to the adjudicators and if necessary, the Head of Adjudications. * Maintain ethical standards and support others to adhere to these throughout the hearing process. * Keep your knowledge in relation to regulatory law up to date, attend regular training with Social Work England and review the relevant updates provided by Social Work England. |
| Panel Chairs | *Context:*   * Panel Chairs are appointed to hear cases and contribute to decision making under Regulation 15(3), Regulation 19(3), and Schedule 2, paragraph 12 of The Social Workers Regulations 2018. Panel chairs are also appointed to hear and contribute to decision making in respect of Schedule 2, paragraph 8 and 11(interim orders), paragraph 14 (review of interim orders) and paragraph 15 (review of final orders) of The Social Workers Regulations 2018. * This includes reading papers in advance of hearing, chairing the proceedings and ensuring the hearings run efficiently and effectively in line with the relevant regulations, rules, guidance and relevant case law. * Panel Chairs will lead a panel of other adjudicators and assist in the decision-making process in relation to interim order applications, interim order reviews, fitness to practise hearings and final order reviews. * Panel Chairs will also lead and assist in decision making with respect to registration appeals and restoration applications. *What they do:* * Read documents in advance and assimilate information quickly and accurately. * Make decisions and offer direction at case management meetings in relation to evidence, witnesses, hearing length, allegations or anything else of relevance to ensure the smooth running of a hearing. * Ensure that social workers, applicants or appellants who are not represented or not able to attend a hearing are still able to present their case and have it considered fairly. * Ensure that hearings/meetings are conducted fairly, efficiently and effectively. * Ensure that a hearing is held in public or private when appropriate to do so. * Make decisions, in conjunction with the other adjudicators, requesting legal advice where appropriate * Decide if regulatory action is required and if so, issue appropriate sanctions and outcomes. * Ensure that an accurate, fair and comprehensive decision is produced in digital copy which reflects the decision made by the adjudicators and the legal advice received. * Make robust and independent and well-reasoned decisions, in line with regulations, rules, guidance and relevant case law. * Evaluate all the evidence and provide analytical scrutiny and expertise to the case, considering complex issues, multiple facts, and emotive issues. * Refer to and apply the relevant sections of Social Work England’s legislation, rules, guidance and relevant case law, when making decisions. * Collaborate with other panel adjudicators to reach consensus on the most appropriate outcome for a case, ensuring that public protection remains the primary focus. * Maintain ethical standards and support others to adhere to these throughout the hearing process. * Maintain competence in panel member skills by attending training and reviewing relevant updates from the adjudications team. |

1. **Pricing**

5.1 Social Work England request a price for the design and delivery of a programme of training for our partner roles as outlined above. Tenderers should note that there is a maximum budget of £50,000 (including VAT) for this requirement.

1. **Procurement Process** 
   1. Social Work England are using this Invitation to Tender to procure a provider via Contract Finder
   2. All Tenders received that are compliant (submitted in accordance with the tendering instructions) will be evaluated within the evaluation criteria set out below.
   3. Tenders should be prepared and submitted using part B of this document below.
   4. Tenders will be evaluated, and bids scored. The bid achieving the highest scores overall will be awarded the contract.

* 1. The following indicative timetable is provided for tenderers’ benefit. Please be aware that these are indicative timescales (with the exception of the deadlines in bold) and may be subject to change at the absolute discretion of Social Work England.

|  |  |
| --- | --- |
| **ACTIVITY** | **EXPECTED DATE** |
| **Invitation to Bid available** | **Friday 11th February 2022** |
| **Closing date for tenderer clarification questions** | **Friday 18thFebruary 2022 @ 5.00pm** |
| **Tender closing date** | **Friday 4th March @ 5.00pm** |
| Initial Evaluation Completed | Wednesday 8th March |
| Contract award | Friday 11th March 2022 |
| Contract Commencement | Monday 21st March 2022 |

1. **Evaluation of Tenders** 
   1. All completed tenders received will be evaluated by officers of Social Work England (as appropriate).
   2. In order to be transparent, and in order that tenderers fully understand how their tender submission will be evaluated, full details of the evaluation process are described below. The following price and quality weightings will be used to determine the most economically advantageous tender:
      1. **Non-Price 70%**
      2. **Price 30%**
   3. NOTE: Failure by a Tenderer to comply with these instructions may invalidate your tender.
   4. Non-price accounts for 70 % of the total tender score. Tenderers will be asked to provide a response to the following sections within the Tender Submission Document.

| **Section** | **Total Score Available** |
| --- | --- |
| Company Details | Information Only |
| Compliance with Specification | Pass / Fail |
| Method Statements | 70 points |
| Price | * + 1. points |

7.5 Please note that the ‘Compliance with Specification’ section will be assessed on a Pass/Fail basis. If a tenderer cannot or is unwilling to comply with the specification, their tender will be deemed as non-compliant and will be excluded from further consideration.

