****

**Application form to be included on a preferred list of Providers to Develop an Inclusive School Culture**

**Contact: Annie Southgate**

**Address: Floor 3 County Hall, Martineau Lane, Norwich NR1 2DH**

**Reference:** **NCCT41748**

**Contract commencement date**: **14h December 2018**

**Issue date: 26th November 2018**

**Closing date: 2pm 7th December 2018**

**There are 35 schools in the Norwich Opportunity Area. Norfolk County Council wish to establish an approved list of 5 Providers to support schools in managing challenging behaviour.**

# Background Information

**Norwich Opportunity Area**

Young people in Norwich from disadvantaged backgrounds are less likely than their peers elsewhere in England to leave school with a good level of attainment, go on to study for a level 3 qualification (such as A levels), continue with education or employment from age nineteen, or go to university.

Norwich has been identified as an Opportunity Area by the Department for Education to address this problem. This activity is part of the [delivery plan](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/658582/Social_Mobility_Delivery_Plan_Norwich_v6__FINAL_.pdf).

In Norwich rates of permanent and fixed term exclusion are too high, and the Opportunity Area has set a target to reduce the 2017 figure by two thirds by 2020.

The approach we are taking to meet this target is to create the Norwich Inclusion Charter – a network of schools that commit to a set of principle and receive funded support to meet them

This project is part of that funded support.

* You can read the Inclusion Charter [here](https://norwichopportunityarea.files.wordpress.com/2018/11/norwich-evidence-based-practice-fund-list-of-approved-bids.docx).
* We are inviting Providers to apply to be included on a list of pre-approved providers.
* Depending on the price and capacity you can offer, we will offer contracts with individual providers as required. **There is no guarantee of any work or contracts being placed with you even if you are selected to join the preferred list.**

The total budget for this project is £150,000 with a price cap of £10,000 per individual school, however providers are invited to offer pricing plans to include MATs and groups of schools across phases.

* 1. Introduction

**Norwich Opportunity Area Priorities**

Norwich Opportunity Area has identified four priorities to improve social mobility. This activity sits within priority 3:

**Priority 3: Support children at risk of exclusion from school**

3.2: In order to ensure that no child is excluded unnecessarily, we will work with headteachers, alternative provision providers and the local authority to review approaches to behaviour support, managed moves and temporary alternative provision placements for children at risk of exclusion.

3.5: We will target new interventions at those children most at risk of exclusion from school. As well as working with schools and the local authority we will seek to work with partners in the voluntary sector and the health sector.

**Strand**

“To support Norwich schools in managing challenging behaviour, we will deliver new behaviour management training for teachers” *NOA Delivery Plan*

# Statement of Requirement

* 1. Background to this priority

Rates of exclusion are high in Norwich, leading to high numbers of pupils either being educated in alternative provision, or not attending school at all. There is limited understanding of precisely why exclusions are so high relative to the rest of England, however we know that most exclusions are for persistent disruptive behaviour.

A “Norwich Inclusion Charter” has been developed in consultation with schools, local partners and the local authority. The Charter represents a shared commitment to collaborate to reduce exclusion in the city and will be supported by a range of interventions funded by the Opportunity Area.

Developing an Inclusive School Culture is one of the areas.

* 1. Outputs

The NOA includes 35 primary/infant/junior schools, 8 secondary schools and 6 special schools.

We wish to have a maximum of 5 Providers on this approved list to:

* Support the school leadership in developing existing behaviour policy and practice
* Offer a distinct whole-school approach to behaviour management
* Support development of a school inclusion action plan
* Training and coaching for leaders, governors, teachers and support staff
* A strategy for parental involvement in behaviour approach
* A mechanism for schools to monitor and evaluate the impact of the approach
  1. Targeted Schools

All schools in the NOA, primaries and special schools will be given first refusal by 18/1/19, with unallocated funding for this project available then to secondary schools to be identified by 28/1/19

* 1. Short term outcomes
* Participating schools create a clear vision for inclusive practice
* School staff demonstrate increased confidence in dealing with poor/challenging behaviour
* Reduced incidences of disruptive behaviour, evidenced by the school’s recording method
* Children and young people demonstrate improved attendance and engagement in school
* Children report an increased sense of belonging and engagement in their education setting
  1. Long Term Outcomes
* Reduced fixed and permanent exclusions
* Reduced staff turnover and sickness
* Improved outcomes for children and young people
* More successful transitions between phases and schools/college
  1. Evidence Base

The [EEF toolkit](https://educationendowmentfoundation.org.uk/evidence-summaries/) is a good reference for positive, evidence based strategies.