* 1. When completing the questions tenderers must make sure that they answer what is being asked. Anything that is not directly relevant to the question should not be included, but wherever possible tenderers should demonstrate how they will go further than what is being asked for, to add value.
  2. Tenderers should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses. Tenderers are encouraged to use the word count allowed to answer each method statement as fully as possible. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.
  3. Each method statement will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference to responses or information provided elsewhere in your tender submission.

Scoring Scale

7.9 Method Statement and Price responses will be assessed on a scale of 0 to 4 points, as detailed in the table below:

|  |  |  |
| --- | --- | --- |
| In the evaluating officers’ reasoned opinion, the response is | | Points available. |
| 0 | **Unacceptable Response.** No response, response not relevant or question not answered. | 0 points |
| 1 | **Poor.** The response is partially compliant, but with serious deficiencies in meeting service requirements (any supporting evidence is minimal). | 25% Of points available |
| 2 | **Fair.** The response is compliant (some evidence may be provided which supports compliant elements) with shortfalls in meeting service requirements. Any concerns are of a minor nature. | 50% Of points available |
| 3 | **Good.** The response is compliant and offers relevant evidence to support their claims, clearly indicating that service requirements would be met. | 75% Of points available |
| 4 | **Excellent.** The response is compliant and offers relevant detailed evidence to support their claims, clearly demonstrating a comprehensive understanding of the service requirements. | 100% Of points available |

* 1. Please note that scoring ‘0’ for any one or more method statements will give grounds for excluding the tender from further consideration. For any tenders so excluded, that tenderer’s price shall be excluded from the ‘price’ evaluation.

Response to Method Statements

* 1. Tenderers must provide method statements in response to the questions below, to describe how they will meet the requirements of the contract. There are 5 method statements in total.
  2. Tenderers are required to respond to all of the questions below. Questions should be answered in full and should not refer to other documents or appendices.
  3. For each method statement, there is a maximum word limit indicated. Please adjust as necessary the size of the ‘response’ box in order to accommodate your response.

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Method Statement Questions** | **Look Fors** | **Weighting** |
| Q1 | Please provide design and delivery plan(s), with potential dates for delivery, for the training of both existing and new Panel Members/Legal Advisers. Please describe how you aim to use a variety of presentation and training assessment techniques in the delivery of your plan and identify what themes/topics will be covered?    *A maximum number of 500 words should be submitted for this section.*    *Please submit your plan(s) as separate appendix.* | * Logical plan for preparation, delivery and assessment. * Use of a variety of presentation, training and assessment techniques. * Availability to prepare and deliver training and assessment to the required timeframe. * Evidence of the training plan being formed to consider the learning outcomes and role descriptions identified. * Considers overall risks in terms of quality and timeline for delivery. * Evidence of preparing and delivering through a blended learning approach. | 15 Points |
| Q2 | What experience do you have of delivering and assessing bespoke training in regulatory law,  Fitness to Practise processes and other regulatory processes such as registration appeals and restoration applications    *A maximum number of 500 words should be submitted for this section.* | * Evidence of experience and knowledge in the relevant field and/or sector. * Evidence of successful delivery of a comparable training programme. * Knowledge of relevant case law and principles. * Evidence of training and assessment meeting outcomes. | 15 Points |
| Q3 | How would you ensure successful collaboration with Social Work England to guarantee that all the training materials provided are appropriate? Please provide separate examples of relevant material that would be used within the training programmes for panel members and legal advisers    *A maximum number of 500 words should be submitted for this section.*    *Example materials should be submitted as an appendix.* | * Examples of collaboration to achieve successful delivery of training programmes. * Experience of engaging with a supplier to agree and sign-off delivery methods appropriate to the overall learning outcomes identified. * Evidence of appropriate materials that could be used in training delivery models. | 15 Points |
| Q4 | What approach would you use when delivering remote training to a large and diverse group of individuals to ensure full requirements are met within a limited timescale? How would you ensure attendees are engaged and understand the training in a remote space?    *A maximum number of 300 words should be submitted for this section.* | * Considers approaches to adult group learning. * Approach is designed to cater for a diverse audience. * Consideration of different learning styles required to meet all participants needs. * Evidence of understanding of risks associated with large scale group learning. * Evidence of training and assessment being delivered within tight deadlines. | 15 Points |
| Q5 | What assessment and quality assurance frameworks will you use in the design, delivery and assessment of the training programme to ensure the panel members and legal advisers are fully prepared to undertake their role by the conclusion of the programme?    *A maximum number of 300 words should be submitted for this section.* | * Knowledge of required learning outcomes and the role of the partners. * Evidence of designing and delivering assessment activity which incorporate quality assurance frameworks. * Process for providing continuous feedback throughout delivery, to identify individual knowledge gaps within assessment and solutions for identification of development areas. | 10 Points |

Response to Prices

* 1. Prices included in the tender submission should be Net of VAT. VAT should be shown separately as part of your tender submission.
  2. All price questions should be answered. You may provide a spreadsheet for responses to price. Please indicate if you wish to submit a spreadsheet in your response and attach this to your bid submission.

|  |  |  |  |
| --- | --- | --- | --- |
| **Ref** | **Price Questions** | **Look Fors** | **Weighting** |
| Q1 | Please provide a total cost for the delivery of the services as described in the statement of requirements.  A fixed price for the design, delivery and assessment of a training programme for all partner roles. | * Pricing as per table * Includes assumptions around number of days required for design. * Includes assumptions around number of Panel Member training days required. * Includes any additional assumptions. * Includes VAT as a separate line item. | 25 points |
| Q2 | Please provide evidence that your price provides value for money and identifies areas of value-added activity?    *A maximum number of 200 words should be submitted for this section.* | * Identifies areas that provide value for money. * Identifies value added activity. | * 1. points |

7.17 The tender is to be returned by no later than 5pm Friday 4thMarch 2022 (‘the Deadline’). Social Work England reserves the right to reject any responses received after the Deadline.

* 1. Tenderers are requested to submit one copy of their tender electronically via email to [tenders@socialworkengland.org.uk](mailto:tenders@socialworkengland.org.uk) . Please use the following email subject: **Tender response to Partner Training Services**
  2. Social Work England will not be responsible for the costs or expenses of any Tenderer in relation to any matter referred to in this ITT howsoever incurred.
  3. Social Work England may alter the procurement process outlined in this ITT and will notify Tenderers of any such changes. Under no circumstances will Social Work England be liable for any costs or expenses incurred by bidders as a result, directly or indirectly, of any such changes to the procurement process outlined in this ITT.
  4. Social Work England may decide not to award any contract or contracts pursuant to this tender where no satisfactory proposal(s) are received.
  5. Social Work England will, after conducting the evaluation notify bidders who have been successful in gaining an interview. All Interviews will be held virtually via Microsoft Teams.

**8. Completing the Invitation to Tender**

* 1. To enable evaluating officers to assess fully the tenderer’s suitability all of the information requested in this invitation to tender must be provided. Failure to complete the tender submission in full or failure to provide any of the documents requested may result in your tender being rejected. Questions should be answered as instructed:
     1. Please answer every question.
     2. Questions must be answered in English.
     3. When posed with Yes / No questions, please either circle your answer or delete as applicable.
     4. All other questions will require you to input text or numbers, or to tick boxes.
     5. Any figures requested should be stated in full (i.e. £4,000,000 not £4m) and in GBP.
     6. If the question does not apply to you, please write N/A; if you don’t know the answer, please write N/K.
  2. Only the information contained within this invitation to tender or otherwise communicated in writing by Social Work England to the tenderer should be considered when submitting your tender.
  3. Any information and/or documents submitted on or with this tender must relate to the tenderer only - the tenderer being the organisation which it is proposed will enter into a formal contract should their tender be successful. (All responses and submissions provided by the tenderer will form part of that contract). Social Work England may seek further clarification from the tenderer following submission of completed forms where required.