The Norwich Research School has summarised some of the available research for us – their report can be accessed [here](https://norwich.researchschool.org.uk/2018/05/24/inclusion-exclusion-what-does-the-evidence-say/).

<http://www.barnardos.org.uk/not_present_and_not_correct.pdf>

* 1. Reporting

Termly reports at specific reporting points that highlight progress against the outputs in 2.2 above for each school.  Milestones will be agreed with the project manager at call off.

A summary report of outputs at the project end.

* 1. Additional Information

This project is overseen by the Norwich Inclusion Charter project manager Jan Cockburn. Contact her on [janet.cockburn@norfolk.gov.uk](mailto:janet.cockburn@norfolk.gov.uk) for further details about the Norwich Inclusion Charter.

Information on the Norwich Opportunity Area project can be found [here](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/650415/Social_Mobility_Delivery_Plan_Norwich.pdf)

Applicants should demonstrate an evidence led approach, which should be suitably referenced in the application.

The EEF provides some guidance on good practice [here](https://educationendowmentfoundation.org.uk/evidence-summaries/teaching-learning-toolkit/behaviour-interventions/#costs) and [here](https://educationendowmentfoundation.org.uk/school-themes/character/)

* 1. Total Contract Value

There is a budget to provide this service totalling £150,000

We are asking you to provide a price per school to deliver the service. This price must not exceed £10,000 per school.

* 1. Experience and Expertise

**Prospective providers should meet the following criteria:**

**Expertise**: Staff demonstrate a significant track record of delivering training, coaching and supporting cultural change in organisations, and behaviour management in schools. Expertise in training at all levels from senior managerial to operational. A strong and up to date understanding of safeguarding.

**Experience**: Evidence of impact in other schools, case studies are encouraged. Experience working with schools in areas of low social mobility. Experience working with school leaders and challenging existing practice.

**Further credentials:** Robust safeguarding credentials. Evidence based approach.

**Fees and payment**

The total budget assigned to this project is £150,000.00.

In making a decision as to whether to place with a given provider, a school will look at a supplier’s fees and also capacity.

* 1. Awarding contracts from and operation of the Approved List

When awarding contracts from the Approved List, the Council will use the terms and conditions appended to this document.

* 1. Contract quantities

Please note that there is no guarantee of work.

* 1. Awarding contracts from the framework

Each time a School has a requirement it will either:

* hold a competition involving all providers with the ability to perform the contract. This will involve inviting bids from Providers on the framework and will be scaled to the size and complexity of the requirement (“Further Competition”)

or

* directly award a contract to one supplier from information supplied in this Invitation to Tender and from the prices submitted in the price schedule (“Direct Award”)

# Application Management

This contract will be awarded under the Terms and Conditions of Contract appended to this Application. Suppliers will need to describe how they will deliver the services to meet all the above outcomes and requirements in the Supplier Questions.

Please complete

* Section 5 - Supplier Information
* Section 6 - Supplier Questions
* Section 7 - Pricing Schedule

Receipt of the application

* your response must be received no later than 2pm UK time Friday 7th December
* Your response must be submitted through [to](file:///C:\Users\JBircham\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\QX5G66R4\to) sourcingteam@norfolk.gov.uk
* The Council will not consider any late responses to this application nor will it consider requests for extension of the time or date fixed for the submission of responses. It may, however, in its own absolute discretion extend the time or date fixed for submission and in such circumstances the Council will notify all Suppliers of any change.
* The Council may at its sole discretion change any aspect of or stop this procurement exercise at any point and if it stops the exercise not provide any Supplier with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.
  1. Clarifications

Please email any clarifications to [sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk) FAO Annie Southgate.

Responses to questions will be issued by email return, If you are interested in finding out further information or wish to bid, please send a copy of Section 5 to [sourcingteam@norfolk.gov.uk](mailto:sourcingteam@norfolk.gov.uk) with NCCT41748 – Bidder Details in the subject area.

* 1. Format and content of response

1. Submissions must not be password protected
2. Suppliers are to answer all questions.
3. Suppliers’ responses shall be clearly legible and in at least 11-point type, on a line spacing of at least 1.3 times the type size.
4. Suppliers should not assume that the evaluators have any prior knowledge of their organisation, its capabilities or the solutions it offers.
5. Suppliers are reminded that their proposal should respond specifically to the Council’s requirements. Generic responses which do not take account of the Council’s requirements and circumstances are unlikely to achieve good marks.
   1. Selection process

Scoring method for quality

1. The score for each question will be divided by the maximum possible score of five (5) and then multiplied by the individual weighting for that question to give a weighted score.
2. Suppliers must achieve a minimum quality threshold of 30 out of the 70 marks available for quality or the application will be rejected.
3. Suppliers will be scored on their responses to the Supplier Questions in Section 6 in relation to the requirements of the specification. Each question is separately weighted.
4. We intend to appoint no more than 5 applicants for each lot.
5. The top scoring applicants for each lot will be appointed to the preferred list.

Scoring method for Price

1. The formula to be used to calculate the score for price is as follows:
   * The bid with the lowest total price will be allocated the maximum number of points, with other Bidders being awarded marks in proportion to this price, so that for example a total price that is 30% more expensive will receive 30% fewer marks, one that is 60% more expensive will receive 60% fewer marks etc.
2. A total of 30% of the overall score is allocated to Price.

Overall score

1. Places will be awarded to the 5 top scoring Providers whose submission results in the highest combined quality and price score.

|  |  |
| --- | --- |
| **Award Criteria - Weightings for quality and price** | |
| **Overall Price weighting** | 30% |
| **Overall Quality weighting** | 70% |
| **Total** | 100% |

1. All questions will be scored using the following descriptors.

|  |  |
| --- | --- |
| **Descriptors for the allocation of quality scores** | **Mark awarded** |
| Applicant fails to provide a response or Applicant provides a response of such a poor standard as to provide no confidence that the Applicant meets the requirements. **If any question receives a score of ‘0’, the entire submission will be rejected.** | 0 |
| Applicant provides a response of such a poor standard as to provide little confidence that the Applicant meets the requirements. The response shows many or all the issues listed at mark 2. | 1 |
| A response with some clear strengths but giving some concern, because some of the following apply:   * The question is only answered in part; and/ or * The approach described appears to only partially meet the requirement; and/ or * The approach described appears not to deliver expected levels of (as appropriate) functionality, performance, environmental performance, outcome, ease of use or other relevant characteristics; and/or * The approach does not reflect accepted good practice; and/or * The response is not specific enough; and/ or * The supporting documents (where requested) are of insufficient quality, depth or relevance. | 2 |
| An acceptable response, with some degree of weakness but where the weakness does not cause fundamental concerns and is outweighed by the strengths. | 3 |
| A good response where the strengths clearly outweigh any minor weakness(es), and the majority of aspects below apply:   * All aspects of the question are fully answered * The approach described fully meets the requirement * The approach reflects accepted good practice * The response is specifically tailored to the requirements and, where relevant, to the Council’s specific circumstances * The approach offers good levels of (as appropriate) functionality, performance, environmental performance, outcomes, ease of use and other relevant characteristics; and * The supporting documents (where requested) are of good quality, relevant and of sufficient depth. | 4 |
| An excellent response with all relevant bullet points from a mark of 4 applying. | 5 |

# Procurement Timetable

The procurement timetable, outlined below, is for information and potentially subject to change. The council reserves the right to amend any aspect of the timetable during the procurement and evaluation process.