Format of Tender Submission

* 1. Tenderers are required to complete all of the documentation in Part B response to tender.
  2. Complete and return the documentation electronically but do make any changes to the structure and/or order of the document provided (except as necessary to accommodate your responses, i.e., enlarging response boxes etc.).
  3. Please complete the tender in the format requested. Please do not undertake any substantive changes to formatting, only provide attachments if it is expressly requested or are necessary to properly present your offer.
  4. You should complete all details
     1. Company details and general information schedule;
     2. Compliance with Specification
     3. Response to Specification (Method Statements)
     4. Response to Pricing (Pricing Schedule)

8.7.5 Tendering Declaration

* 1. Tenderers should make sure that their responses are authorised at an appropriate level which would enable them, should they be successful, to become the subject of a binding contract.

Moderation of Scores

* 1. The evaluation panel will be made up of officers from Social Work England. An appropriate representative will separately evaluate all of the method statements submitted by tenderers’ and will subsequently meet to discuss their scores, seeking to agree a final score for each method statement separately.
  2. Upon conclusion of the evaluation the score for price and non-price will be combined to give a total score out of 100.
  3. The tenders scoring the highest number of marks overall will be called for interview. Interviews will consist of a number of clarifications and ask a series of questions that will be evaluated.

Award of Contract

* 1. The tenderer scoring the highest points at interview stage will be awarded the contract.
  2. The tenderer to be offered the contract will be advised. The award offered pursuant to this invitation to tender will be based on the most economically advantageous tender, based on the evaluation criteria described above.
  3. Tenderers whom it is proposed will not be offered the contract will be advised of by email and will be intitled to receive feedback.
  4. The terms and condition governing the contract will be Social Work England’s standard terms and conditions:



# Part B - To be completed in response to Invitation to Tender

**Please complete all of the information requested below and return to** [**tenders@socialworkengland.org.uk**](mailto:tenders@socialworkengland.org.uk) **by 5pm on Friday 4th March 2022.**

**1.** **Company details and general information schedule;**

General information questions are asked for information purposes only and the responses will not be evaluated. The answers do however give the evaluation panel an overview of the organisation and its structure, please complete in full.

|  |  |  |
| --- | --- | --- |
|  | **ORGANISATION DETAILS** | |
|  | Please state the full name of the organisation submitting this tender | |
|  | |
|  | Please state the registered office address | |
| Address: | |
| Postcode: | |
|  | Please state the company registration number | |
|  | |
|  | Please state the VAT registration number | |
|  | |
|  | To the best of your knowledge, does any director or senior officer of your organisation have any personal or financial connection with any member or senior officer of Social Work England? | YES / NO |
| If yes, please provide details | |
|  | **Contact Details** (for communications, correspondence and enquiries relating to this tender submission) | |
|  | Please state the contact’s name, and position within the organisation: | |
| Name:  Position: | |
|  | Please state the contact’s address: | |
| Address:  Postcode: | |
|  | Please state the contact’s telephone number and email address: | |
|  | |

* 1. Compliance with Specification

Tenderers must provide a response to the Compliance with Specification section included below. Tenderers should note that this section will be assessed on a Pass/Fail basis. Therefore, if a tenderer cannot or is unwilling to answer ‘Yes’, their tender will be deemed non-compliant and will be excluded from further consideration. Tenderers should confirm by deleting the inappropriate answer.

|  |  |
| --- | --- |
| I confirm I/we comply with all elements of the requirement and specification as outlined in part A of this Invitation to Tender. | YES / NO |
| Please use the space below to outline any areas where you cannot comply, or to provide any further information regarding compliance with the specification that you have not been able to state elsewhere in your tender submission. | |
|  | |

* 1. Response to Method Statements

Tenderers are referred to (Part A) Point 7 - Evaluation of Tenders of the invitation to tender and reminded that evaluation of their method statements will account for 70% of their total tender score.

For each method statement, there is a maximum word limit of 500 words. Please adjust as necessary the size of the ‘response’ box in order to accommodate your response.