|  |  |  |
| --- | --- | --- |
|  | Application issued | 16th November 2018. |
|  | Deadline for clarifications | 26th November 2018 |
|  | Deadline for responses | 2pm 7th December 2018 |
|  | Contract Award | Friday 14th December 2018 |
|  | Project completed by | Training should begin in participating schools in the Spring or Summer term of 2019, with schools completing the cycle of training and support within one year |

# Supplier Information

**Suppliers are to edit the header of this form to insert their name at the top of every page.**

**Suppliers are to complete this Form and return it as the front cover of their submission. Part 1 is information relevant to the procurement. Part 2 is information relevant to contract management if you were to be successful and is non-mandatory.**

Part 1

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of person or organisation bidding | | |  | | | | | | |
| Trading as… | | |  | | | | | | |
| Are you bidding as a consortium | | | **Answer ‘yes or no’** | | | | | | |
| If yes, who is the lead Supplier | | |  | | | | | | |
| *Person managing bid* | | | *Director/partner/trustee overseeing bid* | | | | | | |
| Mr/Mrs/Ms/Other | | | Mr/Mrs/Ms/Other | | | | | | |
| Name |  | | Name |  | | | | | |
| Address |  | | Address |  | | | | | |
|  |  | |  |  | | | | | |
|  |  | |  |  | | | | | |
| Post Code |  | | Post Code |  | | | | | |
| Country |  | | Country |  | | | | | |
| Phone |  | | Phone |  | | | | | |
| Mobile |  | | Mobile |  | | | | | |
| Email |  | | Email |  | | | | | |
| *Registered office address* | | | *Supplier’s registration numbers, as applicable* | | | | | | |
|  | | | Company registration no. | | | | |  | |
|  | | | Charity registration no. | | | | |  | |
|  | | | VAT registration no. | | | | |  | |
|  | | | Other registration no. | | | | |  | |
| Postcode |  | | *Type of organisation (select one box only)* | | | | | | |
| Country |  | | Sole Trader | |  | | Private Co. Limited by Guarantee | |  |
| *Group structure (as applicable)* | | |  | |  | |  | |  |
| Name of immediate parent organisation | |  | Partnership (Unincorporated) | |  | | Private Company | |  |
| Name of ultimate UK holding company | |  | Limited Liability Partnership (‘LLP’) | |  | | Public Limited Company | |  |
| Company regn. no. of ultimate UK holding co. | |  | Public sector | |  | | Industrial or Provident society | |  |
| Name of ultimate parent organisation | |  | Other (please write in) | | |  | | | |
|  | |  | Are you a SME? (Y/N) | | |  | | | |

**If bidding as a consortium please complete a copy of this form for each organisation bidding.**

Part 2

|  |  |  |  |
| --- | --- | --- | --- |
| *Who will manage the contract* | | *Email addresses and phone numbers of relevant contacts, as applicable* | |
| Mr/Mrs/Ms/Other | |
| Name |  | For invoice and payment queries |  |
| Address |  |
| Postcode | For out of hours contact in an emergency |  |
| Country |  |
| Phone |  |
| Mobile |  |
| Email |  |

**If you are not an existing NCC supplier please complete the BACS form below.**

|  |  |
| --- | --- |
| Bank Details | |
| Account Type |  |
| Name of Bank |  |
| Address of Bank |  |
| Sort Code |  |
| Account Number |  |
| Building Society Roll Number |  |
| Name the account is held in |  |
| Pay Method | |
| NB: Norfolk County Council’s preferred method of payment is by BACS and preferred remittance delivery is by email. | |
| Pay Method |  |

# Supplier Questions (70%)

* **Suppliers are to edit the header of this section to insert their name at the top of every page.**
* **Suppliers are to answer all questions and are to reproduce this form retaining the questions and numbering, and return it as part of their application.**
* **Suppliers should not assume that the evaluators have any prior knowledge of the bidding organisation, its capabilities or the solutions it offers.**
* **Suppliers’ responses shall be clearly legible and in at least 11-point type, on a line spacing of at least 1.3 times the type size.**
* **Suppliers must achieve a minimum quality threshold of 30 out of the 70 marks available for quality or the application will be rejected.**

|  |
| --- |
| 1. **Expertise and experience** (35%)   Refer to section 2.10, Please provide details of your expertise and experience to show you can meet our requirements  (guide of 1000 words) + Please submit CVs to support your response |
| Please type your response here |
| 1. **Your approach to this project.** (35%)   Please detail your approach to this project, including staffing and a description of any potential conflicts of interest and how you will deal with them  (guide of 1000 words) |
| Please type your response here |

# Price 30%

* **Insert your organisation’s name in the header**
* **Prices must be in £ sterling and exclusive of VAT**
* **Please ensure the prices you submit are all inclusive including your time, fees and expenses required to meet the outcomes**
* Please provide a breakdown showing your time, fees and expenses required to meet the outcomes and to not exceed the price cap of £10,000 per school (if you exceed £10,000 per school your bid will be rejected.)

**Price to be evaluated**

|  |  |
| --- | --- |
| Price for 1 school | £ |

We will encourage schools to work together for a common approach and would expect the same provider to deliver to all schools in the group.

If this was the case, we would expect a discount/reduced fee.

What discount would you offer under these circumstances? Please complete the table below

|  |  |
| --- | --- |
| **Number of Schools in a Group** | **Discount Offered** |
| 2/3 |  |
| 4/5 |  |
| 6/7 |  |
| 8/9 |  |
| 10 or more |  |

Please show the discount you will offer against the price you have submitted for 1 school. These discounts will be used for direct award to one provider. This will not be evaluated but will be used for information when awarding work.