| **Ref** | | **Method Statement Questions** |  |
| --- | --- | --- | --- |
| 1 | | Please provide design and delivery plan(s), with potential dates for delivery, for the training of both existing and new Panel Members/Legal Advisers. Please describe how you aim to use a variety of presentation and training assessment techniques in the delivery of your plan and identify what themes/topics will be covered?  *A maximum number of 500 words should be submitted for this section.*    *Please submit your plan(s) as separate appendix.* | |
| **Response:** | | | |
| 2 | | What experience do you have of delivering and assessing bespoke training in regulatory law,  Fitness to Practise processes and other regulatory processes such as registration appeals and restoration applications    *A maximum number of 500 words should be submitted for this section.* | |
| **Response:** | | | |
| 3 | | How would you ensure successful collaboration with Social Work England to guarantee that all the training materials provided are appropriate? Please provide separate examples of relevant material that would be used within the training programmes for panel members and legal advisers    *A maximum number of 500 words should be submitted for this section.*    *Example materials should be submitted as an appendix.* | |
| **Response:** | | | |
| 4 | | What approach would you use when delivering remote training to a large and diverse group of individuals to ensure full requirements are met within a limited timescale? How would you ensure attendees are engaged and understand the training in a remote space?    *A maximum number of 300 words should be submitted for this section.* | |
| **Response:** | | | |
| **5.** | What assessment and quality assurance frameworks will you use in the design, delivery and assessment of the training programme to ensure the panel members and legal advisers are fully prepared to undertake their role by the conclusion of the programme?    *A maximum number of 300 words should be submitted for this section.* | | |
| **Response:** | | | |

* 1. Response to Pricing

Tenderers are referred to (Part A) Point 7 - Evaluation of Tenders of the invitation to tender and reminded that evaluation of their Price questions will account for 30% of their total tender score.

**Prices included in the tender submission should be Net of VAT. VAT should be shown separately as part of your tender submission.**

**All price questions should be answered. You may provide a spreadsheet for responses to price. Please indicate if you wish to submit a spreadsheet in your response and attach this to your bid submission.**

| **Ref** | **Price Questions** |  |
| --- | --- | --- |
| 1 | Please provide a total cost for the delivery of the services as described in the statement of requirements.  A fixed price for the design, delivery and assessment of a training programme for all partner roles. | |
| **Response:** | | |
| 2 | Please provide evidence that your price provides value for money and identifies areas of value-added activity?    *A maximum number of 200 words should be submitted for this section.* | |
| **Response:** | | |

* 1. Tendering Declaration

[Wording to be produced on Responder’s headed paper]

Dear Social Work England Commercial Team,

**SOCIAL WORK ENGLAND – TENDER FOR** **Provision of Training Services**

**(Fitness to Practise partner roles; Panel Members and Legal Advisers).  Reference – Social Work England SWE10100**

Having examined the ITT and all of its Appendices and, subject to and upon the terms specified in those documents, we do hereby offer to enter into an agreement with Social Work England for the provision of the services specified in those documents at the rates/prices detailed in the Response to the Tender. 

If this offer is accepted, we will execute an Agreement substantially in the form identified in the ITT within the timetable set in Part A of the Tender (or as subsequently amended by Social Work England).

Unless and until a formal Agreement has been executed by us both, your written acceptance of this Tender with all its enclosures shall not constitute a binding contract between us. We understand that you are not bound to accept the lowest price or any Tender.

We agree that any other terms or conditions of contract or any general reservations which may be printed on any correspondence emanating from us in connection with this Tender, or with the Agreement, shall not be applicable to the Agreement.

We agree that any Agreement that may result from this Tender shall be subject to the laws of England and Wales, as interpreted by a Court in that jurisdiction, and furthermore, we submit to the jurisdiction of the English and Welsh Courts.

We undertake to keep this Tender open for acceptance by Social Work England for a period of sixty (60) working days following the Tender Submission Deadline (Friday 4th March 2022).

Non-Collusion Certificate

We certify that this is a bona-fide tender intended to be competitive and that we have not fixed or adjusted the amount of the Tender or the rates and prices quoted, by, or under or in accordance with any agreement or arrangement with any other person.

We certify that we have not, and undertake that we will not, at any time:

a) communicate to any person other than Social Work England’s Commercial Team the amount or approximate amount of our proposed Tender (other than to obtain necessary quotations for the preparation of this Tender and/or as necessary to obtain appropriate insurance cover); 

b) enter into any agreement or collusion or arrangement (whether paid or unpaid) with any other person to the effect that they shall refrain from submitting a tender, or in relation to the contents or amounts of any tender to be submitted;

c)    offer any inducement, fee or reward directly or indirectly to any employee (including temporary appointments), board member or any other related associate of Social Work England in order to influence the outcome of this Tender; or

d)    do anything which would constitute a breach of the Bribery Act 2010. 

I warrant that I have all requisite authority to sign this Tendering Declaration and confirm that I have complied with all the requirements of the ITT.

For and on behalf of: (Name of organisation)

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name of Signatory and Position:** |  |
| **Name of Organisation:** |  |
| **Date:** |  |

1. <https://socialworkengland.org.uk/> [↑](#footnote-ref-2)