# Important Legal Notice

1. Any person who participates in this procurement exercise shall be deemed to accept the conditions set out below and the terms and conditions of contract appended to this document. These conditions constitute the entire agreement between the parties concerning the conduct of the exercise.
2. Norfolk County Council (“the Council”) does not make any binding commitment to actual or potential suppliers (“Suppliers”) or to any other party about its conduct of this procurement exercise, other than to abide by its statutory obligations and the express terms of this Important Legal Notice. No other obligation on the Council shall be implied into any contract which may arise between the Council and any Applicant governing the conduct of this exercise.
3. Suppliers shall not, in connection with this procurement exercise, place any reliance upon any communication from the Council (including without limitation any notice published by the Council and any information published on any web site) unless it specifically states that it concerns this procurement exercise and bears the reference number stated on the front page of this document. Suppliers shall not place any reliance on any communication which is not in writing.
4. Information supplied by the Council is subject to constant updating and amendment in the future and is necessarily selective and is supplied for general guidance in the preparation of proposals. It does not purport to contain all of the information which Suppliers may require, and Suppliers must satisfy themselves by their own investigations about the accuracy of such information. While the Council has taken all reasonable steps to ensure, as at the date of this document, that the facts which are contained in this Invitation are true and accurate in all material respects, the Council does not make any representation or warranty as to the accuracy or completeness of this Invitation, or the reasonableness of any assumptions on which this document may be based. The Council accepts no liability to Suppliers however arising and whether resulting from the use of the information provided, or any omissions from or deficiencies in the information. As such, the Council cannot accept responsibility for any inaccurate information obtained by Suppliers.
5. Any notice from any person in connection with this procurement exercise shall be sent to through in-tend to the contact person listed on the first page in accordance with the relevant timescales.
6. In inviting potential Suppliers to participate, the Council is not making an offer to enter into any contract for the supply of goods, services or works and does not bind itself to accept any offer it receives.
7. The Council reserves the right at its sole discretion to change any aspect of, or to discontinue this procurement exercise at any point and if it does discontinue the exercise need not provide any Supplier with the scores allocated in any marking exercise already undertaken or the reasons for the allocation of those scores.
8. The Council will not under any circumstances be liable to pay Suppliers for any costs incurred as a result of their participating in this procurement exercise.
9. The Council may exclude from consideration any proposal which is not submitted in full compliance with the conditions and/or instructions contained within this Invitation and shall be under no obligation to consider any extenuating circumstance which may have arisen. The Council’s decision as to whether any response submitted complies with the instructions shall be final.
10. Suppliers may notify the Council of information they wish, acting reasonably, to designate as confidential and the reasons why. Suppliers shall not apply any blanket designation of confidentiality to their entire application and the Council will not pay any regard to any such designation.
11. The Council is subject to laws concerning access to information including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Audit Commission Act 1998 and may - notwithstanding any claim made by any Supplier that any information is provided in confidence or is confidential in nature – release any information provided to it in accordance with the law, subject to the Council’s discretion concerning any applicable exemption or the application of any public interest test. It is important to note that information may be commercially sensitive for a time, for example, during an application process, but afterwards it may not be. The timing of any request for information may be extremely important in determining whether or not information is exempt. However Suppliers should note that no information is likely to be regarded as exempt forever.
12. The contents of this Application together with all other information, materials, specifications or other documents provided pursuant or in the course of this procurement process as a whole, or prepared by the Suppliers specifically for such purposes, shall be treated at all times as confidential by the Suppliers. Suppliers shall not disclose any such information, materials, specifications or other documents to any third parties or to any other part of the Suppliers´ company or group or use them for any purpose other than for the preparation and submission of a response to this Invitation or other requirement of the procurement process, nor shall Suppliers publicise the Council’s name or the Application without the prior written consent of the Council.
13. The Suppliers shall ensure that all third parties to whom disclosure is made shall keep any such information, materials, specifications or other documents confidential and not disclose them to any other third party except as set out above.
14. Suppliers must seek the approval of the Council before providing to third parties any information provided in confidence by the Council or its professional advisers or consultants and must maintain a register of all employees and third parties who have access to such information. If so requested by the Council, Suppliers must make such a register available for immediate inspection by the Council or its duly authorised representatives.
15. Any working documents produced by the Council in the course of evaluation shall remain confidential to and the property of the Council and need not be retained by the Council. For the avoidance of doubt, the Council’s only obligation to Suppliers concerning debriefing shall be to provide the Suppliers with a written statement, as approved by the chair of the evaluation panel.
16. Suppliers shall not enter into any agreement or arrangement with any other person with the intent that the other person shall refrain from responding to this Invitation to Quote.
17. Suppliers should not, in connection with the proposed contract:
    1. offer any inducement, fee or reward to any officer or member of the Council or of the commissioning organisations;
    2. do anything which would constitute a breach of section 117(2) of the Local Government Act 1972 or Bribery Act 2010; or
    3. canvass any of the persons referred to in a) in connection with the response about any aspect of the proposed contract or for soliciting information in connection therewith.
18. If any Supplier or any employee of any Supplier or any third party acting on behalf of any Supplier commits an act detailed in clauses 16 to 17 inclusive or offers, promises or gives any bribe or inducement or makes any improper threat or colludes (or offers or agrees to collude) with any other Supplier in connection with this procurement exercise then, in addition to any criminal sanction such conduct may attract, the Council may:
    1. immediately exclude that Supplier’s offer from consideration;
    2. exclude that Supplier from future procurement exercises;
    3. terminate any contract entered into with that Supplier; and
    4. recover from that Supplier the reasonable costs of re-running this procurement exercise and any consequential losses (including loss of anticipated savings) which result from any delay in letting a contract.
19. If any person approaches any Supplier seeking any bribe or making any offer to collude in respect of this procurement exercise, that Supplier is to contact the Council’s Head of Law immediately.
20. All intellectual property rights in this Application and all materials provided by the Council or its professional advisers, consultants or information provided in connection with this further competition are and shall remain the property of the Council and/or its professional advisers, consultants and/or information providers. The information they contain shall be used only for the purpose of preparing a proposal and delivering any resulting contract.
21. All responses and submissions provided by any Supplier will form part of the contract should the Supplier be successful.
22. Any qualifications made by Suppliers in regard to the Application or documentation produced will not be accepted by the Council and the right is reserved to exclude any proposals with qualifications attached.
23. The Council will not accept any variation to the terms of this legal notice and in the event that any Supplier submits any response which seeks to vary the above conditions such purported variation shall be void, even if the Council considers the proposal.
24. In the absence of a formal document signed by the Council and the successful Supplier, and for as long as such absence persists, then the acceptance by or on behalf of the Council of the Supplier’s written response shall itself constitute a binding agreement between the parties, the terms of which unless amended by agreement between the parties shall be the conditions of contract sent out with the and the prices and operational proposals set out by the Supplier in their response.

# Supplier's Declaration

* **Suppliers are to print this declaration on plain white A4 paper, sign and date it with an original signature, scan and upload it as the final part of their submission.**
* **Suppliers are to edit the header of this section to insert their organisation’s name at the top of every page of the forms.**

Checklist

Check each issue below and tick each box.

|  |  |
| --- | --- |
| We have completed the following forms: |  |
| * Supplier Information |  |
| * Supplier Questions |  |
| * Price Schedule |  |
| * This declaration, **printed then signed with an original signature, then scanned and uploaded as a .pdf** |  |

|  |  |
| --- | --- |
| **We have:** |  |
| Amended the header on each form to insert our organisation’s name. |  |
| Made arrangements for the quote to be uploaded and submitted on time, with adequate contingency for ICT failures, power outages etc. |  |
| **We have not:** |  |
| Used a smaller typeface or line spacing than that permitted. |  |
| Annexed any document not specifically requested. |  |

Declaration

|  |  |  |  |
| --- | --- | --- | --- |
| We agree to the conditions specified in the ‘Important Legal Notice’ at in this Invitation to Quote.  We warrant, represent and undertake to the Council that:   1. neither we nor any employee or third party acting on our behalf has offered, promised or given any bribe or inducement or made any improper threat or colluded (or offered or agreed to collude) with any other person in connection with this procurement exercise 2. we have complied in all respects with this Invitation to Quote 3. all information, representations and other matters of fact contained in our quote are true, complete and accurate in all respects 4. we have made our own investigations and research and have satisfied ourselves in respect of all matters (whether actual or contingent) relating to the Quote and have not submitted this Application response and will not have entered into the contract in reliance upon any information, representation or assumption (whether made orally, in writing or otherwise) which may have been made by or on behalf of the Council 5. we have satisfied ourselves as to the correctness and sufficiency of the information we have inserted in the quote. 6. we have full power and authority to enter into the contract and provide the services 7. we are of sound financial standing and will have sufficient premises, working capital, skilled staff, and other resources available to us to provide the services in accordance with the contract 8. we have obtained or are able to obtain all necessary consents, licences and permissions to enable us to provide the services.   We hereby offer to provide the services in accordance with the contract attached as the annexure to this Application which includes for the avoidance of doubt any documents specified in the contract as forming part of the contract including (but not limited to) the prices and operational proposals set out in this quote, the terms and conditions of contract, the Specification and any written clarifications issued or received by the Council prior to the written acceptance of the Council of this quote. We agree that the Council’s acceptance of this quote shall form a binding contract between us on the above terms. | | | |
| Name of bidding Organisation |  | Signature of authorised officer |  |
| Date |  | Position of authorised officer |  |
|  |  | Name of authorised officer |  |
| Name of bidding Organisation |  | Signature of authorised officer |  |
| Date |  | Position of authorised officer |  |
|  |  | Name of authorised officer |  |

|  |  |
| --- | --- |
| *This block will be signed on behalf of Norfolk County Council in the event that your application is accepted.* | |
| We, Norfolk County Council, hereby accept your offer for Off-site student programme (Norwich Inclusion Charter) and a binding contract now exists between us and you on the above terms.  (To be completed by NCC when the results of the evaluation are known.) | |
| Name of authorised officer |  |
| Position |  |
| Signature |  |
| Name of authorised officer |  |
| Position |  |
| Signature |  |
| Date |  |